

Hartsville/Trousdale Planning Commission

Meeting Minutes

February 8, 2021 - 7:00 P.M. – Towsdale County Courthouse – 2nd Floor Courtroom

Present: John Kerr, David Nollner, Rhonda Keisling, Dennis Foster, Thomas Harper, Mark Swaffer, David Thomas, Mary Ann Baker, Sam Edwards and Mayor Stephen Chambers.

Absent: Darrell Smith

Others Present: Mary Turner (GNRC), Tommy Macfarland, Harts./Trousdale Water Dist., Richard Graves (Land Surveyor) Mr. Perry – Sulphur College Estates, Charlie Dean (Harper Avenue Cottages).

1. Roll Call

Chairman Kerr called the meeting to order and conducted a Roll Call and advised that minute Secretary David Smith had resigned.

2. Minutes of previous meeting

Thomas Harper made a motion to approve the minutes of the January 11, 2021 meeting as submitted. Seconded by David Nollner. MOTION CARRIED

3. Old Business

None.

4. New Business

Chairman Kerr advised that the Minute Secretary position needed to be filled. David Nollner made a motion that Mary Ann Baker fill the position, Seconded by David Thomas. MOTION CARRIED

- A. Preliminary plat approval for Sulphur College Estates located at Map 18, Parcel 4.03 Total of 27 lots. Items discussed were the installation of a sewer system, sidewalks, cluster mailboxes, Subdivision regulations and plat issues. * See Staff Comments from Mary Turner, GNRC attached.

David Nollner made a motion to approve the Preliminary Plat on Sulphur College Estates with variances for Block Length and Block Arrangement. Seconded by Rhonda Keisling. MOTION CARRIED

- B. Site Plan Approval – Harper Avenue Cottages subdivision located at (Map 19K Group B Parcel 024.02) Items discussed where a sewer line easement Access to the property is a private drive aisle to be built to county road standards, 8% grade on aisle, drainage from the property being rerouted to avoid the paper plant, the addition of a Fire Hydrant, Cluster mailboxes and Buffer Strips. *See Staff Comments from Mary Turner, GNRC attached.

David Thomas made a motion to approve the site plan **WITH** a variance for the Road Access to the property, **WITHOUT** the variance for the buffer strip and the Developer to work with Trousdale County Officials regarding drainage and access road to the property. Seconded by Mark Swaffer.

MOTION CARRIED

5. Review (discussion only items)

1. Proposed Amendment to the Subdivision Regulations for Sidewalk Requirements
(See Staff Comments from Mary Turner, GNRC attached)
2. Proposed Amendments to the Hartsville/zoning Ordinance and Trousdale Zoning Resolution
(See Staff Comments from Mary Turner, GNRC attached)
3. Proposed Amendment to the Subdivision Regulations for Cluster Mailboxes.
(See Staff Comments from Mary Turner, GNRC attached)
4. Proposed Amendment to the Hartsville Zoning Ordinance for Cluster Mailboxes.
(See Staff Comments from Mary Turner, GNRC attached)

All planning commissioners agreed to move forward with the public hearing on the discussed Subdivision Regulations and to pass Zoning Ordinance to the County Commission by next month.

6. Report from Building Inspector

- *40% increase in single family home permits in January.
- *Building Inspections and Certificates of Completion increasing
- *Complaints are increasing some resulting in legal action, others owner is making corrections.

7. Closing remarks from Chair and commission

Chairman Kerr and others expressed concern regarding this commission's recommendations being reported to the Hartsville/Trousdale County Commission. Perhaps it would benefit all involved moving forward if a specified person or a written document specifying this commissions decision could be present at County Commission meetings.

8. ADJOURN

David Nollner made a motion to adjourn the meeting at 9:42 P.M., Seconded by John Kerr.

MOTION CARRIED

Minutes Submitted by
Committee Secretary
Mary Ann Baker
02-10-2021

STAFF COMMENTS
HARTSVILLE TROUSDALE PLANNING COMMISSION

February 8, 2021

Mary Turner
GNRC Regional Planner

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

Regular Meeting January 11, 2021

OLD BUSINESS:

None

NEW BUSINESS:

1. Preliminary Plat- Sulpher College Estates (Tax Map 18 Parcel 4.03)

The applicant requests preliminary plat approval for a 27-lot subdivision located at the corner of Sulpher College Road and Highway 25 West. The property identified as Trousdale County Tax Map 18 Parcel 4.03 and consists of approximately 13.6 acres. The property is zoned R-2, Residential.

Planning Issues

The surrounding properties are zoned mostly agriculture and residential, with commercial zoning to the east in the Urban Services District area.

Zoning Issues

a. **Zoning District Standards** (Trousdale Zoning Resolution, Article V Section 5.043)

- a. This district is intended to provide areas which are suitable for single and multiple-family residential development. This district is particularly suitable for areas adjacent or near urban areas, where an adequate public water supply or public wastewater service is available.

b. **Bulk Standards** (Section 5.043 F)

- a. Where public water and sanitary sewer are available the minimum lot size required for one dwelling unit is 15,000 SF.
- b. All the proposed lots exceed 15,000 SF.

Subdivision Regulation Issues

Staff identifies the following items to be reviewed or considered for a variance from the Subdivision Regulations:

- a. **Blocks** (4-103.106 Blocks)

- a. **Block Arrangement-** Blocks shall have sufficient width to provide for 2 tiers of lots of appropriate dept, but exceptions may be permitted in blocks adjacent to major public ways, railroads, or waterways.
 - i. The layout of the preliminary plat does not provide two (2) tiers of lots.
 - ii. There is a note on the plat that states all lots on the plat shall access the interior road and won't have driveways on Highway 25 West or Sulpher College Road.
 - iii. During the sketch plat phase, the Planning Commission indicated to the applicant that the layout as proposed without 2 tiers of lots and with driveways accessing the interior road would be acceptable.
 - iv. As shown on the plat, front setbacks are off the internal drive and rear setbacks are shown toward Highway 25 West.

- b. **Block Length-** Wherever practicable, blocks along arterial or collector routes shall not be less than one thousand (1,000) feet in length.
 - i. Highway 25 is an Arterial and Sulphur College Rd is a collector.
 - ii. The block lengths will be less than 1,000 ft. in length. On Hwy 25 the length is about 834 ft. and on Sulphur College Rd it is only about 188.5 ft.

- c. **Long Blocks-** The planning commission may require the reservation of an easement through the approximate center of a block over 800 feet long to accommodate utilities, drainage, facilities, and/or pedestrian traffic, where deemed essential to provide circulation or access to a school, playground, shopping center, transportation facility, or other community facility.
 - i. The length of the proposed road exceeds 800 ft.
 - ii. The Commission may consider requiring an easement to accommodate pedestrian traffic if needed to access community facilities.
 - iii. During the sketch plat phase, the Commission expressed the desire for pedestrian traffic to the cluster mailbox to be accommodated. No pedestrian ways are shown on the plat.

- b. **Arrangement of Continuing and Dead-End Public Ways (4-103.109)**
 - a. **Arrangement of Continuing Public Ways-** If the adjacent property is undeveloped and the public way must be a dead-end public way temporarily, the right-of-way shall be extended to the property line. A temporary cul-de-sac, temporary T-, or L-shaped turnabout shall be provided on all temporary dead-end public ways as required in the following turnabout standards, with a notation on the subdivision plat that land outside the normal public way right-of-way shall revert to abutting property owners whenever the public way is continued.
 - i. The proposed road dead-ends at the western side of the property to allow for a possible future connection to the adjacent property.
 - ii. This dead-end will need to be a temporary turnabout that is compliant with the standards in the Subdivision Regulations.
 - iii. A notation will need to be added that the land outside the normal public way right-of-way shall revert to abutting property owners whenever the public way is continued.

Plat Issues

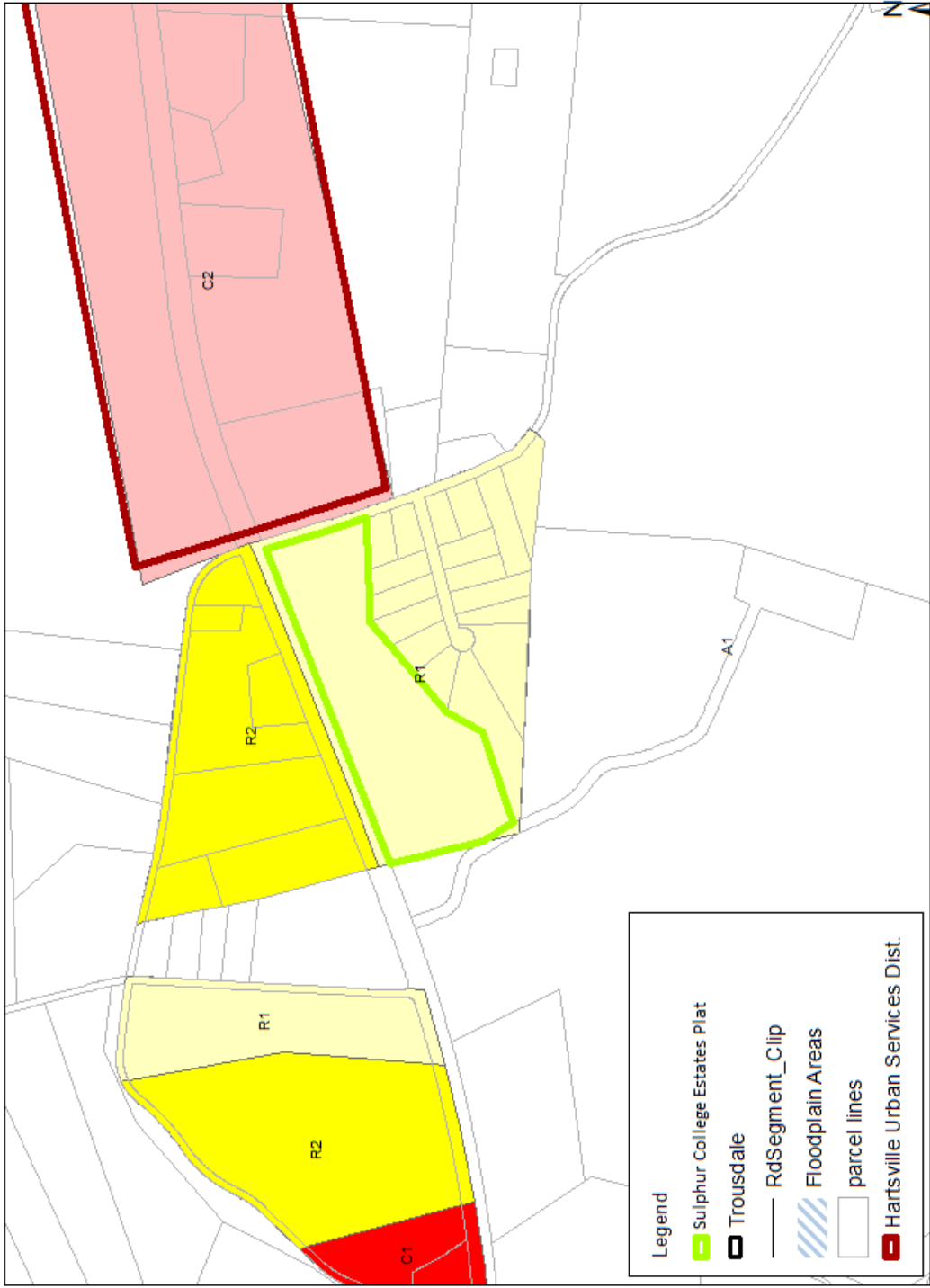
Staff identifies the following items to be added or corrected.

- a. Include overall property acreage.
- b. Label zoning of adjacent parcels. Adjacent parcels are zoned R-1 and A-1.
- c. Include phasing line if phasing is still intended.
- d. Include name for the proposed street.
- e. Add note for the endorsement of the preliminary plat by the Planning Commission that reads-
`Approved by Hartsville Trousdale Planning Commission with such exceptions or conditions as are indicated in the minutes of the Commission on _____.
(Date) Preliminary Plat approval shall not constitute final approval for recording purposes.'

In Staff's rendering of the request, the Planning Commission motioned to ask for and provided the following variances during the sketch plat phase and should consider these items for the preliminary plat-

- Stated that a variance would be issued for the block arrangement shown.
- Required an ingress/egress easement on Lot 3 for a driveway for Lot 2. This easement is shown.
- Required a road built to County standards. The plat is showing a proposed public road that will need to be built to County standards.

Because the Planning Commission issued approval for the sketch plat to proceed with the variance to the preliminary platting phase, and because the Subdivision Regulations state that exceptions can be considered to the block layout requirement adjacent to major public ways, Staff is comfortable with the variances being issued for block length and block arrangement. Any approval considered should be conditioned on a turnaround being provided at the dead-end to meet the requirements in the Subdivision Regulations, overall property acreage being shown on the plat, adjacent zoning being labeled, proposed phasing lines being shown, the proposed street name being labeled, and the note for endorsement of the preliminary plat by the Planning Commission being added.



2. Site Plan Approval- Harper Avenue Cottages (Tax Map 19K Group B Parcel 024.02)

The applicant requests site plan approval for a 23-unit development located off Harper Avenue. The property identified as Trousdale County Tax Map 19K Group B Parcel 24.02 and consists of approximately 2.57 acres. The property is zoned R-3, High Density Residential.

Zoning Issues

- a. **Zoning District Standards** (Hartsville Zoning Ordinance, Article V Section 5.043)
 - a. This district is designed to provide areas for high density residential development where sufficient urban facilities, including public sewer, are available or where such facilities will be available prior to development.
 - b. **Uses Permitted** (5.043 B)- Multi-family dwellings are permitted.
 - c. **Bulk Standards** (Section 5.043 F)
 - i. The minimum lot area required for a multi-family development is 10,800 SF. The property is about 111, 949 SF.
 - ii. The minimum lot area required per dwelling is 3,600 SF so the overall permitted density would be 31 units. The proposed development includes 23 units.

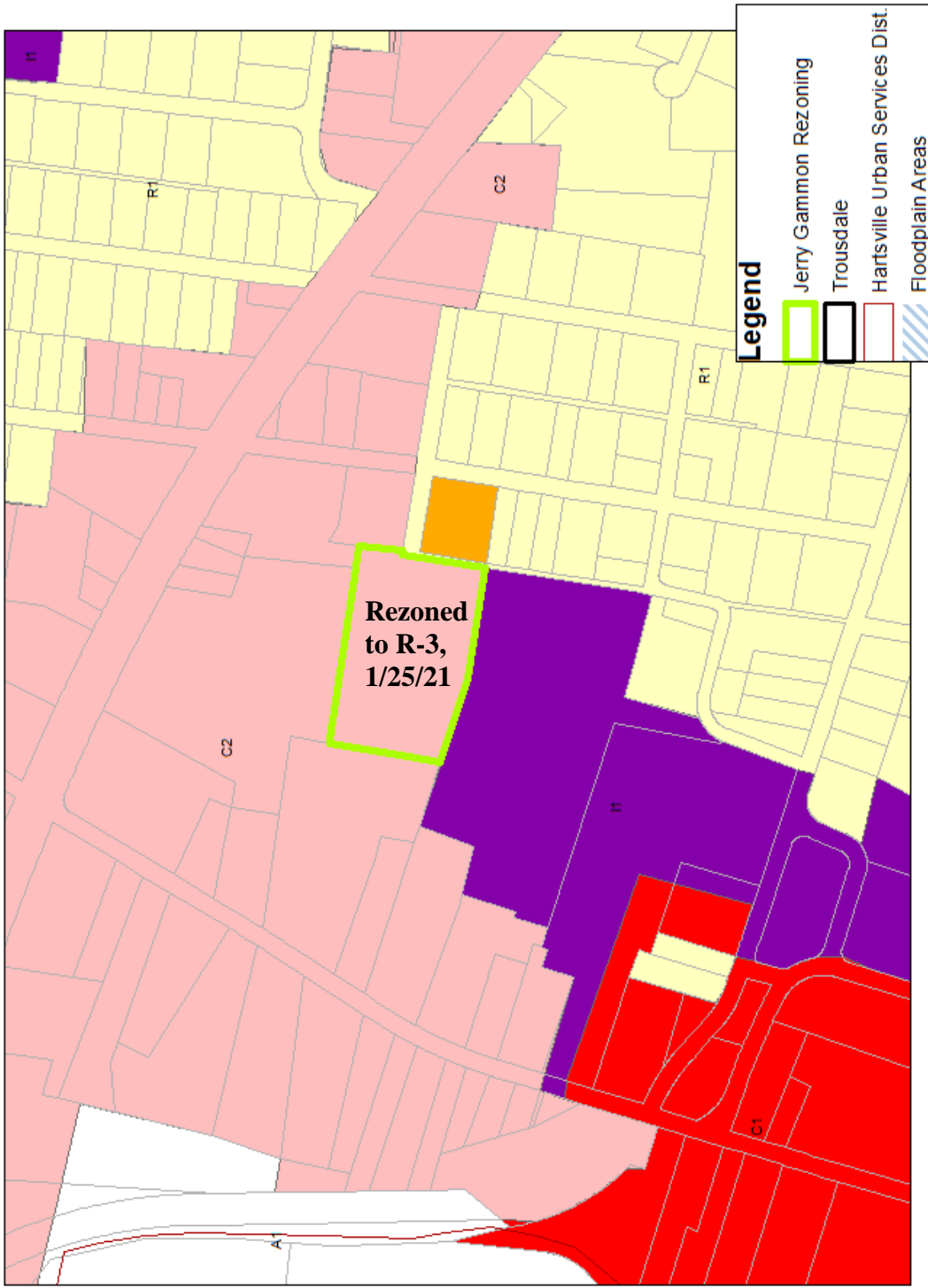
Site Plan Issues

Staff identifies the following items to be reviewed, corrected, or discussed-

- a. **Development Standards for Group Housing Projects** (Hartsville Zoning Ordinance, Article IV Section 4.070)
 - a. **Required Development Standards** (4.072)
 - i. **Location-** The site is required to abut a public street.
 1. The site abuts an unimproved right-of-way that extends from Harper Avenue. The applicant has indicated that in speaking with the Roads Commission, they have been directed to make the drive aisle private in the unimproved right-of-way to access Hayes Street.
 - ii. **Design-** The maximum grade on any drive shall be 7 percent unless an alteration is specifically approved by the planning commission.
 1. The applicant is requesting a variance to exceed 7 percent slope due to the existing slope in the right-of-way accessing the site.
 - iii. **Required Improvements**
 1. **Internal Drives-** Specifications for drives in group housing developments shall conform to roadway specifications as specified by the Hartsville/Trousdale County Planning Commission Subdivision Regulations.
 - a. The applicant has stated that they will construct the drive aisle to the material and dimension standards for a public roadway but do not want to dedicate the drive aisle as a public road.
 2. **Utilities-** There is an existing fire hydrant on Hayes Street. The farthest units from the fire hydrant are about 560 feet away.
 - a. It should be clarified if another fire hydrant would be needed to adequately serve the development.
 - iv. **Central Mail-** Applicant has stated a central mail facility will be provided at the rear of the property near the proposed parking spaces.

1. This should be shown on the site plan.
- b. **General Provisions** (Article 3)
- a. **Buffer Strips** (3.110)- Where a use requiring a site plan to be filed in accordance with Article VII, Section 7.030 Zoning Compliance Permit (Building Permits) abuts at any point upon property zoned residential or agricultural (Agriculture-Forestry), the developer of said use shall provide a landscaped buffer strip at the point of abutment which shall consist of a solid fence no less than seven (7) feet tall and landscaping, including trees, the intent of which is to create an opaque screen between the new development and existing development(s).
 - i. The southeast corner of the property abuts another property zoned R-3, High Density residential. A buffer is required for this portion of the property.
 - ii. The applicant has indicated they are requesting a variance from the buffer requirement due to existing vegetation.
- c. **Sewer Line Easement**
- a. The applicant has indicated that they will be extending a public sewer line on the adjacent Hartsville Trousdale-owned property to service this development.
 - b. The applicant has stated that once the public line is dedicated back to Hartsville Trousdale, there will be a prescriptive twenty-foot easement centered on the line. The applicant has indicated an easement document can be prepared for the City to sign.

In staff's rendering of this request, the construction of the private drive aisle in the unimproved right-of-way and the extension of the public sewer line should be discussed and confirmed as acceptable with the Roads Commission and the Hartsville Trousdale Water Utility before approval is considered for this site plan. Staff will provide a further recommendation at the meeting.



DISCUSSION ITEMS

Drafts of the following proposed amendments are included for review and discussion by the Commission. After review and discussion on these drafts, these amendments could be included on the March agenda for public hearing and voting.

1. **Proposed Amendment to the Subdivision Regulations for Sidewalk Requirements**
2. **Proposed Amendments to the Hartsville zoning Ordinance and Trousdale Zoning Resolution for Sidewalk Requirements**
3. **Proposed Amendment to the Subdivision Regulations for Cluster Mailboxes**
4. **Proposed Amendment to the Hartsville Zoning Ordinance for Cluster Mailboxes**

REPORT FROM THE CHAIRMAN

REPORT FROM THE BUILDING INSPECTOR

ADJOURN

All proposed additions are indicated by **highlights** and proposed omissions are indicated by ~~strikethrough~~.

Subdivision Regulations Amendment No. _

A PROVISION TO AMEND THE SUBDIVISION REGULATIONS OF HARTSVILLE/TROUSDALE COUNTY TENNESSEE, SUBSECTION 4-103.106 BLOCKS AND SUBSECTION 4-108 PEDESTRIAN WAYS IN ARTICLE IV REQUIREMENTS FOR IMPROVEMENTS, RESERVATIONS, AND DESIGN TO ADD SIDEWALK REQUIREMENTS.

WHEREAS the following changes have been approved and recommended by the Hartsville/Trousdale Planning Commission; and

WHEREAS a public hearing thereon has been held as required by law; and

NOW, THEREFORE BE IT ORDAINED BY THE HARTSVILLE/TROUSDALE COUNTY PLANNING COMMISSION, HARTSVILLE/TROUSDALE, TENNESSEE:

That the following amendment to the Subdivision Regulations of Westmoreland, Tennessee be enacted:

4-103.106 Blocks

- e. 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.

A pedestrian walkway, not less than ten (10) feet wide, may be required by the planning commission through the approximate center of any block more than eight hundred (800) feet long **in said easement**, where deemed essential to provide circulation or access to a school, playground, shopping center, transportation facility, or other community facility.

4-108 Pedestrian Ways

4-108.1 Sidewalks along New Streets

Sidewalks shall be required along all streets constructed in all subdivisions, excluding alleys and those streets proposed for industrial use. Sidewalks may not be required along rural streets when all lots fronting such streets are 40,000 square feet or larger in size and have average road frontage of 150 feet or more.

4-108.2 Sidewalks along Existing Streets

Sidewalks shall be required along an existing public street when sidewalks presently exist upon property that directly adjoins the proposed subdivision or are included within a plan for pedestrian ways.

4-108.1 Sidewalks and Bicycle Paths 4-108.3 Location of Sidewalks and Bicycle Paths

Sidewalks shall be required along both sides of all residential subdivision streets. Sidewalks shall be required along both sides of streets designated as collectors. Transition of sidewalks from one side of a street to another may be permitted when topography makes continuation along the same side of the street impractical. Transitions shall only be made at street intersections. Sidewalks and bicycle paths, where required by the planning commission, shall be included within the dedicated nonpavement right-of-way of all public ways as indicated in the following table and shall be improved as required by Subsection 4-103.4, of these regulations. Concrete curbs are required for all public ways where sidewalks are to be constructed. A median strip of grassed or landscaped area at least ~~two (2)~~ **five (5) feet** wide shall separate all sidewalks from adjacent curbs, except within ten feet of intersections no grass strip will be required.

4-108.4 Sidewalk Width

The width of sidewalks shall be as follows. Width shall be exclusive of encroachments such as utility poles, fire hydrants, parking meters, sign standards, street furniture, etc.

SIDEWALK DESIGN

<u>Class of Street</u>	<u>Sidewalk Width</u>	
	<u>Residential Public Way</u>	<u>Nonresidential Public Way (Industrial, Commercial; Other)</u>
Minor Public Way	4 feet wide 5 feet wide	6 feet wide
Collector Public Way	5 feet wide	6 feet wide
Arterial Public Way	5 feet wide	6 feet wide

4-108.5 Alternative Pedestrian Ways

Within cluster residential developments approved under section 4.070 of the Trousdale Zoning Resolution, the Planning Commission may approve pedestrian walkways at locations other than along the rights-of-way of streets. Within these

developments a system of pedestrian walkways may be located within commonly held open space.

4-108.2 4-108.6 Pedestrian Accesses

The planning commission may require, in order to facilitate pedestrian access from the public way to schools, parks, playgrounds, or other nearby public ways, perpetual unobstructed easements at least twenty (20) feet in width. Easements shall be indicated on the plat.

PROPOSED AMENDMENT
HARTSVILLE ZONING ORDINANCE

- **HIGHLIGHT DENOTES PROPOSED ADDITION**
- **STRIKETHROUGH DENOTES OMISSION**

Article III, Section 3.120 PEDESTRIAN CIRCULATION

Planning for safe, comfortable, and pleasant movement of pedestrians in and through sites on sidewalks is important for the health of Hartsville Trousdale County. Circulation Plans shall address pedestrian circulation in accordance with the following standards:

- A. All commercial, industrial, multifamily, and mixed-use development shall provide a network of onsite pedestrian walkways to and between the following areas:
1. Entrances to each building on the site, including pad site buildings;
 2. Public sidewalks or walkways on adjacent properties;
 3. Along public rights-of way that extend to the boundaries shared with the subject development when sidewalks presently exist upon property that directly adjoins the subject development, or are included within a plan for pedestrian ways;
 4. Adjacent public transit station areas, transit stops, park and ride facilities, or other transit facilities;
 5. Adjacent parks, trails, schools, and recreation centers; and
 6. Adjacent non-residential development, as determined by the Planning Commission.

B. Sidewalks Required

Sidewalk construction shall be required for all new developments unless an exception is issued by the Planning Commission.

C. Exceptions to Sidewalk Requirements

The Planning Commission may consider and issue an exception to sidewalk requirements when justification is provided for not including sidewalks such as

1. Topography;
2. Absence of surrounding uses that may generate pedestrian activity, such as schools, major employers, transit stops, government offices, hotels, and public housing;
3. Lack of intensity of surrounding residential development; and
4. Lack of proximate sidewalk infrastructure to tie into.

D. Sidewalk Standards

Sidewalks when required shall comply with the following requirements:

1. Shall be constructed in accordance with the following table;

SIDEWALK DESIGN

<u>Class of Street</u>	<u>Sidewalk Width</u>	
	<u>Residential Public Way</u>	<u>Nonresidential Public Way (Industrial, Commercial; Other)</u>
Minor Public Way	5 feet wide	6 feet wide
Collector Public Way	5 feet wide	6 feet wide
Arterial Public Way	5 feet wide	6 feet wide

2. Pedestrian paths for internal use or connecting to a larger trail system may be 4 feet wide;
3. The minimum sidewalk width per (a) shall be exclusive of encroachments such as utility poles, fire hydrants, parking meters, sign standards, street furniture, etc.;
4. Sidewalks along public ways shall be installed at the back of the right-of-way with a strip of grassed or landscaped area at least five (5) feet wide separating all sidewalks from adjacent curbs, except within ten feet of intersections no grass strip will be required. In such locations where site constraints do not permit a five (5) foot grass area, the Planning Commission may allow a reduced setback of the sidewalk. Such relief shall be the minimum deviation that will make possible the reasonable use of the site.;
5. Pedestrian paths shall be distinguishable from traffic lanes by painted markings, pavement material, texture, or raised in elevation (striped asphalt does not count); and
6. Shall have adequate lighting for security and safety

Article IV, Section 4.070 Development Standards for Group Housing Projects

4.072 Required Development Standards

E. Required Improvements

1. **Internal Drives:** Specifications for drives in group housing developments shall conform to roadway specifications as specified by the Hartsville/Trousdale County Planning Commission Subdivision Regulations to which reference is hereby made and incorporated herein by reference.
2. **Utilities:** The development shall be served with a public utility system adequate to assure fire protection and removal of liquid waste via a central sewage collection and treatment facility.

3. **Storage of Solid Waste:** Any central refuse disposal area shall be maintained in such manner as to meet county health requirements and shall be screened from view.
4. **Service Building:** Service buildings housing laundry, sanitation, or other facilities for use by occupants shall be permanent structures complying with all applicable codes.
5. **Sidewalks:** Sidewalks shall be provided in accordance with section 3.1120 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

PROPOSED AMENDMENT
TROUSDALE COUNTY ZONING RESOLUTION

- **HIGHLIGHT DENOTES PROPOSED ADDITION**
- **STRIKETHROUGH DENOTES OMISSION**

Article III, Section 3.010 PEDESTRIAN CIRCULATION

Planning for safe, comfortable, and pleasant movement of pedestrians in and through sites on sidewalks is important for the health of Hartsville Trousdale County. Circulation Plans shall address pedestrian circulation in accordance with the following standards:

- A. All commercial, industrial, multifamily, and mixed-use development shall provide a network of onsite pedestrian walkways to and between the following areas:
1. Entrances to each building on the site, including pad site buildings;
 2. Public sidewalks or walkways on adjacent properties;
 3. Along public rights-of way that extend to the boundaries shared with the subject development when sidewalks presently exist upon property that directly adjoins the subject development, or are included within a plan for pedestrian ways;
 4. Adjacent public transit station areas, transit stops, park and ride facilities, or other transit facilities;
 5. Adjacent parks, trails, schools, and recreation centers; and
 6. Adjacent non-residential development, as determined by the Planning Commission.

B. Sidewalks Required

Sidewalk construction shall be required for all new developments unless an exception is issued by the Planning Commission.

C. Exceptions to Sidewalk Requirements

The Planning Commission may consider and issue an exception to sidewalk requirements when justification is provided for not including sidewalks such as

1. Topography;
2. Absence of surrounding uses that may generate pedestrian activity, such as schools, major employers, transit stops, government offices, hotels, and public housing;
3. Lack of intensity of surrounding residential development; and
4. Lack of proximate sidewalk infrastructure to tie into.

D. Sidewalk Standards

Sidewalks when required shall comply with the following requirements:

1. Shall be constructed in accordance with the following table;

SIDEWALK DESIGN

<u>Class of Street</u>	<u>Sidewalk Width</u>	
	<u>Residential Public Way</u>	<u>Nonresidential Public Way (Industrial, Commercial; Other)</u>
Minor Public Way	5 feet wide	6 feet wide
Collector Public Way	5 feet wide	6 feet wide
Arterial Public Way	5 feet wide	6 feet wide

2. Pedestrian paths for internal use or connecting to a larger trail system may be 4 feet wide;
3. The minimum sidewalk width per (a) shall be exclusive of encroachments such as utility poles, fire hydrants, parking meters, sign standards, street furniture, etc.;
4. Sidewalks along public ways shall be installed at the back of the right-of-way with a strip of grassed or landscaped area at least five (5) feet wide separating all sidewalks from adjacent curbs, except within ten feet of intersections no grass strip will be required. In such locations where site constraints do not permit a five (5) foot grass area, the Planning Commission may allow a reduced setback of the sidewalk. Such relief shall be the minimum deviation that will make possible the reasonable use of the site.;
5. Pedestrian paths shall be distinguishable from traffic lanes by painted markings, pavement material, texture, or raised in elevation (striped asphalt does not count); and
6. Shall have adequate lighting for security and safety

Article IV, Section 4.070 CLUSTER RESIDENTIAL DEVELOPMENT (SUBDIVIDED)

A. Procedure for Approval

1. Initial Sketch and Consultation

Before preparing a formal proposal for cluster residential development, the applicant shall submit five (5) copies of a sketch of the proposed development to the Planning Commission as a basis for reaching general agreement on major aspects of the project. The sketch shall indicate, at a scale no smaller than 1" = 200':

- **boundaries and acreage of the site**
- **number and building types of dwelling units**
- **arrangement of streets, sidewalks and pedestrian ways, structures, and lots**

All proposed additions are indicated by **highlights** and proposed omissions are indicated by ~~strike-through~~.

Subdivision Regulations Amendment No. _

A PROVISION TO AMEND THE SUBDIVISION REGULATIONS OF HARTSVILLE/TROUSDALE COUNTY TENNESSEE, ARTICLE IV REQUIREMENTS FOR IMPROVEMENTS, RESERVATIONS, AND DESIGN TO ADD SUBSECTION 4-113 CLUSTER BOX UNITS.

WHEREAS the following changes have been approved and recommended by the Hartsville/Trousdale Planning Commission; and

WHEREAS a public hearing thereon has been held as required by law; and

NOW, THEREFORE BE IT ORDAINED BY THE HARTSVILLE/TROUSDALE COUNTY PLANNING COMMISSION, HARTSVILLE/TROUSDALE, TENNESSEE:

That the following amendment to the Subdivision Regulations of Westmoreland, Tennessee be enacted:

4-113 Cluster Box Units

During a new residential development's design and planning phase, developers and builders are required by the United States Postal Service to notify the local Postal Service. Developers and builders should plan for basic or customized Centralized Mail Delivery Installations for residential communities.

The layout and design of centralized delivery must meet the requirements of the United States Post Office and adhere to the regulations in this section.

4-113.01 Cluster Box Unit Regulations

1. Installation of cluster box units, hereinafter 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 developments 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 any 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. The Lot shall be labeled unbuildable and be assigned a lot number.

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 obstruct vision at street intersections as required in Hartsville Zoning Ordinance section 3.080 and Trousdale Zoning Resolution Section 3.050, and as determined by the enforcing officer.

7. A site plan for the CBUs shall be submitted simultaneous with preliminary plat submittal for review and approval. Site plans for CBUs shall include the following elements:

- a. Proposed landscaping.
- b. Proposed lighting. Lighting provided at such facilities shall be designed so that no direct light falls on adjacent residential property.
- c. Sidewalks or pedestrian ways. Sidewalks or pedestrian ways shall be designed to provide safe access to CBUs and associated amenities consistent with 4-103.106 and 4-108 of these regulations.
- d. Parking: These improvements shall be 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 these regulations and regulations in Hartsville Zoning Ordinance section 3.090 or Trousdale Zoning Resolution 3.060, respectively. 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 enforcing officer. CBU related improvements that are 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 Hartsville/Trousdale County. A monument, pole, or other sign depicting the street address is also strongly encouraged.

PROPOSED AMENDMENT
HARTSVILLE ZONING ORDINANCE

- **HIGHLIGHT DENOTES PROPOSED ADDITION**
- **STRIKETHROUGH DENOTES OMISSION**

Article IV, Section 4.070 DEVELOPMENT STANDARDS FOR GROUP HOUSING PROJECTS

4.072 Required Development Standards

The following shall apply to all developments subject to this provision:

B. Required Improvements

1. **Internal Drives:** Specifications for drives in group housing developments shall conform to roadway specifications as specified by the Hartsville/Trousdale County Planning Commission Subdivision Regulations to which reference is hereby made and incorporated herein by reference.
2. **Utilities:** The development shall be served with a public utility system adequate to assure fire protection and removal of liquid waste via a central sewage collection and treatment facility.
3. **Storage of Solid Waste:** Any central refuse disposal area shall be maintained in such manner as to meet county health requirements and shall be screened from view.
4. **Service Building:** Service buildings housing laundry, sanitation, or other facilities for use by occupants shall be permanent structures complying with all applicable codes.
5. **Sidewalks:** Sidewalks shall be provided in accordance with section 3.1120 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.
6. **Cluster Box Units (CBUs):** During a new residential development's design and planning phase, developers and builders are required by the United States Postal Service to notify the local Postal Service. Developers and builders should plan for basic or customized Centralized Mail Delivery Installations for residential communities, such as CBUs. The layout and design of centralized delivery must meet the requirements of the United States Post Office and receive approval from the enforcing officer.