



Municipal Planning & Design Review Commission
Regular Meeting Agenda
Thursday, December 12, 2024, 5:30 PM
City Hall, Lakeland, Tennessee 38002

- I. CALL TO ORDER:
- II. ROLL CALL:
- III. APPROVAL OF MINUTES OF PREVIOUS MEETING:
 - 1. **Regular Meeting** - October 10, 2024
 - 2. **Special Called Joint Meeting** - November 14, 2024
- IV. PUBLIC DISCUSSION:
- V. REPORTS OF OFFICERS AND COMMITTEES:
- VI. UNFINISHED BUSINESS:
- VII. NEW BUSINESS:
 - 1. **Recommending approval to the Board of Commissioners** - regarding the updated Land Development Regulations (LDR).
- VIII. ANNOUNCEMENTS:
- IX. ADJOURNMENT:



Municipal Planning & Design Review Commission
Regular Meeting Agenda Minutes
Thursday, October 10, 2024, 5:30 PM
City Hall, Lakeland, Tennessee 38002

I. CALL TO ORDER:

The meeting was called to order by Chair Adam Henry 5:30 p.m. on Thursday, October 10, 2024.

II. ROLL CALL:

Adam Henry	Present
Amber Hitchcock	Present
Shawn Rowland	Present
Carl Helton	Present
Commissioner Jim Atkinson	Present
Sal Feraci	Absent
Rebecca Hecker-Mosbrugger	Absent
Volunteer Bill Sheridan	Absent

Staff personnel in attendance were Planning Director Paul Luker, Staff Planner Alex Barthol, Community Development Specialist Lisa West, and City Recorder Cheyenne Carter.

III. APPROVAL OF MINUTES OF PREVIOUS MEETING:

1. **Regular Meeting Minutes** - August 8, 2024

Shawn Rowland moved to bring this item to the floor, seconded by Commissioner Atkinson.

Discussion ensued.

When the question was called the meeting minutes passed as presented, voice vote, 5 in favor 0 against 0 abstain (5-0-0).

IV. PUBLIC DISCUSSION:

None

V. REPORTS OF OFFICERS AND COMMITTEES:

None

VI. UNFINISHED BUSINESS:

None

VII. NEW BUSINESS:

1. **Action** - approval of sign at The Refuge Church from the Design Review Commission.

Shawn Rowland moved to bring this item to the floor, seconded by Amber Hitchcock.

Planning Director Paul Luker presented this item.

Discussion ensued.

When the question was called the sign application for The Refuge Church passed as presented, voice vote, 5 in favor 0 against 0 abstain (5-0-0).

2. **Action** - approval of Evergreen Planned Development (PD) Phases 2 and 3 Preliminary Development Plan.

Amber Hitchcock moved to bring this item to the floor, seconded by Shawn Rowland.

Staff Planner Alex Barthol presented this item.

Discussion ensued.

When the question was called the Phase 2 and 3 Development Plan for Evergreen Planned Development passed as presented, voice vote, 5 in favor 0 against 0 abstain (5-0-0).

3. **Action** - approval of site plan for townhouses on Area D, Lot 10 at Lakeland Commons Planned Development (PD).

Commissioner Atkinson moved to bring this item to the floor, seconded by Shawn Rowland.

Planning Director Paul Luker presented this item.

Discussion ensued.

For the record: The board heard comments from the developer, Vince Smith.

Discussion ensued.

When the question was called the site plan for townhouses Area D, Lot 10 at Lakeland Commons passed as presented, voice vote, 5 in favor 0 against 0 abstain (5-0-0).

4. **Action** - approval of site plan for a gelato stand on Area B, Lot 2 at Lakeland Commons Planned Development (PD).

Amber Hitchcock moved to bring this item to the floor, seconded by Commissioner Atkinson.

Staff Planner Alex Barthol presented this item.

Discussion ensued.

For the record: The board heard comments from the developer, Vince Smith.

Discussion ensued.

When the question was called the site plan for a gelato stand on Area B, Lot 2 at Lakeland Commons passed as presented, voice vote, 5 in favor 0 against 0 abstain (5-0-0).

5. **Action** - approval of site plan for a pavilion on Area B, Lot 9 at Lakeland Commons Planned Development (PD).

Shawn Rowland moved to bring this item to the floor, seconded by Amber Hitchcock.

Staff Planner Alex Barthol presented this item.

Discussion ensued.

For the record: The board heard comments from developer, Vince Smith.

Discussion ensued.

When the question was called the site plan for a pavilion on Area B, Lot 9 at Lakeland Commons passed as presented, voice vote, 5 in favor 0 against 0 abstain (5-0-0).

VIII. ANNOUNCEMENTS:
None

IX. ADJOURNMENT:

There being no other business on which to act, the meeting was adjourned without objection at 5:58pm on Thursday, October 10, 2024.

These minutes were approved on December 12, 2024.

Shawn Rowland
Secretary

ATTEST:

Cheyenne Carter
City Recorder

DRAFT



Municipal Planning & Design Review Commission and Board of Commissioners
Special Called Joint Meeting Minutes
Thursday, November 14, 2024, 5:30 PM
City Hall, Lakeland, Tennessee 38002

I. CALL TO ORDER:

The meeting was called to order by Mayor Josh Roman 5:30 p.m. on Thursday, November 14, 2024.

II. INVOCATION:

The invocation was offered by Mayor Roman.

III. PLEDGE:

The Pledge to the Flag was led by Mayor Roman.

IV. MUNICIPAL PLANNING COMMISSION ROLL CALL BY RECORDER:

Adam Henry	Present
Amber Hitchcock	Present
Shawn Rowland	Present
Rebecca Hecker-Mosbruger	Present
Carl Helton	Present
Bill Sheridan	Present
Jim Atkinson	Present
Sal Feraci	Absent

Staff personnel in attendance were Planning Director Paul Luker, Staff Planner Alex Barthol, and Community Development Specialist Lisa West as acting recorder.

V. BOARD OF COMMISSIONERS ROLL CALL BY RECORDER:

Commissioner Jim Atkinson	Present
Vice Mayor Michele Dial	Present
Commissioner Connie McCarter	Present
Mayor Josh Roman	Present

VI. REPORTS OF OFFICERS AND COMMITTEES:

VII. PUBLIC COMMENTS:

VIII. REGULAR AGENDA:

Mayor Roman moved to relax the rules for the remainder of the meeting, seconded by Vice Mayor Dial; no objections were heard.

1. **Discussion** - regarding Land Development Regulations updates.

Kelley Klepper presented this item.

Discussion ensued.

For the record: No action was taken.

IX. ANNOUNCEMENTS:

None

X. ADJOURNMENT:

There being no other business on which to act, the meeting was adjourned without objection at 6:38pm on Thursday, November 14, 2024.

These minutes were approved by the Board of Commissioners on December 5, 2024.

Josh Roman
Mayor

These minutes were approved by the Municipal Planning/Design Review Commission on December 12, 2024.

Shawn Rowland
Secretary

ATTEST:

Cheyenne Carter
City Recorder

Meeting Date: Thursday, December 12, 2024

Project: Land Development Regulations Update

Staff Contact: Alex Barthol, Staff Planner

STAFF RECOMMENDATION

City Staff recommends approval of the Land Development Regulations Update to the Board of Commissioners as presented.

DISCUSSION:

Over the last year City Staff has worked with a consultant, Kimley-Horn, to complete a comprehensive update of the Land Development Regulations. A steering committee comprised of local developers, architects, engineers and other professionals was established to help guide the process and provide input on certain policies and procedures that should be altered or removed completely from the regulations. Below is a summary of some of the things that have changed as referenced in the joint MPDRC BOC meeting that was held on November 14, 2024.

- Modification of the Sign Standards to remove all content-based regulations.
- Removal of Neighborhood Standards and incorporated the "Building Type" development standards into the zoning districts.
- Renumbered the Articles.
- Consolidation of all Subdivision Standards into an Engineering Standards section.
- Inclusion of the Architectural Standards, Sign, and Tree ordinances in the LDRs.
- Revision of the use tables.
- Consolidation and Additional Zoning Districts incorporated.
- Modification of the PUD standards to separate out the district regulations from the administrative regulations.
- Additional alternatives for parking compliance incorporated.

EXAMPLE MOTIONS

1. Motion to recommend approval of the Land Development Regulations Update to the Board of Commissioners subject to the following conditions:
 - a. Conditions as determined by the Planning Commission
2. Motion to recommend approval of the Land Development Regulations Update to the Board of Commissioners without conditions.
3. Motion to recommend denial of the Land Development Regulations Update to the Board of Commissioners:
 - a. Reason for recommendation