



City of Munford  
Planning Commission  
December 12, 2023  
Munford Municipal Building

**AGENDA**

City of Munford Planning Commission – Regular Monthly Meeting  
Tuesday, December 12, 2023 6:30 p.m.  
Municipal Building, 70 College Street, Munford, Tennessee

- I. **CALL TO ORDER & ESTABLISHMENT OF QUORUM**
  
- II. **APPROVAL OF MINUTES** -September 12, 2023 –
  
- III. **OLD BUSINESS**
  
- IV. **NEW BUSINESS**
  - A. **Superior Storage – Master Signage Plan**
  - B. **River of Life – Subdivision/Development Discussion**
  - C. **Text Amendment – Adopting standards for Recreational Vehicle Parks in the Municipal Zoning Ordinance**
  - D. **Text Amendment – Adopting standards for Camping Grounds (Recreational Vehicle Parks) in the Regional Zoning Ordinance**
  - E. **Text Amendment – CBD Stores**
  - F. **Text Amendment – Storage Facilities**
  
- 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: December 6, 2023**  
**SUBJECT: Staff Recommendations for the December meeting of the Municipal-Regional Planning Commission.**

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**A. Superior Storage Master Signage Plan**

Background

A master signage plan has been submitted for Superior Storage. 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 original site plan for this site was approved as “Wilkin’s Storage” at the August, 2022 Planning Commission meeting.

Attached Signs/Wall Signs are allowed 20% of the front wall. Staff has not reviewed plans for attached signage at this time.

The Freestanding sign is less than the 81 sq. ft. restriction of the P-B District.

Recommendation

**Staff recommends approval of the Master Signage Plan.**

## **B. River of Life – Subdivision/Developer Discussion**

### Background/Analysis

Staff has been asked about the development of a 5 lot subdivision on McLaughlin Drive on Property owned by River of Life Assembly of God. Discussion will include a potential rezoning to R-1 with subdivision development questions for the Planning Commission and staff.

## **C. Text Amendment – Adopting standards for Recreational Vehicle Parks in the Municipal Zoning Ordinance**

Staff is proposing the following language to be added to Article III, General Provisions:

### **Section 56. Travel Trailer and Recreational Vehicle Park Regulations:**

Travel trailer and recreational vehicle parks are permitted in the \_\_\_\_\_ District provided the following requirements are met:

1. Not Permanent. Provided such travel trailer is neither temporarily nor permanently occupied as a living unit while in storage.
2. Access. No travel trailer park or recreational vehicle park shall be located except with direct access to a state or federal numbered highway or other designated arterial street. No entrance or exit from a travel trailer park shall be through a residential district, or require movement of traffic from the park through a residential district.
3. Site Condition. Condition of soil, groundwater level, drainage and topography shall not create hazards to the property or the health or safety of the occupants.
4. Location. Travel Trailer Parks and Recreational Vehicle Park shall be located in \_\_\_\_\_ districts; furthermore, it shall be unlawful for any travel trailer to be occupied or serviced outside of any approved travel trailer park. This provision shall not apply to the storage of travel trailers. The site shall not be exposed to objectionable smoke, noise, odors or other adverse influences, and no portion subject to unpredictable and/or sudden flooding, subsidence or erosion shall be used for any purpose which would expose persons or property to hazards.
5. Minimum Site Area and Maximum Number of Spaces.
  - A. Each parcel of land to be used for travel trailer park or recreational vehicle park shall have a minimum site area of two (2) acres.
  - B. There shall be no more than ten (10) spaces per acre of land within the travel trailer park or recreational vehicle park.
6. Spaces for Occupancy and Lengths of Stay. Spaces in travel trailer parks or recreational vehicle parks may be used by travel trailers including campers, recreation vehicles, or equivalent facilities constructed in or on automotive vehicles. Spaces shall be rented by the day or week only, and the occupant of such space shall not remain in the same trailer park more than thirty (30) days.

7. Standards for Travel Trailer and Recreational Vehicle Spaces

A. Minimum Size

1. All spaces shall have a minimum area of 1,800 square feet with a minimum width of twenty (20) feet and a minimum length of sixty (60) feet.
2. Each space shall be designed so that any two travel units will have a minimum separating distance of ten (10) feet.

B. Access. Each travel trailer recreational vehicle space shall abut at least one street within the boundaries of the travel trailer park and access to each space shall be only from an internal street.

C. Setback Requirements. No part of a travel trailer or recreational vehicle placed on a space shall be closer than five (5) feet to any space line and ten (10) feet to any street line within the park.

D. Width of Streets.

1. Streets in a travel trailer park shall be private and shall have a minimum paved width as follows:

One-Way-with no on-street parking – 12 feet

One-Way –with parallel parking on one side only – 18 feet

One-Way-with parallel parking on both sides – 26 feet

Two-way-with no on-street parking – 20 feet

Two-Way-with parallel parking on one side only –28 feet

Two-Way-with parallel parking on both sides- 36 feet

2. Streets shall have a minimum turning radius of fifty (50) feet.

E. Street Surfacing.

1. All streets shall be paved.
2. Street paving specifications shall be submitted by the developer for approval.

F. Parking

1. Each travel trailer or recreational vehicle park shall have off-street parking pads for both travel trailer or RV and a towing or towed vehicle.
2. The pads shall either be paved or constructed of other stabilized material.

8. Required Utilities

- A. All travel trailer and recreational vehicle parks shall be served by a public water system and shall comply with all applicable rules and regulations of the Tennessee Department of Public Health regarding water supply, plumbing, sewage disposal, refuse storage, collection and disposal, insect and rodent control, electric power, liquefied petroleum (LP) gas, fire protection, and service buildings.
- B. The following additional requirements apply to Refuse Storage, Collection and Disposal. Each travel trailer and recreational vehicle park space shall have at least one (1) fly tight, watertight, rodent-proof container of a capacity of not less than four (4) gallons and not more than thirty (30) gallons; however, this requirement may be waived when individual spaces are located within two hundred (200) feet of a covered trash receptacle (e.g. dumpster) serving the entire park.

9. Service and Administrative Buildings. Service and administrative buildings which serve the immediate needs of the travel trailer and/or recreational vehicle park may be permitted as follows:

There may be one combined management office and service buildings to provide space for rental of individual park spaces, and storage space for park supplies, maintenance materials, and equipment. The combined management office and service buildings shall have not more than 1,000 square feet of floor area and shall only serve the occupants of the park.

10. Landscaping and Screening. Around the perimeter of a travel trailer or recreational vehicle park, fences, walls, or screening shall be provided to protect occupants from undesirable views, or to protect occupants of adjoining residential districts as follows:

- A. Where a park adjoins a public street along boundaries a suitably landscaped yard at least twenty-five (25) feet in depth shall be provided along such streets.
- B. Where a park adjoins another residential district without an intervening street or alley, a suitably landscaped yard at least twenty (20) feet in depth shall be provided adjacent to such boundaries.
- C. Where a park adjoins non-residential districts without an intervening street or alley, a suitably landscaped yard at least ten (10) feet in depth shall be provided adjacent to such boundaries.
  - 1. Greater depth area or approved landscaping and screening may be required in any perimeter boundary.

11. Open Space and Recreation Requirements

- A. A minimum of five (5%) percent of the total land area of a travel trailer or recreational vehicle park shall be devoted to common open space and may be used for common recreational activities.
- B. The following standards apply to open space used for recreation purposes:

1. Approved recreational areas shall be exclusive of travel trailer spaces, buffer strips, street right-of-way, and storage areas.
2. Recreational areas shall be easily accessible to all park users and management.
3. Although the required space for recreational uses may be met through more than one recreation site, the minimum size of any such area shall be 2,000 square feet.

12. Permit for Travel Trailer Park or Recreational Vehicle Park

No place of site within the City of Munford shall be established or maintained as a travel or recreational vehicle park unless a valid permit has been issued for a such a park by the Building Inspector.

13. Inspections by Building Inspector. In order to safeguard the health and safety of the occupants of travel trailer and recreational vehicle parks and of the general public, the Building Inspector shall make inspections as necessary to determine the condition of such parks. The Building Inspector shall also have the power to enter at reasonable times upon any private or public property for the purpose of inspecting and investigating conditions relating to the enforcement of this Section.

Minimum lot area and yard requirements.

- |    |                      |   |
|----|----------------------|---|
| A. | Lot area             | Two (2) acres or greater as required by the County Environmentalist |
| B. | Lot width            | One hundred twenty-five (125) feet                                  |
| C. | Yard setbacks:       |   |
| 1. | Front yard           | Fifty (50) feet   |
| 2. | Rear yard            | Thirty-five (35) feet   |
| 3. | Side yard            | Twenty (20) feet  |
| 4. | Maximum Height       | Two (2) stories or twenty-five (25) feet                            |
| 5. | Maximum Lot Coverage | Twenty (20%) percent  |
| 6. | Parking              |   |
|    | a.                   | Dwellings – two (2) spaces for each dwelling unit                   |

Other uses as determined by the Board of Zoning Appeals.

**Recommendation**

**Staff recommends the Planning Commission send a positive recommendation on the proposed Ordinance to the Board of Mayor and Aldermen.**

**D. Text Amendment – Adopting standards for Recreational Vehicle Parks in the Regional Zoning Ordinance**

This Ordinance will adopt new standards for Camping Grounds. These Regulations were prepared with consultation from the Tipton County Planning Department.

**3.14 Development Standards for Camping Grounds**

The following land development standards shall apply for all camping grounds:

- A. The property shall be located on a well-drained site, properly graded to ensure rapid drainage and to avoid the possibility of stagnant pools of water. Each site shall be located outside identified special flood hazard areas on the current Tipton County Flood Insurance Rate Maps. Drainage plans shall be required and approved by the City of Munford or designated staff.
- B. Dimensional Requirements for Camping Grounds
1. Each camping ground shall have front, side, and rear yard setbacks of fifty (50) feet exclusive of any required yards for each campsite.
  2. Each camping ground shall be permitted to display, on each road frontage, one (1) identifying sign of a maximum size of twenty (20) square feet.
  3. The site for a camping ground shall comprise of an area of not less than five (5) acres.
  4. Direct vehicular access to the site shall be provided by an abutting improved public road and not along an ingress/egress easement.
  5. A buffer strip, as defined in Section 2.020, shall be present on all sides that abut any county road and any residentially zoned district.
- C. General Requirements
1. Each campsite shall be clearly defined by permanent markers.
  2. No camping ground shall be permitted unless such camping ground is served by a public water supply with access to potable water. Sanitary facilities, including flush toilets and showers shall be located within three hundred (300) feet walking distance of each primitive tent campsite.
  3. Access roads within the camping ground shall be paved to a width of not less than twenty-two (22) feet (bi-directional) or not less than twelve (12) feet (for single directional) in accordance with the procedures and standards for minor residential roads as specified in the Munford Regional Subdivision Regulations, and the right-of-way shall only be of sufficient width to include the road surface itself and necessary drainage facilities. All roads within the camping ground shall be private roads and shall not be accepted as public roads.
  4. Camping Grounds that provide fifty (50) or more sites shall be required to provide more than one ingress/egress point to the camping grounds.

5. All campsites within the camping grounds shall abut an access road. There shall be at least two (2), off-road parking space for each campsite, or a general parking lot where individual campsites do not have their own parking space.
6. Each camping ground shall be provided with a dumping station. Each camping ground site shall provide a connection to electricity and a private wastewater treatment system approved by the Tennessee Department of Environment and Conservation, Division of Water Resources. Primitive tent campsites do not require connections to electric nor a private wastewater treatment system.
7. Commercial, industrial, or other nonresidential uses including customary home occupations within the camping ground are prohibited, except to house a rental office, maintenance, and amenity structures such as laundry, bathroom facilities and convenience commercial such as small incidental retail. (Ex. Drink Machines and small item retail)
8. Each space shall be identified by either numbers or letters or a combination of both numbers and letters and shall be visible from the access road.
9. At least ten (10%) percent of the land area being used for the camping grounds shall be designated for open space and recreation in a centralized location. This area shall not be used for the placement of campsites nor for parking.
10. The storage, collection, and disposal of refuse in the camping grounds shall be so managed as to create no health hazards. All refuse shall be stored in flyproof, watertight and rodent proof containers. Garbage shall be collected and disposed of in a legal manner daily. There shall be one (1) trash receptacle for each campsite.
11. There shall be one (1) picnic table and one (1) fireplace/grill per campsite.

D. Plans and Schedules Required

The following information shall be shown on the required site plan drawn to a scale of no smaller than one hundred (100) feet to one (1) inch:

1. The location and legal description of the proposed camping ground, including the total acreage involved.
2. The location, size and use of all buildings, improvements, and facilities constructed or to be constructed within the camping ground.
3. The location and size of all campsites, off-road parking facilities and open space.
4. The location of all points of entry and exit for motor vehicles and internal circulation pattern.
5. Such other architectural, engineering, and topographic data as may be required to permit the Tennessee Department of Environment and Conservation, Division of Water Resources, Munford Public Works or designated staff, and the Board of Zoning Appeals (if applicable) to



determine if the provisions of these regulations are being complied with, shall be submitted with the site plan.

6. A time schedule for development shall be prepared, which shall demonstrate the applicant's readiness and ability to provide the proposed services.
7. All approved camping grounds existing at the date of the passage of this Ordinance that do not conform to the provisions of the zoning Ordinance shall be governed in accordance with the provision of Section 6.020, of this Ordinance.

E. Application for Camping Ground Development

An application for a permit to develop and construct a camping ground shall be filed in accordance with this Ordinance, and shall be accompanied by all site plans, schedules, and other information herein required. Said application shall be processed in the following manner.

1. The written application, plans, and schedules, herein required, and a statement of approval of the proposed private sewage disposal system from the Tennessee Department of Environment and Conservation, Division of Water Resources will be submitted to the Munford Municipal-Regional Planning Commission for site plan approval. The Municipal-Regional Planning Commission shall duly review these materials and shall coordinate the review with the appropriate entities.
2. An annual fee to operate a camping ground shall be based on the number of campsites approved. A permit will be issued upon receipt of the annual fee and shall be posted on the property. Any addition of campsites shall require approval in the same fashion as did the original plan. The annual fee shall be paid to the City of Munford Building Inspectors Office per campsite approved whether occupied or not.
4. Under no circumstance shall any portion of the camping ground be subdivided into individual lots, and when any ownership of the camping ground changes, notification shall be presented to the Codes Department.
5. Any newly placed structure in the camping ground shall be permitted as required in Section 8.030 of this Ordinance.

The following definitions will be added to the Munford Regional Zoning Ordinance:

**Camper** – Any individual who occupies a campsite or otherwise assumes charge or, placed in charge of a campsite.

**Campsite** – Any plot of ground within a camping ground intended for exclusive occupancy by a camping unit or units under the control of the camper.

**Camping Ground** – A parcel of land used or intended to be used, let or rented for occupancy by campers or for occupancy by camping trailers, fifth wheel trailers, motor homes, recreational vehicles, travel trailers, tents, or any other movable or temporary living quarters, rooms, or sleeping quarters of any kind.

**Camping Trailer** – A vehicle mounted on wheels and constructed with or without collapsible partial side wall that fold for towing by another vehicle and unfold at the campsite to provide temporary living quarters for recreational, camping or travel use.

**Fifth Wheel Trailer** – A vehicle, mounted on wheels, designed to provide temporary living quarters for recreational, camping or travel use and designed to be towed by a motorized vehicle.

**Motor Home** – A motorized vehicle designed to provide temporary living quarters for recreational, camping or travel use.

**Recreational Vehicle** – A vehicle which is either self-propelled or towed by a consumer-owned tow vehicle, and designed to provide temporary living quarters for recreational, camping or travel uses, including motor homes, camper trailers, and fifth wheel trailers.

**Travel Trailer** – A vehicle, mounted on wheels, designed to provide temporary living quarters for recreational, camping or travel uses, including camper trailers, fifth wheel trailers, motor homes, and recreational vehicles.

**Recommendation**

**Staff recommends the Planning Commission send a positive recommendation towards the adoption of this Ordinance to the Board of Mayor and Aldermen**

**D. Text Amendment – Tobacco, Vape, and CBD Stores**

**Background/Analysis**

Staff is proposing adding the row to the Zoning Table of the Municipal Zoning Ordinance that would restrict Tobacco, Vaping, CBD Stores to the M district under Miscellaneous retail: (Liquor Stores are already on the table as shown).

**MISCELLANEOUS RETAIL**

	R-1	R-2	R-3	R-4	R-5	PRD	B-1	B-2	B-3	PB	M	M-1
• Liquor Stores										R		
* Tobacco, Vaping, CBD Stores											R	R

**Recommendation**

**Staff recommends the Planning Commission send a positive recommendation on the proposed text amendment to the Board of Mayor and Aldermen.**

**E. Text Amendment – Storage Facilities**

Background/Analysis

Staff is proposing adding the row to the Zoning Table of the Municipal Zoning Ordinance that would restrict Mini-Storage facilities to the M and M-1 district under Trucking and Warehousing. Currently, Mini-Storage facilities are also a use permitted in the B-2 and P-B district.

	R-1	R-2	R-3	R-4	R-5	PRD	B-1	B-2	B-3	P-B	M	M-1
TRUCKING AND WAREHOUSING (cont)												
• Mini-Storage											R	R

Recommendation

**Staff recommends the Planning Commission send a positive recommendation on the proposed text amendment to the Board of Mayor and Aldermen.**