



Municipal Planning & Design Review Commission
Regular Meeting Agenda
Thursday, October 20, 2022, 5:30 PM
City Hall, Lakeland, Tennessee 38002

- I. CALL TO ORDER:
- II. ROLL CALL:
- III. APPROVAL OF MINUTES OF PREVIOUS MEETING:
 - 1. September 15, 2022
- IV. PUBLIC DISCUSSION:
- V. REPORTS OF OFFICERS AND COMMITTEES:
- VI. OLD BUSINESS:
 - 1. Consideration of Building Elevations for Glide Xpress Planned Development (car wash with vacuum bays on 4.86 acres zoned C-2, located at 8874 U.S. Highway 64).
- VII. NEW BUSINESS:
 - 1. Consideration of a Sign Plan for KuKuruku Crispy Chicken located at 8950 U.S. Highway 64, Suite 102.
 - 2. Consideration of a Temporary Mailbox Site Plan located at Emmie Ridge Lane (terminus) within the Lakeland Meadows Planned Development, Phase 1.
- VIII. ANNOUNCEMENTS:
- IX. ADJOURNMENT:

**LAKELAND MUNICIPAL PLANNING COMMISSION
MEETING MINUTES**

THURSDAY, SEPTEMBER 15, 2022, 5:30 PM

CITY HALL, LAKELAND, TN.

DRAFT

- I. CALL TO ORDER:** The meeting was called to order at 5:40 PM by Chairman Susan Mitchell.

II. ROLL CALL BY ACTING RECORDER:

Jeff Adams	Present
Commissioner Jim Atkinson	Present
Mayor Mike Cunningham	Present
Michael Green	Absent (excused)
Todd Laessig	Absent (excused)
Brian Sullivan	Absent (excused)
(C) Susan Mitchell	Present

Others present:

Michael Walker, City Manager

Richard Donovan, Planning Consultant

Paul Luker, Planning Director

Emily Harrell, City Engineer

For the record: Commissioner Richard Gonzales was present in the audience.

III. APPROVAL OF MEETING MINUTES:

Mayor Cunningham moved to approve the regular meeting of July 21, 2022, as written.

Commissioner Atkinson seconded the motion.

Motion passed unanimously, voice vote, 4 in favor 0 against.

IV. PUBLIC DISCUSSION: None

V. REPORTS OF OFFICERS AND COMMITTEES:

VI. OLD BUSINESS: None

VII. NEW BUSINESS:

1. ***Consideration of a Sign Plan for Harbor Freight Tools (general retail use on 10.24 acres zoned C-2, located at 6050 U.S. Highway 64).***

Mayor Cunningham moved to bring this item to the floor.

Commissioner Atkinson seconded the motion.

Motion passed unanimously, voice vote, 4 in favor 0 against.

Discussion ensued.

**LAKELAND MUNICIPAL PLANNING COMMISSION
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DRAFT

After the discussion, Commissioner Atkinson moved to approve the Harbor Freight Sign Plan as presented.

Mayor Cunningham seconded the motion.

Motion passed unanimously, voice vote, 4 in favor 0 against.

For the record: A representative of Balton Sign Company was present to represent the applicant.

The order of business was changed to move item # 6 up on the agenda without objection.

6. *Consideration of a Sign Plan for Lakeland Meadows (Multi-phase subdivision on 190.20 acres zoned AG with a Residential PD Overlay, located on Old Brownsville Road).*

Mayor Cunningham moved to bring this item to the floor.

Commissioner Atkinson seconded the motion.

Motion passed unanimously, voice vote, 4 in favor 0 against.

Discussion ensued.

After the discussion, Commissioner Atkinson moved to approve the Lakeland Meadows Sign Plan as presented.

Mayor Cunningham seconded the motion.

Motion passed unanimously, voice vote, 4 in favor 0 against.

For the record: David Baker of Fisher Arnold was present to represent the applicant.

2. *Consideration of a Minor Site Plan for Villa Castrioti (a 624 square foot addition on 0.91 acres zoned C-2, located at 9161 Lake District Drive North, Suite 101).*

Mayor Cunningham moved to bring this item to the floor.

Mr. Adams seconded the motion.

Motion passed unanimously, voice vote, 4 in favor 0 against.

Discussion ensued.

For the record: Comments were heard from the following:
Christopher Schmitt – CS Studio Architecture
Joe Clark - Manager

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DRAFT

After the discussion, Commissioner Atkinson moved to approve the Villa Castriotti Minor Site Plan with the fabric/canvas awnings as presented conditioned upon the applicant obtaining written permission from The Lake District to be verified by city staff.

Mayor Cunningham seconded the motion.

Motion passed unanimously, voice vote, 4 in favor 0 against.

3. Consideration of a Preliminary Development Plan for Kensington Manor Planned Development, Phase 3 (27 single-family residential lots on 13.09 acres zoned AG, located along the east side of Evergreen Road).

Mayor Cunningham moved to bring this item to the floor.

Mr. Adams seconded the motion.

Motion passed unanimously, voice vote, 4 in favor 0 against.

Discussion ensued.

For the record: Comments were heard from the following:
Josh Burnette – Renaissance Development

After the discussion, Commissioner Atkinson moved to recommend approval of the amendment to Kensington Manor Planned Development, Phase 3 as described in the staff report and a condition to have follow up with the Shelby County Fire Department on the closing of the access on Highway 70. (*See attached – staff report*)

Mayor Cunningham seconded the motion.

Motion passed unanimously, voice vote, 4 in favor 0 against.

4. Consideration of a Site Plan for Glide Xpress Planned Development (car wash with vacuum bays on 4.86 acres zoned C-2, located at 8874 U.S. Highway 64).

Mayor Cunningham moved to bring this item to the floor.

Commissioner Atkinson seconded the motion.

Motion passed unanimously, voice vote, 4 in favor 0 against.

Discussion ensued.

For the record: Comments were heard from the following:
Tom Barnes – Carson Consulting Engineers Inc.
Matt Landis – Max Alley Investments LLC

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DRAFT

After the discussion, Commissioner Atkinson moved to approve the site plan for Glide Xpress as presented with the exception of the building elevations which is to be a separate approval and brought back to the Planning Commission at a later date.

Mayor Cunningham seconded the motion.

Motion passed unanimously, voice vote, 4 in favor 0 against.

5. *Consideration of a Final Development Plan for Glide Xpress Planned Development (a 2-lot subdivision on 4.86 acres zoned C-2, located at 8874 U.S. Highway 64).*

Mayor Cunningham moved to bring this item to the floor.

Mr. Adams seconded the motion.

Motion passed unanimously, voice vote, 4 in favor 0 against.

Discussion ensued.

After the discussion, Mayor Cunningham moved to approve the final development plan for Glide Xpress without conditions.

Mr. Adams seconded the motion.

Motion passed unanimously, voice vote, 4 in favor 0 against.

VIII. ANNOUNCEMENTS:

IX. ADJOURNMENT:

Mayor Cunningham moved to adjourn the meeting. Commissioner Atkinson seconded the motion.

Motion passed unanimously, voice vote, 4 in favor 0 against.

The meeting was adjourned at 6:50 p.m.

Jeff Adams, *Secretary*

ATTEST:

Debra Murrell, *City Recorder*

These minutes were approved on October 20, 2022.



Municipal Planning and Design Review Commission

Meeting Date: Thursday, September 15, 2022

Project: Kensington Manor
Preliminary Development Plan Amendment

Staff Contact: Richard T. Donovan, Jr., Planning Consultant

PROJECT INFORMATION

Location: 10468 Memphis Arlington Road

Parcel ID: L0159 00496

Zoning District: Kensington Manor PD

Neighborhood: Type II

Site Area: 46.13 acres

Applicant: Regency Homebuilders

Representative: Josh Burnette, PE, Renaissance Development

STAFF RECOMMENDATION

Staff recommends approval of the PDP Amendment for Kensington Manor PD.

DISCUSSION

BACKGROUND:

Kensington Manor Planned Development is a 103-lot single-family residential development located on 64.84 acres at the southeast corner of Highway 70 and Evergreen Road. Regency Homebuilders acquired the property from Bank of Bartlett and has completed construction on Phases 1 & 2 of the development. The development is divided into five (5) phases with full buildout projected to take approximately ten (10) years. Phase 3, as proposed in the amendment will include 27 single family lots and 3 common open spaces.

ANALYSIS:

There are four items that are being requested in the amendment to the Preliminary Development Plan. Each of those items is further explained below:

1. The applicant is requesting the phases be renumbered. Phase 5 will become Phase 3 and vice versa.

This is a minor request and overall is not a major issue. If other changes were not being requested as in the PDP amendment an amendment would not be necessary for this.

2. Evergreen Road will be closed as a part of the new Phase 3.

Phase 5 of the PD currently includes the closing of Evergreen at Highway 70. The Amendment proposes moving that closure up since the approved Phase 5 would be the new Phase 3. Once the closure is complete this would route traffic from Evergreen Road through the Kensington Manor subdivision to Highway 70 at Saffron Springs Drive. The Engineering Department has monitored the traffic in the area within the last month and this change is expected to affect 5 to 7 vehicles per day.

3. The developer will construct their section of Chambers Chapel with new Phase 3.

The developer will be constructing their section of Chambers Chapel with the new Phase 3 (old Phase 5). The PD currently requires construction or payment in lieu of at Phase 3 of the project. The applicant has also requested that the construction plans for this section of Chambers Chapel be submitted to the Engineer Department upon approval of the amendment.

4. The applicant is requesting sewer be routed through a non-disturbance in a portion of the open space.

The developer has also requested a portion of the sewer line be routed through a non-disturbance area within a common open space. The sewer is currently routed along the roads within the development instead of through the common open space. This area will not affect any specimen trees, as defined in the tree ordinance, and is being routed through an area that would only require clearing of small underbrush as shown in the picture provided in the response letter. For similar projects in the past clearing has been allowed for items 3 inch or smaller in non-disturbance areas.

STANDARDS AND CRITERIA FOR PLANNED DEVELOPMENTS

Article I, Section 4.T.3.a. of the Lakeland Land Use Regulations give the Board of Commissioners the authority to approve Planned Developments upon written findings from the Planning Commission that the Planned Development satisfies specific standards. The Planning Commission should consider each of these standards in its discussion on this item.

1. Effect on surrounding property. The proposed development will not injure or damage the use, value, and enjoyment of surrounding property nor hinder or prevent the development of surrounding property in accordance with the City of Lakeland Comprehensive Plan and current development regulations.
2. Availability of facilities. Water supply, wastewater treatment and disposal, and stormwater drainage facilities are available and adequate to serve the proposed development.
3. Compatibility with surrounding uses. The location and arrangement of the structures, parking areas, walks, lighting, and other service facilities shall be compatible with the surrounding land uses. Any part of the proposed development not used for structures, parking, loading areas, or access ways shall be landscaped or otherwise improved except where natural features are such as to justify preservation.
4. Consistency with public interest. Any modification of the zoning or other regulations that would otherwise be applicable to the site are warranted by the design of the PDP and the amenities incorporated therein, and are not inconsistent with the public interest.
5. Owners Association required. Homeowners' or property owners' associations or some other responsible party shall be required to maintain any and all common and open space and/or common elements, unless conveyed to a public body which agrees to maintain such areas.

EXAMPLE MOTIONS

1. Motion to recommend approval of the PDP Amendment for Kensington Manor PD to the Board of Commissioners subject to the following conditions:
 - a. Conditions as determined by the Planning Commission
 - b. Conditions listed in the Staff Report
2. Motion to recommend approval to recommend approval of the PDP Amendment for Kensington Manor PD to the Board of Commissioners without conditions.
3. Motion to recommend denial to recommend approval of the PDP Amendment for Kensington Manor PD to the Board of Commissioners:
 - a. Reason for denial



Municipal Planning and Design Review Commission

Meeting Date: Thursday, September 15, 2022

Project: Glide Xpress Car Wash
Final Development Plan

Staff Contact: Richard T. Donovan, Jr., Planning Consultant

PROJECT INFORMATION

Location: 8872 US Highway 64

Parcel ID: L0159 00580

Zoning District: Glide Xpress PD with base zoning of C-2 (Regional Commercial District)

Neighborhood: Type V

Site Area: 4.86 acres

Applicant: Max Alley Investments LLC

Representative: Chuck Walker, Carson Consulting Engineers Inc

STAFF RECOMMENDATION

Staff recommends approval of the Glide Xpress Final Development Plan based on substantial compliance with the PDP.

DISCUSSION

BACKGROUND:

The Board of Commissioners approved the Preliminary Development Plan at their June 9, 2022, meeting with the recommendation of the Municipal Planning Commission. The Board of Commissioners did add a condition to their approval. The BOC approval requires the applicant to provide one of the following elements to the facades:

1. Replace all the split-faced block with another material.
2. Replace a portion of the split-faced block with another material.
3. Provide undulations along the façade to break up the long walls of split-faces block.

This item will be resolved with the approval of the site plan.

Request Overview

The applicant, Chuck Walker of Carson Consulting Engineers Inc. representing Max Alley Investments LLC, seeks approval of a Final Development Plan (PDP) for the Glide Xpress Planned Development. The subject property is a 4.86-acre parcel located at 8874 U.S. Highway 64. Adjacent properties include: an Esporta fitness facility on the west; the future site of Shadrach's coffee shop on the east; U.S. Highway 64 on the south; and Interstate 40 on the north.

Property Characteristics

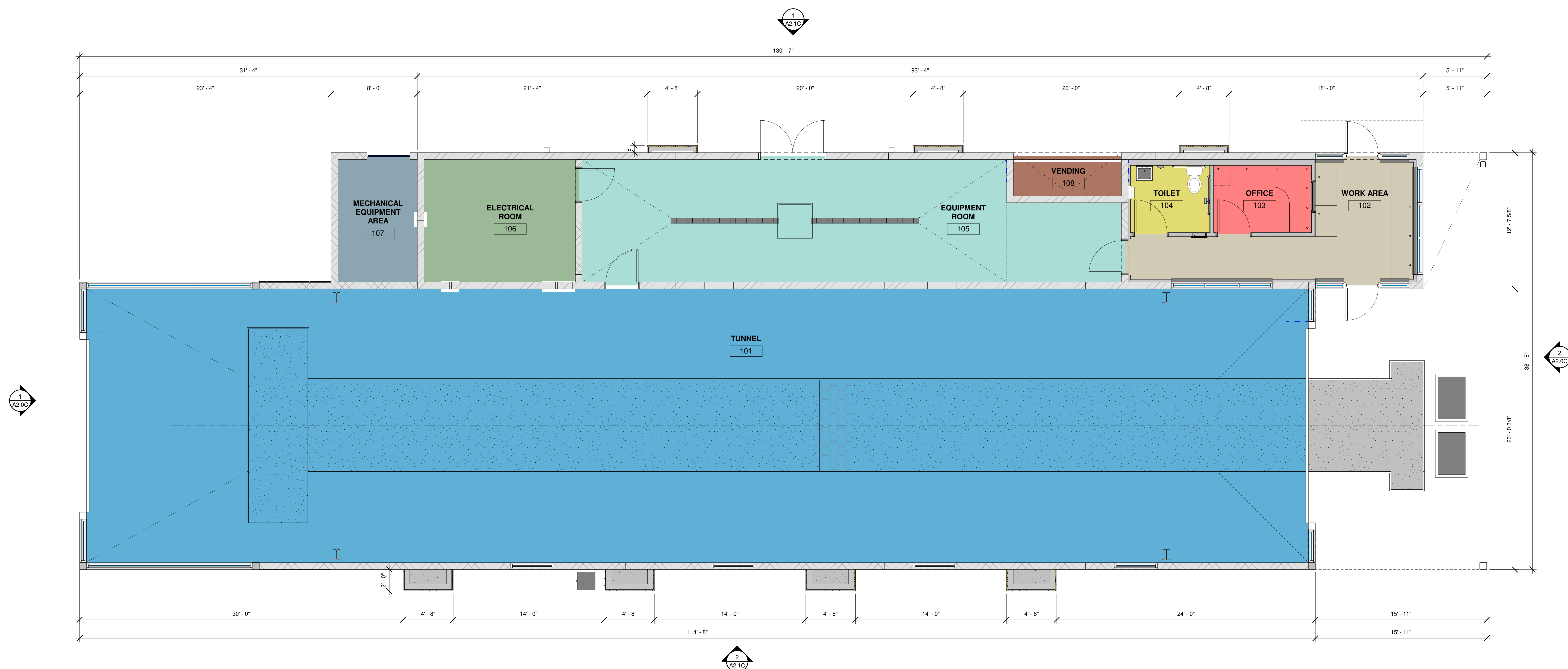
The subject property is rectangular in shape, having a width of approximately 260 feet at the U.S. Highway 64 frontage and a depth of approximately 740 feet on the east side and 796 feet on the west side. The site slopes from the northeast to the south; the gradient change is approximately 2.6 percent. The rear one-third of the subject property is heavily wooded. A cell tower is situated on a separate parcel adjacent to the subject property on the northeast.

ANALYSIS:

Staff has reviewed the Final Development Plan in comparison to the approved outline plans and preliminary development plan. The Final Development Plan substantially conforms to the approved Outline Plan and Preliminary Development Plans.

EXAMPLE MOTIONS

1. Motion to approve the Glide Xpress Final Development Plan subject to the following conditions:
 - a. Conditions as determined by the Planning Commission
 - b. Conditions listed in the Staff Report
2. Motion to approve the Xpress Final Development Plan application without conditions.
3. Motion to deny the Xpress Final Development Plan application:
 - a. Reason for denial



1 PRELIMINARY FLOOR PLAN
1/4" = 1'-0"

PT - 1	PAINT - EXTERIOR (TRIM, REF ELEVATIONS) SHERWIN WILLIAMS COLOR: TO MATCH PORCELAIN TILE, EGGSHELL, EXTERIOR PRIME SURFACES AS REQUIRED REF SPECIFICATIONS
PT - 2	PAINT - EXTERIOR (TRIM, REF ELEVATIONS) SHERWIN WILLIAMS CUSTOM COLOR: GLIDE XPR RIDE THE GLIDE BLUE, SEMI-GLOSS, EXTERIOR PRIME SURFACES AS REQUIRED REF SPECIFICATIONS
PT - 3	PAINT - EXTERIOR (TRIM, REF ELEVATIONS) SHERWIN WILLIAMS CUSTOM COLOR: TO MATCH OB-1, EXTERIOR
PT - 5	PAINT - EXTERIOR (BOLLARDS) SHERWIN WILLIAMS COLOR: SAFETY YELLOW, SEMI-GLOSS, EXTERIOR PRIME SURFACES AS REQUIRED REF SPECIFICATIONS
PT - 7	PAINT - EXTERIOR (TRIM, REF ELEVATIONS) SHERWIN WILLIAMS CUSTOM COLOR: TO MATCH FABRIC CANOPY CAPPUCCINO COLOR, EXTERIOR
XP - 1B	EPOXY PROTECTIVE COATING SHERWIN WILLIAMS MACROPOXY 646 FAST CURE EPOXY PROTECTIVE & MARINE COATING COLOR: SW 6258 TRICORN BLACK, SEMI-GLOSS PREP WALL AND CEILING SURFACE AS REQUIRED BY MANUFACTURER PRIOR TO APPLYING EPOXY REF SPECIFICATIONS
XP - 1W	EPOXY PROTECTIVE COATING - EXTERIOR (UNDERSIDE OF CANOPY AT TUNNEL ENTRANCE) SHERWIN WILLIAMS MACROPOXY 646 FAST CURE EPOXY PROTECTIVE & MARINE COATING COLOR: SW WHITE, SEMI-GLOSS PREP WALL AND CEILING SURFACE AS REQUIRED BY MANUFACTURER PRIOR TO APPLYING EPOXY REF SPECIFICATIONS
OB-1	QUIK-BRIK STRUCTURAL BRICK ECHOLON COLOR: MARICOPA
OB-2	QUIK-BRIK STRUCTURAL BRICK ECHOLON COLOR: PAINTED PT-2
OB-3	QUIK-BRIK STRUCTURAL BRICK ECHOLON COLOR: WILKESBORO FLASHED
PCS-1	PRECAST CONCRETE CAP COLOR: TO MATCH OB-1 SMOOTH FACE, REF PLANS FOR DIMENSIONS
PCT-1	PORCELAIN TILE MSI COLOR: ARIA ORO PORCELAIN, GROUT COLOR TO MATCH TILE, REF SPECS 24" X 24" TILE

STIPULATION FOR REUSE

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DRAWN BY:	AE
PROTO CYCLE:	06.10.22
DOCUMENT DATE:	10.13.22

DOCUMENTS THAT DO NOT
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CONSTRUCTION

COLOR ELEVATIONS

SHEET:
A2.1C



PT - 1	PAINT - EXTERIOR (TRIM, REF ELEVATIONS) SHERWIN WILLIAMS COLOR: TO MATCH PORCELAIN TILE, EGGSHELL, EXTERIOR PRIME SURFACES AS REQUIRED REF SPECIFICATIONS
PT - 2	PAINT - EXTERIOR (TRIM, REF ELEVATIONS) SHERWIN WILLIAMS CUSTOM COLOR: GUIDE XPR RIDE THE GLUE BLUE, SEMI-GLOSS, EXTERIOR PRIME SURFACES AS REQUIRED REF SPECIFICATIONS
PT - 3	PAINT - EXTERIOR (TRIM, REF ELEVATIONS) SHERWIN WILLIAMS CUSTOM COLOR: TO MATCH QB-1, EXTERIOR
PT - 5	PAINT - EXTERIOR (BOLLARDS) SHERWIN WILLIAMS COLOR: SAFETY YELLOW, SEMI-GLOSS, EXTERIOR PRIME SURFACES AS REQUIRED REF SPECIFICATIONS
PT - 7	PAINT - EXTERIOR (TRIM, REF ELEVATIONS) SHERWIN WILLIAMS CUSTOM COLOR: TO MATCH FABRIC CANOPY CAPPUCCINO COLOR, EXTERIOR
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XP - 1W	EPOXY PROTECTIVE COATING - EXTERIOR (UNDERSIDE OF CANOPY AT TUNNEL ENTRANCE) SHERWIN WILLIAMS MACROPOXY 646 FAST CURE EPOXY PROTECTIVE & MARINE COATING COLOR: SW WHITE, SEMI-GLOSS PREP WALL AND CEILING SURFACE AS REQUIRED BY MANUFACTURER PRIOR TO APPLYING EPOXY REF SPECIFICATIONS
QB-1	QUIK-BRIK STRUCTURAL BRICK ECHOLON COLOR: MARICOPA
QB-2	QUIK-BRIK STRUCTURAL BRICK ECHOLON COLOR: PAINTED PT-2
QB-3	QUIK-BRIK STRUCTURAL BRICK ECHOLON COLOR: WILKESBORO FLASHED
PCS-1	PRECAST CONCRETE CAP COLOR: TO MATCH QB1 SMOOTH FACE, REF PLANS FOR DIMENSIONS
PCT-1	PORCELAIN TILE MSI COLOR: ARIA ORO PORCELAIN; GROUT COLOR TO MATCH TILE, REF SPECS 24" X 24" TILE



Meeting Date: October 20, 2022

Project: Kukuruku Crispy Chicken
Wall Sign Permit

Staff Contact: Paul Luker, Planning Director

PROJECT INFORMATION

Location: 8950 Highway 64, Suite 102

Parcel ID: L0159 00527

Zoning District: C-2 (Regional Commercial District)

Neighborhood: Type V

Site Area: 2.849 acres

Applicant: Megan Harkness

Representative: SignPros Memphis, Inc.

STAFF RECOMMENDATION

Staff recommends the proposed Kukuruku Crispy Chicken Sign be reduced to a maximum of thirty (30) square feet.

DISCUSSION

BACKGROUND:

Kukuruku Crispy Chicken is seeking to have a wall sign on the front building façade of 8950 Highway 64, Suite 102. The restaurant will be in an empty bay to the east of Dryve Cleaners. The zoning is C2-General Business and allows for restaurant use. The proposed sign area is 84 square feet and will be illuminated using LED channel letters (white, red and yellow with bronze returns).

ANALYSIS:

Upon review by the staff the proposed sign exceeds the square footage requirements of the Sign Ordinance. The ordinance permits a maximum of twenty (20) square feet based on the linear footage of the building. The building is approximately 90 feet from the property line of the private road providing access to the site. However, the building is more than two hundred feet from Highway 64. Based on these conditions, staff feels it is appropriate to apply the formula detailed in the excerpt of the Sign Ordinance in the paragraph below. If this formula is applied it would permit a maximum wall sign of thirty (30) square feet.

Sign Code Reference:

14-404. Permitted signs: location, size and number. Conditions.

(16) Wall Sign, nonresidential. Wall signs shall be allowed on nonresidential properties that are proportionate to the scale and massing of the building upon which the sign is attached, provided that:

(a) The total area of all wall signs on a building shall not exceed one (1) square foot in area for each linear foot of building frontage; provided, however, that in the case of a primary building or structure located more than one hundred feet (100') from the front property line the design review commission may allow an increase in the permitted sign area at a ratio equivalent to the total distance of the primary building from the front property line divided by one hundred (100) for each linear foot of building frontage not to exceed a maximum of one and one-half (1.5) square feet in area for each one (1) linear foot of building frontage unless otherwise restricted. For example, a building located one hundred thirty-eight feet (138') from the front property line may be permitted to have a ratio of 1.38 square feet of sign area for each linear foot of building frontage.

EXAMPLE MOTIONS

1. Motion to approve the Kukuruku Crispy Chicken sign plan subject to the following conditions:
 - a: Conditions determined by the Planning Commission
 - b: Conditions listed in the Staff Report
2. Motion to approve the Kukuruku Crispy Chicken sign plan without conditions.
3. Motion to deny the Kukuruku Crispy Chicken sign plan application:
 - A: Reason for denial

Proposed



17 in

13 in

KUKURUKU
CRISPY CHICKEN

175 in

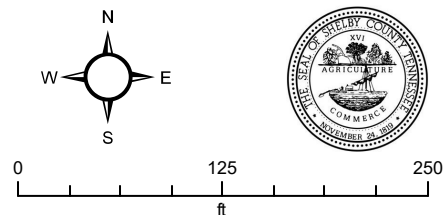
Kukurku Wall Sign Permit Application



**MELVIN BURGESS, ASSESSOR
SHELBY COUNTY, TENNESSEE**

DISCLAIMER: THIS MAP IS FOR PROPERTY ASSESSMENT PURPOSES ONLY. IT IS NOT CONCLUSIVE AS TO LOCATION OF PROPERTY OR LEGAL OWNERSHIP AND THEREFORE, SHOULD NOT BE RELIED UPON AS A REPRESENTATION OF ANY PROPERTY FOR ANY PURPOSE.

MAP DATE: October 13, 2022



Meeting Date: October 20, 2022

Project: Lakeland Meadows Planned Development, Preliminary Plat, Phase 1
Temporary Mailbox Site Plan

Staff Contact: Paul Luker, Planning Director

PROJECT INFORMATION

Location: Emmie Ridge Lane (terminus)

Parcel ID: L0150 00538

Zoning District: Lakeland Meadows PD

Neighborhood: Type II

Site Area: 36.75 Square Feet

Applicant: Renaissance Developments, LLC

Representative: Josh Burnette

STAFF RECOMMENDATION

Staff recommends approval subject to the following provisions:

- Improve the terminus of Emmie Ridge Lane with a paved cul-de-sac turn around subject to the City Engineer's approval
- Provide landscaping and lighting subject to staff approval
- Lighting should be directed downward and away from residential property
- Maintenance of the cluster box units(s), lighting, parking and landscaping shall be the responsibility of the homeowner's association (HOA)

DISCUSSION

BACKGROUND:

In 2017, the United States Postal Service (USPS) published the *National Delivery Planning Standards: A Guide for Builders and Developers*; this document contains guidance to builders and developers for the installation of Cluster Mailbox Units (CBU). Additionally, the Tennessee District of the USPS provided a

Builder and Developer Information Packet that provided further information. CBUs provides centralized mail service versus individual curbside mailboxes. Both documents provide standards such as:

- How delivery will take place
- Development that requires CBU
- What equipment will be required
- Installation requirements and standards

While USPS must approve each CBU location, the guidance from the USPS fails to address the design aesthetics, landscaping, or parking for CBUs.

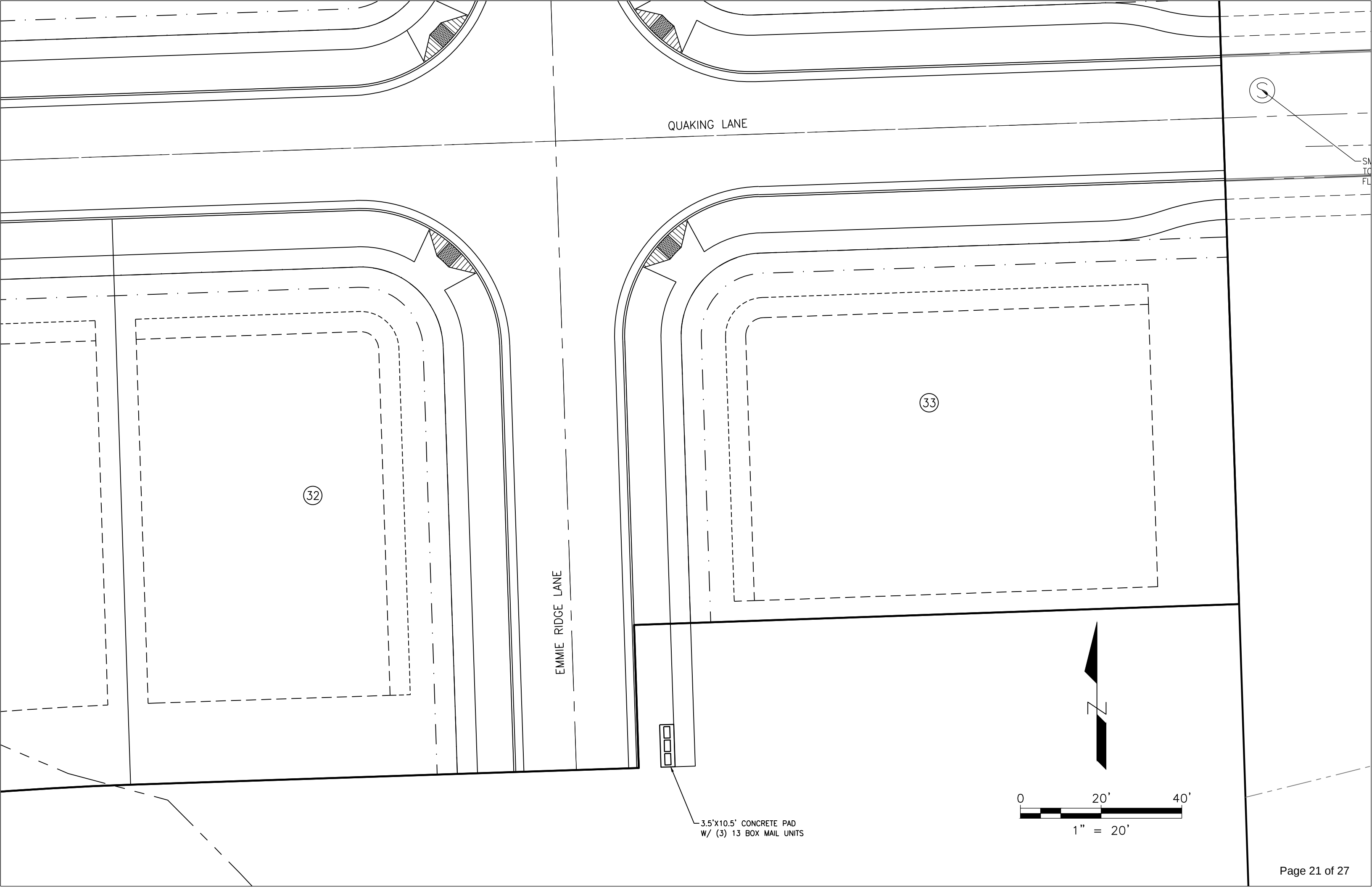
ANALYSIS:

The applicant is proposing to install three 13-unit boxes on the east side of Emmie Ridge Lane on top of a concrete pad. The proposed revision to the preliminary plat is being requested due to the USPS change in mail delivery policy. The developers are requesting this site be approved as a temporary location to support the Phase 1 development. A permanent location will be proposed in Phase 2. Additionally, the site has been approved by the Postmaster (see attached letter).

The proposed location should not present a traffic concern as it is located at the current terminus of Emmie Ridge Lane. If the terminus is improved with a paved cul-de-sac as recommended by staff, the additional paved area can be utilized for short-term parking. The addition of lighting and landscaping will help to increase user safety and improve the visual aesthetics of the installation.

EXAMPLE MOTIONS

1. Motion to approve the Preliminary Plat revision subject to the following conditions:
 - a: Conditions determined by the Planning Commission
 - b: Conditions listed in the Staff Report
2. Motion to approve Preliminary Plat revision without conditions.
3. Motion to deny the Preliminary Plat revision application:
 - A: Reason for denial



Josh Burnette

From: Drain, Rene G - Arlington, TN <gaylene.r.drain@usps.gov>
Sent: Tuesday, September 27, 2022 1:03 PM
To: Josh Burnette; Kelly, Shannon T - Nashville, TN; Topps, Jennifer S - Arlington, TN
Cc: Roberts, Teri M - Nashville, TN
Subject: RE: [EXTERNAL] MEADOWS PHASE 1 CBU LOCATION

Shannon,
Sorry for the delay in my response. I was on AL last week.
I drove over to the site yesterday and saw the new street, Emmie Ridge Ln.
I believe the location will be suitable for temporary mail service.

Thank you,

Rene' Drain
Postmaster
Arlington, TN 38002-9998
901-867-1052 office
615-648-4112 cell

From: Josh Burnette <Josh@rendevco.net>
Sent: Tuesday, September 27, 2022 9:38 AM
To: Kelly, Shannon T - Nashville, TN <Shannon.T.Kelly@usps.gov>; Bundy, Chris - Whiteville, TN <Jerry.C.Bundy@usps.gov>; Drain, Rene G - Arlington, TN <gaylene.r.drain@usps.gov>; Topps, Jennifer S - Arlington, TN <Jennifer.S.Topps@usps.gov>
Cc: Roberts, Teri M - Nashville, TN <Theresa.M.Roberts@usps.gov>
Subject: RE: [EXTERNAL] MEADOWS PHASE 1 CBU LOCATION

CAUTION: This email originated from outside USPS. **STOP and CONSIDER** before responding, clicking on links, or opening attachments.

Would it be difficult to get an approval for this today please?

Josh Burnette, P.E.
Email: josh@rendevco.net
Cell: 901-605-2998

The Renaissance Professional Park
3157 Highway 64, Suite 200 Eads, Tn. 38028
Office: 901.466.4101 Fax: 901.466.4104
www.renaissance-company.com



From: Kelly, Shannon T - Nashville, TN <Shannon.T.Kelly@usps.gov>

Sent: Monday, September 19, 2022 11:59 AM

To: Bundy, Chris - Whiteville, TN <Jerry.C.Bundy@usps.gov>; Drain, Rene G - Arlington, TN <gaylene.r.drain@usps.gov>;
Topps, Jennifer S - Arlington, TN <Jennifer.S.Topps@usps.gov>

Cc: Josh Burnette <Josh@rendevco.net>; Roberts, Teri M - Nashville, TN <Theresa.M.Roberts@usps.gov>

Subject: FW: [EXTERNAL] MEADOWS PHASE 1 CBU LOCATION

Arlington Team,

Please review the attached proposed temporary CBU location for approval. Please reply all with approval or provide additional input.

The builder/developer/project mgr. contact information is below.

Josh Burnette, P.E.

Email: josh@rendevco.net

Cell: 901-605-2998

Thank you,

Shannon T. Kelly

Manager, Address Management Systems - HQs | USPS-Tennessee District
Insights and Operational Excellence



TN District AMS Page

AMS Helpful bluetube video links:

AMS Edit Book: <https://bluetube.usps.gov/watch.cfm?video=3990>

Resolving PX Vacant records via MDD: <https://bluetube.usps.gov/watch.cfm?video=4050>

WebEES: <https://bluetube.usps.gov/watch.cfm?video=4011>

eUARS: <https://bluetube.usps.gov/watch.cfm?video=4000>

PMMP: <https://bluetube.usps.gov/watch.cfm?v=5051>

From: Josh Burnette <Josh@rendevco.net>

Sent: Monday, September 19, 2022 10:59 AM

To: Roberts, Teri M - Nashville, TN <Theresa.M.Roberts@usps.gov>

Cc: Paul Luker <pluker@lakelandtn.org>

Subject: [EXTERNAL] MEADOWS PHASE 1 CBU LOCATION

CAUTION: This email originated from outside USPS. **STOP and CONSIDER** before responding, clicking on links, or opening attachments.

Good morning Miss Teri,

I've attached the plat for Phase 1 of the Meadows subdivision in Lakeland, TN. We're planning to have a temporary mailbox location at the end of Emmie Ridge Lane until a permanent mailbox can be constructed in Phase 2. The temporary location will have a concrete pad per USPS standards.

I apologize, but I do not have the contact for the Lakeland mail office. Would you mind copying them on this email?

Thank you and let me know if you have any questions

Josh Burnette, P.E.

Email: josh@rendevco.net

Cell: 901-605-2998

The Renaissance Professional Park

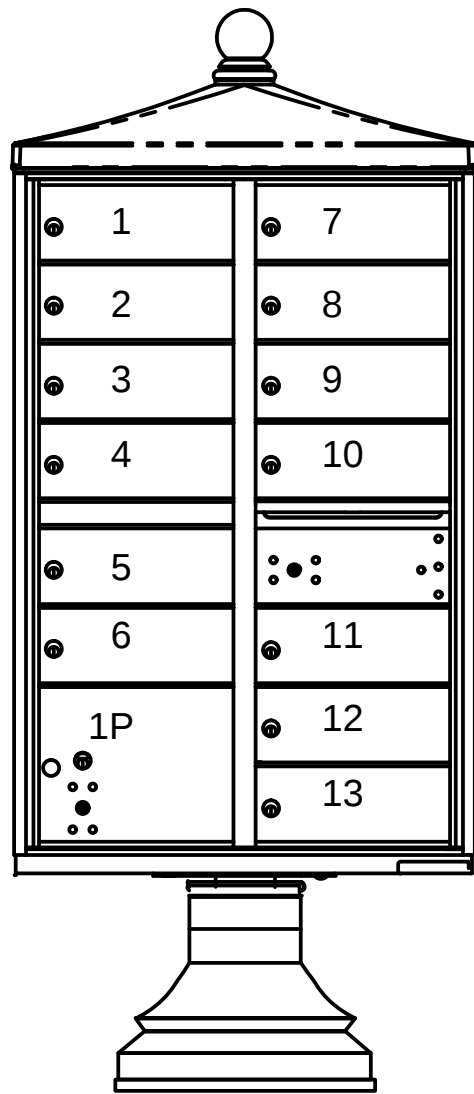
3157 Highway 64, Suite 200 Eads, Tn. 38028

Office: 901.466.4101 Fax: 901.466.4104

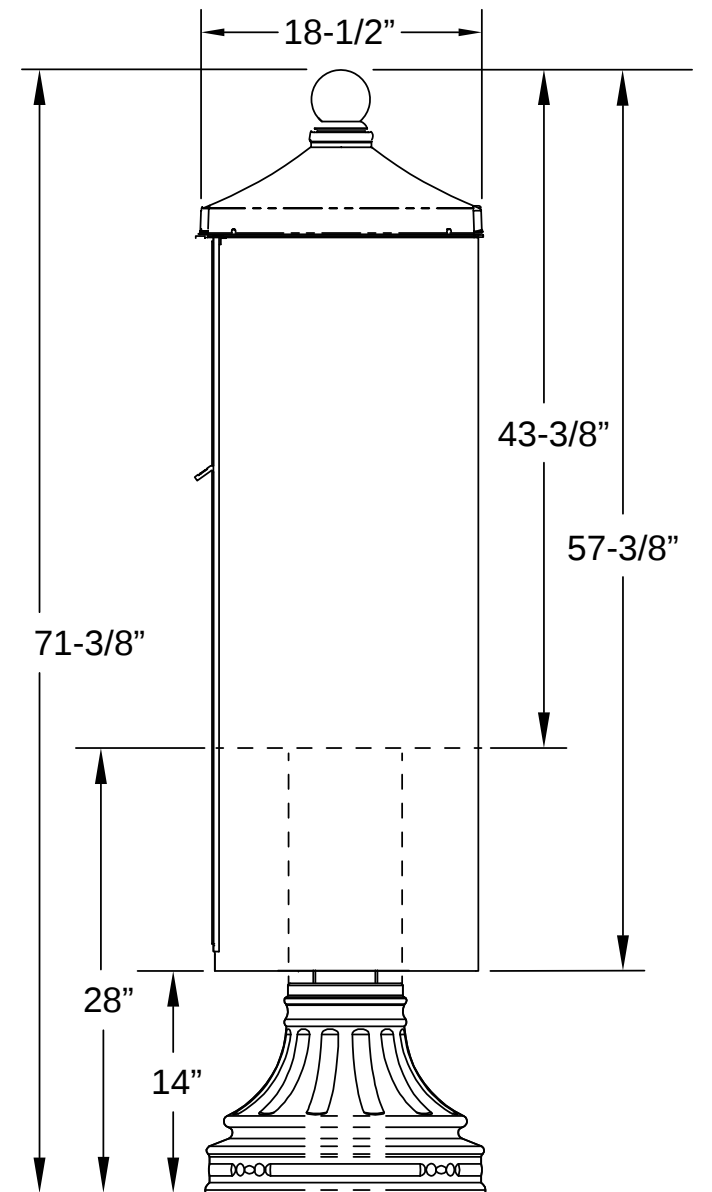
www.renaissance-company.com



Overall w/ Recommended Clearance:
2' 7-5/8"



1570-13V2



Configuration Details:

- 1. **Product Type:** Cluster Box Units
- 2. **Installation:** Mounted on a pedestal
- 3. **Finish:** Dark Bronze
- 4. **Locks:** Standard Cam Lock, 3 keys
- 5. **Door Id:** Decals
- 6. **Master Door:** Prepared for USPS Master Lock
- Note:** Number placement on drawing does not represent the final position of the engraving/decals.

Models Used:

(1) 1570-13V2

Door Sizes Used:

(13) 4-3/4" H Tenant
(1) 9-7/8" H Parcel

DO NOT SCALE OFF DRAWING

ELEVATION: site 1 | MAILBOXES: 13 | PARCELS: 1

PROJECT NAME: 1570-13-V2

DRAWN BY:

FLORENCE
CORPORATION
5935 Corporate Drive • Manhattan, KS 66503
www.florencemailboxes.com • 800.275.1747
A GIBALTAR INDUSTRIES COMPANY

DATE: 10-18-2018

P.O. NO:

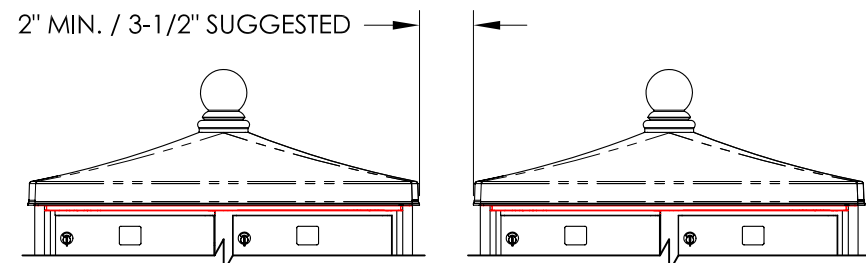
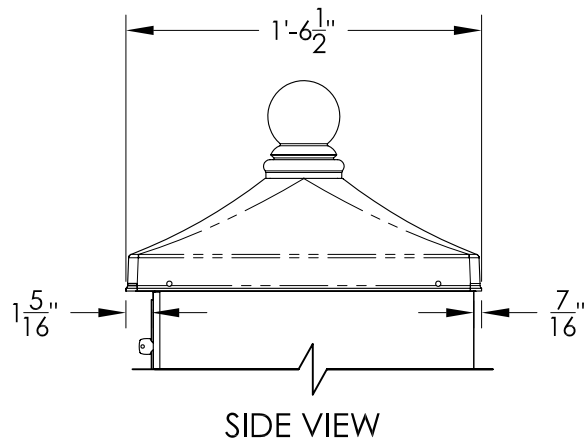
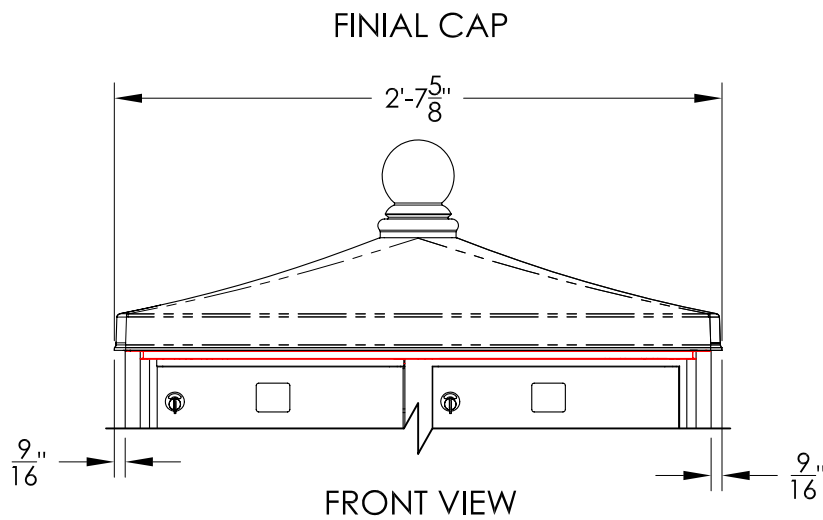
SCALE: NONE

QUOTE NO:

DRAWING NO. WEB-91894

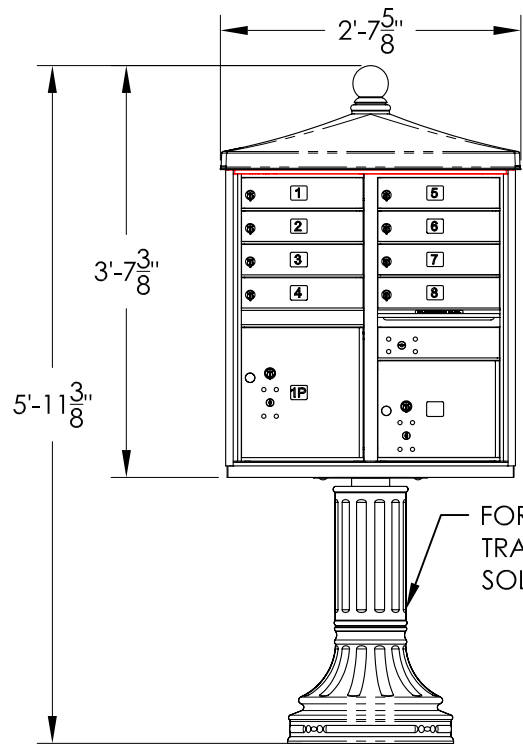
SHEET 1 OF 1

MULTI-UNITS PAD SPECIFICATION

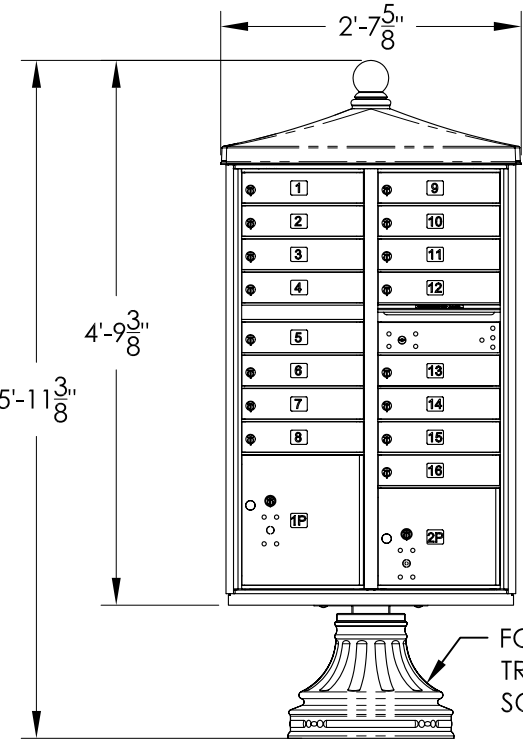


IMPORTANT CLEARANCE SPEC
SEE **MULTI UNIT PAD SPECIFICATION**
FOR BOLT PATTERN AND SPACING

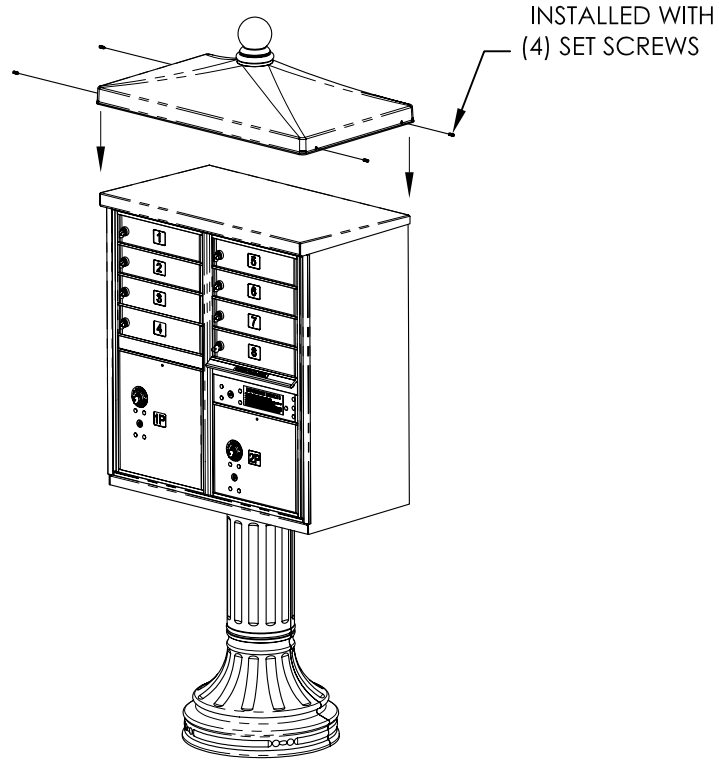
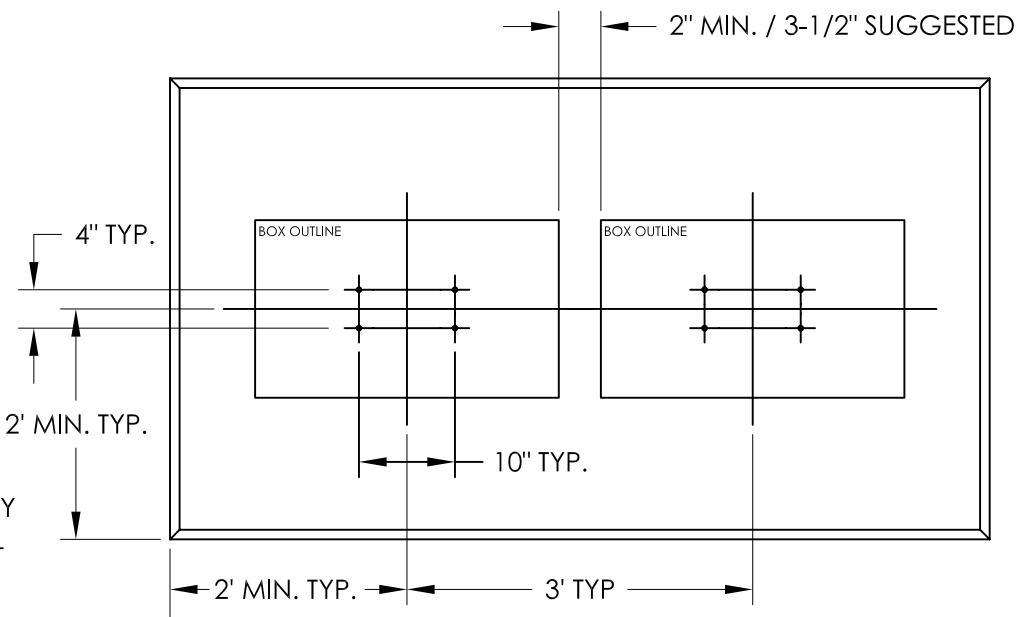
1570 CBU SERIES VIEW WITH INSTALLED ACCESSORIES



FOR ILLUSTRATION ONLY
TRADITIONAL PEDESTAL
SOLD SEPARATELY



FOR ILLUSTRATION ONLY
TRADITIONAL PEDESTAL
SOLD SEPARATELY



- NOTES:
1. FINIAL CAP DESIGN REQUIRES ADDITIONAL SPACE BETWEEN CBUs.
FOR MULTIPLE CBU INSTALLATIONS. SEE IMPORTANT CLEARANCE SPEC ABOVE.
 2. CAP AND PEDESTAL COVER SOLD SEPARATELY.
 3. FINIAL CAP AVAILABLE IN ALL STANDARD CBU POWDER COAT FINISHES.
 4. FINIAL INSTALLED USING (4) SET SCREWS. HARDWARE INCLUDED.
 5. FINIAL CAP DESIGNED TO FIT OVER FLORENCE 1570 SERIES CBU.

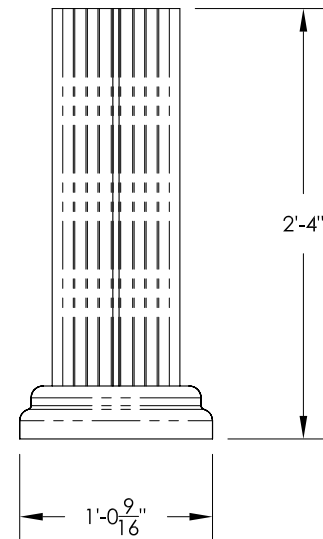
PRODUCT SERIES: VOGUE™ CBU ACCESSORIES FINIAL CAP

AF FLORENCE
manufacturing company

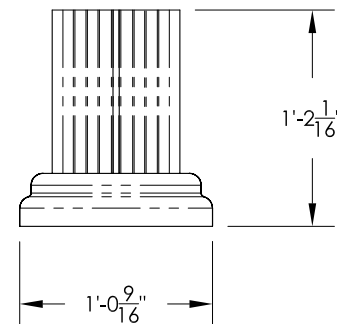
5935 Corporate Drive • Manhattan, KS 66503
www.florencemailboxes.com • (800) 275-1747

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MODEL FINIAL CAP		REV -	
SCALE NONE	LAST REV DATE 4/1/2010		
DRAWING NUMBER VOGUECAM	DRAWN BY AFD	SHEET 1 OF 1	

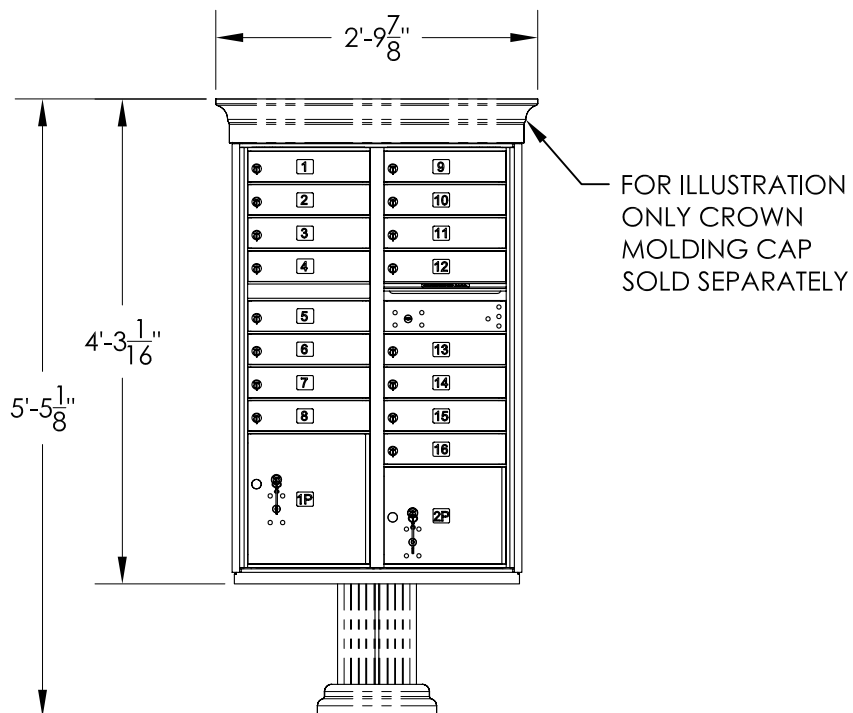
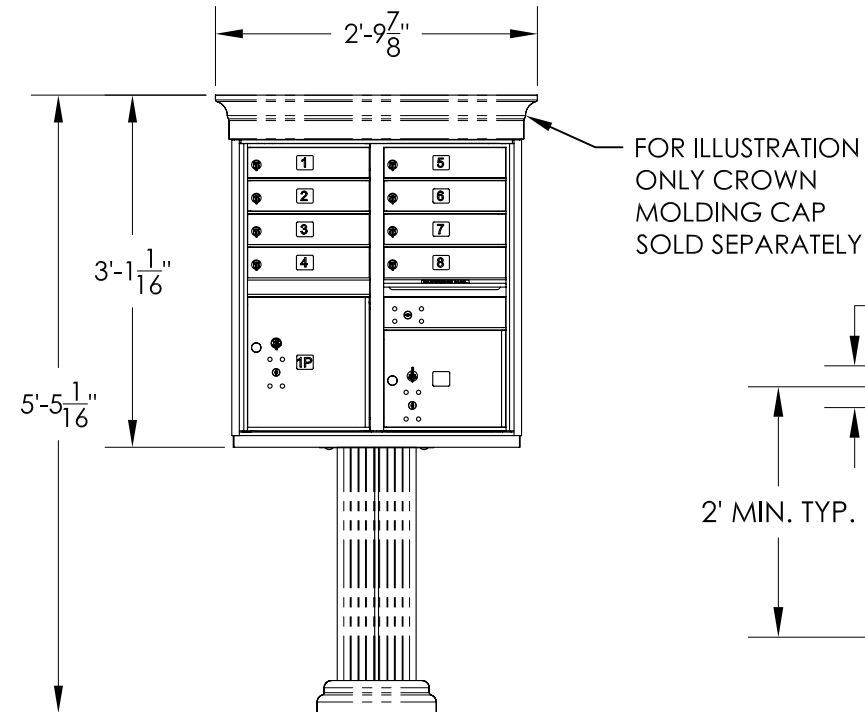


FRONT & SIDE VIEW
TALL PEDESTAL
(VOGUEP128)

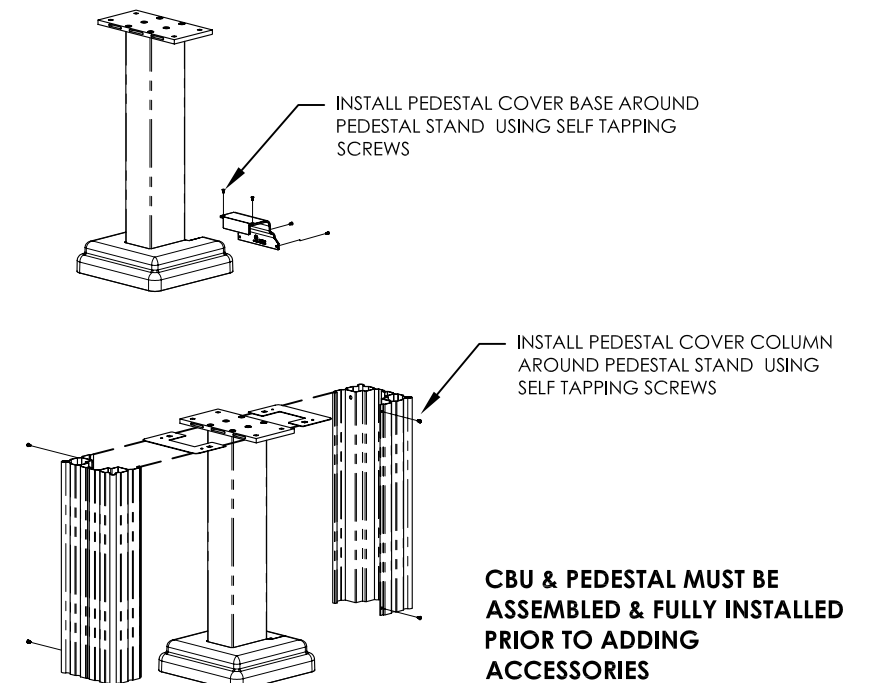
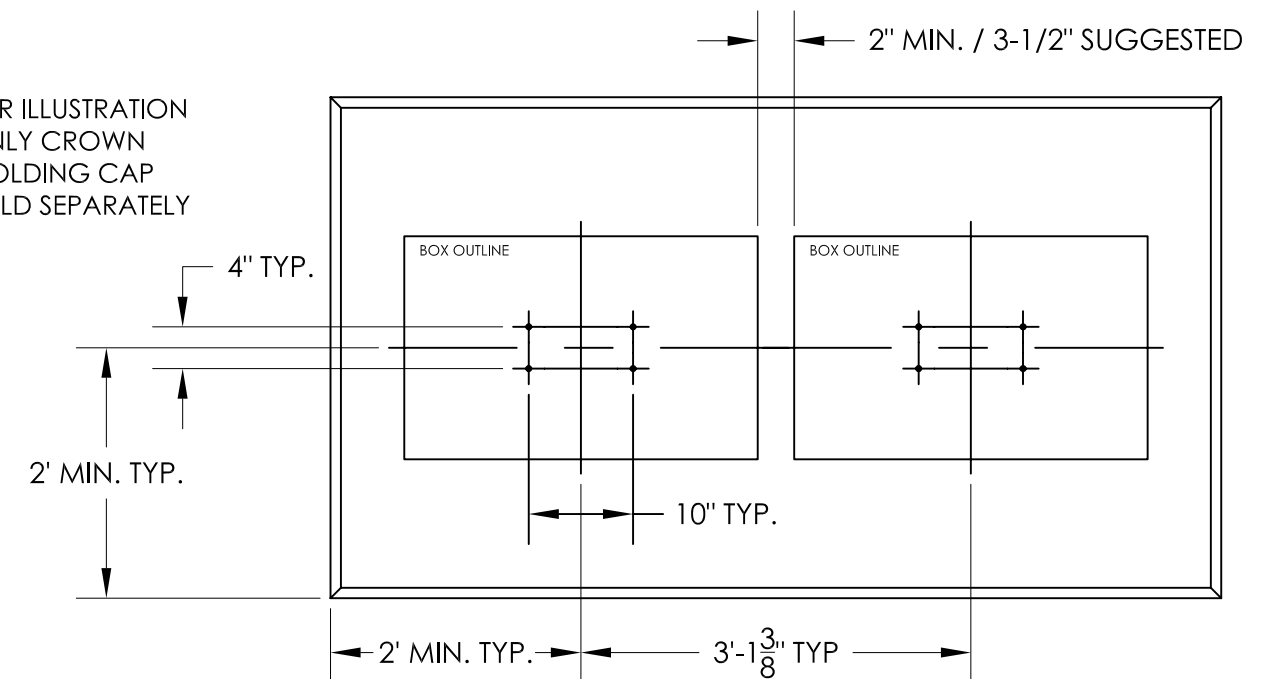


FRONT & SIDE VIEW
SHORT PEDESTAL
(VOGUEP114)

1570 CBU VIEW WITH INSTALLED ACCESSORIES



MULTI-UNIT PAD SPECIFICATION IF INSTALLING WITH CROWN CAP



NOTES:

1. CBU & PEDESTAL MUST BE ASSEMBLED AND FULLY INSTALLED PRIOR TO ADDING ACCESSORIES.
2. PEDESTAL COVER AND CAP SOLD SEPARATELY.
3. AVAILABLE IN ALL STANDARD CBU POWDER COAT FINISHES.
4. PEDESTAL COVER INSTALLED USING SELF-TAPPING SCREWS (INCLUDED).
5. PEDESTAL BASE COVER DESIGNED TO FIT OVER FLORENCE 1570 SERIES CBU PEDESTAL.

PRODUCT SERIES: VOGUE™ CBU ACCESSORIES PILLAR PEDESTAL
COVER

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manufacturing company
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www.ath-florence.com • (800) 275-1747
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MODEL	PILLAR PEDESTAL COVER	REV	A
SCALE	NONE	DATE	1/26/2011
DRAWING NUMBER	VOGUEPICS	DRAWN BY	AFD
		SHEET	1 OF 1