



MEMORANDUM

TO: Algood Municipal Planning Commission Members

FROM: Tommy Lee, Staff Planner

DATE: September 17, 2026

SUBJECT: September 24, 2026 Planning Commission Meeting

The Algood Municipal Planning Commission will hold its regularly scheduled meeting on Thursday, September 24, 2026 at 6:00 pm in the Algood City Hall. The agenda for the planning commission meeting is as follows:

1. Call to order.
2. Roll Call.
3. Election of Officers.
4. Approval of the August 27, 2026 minutes.
5. Discussion regarding commercial section of the land use plan.
6. Training—Powers and Duties of the Municipal Planning Commission.
7. Other Business as Necessary.
8. Adjourn.

CTL

Mayor Tiffany Anton ____ Dan Taylor ____ Taylor Hill ____ Derrick Allen ____ Sandy Brecker ____

Jeremy Whitson ____ Danny Richardson ____ City Administrator Keith Morrison ____ Building Inspector Bob Lane ____

Others: _____

**REPORT OF MEETING
ALGOOD MUNICIPAL PLANNING COMMISSION
AUGUST 27, 2026**

MEMBERS PRESENT

Marshall Judd
Ruby Hawkins
Dan Taylor
Danny Richardson
Jeremy Whitson
Buck Fowler
Sandy Brecker

MEMBERS ABSENT

None

STAFF PRESENT

Tommy Lee, Staff Planner
Keith Morrison, City Administrator

OTHERS PRESENT

Bob Lane, Building Inspector
Justin Grant
Michael Bartlett
Patt Judd
Tiffany Anton, Mayor Elect
Taylor Hill

ITEM 1: CALL TO ORDER

Upon determining a quorum was present, a special meeting of the Algood Municipal Planning Commission (PC) meeting was called to order by Chairman Marshall Judd on August 27, 2026 at 6:00 p.m.

ITEM 2: APPROVAL OF MARCH 26, 2026 MINUTES

After calling the meeting to order, Chairman Judd asked for approval of the minutes from the March 26, 2026 meeting. After discussion, Dan Taylor motioned that the minutes be approved pending that one (1) clerical error be corrected. Jeremy Whitson seconded and the motion passed with a vote of all ayes.

ITEM 3: CONSIDERATION OF REQUEST TO REZONE PROPERTY LOCATED AT 2941 PHILLIPS CEMETERY ROAD FROM C-A (GENERAL COMMERCIAL) TO I-1 (LIGHT INDUSTRIAL)

Staff Planner presented a rezoning request on behalf of Church on the Hill for property located at 2941 Phillips Cemetery Road, proposing a change from C-A (General Commercial) to I-1 (Light Industrial). Justin Grant, representing Church on the Hill, stated that the church intends to sell the property and that the prospective buyer, Mike Bartlett, requested the rezoning. Mr. Bartlett addressed the Planning Commission, stating that the intended use for the site is a business park featuring one-story, small-bay flex spaces with 3 to 4 units per building. The Staff Planner noted that a similar light industrial use exists directly across Phillips Cemetery Road. Mr. Bartlett confirmed that all necessary infrastructure is already in place to support the proposed development. After discussion, Buck Fowler made a motion to move the rezoning request from study to action. Jeremy Whitson seconded and the motion passed with a vote of all ayes. Then, Jeremy Whitson made a motion to recommend to the city council that the property located at 2941 Philips Cemetery Road be rezoned from C-A to I-1. Danny Richardson seconded and the motion passed with a vote of all ayes.

ITEM 5: DISCUSSION REGARDING UPDATING THE ALGOOD LAND USE AND TRANSPORTATION PLAN

At the January 22, 2026 meeting, Staff Planner and City Administrator Keith Morrison addressed the Planning Commission and stated that the Algood Land Use and Transportation plan (LUTP) was in need of an update. Staff Planner stated that the PC has updated the throughfare portion of the LUTP by giving the streets an arterial, collector or local designation. Staff stated that the next step in the update would be to establish priorities for the city. Staff presented five (5) potential areas for priority which were transportation and traffic management, managed urban growth and land use, public facilities and community landmarks, infrastructure resilience and economic development and fiscal health. Staff stated that each proposed priority had multiple recommendations and Staff recommended that the PC members study the proposed areas of priority and suggestions and be

prepared to discuss those at the next PC meeting. Chairman Judd tabled discussion. At the February 26, 2026 meeting, the PC had no further recommendations for the Staff Planner or City Administrator Keith Morrison. Chairman Judd tabled discussion. At the March 26, 2026 meeting Staff presented the Residential Lane Use section to the members for review. Staff stated the sections of the chapter included current character, analysis of the current housing stock, zoning composition and density, vacancy rate and infill potential, challenges and strategic goals. Staff stated that the members should review the submitted section and be prepared to discuss the residential section at the April 23, 2026 meeting. Chairman Judd tabled discussion. At the August 27, 2026 meeting, the PC reviewed an updated Commercial Land Use section for the Algood Land Use and Transportation Plan, which would establish a dual-track strategy to guide future commercial growth. The policy would preserve the Central Business District along Main Street through adaptive reuse, targeted infill, pedestrian safety upgrades, and downtown parking management, while directing higher-intensity retail to regional corridors supported by access management, shared driveways, and mandatory residential buffering. Additionally, the updated guidelines would establish strict site development standards, requiring commercial projects to align with municipal sewer and road capacities, limit continuous strip development, and incorporate neighborhood-scale commercial options where appropriate. Staff Planner requested that the PC return at the next meeting with any potential changes. Chairman Judd tabled discussion.

With no other business to discuss, Buck Fowler made a motion to adjourn the meeting. Jeremy Whitson seconded and the motion passed with a unanimous vote. The next meeting of the Algood Municipal Planning Commission is scheduled for September 24, 2026.

CTL

Chairman

Date

Secretary

Date

This update modernizes the language, formatting, and planning terminology of the Commercial Land Use section. It incorporates modern urban design principles—such as access management, walkable downtown centers, and proactive business recruitment—while maintaining all original intent.

Commercial Land Use Analysis and Guidelines

Central Business District (CBD)

The Central Business District along Main Street serves as the historic core and focal point for local commerce and community identity in Algood. While older structures face natural aging and structural wear, low vacancy rates demonstrate the downtown area's ongoing market viability and resilient commercial appeal.

Ongoing private investment, streetscape updates, and structural building restorations continue to revitalize the downtown core. The city prioritizes adaptive reuse, targeted building rehabilitation, and sensitive infill on vacant lots to preserve downtown Algood's historic character while enhancing its economic productivity.

To support Algood's broader land use goals, commercial growth is managed through a balanced, dual-track framework that distinguishes between the historic downtown core and regional commercial corridors. By tailoring development policies to the unique character and capacity of these distinct environments, the city protects its historic heritage while positioning itself to capture sustainable, long-term economic growth.

Downtown Central Business District (CBD)

The Central Business District functions as the community's civic and cultural heart, where the strategy prioritizes compact, pedestrian-oriented, and contextual growth. Planning initiatives in the downtown core focus on maximizing existing infrastructure through:

- **Adaptive Reuse and Infill:** Promoting the rehabilitation and modern conversion of aging structures alongside sensitive infill development on underutilized lots.
- **Pedestrian Connectivity:** Enhancing the streetscape to support walking, bicycle access, and overall shopper safety.
- **Shared Infrastructure:** Managing parking and public space through shared-use arrangements to preserve the historic footprint and maintain an active, inviting streetfront.

Regional and Highway Commercial Corridors

Outside the downtown core, commercial activity shifts to major arterial corridors designed to accommodate higher traffic volumes and regional retail demands. In these areas, the city enforces modern development standards to ensure safety, aesthetic quality, and traffic efficiency:

- **Access Management:** Controlling driveway spacing, requiring shared driveways, and encouraging consolidated entry points to reduce traffic conflict points and prevent continuous "strip" sprawl.
- **Buffer Screening:** Enforcing strict landscaping and visual screening requirements along property lines to create clear, attractive transitions between commercial operations and adjoining residential neighborhoods.
- **Infrastructure-First Phasing:** Restricting high-intensity commercial developments strictly to areas with pre-existing, adequate municipal sewer, water, and road capacities.

Objectives and Policies

To ensure commercial development expands in an orderly, attractive, and economically viable manner, the city adopts the following objectives and policy guidelines:

Objective A: Promote economic vitality and maintain Downtown Algood as a vibrant commercial hub.

1. **Plan Compliance:** Require all new commercial construction and redevelopment projects to align with the City's overall Development Concept Plan and zoning standards.
2. **Targeted Business Recruitment:** Partner with the Regional Chamber of Commerce, local economic development entities, and merchant groups to recruit and retain businesses that address unmet local market demands.
3. **Clustered Growth:** Support the expansion of established commercial districts and encourage the consolidation of retail services into central, coordinated locations over scattered sprawl.
4. **Adaptive Reuse:** Actively encourage the rehabilitation, conversion, and modern re-use of historic or aging buildings within the Central Business District.
5. **Downtown Parking & Mobility:** Improve, manage, and expand public parking options and pedestrian connections in and around the CBD.

Objective B: Establish modern design, access, and environmental standards for all commercial projects.

1. **Site Development Standards:** Enforce strict site plan review processes ensuring high quality in site design, lighting, building orientation, and stormwater management.
2. **Infrastructure Readiness:** Restrict heavy commercial approvals to locations where adequate municipal water, sewer, and road capacity are already in place.
3. **Transportation Impact Mitigation:** Require traffic impact assessments for major commercial developments to protect safety, traffic flow, and road network integrity.
4. **Access Control & Anti-Sprawl:** Discourage continuous "strip" commercial corridors. Require clustered developments that share consolidated access points and inter-parcel connections.
5. **Traffic Generator Routing:** Direct high-intensity commercial activities—such as big-box retail or freight-dependent logistics—away from the narrow CBD streets and onto designated arterial or major collector roads.
6. **Frontage and Service Roads:** Mandate frontage roads, shared driveways, or controlled ingress/egress points for large-scale development along major corridors.
7. **Off-Street Parking:** Require adequate off-street parking for all commercial uses while encouraging shared parking arrangements to minimize excessive asphalt coverage.
8. **Residential Transitions:** Position and design commercial buildings to prevent light, noise, and visual disturbances from encroaching on neighboring residential districts.
9. **Landscaping & Screening:** Require visual buffers, native landscaping, privacy fencing, or natural screening along shared boundaries between commercial and residential properties.
10. **Neighborhood-Scale Commercial:** Permit low-impact neighborhood retail nodes within walking distance of residential areas to supply daily convenience goods without increasing automobile trips on arterial roads.

Orientation Manual: Powers & Duties of the Algood Municipal Planning Commission

City of Algood, Tennessee

Welcome to the Commission! As a member of the Algood Municipal Planning Commission, you hold a vital public trust. Your decisions shape the physical environment, economic growth, public health, safety, and long-term quality of life for all residents of Algood and its surrounding Urban Growth Boundary (UGB).

1. Statutory Authority and Legal Foundation

The Algood Municipal Planning Commission derives its powers, duties, and operational guidelines directly from Tennessee State Law (Tennessee Code Annotated) and local municipal ordinances:

- **T.C.A. Title 13, Chapter 4 (Municipal Planning):** Establishes the authority to create municipal planning commissions, grant planning jurisdiction within city limits, and outline powers to adopt plans, recommend zoning, and enforce development controls.
- **T.C.A. Title 13, Chapter 3 (Regional Planning):** Governs planning activities within the designated Urban Growth Boundary (UGB) outside city limits, where regional planning powers are granted by the State Planning Office.
- **T.C.A. Title 13, Chapter 7 (Zoning):** Authorizes local zoning ordinances, district creation, text amendments, and rezoning procedures.
- **Algood Municipal Code & Zoning Ordinance:** Establishes local administrative rules, land use districts, bulk standards, site review requirements, and development procedures.

2. Core Powers and Regulatory Responsibilities

The Planning Commission operates in three primary capacities: **Legislative Advisor**, **Administrative Decision-Maker**, and **Long-Range Planner**.

Capacity	Primary Duties & Actions	Final Decision Maker
Long-Range Planning	Draft, update, and adopt	Planning Commission

Capacity	Primary Duties & Actions	Final Decision Maker
	the Algood Comprehensive Land Use and Transportation Plan. Conduct land use audits and infrastructure studies.	(Adopts the Plan)
Subdivision Regulation	Approve or deny preliminary and final subdivision plats, lot line adjustments, and road extensions. Enforce design standards.	Planning Commission (Final Authority)
Site Plan Review	Review and evaluate commercial, multi-family, and industrial site plans for compliance with access, parking, stormwater, and screening.	Planning Commission (Final Authority)
Zoning Recommendations	Review and make recommendations on proposed rezoning requests (map amendments) and changes to zoning text ordinances.	City Council (Commission is Advisory)
Public Capital Works	Review proposed public	Planning Commission

Capacity	Primary Duties & Actions	Final Decision Maker
Review	buildings, streets, parks, and utilities to ensure consistency with the adopted Land Use Plan (T.C.A. § 13-4-104).	(Advisory / Mandatory Review)

3. Detailed Breakdown of Key Duties

A. Comprehensive Planning

The Commission is mandated by state law to prepare, adopt, and maintain a official **General/Land Use Plan** for the physical development of the municipality. This document guides growth, public investments, transportation networks, housing strategies, and commercial expansion.

B. Subdivision Control

Subdivision jurisdiction is a exclusive statutory power of the Planning Commission. No land within Algood or its designated planning region may be subdivided, nor may any plat be recorded with the Putnam County Register of Deeds, without prior approval by the Planning Commission. Key oversight includes:

- Lot layout, size, and dimensional compliance.
- Rights-of-way dedication and street connectivity/construction standards.
- Infrastructure readiness, including water service, state/city utility connections, and septic/sewer approvals.
- Easement dedication for utilities and stormwater management.

C. Site Plan & Commercial Review

To ensure attractive, safe, and sustainable growth, the Commission evaluates commercial, industrial, and multi-family residential developments. Review standards cover:

- **Access Management:** Limiting curb cuts, requiring shared driveways, and enforcing safe ingress/egress points on high-traffic corridors like Main Street and Dry Valley Road.
- **Parking & Circulation:** Verifying adequate off-street parking, internal traffic flow, and

emergency vehicle access.

- **Buffering & Landscaping:** Requiring native plantings, visual screening, and setbacks along boundaries between commercial operations and residential neighborhoods.
- **Infrastructure Impact:** Ensuring adequate municipal sewer, water, and road capacities are available prior to site development.

D. Mandatory Continuing Education (T.C.A. § 13-4-101)

Tennessee law mandates that every member of a municipal planning commission complete a minimum of **4 hours of annual training** in planning, zoning, land use law, or ethics. Failure to complete required training can result in a member being ineligible for reappointment.

4. Ethics, Conflict of Interest, and Legal Conduct

To preserve public trust and avoid legal challenges to Commission decisions, members must adhere to strict standards of conduct:

Conflict of Interest

If a planning commission member has a personal, financial, or property interest in any matter before the board (e.g., a rezoning request, plat approval, or contract involving the member, a relative, or an employer), the member **must publicly declare the interest and abstain** from voting, discussing, or attempting to influence the matter.

Ex Parte Communication

Members should avoid private conversations ("ex parte" contacts) with applicants, developers, or opponents regarding a pending quasi-judicial or legislative application outside of official public meetings. Any relevant information received privately must be disclosed on the record during the public meeting.

Tennessee Open Meetings Act ("Sunshine Law")

All meetings, deliberations, and formal actions of the Planning Commission must be open to the public, properly noticed in advance, and recorded via formal minutes. Two or more members may not discuss pending commission business in private, via email, or through text messaging.

5. Typical Order of Business at Commission Meetings

Monthly meetings follow a structured parliamentary process to ensure fairness and accurate public records:

1. **Call to Order & Roll Call:** Establishing a quorum.
2. **Approval of Minutes:** Correcting and approving official records of prior proceedings.
3. **Old Business:** Reviewing deferred applications or revised plans.
4. **New Business:**
 - Rezoning requests (Public hearing / Staff report / Applicant presentation / Vote on recommendation).
 - Subdivision plats (Staff report / Applicant comments / Commission action).
 - Site plans (Staff report / Discussion / Approval with conditions or denial).
5. **Staff & Attorney Reports:** Updates on ongoing projects and legislative actions.
6. **Adjournment.**