

MINUTES  
TOWNSEND MUNICIPAL PLANNING COMMISSION  
APRIL 14, 2016

Members Present

Sandy Headrick, Chair.  
Michael Talley, Mayor  
Rob Webb, V. Chair.  
Steve Fillmore, Sec.  
Becky Headrick  
Eric Stein

Members Absent

Alicia McClary

Others Present

Andy Morton  
Don Headrick

ETDD Staff Representative: Joe Barrett

CALL TO ORDER AND APPROVAL OF MINUTES

Chairman Headrick called the meeting to order at 6:00 P.M. on April 14, 2016 at the city hall. The minutes from the last regular monthly meeting in March were reviewed by the members. After review, a motion was made by Eric Stein and seconded by Rob Webb to approve the March 10, 2016 Planning Commission Minutes as written. The motion passed unanimously.

REPORTS FROM BOARD OF COMMISSIONERS

None.

PUBLIC HEARING

Following a full thirty-day public notice, a second public hearing was held. Chairman Headrick recessed the planning commission and called a public hearing to order to solicit public comments related to the amended commercial policies of the Townsend Land Use & Transportation Policy Plan, 2010-2020. There were no comments from the general public and the public hearing was closed and the planning commission re-convened. A motion was then made by Mayor Talley and seconded by Rob Webb to adopt the amended Townsend Land Use & Transportation Policy Plan, 2010-2020. The motion passed unanimously.

NEW BUSINESS:

None.

OLD BUSINESS:

DISCUSS STREET DESIGN OPTIONS

Staff had spoken with a TDOT representative regarding possible meeting dates. Some tentative dates later this month include either April 26<sup>th</sup> or the 28<sup>th</sup> due to more flexibility in the TDOT representative's schedule. In all likelihood, the meeting will take place at the TDOT office in Strawberry Palms or the ETDD office. Staff will contact TDOT and see if a meeting can be confirmed. No action taken at this time.

DISCUSS VISIONING SURVEY

Staff distributed the revised draft of the visioning survey to members for review. The overall purpose of this survey is to gather input from the community regarding the physical development of the city and activities and events that would be encouraged to take place. The survey should be considered a starting point to provide direction, but the local leadership should have the majority of input on the survey. This particular survey is crafted for the general public. Staff has revised the survey based on the feedback from the last meeting. There have been seven categories established with relevant questions within each category. The preliminary categories include “Quality of Life”, “Growth and Development”, “Transportation”, “Recreation”, “Business Development”, “Public Services”, and “Aesthetics”. The commission then discussed issues associated with the survey relating to how the information will be used, the sample population, minimum number of questions (per category), demographic data, and the general means of distribution. The survey will begin with some general information related to the person filling out the survey. Staff had some basic information, but attempted to include minimal information. After reviewing and discussing this information, the consensus of the planning commission was to include information involving employed or retired, the length of time living in the area, sample population encompassing the zip code, living inside or outside the city, and eliminated the gender question. Staff has drafted the “Quality of Life”, “Growth and Development”, and “Business Development” for review. Following review, there were some requested revisions to the surveys involving expanding the listed establishments in the Business Development matrix and including architectural features in the Growth and Development survey. Staff will make some revisions to the survey and the members can review the survey next month. In the meantime, staff encouraged the members to submit feedback and/or specific questions of their own that can be included in the survey.

OTHER BUSINESS:

None.

At 6:55 PM, with no further business the meeting was adjourned.

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Secretary

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Date