

COVINGTON MUNICIPAL - REGIONAL PLANNING COMMISSION MEETING

May 5, 2026

12:00 PM NOON

**LOWER-LEVEL CONFERENCE ROOM
AT CITY HALL**



**AGENDA FOR THE MEETING OF THE
COVINGTON MUNICIPAL-REGIONAL PLANNING COMMISSION
May 5, 2026 @ 12:00 PM
COVINGTON CITY HALL – LOWER-LEVEL CONFERENCE ROOM**

- I. ESTABLISHMENT OF A QUORUM – CALL TO ORDER**

- II. OPEN FOR PUBLIC COMMENT – Reserved to provide the public with the opportunity to comment on matters that are germane to the items on the agenda for the meeting.**

- III. APPROVAL OF THE PREVIOUS MINUTES**

- IV. UNFINISHED BUSINESS**

- V. NEW BUSINESS**
 - A. Baxter – East Street Minor Subdivision Plat**

 - B. Covington Middle Substation – Conceptual Review**

 - C. Valvoline – Site Plan**

 - D. Consideration of Delfield Drive name change to Hackney Drive**

 - E. Consideration of Covington Middle/Elementary School Service Drive to Dr. John Combs Circle**

- VI. OTHER BUSINESS**

- VII. ADJOURNMENT**

Next Meeting: June 2, 2026

The Covington Municipal-Regional Planning Commission met on January 6, 2026, at 12:00 p.m. with the following members present: Vice Chairman Sammy Beasley, Secretary Jason Poyner, Commissioners: Alderman C.H. Sullivan, Annette Johnson, Louise McBride and Dwayne Haynes. Also present was Planner Will Radford, Building Official Lessie Fisher, Fire Inspector Rusty Thigpen, Code Technician Phyllis Mayfield, Doug Swink, Josh Burnette, Mayor Jan Hensley, Jason Fleming, and Gary Taylor.

The meeting was called to order by Vice Chairman Sammy Beasley.

Open for Public Comment --No public comments were received.

Motion was made by C. H. Sullivan and seconded by Jason Poyner that the minutes of the preceding meeting be approved. Motion passed.

New Business:

Renaissance Design Studio, LLC/Josh Burnette Rezoning request for property south side of Burnett Lane, recently annexed, Map 050 Parcel 22.01. Property previously zoned R-1, Regional Zoning. Requesting to rezone the property to R-1A, Moderate Density Residential.

Alderman C.H. Sullivan made a motion to approve. Louise McBride seconded the motion. Motion passed. A recommendation for approval will be submitted to the Board of Mayor and Alderman.

Alderman C.H. Sullivan made a motion, seconded by Jason Poyner, to adjourn the meeting. Motion passed.

There being no further business, the meeting adjourned at 12:10 p.m.



RADFORD PLANNING SOLUTIONS
LOCAL PLANNERS. LOCAL SOLUTIONS.

P.O. BOX 112 | Huntingdon, TN 38344 | 731.234.7798 | RadfordPlanning@gmail.com

MEMORANDUM

TO: The Covington Municipal-Regional Planning Commission
FROM: Will Radford, AICP
DATE: April 28, 2026
SUBJECT: Staff Recommendations for the May meeting of the Municipal-Regional Planning Commission.

A. Baxter – East Street Minor Subdivision Plat

Background

A minor subdivision plat has been submitted on behalf of Sharon Baxter. The property is located near the intersection of East Street and U.S. Highway 54 East. The property can be further identified as Parcel 22.00 on Tipton County Tax Map 41. The property is zoned R-1 (Low Density Residential) District. The property appears to be in a federally identified Zone AE Flood Hazard District according to FIRM #47167C0170F, effective on 12/19/2006.

Analysis

The purpose of the plat is to create a 4-acre lot from a 48.5-acre (approximate) parent tract.

The lot meets the lot requirements and setbacks of the R-1 zoning districts.

Recommendation

Staff recommend approval of the plat.

B. Covington Middle Substation – Conceptual Review

Background/Analysis

Covington Electric System is submitting a conceptual site plan for the Covington Middle Substation. The property is located near the intersection of East Street and U.S. Highway 54 East. The property can be further identified as Parcel 22.00 on Tipton County Tax Map 41. The property appears to be in a federally identified Zone AE Flood Hazard District according to FIRM #47167C0170F, effective on 12/19/2006.

The Site plan, at this point is limited in detail. Staff understand that the Developers of this project are seeking Planning Commission input and will continue to communicate with the Planning Commission until a final site plan is submitted. Staff will be available to answer any questions regarding this project at the meeting.

C. Valvoline – Site Plan

Background

A site plan has been submitted by Valvoline Instant Oil Change to construct an Oil Change facility at 1655 U.S. Highway 51. The property can be further identified as Parcel 5.00 on Tipton County Tax Map 050. The property is zoned B-2 (Highway Business) District. The property does not appear to be located in a federally identified flood hazard area.

Analysis

The area for the proposed construction is currently shown on a “leased parcel”. Staff is requiring a minor subdivision plat to separate this area from the development to the north. (Covington Commons Shopping Center)

The site plan appears to be using existing access to U.S. Highway 51. This access design has been approved by the Tennessee Department of Transportation.

The site plan has been reviewed by an engineer independent of the developer in regard to drainage and grading to ensure no increased run-off onto adjacent properties.

Staff are recommending the driveway layout be reviewed by the Covington Fire Department to determine whether the turn-around areas and access to the building is sufficient.

The site plan shows 9 parking spaces which appear to meet the parking requirements for Personal Service Establishments:

| | | |
|----|---|--|
| K. | Retail Stores, Supermarkets, Department Stores or Personal Service Establishment Catering to Retail Trade | One (1) space for each two hundred fifty (250) square feet of non-storage first floor area, plus one (1) space for each three hundred (300) square feet of non-storage area above ground level |
|----|---|--|

The proposed building meets all of the setbacks of the B-2 district.

Recommendation

Staff recommends in favor of the site plan provided the above issues (engineering and subdivision) are adequately addressed.

D. Consideration of Delfield Drive name change to Hackney Drive

Background/Analysis

The City of Covington has received an application to change the name of Delfield Drive to Hackney Drive. The Planning Commission shall be provided with the adopted policies for renaming streets and shall review the application in accordance with the City's adopted policies.

E. Consideration of Covington Middle/Elementary School Service Drive to Dr. John Combs Circle

Background/Analysis

The City of Covington has received an application to name the currently unnamed service drive to Dr. John Combs Circle. The Planning Commission shall be provided with the adopted policies for naming streets and shall review the application in accordance with the City's adopted policies.



FISHER ARNOLD

ENGINEERS | ARCHITECTS | CONSULTANTS | PLANNERS

March 23, 2026

Ms. Lessie Fisher, Building Official
City of Covington
200 W. Washington Ave/P.O. Box 768
Covington, TN 38019

**RE: SITE PLAN REVIEW - COVINGTON ELECTRIC SYSTEM
SANFORD AVENUE AND EAST STREET – PARCEL 041 022.00
COVINGTON, TENNESSEE**

Dear Ms. Fisher:

On behalf of Covington Electric System, we are pleased to submit this application for Site Plan Review to allow an Electric Substation (Utilities) on this property.

The subject property is located at the northeast corner of the intersection of Sanford Avenue and East Street. The subject property is due south and adjacent to the communications tower and Southwest Tennessee Electric Membership Easement. The subject property is in R-1 Single Family Residential District and contains approximately 4 acres. The proposed use is an electrical substation and accompanied with this request are a Subdivision and Use on Appeal applications.

Covington Electric System does not yet own the property and as part of the due diligence for purchase, we need Subdivision, Use and preliminary Site Plan Approvals. We respectfully request that the requirements for grading/drainage and detailed engineering plans to be reviewed by the City as we get closer to construction of the facility.

We look forward to working with the City of Covington and appreciate your consideration of our request. If there is anything you may need to assist with your review of our proposal, please do not hesitate to contact me.

Sincerely

FISHER & ARNOLD, INC.

David Baker

Manager – Planning and Landscape Architecture

DBB/dbb

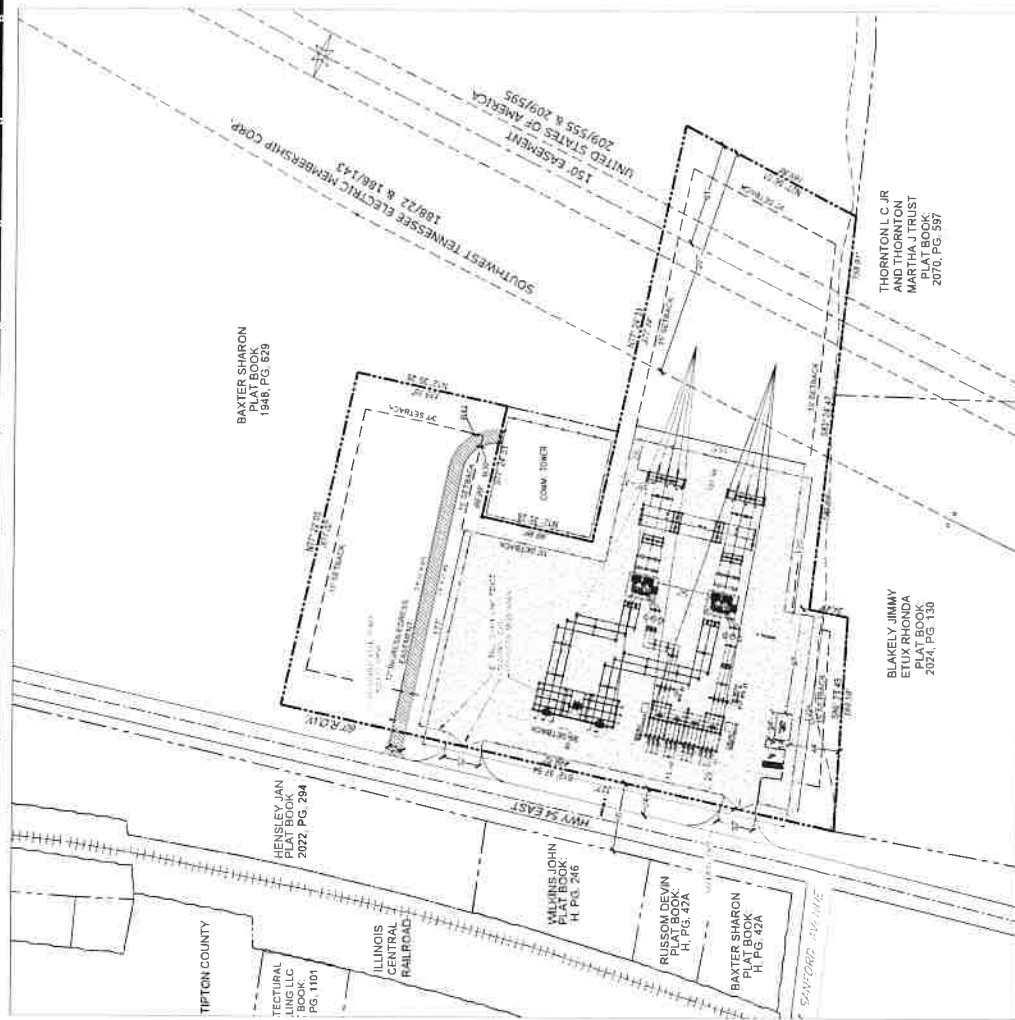
9180 Crestwyn Hills Drive
Memphis, TN 38125

901.748.1811
Toll Free: 1.888.583.9724

www.fisherarnold.com

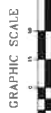


VICINITY MAP



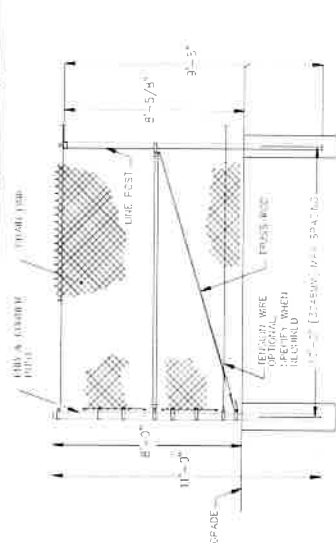
NOTES

- * The control house will not have water and sewer hookup. It is for equipment and controls only. It will not contain any occupied space.
- ** The existing erosion at the southwest corner of the site has been identified and will be addressed during the construction of the facility.



GRAPHIC SCALE
(IN FEET)
1" = 30' ±

NOTE
THIS PROJECT DOES NOT WITHIN THE LIMITS OF A REMEDIATION IDENTIFIED PLAN
DECEMBER 14, 2005 BY TULLOCH CONSULTANTS, LLC UNDER CONTRACT NO. 05010001
REVISIONS: 01/11/2024, 02/14/2024, 03/14/2024, 04/11/2024, 05/14/2024



FENCE SECTION ELEVATION WITH TOP RAIL



SECURITY GATE SECTION ELEVATION

PLAN DATA

| | |
|-----------------------|------------------|
| TOTAL AREA..... | 145,926 SF |
| BUILDING AREA..... | 75,841 SF |
| PARKING REQUIRED..... | 1 SPACE |
| PARKING PROVIDED..... | 2 SPACES (1 ADA) |
| ZONING..... | ZONER-1 |

SITE PLAN

COVINGTON MIDDLE SUBSTATION

BAXTER COMMERCIAL
PARCEL: 041 022.00, ZONING: R-1
COVINGTON, TENNESSEE

TOTAL AREA: 145,926 SQ. FT.
FEMA FIRM NO.: 4716/0010P
DATE: MARCH 2026
DECEMBER 2006



PREPARED FOR: ELECTRIC SYSTEM
1408 S MAIN ST
COVINGTON, TN 38011



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TIPTON COUNTY, TENNESSEE

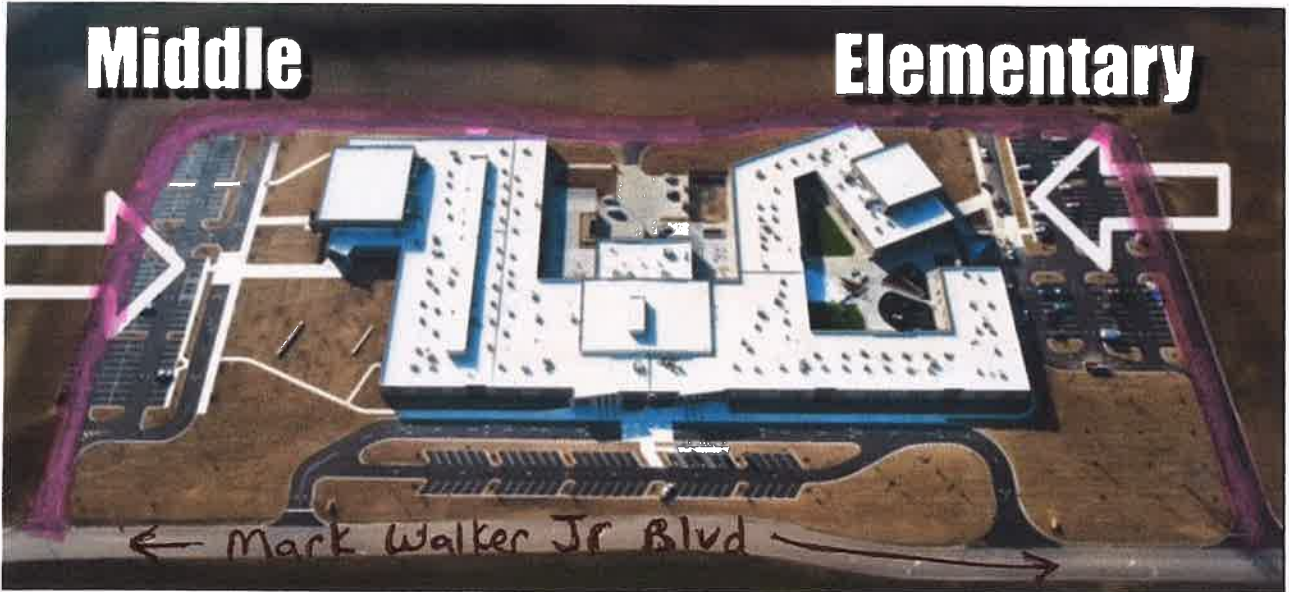
DISCLAIMER: THIS MAP IS FOR PROPERTY TAX ASSESSMENT PURPOSES ONLY. IT WAS CONSTRUCTED FROM PROPERTY INFORMATION RECORDED IN THE OFFICE OF THE REGISTER OF DEEDS AND IS NOT CONCLUSIVE AS TO LOCATION OF PROPERTY OR LEGAL OWNERSHIP.

MAP DATE: April 23, 2026



Middle

Elementary



* Service Road Loop highlighted in pink *
(prospective Dr John Combs Circle)

Dear Members of the Tipton County Planning Commission,

On behalf of the Tipton County School Board, we respectfully submit this request for your consideration regarding the naming of the service road loop surrounding Covington Elementary School and Covington Middle School.

The School Board formally requests that the service road loop encircling these campuses be named DR JOHN COMBS CIRCLE in honor of Dr. John Combs' longstanding dedication, leadership, and service to the students, families, and educators of Tipton County.

Dr Combs has made a lasting impact on our school system and community through his commitment to educational excellence, student achievement, and continuous improvement. His leadership has positively influenced generations of students and has strengthened the foundation of our schools. Naming this roadway in his honor would serve as a permanent tribute to his legacy and a visible reminder of the value we place on those who devote their lives to public education.

In addition to his perseverance in seeking academic excellence, Dr. Combs played a critical role in guiding our district through some of its most challenging times. In the aftermath of devastating tornadoes that severely damaged school facilities and disrupted the lives of students and staff, Dr. Combs provided steadfast leadership and vision. He worked tirelessly alongside community leaders, state officials, and emergency partners to secure resources, coordinate rebuilding efforts, and ensure that students could return to safe, modern learning environments as quickly as possible. His attentiveness to rebuilding our tornado-devastated schools was not only about restoring structures, but about restoring HOPE, STABILITY, and OPPORTUNITY for our children and families. The strength and adaptability of our school community today stand as a testament to his determination and service during that critical period.

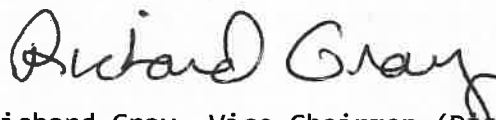
This service road loop encompassing the exact two schools Dr. Combs vigorously strived to help rebuild, provides a central and highly visible location that connects both schools, symbolizing the unity, continuity, resilience, and shared mission that Dr. Combs championed throughout his 33 year career to our school system. As a circle has no end, neither will the footprint that Dr. Combs has left behind on our schools, in our community, and most importantly on our hearts.

We appreciate your thoughtful consideration of this request and stand ready to provide any additional information the Commission may require. Thank you for your continued partnership and support of our schools and community.

Respectfully submitted,



Blake Shankle, Chairman (District 3)



Richard Gray, Vice Chairman (District 7)

Dwain Edwards

Dwain Edwards, member (District 1)

Loretta Eubanks

Loretta Eubanks, member (District 2)

Matt McCann

Matt McCann, member (District 4)

Clay Lavelle

Clay Lavelle, member (District 5)

Jason Jenkins

Jason Jenkins, member (District 6)

Michael Gill

Mike Gill, member (District 8)

Alicia Reed, member (District 9)

Alicia S. Reed

RESOLUTION 2017-1

A RESOLUTION ADOPTING A POLICY FOR NAMING CITY-OWNED PROPERTY AND CITY STREETS.

Whereas, the Board of Mayor and Aldermen of the City of Covington have determined that from time to time it is appropriate to name city owned properties and streets for individuals, families, or special occasions; and

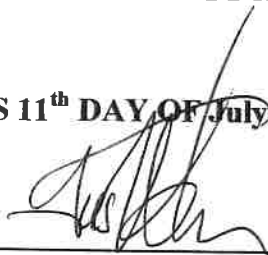
Whereas, the Board receives requests from individuals, families, and organizations requesting that city owned properties and streets be named for individuals, families, or special occasions; and

Whereas, the board wishes to establish procedures and policies for considering such requests; and

Whereas, after much study by the City staff and City attorney it has been determined that the attached procedure will establish a policy for the naming of city owned property and streets in the City of Covington;

NOW, THEREFORE BE IT RESOLVED, THAT THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF COVINGTON, TENNESSEE, HEREBY ADOPT THE ATTACHED POLICY FOR THE NAMING OF CITY OWNED PROPERTY AND STREETS.

THIS 11th DAY OF July, 2017



Mayor

Attest:



Recorder

City of Covington

CITY-OWNED BUILDING AND STREET NAMING POLICY

I. PURPOSE:

To establish a uniform policy regarding requests for the naming or renaming of City-owned land and facilities including buildings, streets, and the designation of commemorative street names and plaques, that are compatible with community interest and will enhance the values and heritage of the City of Covington.

II. GENERAL:

A. This policy shall establish the guidelines, criteria and process for naming or renaming of city-owned facilities.

B. The Board of Mayor and Alderman shall have the final authority to name and rename City-owned buildings, streets and to designate commemorative street names and plaques.

C. Under extraordinary circumstances that would cast a negative image upon the City, any naming of city-owned facilities in honor of an individual, family or group may be revoked at the discretion of the Board of Mayor and Alderman.

D. The names of individuals, corporations, or groups involved in controversial enterprises or activities, such as those that would be detrimental to the mission or image of the City of Covington should be avoided.

E. The donation of land, facilities, or funds for the acquisition, renovation or maintenance of land or facilities, shall not constitute an obligation by the City to name the land and/or facility or any portion thereof after an individual, family or organization.

F. Existing names are deemed to have historic recognition. It is the City of Covington policy to keep the name of any existing city-owned buildings, particularly one whose name has City or regional significance, unless there are compelling reasons to consider such a change; after a thorough study and a unanimous vote of the Board of Mayor and Alderman. Furthermore, the City will consider renaming to commemorate a person or persons, posthumously, only when the person or persons have made a major, overriding contribution to the City and whose distinctions are as yet unrecognized.

G. Street naming and renaming shall be made by ordinance or as a result of an approval and recordation of a subdivision map.

H. All costs including staff time, labor and materials associated with the installation of plaques, monuments and/or replacement of signs resulting from this policy will be borne by the individual, group or organization sponsoring the request.

B. STREETS:

1. Names shall be unique, easily discernable, and simple to pronounce for public safety consideration. Similar sounding or duplicate street names shall not be considered.
2. North and South thoroughfares shall be called streets or ways, and East and West thoroughfares shall be called avenues or boulevards.
3. Street names may recognize native wildlife, flora, fauna or natural geologic features related to the community and the City of Covington.
4. Names with the same theme (i.e. flowers, states) are suggested for naming streets in an entire subdivision, as a means of general identification.
5. Street names shall not contain more than 18-letter characters, including any combinations of spaces, or letters, designations in the base portion of the name.
6. Cumbersome, corrupted or modified names, discriminatory or derogatory names, from the point of view or race, sex, color, creed, ethnicity, religious affiliation, political affiliation or other social factors are not acceptable.
7. Names for public and private streets in a new subdivision shall be proposed by the developer, reviewed by the Planning Commission, approved by the Board of Mayor and Alderman. The street names are adopted by the City when the final subdivision map for the development is recorded.

**TIPTON COUNTY STREET
NAMING AND ADDRESSING
POLICY**



Prepared on Behalf of the
Tipton County E911 Board

Prepared by the
County of Tipton E 9-1-1 Department

Final Copy

Approved 8/17/2009

Updated 10/22/2019

SECTION TWO – STREET – NAMING POLICY

II.A. STREETS REQUIRING NAMES

A roadway shall be named if it meets at least one of the following conditions:

- 1) If two or more dwelling units or business-related buildings exist, or are proposed to be constructed, along the roadway.
- 2) If a municipality or state maintains the roadway.

II.B. STREET NAME SELECTION

The following standards shall be used:

- 1) A street name should be appropriate and easy to read (so that children can use the name in an emergency situation), and should add to community pride; promoting local heritage, history and traditions and reflecting local geography and character.
- 2) Names with the same theme (i.e., flowers, states) are suggested for naming streets in an entire subdivision, as a means of general identification.
- 3) Historically used road names should be retained where possible.
- 4) Names tending to be confused as homonyms, having the same or similar pronunciation but with different spellings are not acceptable within a municipality or zip code area (e.g. Smith, Smyth or Smythe; Ellis or Allice; Allen or Alan, etc).
- 5) Names that may be offensive (slang, double meanings, etc.) shall be avoided.
- 6) Use of frivolous or complicated words, or unconventional spellings in road names is discouraged.

II.C. PREFIXES

Directional prefixes shall be used only when necessary, such as for distinguishing regions of a continuous road traversing several municipalities. A street may have no more than one directional prefix as follows: North, East, South, or West. (North East Baker Street, for example, shall not be acceptable.)

II.D. SUFFIXES

The following suffixes are suggested for naming a type of roadway. Other suffixes not listed below may be considered at the discretion of the county providing they meet United States Postal Service (U.S.P.S.) guidelines.

- Alley (ALY) – A narrow lane between or behind a row of buildings
- Avenue (AVE) – A roadway or thoroughfare in a densely-populated area running north & south
- Bend (BND) -
- Boulevard (BLVD) – A street with a median reflecting the boulevard character
- Bypass (BYP) –
- Center (CTR) -
- Circle (CIR) – A cul-de-sac or looped street that begins and circles back to terminate on the same road
- Court (CT) – A permanently closed street, not exceeding 1,000 ft, such as a cul-de-sac
- Cove (CV) – A circular or oval inlet that dead ends
- Drive (DR) – A curvilinear street
- Highway (HWY) – A primary state or federal route, suitable for heavy traffic volume
- Lane (LN) – A minor dead-end street or private lane
- Loop (LP) – A cul-de-sac or circular street that begins and circles back to terminate on the same road
- Parkway (PKY) – A road with a median reflecting the parkway character
- Place (PL) –
- Plaza (PLZ) –
- Road (RD) – A common roadway, usually in a less densely populated areas
- Run (RUN) -
- Street (ST) – A common roadway, usually in more densely populated areas
- Terrace (TER) –
- Trace (TRCE) –
- Trail (TRL) -
- Way (WAY) – A minor roadway

K.2. Notification of Conflict – The GIS Department will notify the Tipton County E 9-1-1 Director of a street name conflict. The Planning Commission for each municipality and the county will also provide an evaluation based on the point system listed above. Based on this evaluation, the Planning Commission of each municipality and the county shall recommend which street name should be changed.

K.3. Alternate Name Selection

K.3.a. Minor Streets – having 10 or less property owners

1. Upon receiving report, the E 9-1-1 Director shall determine which street is to be renamed.
2. The name-changing municipality shall inform the property owners along the affected street of the need to change the street name.
3. The municipality shall select an alternate name for the street, and a second choice, at the monthly meeting.
4. The municipality shall contact the Tipton County E 9-1-1 Director for approval of any selected name changes to make sure they are not duplicated or shall cause any further conflicts.

K.3.b. Major Streets – having 11 or more property owners

1. Upon receiving the report, the E 9-1-1 Director shall determine which street is to be renamed.
2. The name-changing municipality shall announce the need to change a street name at a monthly meeting within thirty - (30) days of receiving the County report. An alternate name, and a second choice name, shall be selected at the next monthly meeting, sixty - (60) days from receiving the County report.

K.4. Alternate Street Name – The municipality shall report the selected alternate street name and a second choice name to the appropriate Planning Commission.

K.5. Alternate Street Name Review – The Tipton County E 9-1-1 Director will review the name for compliance with the street name policy, and for duplication, and report acceptability to the municipality and Planning Commission within 30 days of receipt of the request for name change. Second choice street names will be assigned if the first choice is not usable.

K.6. Ordinance and Signs – The municipality shall pass an ordinance adopting the new street name and post this name within sixty – (60) days of ordinance passage.

K.7. Mediation – If the municipalities do not request a street name change within above listed timetables, the decision is referred to the appropriate Planning Commission. Affected property owners may speak at the meeting before the Commission makes its decision and forwards its recommendation to the municipality involved.

K.8. Notification of Name Change – The Tipton County E 9-1-1 Director will notify the United States Postal Service (U.S.P.S.), Tipton County Property Assessor, Tipton County Election Commission, Tennessee Department of Transportation (TDOT), emergency services and affected property owners of street name changes.

II.L. STREET NAME CHANGE

Municipalities desiring to have an existing street, or private road, renamed shall submit the proposed street name change to the appropriate Planning Commission for review. The Tipton County E 9-1-1 Director shall review the proposed name for compliance with this street naming policy and shall advise the affected municipality, U.S.P.S., TCPA, TCEC, TDOT, emergency services and all affected property owners of the street name.

II.M. EFFECTED DATE OF CHANGE

Any street name change shall become effective following expiration of a thirty – (30) day period commencing from the date said change was authorized by the municipality, or earlier at the discretion of the municipality.

II.N. ADJACENT COUNTY COORDINATION

The Tipton County E 9-1-1 Office shall coordinate road names and address numbers with adjacent counties so that road and addresses at county boundaries are logical. Roads that traverse county boundary lines should have one name for the continuous length of the road. If road names change at county boundaries, they should change at a prominent landmark or intersection. Address ranges near county boundaries should also change at intersections or landmarks where feasible.

II.O. TOWNSHIP ROUTE NUMBERS

There are no longer any route numbers in Tipton County

II.P. PRIVATE LANES

Private lanes shall be named when there is more than one addressable building located on the road. See, [Section II.A](#) and [Section IV.G.2.](#)

MEMORANDUM FOR RECORD

TO: Covington Municipal-Regional Planning Commission

RE: Performance Bonds and Letters of Credit

The following is a list of performance bonds and letters of credit held by the Covington Municipal-Regional Planning Commission. Sixty (60) days before the expiration date, the Department of Code Compliance staff, will request the developer to renew the financial instrument. If the performance bond or letter is not renewed within two weeks of notice then staff will recommend that the Covington Municipal-Regional Planning Commission "call the bond "or submit a draft on the letter of credit.

| <u>Developer</u> | <u>Renewal Date</u> | <u>Notice Date</u> | <u>Expiration Date</u> |
|---|--|--------------------|------------------------|
| Deena, LLC 80 Deena Cove Covington, TN 38019 | August 20, 2025 Irrevocable Letter of Credit \$17,000.00 | July 3, 2026 | August 15, 2026 |
| Barry J. & Melody K. Diggs 247 Holly Grove Road Covington, TN 38019 | September 2, 2025 Irrevocable Letter of Credit \$100,000.00 | August 19, 2026 | September 30, 2026 |