



RADFORD PLANNING SOLUTIONS

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MEMORANDUM

TO: The Munford Municipal-Regional Planning Commission
FROM: Will Radford, AICP
DATE: August 4, 2022
SUBJECT: Staff Recommendations for the August meeting of the Municipal-Regional Planning Commission.

V. OLD BUSINESS

A. Parker Minor Subdivision Plat

A minor subdivision plat has been submitted for Parker Properties South to create two commercial lots. The property is located near the intersection of Munford Avenue and Highway 51 in Munford, TN. The property can be further identified as Parcel 12.06 on Tipton County Tax Map 111. The property is zoned P-B (Planned Business) in the Munford Municipal Zoning District. The property does not appear to be located in a federally identified flood hazard area according to FIRM #47167C0310F, effective on 12/19/2006.

Analysis

The purpose of the subdivision plat is to create a new 1.21 acre tract and a 6.29 acre tract from a 32.37 acre parent tract.

The lot has more than 80 feet of right of way when taking the entirety of Highway 51 into account. Staff seeks coordination with the Tennessee Department of Transportation to ensure the right of way is sufficient.

The Planning Commission has the authority to require sidewalks when deemed necessary to public safety according to the Munford Municipal Subdivision Regulations:

G. CURBS, GUTTERS , SIDEWALKS AND HANDICAP RAMPS

The developer shall install, at their expense, sidewalks, curbs and gutters, curb cuts and driveway aprons and handicap ramps within the subdivision and within

the right-of-way of all existing streets bordering the subdivision, under conditions specified herein.

Sidewalks shall be required to be installed by the developer on either or both sides of the street within the right-of-way of all new streets and may be required along any street if so desired by the Planning Commission when the Planning Commission deems it necessary for Public Safety.

This section of the regulations shall apply to all residential, commercial, and industrial developments within the City of Munford.

Recommendation

Staff recommends approval of the plat.

VI. NEW BUSINESS

A. Wilkins Storage - Mini Storage Site Plan

Background

A site plan has been submitted on behalf of John Wilkins and Wilkins Storage to build a new mini-storage facility. The entire project consists of 12 buildings and 275 units. The property is located 16259 Highway 51 South. (South of Simmons Road Intersection) The property can be further identified as Parcel 49.00 on Tipton County Tax Map 044. The property is zoned P-B (Planned Business) District. The property does not appear to be located in a federally identified flood hazard area.

Analysis

The site plan is showing 14 parking spaces to meet the following requirement in the Munford Municipal Zoning Ordinance:

Self Storage / Mini Storage 3 spaces plus 1 space for each 100 units

The City Engineer has reviewed the site plan in regards to grading and drainage to ensure no additional runoff occurs onto adjacent properties or the TDOT right of way.

The driving lanes and turning radiuses should be reviewed by the Munford Fire Department to determine adequate space for fire protection and maneuvering of public safety vehicles.

The building appears to meet all of the setbacks and lot requirements of the P-B zoning district.

Recommendation

Staff recommends approval of the Site Plan provided all above mentioned issues are adequately addressed.

B. Resolution amending the Municipal Subdivision Regulations for Cluster Box Units.

Background/Analysis

Staff will present a Resolution that will amend the Municipal Subdivision Regulations by adding Cluster Mail Box Regulations for review by the Planning Commission.

Recommendation

Staff recommends adoption of the Resolution

C. Resolution amending the Regional Subdivision Regulations for Cluster Box Units.

Background/Analysis

Staff will present a Resolution that will amend the Regional Subdivision Regulations by adding Cluster Mail Box Regulations for review by the Planning Commission.

Recommendation

Staff recommends adoption of the Resolution

D. By-Laws Amendment -Authorize Designee for Plat Signatures in the event of the Secretary's absence

Background/Analysis

Staff is proposing amending the Munford Municipal Regional Planning Commission By-laws by adding the following wording. Added language is highlighted below:

Section 4 The Secretary shall keep the minutes and records of the Planning Commission, verify Planning Commission approval of subdivision plats and other documents acted upon by the Planning Commission, arrange proper and legal notice of hearings, attend to correspondence of the Commission and such other duties as are normally carried out by the secretary or requested by the Chair. **In the event that the Secretary is temporarily unavailable to perform any of the required functions of the position, the Chairman is authorized to either act in the Secretary's capacity or to designate another Planning Commission member to do the same.**

RESOLUTION ____

A RESOLUTION TO AMEND THE MUNFORD MUNICIPAL SUBDIVISION REGULATIONS PERTAINING TO CLUSTER BOX UNITS/MAIL KIOSK REQUIREMENTS AND NOTES CONFIRMING UNDERGROUND UTILITIES ON PRELIMINARY, CONSTRUCTION, AND FINAL PLATS

WHEREAS, pursuant to Tennessee Code Annotated Sections 13-4-301 through 13-4-309, subdivision regulations have been adopted for Munford; and,

WHEREAS, the Munford Municipal Planning Commission has seen fit to amend these Subdivision Regulations as noted;

WHEREAS, pursuant to Tennessee Code Annotated Section 13-4-303, a public hearing was held by this body on Tuesday, the 8th day of August, 2022 the time and place which was published with at least 30 days' notice in accordance with the Municipal Subdivision Regulations;

NOW, THEREFORE, BE IT RESOLVED BY THE MUNFORD MUNICIPAL PLANNING COMMISSION:

SECTION 1. That the Munford Municipal Subdivision Regulations be amended by the adding the following text with the following in Article II "Procedure For Major Subdivision Approval," B, Preliminary Plat, 2. Plat Content (21) with the following

- (21) Sites reserved for Cluster Box Units/Mail Kiosks with associated Landscaping, Lighting, Parking, Handicapped Parking, and other accompanying features with notes stating their purpose and any limitations;

SECTION 2. That the Munford Municipal Subdivision Regulations be amended by the adding the following text with the following in Article II "Procedure For Major Subdivision Approval," C, Construction Plat, 2. Plat Content (8) with the following

- (8) Site Plan for Cluster Box Units/Mail Kiosks with associated detailed Landscaping, Lighting, Parking, Handicapped Parking, and other accompanying features

SECTION 3. That the Munford Municipal Subdivision Regulations be amended by insertion of the following in **ARTICLE VI, PREREQUISITES TO FINAL SUBDIVISION APPROVAL K. Cluster Box Unit (CBU)/Mail Kiosk Requirements** with the following:

K. Cluster Box Unit (CBU)/Mail Kiosk Requirements

- 1. Installation of CBUs, as well as any associated improvements including a required roof-top (e.g. shelters, lighting, and other related amenities), hereinafter CBU related improvements, shall be the responsibility of the developer.**
- 2. Approval and installation of all CBU related improvements must be completed prior to the Final plat being recorded for the subdivision creating the lots.**
- 3. The establishment of a homeowners' association or property owner's association is required in developments with CBU related improvements. Maintenance of all CBU related improvements shall be the responsibility of the homeowners' association.**
- 4. CBU related improvements not part of a designated amenity area shall be located in Common Open Space or a similar private area with access to a street or access easement. Lot area does not have to meet the minimum area of the district, provided that a 15 feet setback shall be required from street right-of-way, alley, and adjoining buildable lots.**
- 5. CBU related improvements shall be prohibited within the public right-of-way or in any utility easement**
- 6. CBU related improvements shall not be located within the vision triangle at the intersecting of any street and driveway to any residential, commercial, industrial, or multiple family property within a "sight triangle" formed by drawing lines along the edge of each pavement or railroad, and joining points on such lines 75 feet from their intersection; provided however, that the sight triangle for the intersection of streets and driveways shall use points 25 feet from the intersection of the street lines.**
- 7. A site plan for the CBUs shall be submitted simultaneous with Construction Plat submittal for review and approval provided that the CBU has been reviewed and approved by the USPS with the appropriate documentation. The Planning Commission shall have the authority to approve CBU related improvements based on the unique factors for each development. These factors can include, but are not limited to, the number of CBU locations in the development and the maximum number of mailboxes at a CBU. Site plans for CBUs shall include the following elements:**
 - a. Landscaping: The first five (5) feet of any required yard adjacent to a street and the first seven (7) feet adjacent to adjoining properties shall be devoted to plant screens and landscaping. As a minimum when a lot line is shared with a residential district, a tight opaque fence or compact evergreen hedge of not less than six (6) feet in height shall be provided. Any reviewing authority may require more landscaping than these required minimum standards.**
 - b. Lighting Plan: Security lighting is required. The lighting of a CBUs or parking area should not cast light beyond property boundaries, and**

shall not, under any circumstances, exceed one (1) foot-candle at a commercial property line, or one-half (1/2) foot-candle at a residential property line, and one quarter (1/4) foot-candle ten feet over the property line.

- c. **Parking and handicapped parking:** These improvements shall be located in areas that will best allow for vehicle stacking or parking without creating pedestrian safety or vehicle safety issues. Access and parking shall be designed consistent with the Article III of this Ordinance. Required parking shall be provided according to the following:

Number of Lots/Mailboxes	Parking Spaces Required
50 or fewer	2
51 to 100	3
101 to 200	4
201 and above	5

Parking spaces may be provided in a dedicated parking area. CBU related improvements that are located in designated amenity area or Common Open Space may utilize the off-street parking provided. Parking areas and access to the CBUs shall be compliant with current Americans with Disabilities Act (ADA) standards.

- 8. CBUs and associated improvements must be installed according to USPS standards and must meet all applicable building and fire codes.

SECTION 4. That the Munford Municipal Subdivision Regulations be amended by the adding the following text with the following in Article II "Procedure For Major Subdivision Approval," B, Preliminary Plat, 2. Plat Content (22) with the following

- (22) Note in addition to required other information stating that utilities will be underground as per these Subdivision Regulations ;

SECTION 5. That the Munford Municipal Subdivision Regulations be amended by the adding the following text with the following in Article II "Procedure For Major Subdivision Approval," C, Construction Plat, 2. Plat Content (9) with the following

- (9) Note in addition to required other information stating that utilities will be underground as per these Subdivision Regulations

SECTION 6 . BE IT FURTHER RESOLVED that this Resolution shall become effective immediately upon its adoption, THE PUBLIC WELFARE REQUIRING IT.

Chairman, Munford Planning Commission

Date

Secretary, Munford Planning Commission

Date

RESOLUTION _____

A RESOLUTION TO AMEND THE MUNFORD REGIONAL SUBDIVISION REGULATIONS PERTAINING TO CLUSTER BOX UNITS/MAIL KIOSK REQUIREMENTS AND NOTES CONFIRMING UNDERGROUND UTILITIES ON PRELIMINARY, CONSTRUCTION, AND FINAL PLATS

WHEREAS, pursuant to Tennessee Code Annotated Sections 13-3-401 through 13-3-419, subdivision regulations have been adopted for Munford's Planning Region; and,

WHEREAS, the Munford Regional Planning Commission has seen fit to amend these Subdivision Regulations as noted;

WHEREAS, pursuant to Tennessee Code Annotated Section 13-3-403, a public hearing was held by this body on Tuesday, the 8th day of August, 2022 the time and place which was published with at least 30 days' notice in accordance with the Regional Subdivision Regulations;

NOW, THEREFORE, BE IT RESOLVED BY THE MUNFORD REGIONAL PLANNING COMMISSION:

SECTION 1. That the Munford Regional Subdivision Regulations be amended by the adding the following text with the following in Article II "Procedure For Major Subdivision Approval," B, Preliminary Plat, 2. Plat Content (15) with the following

- (15) Sites reserved for Cluster Box Units/Mail Kiosks with associated Landscaping, Lighting, Parking, Handicapped Parking, and other accompanying features with notes stating their purpose and any limitations;

SECTION 2. That the Munford Regional Subdivision Regulations be amended by the adding the following text with the following in Article II "Procedure For Major Subdivision Approval," C, Construction Plat, 2. b. Plat Content (8) with the following

- (8) Site Plan for Cluster Box Units/Mail Kiosks with associated detailed Landscaping, Lighting, Parking, Handicapped Parking, and other accompanying features

SECTION 3. That the Munford Regional Subdivision Regulations be amended by insertion of the following in **ARTICLE VI, PREREQUISITES TO FINAL SUBDIVISION APPROVAL K. Cluster Box Unit (CBU)/Mail Kiosk Requirements** with the following:

K. Cluster Box Unit (CBU)/Mail Kiosk Requirements

- 1. Installation of CBUs, as well as any associated improvements including a required roof-top (e.g. shelters, lighting, and other related amenities), hereinafter CBU related improvements, shall be the responsibility of the developer.**
- 2. Approval and installation of all CBU related improvements must be completed prior to the Final plat being recorded for the subdivision creating the lots.**
- 3. The establishment of a homeowners' association or property owner's association is required in developments with CBU related improvements. Maintenance of all CBU related improvements shall be the responsibility of the homeowners' association.**
- 4. CBU related improvements not part of a designated amenity area shall be located in Common Open Space or a similar private area with access to a street or access easement. Lot area does not have to meet the minimum area of the district, provided that a 15 feet setback shall be required from street right-of-way, alley, and adjoining buildable lots.**
- 5. CBU related improvements shall be prohibited within the public right-of-way or in any utility easement**
- 6. CBU related improvements shall not be located within the vision triangle at the intersecting of any street and driveway to any residential, commercial, industrial, or multiple family property within a "sight triangle" formed by drawing lines along the edge of each pavement or railroad, and joining points on such lines 75 feet from their intersection; provided however, that the sight triangle for the intersection of streets and driveways shall use points 25 feet from the intersection of the street lines.**
- 7. A site plan for the CBUs shall be submitted simultaneous with Construction Plat submittal for review and approval provided that the CBU has been reviewed and approved by the USPS with the appropriate documentation. The Planning Commission shall have the authority to approve CBU related improvements based on the unique factors for each development. These factors can include, but are not limited to, the number of CBU locations in the development and the maximum number of mailboxes at a CBU. Site plans for CBUs shall include the following elements:**
 - a. Landscaping: The first five (5) feet of any required yard adjacent to a street and the first seven (7) feet adjacent to adjoining properties shall be devoted to plant screens and landscaping. As a minimum when a lot line is shared with a residential district, a tight opaque fence or compact evergreen hedge of not less than six (6) feet in height shall be provided. Any reviewing authority may require more landscaping than these required minimum standards.**

- b. **Lighting Plan:** Security lighting is required. The lighting of a CBU or parking area should not cast light beyond property boundaries, and shall not, under any circumstances, exceed one (1) foot-candle at a commercial property line, or one-half (1/2) foot-candle at a residential property line, and one quarter (1/4) foot-candle ten feet over the property line.
- c. **Parking and handicapped parking:** These improvements shall be located in areas that will best allow for vehicle stacking or parking without creating pedestrian safety or vehicle safety issues. Access and parking shall be designed consistent with the Article III of this Ordinance. Required parking shall be provided according to the following:

Number of Lots/Mailboxes	Parking Spaces Required
50 or fewer	2
51 to 100	3
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Parking spaces may be provided in a dedicated parking area. CBU related improvements that are located in designated amenity area or Common Open Space may utilize the off-street parking provided. Parking areas and access to the CBUs shall be compliant with current Americans with Disabilities Act (ADA) standards.
- 8. CBUs and associated improvements must be installed according to USPS standards and must meet all applicable building and fire codes.

SECTION 4. That the Munford Regional Subdivision Regulations be amended by the adding the following text with the following in Article II "Procedure For Major Subdivision Approval," B, Preliminary Plat, 2. Plat Content (15) with the following

- (15) Note in addition to required other information stating that utilities will be underground as per these Subdivision Regulations ;

SECTION 5. That the Munford Regional Subdivision Regulations be amended by the adding the following text with the following in Article II "Procedure For Major Subdivision Approval," C, Construction Plat, 2. Plat Content (9) with the following

- (9) Note in addition to required other information stating that utilities will be underground as per these Subdivision Regulations

SECTION 6 . BE IT FURTHER RESOLVED that this Resolution shall become effective immediately upon its adoption, THE PUBLIC WELFARE REQUIRING IT.

Chairman, Munford Planning Commission

Date

Secretary, Munford Planning Commission

Date

**A RESOLUTION TO AMEND THE BY-LAWS OF THE CITY OF MUNFORD
MUNICIPAL- REGIONAL PLANNING COMMISSION TO AMEND
PROCEDURES FOR ESTABLISHING A QUORUM.**

WHEREAS, pursuant to Tennessee Code Annotated Sections 13-3-301 and 13-3-103, by-laws have been adopted governing the business of the City of Munford Municipal- Regional planning commission; and,

WHEREAS, the City of Munford Municipal-Regional Planning Commission has seen fit to amend its by-laws; and

WHEREAS, the conditions for amending these by-laws have been met in accord with Article XII of the By-Laws of the Munford Municipal-Regional Planning Commission.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN OF MUNFORD
MUNICIPAL-REGIONAL PLANNING COMMISSION:**

SECTION 1. The text of Article III Section 5 of the By-Laws of the Munford Municipal-Regional Planning Commission shall be deleted and replaced with the following text:

Section 5 The Secretary shall keep the minutes and records of the Planning Commission, verify Planning Commission approval of subdivision plats and other documents acted upon by the Planning Commission, arrange proper and legal notice of hearings, attend to correspondence of the Commission and such other duties as are normally carried out by the secretary or requested by the Chair. **In the event that the Secretary is temporarily unavailable to perform any of the required functions of the position, the Chairman is authorized to either act in the Secretary's capacity or to designate another Planning Commission member to do the same.**

SECTION 2. BE IT FURTHER RESOLVED that this Resolution shall become effective immediately upon its adoption.

Chairman, Munford Municipal-Regional Planning Commission

Date

Secretary, Munford Municipal-Regional Planning Commission

Date