

**SUMNER COUNTY REGIONAL
PLANNING COMMISSION**

ANNUAL REPORT AND PROGRAM DESIGN

2010-2011

**Sumner County Regional Planning Commission
Annual Report and Program Design
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Introduction and Purpose

The Local Planning Assistance Office provides professional planning assistance to local governments and communities throughout the State. Professional planning staff assists local government officials, Planning Commissions, and related public bodies in meeting their specific planning needs. The Local Planning Assistance Office provides these services on a voluntary contractual basis with individual local governments.

Purpose and Contents of the Annual Report and Program Design

The principal purpose of the Annual Report 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. This annual report also serves as a report to the County's governing body and its citizens on the activities and goals of the Planning Commission. The report is prepared by the Local Planning Assistance Office staff using information obtained through consultations with local staff members, Planning Commission records, and existing plans.

As noted, the annual report contains an evaluation of the Sumner County's overall planning program. This includes the following information: a record of the Planning Commission's membership with meeting information, information regarding the status of the county's comprehensive planning program, strategic planning efforts, land use controls, and community development services provided by the Local Planning Staff during the past program year. The end result of this evaluation is the development of a program design that outlines a proposed work program for the coming year.

Annual Report and Program Assessment

Planning Commission Meetings and Membership

For the purposes of this report, the planning program year begins in July of each year. The Sumner County Regional Planning Commission conducted 12 regularly scheduled meetings. The following list details the membership of the Planning Commission as it is composed in June of 2010.

<i>Members</i>	<i>Meetings Attended</i>	<i>Term Expires</i>
Luther Bratton, Chairman	9	October 2011
Shawn Fennell, Vice-Chairman	11	March 2011
Sandra Boyd	9	October 2011

<i>Members (cont.)</i>	<i>Meetings Attended (cont.)</i>	<i>Term Expires (cont.)</i>
Paul Goode	4	October 2010
Bob Hendricks	11	October 2010
Mike Honeycutt	12	January 2011
Cecil Ray	11	August 2010
Jim Williams	12	January 2011
Cynthia Hall Templeton	10	January 2011

Gary Hammock is the Director of the Construction and Development Department.

Michael Briggs is the planner for Sumner County and serves as the Secretary of the Planning Commission.

Leah Dennen is the County Attorney.

Lisa DiOrio is an Administrative Assistant in the Construction and Development office.

Program Evaluation

This evaluation involves six primary elements of the planning program: long-range planning, strategic planning, land use controls and other regulatory codes, community development services, geographic information systems, and continuing education. The following is an evaluation of each element as it stands at the end of the 2009-2010 program year.

Long-Range Planning. The comprehensive planning element provides a foundation for the community's overall planning program and serves as a guide to local decision makers. It is community wide in scope and long term in focus. The comprehensive plan is a physical plan that broadly addresses community development and services. It is a statement of long-range goals and objectives, and provides policy coordination to better achieve those goals.

Sumner County's previous General Plan was adopted in 1970 and a Land Use Plan was written in 1977. The County is now in the process of developing a new plan. The 2035 Comprehensive Plan: Sumner County's Blueprint to the Future is scheduled to be presented at the July 27, 2010 Planning Commission with a public hearing and adoption to follow. The current Major Thoroughfare Plan was adopted in 1996. A Bike and Pedestrian Plan was adopted in 2004 by the County Commission. A sector plan for the Hendersonville Urban Growth Boundary was adopted in August 2006 and updated in March 2008. A Tri-County Transportation and Land Use Study for Wilson, Sumner, and Robertson Counties was initiated by the Nashville Area Metropolitan Planning Organization in January of 2008 and is in the final stages of development.

The passage of Public Act 1101 by the Tennessee legislature in 1999 added another long-range planning issue that must now be considered within the larger comprehensive planning process. This legislation called for the development of county wide growth plans, including identification of specific municipal urban growth boundaries, county planned growth areas and rural areas. Sumner County's growth plan has been approved and includes rural areas, planned growth areas, and areas dedicated as urban growth areas for seven of the eight municipalities located

in Sumner County. The growth management and planning related provisions of this law, and their potential effects on community development, should be addressed in all future efforts.

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 a community'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 a community. No strategic plans were initiated during the program year.

Land Use Controls. Land use controls are regulatory in nature and are one of the principal means of implementing the County's planning program. Sumner County's land use controls consist of regional subdivision regulations and zoning which include floodplain management regulations. Sumner County also enforces building codes. The Zoning Resolution and Subdivision Regulations were adopted in 1972 and kept current through ongoing amendments. New flood regulations were adopted along with new Flood Insurance Rate Maps in September of 2006 as part of FEMA's map modernization program.

The planning staff and the Planning Commission were involved with issues related to land use controls and regulations during the past year. The following was addressed:

- A change to the Subdivision Regulations limiting flag lots in subdivisions.
- Two changes to the Zoning Resolution that required all commercial rezonings to have a planned unit development overlay and prohibiting tents from being used as permanent dwelling units.

The Planning Commission and staff handled the following additional planning activities during the year. These activities are associated with the application, amendment, and enforcement of the County's land use controls and involve work by the Planning Commission, Sumner County staff, and Local Planning staff. The Planning Commission:

- Reviewed nine subdivision plats, including preliminary and final plats. These plats contained 101 lots on 123 acres.
- Recommended four rezoning requests to the County Commission.
- Reviewed five Master Development Plans, including revisions.
- Reviewed three site plans.

Community Development Services. Throughout the year, Local Planning staff provided technical planning assistance to the Planning Commission, County administration, and the general public. During the past program year, Local Planning staff provided the following services. Local Planning staff held planning review sessions for submitted applications, attended all Planning Commission work studies, attended regularly scheduled Planning Commission meetings, staffed Comprehensive Plan public meetings and workshops, reviewed and provided recommendations for all agenda items, and provided support services as necessary.

Planning Commission/Board of Zoning Appeals Training. The *Tennessee Code Annotated* requires all Planning Commission and Board of Zoning Appeals members to complete four hours of training annually, while staff must acquire eight hours annually in the calendar year. Randall Arendt presented a four hour training session on Commercial Corridor Revitalization for all Planning Commission members in Sumner County in August of 2009.

Geographic Information Systems. The Local Planning Office has been converting from a traditional cartographic-based mapping system to a digital-based system for all of Sumner County. Digitized Zoning Maps were completed and adopted in 2007. These maps are updates as annexations and rezonings occur.

Planning Program Design 2010-2011

The following is a planned work program for the upcoming fiscal year. This work plan has been developed to address needs identified in the preceding program evaluation and is intended to advance Sumner County's overall planning program. As with any plan, it is subject to amendment should unanticipated issues or needs arise during the program year. Proposed activities for the Sumner County Regional Planning Commission in the 2010-2011 planning year include the following items:

Long Range Planning

The 2035 Comprehensive Plan is expected to be adopted by the Planning Commission in July. The plan will be regularly reviewed and updated every five years to ensure it meets the County's goals and objectives. The plan also calls for a sub-area planning process to provide a more in depth study of the different quadrants within the County.

Strategic Planning

There are no specific strategic planning activities scheduled for the program year. However, Local Planning staff will continue to assist with Natural Resource Protection Focus Group study of natural and cultural resources and conservation techniques in Sumner County and other studies as needed.

Land Use Controls

Local Planning staff will continue to advise and assist the Planning Commission on all related zoning and land use issues. Staff will also continue to assist with amendments and revisions to the Zoning Resolution and Subdivision Regulations. The Zoning Resolution and Subdivision Regulations should be updated to reflect the goals and objectives of the 2035 Comprehensive Plan once it is adopted. Possible updates to Sumner County's regulatory documents are included in the 2035 Comprehensive Plan. The administration of protocols and procedures involving long range planning activities and plans review will be updated including checklists, forms, and procedures necessary to fulfill implementation of the 2035 Comprehensive Plan, Subdivision Regulations, Zoning Resolution, and additional stormwater permitting requirements. In addition, Local Planning staff will undertake any other necessary changes to regulatory documents that arise during the year and ensure compliance with FEMA's National Flood Insurance Program and floodplain regulations.

Community Development Services

Local Planning staff will continue to attend Planning Commission meetings, assist in the interpretations of local land use controls, review and recommend appropriate action regarding subdivision plats, site plans, zoning amendments, annexation requests, and other proposals as needed. Staff will also assist the Planning Commission in coordinating development decisions with local, regional, State, and Federal agencies and address other planning related issues as requested by the County administration. Staff will also provide the Planning Commission with other assistance as necessary including ensuring Sumner County maintains Three Star status.

Planning Commission/Board of Zoning Appeals Training

State legislation requires continuing education for all planning staff as well as for all Planning Commissioners and members of the Board of Zoning Appeals. To fulfill this requirement, a minimum of 4 hours of training will be coordinated between all the jurisdictions in Sumner County and a training session will be held in the fall.

Geographic Information Systems

Local Planning staff will provide maps as needed and update GIS data for the community.

Approved:

Luther Bratton
Luther Bratton, Chairman

7/27/10
Date