CITY OF LAKELAND TENNESSEE

Municipal Planning & Design Review Commission
Regular Meeting Agenda Agenda
Thursday, December 15, 2022, 5:30 PM
City Hall, Lakeland, Tennessee 38002

I. CALL TO ORDER:

II. ROLL CALL:

1. Election of Officers

III. APPROVAL OF MINUTES OF PREVIOUS MEETING:

1. October 20, 2022

IV. PUBLIC DISCUSSION:

V. REPORTS OF OFFICERS AND COMMITTEES:

VI. OLD BUSINESS:

VII. NEW BUSINESS:

1. Action on approval of a site plan for Dunkin Donuts located at 8984 U.S. Highway 64.

2. Action on approval of a sign application for Shadrach's Coffee located at 7677 U.S. Highway 64

3. Action on approval of Lakeland Town Center Comprehensive Sign Plan.

4. Action on a recommendation to the Board of Commissioners on an amendment to the Lakeland Municipal Code regarding flag exemptions and minimum signage square footage.

5. Action on a recommendation to the Board of Commissioners on amendments to the Land Development Regulations: Article III Zoning Regulations regulating the placement of smoke shops, vape shops and CBD stores within the City of Lakeland.

VIII. ANNOUNCEMENTS:

IX. ADJOURNMENT:

LAKELAND MUNICIPAL PLANNING COMMISSION
MEETING MINUTES
THURSDAY, OCTOBER 20, 2022, 5:30 PM
CITY HALL, LAKELAND, TN.

DRAFT

I. **CALL TO ORDER:** The meeting was called to order at 5:30 PM by Vice Todd Laessig.

II. ROLL CALL BY ACTING RECORDER:

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

Others present:
Michael Walker, City Manager
Paul Luker, Planning Director
Emily Harrell, City Engineer
Alex Barthol, City Planner

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

III. APPROVAL OF MEETING MINUTES:
Vice Chairman Laessig moved to approve the regular meeting of October 20, 2022, as written.

Mayor Cunningham seconded the motion.

Motion passed unanimously, voice vote, 6 in favor 0 against.

IV. PUBLIC DISCUSSION: None

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).***
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
Chris Sullivan – Carson Consulting Engineers Inc.

DRAFT

After the discussion, Mr. Sullivan moved to approve the building elevations for Glide Xpress as presented.

Commissioner Atkinson seconded the motion.

Motion passed unanimously, voice vote, 6 in favor 0 against.

VII. NEW BUSINESS:

1. ***Consideration of a Sign Plan for KuKuruku Crispy Chicken located at 8950 U.S. Highway 64, Suite 102.***

   Commissioner Atkinson moved to approve the sign plan for Kukuruku Crispy Chicken up to and not to exceed 30 square feet.

   Mr. Sullivan seconded the motion.

   Motion passed unanimously, voice vote, 6 in favor 0 against.

   For the record: No representative was present.

2. ***Consideration of a Temporary Mailbox Site Plan located at Emmie Ridge Lane (terminus) within the Lakeland Meadows Planned Development, Phase 1.***

   Mayor Cunningham moved to bring this item to the floor.

   Commissioner Atkinson seconded the motion.

   Motion passed unanimously, voice vote, 6 in favor 0 against.

   Discussion ensued.

   After the discussion, Commissioner Atkinson moved to approve the Lakeland Meadows Planned Development, Phase 1 temporary mailbox site plan located at Emmie Ridge Lane with the following conditions: Items 1, 3, and 4 of the staff report to remain as is, and remove item 2 " provide landscaping" and simply have the lighting subjected to staff approval. (See attached staff report)

   Mayor Cunningham seconded the motion.

   Motion passed unanimously, voice vote, 6 in favor 0 against.

   For the record: Josh Burnette was present to represent the applicant.

VIII. ANNOUNCEMENTS:

DRAFT

IX. ADJOURNMENT:

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

Motion passed unanimously, voice vote, 6 in favor 0 against.

The meeting was adjourned at 6:23 p.m.

_____
Secretary

ATTEST:

_____
Debra Murrell, *City Recorder*

These minutes were approved on December 15, 2022.

CITY OF LAKELAND TENNESSEE

Municipal Planning and Design Review Commission

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 Posta 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

Municipal Planning and Design Review Commission

Meeting Date: Thursday, December 15, 2022

Project: Dunkin Donuts - Site Plan

Staff Contact: Alex Barthol, Staff Planner

PROJECT INFORMATION

Location:	8984 Highway 64
Parcel ID:	L0159 00487
Zoning District:	C-2 (Regional Commercial District)
Site Area:	.65 acres
Applicant:	John Vaci
Representative:	John Vaci (Architect)

STAFF RECOMMENDATION

Staff recommends approval of the application as submitted.

BACKGROUND:
The subject property is located at 8984 Highway 64 in Lot 2-B of the Stonebridge Commercial Subdivision. The original structure was built in 2012 and has not been modified since its original construction.

DISCUSSION
The applicant is seeking approval of a site plan application for the Re-model of the Dunkin Donuts located at 8984 Highway 64. The proposed remodel will include exterior paint changes as well as an overall update of the architectural style to conform with new brand standards.

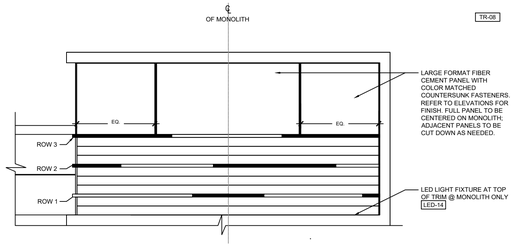
Elevations:
The applicant is proposing to paint the exterior of the building on all sides Sherwin Williams SW 7066 “Gray Matters” and Sherwin Williams SW 7069 “Iron Ore” on the north side of the building around the freezer enclosure. The existing coping will be repainted in the same DD Orange that

is currently present on the building. The current stone veneer will remain on the south, east and west sides of the building. All exterior gooseneck lights and orange vinyl canopies will be removed and patched. Metal awnings will be installed over the drive thru window and building entrance on the south side and are proposed to be painted DD Orange to match the coping. Finally, all door pulls will be replaced with new brand specific fixtures.

Signage:
No new signage is proposed with the application however there will be a new sign package submitted at a later date as part of the overall brand update.

EXAMPLE MOTIONS

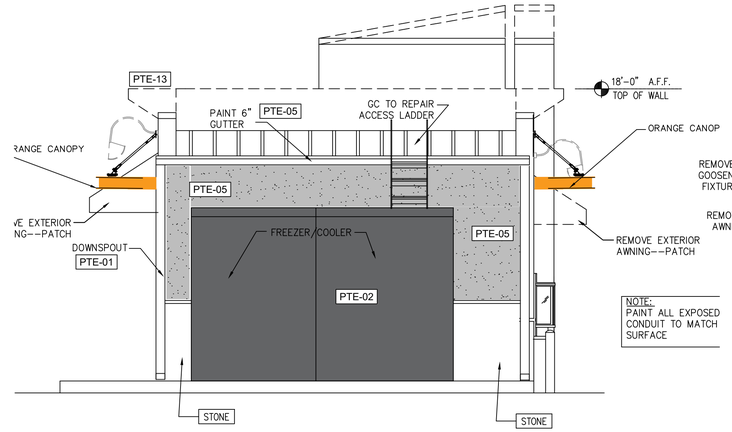
1. Motion to approve the Dunkin Donuts site plan subject to the following conditions:
    a. Conditions as determined by the Planning Commission
    b. Conditions listed in the Staff Report
2. Motion to approve the Dunkin Donuts site plan without conditions.
3. Motion to deny the Dunkin Donuts site plan application:
    a. Reason for denial



1/A-5.0 ELEVATION

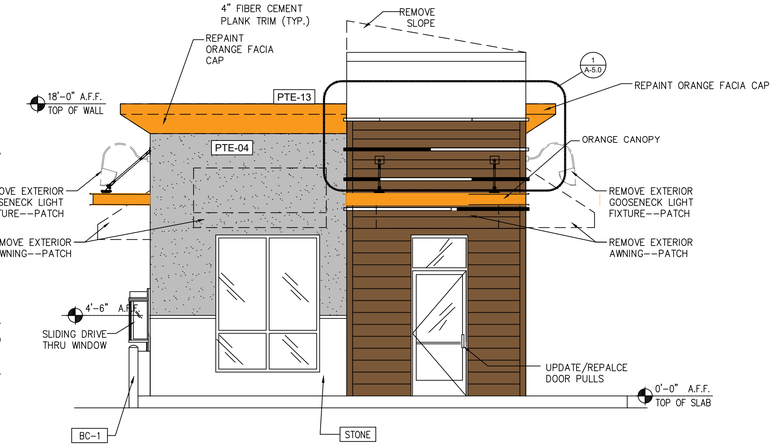
SCALE: NTS

TR-01	METAL	TAMLYN	EXTRUDED METAL CHANNEL USED AT TOWER ELEMENT	**PINK ACCENT BAND** SEE SF03 (PINK)
TR-02	METAL	TAMLYN	EXTRUDED METAL CHANNEL USED AT TOWER ELEMENT	**OFF WHITE ACCENT BAND** SEE SF04 (WHITE)



REAR ELEVATION

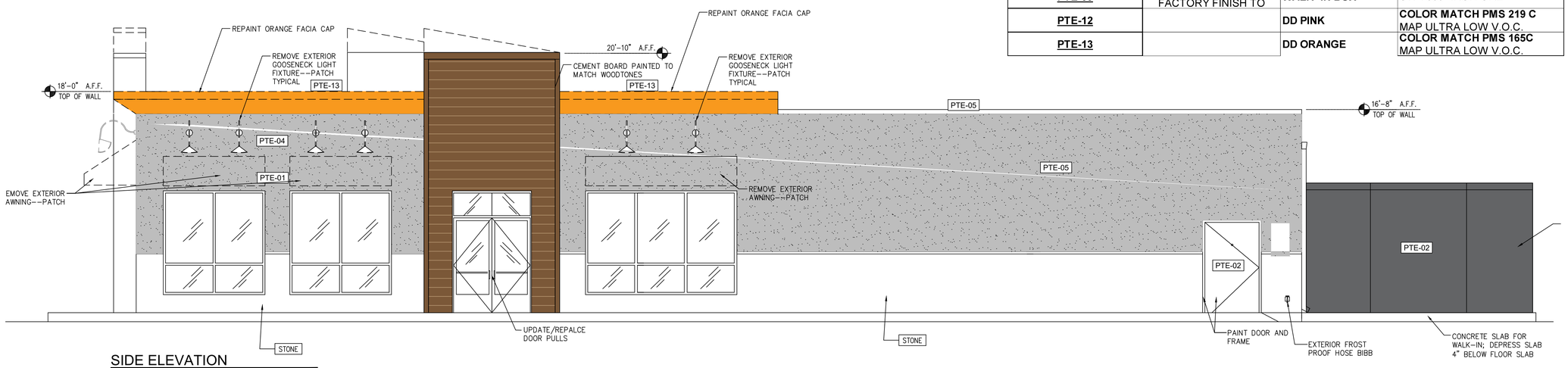
SCALE: 1/4"=1'-0"



STREET SIDE ELEVATION

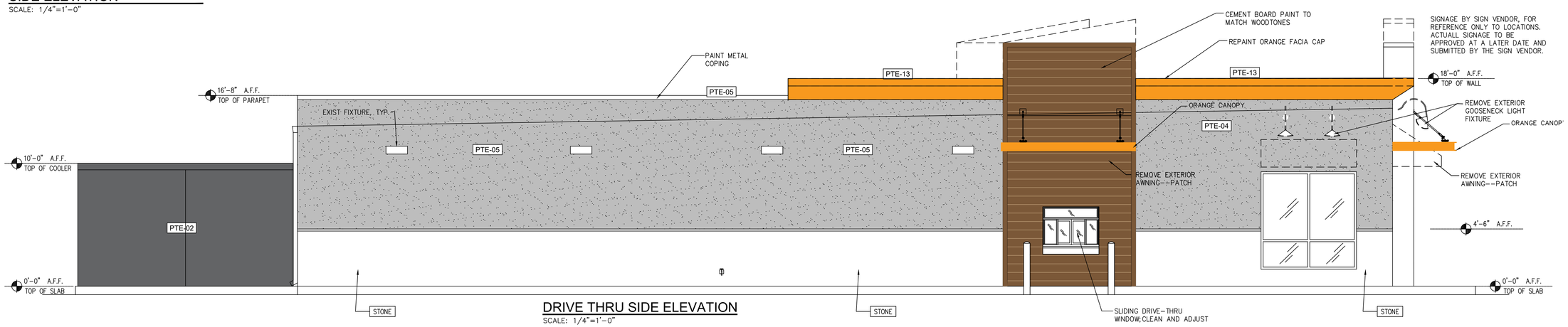
SCALE: 1/4"=1'-0"

PTE-01	SHERWIN WILLIAMS	**GRAY FINISH**	SW 7019 "GAUNTLET GRAY"
PTE-02	SHERWIN WILLIAMS	**CHARCOAL FINISH**	SW 7069 "IRON ORE"
PTE-04	SHERWIN WILLIAMS	**OFF WHITE FINISH**	SW 7063 "NEBULOUS WHITE"
PTE-05	SHERWIN WILLIAMS	**MID-TONE FINISH**	SW 7066 "GRAY MATTERS"
PTE-09	SHERWIN WILLIAMS OR FACTORY FINISH TO	**WALK -IN BOX**	SW 7069 "IRON ORE"
PTE-12		**DD PINK**	**COLOR MATCH PMS 219 C** MAP ULTRA LOW V.O.C.
PTE-13		**DD ORANGE**	**COLOR MATCH PMS 165C** MAP ULTRA LOW V.O.C.



SIDE ELEVATION

SCALE: 1/4"=1'-0"



DRIVE THRU SIDE ELEVATION

SCALE: 1/4"=1'-0"

JOHN S VACI, Architect
1138 BERWICK ROAD
BIRMINGHAM, AL 35242
205.541.7898
john@johnvaciarchitect.com

THESE DRAWINGS ARE COPYRIGHTED AND ARE USED WITH PERMISSION. ALL RIGHTS ARE RESERVED

JOHN S VACI REGISTERED ARCHITECT No. 103739 STATE OF TENNESSEE

3/28/2022

dunkin' brands

8984 US-64
Lakeland, TN 38002
Store Number: 349629

Wagner DaRosa Franchisee
Memphis Donuts, LLC.
P.O.Box 383348
Germantown, TN38183
823-2685
e-fax(901)457-0007
Wagner.DaRosa@MemphisDonuts.com

ISSUED / REVISED	DATE
ISSUED FOR PERMIT	01.10.22

ELEVATIONS

A-5.0

Municipal Planning and Design Review Commission

Meeting Date: Thursday, December 15, 2022

Project: Shadrachs Coffee - Signage Plan

Staff Contact: Alex Barthol, Staff Planner

PROJECT INFORMATION

Location:	7677 Highway 64
Parcel ID:	L0159 00529
Zoning District:	C-2 (Regional Commercial District)
Site Area:	1.09 acres
Applicant:	Harold Jackson
Representative:	Harold Jackson (Visual Dynamics)

STAFF RECOMMENDATION

Staff recommends approval of the Shadrachs Sign Plan as submitted.

BACKGROUND:
The site plan for Shadrachs Landscaping, Architecture and Lighting was approved at the 8/19/21 MPC Meeting .

DISCUSSION:
The applicant is seeking approval of a wall and principal ground sign for Shadrachs Coffee at 7677 Highway 64. The proposed wall sign area will be 24.17 square feet and will be internally illuminated with LEDs. The proposed principal ground sign area will be 11.37 square feet and will also be internally illuminated with LEDs. The ground sign will also be surrounded by the required landscaping.

ANALYSIS:
Upon review by staff, there are two items for review with this application:

1. The proposed sign exceeds the square footage requirements of the Sign Ordinance. The ordinance permits a maximum of eighteen and three quarter (18.75) 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 twenty-eight (28) 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.

2. The Sign Ordinance does not contain any language that relates directly to principal ground signage color. The applicant is proposing a black sign with painted black brick as the base. Staff feels that this design is cohesive with the overall approved site plan and does recommend approval of the sign application as submitted.

EXAMPLE MOTIONS
1. Motion to approve the Shadrachs Coffee sign 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 Shadrachs Coffee sign plan without conditions.
3. Motion to deny the Shadrachs Coffee sign plan application:
   a. Reason for denial

CITY OF LAKELAND

Application for Sign Permit

Permit No. _____ Date of Application 11-15-22

Name of Applicant Harold Jackson

Address 941 E. Alcy RD 38106

Daytime Telephone Number 901-774-4644 Fax Number _____

E-mail signs@visual-dynamics.com

Name of Sign Company (Installer) Visual Dynamics

Name of Project Manager or Contact Person Harold Jackson

Address 941 E. Alcy Rd Memphis TN 38106

Telephone Number 901-335-3731 Fax Number _____

E-mail signs@visual-dynamics.com

Location of Sign 8906 US 64 Lakeland TN 38002 Zoning Classification _____

Type of Illumination (Check one): None Internal or External Both Internal and External

Type of Sign(s) (Check all that apply):

- Building Marker Sign
- Changeable Copy Sign
- Construction Sign
- Directory Sign
- Flag or Flag Pole
- Identification Sign
- Incidental Sign
- Interstate Monument
- Institutional, Temporary
- Menu Board
- Model Home
- Principal Ground Sign
- Public Event Banner
- Real Estate (except single family)
- Subdivision Entry Sign
- Temporary Sign
- Dates: From _____ to _____
- Wall Sign, Nonresidential Sign
- Wall Sign, Residential/ Institutional
- Yard Sale Sign
- Gasoline Trade Sign
- Opening Sign
- Suspended Sign
- Shopping Center Sign

In general, the Municipal Planning / Design Review Commission meets the third Thursday of each month at 5:30 p.m. in the Board Chambers in City Hall located at 10001 U.S. Highway 70. The submission deadline normally is 30 days prior to the next regular scheduled meeting by 4:00 p.m. Eight (8) copies of all required materials, in addition to the required application fee shall be submitted to the City by the application deadline. Contact the City at 901-867-2717 to confirm deadline and meeting dates and times.

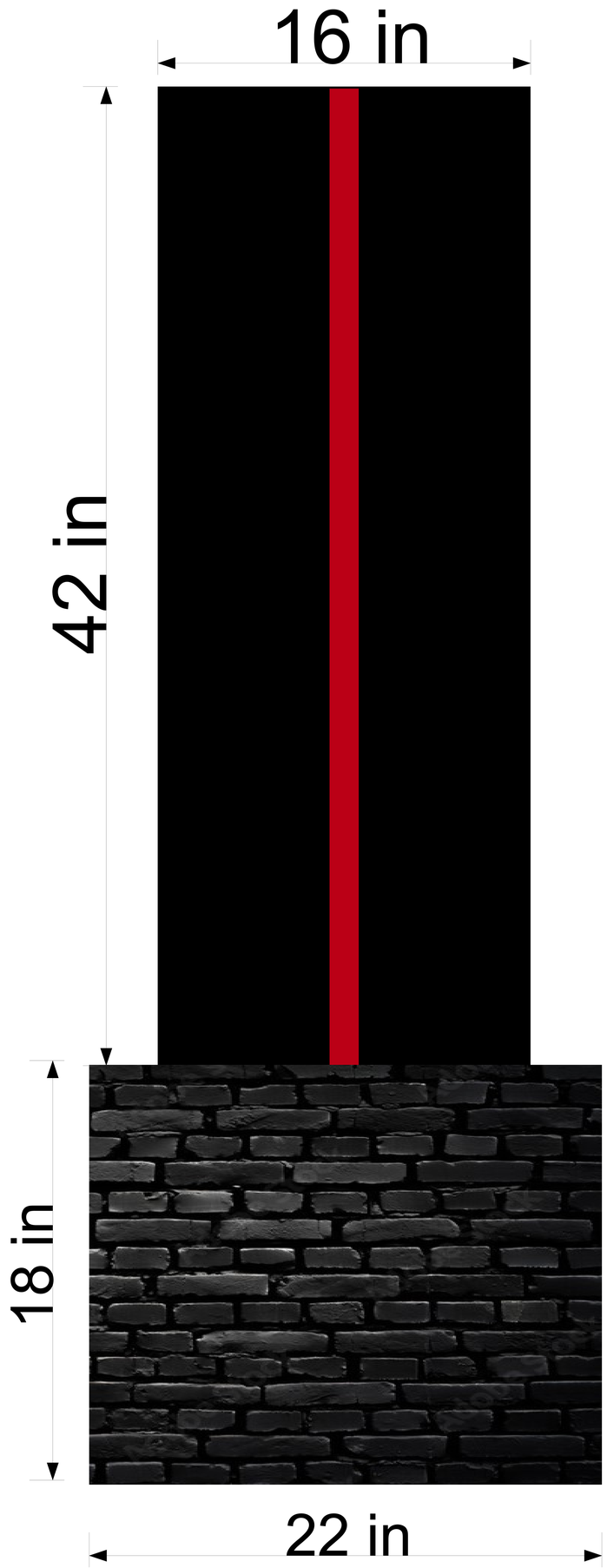
Harold Jackson _____ 11-15-22 _____

Applicants Signature Date

last updated 5/16/17

FACE VIEW

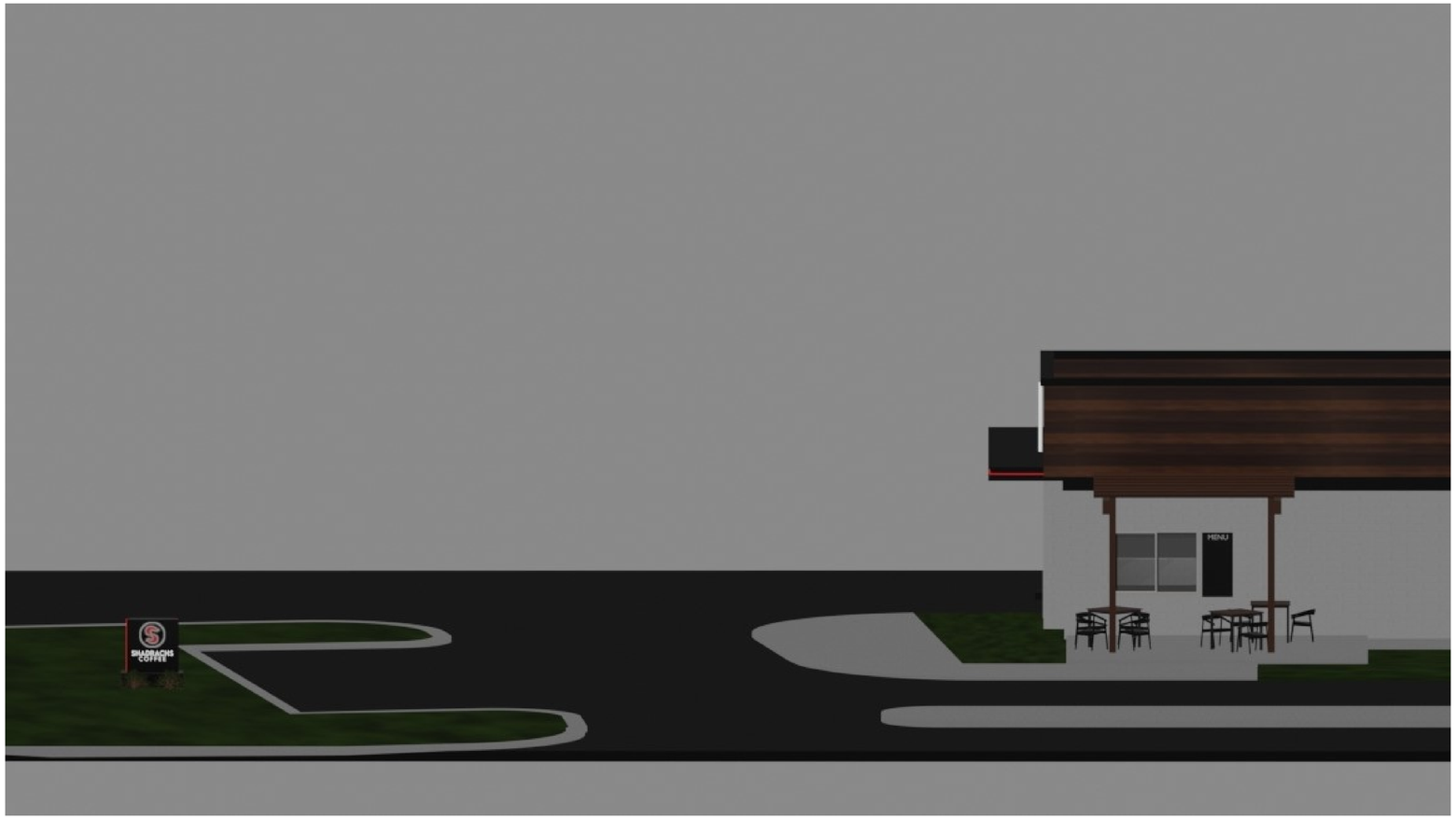
END VIEW

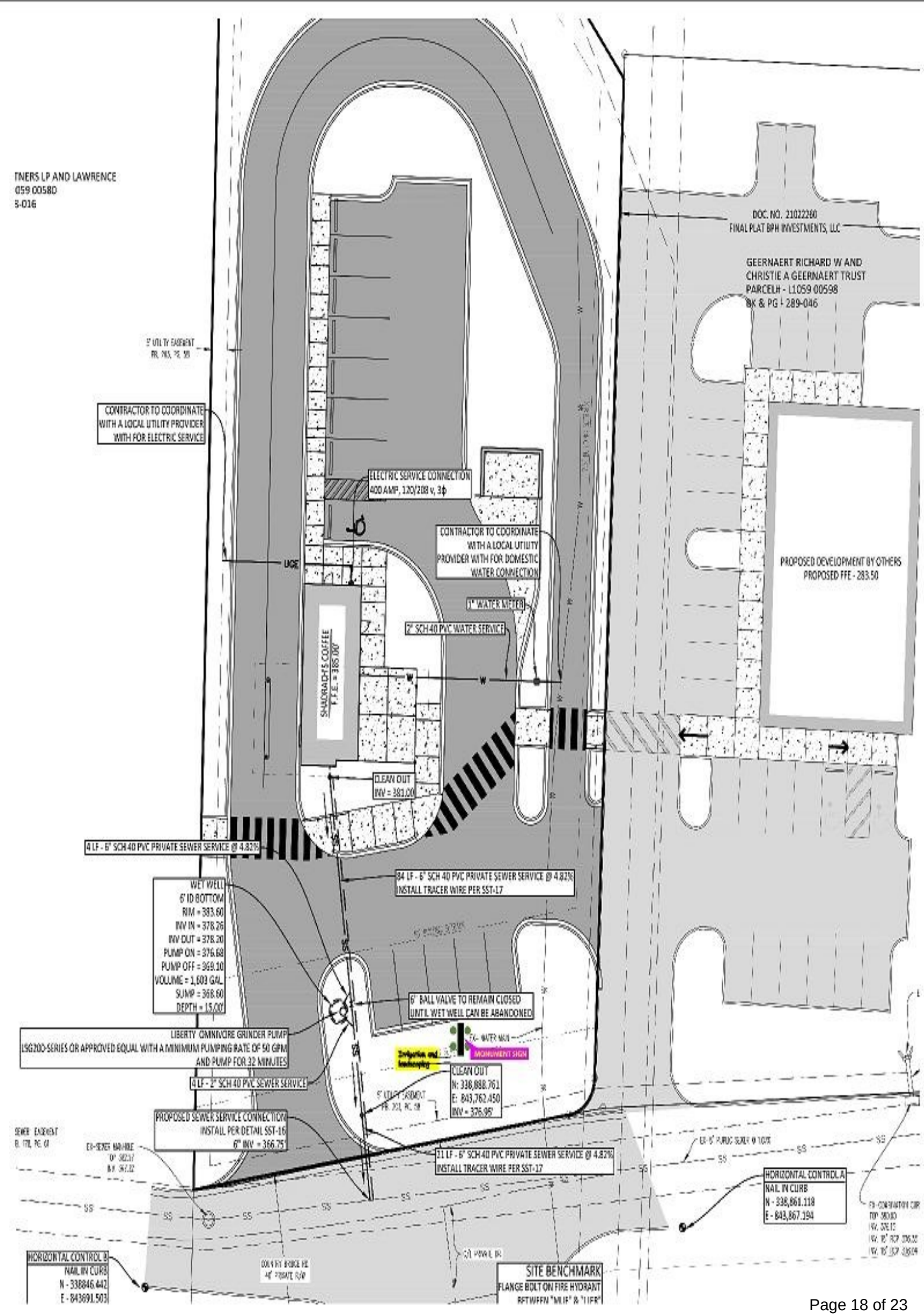


59 in

59 in

Monument sign with
landscaping & irrigation
SHADRACKS
EST. 70


SHARRACHS
COFFEE
MENU


TNERS LP AND LAWRENCE
059 00580
S-016
DOC. NO. 21022260
FINAL PLAT BPH INVESTMENTS, LLC
GEERNAERT RICHARD W AND
CHRISTIE A GEERNAERT TRUST
PARCEL# - L1059 00598
BK & PG - 289-046
5' UTILITY EASEMENT
CONTRACTOR TO COORDINATE WITH A LOCAL UTILITY PROVIDER WITH FOR ELECTRIC SERVICE
ELECTRIC SERVICE CONNECTION
400 AMP, 120/208 v, 3ϕ
CONTRACTOR TO COORDINATE WITH A LOCAL UTILITY PROVIDER WITH FOR DOMESTIC WATER CONNECTION
UGE
1" WATER METER
2" SCH 40 PVC WATER SERVICE
SHADRACH'S COFFEE
F.F.E. = 385.00
PROPOSED DEVELOPMENT BY OTHERS
PROPOSED FFE - 283.50
CLEAN OUT
INV = 381.00
4 LF - 6" SCH 40 PVC PRIVATE SEWER SERVICE @ 4.82%
84 LF - 6" SCH 40 PVC PRIVATE SEWER SERVICE @ 4.82%
INSTALL TRACER WIRE PER SST-17
WET WELL
6' ID BOTTOM
RIM = 383.60
INV IN = 378.26
INV OUT = 378.20
PUMP ON = 376.68
PUMP OFF = 369.10
VOLUME = 1,603 GAL
SUMP = 368.60
DEPTH = 15.00'
6" BALL VALVE TO REMAIN CLOSED UNTIL WET WELL CAN BE ABANDONED
LIBERTY OMNIVORE GRINDER PUMP
LSG200-SERIES OR APPROVED EQUAL WITH A MINIMUM PUMPING RATE OF 50 GPM AND PUMP FOR 32 MINUTES
EX- WATER MAIN
MONUMENT SIGN
4 LF - 2" SCH 40 PVC SEWER SERVICE
CLEAN OUT
N: 338,888.761
E: 843,762.450
INV = 375.95'
PROPOSED SEWER SERVICE CONNECTION
INSTALL PER DETAIL SST-16
6" INV = 366.75'
SEWER EASEMENT
EX-SEWER MANHOLE
31 LF - 6" SCH 40 PVC PRIVATE SEWER SERVICE @ 4.82%
INSTALL TRACER WIRE PER SST-17
HORIZONTAL CONTROL A
NAIL IN CURB
N - 338,861.118
E - 843,867.194
HORIZONTAL CONTROL B
NAIL IN CURB
N - 338846.442
E - 843691.503
SITE BENCHMARK
FLANGE BOLT ON FIRE HYDRANT
BETWEEN "MLIF" & "LIFE"

SHADRACHS
COFFEE ROASTING CO.

Municipal Planning and Design Review Commission

Meeting Date: December 15, 2022

Project: Amendment to the Lakeland Municipal Code regarding flag exemptions and minimum signage square footage

Staff Contact: Alex Barthol, Staff Planner

STAFF RECOMMENDATION

Staff recommends that the Planning Commission forward this amendment to the Board of Commissioners with a favorable recommendation.

DISCUSSION

Municipal and Nation Flag Exemption from the Sign Ordinance

As a standard, National and Municipal flags are exempt from sign regulations. This amendment adds language that clearly states what staff has already interpreted to be the intent of the Lakeland Municipal Code and to give clarity to the exemption.

Minimum Signage Square Footage

After examining the Sign Ordinances of the surrounding Municipalities, staff has concluded that the addition of a minimum allowable signage square footage for new signage is appropriate. As it is currently written, the Municipal code allows for a 1:1 ratio of building frontage to allowable signage square footage. The addition of a minimum signage square footage allowance of thirty (30) square feet will standardize signage across Lakeland, while also allowing more signage area for tenants who occupy smaller spaces with less building frontage. Staff does not feel that this change will make a material difference in the character or intent of the ordinance but will provide relief for applicants who struggle to provide adequate signage in smaller retail spaces.

Staff will be available at the Planning Commission meeting to answer any questions the Commission may have regarding the proposed amendment.

EXAMPLE MOTIONS

1. Motion to recommend that the Board of Commissioners approve the amendment to the Lakeland Municipal Code as presented by staff.
2. Motion to recommend that the Board of Commissioners approve the amendment to the Lakeland Municipal Code as modified by the Planning Commission.
   a. List modifications
3. Motion to recommend that the Board of Commissioners disapprove the amendment to the Lakeland Municipal Code.
   a. Reason for denial

Municipal Planning and Design Review Commission

Meeting Date: December 15, 2022

Subject: Amendments to the Land Development Regulations: Article III Zoning Regulations regulating the placement of smoke shops, vape shops and CBD stores within the City of Lakeland

Applicant: City of Lakeland

Staff Contact: Paul Luker, Planning Director

STAFF RECOMMENDATION

Staff recommends that the Planning Commission forward this amendment to the Board of Commissioners with a favorable recommendation.

DISCUSSION

BACKGROUND:

Administration has recently received complaints and expressions of concern about the future placement of smoke shops, vape shops and CBD stores in Lakeland. While these types of businesses are legal, they cater to an adult population. Therefore, staff is recommending these types of business be regulated in the same manner as sexually orientated businesses and be restricted to M-2 Manufacturing District. The types of businesses regulated by this amendment would regulate entities that derive its largest category of sales from tobacco, nicotine, inhaled smoke or vape products and/or CBD products including accessories. This amendment would not pertain to retail outlets that sell the above referenced products as an aside to their overall inventory.

ANALYSIS:

The proposed revision will require the following changes to the Land Development Regulations Article III:

1. Strike the use of "smoke shops" as a permitted use in Article III. Section 2. E.z (Retail Uses)
2. Amend Article III Section 2. H (Production Uses) to the following:
   H. Production Uses and Adult Oriented Businesses
   4. Adult Oriented Businesses
   a. Sexually Oriented Businesses

b. Smoke Shops, Vape Shops and/or CBD Stores- A retail store that derives its largest category of sales from tobacco, nicotine, inhaled smoke or vape products and/or CBD products including accessories.

3. Amend Article III Section 2. L (Use Chart) to show the following:
   *Production/Adult Oriented Business
   * smoke shops, vape shops and/or CBD stores permitted in the M2- Manufacturing District

EXAMPLE MOTIONS

1. Motion to recommend the Board of Commissioners approve the proposed text amendments to the Land Development Regulations as presented
2. Motion to recommend the Board of Commissioners approve the proposed text amendments to the Land Development Regulations with edits
3. Motion to recommend the Board of Commissioners disapprove the proposed text amendments to the Land Development Regulations
   a. Reason for denial