



TOWN OF MASON
MUNICIPAL PLANNING COMMISSION MEETING MINUTES
JULY 14, 2025, 6:02PM

I. Call to Order and Determination of a Quorum: Alderman Alethea Harris

Prayer: Alderman Alethea Harris

Roll Call: Mayor Eddie Noeman, Alderman Alethea Harris, Norma Davis, Billy Martin, and Town Recorder Lureatha Harris (Laqueisha Hennings was absent)

Others in Attendance: Town Planner Brett Morgan, Alderman Virginia Rivers, and Alderman Mary Mason

Visitors: Cathy Johnson, Sonny Bui, and Jeremy Holley

No Planning Commission Meeting was held in June of 2025

II. Adoption/Approval of the Planning Commission Meeting Minutes of May 12, 2025

Mayor Noeman made a motion to adopt/approve the Planning Commission Meeting Minutes of May 12, 2025, and the motion was 2nd by Ms. Norma Davis: vote passed 5-0

III. Old Business:

New Business:

**1. DISCUSSION OF CHANGES TO BE MADE OR UPDATES ON THE CURRENT
ZONING REGULATIONS FOR FOOD TRUCKS, PORTABLE KITCHENS, AND
FOOD VENDORS.**

Mrs. Alethea Harris is working on an Ordinance for Food Trucks regarding permits required through State law, and local restrictions. Alderman Harris asked how do the Planning members feel about it, and a packet can be presented for rules, and how this can be connected with the Zoning Ordinance. Mayor Noeman mentioned not supporting food trucks, and there are 4 constituents that want to bring in food trucks. Food trucks could be used for special events, but the Town would not be receiving funds for utilities, only a business license. Alderman Harris mentioned that this is not a food truck town, and food trucks cannot connect to public utilities. We are not following the rules presented by the State.



An example would be food truck Fridays, and all food trucks could set up at the same location. Mr. Morgan will look into a possible (Events) food trailer. Alderman Harris mentioned that food trailers cannot set up for hours, without sanitary purposes, or with tables.

Cathy Johnson, a club owner at the Lo End, spoke about a food truck owned by Mr. Michael Adams, that has been parked/opened for 3 weeks, and Mr. Adams only comes during their business hours. Mrs. Johnson said she pays for utilities and permits through the Town. Lureatha Harris mentioned giving Mr. Adams a business license, and receiving a \$15 fee, for the license. LaMarcus Williams gave Mr. Adams permission to setup on his property, on Sunday nights only. Lureatha Harris spoke with Mayor Noeman regarding this before issuing Mr. Adams the business license and informed Mr. Adams that this would need to come before the Board for transparency. Mr. Adams presented his health department certificate and advised that he would clean up everything afterwards and would only be setting up on Sunday nights.

2. AN UPDATE ON THE FINDINGS AND SUGGESTIONS OF THE NFIP SPECIALIST OF TEMA, REGARDING FLOOD ZONING FOR THE TOWN.

Sonny Bui-The NFIP Specialist for the West Region of TN and **Jeremy Holley**- The NFIP Coordinator and Community Assistant introduced themselves to the Board. There was an Audit of the NFIP program and Sonny Bui came by to conduct the Audit. The houses built in the subdivision on the 1991 plat did not show in the flood plain. In 2006, lots were built through the floodplain status.

Mr. Holley informed the Board if anything was built after 1986 it must be built to the permit. Mr. Holley pulled up the 1991 map and stated that what matters is the current maps being used. Mr. Morgan questioned putting more elevations on the lots, and being concerned about the elevation. Mr. Holley voiced concerns about the certificate of occupancy and not being compliant, mentioning going by when the structure is built, and being very specific when it talks about development. Dirt and work slabs should have been permitted, it puts the property in a Zone A. Buildings must be permitted by the Town.

Mr. Morgan spoke about built environments, septic, and back flow preventers is a city thing. This applies when the permits are generated, 180 days is the length of time for a permit. The map was effective in 1991, and 2006 is the current map being used. Mr. Holley recommends looking at the age of the map and the property assessor data, this assists communities that are not in compliance to get into compliance. Mr. Holley will look at the houses being built to see what's not in compliance. The community must have a flood plain administrator in place, and the flood plain administrator issues permits, and the burden of proof is on the owner. Elevation certificates can be performed on five (5) acres or fifty (50) lots and perform an H&H study Hydrology and Hydraulic study which is an analysis of how water moves through. Look at the slab on grad properties, they're in violation. Problem damaged or remodeling, examples include floods, or fire damage with more than 50% damage, needs to be permitted.



Mr. Holley recommends that the Town should participate in the County Mitigation Plan to elevate houses by working with the property owners. Put projects in place with a Mitigation Grant 75/25 and the Town would be liable for 12 ½ percent, need elevation certificates on all. The flood plain administrator must be educated to perform elevation certificates.

No one has NFIP Insurance, being noncompliant is not doing anything. Without the NFIP Insurance you cannot get assistance, funding would only be from debris insurance. When it comes time to renew, residents would not be able to renew their insurance. Alderman Noeman mentioned getting in touch with the property owners and the City Attorney.

Mr. Morgan suggested a flood survey certificate and check to see if the property is in an A Zone/flood hazard area. Elevation certificates are required for un-numbered A Zone property which is required to be 3ft. above the highest adjacent grade, and pre certify the elevation certificate. Recommendations by Mr. Holley, hire a surveyor, post the elevation certificate, and the certificate of compliance, require a foundation survey. The elevation certificate document is 10 pages long and it's based on a structure. FEMA requires at or above base elevation, 3ft. above base flood elevation. The new flood line was reviewed in 2006, and you cannot use contour turbulation (turbulence associated with contour currents or turbulence patterns). Mr. Holley viewed a TOPO Map (Topographic Map) a detailed representation of a region's physical features, including both natural and man-made elements. A heck study can be performed to bring the houses into compliance. We can put the info. into FEMA requirements and put in the regulations to perform an H&H study. Flood zones can be created by not following compliance. Mr. Holley recommends an H&H study and take it to FEMA to find out about the data ahead of time, because FEMA must go by what the map shows.

NFIP Documentation-Mr. Morgan requests a study of the map revision, NFIP is subsidized through FEMA. Mr. Bui will create a plan of action and review the requirements. Mr. Bui will work with creating/generating a permit check list. Mr. Holley advised that the Town would need to contact the City Attorney and let the constituents know that we didn't tell them what we did not do. Don't issue a C/O (Certificate of Occupancy) to show that someone is complying when they're not. Mr. Holley said we're not in compliance, and get the Ordinance to the City Attorney, document everything and take pictures. There is no need for a **STOP WORK ORDER** at this point. No vote was taken, and Mr. Holley and Mr. Bui announced that they will be conducting a workshop in Jackson, TN on July 15, 2025.

3. COMPLETE THE FEE SCHEDULE FOR PERMITS AND REVIEW FEES REQUIRED AS RELATED TO THE PLANNING COMMISSION.

Alderman Harris mentioned the fee schedules as they apply to Planning, those mentioned were Re-Zoning requests for the Planning Commission, BZA Fees, Variance requests, Plans and Site Maps for Subdivisions, and final Plat Fees.



All Planning Fees are subject to planning review. Other fees would include Design Review Fees and Inspection Fees which will be increased from \$700 to \$750. Mr. Morgan recommends just charging Planning Fees. Sign Fees will be reviewed, and Pool Fees will be included. Alderman Harris mentioned that the State is in the process of reducing fees charged.

IV. Any Other Business:

Alderman Harris asked if there were any other business or questions and there was none.

V. Adjournment: Billy Martin made a motion to adjourn the meeting, and the motion was 2nd by Mayor Noeman: vote passed 5-0 Meeting adjourned at 7:36PM

Lureatha Harris, Secretary

Date

Alethea Harris, Chairman