



TOWN OF MASON
MUNICIPAL PLANNING COMMISSION MEETING MINUTES
APRIL, 14, 2025, 6:04PM

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

Prayer: Alderman Alethea Harris

Roll Call: Alderman Alethea Harris, Mayor Eddie Noeman, Norma Davis, Laqueisha Hennings, Billy Martin, Bret Morgan, and Lureatha Harris

II. There was no Planning Commission Meeting held in February, and March of 2025

Approval of the Planning Committee Meeting Minutes of January 13, 2025

Mayor Noeman made a motion to approve the Planning Commission Meeting Minutes of January 13, 2025, and the motion was 2nd by Laqueisha Hennings: vote passed 6-0

Questions- Mayor Noeman questioned Mr. Morgan about Mrs. Debbie Herrmann property located on Stevens Rd., which is 1.23 acres regarding getting in touch with Mr. Christopher Pate. Mr. Pate was a former Planner with the TOM. Mrs. Herrmann daughter wants to move from Texas down here to increase the population and do it legally and correct. The lot does not meet the requirements, Mr. Morgan is checking for special provisions, and there is nothing in the records, and you cannot have an accessory structure. Therefore Mr. Morgan is reaching out to Mr. Pate for review since he was the Planner that allowed Mrs. Herrmann to bring her manufactured home to the property. Mrs. Herrmann daughter want to bring in a double wide mobile home to the property. The area is on a septic system and the State approves the septic system, every lot must stand on its own. Mr. Morgan said according to the Ordinance it doesn't seem that it would be allowed, the lot is not adequate to the Zoning Ordinance. Mr. Morgan will review and make further attempts to contact Mr. Pate since he has not been able to contact him.

III. EDUCATIONAL CREDIT HOURS – DISCUSSIONS

Mr. Morgan spoke of the importance of the Planning Commission Meeting Minutes being approved of by the Planning Commission. Site plans, and zoning comes back to planning to be put in the records. Minutes are ratified at the meeting to be a part of Public Works/Public Records. The Mayor appoints the Board of Zoning Appeals and this gets ratified.



The BZA looks at variances and special exceptions and is approved by the Board. The Planning Commission has no judicial authority, the BZA has the judicial authority to vary authorities.

You can voice concerns to the BZA for disagreements and allow for special exceptions.

The BZA acts on three things, Administrative Review, Building Inspector, to review as the enforcer of the administrative review application made. An example would be if an application is made and an error exists the BZA can do an administrative review. The BZA consists of three to five members to serve, whichever determined is final. Two members are required from the BOA. The Mayor determines whom he desires to serve as a member of the BZA Committee. The BZA is responsible for as needed projects and applications, it depends on people making applications.

- **When a variance is needed/required**

Variances are different from special exceptions; this involves hardships based on how a lot was subdivided or laid out. If the city requires that something is unbuildable, this will go before the BZA to look for solutions that vary from the code. The applicant would have to prove the hardship, and this cannot be of the applicants own money. There can be fines assessed, and cause clouds on the title. Causes include exceptional hardship, no expense to the city, no flooding, no nuisances, things that the city is trying to protect. Protect the safety, health, and welfare of the city. Look at the requirements of the zoning district

- **When is a project required to be presented to the Design Review Committee**

Alderman Harris questioned the Planning Grant, Delta Regional resubmitted a 150K Grant for a Master Plan for the city, the Grant was reissued to the State. This was issued sometime back in June. Per Lora Harris, the city needs a vision, maintain the vision being well thought out and works in the right way. West TN Planning did not include Mason in their planning. Alderman Harris mentioned having a vision and seeing what the Town wants to see. Mr. Morgan mentioned updating the Zoning Map, Land Use Map, and the Major Road Plan Map. Mr. Morgan recommends visions, plans, and making certain the playing field is fair for everyone that makes sense. Further recommendations would be that the infrastructure is satisfactory, communications, roads improved over time and work with TDOT. Mayor Noeman recommends that Mr. Morgan get in touch with Mr. Oakley, the State of TN gave the Town 300K, for underground cameras and infiltration on the sewer. Mr. Morgan informed Mayor Noeman and the Board that he has been in contact with Mr. Oakley. Mayor Noeman said some of the areas are not bad, the system is bad going down Hwy 59 outside the city limits, the Subdivision, Lucy Street and Front Steet. Mayor Noeman said he's trying to clean the lagoons because his goal is to go to the Loxahatchee. Mr. Morgan said Mr. Oakley has been updating him and its been about a month since they last spoke. The Master Plan deals with land use, designing, roadway infrastructure with pieces in the right places. Mr. Morgan recommends a plan that can percolate, look at visions for the Town. Commercial offices or Industrial buildings are reviewed by the DRC Committee. The DRC Committee cannot look at residential buildings.



The DRC Committee can look at multi-family dwellings for the review of elevations, lighting, landscape, signage, and parking areas for approval. The Planning Commission looks at site plans. A Certificate of Occupancy (C/O) is issued with the approval of a site plan. The Mayor can appoint the Planning Committee or the DRC Committee. Mr. Morgan recommends taking pictures when you see something you like or don't like and place it in a guideline book. Mayor Noeman questioned container houses suggesting it could be part of the Mixed-Use Plan Development overall Master Plan. Mr. Morgan suggests that it might be done in R-3 and suggests modifying the Zoning Ordinance. Mr. Martin recommends planning what you want your Town to look like. Mixed-Use Plan Development is more give and take.

- **Determine when a Building Inspector vs. a Code Enforcement Officer is required**

The Building Inspector issues Certificates of Occupancy (C/O) but the C/O can be held until conditions are met. There can be a right to have special exceptions, which is the same effect as Planned Development. B-Districts are general/central business, and M-1 Districts are considered industrial. Examples of general/central business include churches, schools, and communication towers, which have to meet conditions and present them as a recommendation to the BZA. The Board can condition special exception rules. Mayor Noeman said the Building Inspector is Joe McDonald. The Code Enforcement Officer could be the Building Inspector. The Inspector is just to inspect buildings and is an umbrella to the Police Department and the Fire Department. The Code Enforcement Officer would need the certifications of a Building Inspector for electrical structure etc. A Code Enforcement Officer is also known as an inspector, or investigator tasked with ensuring compliance with local state and laws related to public health, safety, welfare, building standards, and zoning. Alderman Noeman said he spoke with Chief Jewell (Mason Police Dept.) about being a Code Enforcement Officer. Alderman Harris asked if there were any questions and there were none.

V. Any Other Business: None

VI. Adjournment:

Mr. Martin made a motion to adjourn the Meeting, and the motion was 2nd by Mayor Noeman: vote passed 6-0 (Meeting adjourned at 7:39PM)

Lureatha Harris, Secretary

Date

Alethea Harris, Chairman