



City of Munford, Tennessee
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Dwayne Cole, Mayor

Munford Municipal-Regional Planning Commission
March 14, 2017

The regular monthly meeting of the Munford Municipal-Regional Planning Commission met on Tuesday, March 14, 2017 at 6:30 P.M. in the Munford Municipal building located at 70 College Street with the following:

PRESENT: Chairman Gary Fodor, Jerry Trobaugh, David Keeton, Mayor Dwayne Cole, Secretary Sue Arthur, and Roy Meadors.

ABSENT: Vice-Chairman Rick Wilson

ALSO PRESENT: Vernon Paimore, Nancy Adkins, Don Cole, Wayne Bouler, Walter Pointer, Planner Will Radford, Code Enforcement/Building Inspector Glenn Stringfellow and Recording Secretary Barbara Younger.

The meeting was called to order at 6:38 PM. There was a quorum present.

I. APPROVAL OF MINUTES

There was a motion by David Keeton, seconded by Jerry Trobaugh approve the minutes from February 14, 2017 as distributed. Motion carried.

II. OLD BUSINESS

None

III. NEW BUSINESS

A. Walker Meadows PRD Preliminary Development Plan

Background

A Planned Residential Development (PRD) Preliminary Plan has been submitted on behalf of Charles Walker Residuary Trust and Munford Development Company for properties along Doctor Drive and McLaughlin Drive. The properties can be further identified as Parcels 2.00, 9.00 and 11.02 on Tipton County Tax Map 111 and Parcel 12.01 on Tipton County Tax Map 111B, Group A. The properties do not appear to be located in a federally identified flood hazard area according to FIRM #47167C0310F, effective on 12/19/2006.

Analysis

Staff has asked that the entrance point, driving aisles, and turning radius' be reviewed by the Fire Department to ensure that adequate emergency management access can be achieved at this site.

The area is a established PRD overlay and the zoning regulations as shown on the preliminary development plan will be the regulations for this area once the preliminary development plan is approved by the Board of Mayor and Aldermen.

Recommendation

Staff recommends the Planning Commission send a positive recommendation on the Preliminary Development Plan to the Board of Mayor and Aldermen.

A motion to send a positive recommendation to the Board of Mayor and Aldermen for the Walker Meadows PRD Preliminary Development Plan was made by Jerry Trobaugh. A second to the motion was made by David Keeton. Motion carried, all present voting aye.

B. Text Amendment – Multi-Family Design Standards

The following language will be added to the R-4 (High Density Multi-Family Residential) District Regulations. These regulations will establish that Multi-Family developments in the R-4 district will have to follow design guidelines as described:

64-101 Townhouses and Multi-Family Dwellings, Attached dwellings

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

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 preservation 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 for residential areas, and 0.6 foot-candles for commercial developments.
- (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.

*A motion to send a positive recommendation to the Board of Mayor and Aldermen for the Text Amendment-Multi-Family Design Standards with the following corrections: add the word **and** in the beginning sentence:*

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.

*And to have (7) under Lighting say: **An average of 0.4 foot-candles is preferred.***

was made by Roy Meadors. A second to the motion was made by Sue Arthur. Motion carried, all present voting aye.

IV. Other Business

A. Munford Municipal Zoning Ordinance

Planner Will Radford is still working on this project and hopes to have it completed by the April Planning Commission meeting.

V. Reports

Mayoral Comments and Issues

Mayor Dwayne Cole made a few brief comments:

- State Legislators bill to eliminate MTAS has lost momentum.
- The Special Census has been completed and we are awaiting the verification process. We have increased our population and had a response from 99% of the city residents.
- Route 178 (Tipton Road) is scheduled to be repaved this summer.
- The rezoning request for Doctors Drive has been approved by the Board of Mayor and Aldermen on the second reading.
- Public works has 30 storm drains that they will be repairing.

Building Inspector – Permitting and Enforcement Report

There was a motion by David Keeton, seconded by Jerry Trobaugh to accept the Building Inspector-Permitting and Enforcement Report as presented. Motion carried, all present voting aye.

There being no further business, the meeting was adjourned at 7:33 PM.


Gary Fodor, Chairman


Sue Arthur, Secretary


Barbara Younger,
Recording Secretary