

Minutes
Cedar Hill Municipal Planning Commission
Regular Meeting
June 13, 2023

The Cedar Hill Municipal Planning Commission met in their first meeting at the Clubhouse building at 6:00pm.

John Edwards called the meeting to order at 6pm.

John Edwards took Roll Call: Frank Kirby, Kendra Bush, Lisa Brown, Marquita Pettus and John Edwards were all present along with City Manager Kevin Breeding.

John Edwards asked Frank Kirby to open the meeting up in prayer on which all stood for.

John Edwards moved into the first item of business of nominating officers:

Chairperson - The Chairperson shall preside over meetings, set the agenda in consultation with the City Commission and City Manager, and represent the Planning Commission in official matters.

Frank Kirby made a motion to nominate John Edwards. Marquita Pettus seconded the motion. Roll Call: Frank Kirby "Yes", Kendra Bush "Yes", Lisa Brown "Yes", Marquita Pettus "Yes", John Edwards "Yes". Passed 5-0

Vice Chairperson - The Vice Chairperson shall assume the duties of the Chairperson in their absence or inability to perform the duties.

Marquita Pettus made the motion to nominate Frank Kirby, Kendra Bush seconded the motion. Roll Call: Frank Kirby "Yes", Kendra Bush "Yes", Lisa Brown "Yes", Marquita Pettus "Yes", John Edwards "Yes". Passed 5-0

Secretary - The Secretary shall be responsible for recording minutes of meetings, maintain records, and providing necessary documentations as requested.

Kendra Bush made a motion to nominate Marquita Pettus. Frank Kirby seconded the motion. Roll Call: Frank Kirby "Yes", Kendra Bush "Yes", Lisa Brown "Yes", Marquita Pettus "Yes", John Edwards "Yes". Passed 5-0

Officers for Cedar Hill Planning Commission:

Chairman - John Edwards
Vice Chairman - Frank Kirby
Secretary - Marquita Pettus

Chairman Edwards moved to the second item on the agenda of meeting times and dates. He advised the commission that meetings may not take place every month but if they do, suggested the second Tuesday at 6pm. Chairman Edwards made the motion that meetings will be held on the second Tuesday of each month (as needed) at 6pm. Vice Chairman Frank Kirby seconded the motion. Roll Call: Vice Chairman Kirby "Yes", Kendra Bush "Yes", Lisa Brown "Yes", Secretary Pettus "Yes", Chairman Edwards "Yes". Passed 5-0

The next item on the agenda was an overview of zoning ordinance materials. Each member was given a book of Zoning Ordinances for Cedar Hill, TN. Chairman Edwards stated that the Planning Commission would go through it in the next meeting and make amendments in language related to terminology used by the county planning terms that need to be changed to the City of Cedar Hill. The book will be used to reference as the decisions are being made in the future when it relates to zoning. He advised that he has read the book and

highlighted several things that will need to be amended and removed. For example, the wording that the county used frequently and no longer applies to the city.

Chairman Edwards advised that residents seeking to re-zone or develop property would need to complete an application. Applicants must complete and turn applications into the City Recorder 30 days prior to planning commission meeting. He also mentioned that we have a company working on a large range plan. The planning commission will consider everything that relates to zoning, then final say will be given to the City Commission for final decision.

Vice Chairman Kirby asked about properties already zoned. Chairman Edwards advised when rezoning is taking place a sign will be placed on that property telling who and what the property is being proposed to be rezoned to and what its current designation is. A letter will be sent out to adjacent property owners and posted in the newspaper.

Chairman Edwards advised the board to start out by reviewing the Tennessee Planning Commissioner Training Handbook and how it was a big help with him at the beginning.

The final item on the agenda was Resolution 2023-09 which is a resolution to approve By-Laws of the Planning Commission. Chairman Edwards made a motion to approve, Vice Chairman Kirby seconded the motion. Roll Call: Vice Chairman Kirby "Yes", Kendra Bush "Yes", Lisa Brown "Yes", Secretary Pettus "Yes", Chairman Edwards "Yes". Passed 5-0. This Resolution will now be passed to the City Commission for final consideration.

Chairman Edwards opened the floor for any questions or comments.

City Manager Kevin Breeding advised the board that it may seem like a lot, but everyone will get through it. He advised that for any questions to feel free to reach out to him or Chairman Edwards if they had any questions when reviewing the book initially. Everyone on the board was provided his cell phone number. City Manager Breeding advised that the Planning Commission makes recommendations to the City Commission in regards to planning and zoning requests.

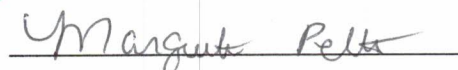
He also pointed out the Planning Commission would have four main areas that would make up about 98 percent of their duties:

1. Rezoning (example: from R20 to R30, Residential to commercial)
2. Annexation (by request or city)
3. Amending zoning ordinances
4. Long Range Plan

With nothing else on the agenda. Chairman Edwards asked Secretary Pettus if she would she like to make a motion to adjourn the meeting on which she did, Kendra Bush seconded the motion. The meeting adjourned.



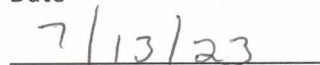
Chairman



Secretary



Date



Date