



Agenda for Eagleville
Planning Commission Meeting – Annual Meeting

108 South Main Street
January 5, 2015

Eagleville City Hall
6:30 p.m.

Prior to meeting, please turn off all electronic devices.

1. **CALL TO ORDER** – Chairman Nick Duke

2. **ROLL CALL / DETERMINATION OF QUORUM** - Kathey Burluson, City Recorder

3. **CITIZENS INPUT** - *Any Citizen shall be given up to three minutes to address the Planning Commission on any issue. When the Chairman asks, please raise your hand if you wish to speak.*

4. **APPROVAL OF MINUTES** – Approve or deny the minutes of the December 15, 2014 Planning Commission Meeting.

5. **REPORTS and OTHER BUSINESS**
 - a) Report on actions related to previous Planning Commission meeting decisions.
 - i. Two Rezoning Requests
 - ii. Subdivision – Plat for driveway
 - b) Discussion (if necessary) of Planning Commission By-Laws

6. **NEW BUSINESS**
 - a) Nominations and election of Chairperson of the Planning Commission for 2015.
 - b) Nominations and election of Vice-Chair of the Planning Commission for 2015.
 - c) Nominations and election of Secretary of the Planning Commission for 2015.
 - d) Approve the continuation of the By-Laws as amended October 30, 2014.

7. **ADJOURNMENT**

**Minutes of the
Regular Planning Commission Meeting
Eagleville City Hall, Eagleville, TN
Monday, December 15, 2014 – 6:30 PM**

COMMISSION MEMBERS

Mayor Travis Brown	P	Member Derrick Lynch	P
Chairman, Nick Duke	P	Member Chris Hendrix	P
Vice-Chairman Ronnie Hill	P		

STAFF

Andrew Ellard, City Manager	P	Linda Dansby, Codes Administrator	P
Kathey Burlison, City Recorder	P	David Breniser, Police Officer	A
Jenny Strasser, City Clerk	P	Paul Rigsby, Police Officer	A
Elijah Stuard, Police Chief	P	Jonathan Armstrong, Fireman	A
Rick Parks, Fire Chief	A	Leon Sharber, City Attorney	A
Jeff Mooneyham, Park Director	A	Griggs & Maloney	P

GUESTS

Fred Dansby	Glenda Dyer	Will Owen
James Holton	Pete Tucker	Billy Snell
Pete Doughtie	Erika Jones	

CALL TO ORDER

The meeting was called to order at 6:34 p.m. by Chairman Nick Duke.

ROLL CALL

Roll was called by City Recorder, Kathey Burlison with a quorum present.

APPROVAL OF MINUTES

October 30, 2014 City Planning Commission Meeting Minutes

Motion for approval:	Vice-Chairman Ronnie Hill
Seconded by:	Member Derrick Lynch
Motion passed:	3- Mayor Travis Brown and Member Chris Hendrix Abstained

BUSINESS

Approve or deny a request to rezone Tract 3 of Parcel Number 60 of Tax Map 144, from R-1, single-family residential to R-2, multi-unit residential (Case 2014-001)

Motion for approval: Vice-Chairman Ronnie Hill
Seconded by: Mayor Travis Brown
Motion passed: 4-1 with Member Chris Hendrix voting No

Approve or deny a request to rezone Tract 2 of Parcel Number 60 of Tax Map 144, from R-1, single-family residential to R-3, multi-unit residential (Case 2014-002)

Motion for approval: Mayor Travis Brown

Chairman Nick Duke relinquished Chair to Vice-Chairman Ronnie Hill

Seconded by: Chairman Nick Duke
Motion passed: 3-2 with Members Derrick Lynch and Chris Hendrix voting No

Chairmanship was relinquished back to Chairman Nick Duke

Approve or deny a request to subdivide property at 1075 South Main Street in order to create access to 1047 South Main St. via Ballpark Avenue and the 1075 South Main property (Case 2014-003. Motion to approve subdivision with addition of signs and apron be built to specific standards and cutting back brush.

Motion for approval: Vice-Chairman Ronnie Hill
Seconded by: Member Derrick Lynch
Motion passed: 5-0

ADJOURNMENT

Motion to adjourn: Vice Chairman Ronnie Hill
Motion passed by a unanimous “aye”.
The meeting ended at 7:40 pm.

Approval by:

Chairman Nick Duke

Kathey Burleson, City Recorder

Date minutes were approved: _____

**BY-LAWS OF THE
EAGLEVILLE, TENNESSEE MUNICIPAL PLANNING COMMISSION**

ARTICLE I

Objective

The objective and purposes of the Eagleville Municipal Planning Commission shall be as set forth in Section 13-4-101 through 13-4-105, Sections 13-4-301 through 13-4-311, and Sections 13-7-201 to 13-7-210 of the Tennessee Code Annotated, and amendments and supplements thereto.

ARTICLE II

Membership

The membership of this Commission shall consist of five (5) members. One (1) of the members shall be the chief executive officer of the municipality (mayor or his/her designee), and one (1) of the members shall be a member of the chief legislative body of the municipality selected by such legislative body. All other members shall be appointed by the Mayor. Term lengths shall be set for a three (3) year time period and staggered in such a way that no more than one (1) member's term shall expire at the same time as established in Eagleville City Code Title 14. A record of the membership of the Commission shall be maintained. Appointments shall be reviewed and made by the Mayor at the regular council meeting in December. Terms are January 1 through December 30.

Each planning commissioner shall, within one (1) year of initial appointment and each calendar year thereafter, attend a minimum of four (4) hours of training and continuing education in one (1) or more of the subjects which shall include but not be limited to, the following: land use planning; zoning; flood plain management; transportation; community facilities; ethics; public hearing procedure; land use law; natural resources and agricultural land conservation; economic development, housing, public buildings; land subdivision; and power and duties of the planning commission. (T.C.A. 13-3-101)

Should any vacancy occur among the members of this Planning Commission by reason of death, resignation, disability or otherwise, immediate notice, thereof, shall be given to the Mayor. The Mayor, at the next regular Council Meeting, shall appoint a successor for the unexpired term of office.

ARTICLE III

Election of Officers

The Chairperson, Vice-Chairperson and Secretary shall be elected at the annual meeting from among the appointed members of the Commission. Their term shall be for one (1) year with eligibility for re-election. Officers shall hold office until their successors are elected.

Vacancies in offices shall be filled immediately for the unexpired term by regular election procedure.

ARTICLE IV

Officers and their Duties

1. **Chairperson.** The Chairperson shall preside at all meetings of the Commission. Except as otherwise authorized by the Commission, he/she shall sign, and the Secretary shall attest, all contracts, reports and instruments adopted by the Commission. At any meeting, the Chairperson may submit such recommendations and information as he/she may consider proper concerning the business, affairs, and policies of the Commission. Their Chairperson shall have the right to debate and vote on any issue before the Commission.

2. **Vice-Chairperson.** In the absence in incapacity of the Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson. In the case of resignation of the Chairperson, the Vice-Chairperson shall perform those duties until a new Chairperson is elected. In the absence of both the Chairperson and Vice-Chairperson, when a quorum is present for a regular or special meeting, an interim Chairperson shall be elected from those members present.

3. **Secretary.** The Secretary shall keep or cause to be kept (working with the City Recorder) a full record of all proceedings of the Commission, including a record of all votes, in a journal of proceedings kept for the purpose and identified as the "Minutes of the Town of Eagleville Planning Commission." He/She shall perform such other duties in regard to records, including certification of transcripts and attestation of contracts or other documents, as the Commission may direct. The Secretary working the City Recorder, shall prepare the agenda of regular and special meetings with the Chairman, provide notice of meetings to Planning Commission members, arrange proper legal notice of hearings, attend to correspondence of the Commission, and such other duties as re normally carried out by the secretary.

ARTICLE V

Ethical Standards

Members shall conduct themselves in accordance with the standards of ethical conduct established in the Eagleville City Code, Resolution 07.03 Code of Ethics (April 26, 2007).

Conflict of Interest. Any member, who has, or whose spouse, child, sibling, or parent has a *financial* interest in any property that is the subject matter of a decision of the Commission is disqualified from participating in the discussion, decision, and/or proceedings of the Commission in connection with that property. The Commission member shall disclose the interest prior to any hearing on the matter. The Tennessee Bureau of Ethics and Campaign Finance requires a Statement of Disclosure of Interests from Local Office Holders and Appointees as required by the Ethics Reform Act of 2006 defined in T.C.A. 2-10-102(13)(A). Current officeholders must file by January 31st of each year. Newly-appointed officeholders must file within 30 days of appointment to office.

ARTICLE VI

Meetings

Regular meetings of the Planning Commission shall be held a minimum of one time each quarter, at a time and place within the Town of Eagleville established by the Commission. By the first Commission meeting in October of each year, the Commission shall establish a schedule of meetings for the following year. The Commission may reschedule meetings or cancel a meeting by giving public notice prior to the scheduled meetings(s).

ANNUAL MEETING. The regular meeting in January of each year shall be the annual meeting. At that meeting, officers are to be elected and these rules are to be reviewed and considered for re-adoption.

SPECIAL MEETINGS. A special meeting may be called by the Chairperson when requested to do so in writing by a majority of the members of the Planning Commission. The notice of such a meeting shall specify the purposes of such a meeting and no other business may be considered except by unanimous consent of the Commission. The recording secretary shall notify all members of the Commission in writing not less than three (3) days in advance of such special meetings.

OPEN PUBLIC MEETING ACT. All sessions of every meeting of the Commission, including special meetings and work sessions, shall be open to the public pursuant to the Tennessee Open Public Meetings Act, T.C.A. Section 8-44-101, et seq.

ARTICLE VII

Order of Business

The order of business at the regular meetings shall be:

1. Roll Call
2. Minutes of the previous meeting
3. Public Hearings
4. Report of officers, committees
5. Old Business
6. New Business
7. Adjournment

All meetings of the Planning Commission shall be conducted in accordance with Robert's Rules of Order, unless otherwise indicated in these By-Laws.

ARTICLE VIII

Agenda

The Zoning Administrator or other designated official shall have prepared for each meeting an agenda specifying the order in which the items of business shall appear before the Commission. All items, including subdivision plats and zoning request, shall be submitted at least thirty (30) days prior to the meeting at which the business is to be discussed. The thirty (30) days prior to the meeting at which the business is to be discussed. The thirty (30) day requirement may be waived where, in the opinion of the Planning Commission, circumstances demand immediate consideration; provided, however, that preliminary plats and requests for zoning amendments shall be taken under advisement for thirty (30) days. The Zoning Administrator shall see to it that the agenda is provided to each member of the Planning Commission at least seven (7) days before the meeting.

ARTICLE IX

Committees

Special committees may be appointed by the Chairman for purposes and terms which the Planning Commission approves.

ARTICLE X

Employees

The Planning Commission may appoint such employees and staff as it may deem necessary for its work and may contract with planners and other consultants for such services as it may require.

The expenditures of the Commission, exclusive of gifts, shall be within the amounts appropriated for the purposes by the City of Eagleville.

ARTICLE XI

Hearings

In addition to those required by law, the Commission may at its discretion hold public hearings when it decides that such hearings shall be in the public interest.

Notice of such hearings shall be published in a newspaper of general circulation within the City of Eagleville at least fifteen (15) days prior to the date of such public hearing.

The case before the Planning Commission shall be presented in summary by the Secretary or a designated member of the Commission and parties in interest shall have privileges of the floor. No statement shall be recorded or sworn to as evidence for any court of law without notice to the parties.

A record shall be kept of those speaking before the Commission.

ARTICLE XII

Amendments

These By-Laws may be amended by a majority vote of the entire membership of the Planning Commission.

Adopted by the Eagleville Municipal Planning Commission on this the 30th day of October, 2014.

Nick Duke
Chairman, Eagleville Municipal Planning Commission

Sam Tune
Mayor, Eagleville Municipal Planning Commission