

HARTSVILLE/TROUSDALE COUNTY

PLANNING COMMISSION

Minutes for January 11, 2021 | 7:00pm | HTC Courthouse | Zoom Online Meeting

The Hartsville/Trousdale County Planning Commission met in regular session January 11, 2021 at 7:00 p.m. Due to COVID-19 the meeting was conducted with an option to attend in person or virtually by use of ZOOM online software.

Commission members present:

- | | |
|----------------------------|--------------------------------------|
| John Kerr – Zoom | David Nollner – Zoom |
| Mary Ann Baker – Zoom | David Thomas – Zoom |
| Thomas Harper – Courthouse | Stephen Chambers, Mayor – Courthouse |
| Dennis Foster – Phone | Sam Edwards – Zoom |
| Rhonda Keisling – Zoom | |

Commission members absent: Darrell Smith and Mark Swaffer

Also present:

- | | |
|--------------------------|-------------------------|
| Mary Turner, GNRC – Zoom | Mike Potts – Courthouse |
|--------------------------|-------------------------|

1. Roll Call was confirmed by Sam Edwards
2. Due to COVID-19 David Nollner made the motion to conduct the meeting with a virtual option and have all votes made by roll call; second by Dennis Foster.

Mary Ann Baker	YES	Rhonda Keisling	YES
Thomas Harper	YES	John Kerr	YES
Dennis Foster	YES	David Thomas	YES
David Nollner	YES		

MOTION CARRIES

3. The minutes of the December 14, 2020 meeting were reviewed. A motion by David Nollner to accept the minutes as presented, seconded by Thomas Harper.

Mary Ann Baker	YES	Rhonda Keisling	YES
Thomas Harper	YES	John Kerr	YES
Dennis Foster	YES	David Thomas	YES
David Nollner	YES		

MOTION CARRIES

4. Old Business : None

5. New Business

- A. Rezoning Request: 309 Andrews Avenue

Owner Mike Potts was present to discuss the request. Mr. Potts wishes to clean up the lot and put a multi-family residence on the property for rentals. The previous dwelling had a basement, large flat area in the back of the property. Ideally would like to put two units on the upper story that would face Andrews Avenue and then two units on the lower story that would face rear of the lot. Four units if possible.

Sam Edwards believes the property is sufficient for a R2 classification. Mary Turner stated the lot is listed at 16,500 sqft which would only allow for one duplex. Ordinance requires 9,000 sqft minimum for a duplex. *Please see attached staff comments from Mary Turner, GNRC Regional Planner.*

Commission Comments: Kerr stated concern for spot zoning. Cannot support the request. Keisling stated the similar request on Hilltop that was declined by the Planning Commission; wish to remain consistent. She does wish that the lot would be cleaned up and improved. Kerr agreed and also mentioned the properties on Lock Six that was also similar and declined. Foster also agreed that this would be spot zoning. Kerr offered that the nearby multi-family dwellings were grandfathered in to the existing zoning regulations.

Public Comment: None

A motion was made by David Thomas to deny the request for rezoning of 309 Andrews Avenue, second by John Kerr. No additional comments were made from the Commission.

Clarification of vote – a Yes vote is to deny the request.

Mary Ann Baker	YES	Rhonda Keisling	YES
Thomas Harper	YES	John Kerr	YES
Dennis Foster	YES	David Thomas	YES
David Nollner	YES		

MOTION CARRIES

The Commission denies recommendation of rezoning 309 Andrews Avenue

B. Sidewalk Discussion

Kerr would like to move forward with requiring sidewalks in subdivision regulations. This is due to the incoming USPS Cluster Mailboxes in new neighborhoods. Need to provide residents in these neighborhoods/subdivisions a safe way to get their mail from these clusters. This can be included in the right of way of the road or in the subdivision requirements. *Please see attached staff comments from Mary Turner, GNRC Regional Planner.*

Commission is favorable in moving forward and asked Mary Turner to draft an amendment to add sidewalks to the subdivision regulations and to the zoning code to be presented at the February meeting and possible public hearing in March.

No further action was taken for this discussion.

C. Centralized Postal Boxes Discussion

Please see attached staff comments from Mary Turner, GNRC Regional Planner. Items to be considered are establishing Homeowners Associations (HOA) in new subdivisions, who would be responsible for the cluster mailboxes, etc.

Commission asked Mary Turner to research the issue further and to draft an amendment to address the USPS Cluster Mailbox guidelines to the subdivision regulations to be presented at the February meeting.

6. Report from Chairman – none

7. Report from Building Inspector

- A. Unexpected increase in inspections and complaints just in the past week.
- B. Sulpher College subdivision was bumped to February due to the surveyor having to close his office due to COVID-19.

8. Other Discussion

- Mary Turner reminded members to send in completed training hours and to complete the Conflict of Interest statement that is due to the state by January 31
- Mayor added that a new internet provider will be moving into the area south of the river in the Providence area.. Businesses looking at moving into the PowerCom are in the very early stages of the process. Could bring 200 jobs to the County.

With no other business, David Nollner made a motion to adjourn; second by Dennis Foster.

*Minutes submitted by Amy Thomas, Exec Admin Assistant
in the absence of the Planning Commission Secretary Darrell Smith*

STAFF COMMENTS
HARTSVILLE TROUSDALE PLANNING COMMISSION

January 11, 2021

Mary Turner
GNRC Regional Planner

CALL TO ORDER

ROLL CALL

REMOTE PROCEDURE

Request by Staff to hold a remote meeting because the health of the public requires it.

APPROVAL OF MINUTES

Regular Meeting December 14, 2020

OLD BUSINESS:

None

NEW BUSINESS:

1. Rezoning Request- 309 Andrews Avenue

The applicant is requesting rezoning from R-1, Low Density Residential to R-2, Medium Density Residential for the property identified as Trousdale County Tax Map 19N Group B Parcel 22. The property consists of approximately 0.38 acres and is on the west side of Andrews Avenue.

Planning Issues

The property is located centrally in the Hartsville Urban Services District. The surrounding properties are zoned R-1, Low Density Residential. The property is not in a Special Flood Area and is not identified as having any significant steep slopes.

There is an 8" water line along Andrews Avenue in this area. Staff has not determined if there is sewer available at this property.

The 2000 Trousdale County Growth Plan identifies the subject property as within the Hartsville Urban Services District and a planned growth area.

The Major Thoroughfare Plan does not identify Andrews Avenue as an arterial or collector.

Zoning Issues

a. **Zoning District Standards**

- a. (Hartsville Zoning Ordinance, Article V Section 5.041, **R-1 Low Density Residential District**) This district is designed to provide suitable areas for low

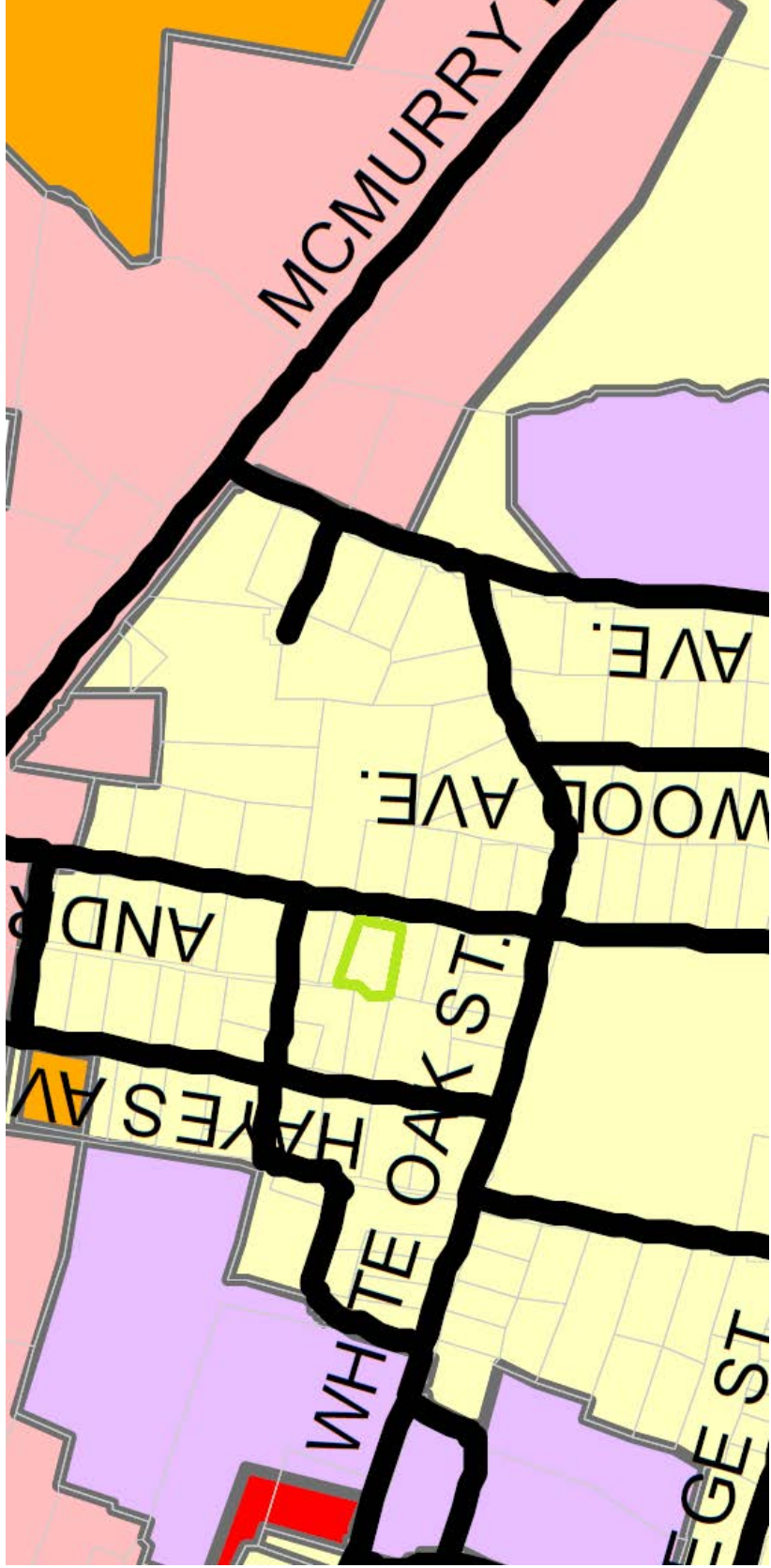
density residential development characterized by an open appearance. Most generally, this district will consist of single family, detached dwellings and such other structures as are accessory thereto.

- b. (Section 5.042, **R-2 Medium Density Residential District**) This district is designed to provide suitable areas for low to medium density residential development where appropriate urban services and facilities are provided or where the extension of such services and facilities will be physically and economically facilitated. Generally, these districts are characterized by single- and two-family (duplex) detached structures and such other structures as are accessory thereto. This district also includes community facilities, public utilities and open uses which serve specifically the residents of those districts or which are benefited by and compatible with a residential environment. It is the express purpose of this zoning ordinance to exclude from these districts all buildings or other structures and uses having commercial characteristics (continues).
- b. **Permitted Uses** (Section 5.042 B)- Uses permitted by right in the R-2 zoning district include detached single-family and duplex dwellings, group homes, essential services, and accessory structures.
- c. **Uses Permitted by Special Exception** (Section 5.042 D)- The following types of uses may be permitted by special exception in the R-2 zoning district- Administrative, Community Assembly, Continuing Education, Cultural and Recreational Services, Immediate Impact Facilities, Personal and Group Care Facilities, and Religious Facilities.
- d. **Bulk Standards** (Section 5.042 F)
 - a. The minimum lot size required for a single-family dwelling is 7,500 SF. The minimum lot size required for a duplex dwelling is 9,000 SF.
 - b. This property is around 16,500 SF.

In Staff's rendering of the rezoning request, the property is not constrained by floodplain or steep slopes. It appears that there is water available for it to develop with the R-2 zoning. It should be confirmed that sewer is available to the property, or that it can be serviced by sewer prior to development.

The Major Thoroughfare Plan does not identify Andrews Avenue as an arterial or collector. The property appears to have direct access to Andrews Avenue.

The property is surrounded by R-1 zoning and is not near other R-2 zoning at this time. The property is within the Hartsville Urban Services District where the Land Use Plan indicates that more high-density growth is expected.



DISCUSSION ITEMS

1. Discussion on requiring sidewalks

Staff has gathered examples of sidewalk requirements from subdivision regulations of nearby communities for the Commission's consideration during this discussion. Examples from Gallatin, Lebanon, and Portland are attached with the Staff Report packet.

2. Discussion on Centralized Mailbox requirements in new subdivisions

Staff is working on gathering examples of Centralized mailbox requirements in place in other communities. An example from the Rutherford County Zoning Code is included with the packet. Staff will provide an update during the meeting with any additional examples.

REPORT FROM THE CHAIRMAN

REPORT FROM THE BUILDING INSPECTOR

5.7 SIDEWALKS

1. Pedestrian Access in blocks greater than eight hundred (800) feet in length, a pedestrian access easement a minimum of twenty (20) feet in width may be required to traverse blocks deemed essential to provide access to Open Space, Community Facility Activities, or Commercial Activities. Said easement shall include a sidewalk that meets the requirements of Section [5.7 \(Sidewalks\)](#).
2. In any long block, the Planning Commission may require the reservation of an easement through the block to accommodate utilities, drainage, facilities, and/or pedestrian traffic.

5.7.1 Sidewalks Along New Streets

Sidewalks shall be required along both sides of all streets, excluded alleys.

5.7.2 Sidewalks Along Existing Streets

Sidewalks shall be required along the proposed subdivision’s frontage on existing public streets.

5.7.3 Sidewalk Width

The width of sidewalks shall be as prescribed in [Table 5-5: Minimum Sidewalk Width](#). Width shall be exclusive of encroachments such as utility poles, fire hydrants, parking meters, sign standards, street furniture, etc. It shall be at the discretion of the Enforcing Officer to decrease or increase the width of a sidewalk to ensure continuity along a City Street.

Table 5-5: Minimum Sidewalk Width

Zoning	Minimum Planting Strip	Minimum Sidewalk Width
Residential (< 4 units an acre)	6’	5’
Residential (4 units or more per acre)	6’	6’
Mixed Use	6’	8’
Commercial	7’	6’
Industrial	7’	5’

5.7.4 Design Criteria

Sidewalks shall be included within the dedicated non-automobile portion of the right-of-way or public access easement. A grassed planting strip meeting the requirement in [Table 5-5: Minimum Sidewalk Width](#) shall separate all sidewalks from adjacent streets.

1. Where extraordinary difficult topographic conditions exist, other design solutions, such as a wider separation, may be used.
2. Where necessary, the Planning Commission may require pedestrian access ways from a public ways to schools, parks, playgrounds, or other nearby public ways. To accomplish this purpose, the Planning Commission may require perpetual unobstructed easements at least twenty (20) feet in width. Said easement shall include a sidewalk that meets the requirements of Section [5.7 \(Sidewalks\)](#).
3. Sidewalks shall be designed and constructed so as to comply with ADA Standards for Accessible Design as published by the U.S. Department of Justice and excerpted from 28 CFR Part 36 and any subsequent amendments or supplements.

4. All sidewalks shall be designed and installed to meet the Public Right of Way Accessibility Guidelines (PROWAG) or successor document.

5.7.5 Waivers and Alternative Pedestrian Ways

Developers and the Planning Commission may reach alternative arrangements concerning sidewalks where strict compliance with the provisions of this section would cause an undue hardship due to previously approved plats and/or development plans. Such alternative provisions may include:

- 1) payment to a fund for construction of the sidewalks by the Local Government at a later date, if this option is approved by a Local Government entity; or
- 2) the actual construction of sidewalks at another location. In the absence of mutual agreement, the developer shall construct the sidewalks in the manner provided herein.

5.7.6 Maintenance

The lot owner shall maintain grass and vegetation between the roadway and the property line and the City shall maintain the sidewalk.

5.8 BIKE LANES

5.8.1 Bike Lanes Along New Streets

Bike lanes may be provided along new streets and shall be required if included in any adopted Transportation Plan or Bike Ped Plan.

5.8.2 Bike Lanes Along Existing Streets

Bike lanes may be provided along existing streets if other improvements are required and shall be required if included in any adopted Transportation Plan or Bike Ped Plan.

5.8.3 Bike Lane Width

Bike lanes shall be provided at a minimum of five (5) feet in width or as provided in any adopted Transportation Plan or Bike Ped Plan.

5.8.4 Shared Bike Lane

Shared bike lanes shall not be provided on streets with a speed limit greater than 30 mph and marked as required in the Manual on Uniform Traffic Control Devices (MUTCD).

5.8.5 Design Criteria

Any bike lanes shall meet the standards set forth in the latest edition of NACTO "Guide for the Development of Bicycle Facilities", Manual on Uniform Traffic Control Devices (MUTCD), or other guidelines adopted by the appropriate Governing Body.

6-402 DEVELOPMENT STANDARDS FOR MULTI-FAMILY DWELLINGS**6-402.1 PURPOSE**

The special provisions set forth herein are intended to provide design criteria for multi-family dwellings located on a zone lot or portion of a zone lot. It is the express purpose of these provisions to establish design criteria and to provide for implementation of these provisions by review of the site plan required for all such development by Section 6-401.

Provided, however, that in any instance where this use is located within a development subject to the provisions of Section 6-404, of this article, this requirement may be fulfilled by submission of the plans required by those sections.

6-402.2 DESIGN CRITERIA, GENERAL

It is the intent that multi-family dwellings where they are permitted:

- (a) May be appropriately intermingled with other types of housing;
- (b) Shall not contain more than twelve (12) dwelling units per floor on a single unbroken frontage; and
- (c) Shall constitute groupings making efficient, economical, comfortable, and convenient use of land and open space, and serving the public purposes of zoning by means alternative to conventional arrangements of yards and buildable areas.

6-402.3 DESIGN CRITERIA, DETAILED

- (a) Each dwelling unit shall be provided with reasonable visual and acoustical privacy. Fences walks, and landscaping shall be provided for the protection and aesthetic enhancement of the development and privacy of the occupants, screening of objectionable views or uses and the reduction of noise.
- (b) Sidewalks shall be provided for convenient and safe access to all living units from streets, driveways, parking courts or garages and for convenient circulation and access to all facilities.
- (c) The appearance and character of the site shall be preserved and enhanced by retaining and protecting existing trees and other site features; and additional new plant material shall be added for privacy, shade, beauty of buildings, and grounds and to screen out objectionable features. The planting plan shall be submitted with the final site development plan.
- (d) Existing trees, shrubs, evergreens, and ground cover shall be retained to the extent that they enhance the project, are effective as a screen planting or are useful in protecting slopes.

- (e) Adequate recreation facilities for the residents of the project shall be provided in locations easily accessible to the living units and where they do not impair the view and privacy of living units.
- (f) Attractive outdoor sitting areas shall be provided, appropriate in size, type and number to the needs of the residents.
- (g) Well-equipped playgrounds of adequate size and number shall be provided, where it is anticipated that children will occupy the premises.
- (h) All public streets located within any multi-family development shall meet the construction specifications set forth in the subdivision regulations.
- (i) The planning commission shall act to ensure that any private drives, parking areas or other vehicular ways used for common access for two (2) or more residences will be

4-102.903 Sidewalks

1. Residential and Mixed Use Subdivisions: Sidewalks shall be required in all residential and mixed-use subdivisions, with the exception of those subdivisions:
 - a. That received Final Plat approval prior to the enactment of this Pedestrian and Bicycle Path Amendment.
 - b. That are Final Plats of additional sections of subdivisions where sidewalks were not required in the previously recorded sections of those subdivisions.
 - c. That are Minor Subdivisions containing five (5) lots or less, unless specifically required by the Planning Commission.
2. Commercial Subdivisions: Sidewalks shall be required for all commercial subdivisions, with the exception of those commercial subdivisions:
 - a. That received Final Plat approval prior to the enactment of this Pedestrian and Bicycle Path Amendment.
 - b. That are Final Plats of additional sections of subdivisions where sidewalks were not required in the previously recorded sections of those subdivisions.
3. Design Standards: The design, dimensions, dedications, easements, and reservations for all sidewalks shall conform to all applicable City of Gallatin regulations. Sidewalks constructed within the public rights-of-way shall be installed in accordance with the adopted standards of the City of Gallatin.
 - a. Sidewalks are required to be constructed on both sides of all streets within or abutting the subdivision and shall connect to sidewalks in adjoining subdivisions.
 - b. Sidewalks shall be constructed of concrete and shall be a minimum of five (5) feet in width on all streets in residential subdivisions and six (6) feet in width for non-residential subdivisions.

- c. Sidewalks shall maintain minimum thickness of four (4) inches except at driveway areas where the minimum thickness is six (6) inches.
- d. Along streets where concrete curbs are required, a median strip of grassed or landscaped area of at least five (5) feet wide shall be provided between the curb and sidewalk.
- e. Upon the request of any Owner of property to which this section applies, the Planning Commission may approve an alternative pedestrian walkway design which is not in strict compliance with the requirements of this section, if the Commission finds that such an alternative meets the purpose and intent of the requirements of this section. In making the determination the Commission may consider issues such as impeding road construction, significant trees, severe roadside conditions, or recommendations from approved traffic studies that could impact a proposals conformance to these standards.

4-102.904 Bicycle Lanes, Paths and Alternate Pedestrian Walkway Systems

- The Planning Commission may require or approve an alternate pedestrian walkway system or bicycle paths for a given development. Alternative pedestrian walkways and bikeways may include walking trails, multi-use trails, bicycle lanes, or bicycle paths.

1. Design Standards

- a. Bicycle lanes and paths where required by the Planning Commission, shall be improved as required by the City Engineer and shall be a designed portion of the roadway included within the dedicated street right-of-way.
- b. Bicycle lanes shall be designed according to the latest edition of the American Association of State Highway and Transportation Official (AASHTO) Guide for the Development of Bicycle Facilities.

- c. Alternate pedestrian walkways, bikeways, and multi-use trails may be considered internal to the development and are not restricted to alongside streets. These facilities must conform to all applicable City of Gallatin regulations and improved as required by the City Engineer.

6. Sidewalks, Driveway Ramps and Curbs

All sidewalks, driveway ramps and curbs shall comply with all ADA requirements.

a. Sidewalks

Sidewalks shall be required along existing streets and on both sides of all new streets within subdivision developments. This construction shall be at the cost of the developer. Sidewalks shall be required on any subdivision of property within the City; a payment in lieu of for the sidewalk fund may be option. No Certificate of Occupancy or recording of a Final Plat shall be granted until sidewalks are installed, or the payment in lieu of is received.

The only exception to the requirement for the installation of sidewalks or the payment in lieu of installation shall be in the following situations:

- residential subdivisions only; and
- on existing roads where the subdivision is for 2 lots or less; and
- where sidewalks do not currently exist in the immediate vicinity; and
- it is not anticipated that sidewalks will extend into the particular area in the near future as determined by the Planning and Engineering Staff, Planning Commission and City Council on a map or similar graphic as the Major Thoroughfare and Land Use Maps.

Payment in lieu of construction of sidewalks may be granted if these conditions are met.

Consideration shall not be given for a waiver from the installation of sidewalks or the payment in lieu of installation for non-residential subdivisions.

The Planning/Engineering Staff shall make a recommendation relative to the installation of sidewalks or the payment in lieu of construction. The Planning Commission may make a recommendation relative to the installation of sidewalks or the payment in lieu of construction. City Council will make the final determination relative to the installation of sidewalks or the payment in lieu of construction. Each decision will be made on a case by case basis. The payment in lieu of construction shall be contributed by the developer. The assessment for the installation of sidewalks shall be established by the Commissioner of Public Works on an annual basis. Any additional site work that would be required on the part of the applicant in order to install sidewalks may be an added assessment.

The ability to pay into the sidewalk account includes, but not limited to the following reasons:

- Natural conditions or barriers.
- Impending street and/or utility improvements and/or construction.
- A stormwater drainage ditch or similar public utility facility prevents the construction of a sidewalk, and neither the sidewalk nor the facility can be reasonably relocated to accommodate both the facility and the sidewalk.
- Other unusual circumstances exist that make the construction of sidewalks unreasonable or inappropriate.

Sidewalks shall be a minimum of 5 feet wide. Sidewalks shall be installed at the appropriate time as determined by the Engineering Department. Sidewalk construction shall conform with the lines and grades shown on approved plans and in accordance with detail drawings ST-320, ST-321, ST-321A, ST-326 and ST-327 (Appendix C).”

F. Pedestrian Circulation

Planning for safe, comfortable, and pleasant movement of pedestrians in and through sites on sidewalks is important for the health of the City of Lebanon. Sidewalks can add value to the city by connecting people in places where they can invest locally, share ideas, and build community. The value added by having sidewalks can be different from location to location. A context appropriate evaluation of sidewalk needs is an effective way to add value to the city. Circulation Plans shall address pedestrian circulation in accordance with the following standards:

1. All commercial, industrial, multifamily, and mixed-use development shall provide a network of onsite pedestrian walkways to and between the following areas:
 - a. Entrances to each building on the site, including pad site buildings;
 - b. Public sidewalks or walkways on adjacent properties and along public rights-of-way that extend to the boundaries shared with the subject development;
 - c. Adjacent public transit station areas, transit stops, park and ride facilities, or other transit facilities;
 - d. Adjacent parks, trails, schools, and recreation centers; and
 - e. Adjacent non-residential development, as determined by the Planning Commission.
2. Sidewalks Required
Sidewalks or payment in lieu-of-sidewalk construction shall be required for all new developments.
3. Payment in-lieu-of Sidewalks
If the Planning Commission determines that allowing payment in-lieu-of sidewalk construction is in the best interest of the city, the payment shall be at a rate of five dollars (\$5) per square foot for required sidewalk width along the distance of the street frontage that would have otherwise required sidewalk construction. The Planning Commission is not authorized to waive the payment in lieu of sidewalks. Waiving of the payment in-lieu of sidewalk construction shall be approved only by action of the City Council. The money collected from payments in-lieu-of sidewalks shall go into a fund that can be used for sidewalks, sidewalk maintenance, or trails.
4. Circulation Plans for projects pursuing payment in-lieu- of sidewalk construction shall provide justification for not providing the sidewalk, such as:
 - a. Topography;
 - b. Absence of surrounding uses that may generate pedestrian activity, such as schools, major employers, transit stops, government offices, hotels, and public housing;
 - c. Lack of intensity of surrounding residential development; and
 - d. Lack of proximate sidewalk infrastructure to tie into.

5. Sidewalk Standards

Sidewalks shall comply with the following requirements:

- a. Shall be constructed in accordance with ADA requirements;
- b. Shall be constructed in accordance with Table 14.807-1 below (see also Section 14.805 for additional design requirements);
- c. Pedestrian paths for internal use or connecting to a larger trail system may be 4 feet wide;
- d. All sidewalks shall be unobstructed, meaning that while sidewalks can be wider than the minimum width, the minimum width shall not be obstructed;
- e. Sidewalks shall be installed at the back of the right-of-way with a minimum of six (6) feet from the back of the street curb to the nearest edge of the sidewalk (See Table 14.807-1 below and Section 14.805.E.2 for additional dimensional requirements). In such locations where site constraints do not permit a six (6) foot grass area, the City Engineer shall have the authority to reduce the setback of the sidewalk. Such relief shall be the minimum deviation that will make possible the reasonable use of the site.;
- f. Shall be distinguishable from traffic lanes by painted markings, pavement material, texture, or raised in elevation (striped asphalt does not count); and
- g. Shall have adequate lighting for security and safety.

TABLE 14.807-1: Sidewalk matrix

Zoning District	Minimum Planting Strip Width	Sidewalk Width	Street Tree Location
RR	no requirement	no requirement	no requirement
RS20, RS12, RS9, RD9, RS6	6 feet	5 feet	continuous planting strip
RM6, R2	6 feet	5 feet	wells, planters, or grates for RM6 and R2
CD and DMU	7 feet	8 feet	wells, planters, or grates
OP, CN, CS	6 feet	5 feet	continuous planting strip
CO, RP2, CG	6 feet	5 feet	continuous planting strip
IP and IL	7 feet	5 feet (if required)	continuous planting strip (if required)
IH	7 feet	5 feet (if required)	continuous planting strip (if required)

Rutherford County Centralized Mailbox Requirements

From Rutherford County’s Zoning *Effective January 1, 2013, as Amended Through September 17, 2020*

T. Cluster Box Unit (CBU)/Mail Kiosk Regulations

1. Installation of CBUs, as well as any associated improvements (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 initial final plat being recorded for the development creating residential building lots.

3. The establishment of a homeowners’ 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 on their own lot. Lot area does not have to meet the minimum area of the district, nor do typical setbacks or lot frontage apply, subject to Sections 404 B., 1101 C.1., and 1101 H. of this Ordinance, respectively.

5. CBU related improvements shall be prohibited within the public right-of-way or in any utility easement unless written permission is granted by the easement holder.

6. CBU related improvements shall not be located within the vision triangle as defined in this Ordinance (Appendix A), as determined by the Rutherford County Planning and Engineering Department.

7. A site plan for the CBUs shall be submitted simultaneous with preliminary plan submittal for review and approval. Site plans for CBU related improvements in designated common areas can be submitted simultaneously with a site plan for the common area, consistent with Section 1404 of this Ordinance. The Rutherford County Planning and Engineering Department 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 not within designated amenity areas shall include the following elements:

a. Landscaping: Improvements shall be landscaped consistent with Section 1104 F. Landscaping Requirements for Parking and Vehicular Use Areas

b. Lighting Plan: Security lighting is required and should be designed consistent with Section 1106 B.7. of this Ordinance

c. 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 regulations in Section 1102 of this Ordinance. Required parking shall be provided according to the chart below:

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 or within a bulb-out along the right-of-way, subject to approval by the Rutherford County Planning and Engineering Department and Highway Superintendent, or a combination of both. CBU related improvements that are located in designated amenity areas 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 shall be exempt from the normal setback requirements prescribed in this Ordinance.

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

10. Address numbering on each dwelling unit shall comply with the adopted building code for Rutherford County. A monument, pole, or other sign depicting the street address is also strongly encouraged, the location of which shall be consistent with Chapter 12 of this Ordinance.