



TOWN OF MASON
MUNICIPAL PLANNING COMMISSION MEETING MINUTES
MAY, 12, 2025, 6:12PM

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

Prayer: Alderman Alethea Harris

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

Others in Attendance: Alderman Virginia Rivers, Robert Pelts, and Jeff Pelts

II. Adoption/Approval of the Planning Commission Meeting Minutes of April 14, 2025

Mayor Noeman made a motion to adopt/approve the Planning Commission Meeting Minutes of April 14, 2025, and the motion was 2nd by Norma Davis: vote passed 5-0

III Old Business:

Alderman Harris questioned Mayor Noeman if the trailer was still at the location for deer processing. Mayor Noeman said he contacted the gentleman, and he is supposed to pick it up.

New Business:

1. Mr. Robert Pelts Requested to Come before the Board and Speak About His Property on Finde Naifeh Rd. (Formerly a Proposed RV Park) and the Rezoning of the Same

Mr. Morgan informed Mr. Pelts that the city is in the same place as he met with him earlier on sewer issues needing to be resolved. The engineering firm is running cameras for infiltration purposes. Mr. Pelts came through Planning with this request previously. Mayor Noeman asked Mr. Pelts if he still wanted to do the RV Park and the Mini Storage, and Mr. Pelts replied yes. Mayor Noeman said Blue Oval is laying off people and the RV Parks are almost empty; the demand is going down. There is not enough business for a mini storage, and Mr. Pelts was asked to think of other options. Residential dwellings would be a problem due to the sewer capacity and infiltration. Mayor Noeman said the State gave \$300K for infrastructure and he's waiting for the report. Mr. Morgan said the Town is handcuffed by infrastructure.



2. A Discussion of Planning Associated Fees and the Need to Revise the Current Fee Schedule

Alderman Harris would like to discuss the fees only associated with the Planning fees, this would not include the water taps and sewer fees, but those fees would still need to go before the BOA. Reviewing blueprints for housing would need to go before Code Enforcement. Reviewing Planning Commission applications, plans for subdivisions, and commercial properties, those site plans would need to be provided, and the fees would need to be paid up front. Currently there is a \$50 fee for the building permits, and a \$700 dollar fee for the inspections, the plans would need to be presented to the Code Enforcement Officer. Mayor Noeman mentioned the residential houses that are being constructed by Mr. Powell and Mr. Grimes.

Mr. McDonald is the Code Enforcement Officer, and he submitted a bill to the Town for the inspections. Alderman Harris informed Mayor Noeman that they did not set down with Mr. McDonald to schedule a set fee for service. Mayor Noeman mentioned that the Building Inspector duty is job by job. Alderman Harris said we paid the prior Building Inspector Mark Daugherty, and his fees were fixed in, Mayor Noeman said he would speak with Mr. McDonald. Mayor Noeman suggests increasing tap fees because everything is going up but don't want to overcharge nor charge less. Alderman Harris suggests keeping the Town afloat. Mr. Morgan said the fee schedule must go before the Board to be adopted. Mr. Morgan mentioned the first-time seeing plans, the applicant needs to sign to reimburse the Planner, giving thirty days to review the plans. Some examples of fees charged for review fees, Piperton \$500, Arlington less than five acres \$1,000. Paying for design review fees could be more or less than \$450.

Alderman Harris would like to discuss what we want or don't want, examples are colors or what we want to address. Mr. Morgan suggests good guidelines stating the look you want to display. Mr. Morgan mentioned commercial, housing, and industrial properties and where you want it to go in the zoning districts. Laqueisha Hennings questioned receiving monies for plans and being unable to proceed. Mr. Morgan said everyone is allowed to due process. Upon receiving plans and applications it would be up to Mayor Noeman to determine the reimbursements, but not all the monies that were received. Mayor Noeman suggests writing down all the fees, changes, and studies recommending that everyone must go by the guidelines.

Certificate of Occupancy – Making certain all fees are paid in full, and the building complies with the building codes and is safe for occupancy.

The fee for the building permits is \$50, and the demolition permit fees are \$50. Mr. Morgan suggested the \$50 plus the square footage of the building.

Lureatha Harris mentioned that both she and Alderman Harris wanted to increase the fees on the fee schedule prior. The burn permit fee is \$10. Mayor Noeman recommends doing a study about the increases and presenting it to the Board. Alderman Harris and Ms. Davis will work together to contact other cities for comparisons of fees. Mayor Noeman said no vote can be taken until we get the list of fees.

3. A Discussion Regarding an Upcoming Flood Management Audit in June, to be Conducted by TEMA

Mr. Morgan spoke with Mr. Sonny Bui regarding the upcoming Flood Management Audit, which Mr. Bui would like to conduct in June, and he will be in Town June 17th through the 20th. Mr. Bui works with Tennessee Emergency Management Agency (TEMA), and there are four Towns in West TN that will be Audited, and Mason is one of them. The Flood Management Ordinance requires having an official to manage the flood plains and ensure houses adequately. Mr. Morgan said he would be happy to sit in on the Audit, but the Building Official oversees that, and Mr. Morgan will contact the Building Official. **The Municipal Zoning Ordinance Section 14-704 Administration states Designation of Ordinance Administrator - The Building inspector is hereby appointed as the Administrator to implement the provisions of this Ordinance.** This would include making certain that buildings are not built in flood plains. Mayor Noeman mentioned a map for the flooding areas a long time ago and updating it. Mr. Morgan recommends getting FEMA to change the map. This would require a letter of amendment of property that is no longer located in the flood zone, and this would be the Federal Map not the State Map. Mr. Morgan will call and suggest a date to meet with Mr. Bui. Mr. Morgan reiterated that the Building Official is the official in charge. No vote was taken.

Alderman Harris mentioned the sign permit fees, commercial signs, drawings, and electrical signs needs to be charged more. The Design Review permit fees must come before Planning first for a yearly fee, it's up to the city and examples include sandblasted and free-standing signs.

V. Any Other Business: Alderman Harris asked if there were any other questions or discussions, and there were none.

VI. Adjournment: Mayor Noeman made a motion to adjourn the Meeting, and the motion was 2nd by Laqueisha Hennings: vote passed 5-0 (Meeting adjourned at 7:17PM)

Lureatha Harris, Secretary

Date

Alethea Harris, Chairman