

**2009-2010
ANNUAL PERFORMANCE REPORT AND PROGRAM DESIGN**

**PREPARED BY THE
MONTEAGLE MUNICIPAL - REGIONAL PLANNING COMMISSION**

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2009-2010 Annual Performance Report and Program Design

Monteagle Municipal - Regional Planning Commission

I. Introduction and Purpose of the Annual Performance Report

The Local Planning Assistance Office (LPAO) provides professional planning assistance to communities and county governments throughout the State. Professional planning staff assists local government officials, Planning Commissions and related public bodies in meeting their specific planning needs. The LPAO provides these services by voluntary contract with individual local governments.

The principal purpose of the Annual Performance Report (APR) and Program Design is to provide the Planning Commission with an evaluation of the community's overall planning program and to establish a work plan for the coming year. Simply put, it is a "plan for planning." The APR is also a report to the Town's governing body and citizens on the activities and goals of the Planning Commission. LPAO staff prepares the report with information obtained from Town staff, Planning Commission records and existing Town plans.

The Annual Performance Report is an evaluation of the overall planning program. It includes a record of the Planning Commission's meetings and attendance by commissioners, as well as providing specific information on the status of comprehensive planning elements, strategic planning efforts, land use controls, and community development services provided by the LPAO staff in the present program year. The object of the evaluation is the development of a program design that is a work program for the coming fiscal year.

II. 2008-2009 Annual Performance Report and Program Assessment

The program assessment includes four primary elements: comprehensive long-range planning; strategic planning; land use controls and other related regulatory codes, and community development services. Shown below is an evaluation of each element based on existing documents and studies, work items included in the approved **2008-2009 Program Design**, and the status of each item at the end of the current program year.

Comprehensive Long Range Planning - The comprehensive planning element is the foundation for the Town's overall planning program and a guide for Town decision-makers. It is community-wide and long-term in focus. The comprehensive plan is a physical plan that broadly addresses the Town's development and services. It is a statement of long-range goals and objectives, and provides for policy coordination to better achieve those goals. The Monteagle Comprehensive Plan is composed of the following elements, including any items updated during the **2008-2009 Program Year**.

- 1) Existing Land Use Map – 1988
- 2) Land Use Plan – 1988
- 3) Major Road Plan – 2002 (Updates Planned for 2009-2010)
- 4) Map of Water and Sewer Lines – 2007 (GIS)
- 5) Urban Growth Boundary Map - 2001

Many of Monteagle's plans should be updated over the next five to ten years due to growth, both in the residential and commercial areas. These planning components are prepared separately as the Town's planning program progresses. Public Act 1101 added another long-range planning element that must be considered in the overall planning process. This legislation called for the development of county-wide growth plans, including the identification of specific regional urban growth boundaries; county planned growth areas, and rural areas. Existing land use patterns, projected population growth and the future availability of urban services and infrastructure within potential growth areas were considered in developing this plan.

The **2008-2009 Program Design** indicated Staff would assist in the development of a regional GIS database and gather data for the development of a community facilities plan, which will aid in the expansion of the water and sewer systems. Utility data was updated in January 2007 when it was added to the GIS database. However, due to the change in utilities directors, sewage spill, the moratorium placed on sewer line extensions and connections, and other projects during this program year, the Planning Commission did not move forward with a facilities plan.

Strategic Planning - Strategic planning involves the development of specialized plans or studies that address specific needs and various short to mid-term objectives. The strategic component of the Town's overall planning program acts as a bridge between the broad, long-range goals and objectives of the comprehensive plan, and the many day-to-day planning activities that may occur within the Town.

The **2008-2009 Program Design** indicated Staff would assist in the preparation of any annexations and update the maps as necessary. There were no annexations in the program year.

Land Use Controls - Land use controls are regulatory in nature and are one of the principal means of implementing a Town's planning program. Monteagle's land use controls include subdivision regulations and zoning. Monteagle has authority to enforce subdivision regulations both inside of the corporate boundaries and in the planning region, which consists of the entire urban growth boundary. The Town also employs a Building Inspector who is responsible for enforcing local codes, including the International Building Code.

The **2008-2009 Program Design** noted that Staff would assist in the development of a Regional Zoning Ordinance and prepare any additional zoning amendments. A draft of the proposed zoning ordinance was reviewed during the 2006-2007 Program Year, but it was determined that the Urban Growth Boundary (UGB) in Grundy County was not what the Town had requested. Once the amendment is approved, the MRPC can proceed with a request for regional zoning authority from Grundy County. Marion County has already granted regional zoning authority. Staff will continue to assist the MRPC in the development of a regional zoning ordinance, and we will work with Grundy County to secure the urban growth boundary that was once proposed.

- A. Land Use Controls – The following elements comprise the land use controls available to Monteagle:
- 1) Subdivision regulations were adopted in May of 1992, and the regulations were completely revised in October of 2001.
 - 2) Monteagle has enforced a zoning ordinance since 1986. The zoning ordinance and map are continually being updated and expanded. The map and ordinance are both considered to be current.

- 3) Monteagle is not a participant in the National Flood Insurance Program, but Staff has attended preliminary map meetings in both Marion and Grundy Counties in preparation for updated Digital Flood Insurance Rate Maps. The Town may consider the flood program once all three county's maps have become effective. Franklin County's maps became effective on August 4, 2008.
- 4) Monteagle currently does not have separate mobile home park regulations, but mobile homes are regulated through the zoning ordinance.
- 5) Available Maps: Official Zoning Map, Base Map, Street Map, Land Use Map, Water lines, Sewer, Parker Street Extension/Expansion Map, Property Numbering Map, and 1101 Maps.

B. Activities in 2008-2009 – The Planning Commission took action on the items shown below between June and May:

Meetings held PC (June 2008-May 2009)	10
Meetings held BZA	1
Variances granted	1
Site plans approved	5
Subdivision Plats Reviewed - Preliminary	1
Subdivision Plats Reviewed – Final	2
Subdivision Plats Reviewed – Staff Approved	5
Zoning Requests Reviewed	1
Zoning ordinance amendments Recommended	0
Subdivision Regulations Amendment(s)	2
Customary Home Occupations Granted	2

Community Development Services - Throughout the year, Local Planning Assistance Office staff provided technical planning assistance to the Planning Commission, City administration and the general public. Community Development Services (CDS) activities are varied and include administrative and technical duties.

Planning Commission Training

Public Chapter 862 (*Planning Commission and Board of Zoning Appeals Training and Continuing Education Act of 2002*) added new training duties that were addressed by Local Planning beginning in the 2002-2003 program year. Staff provided four hours of planning commissioner training at the Sequatchie Valley Training Conference on September 29, 2008. Topics included: Radon & Changes in Tennessee Code Annotated Planning Legislation.

Planning Commission Membership and Attendance Record

For the purposes of this report, the planning program year begins in July. However, certain information presented is from June through May because the program design should be approved no later than the June Planning Commission meeting. The Monteagle Municipal - Regional Planning Commission held 10 out of 12 of its regularly scheduled meetings, though 3 of the meetings did not have a quorum. Two meetings were cancelled due to a lack of business, one meeting was rescheduled in November, and a Planning Commission and BZA hearing was rescheduled in April due to the lack of a quorum for both meetings.

Membership and Attendance Record (From June, 2008 through May, 2009)

Member	Meetings Attended PC/BZA	Term Expires
Charles Rollins, Mayor	2	Coterminous
Andy Baggenstoss	6	December 2012
Eddie Derryberry	9/1	December 2012
Mary Jane Flowers (Jan '09)	5/1	December 2011
Dean Lay	4	December 2011
James Oliver	7	January 2012
Alexander "Lexie" Orr	4	Coterminous
Carter Underhill	8/1	December 2011

Attendance record does not include special called PC or BZA meetings.

III. Planning Program Design for 2009-2010

Shown below is a planned work program and program design for the upcoming fiscal year. As with any plan, it is subject to amendment should unanticipated issues or needs arise during the program year. Proposed activities for the Monteagle Municipal - Regional Planning Commission in the **2009-2010 planning year** include the following items:

Comprehensive Long Range Planning

Continue to build the GIS database including the development of a regional map and a community facilities map. The existing major road plan was converted to GIS in 2008. We will continue to work on updating our Monteagle base maps with any other data that we have available. As of 2008, LPAO has an updated land use map in a digital format that allows us to identify properties by land use. For the **2009-2010 program year** Staff is proposing the adoption of an updated GIS based major road plan.

Strategic Planning

LPAO staff will continue to assist the Town with strategic planning. Staff will prepare any necessary ordinances, maps, and plans for any proposed changes to the corporate boundaries or the urban growth boundary. Staff will continue to provide assistance on amending the urban growth boundary in Grundy County. Meetings have been scheduled with the Grundy County Coordinating Committee in the past, but despite our efforts in preparing for the meetings, Grundy County did not participate. Staff will attempt to schedule another meeting this year to discuss amendments to the UGB.

Assist and prepare a plan of services and ordinances for any proposed annexations as well as updating the corporate boundaries map, major road plan, and zoning map as required.

Land Use Controls

The Planning Commission has almost completed a landscape ordinance, which will soon be adopted by the Board of Mayor and Aldermen. This ordinance combined with the zoning regulations will establish a standard of quality that will enhance the appearance of new developments in Monteagle. Staff will continue to review the Monteagle Zoning Ordinance for any necessary changes. The MRPC's goal is having a zoning ordinance that can be properly enforced while meeting the desired land use goals. The development of a Regional Zoning Ordinance as well as a Regional Land Use Map using the GIS data will depend on Grundy County's approval of the UGB amendment and will proceed as soon as the amendment is made. Local Planning Assistance Office Staff will continue to advise and assist the Planning

Commission as well as the Town by preparing amendments to the zoning ordinance and map as required. The existing zoning map has just been converted to GIS. The Planning Commission will be reviewing the zoning map during this program year so that the official digital map can be approved by the Board of Mayor and Aldermen. Also for this year, the Planning Commission has requested that Staff prepare a checklist for citizens that explain the procedures for submitting subdivision plats and obtaining building permits.

Staff will also be available to assist with the adoption of the new Flood Insurance Rate Maps when final maps are released by FEMA.

Community Development Services

Local Planning Assistance Office Staff will continue to attend planning related meetings, assist in the interpretation of local land use controls, and review and recommend appropriate action regarding subdivision plats, site plans, rezoning requests, annexation requests, as well as other development related proposals. Staff will also assist the Mayor and Town Staff in coordinating development decisions with long range plans; coordination with regional, state and federal agencies; and address other planning related issues as requested by the Town's Administration. Staff will also provide the Planning Commission with educational and training assistance on an as needed basis. The Local Planning Assistance Office is planning to have another Sequatchie Valley Training Conference this year, which will satisfy the four hours of training required by Public Chapter 862.

6-16-09
Date


Chairman, Monteagle Municipal Regional Planning Commission