



Municipal Planning & Design Review Commission
Regular Meeting Agenda
Thursday, October 21, 2021, 5:30 PM
City Hall, Lakeland, Tennessee 38002

- I. CALL TO ORDER:
- II. ROLL CALL:
- III. APPROVAL OF MINUTES OF PREVIOUS MEETING:
 - 1. September 16, 2021
- IV. PUBLIC DISCUSSION:
- V. REPORTS OF OFFICERS AND COMMITTEES:
- VI. OLD BUSINESS:
- VII. NEW BUSINESS:
 - 1. Review and feedback on a Sketch Plan Application – Lakeland Park PD
 - 2. Action on a Subdivision Modification for Lakeland Meadows and Kensington Manor – Request to use Overhead Power within a portion of the Subdivision
 - 3. Action on a Recommendation to Amend the Land Development Regulations of Lakeland, Tennessee to add requirements for a School Impact Study
 - 4. Action on a Recommendation to Amend the Land Development Regulations of Lakeland, Tennessee to add requirements for Sketch Plan notification, neighborhood meetings, and time limit
- VIII. ANNOUNCEMENTS:
- IX. ADJOURNMENT:

**LAKELAND MUNICIPAL PLANNING COMMISSION
MEETING MINUTES**

THURSDAY, SEPTEMBER 16, 2021, 5:30 PM

CITY HALL, LAKELAND, TN.

- I. CALL TO ORDER:** The meeting was called to order at 5:30 PM by Chairman Susan Mitchell.

II. ROLL CALL BY ACTING RECORDER:

Jeff Adams	Present
Commissioner Jim Atkinson	Present
Scott Carmichael	Absent (<i>excused</i>)
Mayor Mike Cunningham	Present
Todd Laessig	Absent (<i>excused</i>)
Brian Sullivan	Present
(C) Susan Mitchell	Present

Others present:

Shane Horn, City Manager

Richard Donovan, Planning Director

III. APPROVAL OF MEETING MINUTES:

Mayor Cunningham moved to approve the regular meeting minutes of August 19, 2021, as written.

Commissioner Atkinson seconded the motion.

Motion passed unanimously, voice vote, 5 in favor 0 against.

IV. PUBLIC DISCUSSION:

For the record: No comments were heard.

V. REPORTS OF OFFICERS AND COMMITTEES:

VI. OLD BUSINESS: None

VII. NEW BUSINESS:

1. Scheduled required training for MPC/DRC and BOA/SWBOA members.

For the record:

- Richard Donovan, Jr., AICP conducted the 2 hours training program.
- Topics included MPC, DRC, and BZA powers, duties, and the Taking Clause.

**LAKELAND MUNICIPAL PLANNING COMMISSION
MEETING MINUTES
THURSDAY, SEPTEMBER 16, 2021, 5:30 PM
CITY HALL, LAKELAND, TN.**

VIII. ANNOUNCEMENTS:

IX. ADJOURNMENT:

Mayor Cunningham moved to adjourn the meeting. Mr. Adams seconded the motion.

Motion passed unanimously, voice vote, 5 in favor 0 against.

The meeting was adjourned at 7:30 p.m.

Jeff Adams, *Secretary*

ATTEST:

Debra Murrell, *City Recorder*

These minutes were approved on October 21, 2021.

Meeting Cycle: Thursday, October 21, 2021

Subject: Discussion on a Planned Development Sketch Plan – Lakeland Park
Planned Development.

Staff Contact: Richard Donovan, Planning Consultant

STAFF RECOMMENDATION

Staff recommends the following items be addressed with the outline plan:

- Provide connections at least three or more connections from the single-family portion to the retail/office portion of the development.
 - This would allow and encourage families to walk to dinner, employees to walk to work, etc., by providing a short walking distance.
 - The current proposal has a single potential connection point.
- Provide details on how the plan meets the Small Areal Plan adopted by the City in 2017 for the interstate interchange.
 - The plan currently shows how the development would comply with the current comprehensive plan and LDRs.
- Provide specific requirements for the Gas Station within the development in the Outline Plan and PDP.
- Provide clarity to the term “senior living.”

DISCUSSION

The applicant is seeking discussion and feedback on a sketch plan submittal for the proposed Lakeland Park PD.

SITE INFORMATION:

LOCATION:	9640 Davies Plantation Road
PARCEL ID:	L0159 00395
ZONING:	C2 (Regional Commercial)
AREA:	99.29 acres
APPLICANT/OWNER:	Hyneman Family
REPRESENTATIVE:	Bob Dalholff & Michelle Ye

BACKGROUND & ANALYSIS:

Lakeland Park PD is a planned mixed-use development having a combined area of 99.29-acres. The subject property is bound to the east and south by Commercial Development along Canada Road and Davies Plantation Road, the west by the City of Bartlett, and the north by vacant lots along New Canada Road.

The Hyneman Family intends to develop the combined 99-acre property as a planned mixed-use development offering 167 single-family residential lots (partially age-targeted), senior living facility, and C2 commercial along Davies Plantation Road and Canada Road with 28+ acres of common open space to include walking trails, benches, ponds, guest parking, and tree preservation areas that residents in the development will utilize. The proposed lot sizes are a minimum of 55-foot wide, as delineated by the site data table. The proposed overall density is 2.1 dwelling units per acre with 20+ acres of commercial along the existing street frontages.

DISCUSSION ITEMS:

The applicant has submitted a sketch plan to receive feedback from the MPC. The applicant has provided a sketch plan booklet for review. The LDR only require the following of sketch plans:

- a. A statement of planning objectives to be achieved by the Planned Development through the design and use mixture approach proposed by the applicant. This statement should include detailed description of the proposed development.
- b. Conceptual Site Plan with proposed land uses, approximate density, lot configuration, approximate areas for common open space, and general road alignments.

City Staff will review in greater detail with the submittal of the Outline Plan if the developer decides to proceed.

Currently, the basic elements proposed are as follows:

- R3 Suburban Cottage lots
 - 55 feet wide
 - 6,000 sq. ft.
- C2 Regional Commercial frontage along existing streets
- Gas Station at Canada Road and E. Davies Plantation Road
 - In conflict with recent changes to the LDRs.
 - Shows gas pump islands on rear of the building.
 - Building orientated at an angle to limit visibility from City Streets.
 - Sketch Plan would need be reflected with text in Outline Plan and PDP.
 - Text regarding the orientation of the build and gas pump island would need to be specifically addressed in the Outline Plan Phase and PDP.
- Senior living facilities in multi-family and cottage development.
 - Senior living facilities are not defined in LDRs. Is this a nursing home, assisted living, or age restricted multi-family?
 - LDR Definition = Independent, Assisted Living, and Nursing Home. A residential facility providing temporary and permanent accommodations for persons recovering from a medical procedure, suffering from an illness, those who need assistance with daily activities, including dressing, household chores, or cooking, and nursing care for the aged. Rooms may

or may not include individual cooking facilities, but the facility commonly includes a central kitchen and common or dining room.

- Examples

- Senior Apartment - An apartment specifically designed for independent living for retired individuals or couples over the age of 55 where no meal service is provided.
- Assisted Living Facility - A special combination of housing, supportive services, personalized assistance, and health care designed to respond to the individual needs of those who need help with activities of daily living. A facility with a central or private kitchen, dining, recreational, and other facilities, with separate bedrooms or living quarters, where the emphasis of the facility remains residential.
- Nursing Home – A home licensed by the state for the aged or chronically or incurably ill persons in which five or more such persons not of the immediate family are provided with food and shelter or care for compensation, but not including hospitals, clinics, or similar institutions devoted primarily to the diagnosis and treatment of the sick or injured.
 - If age restricted multi-family, do we restrict the number of units?
 - Further define “senior living” in Outline Plan and PDP.
- Preservation of challenging terrain and trees on site.

City Staff does encourage the MPC to provide feedback on any elements of the plan that may cause concern to the MPC. This could include lot size, setbacks, uses, streets, connectivity, etc.

LAKELAND PARK

PLANNED DEVELOPMENT
Lakeland, Tennessee



DEVELOPER:Hyneman Companies

177 Crescent Drive
Collierville, TN 38017
901.202.1220

contact: Mr. John Hyneman - Jhydev@aol.com

PLANNER / LANDSCAPE ARCHITECT:DALHOFF THOMAS design | studio

6465 North Quail Hollow | Suite 401
Memphis, Tennessee 38120
901.646.5070
www.dt-designstudio.com

contacts: Bob Dalhoff - bob@dt-designstudio.com
Michelle Ye - michelle@dt-designstudio.com

COMMERCIAL ARCHITECT:

Renaissance Group
architecture • engineering • planning • interiors

Renaissance Group
9700 Village Circle | Suite 100
Lakeland, TN 38002
901.332.5533
www.rgroup.biz

contacts: Ron Colin - RColin@rgroup.biz
Christopher Speltz - CSpeltz@rgroup.biz

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RESIDENTIAL ARCHITECTShapiro & Company Architects, Inc.

4646 Poplar Avenue | Suite 517
Memphis, Tennessee 38117
901.685.9001

contact: Brad Shapiro - bshapiro@shapiroandco.com

DISCLAIMER:

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October 11, 2021

Mayor Cunningham
City of Lakeland
10001 Highway 70
Lakeland, TN 38002

**RE: Lakeland Park Planned Development
Sketch Plan Submittal**

Dear Mayor Cunningham,

We are pleased, on behalf of the Hyneman family, the Property owner and Developer, to submit this Sketch Plan application for the property located on the northwest corner of the I-40 and Canada Road interchange. The conceptual development plan prioritizes the concentration of commercial uses around the interchange, the preservation of natural features, and the creation of high-quality living environments for senior citizens.

Lakeland Park Planned Development encompasses 99.29 ± acres, currently zoned as C-2 and the site of an existing paintball park. It is the intent of the Developer to subdivide the commercial areas presented in this Sketch Plan application and allow the approved commercial uses to be developed first, prior to the Outline Plan for the entire property is submitted. This strategy not only allows the property to keep up with the recovery of the retail industry and attract much-needed commercial uses to a convenient location for Lakeland residents, but also provides more time for the Developer and design team to refine the plan for the rest of the property with the City's input through the Planned Development process.

The property is currently bound on the south side by Davies Plantation Rd, with other commercial uses across the street. Along the east side is Canada Road, which will be rerouted per Lakeland's Transportation Plan. The north side of the property is adjacent to a vacant residential parcel, and the west side is the Plantation Estates – Davieshire residential neighborhood which is in the Bartlett city limits.

The Lakeland Park conceptual development plan is organized around fitting the most appropriate uses to the site's physical features and surrounding context. The vehicular traffic and surrounding commercial uses along Davies Plantation Road and Canada Road are fitting for the approved commercial uses to remain along these road frontages. Although it is illustrated that some of these parcels could develop as office or hotel, these are all approved uses under the existing commercial zoning, and the exact use will be determined by the market. The southeast corner of the site is on relatively flat high ground, so it is a perfect place to provide a senior community that includes a multi-story building on the corner and small senior cottage lots towards the interior of the site. The design working around the existing drainage patterns and providing adequate room for the extension of public sewer along the western and northern property line. A single-family community is planned to work with the heavy topography and drainage challenges in the middle and northeast portion of the site. The majority of existing tree cover is in this area and care has been taken to preserve tree areas between groups of lots.

In 2017, a Lakeland Small Area Plan was completed by LRK for the properties around the I-40 and Canada Road interchange. The plan concluded that the area, although designated C-2, should be allowed more residential uses in alignment with the Type V Neighborhood designation. The potential development graphic presents a scenario where mixed-use, residential, or senior living is located along Canada Road, with two single-family neighborhoods on the west and north portions of the site. Although the design team has followed the basic framework of this plan, the proposed conceptual development plan addresses a few key issues that come up when looking at this property from a site-specific level. First, a single-family residential neighborhood would be too harsh of a transition directly across from the commercial or mixed-use buildings along Davies Plantation Rd and in close proximity to I-40. A better solution is to soften the transition with approved commercial uses along Davies Plantation Rd and to locate a multi-story senior living building on the southwest corner before transitioning into single-family toward the back and interior of the site. Another issue was the lack of detention at the low area, which has also been addressed on the conceptual development plan. Lastly, the plan shows a large building appearing to be mixed use or senior living on the eastern portion of the site. This will be challenging to construct with the grades in that area, so the proposed concept uses smaller commercial buildings along Canada Rd. We believe that this project expands on the groundwork of the Small Area Plan using a more in-depth analysis of the site, the feasibility and compatibility of different uses, and the demands of the residential market.

We feel that the Lakeland Park Planned Development will create a long-lasting, high-quality community that addresses the needs of the City, and represents the Developer and design team's understanding of Lakeland's unique assets and vision. If we can be of any help with regards to this application, please do not hesitate to contact us.

Sincerely,



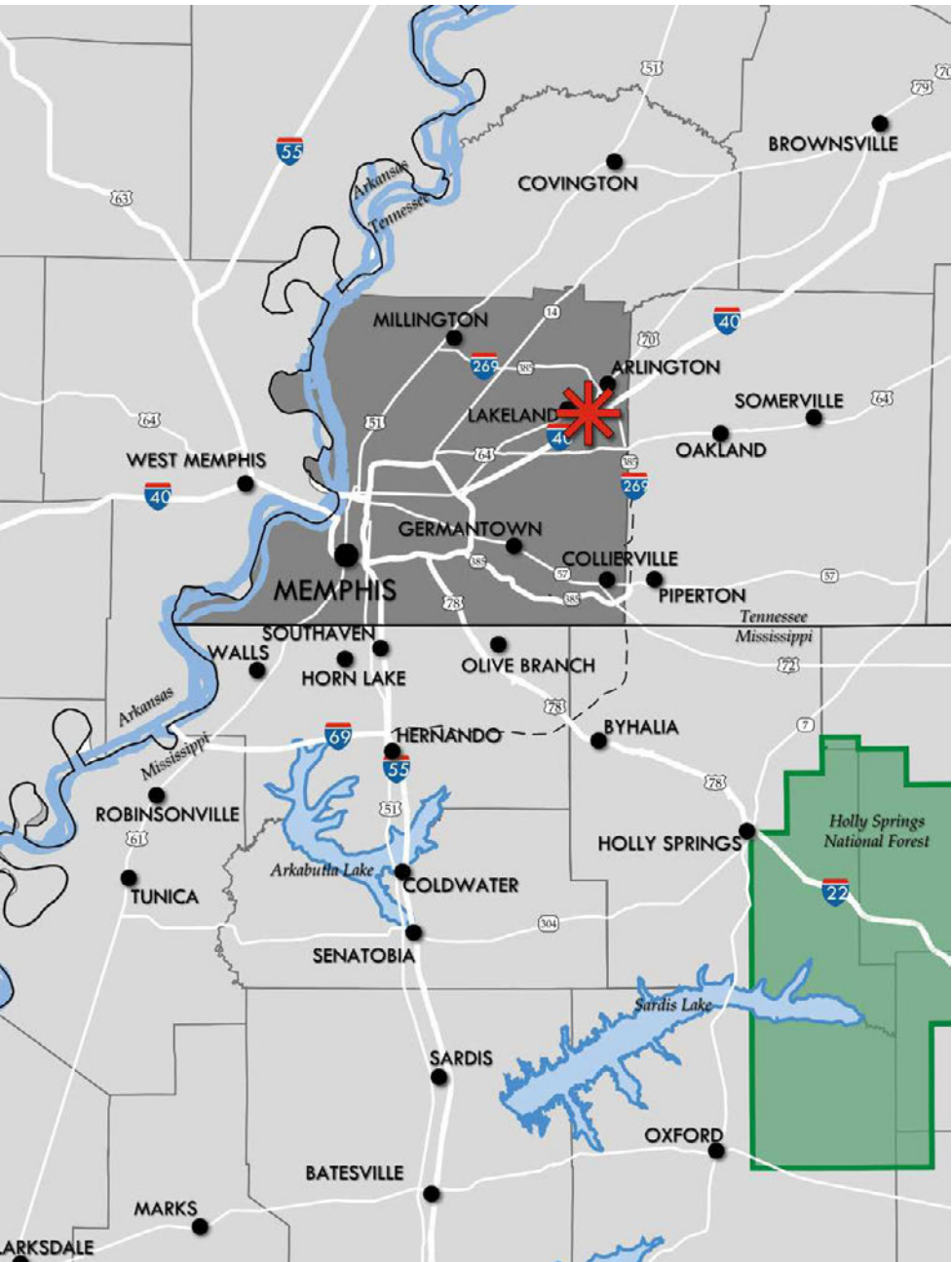
Michelle Ye, PLA

Senior Associate

DT design studio

REGIONAL LOCATION

Lakeland Park Planned Development is in the northeastern portion of Shelby County, Tennessee and is in the limits of the City of Lakeland. The property is inside the bounds of the Memphis Metropolitan Area boasting a population of over 1.34 million. Metropolitan Memphis is also known as the Mid-South. Lakeland Park PD contains 99.29 ± acres.

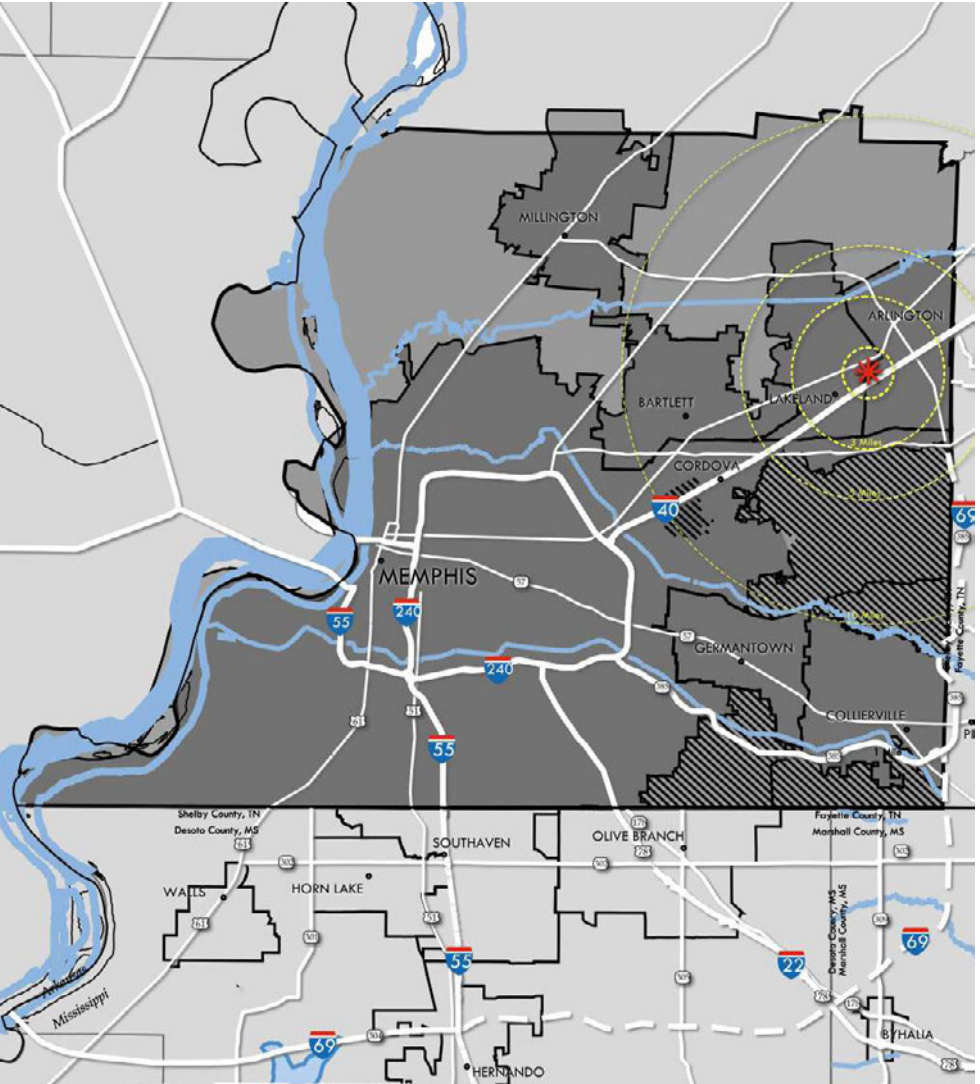


IMMEDIATE LOCATION

More specifically defined, the Lakeland Park Planned Development is in the southwest portion of the City of Lakeland. The subject property is bound by single-family residential parcels to the north, west, and south. Davies Plantation Road borders the southeast portion of the site and Canada Road extends along the northeast boundary.

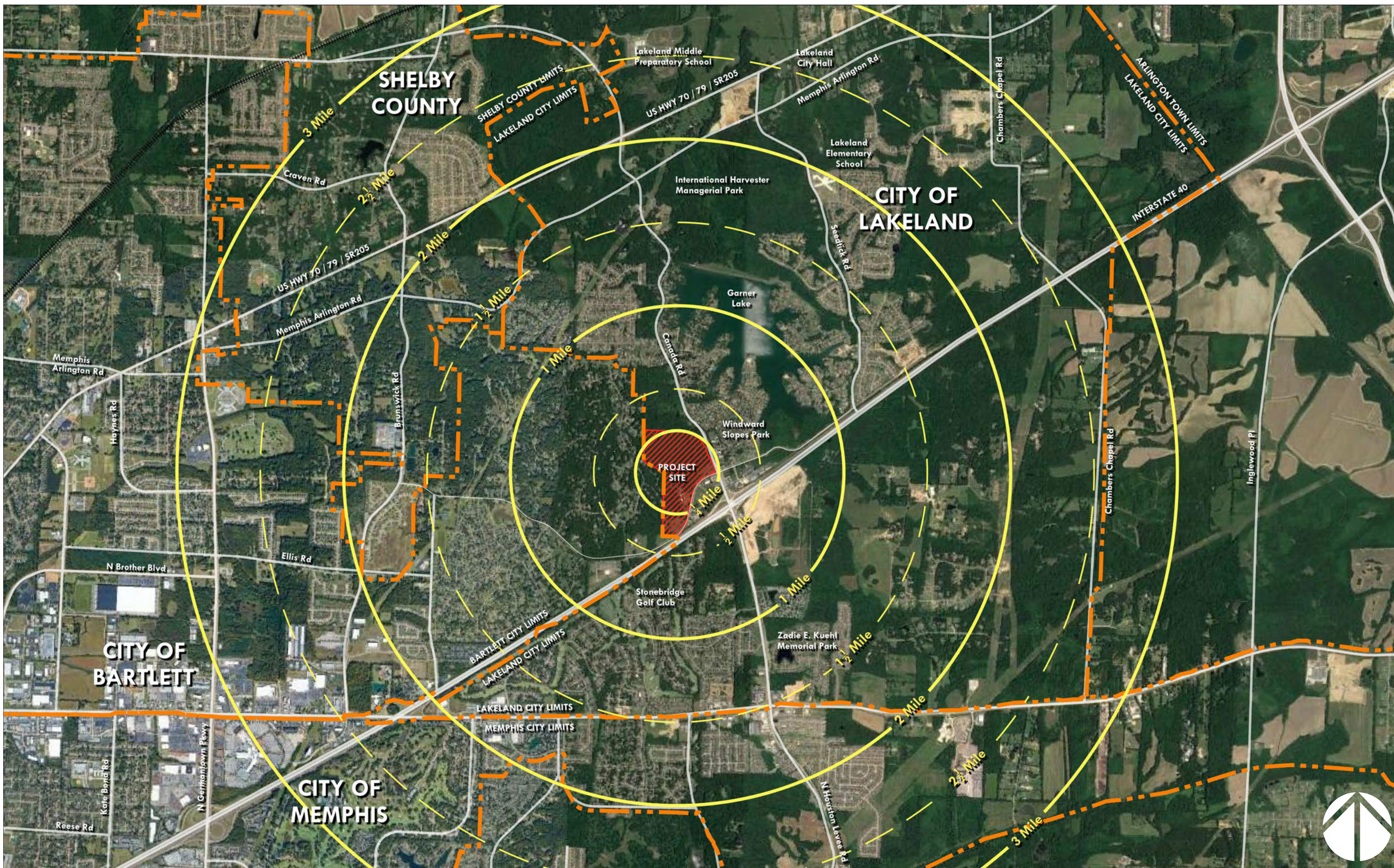
CURRENT MUNICIPALITIES

Lakeland Park Planned Development falls entirely within the Lakeland municipal boundary. The US Census Bureau estimates the current population within the City of Lakeland to be approximately 12,642. The City is in the northeast portion of Shelby County. The County itself has a population of over 937,000. The Memphis Metropolitan area boasts a population of approximately 1.34 million.



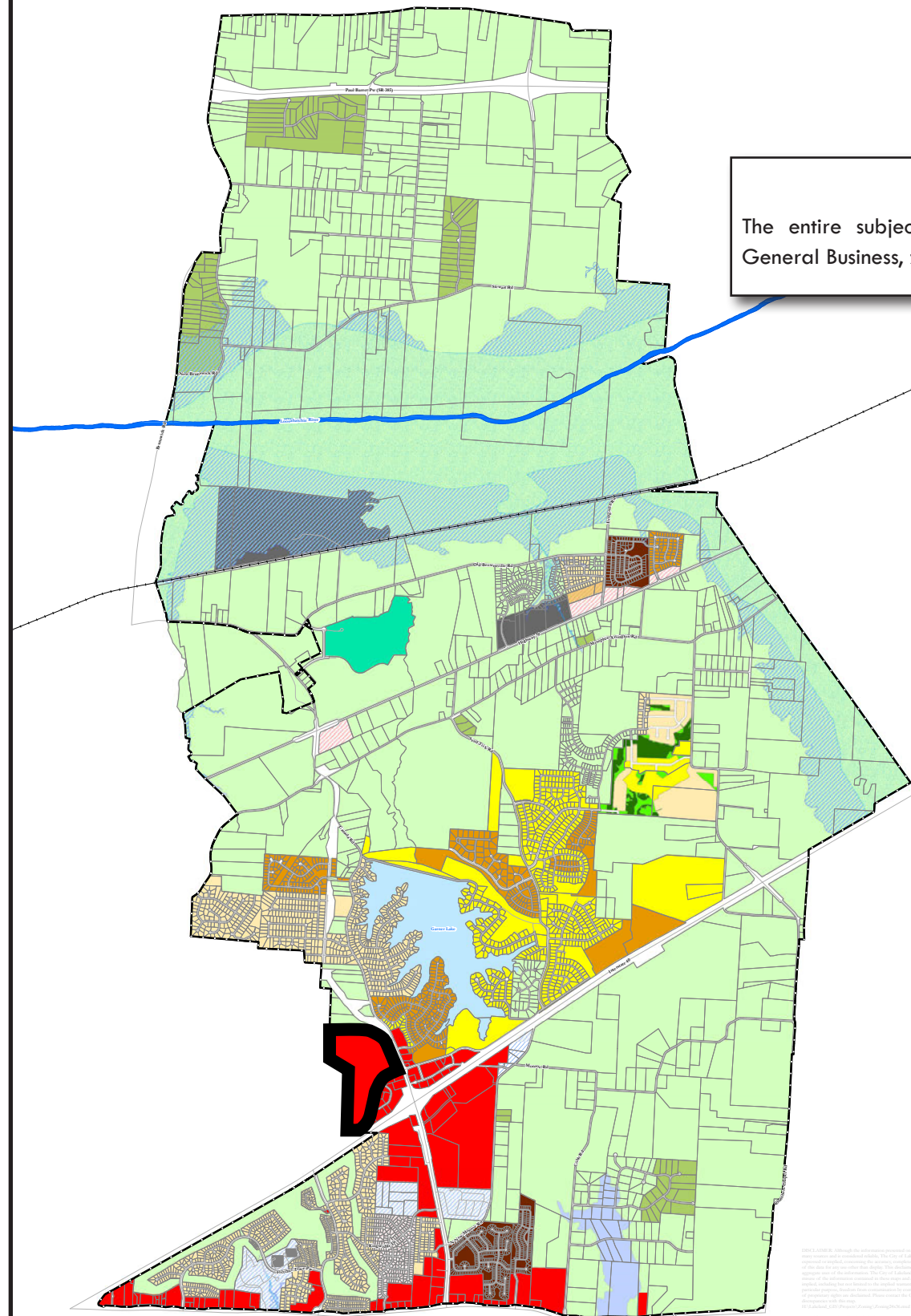
MILEAGE TO SURROUNDING MUNICIPALITIES (±)

Lakeland.....	4
Bartlett.....	8
Germantown.....	12
Collierville.....	15
Memphis.....	21
Olive Branch.....	26
Southaven.....	30
Jackson, TN.....	64
Measured to City/Town Hall	



LAKELAND PARK PLANNED DEVELOPMENT

City of Lakeland Zoning Map

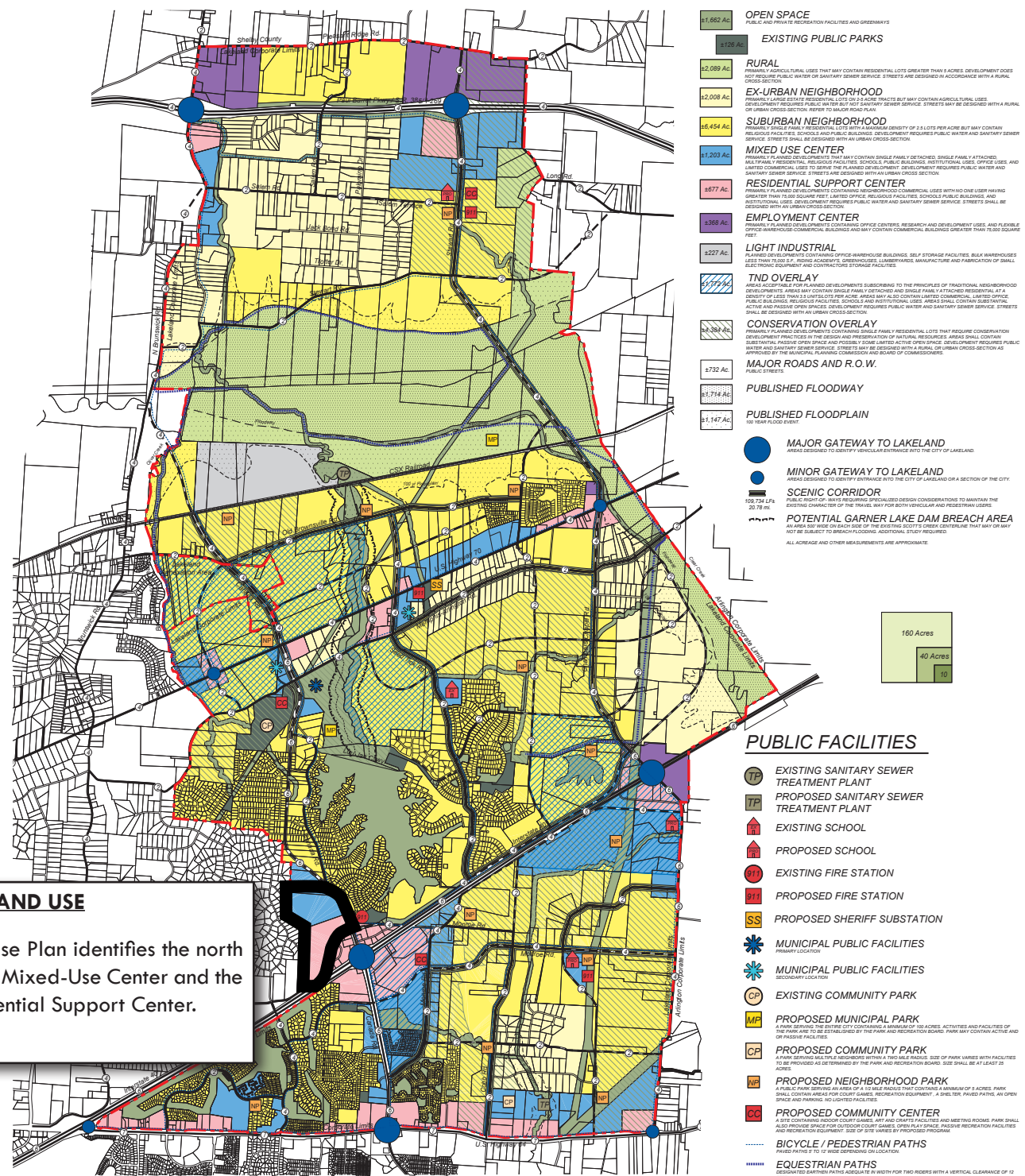


ZONING

The entire subject property falls within the C-2, General Business, zoning category.

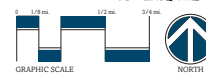


CITY OF LAKELAND, TENNESSEE COMPREHENSIVE LAND USE PLAN UPDATE



FUTURE LAND USE

The Lakeland Future Land Use Plan identifies the north section of the property as a Mixed-Use Center and the southern portion as a Residential Support Center.

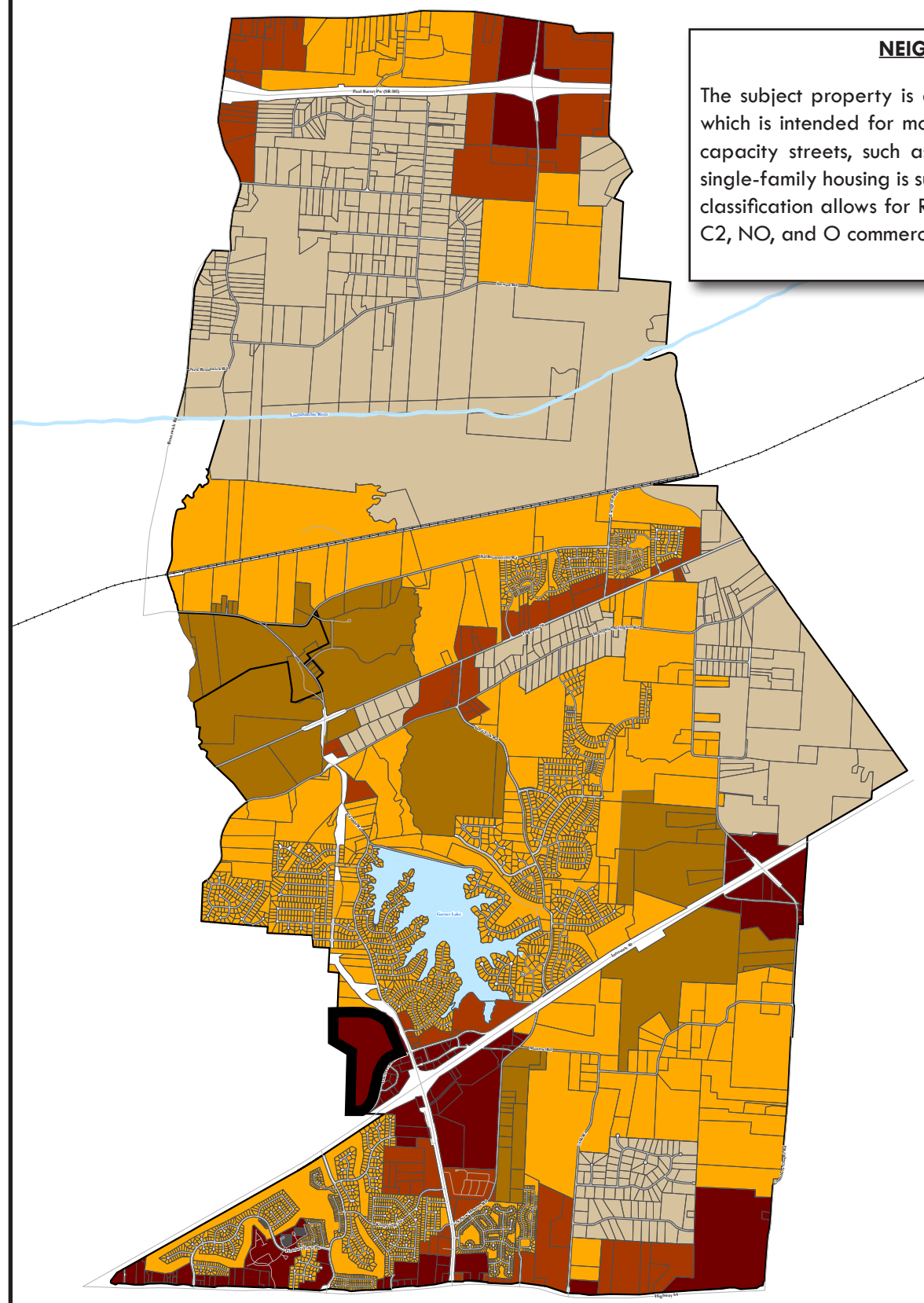


LAND USE PLAN

Brenda P. Solomito
Land Planner
10145 Mackwood Drive • Lakeland, TN 38002
brendasolomito@bellsouth.net

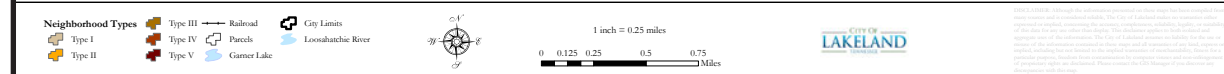
DUGAN DESIGN GROUP, LLC
planning, landscape architecture, design
5100 WHEELS DRIVE, SUITE 110 MEMPHIS, TN 38117
TEL: 901.680.3080 FAX: 901.680.9097
WWW.DUGANDESIGNGROUP.COM
March 20, 2006 E0247LandUsePlan.dwg

City of Lakeland Neighborhood Types

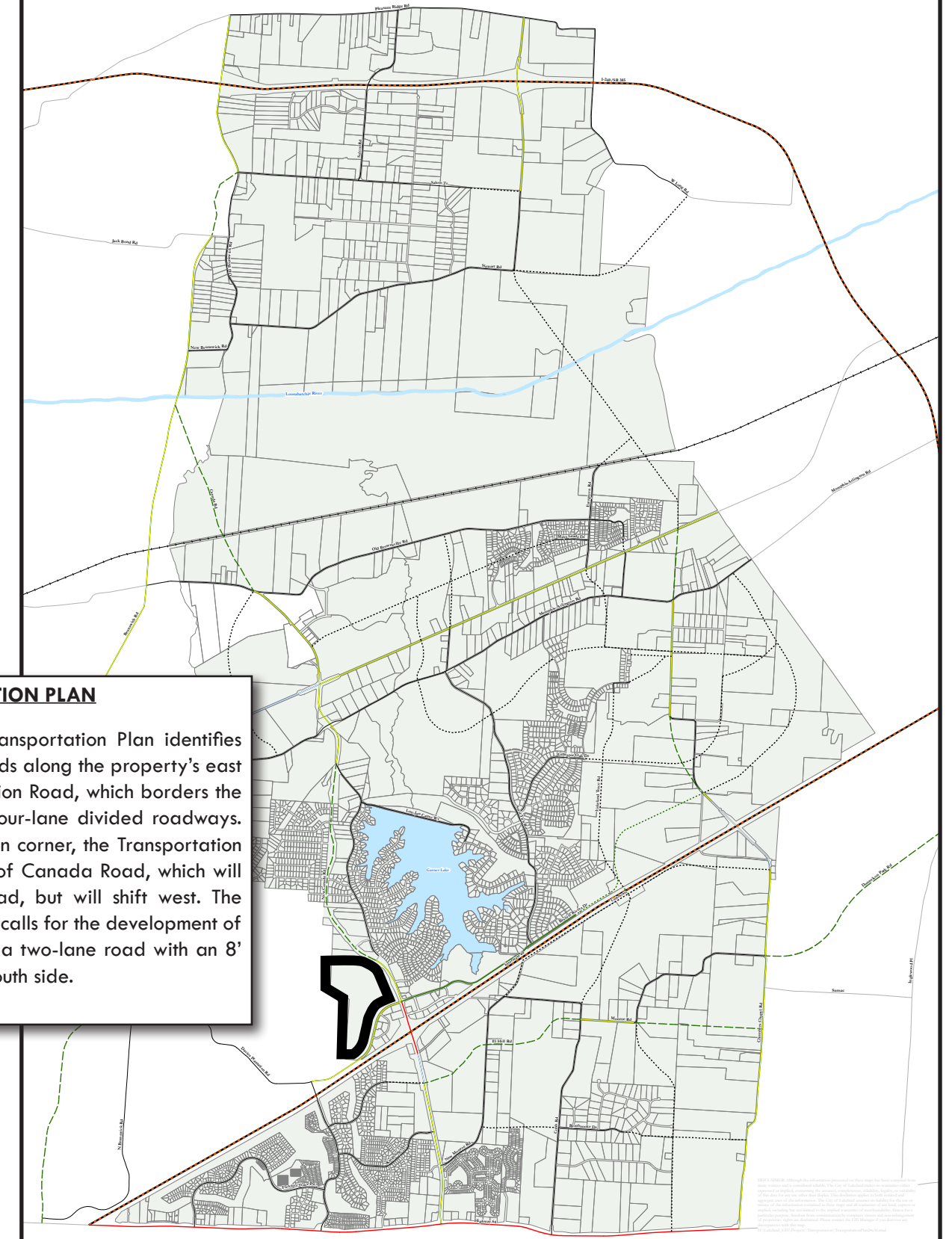


NEIGHBORHOOD TYPES

The subject property is designated as a Type V neighborhood, which is intended for more intense commercial use along higher capacity streets, such as Canada Road. In larger subdivisions, single-family housing is suitable beyond commercial uses. Type V classification allows for R1 – R7 residential districts and NC, C1, C2, NO, and O commercial districts.

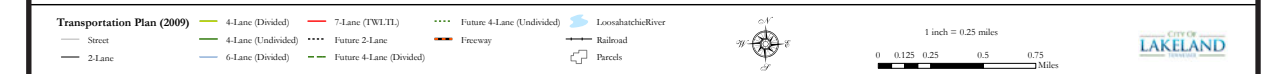


City of Lakeland Transportation Plan



TRANSPORTATION PLAN

The 2009 City of Lakeland Transportation Plan identifies both Canada Road, which extends along the property's east section, and East Davies Plantation Road, which borders the property's southeast edge, as four-lane divided roadways. Near the property's northeastern corner, the Transportation Plan illustrates the realignment of Canada Road, which will remain a four-lane divided road, but will shift west. The 2017 Lakeland Small Area Plan calls for the development of East Davies Plantation Road as a two-lane road with an 8' parking lane along the road's south side.



SITE ANALYSIS

SURVEY BY HARRIS AND ASSOCIATES

- PROPERTY BOUNDARY
- - - MAJOR CONTOUR
- - - MINOR CONTOUR
- RIDGE
- - - DRAW
- * HIGH POINT
- * LOW POINT
- 5-10% 10-15% 15%+ STEEP SLOPES

TRANSPORTATION

VIA LAKELAND TRANSPORTATION PLAN (2009)

- 2 LANE
- 4 LANE (DIVIDED)
- 4 LANE (UNDIVIDED)
- 4 LANE (DIVIDED, FUTURE)
- 7 LANE
- FREEWAY

UTILITIES

UTILITY DATA PROVIDED BY LAWSON ENGINEERING

- E OVERHEAD ELECTRIC
- G GAS (VALVE)
- S SEWER MANHOLE
- * SEWER LIFT STATION

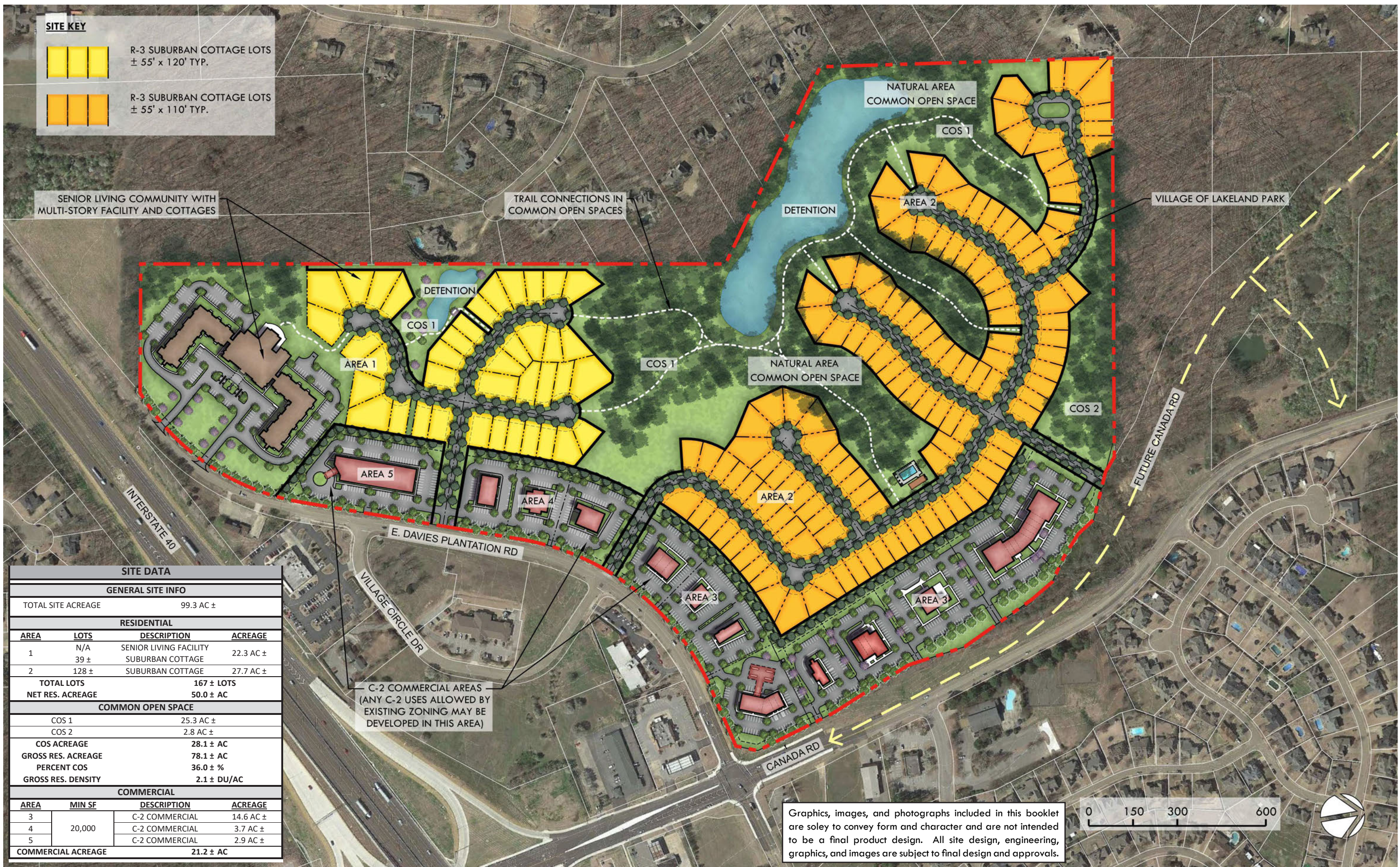
TRANSPORTATION AND UTILITIES

The Lakeland Park Planned Development's east boundary is defined by the intersection of Canada Road and East Davies Plantation Road, both four-lane divided streets. This corner is 0.4-mile ± from Interstate 40 and is easily accessed by Canada Road from Lakeland's existing residential communities to the north. The future construction of New Canada Road, as identified in the City of Lakeland Transportation Plan, will further increase connectivity from the north and facilitate bike and pedestrian travel to the subject property by a proposed 10'-wide multi-use path. Overhead electric lines are located along the property's east edge, adjacent to Canada Road and East Davies Plantation Road. Gas and sewer infrastructure extend along these roadways, with potential to serve the Lakeland Park neighborhood.

SLOPE ANALYSIS | HYDROLOGY ANALYSIS | NATURAL FEATURES

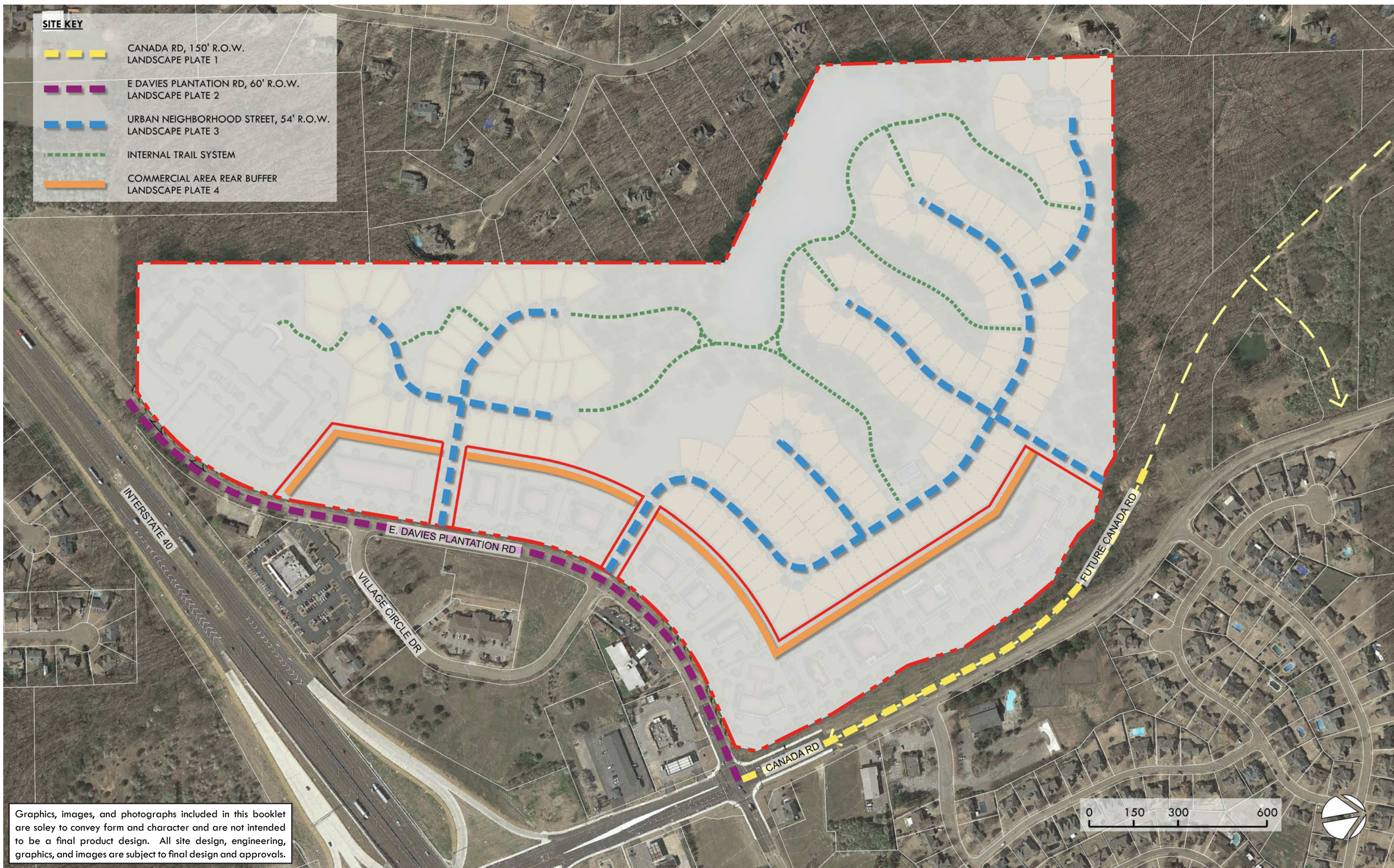
The site slopes from east to west. Ridges extend into the property from East Davies Plantation Road and Canada Road. The topography rises and falls from south to north, with slopes exceeding 15%. While this change in topography can be challenging, these landforms present an opportunity to integrate the topography of the property into the design of Lakeland Park. Home sites will be placed on ridge tops where possible to preserve woodland areas along the site's slopes. A tree survey will be completed prior to future detailed submittals, which will include said survey and a tree protection plan. Preserved canopy trees will provide cover for trail connections throughout common open spaces. While earthwork will be required to make the site viable for development, the natural systems and features have informed the design of Lakeland Park and will be utilized as neighborhood assets.

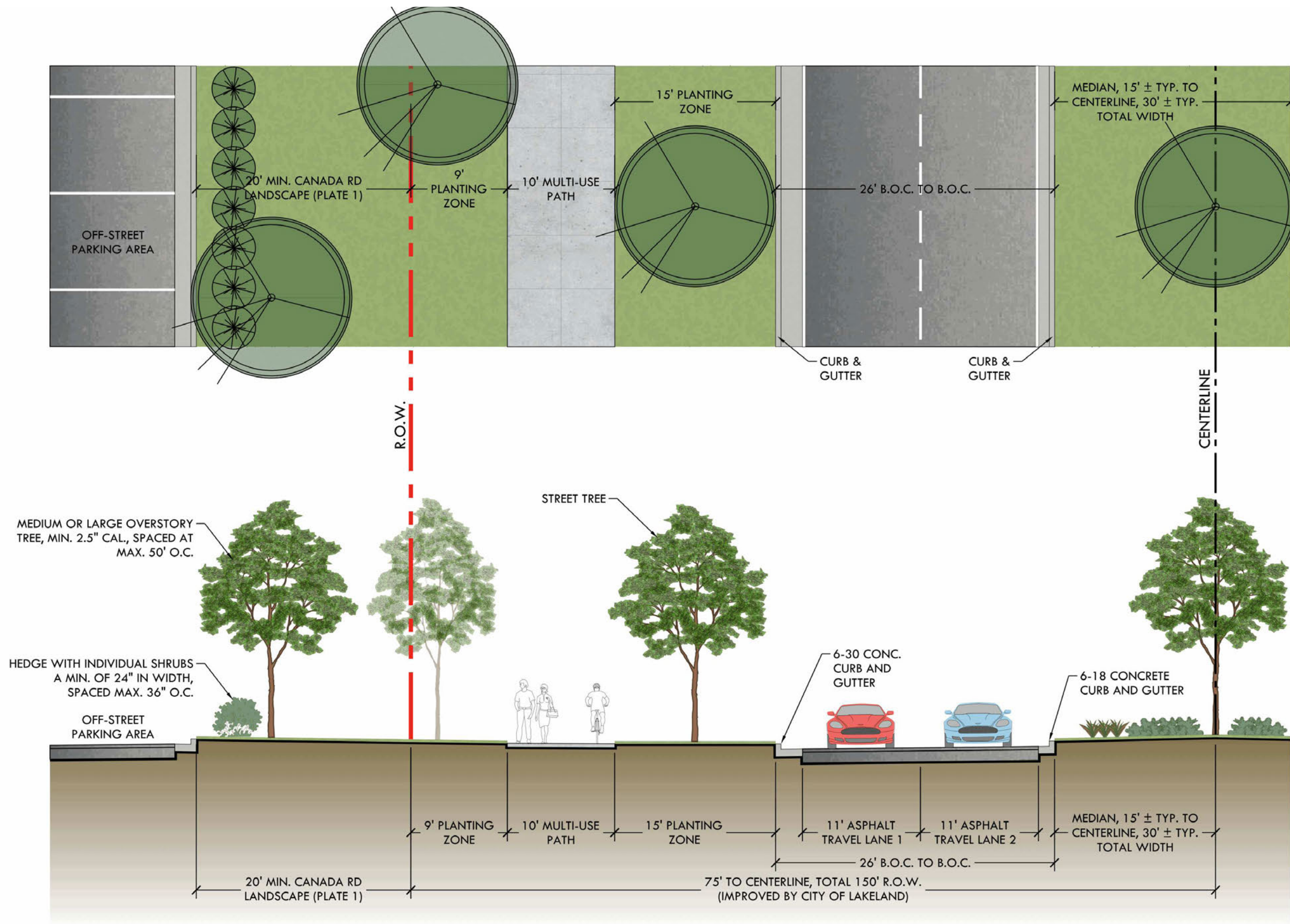
Stormwater flows from east to west. Two detention ponds are proposed to manage runoff. A large pond will be in the northwest portion of the site and a smaller pond will be constructed in the southwest area. Both will be built as attractive features within common open space.



SITE DATA			
GENERAL SITE INFO			
TOTAL SITE ACREAGE		99.3 AC ±	
RESIDENTIAL			
AREA	LOTS	DESCRIPTION	ACREAGE
1	N/A	SENIOR LIVING FACILITY	22.3 AC ±
	39 ±	SUBURBAN COTTAGE	
2	128 ±	SUBURBAN COTTAGE	27.7 AC ±
TOTAL LOTS		167 ± LOTS	
NET RES. ACREAGE		50.0 ± AC	
COMMON OPEN SPACE			
COS 1		25.3 AC ±	
COS 2		2.8 AC ±	
COS ACREAGE		28.1 ± AC	
GROSS RES. ACREAGE		78.1 ± AC	
PERCENT COS		36.0 ± %	
GROSS RES. DENSITY		2.1 ± DU/AC	
COMMERCIAL			
AREA	MIN SF	DESCRIPTION	ACREAGE
3	20,000	C-2 COMMERCIAL	14.6 AC ±
4		C-2 COMMERCIAL	3.7 AC ±
5		C-2 COMMERCIAL	2.9 AC ±
COMMERCIAL ACREAGE		21.2 ± AC	

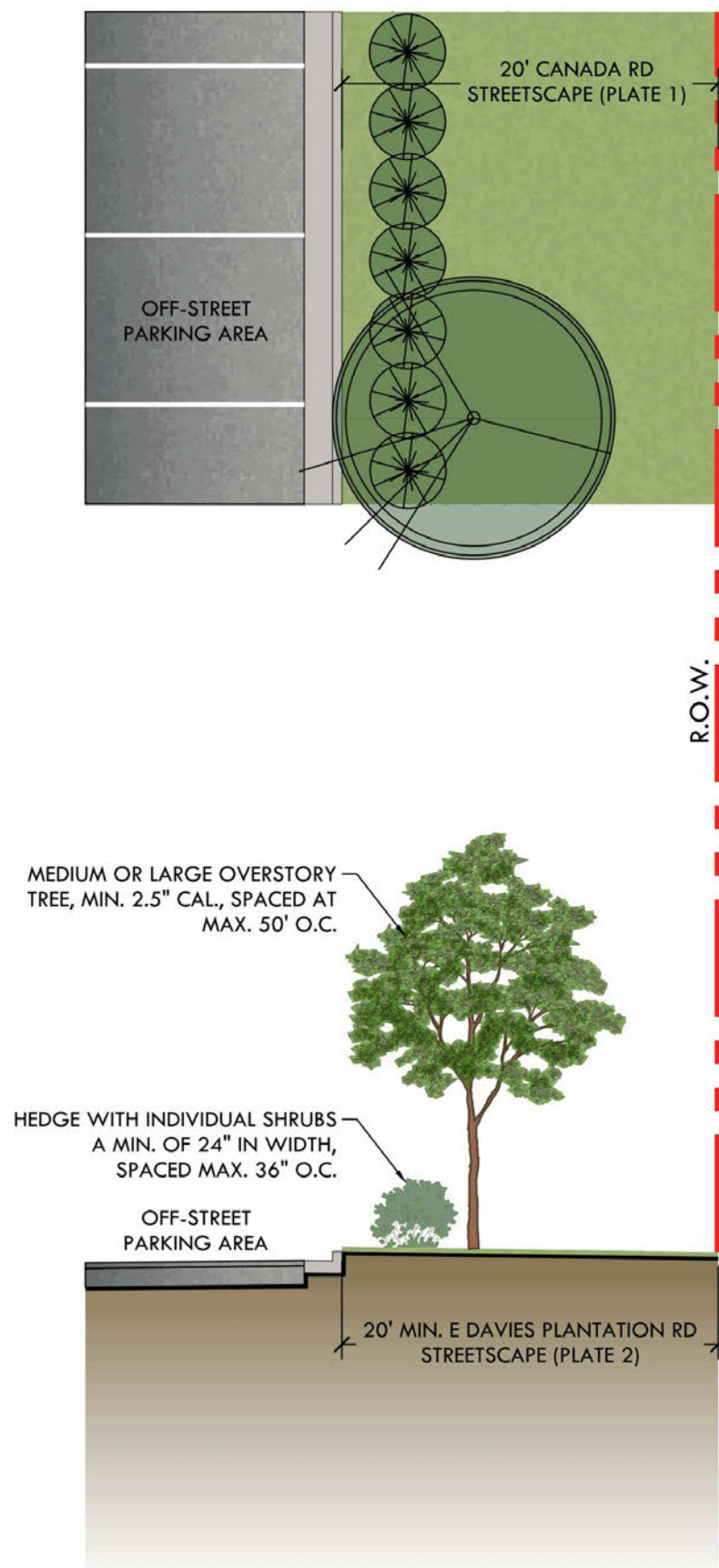
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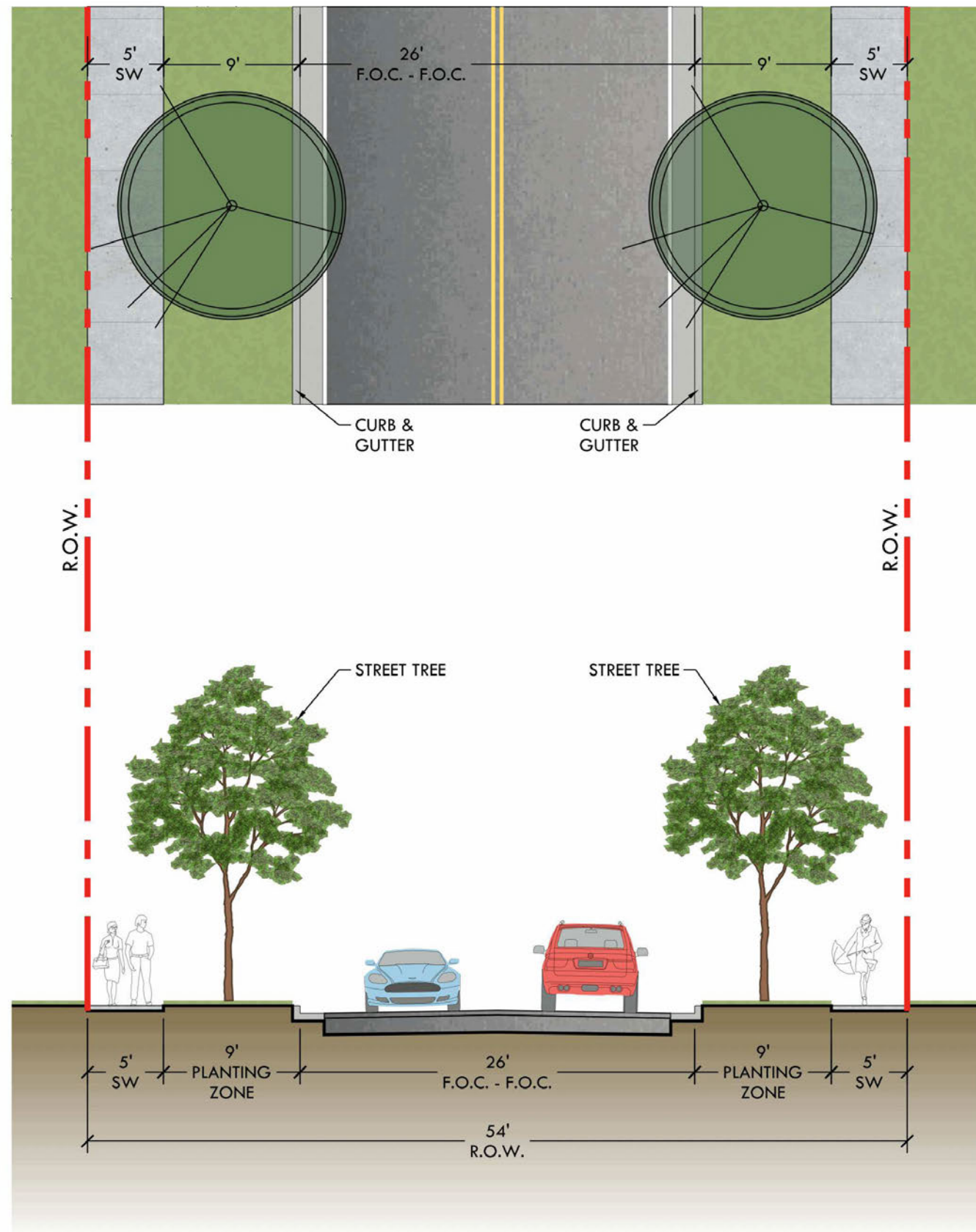


CANADA ROAD / STREETScape PLATE 1
150' RIGHT-OF-WAY

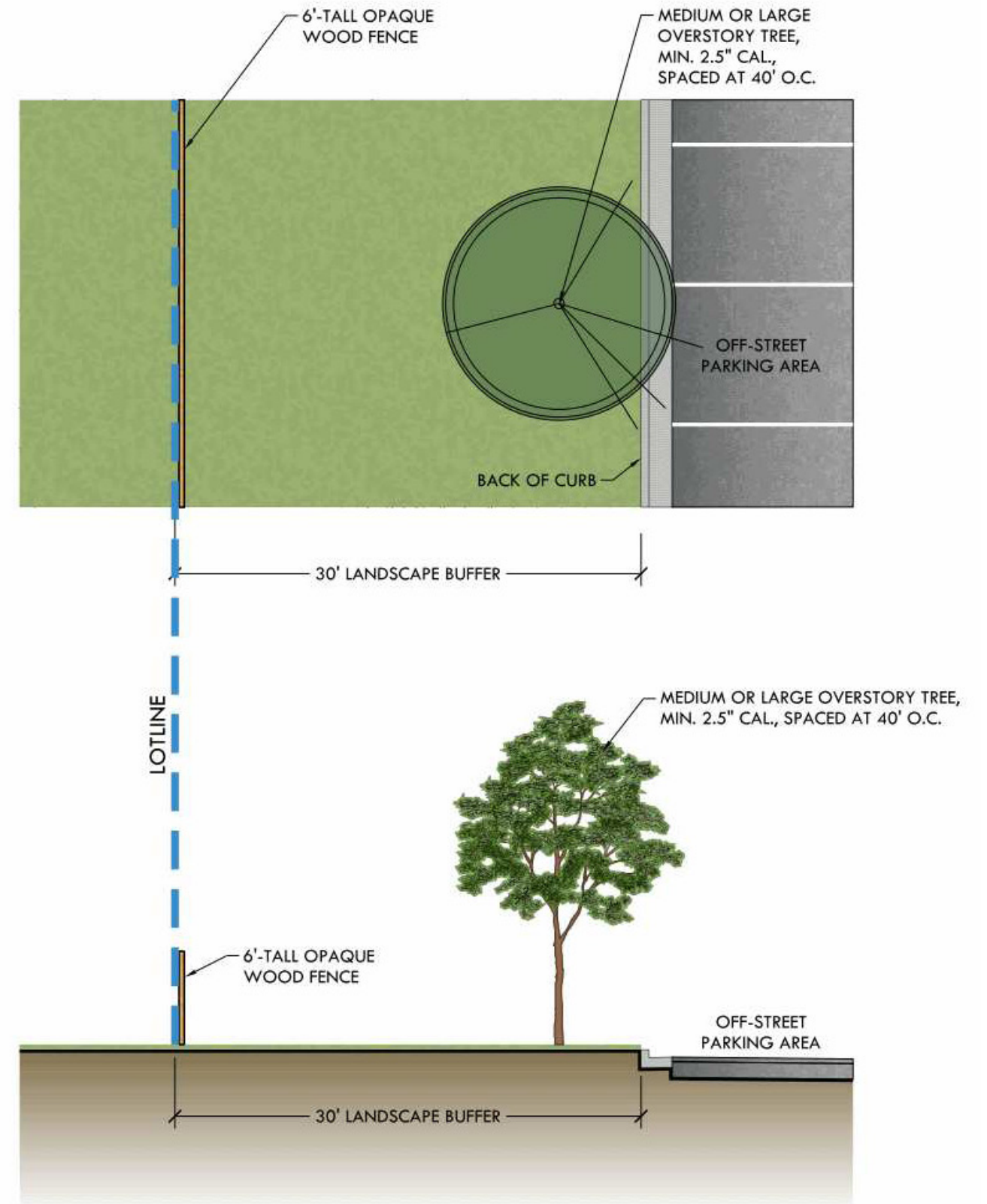
NOTE:
R.O.W. SECTION BASED ON 2017 LAKE LAND SMALL AREA PLAN



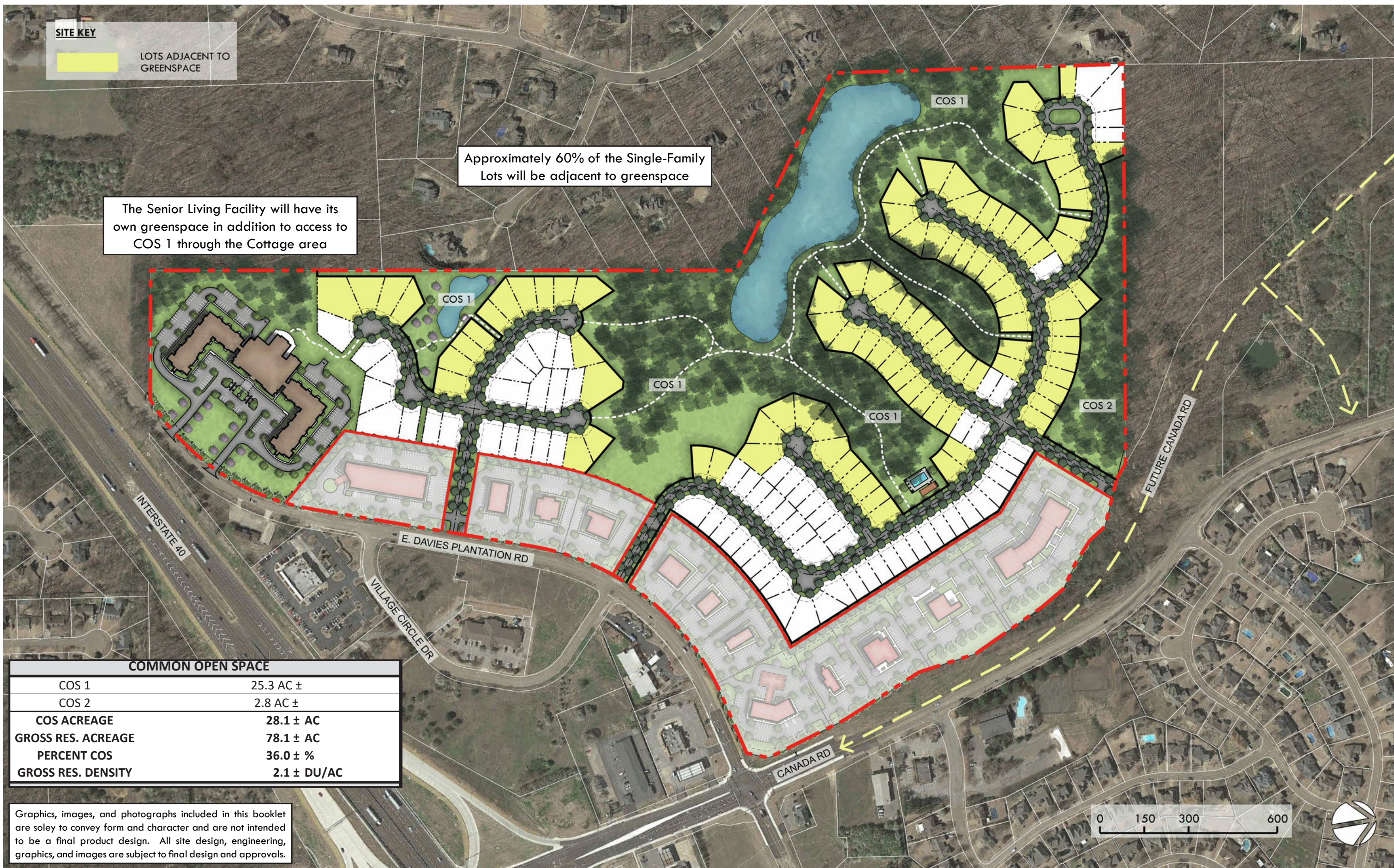
E DAVIES PLANTATION ROAD / STREETScape PLATE 2



URBAN NEIGHBORHOOD STREET / STREETScape PLATE 3
54' RIGHT-OF-WAY



BUFFER BEHIND COMMERCIAL USE AREAS / LANDSCAPE PLATE 4



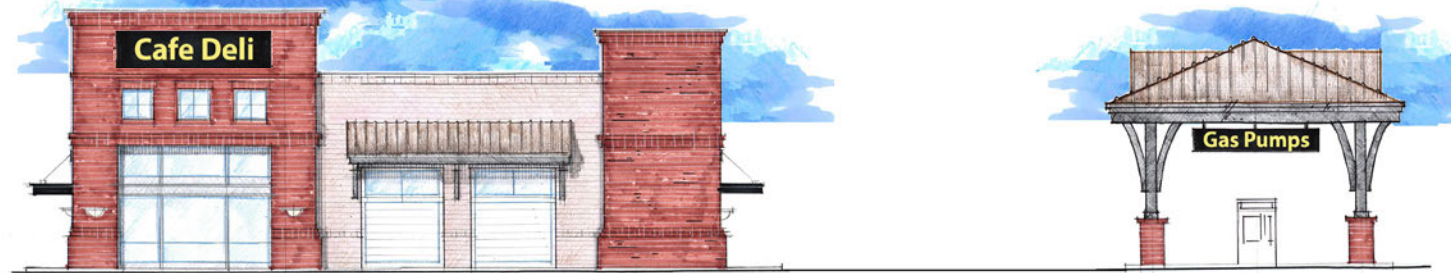
COMMON OPEN SPACE	
COS 1	25.3 AC ±
COS 2	2.8 AC ±
COS ACREAGE	28.1 ± AC
GROSS RES. ACREAGE	78.1 ± AC
PERCENT COS	36.0 ± %
GROSS RES. DENSITY	2.1 ± DU/AC

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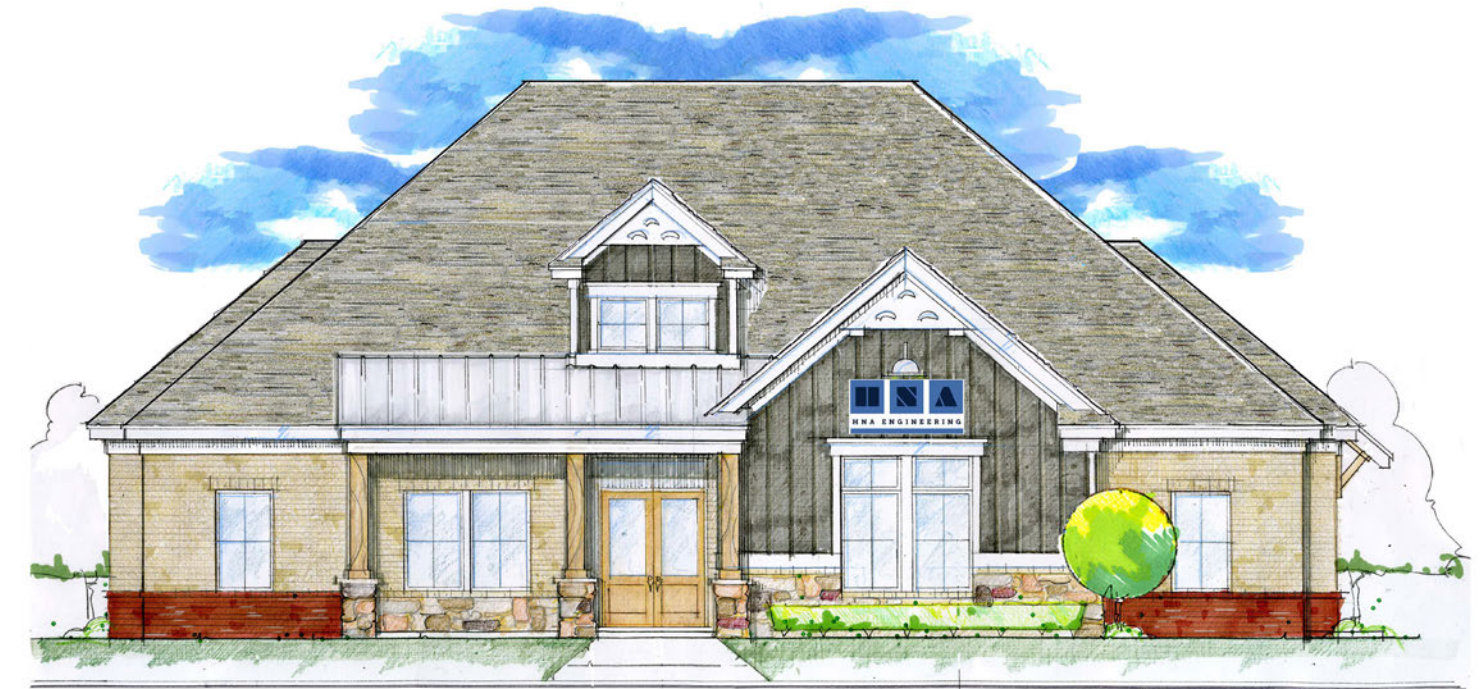
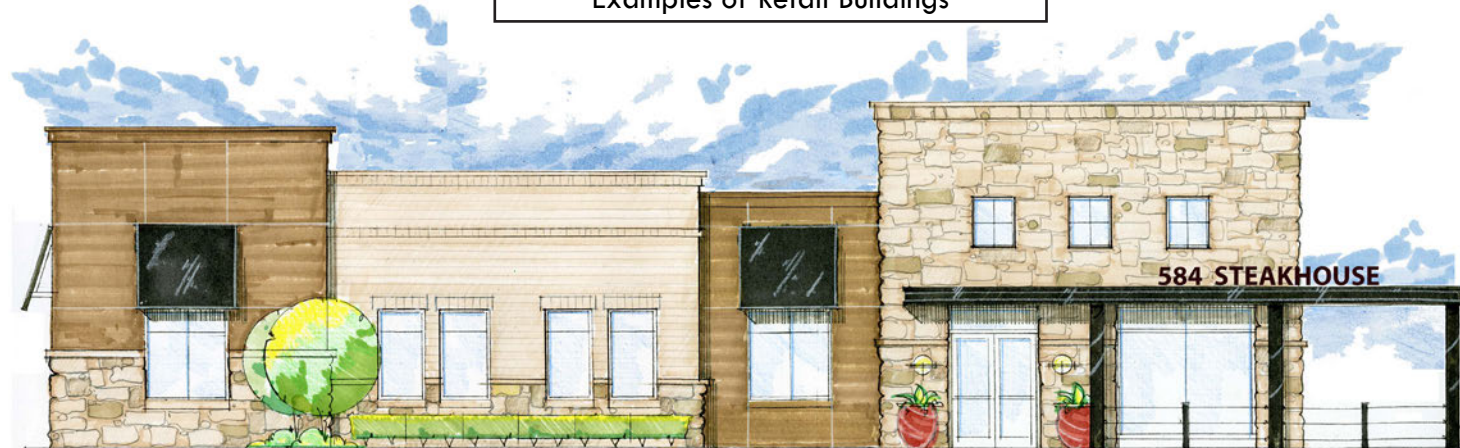
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Examples of The Market at Lakeland Park



Examples of Retail Buildings



Example of Office Building

Example of Hotel Building





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Meeting Cycle: Thursday, October 21, 2021

Subject: Action on a Subdivision Modification for Meadows and Kensington Manor –
Request to use Overhead Power within a portion of the Subdivision

Staff Contact: Richard Donovan, Planning Consultant

STAFF RECOMMENDATION

Staff will provide a recommendation at the meeting.

DISCUSSION

BACKGROUND:

Staff received information early this week and is currently reviewing it. Staff will provide a full Staff Report at the meeting. Staff has provided leanince on the submittal of this information due to coordination with MLGW and in an attempt to keep the developer from have a break in work at the site.



Meeting Cycle: Thursday, October 21, 2021

Subject: Action on a Recommendation to Amend the Land Development Regulations of Lakeland, Tennessee to add requirements for a School Impact Study

Staff Contact: Richard Donovan, Planning Consultant

STAFF RECOMMENDATION

Staff recommends approval of the proposed amendments.

DISCUSSION

BACKGROUND:

The City is working with the School System to ensure they are kept apprised of new development with the City. The LDRs have had a requirement for a “school impact study” to be conducted with developments with more than 20 residential units but without any requirements as to what the study should include. This amendment will add a set of requirements for the school impact study so each developer is aware of the expected study and what will be in the study. The study will not be conducted by the individual developer but by a third-party consultant selected by and working for the City. The developer will be responsible for paying the City for the study to be conducted.

PROPOSED AMENDMENT:

- I. Administration
 - Section 4 – Process, Criteria, and Application
 - C. Preliminary Plat
 - (1) School Impact Study. ~~Unless waived by the MPC, a A~~ school impact study is required for any development containing more than twenty (20) residential units.

Appendix

School Impact Study

A. School Impact Study

1. Completed by a Professional.

School Impact Studies shall be conducted by a consultant deemed competent, by the Code Administrator, in housing impact studies. The Code Administrator shall pick a consultant in coordination with the School Superintendent.

2. Applicability.

- a. Any development shall be required to complete a school impact study as part of any land development application that meets any of the following criteria:
 - (1) Twenty (20) or more single-family units.
 - (2) Twenty (20) or more multi-family units (multi-family shall include any structure with more than one dwelling unit).
 - (3) Any combination of single-family and multi-family units yielding more than twenty (20) units.
 - b. Any development that is seeking an amendment or addition to an existing development that exceeds the requirements of Section 2.a., above, shall conduct a school impact study for the additional dwelling units unless the initial study is more than five (5) years old at which time a new study shall be required for the development.
3. Timeline for Completion.

The school impact study shall be required to be completed prior to the following step in the land development process:

 - a. Planned Development

For planned developments, the school impact study shall be completed prior to the MPC review of the PDP (Preliminary Development Plan).
 - b. Site Plans

If a school impact study shall be completed for a development that only requires a site plan said study shall be complete prior to MPC review. If a preliminary site plan application is made, the school impact study shall be completed at that time.
 - c. Traditional Subdivisions

For a traditional subdivision, the school impact study shall be completed prior to the MPC review of the Preliminary Plat.

If the school impact study is not complete as required above, the application shall be considered incomplete, and the development shall not be placed on an MPC agenda.

4. School Impact Study Consultant

When school impact studies are required, a fee shall be paid to the City for the cost of the study prepared by an independent professional. This fee will be due and paid in full by the developer to the City prior to the school impact study begin completed.

 - a. The school impact study consultant shall be selected by the City and shall work directly for the City, in consultation with the School District, in the preparation of the study.
 - b. The consultant will use the scope of services adopted by the City.
 - c. The consultant shall provide the City a negotiated fee to cover the costs associated with school impact studies on each development.
5. Study Components.

All school impact studies shall be prepared to address and contain the following information about the development. The Code Administrator shall have the authority to request the evaluation or addition of further information if a more extensive analysis is warranted.

- a. Review and identify sample developments in the area that is close to the same price/type of the proposed.
 - b. The total number of current students are counted within the sample subdivisions and then compared to the total number of existing housing units. The result is a student-yield factor for each area, or students/household. If subdivisions have a mix of single and multi-family units, they will be analyzed separately due to common differences in student yields (via splitting an area into multi parts).
 - c. Tables will be developed to show summary level data by housing type with the total amount of students by grade configuration, housing units, and student-yield factors.
 - d. A current and 5-year estimate of students by grade level will be provided.
 - e. A summary of findings, including methodology and results, will be provided in a report.
6. Final Report
- Upon completion, the final report shall be added to the Developers application and remain on file with the Code Administrator. The Code Administrator shall provide the Planning Commission and School Superintendent with a copy of the final report.

Meeting Cycle: Thursday, October 21, 2021

Subject: Action on a Recommendation to Amend the Land Development Regulations of Lakeland, Tennessee to add requirements for Sketch Plan notification, neighborhood meetings, and time limit

Staff Contact: Richard Donovan, Planning Consultant

STAFF RECOMMENDATION

Staff recommends approval of the proposed amendments.

DISCUSSION

BACKGROUND:

Staff has formulated a few changes to the PDs and Sketch Plans to address a few issues that have been present in the sketch plan process.

1. Neighborhood meeting.
 - a. Adds a section to encourage a neighborhood meeting prior to submittal of Sketch Plan, Outline Plan or PDP.
2. Board of Commissioners
 - a. Adds an option to take sketch plans to a BOC **work session** with stipulations.
3. Notification
 - a. Adds a requirement to notify adjacent neighbors or HOAs of the sketch plan meeting.
4. Time Limit
 - a. Adds a time limit. Sketch plans should only be submitted 9 months prior to the submittal of an Outline Plan or PDP.

Below is a draft of these amendments. The yellow highlighted items will be added and the stricken through, and highlighted portions will be removed.

Staff will further discuss the rationale behind these amendments at the meeting.

As with any amendment, the MPC can make changes to the proposal, keep it for further study, or send it to the BOC with a recommendation.

PROPOSED AMENDMENTS:
ARTICLE I: ADMINISTRATION

4. Process Criteria and Application

T. Planned Development

SECTION 4 – PROCEDURE FOR APPROVAL

The provisions of this Section govern the procedures for approval of all Planned Developments (residential, non-residential, mixed use) provided herein.

B. Neighborhood Meeting

While not required, it is highly encouraged that developer have a neighborhood meeting with any adjoining homeowners associations and/or property owners prior to submittal of a sketch plan, outline plan, or PDP the initial application is made to the Planning Commission for their review. It is recommended that this meeting is held after the required preapplication meeting with City Staff.

B. C. Sketch Plan (ORD 20-279)

- (1) Sketch Plan submittal - Following a pre-application conference with City staff, the applicant may submit a request for Sketch Plan feedback from the ~~approval to the Planning Commission~~ or Board of Commissioners. Feedback from the Board of Commissioners may only be sought if a Neighborhood Meeting has been held. Feedback from the Board of Commissioners will only be received during a work session. The request shall be submitted with an application for a Planned Development, required fees and associated documentation. The Sketch Plan is not a requirement. It is a tool for the applicant to submit concepts to the Planning Commission prior to a fully engineered PD application submittal. The purpose of the sketch plan is for the applicant to receive feedback, recommendations, and comments from the Planning Commission and/or Board of Commissioners and City staff.
- (2) The Sketch Plan application does not require all items necessary for an Outline/Preliminary Development Plan submittal. The Sketch Plan application shall include such items the applicant feels appropriate for the MPC to provide feedback and recommendations but at a minimum should include:
 - a. A statement of planning objectives to be achieved by the Planned Development through the design and use mixture approach proposed by the applicant. This statement should include detailed description of the proposed development.
 - b. Conceptual Site Plan with proposed land uses, approximate density, lot configuration, approximate areas for common open space, and general road alignments.
 - c. Notice of the Sketch Plan hearing before the Lakeland Planning Commission shall be sent to all property owner sharing a common boundary with the property being included in the sketch plan. This shall include any properties adjacent to a common right-of-way (across the street). If a property is adjacent to an existing development with a Homeowners Association (HOA). The HOA shall be notified in lieu of the individual property owner. A copy of said notification shall be provided to the City of Lakeland.

- d. A Sketch Plan application shall not be submitted more than nine (9) months prior to the developer making an application for an Outline Plan or PDP application.
- (3) Response from MPC – The response from MPC shall not be binding upon the City of Lakeland Planning Commission or Board of Commissioners.