

**Minutes for the Meeting of the
City of Dyersburg Municipal-Regional Planning Commission
November 14, 2019
10:00 am
Municipal Courtroom**

Commission Members Present: Eddie Burks, Mayor John Holden, Mark Oakes, Sherry Guthrie, Brian Ramm, Paul Newbill, Tony Dement. Alderman James Baltimore was absent.

Note: Prior to the meeting Vice-Chairman Paul Newbill recused himself from the proceedings of the meeting because of personal reasons.

Other Staff Present: Thomas Mullins, Kevin Joslin, Codes Enforcement, Scott Ball, Storm Water and Construction Inspector, Will Radford, City Planner, Carmen Cupples IT, Tiffany Heard, City Engineer.

Chairman Burks called the meeting to order and declared that a quorum was present.

Chairman Burks called for approval of the minutes from the September 12, 2019 meeting, noting a typographical error in the last paragraph on the final page for correction. The minutes were approved by the Commission.

New Business:

A. First Citizens National Bank Minor Subdivision Plat

Background

A Minor Subdivision has been submitted on behalf of First Citizens National Bank to re-subdivide two lots near 710 U.S. Highway 51 By-Pass. The properties can be further identified as Parcel 58.05 on Dyer County Tax Map 074 and Parcel 5.02 on Dyer County Tax Map 088. The property is zoned P-B (Planned Business) District. The property does not appear to be located in a federally identified flood hazard area.

Analysis

This was originally submitted as two different plats for the purpose of #1, dividing Parcel 58.05 into two lots then #2, attaching the new portion of Parcel 58.05 to Parcel to obtain the required road frontage. Staff advised the developers to combine both actions into one plat. The revised plat has not been reviewed at this time.

The lots meet the lot area requirements of the P-B district.

Staff has been advised that the utility capacity in this area is adequate for the creation of these lots.

Recommendation

Staff recommended of approval of the plans.

Chairman Burks called for any discussions. From discussion, Commissioner Brian Ramm motioned to approve the First Citizens National Bank Minor Subdivision Plat. Commissioner Tony Dement seconded the motion which passed unanimously by the Commission.

B. Fast Pace Urgent Care Site Plan

Background

A site plan has been submitted on behalf of Fast Pace Urgent Care to construct a new medical office building near 710 U.S. Highway 51 By-Pass. The property can be further identified as Parcel 58.05 on Dyer County Tax Map 074. The property is zoned P-B (Planned Business) District. The property does not appear to be located in a federally identified flood hazard area.

Analysis

The site plan has an adequate number of parking spaces for medical office space (5 spaces per physician)

The site plan meets all setback and lot requirements of the P-B district.

The site plan has been approved by the Dyersburg Fire Department.

The site plan has been approved by the City Engineer in regards to grading and drainage.

Recommendation

Staff recommended approval of the site plan, contingent upon engineering approval of the site plan.

Chairman Burks called for any discussions. From discussion, Commissioner Tony Dement motioned to approve the Fast Pace Urgent Care Site Plan. Commissioner Brian Ramm seconded the motion which passed unanimously by the Commission.

C. Other Business/Reports: City Engineer, Tiffany Heard came before the Commission to request the Commission consider a process change in their policy regarding project reviews. She noted past and current projects have been approved by the Planning Commission contingent upon engineering approval. She noted a recurring problem is that the City has had projects that either never submit their drawings, or they do so months after work has begun.

She said that under the current system, it is extremely difficult to get drawings approved before the Planning Commission when they are only submitted two weeks prior to the Planning Commission meeting. Additionally, Ms. Heard noted that the engineers submit plans to get the project in the system, often resulting in City engineering spending needless hours reviewing multiple submittal of a project that was not fully engineered initially.

She recommended that moving forward the process should be for the Planning Commission to approve the project, but **NO** permits be given until Engineering has approved all drawings. She explained this would ensure that excavation/earth moving, and any other actions should not occur by contractors until all drawings have been approved. Ms. Heard said that she has discussed this process change with the Codes Department officials, who have agreed to withhold all permits until the Codes Department has received an email from engineering that plans have been approved.

Ms. Heard stated her confidence in this process which would allow a project to go before Planning Commission without engineering approval, but not allow construction to begin until all concerns have been resolved and all drawings have been approved. Therefore, the Planning Commission may approve every project contingent upon engineering approval.

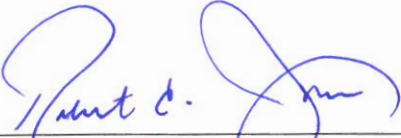
The Commission discussed various aspects of the request and both pro and con merits to the engineer's recommendation.

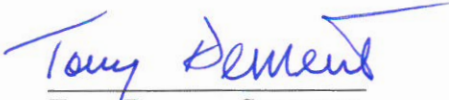
Thomas Mullins recognized the importance of adhering to continuing the standard practice of attempting to respond to submitted drawing plans within a two-week period. He noted that smaller projects may require less time for review than two weeks, while significantly larger projects may extend past the targeted two-week turn-around review period.

At the end of discussion, Chairman Burks asked the Commission members if they supported the proposed engineering review changes. All Commissioners present agreed to the recommended process change.

D. Administrative Reports: No report.

With no further business, the meeting adjourned at 10:45 a.m.


Robert C. Jones, City Recorder


Tony Dement, Secretary