



City of Munford  
Planning Commission  
March 14, 2023  
Munford Municipal Building

**AGENDA**

City of Munford Planning Commission – Regular Monthly Meeting  
Tuesday, March 14, 2023 6:30 p.m.  
Municipal Building, 70 College Street, Munford, Tennessee

- I. **CALL TO ORDER & ESTABLISHMENT OF QUORUM**
  
- II. **APPROVAL OF MINUTES** -February 14, 2023 –
  
- III. **OLD BUSINESS**
  
- IV. **NEW BUSINESS**
  - A. Election of Officers
  
  - B. Bell Park Preliminary Plat
  
- V. **OTHER BUSINESS**
  
- VI. **REPORTS**
  - A. Mayoral comments and issues
  - B. Building Inspector – Permitting and Enforcement Report
  - C. Report on Outstanding Bonds (Letters of Credit)

Adjourn –



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**MEMORANDUM**

**TO: The Munford Municipal-Regional Planning Commission**  
**FROM: Will Radford, AICP**  
**DATE: March 9, 2023**  
**SUBJECT: Staff Recommendations for the March meeting of the Municipal-Regional Planning Commission.**

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**A. Bell Park Preliminary Subdivision Plat**

Background

A preliminary subdivision plat has been submitted by Munford Development Company to create 35 Lots and new road construction between West Main Street and Adkins Circle. The property can be further identified as Parcel 6.00 on Tipton County Tax Map 112C, Group A. The property is zoned R-4 (High Density Multi-Family Residential) District. The property does not appear to be located in a federally identified flood hazard area.

Analysis

The project consists of proposed Townhouses which is subject to Site Plan Review prior to construction.

The project consists of proposed Townhouses which is subject to Site Plan Review prior to issuance of a building permit. The site plan section of the R-4 district states as follows:

**64.10 Site Plan Review**

*Prior to the issuance of a building permit, site plan review is required in accordance with Article III, Section 41 of this Ordinance for all permitted uses and uses permitted on approval of the Board of Zoning Appeals. Once a site plan has been approved and all modifications, if any, have been made a building permit may be issued. The Building Inspector shall maintain a copy of the site plan in the permanent files of the city.*

**64.101 Townhouses and Multi-Family Dwellings, Attached dwellings**

*These type dwellings require a site plan under the provisions of Section 64.10 and Article III Section 41 of this Ordinance. Multi-Family Dwellings are subject to the Design Standards, Section 64-103.*

**64.102 Traditional Neighborhood Single-Family Dwellings**

*Single-Family Dwellings require a preliminary and final site plan under the following provisions for Traditional Neighborhood developments:*

- (1) Developments will be a minimum of five acres (5) and a maximum of twenty acres (20).*
- (2) Developments are permitted only within a half mile (0.5 mile) of any school park or other public space or within a half mile (0.5 mile) of the Central Business District, a point approved by the Planning Commission.*
- (3) All rights-of-way must be a minimum of twenty-five feet (25') in width.*
- (4) Ten-foot (10') easements must be on both sides of each street to allow for utilities and sidewalks.*
- (5) Sidewalks will be required along all streets and must be at least four feet (4') in width, with a minimum of three feet (3') grass strip between the curb and sidewalk.*
- (6) Curbing and guttering must be provided throughout the entire development, in accordance with design standards specified in the Munford Municipal Subdivision Regulations.*
- (7) Each lot must have direct access to a twenty foot (20') wide alley with a paved surface, with design standards in*

*accordance with the Munford Municipal Subdivision Regulations.*

- (8) In addition to open space created by streets, alleys and setbacks, an additional three percent (3%) of the development must be designated as open space. Such open space must be maintained by either a homeowners' association or the City of Munford – a point determined by the Munford Planning Commission. Areas such as common grounds or neighborhood facilities may qualify, as well as functional areas such as detention basins, if approved by the Planning Commission.*
- (9) Documentation must be provided by the City of Munford that sufficient infrastructure exists to support the development. Any expansion would be at cost to the developer. Documentation will be in the form of the City Manager's signature on the site plan.*
- (10) In addition to the requirements of the Munford Municipal Subdivision Regulations, a preliminary site plan and a final site plan must be submitted for the total development. The preliminary site plan will also contain information sufficient to qualify as a preliminary plat. Construction plan information must then be provided. Finally, a final site plan for enforcement and a final subdivision plat for recording must be submitted and approved by the Planning Commission.*

#### **64.103 Design Standards for Multi-Family Dwellings**

*The following standards are required for all Multi-Family Developments and should be applied along with Site Plan Review by the Planning Commission. The purpose of these regulations are to promote qualities in the environment that will sustain economic well-being while maximizing potential for perseveration of green space and open space while fostering attractiveness and functional utility resulting in a rural, small-town atmosphere where people desire to live, work, and relax while preserving and safeguarding public investment.*

#### **Architectural Guidelines:**

- (1) No more than four (4) units per building shall be permitted.*

- (2) *Structures should be compatible or superior to established local character and create a “sense of neighborhood”.*
- (3) *In most cases, buildings are not viewed in isolation, but rather in the context of nearby buildings and sites. While architectural style may vary, buildings should be compatible with their environment with regard to massing, scale, proportion of openings, roof types, types of glazed openings, and degree of detail.*
- (4) *Building forms should be tailored to complement the existing or approved manipulations of the topography and site features.*
- (5) *Buildings should be oriented such that their main entrances are visible from the approach, unless the characteristics of the site result in an unacceptable burden.*
- (6) *Where a clearly established development character and scale exists, new infill development should include key design elements of adjoining buildings with respect to windows, doors, rhythm of bays, detailing, roof forms, materials, and colors.*
- (7) *Exterior colors should be earth tones and compatible with adjacent properties. Subdued, muted colors are preferred; bright colors may be permitted on a limited basis to achieve accent or contrast.*
- (8) *Buildings should have a defined base and cap.*
- (9) *Buildings should be sited with front entrances and porches towards streets, drives and plazas, rather than clustered around parking lots*
- (10) *Long, uninterrupted facade planes greater than 50' should be avoided.*
- (11) *Window and door openings should have a vertical orientation and should be vertically coordinated between floors.*
- (12) *The following are acceptable as exterior materials: brick, rock, tile, plaster, stucco, glass and glazing, or other materials as deemed acceptable. Unacceptable exterior materials include standard block, metal siding, and vinyl. Ground face masonry may be used as an accent only.*
- (13) *Primary facade materials should change at outside corners. Material changes should occur along a horizontal line or where two forms meet. It may be acceptable, however, for a change of materials as accent around windows, doors, cornice lines, at building corners, or in a repetitive pattern.*

- (14) *Exterior walls, excluding windows and doors, should be comprised primarily of one material. Complementary secondary materials are recommended to provide detail and scale.*
- (15) *The primary architectural treatment will normally be required only on the front of the building, with the exceptions of situations where the building is situated on an intersection, in which case exposed sides would be included. Sides and rear of buildings, as well as any accessory structures pertinent to the primary use, may be accentuated with similar materials as previously described. The primary material should extend over a minimum of 50% of the exterior wall.*
- (16) *Blank walls facing streets should be avoided.*
- (17) *Roof forms should be appropriate to the general design and scale and should be applied to the entire roof. Flat roofs or low-pitched roofs with parapet walls are encouraged for larger buildings. Alternative roof forms may be acceptable if deemed appropriate in consideration of a unique architectural style.*
- (18) *Roofs that are visible from the street should be finished with colors and features consistent with the architecture of the facade.*
- (19) *Rooftop units should be screened from all non-aerial views and should be compatible in color and material with the overall building palette.*
- (20) *Service or loading areas should be located away from streets, be adequately screened, or appropriately designed as an attractive feature.*
- (21) *Prototype or franchise appearances shall reflect these architectural restrictions. National standard designs shall be adapted to complement the local context by careful siting, use of compatible materials, and prudent landscaping to appropriately blend with the neighborhood.*

**Landscaping Guidelines:**

- (1) *Buffer area shall be required to be planted along the perimeter of the site.*
- (2) *Consideration for the use of native drought resistant species is strongly encouraged to reduce the need for aggressive irrigation systems.*
- (3) *Large areas of mulch, gravel, or bare soil should be avoided.*

- (4) *A minimum of 20% of the site should be dedicated to vegetated landscape. In certain cases, utilization of permeable pavement and other sustainable tools may be considered as a means of reducing the minimum landscape area.*
- (5) *Use of groundcover, shrubs, and understory trees is encouraged as a lower maintenance and higher impact treatment than predominant use of turf.*
- (6) *Diseased, dead, or dying vegetation shall be professionally treated, or removed and replaced in accordance with the originally specified plan.*

#### **Screening & Fencing Guidelines:**

- (1) *Screening should be utilized to soften transitional areas between land uses, and as nuisance barriers for service and loading areas, dumpsters, material storage areas, utility boxes, etc.*
- (2) *Screening may be composed of shrubs, understory trees, landscaped earthen berms, or constructed fencing.*
- (3) *Fences should not exceed 6 feet in height and may be composed of rock, masonry, durable wood, or ornamental metal. In some cases, the use of chain link (dark green or black only), plastic, or wire fencing may be considered.*
- (4) *Long, solid fencing should be softened by addition of shrubs or trees along the fence and turns should be accomplished using curves rather than sharp turns or corners.*
- (5) *Screens should not divert or impede natural water flow unless specifically designed for that purpose.*

#### **Lighting:**

- (1) *Lighting guidelines do not apply to street lighting which are subject to subsequent ownership by the City of Munford.*
- (2) *The lighting plan should consider lighting schemes that compliments the surrounding features with minimum adverse impact on adjacent properties and the public realm.*
- (3) *Lighting levels should be as level as practical.*
- (4) *Light fixtures that cast light downward are preferred.*
- (5) *Warm lighting colors are preferred; blue-white color is discouraged.*

- (6) *Lighting fixtures should be shielded to reduce glare.*
- (7) *An average of 0.4 foot-candles is preferred.*
- (8) *Ornamental lighting is strongly encouraged with consistent poles and fixtures throughout a development.*
- (9) *Concrete pole bases should not exceed 12 inches in height.*
- (10) *Ground-mounted, pedestrian scale lighting and bollards should be considered as an alternate to pole mounted lighting where practical.*
- (11) *Lighting directed on buildings is discouraged.*

**Signage Guidelines:**

- (1) *Emphasis of signage should be on identification rather than advertising.*
- (2) *Use of ground level mobile signs with removable and interchangeable lettering shall be avoided.*
- (3) *Ground level signs should be located in consideration of traffic and pedestrian safety, street rights of way and setback requirements and should be complemented with the use of groundcover, flowers, shrubs, or other landscape or hardscape material to soften the presentation.*

**Parking/Garages/Walkways Guidelines:**

- (1) *Common parking facilities shall be screened from the property line exterior to the development site and shall not be visible to adjacent single-family parcels. Such parking facilities shall not be designed for more than twelve parking spaces and shall not be closer than one hundred feet to another such parking facility.*
- (2) *Parking lots shall be located behind buildings or screened from view from internal streets, except where it is deemed appropriate to use a parking lot as a buffer from an arterial street.*
- (3) *At no time, will individual common parking spaces be covered.*
- (4) *Garages shall be designed to be integrated with the building design or sited so as to avoid long monotonous rows or garage doors and building walls. Garages shall be oriented so that they do not visually dominate the building.*



- (5) Trailers may be utilized to move items such as furniture, appliances etc. but are not allowed to occupy parking spaces.
- (6) All vehicles must maintain and display current registration at all times.
- (7) Minor maintenance/upkeep such as washing, polishing, tire changing etc. may be permitted.
- (8) Vehicles must be supported by tires with no assist from jack stands, blocks or similar items.
- (9) Commercial vehicles, buses, delivery trucks are not allowed to park for extended times.
- (10) Walkways shall connect all buildings with the parking areas, play areas, clubhouses and existing public sidewalks adjacent to the development site.

**Miscellaneous Guidelines:**

*The Planning Commission shall review all aspects of the Site Plan and in addition to consideration of the hereinabove described Guidelines, the Planning Commission shall review and make recommendations concerning proper utilization of parking, buffering, erosion control, storm run-off, drainage, curbs/gutters/sidewalks and any other factors deemed appropriate and in accordance with various provisions within the Munford Zoning Ordinance.*

The area near “Common Open Space B” needs the zoning correctly labeled. (R-1 and R-4 are mislabeled)

The Lot Width Regulations state as follows:

Townhouses and Attached dwellings	60 feet for the tract of land developed and 25 feet for each dwelling unit
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The subdivision is creating 1 access point to West Main Street and 1 access point on Adkins Circle.

Sidewalks, Curb and Gutter are required for new major subdivisions within the City according to Munford’s Municipal Subdivision Regulations:

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.

Construction plans are to be required and submitted to the City Engineer after Preliminary Plat approval and must be approved prior to final plat approval.

The Munford Fire Department should approve the layout of the roads.

All road names should be approved by Tipton County E-911.

**Recommendation**

**Staff recommends approval of the Preliminary Plat, provided all the above issues are adequately addressed.**