

CREATION OF A GREENEVILLE DEVELOPMENT REVIEW COMMITTEE

Whereas the comprehensive planning of the development of a community necessitates a collaborative approach to discuss and refine inputs in an integrated process that involves aggregating and analyzing planning support data and strategic intelligence, and integrating this intelligence with community based information and concerns to foster holistic development.

In as much as different departments in the Town of Greeneville and other organizations and agencies provide different services that are integrated into the network of multiple community needs and concerns, it is vital to involve these entities in the general and continuous process of planning and development in Greeneville.

Within the context of the collaborative approach, this involvement necessarily stands on six pillars: inclusive participation, common purpose and problem definition, participant awareness of the concerns, interests, visions, and plans of their departments or entities, multiple option testing, consensus (not voting) decision making, shared implementation, and continuous information relay with the public.

Considering that this approach and the pillars on which it stands call for the creation of a development review committee, the Greeneville Regional Planning Commission hereby creates a Greeneville Development Review Committee (DRC) in the Town of Greeneville.

The Committee will exercise review and advisory authority on the types of proposals also outlined in “Development Review Committee Responsibilities” herein.

Generally, the DRC shall meet the following three goals:

- Implement a more effective review and approval process for the Town and the applicant;
- Implement a mechanism for discussions where all key departments or agencies receive the same information and interface as a group, thereby establishing a common standard for analysis of proposals and relevant impact on each department’s or agency’s specialization area; and
- Facilitate better coordination, planning and judgment leading to quality development in the Town of Greeneville.

STATUTES

1. ORGANIZATION

1.1. Composition

The DRC shall be composed of eight (8) members from the following entities:

- I. The Planning, Building and Development Department
Represented by
 - ❖ the Head of the Planning, Building and Development Department, and

❖ the Town Planner

- II. Parks and Recreation Department
Represented by the Director of the Parks and Recreation Department or the Director's designee
- III. Public Works and Engineering Departments
Represented by the Director of Public Works/City Engineer or designee.
- IV. Fire Department
Represented by the Fire Marshall or designee of the Head of the Fire Department
- V. Greenville Water Commission
Represented by the Water and Sewer Utilities Engineer or Mapping Professional
- VI. Greenville Light and Power Systems
Represented by the Greenville Light and Power Engineer
- VII. Atmos Energy
Represented by an Atmos Energy services engineer or designee of the entity.

1.2. Qualifications and Responsibilities of Members

1.2.1. GENERAL

- I. Any representative of a department who is not the head or director of the department must be officially assigned by the director of the department or his or her supervisor as administratively applicable.
- II. A designee may sign plats if officially authorized in writing by the director of his/her department.
- III. Each of the members listed in Article 1.1 (II-VII) above shall have an alternate whose qualifications are commensurate or very proximate to the specific qualifications described herein.
- IV. If an agenda item is under consideration in which any of the DRC members to deliberate on the item has a conflict of interest in, his/her alternate must sit in review of that item.

1.2.2. SPECIFIC RESPONSIBILITIES OF EACH DRC MEMBER PERTAINING TO DRC MATTERS:

- I. *Head of Planning, Building and Development Department***
 - ❖ Provide general oversight and advise on items on the agenda
 - ❖ Serve as a liaison between the DRC and the Greenville Regional Planning Commission when extraordinary circumstances necessitate
 - ❖ Facilitate meetings of the DRC. The Head of the Planning, Building and Development Department may assign such

responsibility to the Town Planner even when the former is present.

- ❖ Notify and request that additional department, agency, or other representatives be present at meetings, when necessary, for a more comprehensive review of proposed development.
- ❖ Shall not be obliged to attend all meetings. In his/her absence, the meeting shall be facilitated by the Town Planner.

II. Town Planner

Provide:

- ❖ Expertise in the provisions of the Town's Subdivision Regulations, Zoning Ordinance, Comprehensive Plan, and other applicable policies and regulations
- ❖ Knowledge of and compliance with sound planning efforts and principles including the Comprehensive Plan, Planned Growth Strategy, area plans and sector plans
- ❖ Land use and design expertise
- ❖ Oversee the scheduling of matters that come before the DRC.
- ❖ Ensure that the Planning, Building and Development Department provides the necessary staff support for reports, meeting recordation, filing, preparation of decision documents and other appropriate tasks.
- ❖ Ensure that a file is maintained in the Planning Office listing persons from all departments who are authorized to sign plats. Ensure that such list is sent to the County Recorder's office and updated lists are sent whenever a change is made.
- ❖ Prepare and distribute copies of the DRC agenda, materials to be reviewed, and any other items necessary to review the material.
- ❖ Record, maintain, compile and analyze into a comprehensive decision recommendation package with associated exhibits all the observations, comments, and advices of the DRC. The Town Planner shall present the reactions of the DRC to the Planning Commission.
- ❖ Arrange for the meeting place
- ❖ Prepare and provide any necessary notices to applicants as may be necessary.
- ❖ Facilitate meetings of the DRC in the absence of the Head of the Planning, Building and Development Department.

III. *Parks and Recreation Director or Designee*

Provide:

- ❖ Expertise regarding the suitability of the proposed development with regard to the location, availability, and sustainability of parks, trails, recreation facilities and open space.
- ❖ Expertise regarding planned and programmed park and open space areas and their relationship to proposed development
- ❖ Expertise regarding overall design of the proposed development
- ❖ Knowledge of open space needs and requirements especially as related to the proposed development

IV. *Fire Marshall or Designee*

Provide:

- ❖ Expertise regarding conformity of project with applicable fire codes.
- ❖ Special assessment information related to the provision of fire department services to the proposed development.
- ❖ Special analytical information on the effect that the position of the project may have on surrounding property in the event of a fire hazard, and how project design can be adjusted to mitigate such hazard possibilities.

V. *Public Works/City Engineer*

The public works engineer shall provide:

- ❖ Expertise on intersection and street capacity information and design engineering
- ❖ Expertise on on-site and off-site design and access standards
- ❖ Planning expertise in all applicable forms of transportation systems and modes
- ❖ Expertise regarding access requirements for refuse collection equipment
- ❖ General engineering expertise including consideration of items such as adequate easements
- ❖ Storm drainage engineering expertise
- ❖ Expertise on the conformity of project with Town of Greeneville Stormwater Ordinance
- ❖ Administration of Stormwater Agreement

VI. *Water and Sewer Utilities Engineer*

Provide:

- ❖ Expertise on the availability and design of planned and programmed water and sanitary sewer facilities serving proposed development
- ❖ Expertise regarding conformance with Town's water and sewer design and construction specifications including fire protection service
- ❖ General engineering expertise including consideration of items such as utility easements
- ❖ Special assessment information related to the provision of water and sewer facilities to and through the proposed development.

VII. *Light and Power Utilities Engineer*

Provide:

- ❖ Expertise on the availability and design of planned and programmed light and power facilities serving proposed development
- ❖ Expertise regarding conformance with Town's light and power design and construction specifications including fire protection service
- ❖ General engineering expertise including consideration of items such as utility easements
- ❖ Special assessment information related to the provision of light and power facilities to and through the proposed development.
- ❖ Special analytical information on the effect that proposed light and power appliances positions may have on surrounding land uses.

VIII. *Atmos Energy Utilities Engineer or Designee of the Entity*

Provide:

- ❖ Expertise on the availability and design of planned and programmed gas facilities serving proposed development
- ❖ Expertise regarding conformance with Town's gas design and construction specifications including fire protection service
- ❖ General engineering expertise including consideration of items such as utility easements

- ❖ Special assessment information related to the provision of gas facilities to and through the proposed development.

1.2.3. APPOINTMENT OF MEMBERS

- I. Each designated department director or authorized superior shall appoint a member and an alternate
- II. All appointment of members and alternates within city departments shall be made in writing to the Head of the Department of Planning, Building and Development with a copy of the appointment letter sent to the City Administrator
- III. The member and alternate shall receive a copy of the appointment and a copy of these statutes
- IV. Each member and alternate, unless removed, shall serve until a replacement is appointed.

2. INTERNAL ROUTING AND MEETINGS

2.1. Internal Routing

- I. When the Town Planner receives any item that needs to be reviewed by the DRC, the Planner will distribute the item and any accompanying materials to the different members of the DRC within four business days upon receipt of such item.
- II. Members shall review the item with respect to their areas of specializations and responsibilities, and complete the review sheet before the scheduled meeting time at which the item shall be considered.
- III. In the review process, members may not contact the applicant directly. If any specific information is required from the applicant, the reviewer shall submit the request to the Town Planner.
- IV. Members shall submit their completed review sheets to the Town Planner during the meetings in which the item is considered.

2.2. Meetings

- I. Meetings of the DRC are not public hearings but inter-departmental and entities review of different planning and development items.
- II. Meetings of the DRC shall be held from 9:00am to 10:00am on the 25th of each month that there is an agenda item. If the 25th of a month is a non-working day, the meeting shall be held from 9:00am to 10:00am on the next working day. The venue shall be the Town of Greeneville Conference Room.

- III. Meetings of the DRC shall be held as quasi-workshops in which members freely and reasonably examine – technically and otherwise – all important aspects of a proposed development.
- IV. Applicants may attend meetings of the DRC and speak therein if they so desire. The Town Planner, however, shall ensure as far as possible that applicants know the day, time, and venue at which their submissions are reviewed by the DRC.
- V. The meeting order shall be as follows:
 - Call to order
 - Town Planner’s report on items considered by the DRC in its last meeting
 - Examination of new items by all members:
 - Facilitator presents item 1
 - Each department representative reacts to item 1
 - Members comment on the observations and concerns of other members
 - Submission of review sheet for item 1 and all supporting documents to the Town Planner
 - Facilitator presents item 2
 - Procedure same as for item 1, etc
 - Other matters
 - Adjourn

3. DEVELOPMENT REVIEW COMMITTEE RESPONSIBILITIES

The DRC shall exercise the following advisory review authority to the Planning Commission through the Town Planning office:

- Subdivisions, except two-lots minor subdivisions that the Town Planner shall determine if a particular request needs to be brought to the DRC.
- Preliminary and final site development plans, except final site plans applicable to the Industrial Park Agency.
- Sector plans and area plans
- Vacating of right-of-way
- Rezoning requests
- Annexation requests
- Extension of subdivision improvements agreement
- Revisions to the subdivision regulations and zoning ordinance
- Revisions to the comprehensive plan.
- Future street alignment recommendations
- Grant opportunities that need interdepartmental efforts to pursue
- Any development proposals from members or non-members that may be pursued by the Town.

4. ADVISORY PROPOSALS

The DRC does not make development decisions. Rather, it makes suggestions on development items of an interdepartmental/entity nature, and/or projects that require interdepartmental collaboration to plan and implement in the Town of Greeneville. The Town Planner compiles these suggestions and either presents them to an applicant for necessary changes or channels them to the Greeneville Regional Planning Commission for a decision.

5. COMPENSATION

Neither the Town of Greeneville nor the Development Review Committee in itself shall provide any compensation based on services to this committee. All services shall be considered rendered by entities through their employees in order to safeguard and foster the good of the entity in particular and the development of the Town of Greeneville as a whole.

6. EFFECTIVE DATE

This Development Review Committee shall become effective on November 18, 2014.

Adopted this 11th day of November, 2014 at Greeneville, Tennessee.

Ben Brooks, Chairman

Charles A. Hutchins, Secretary