COVINGTON MUNICIPAL - REGIONAL PLANNING COMMISSION MEETING

SEPTEMBER 5, 2023 12:00 PM NOON LOWER-LEVEL CONFERENCE ROOM AT CITY HALL



AGENDA FOR THE MEETING OF THE COVINGTON MUNICIPAL-REGIONAL PLANNING COMMISSION September 5, 2023 12:00 PM

- I. CALL TO ORDER ESTABLISHMENT OF A QUORUM
- II. OPEN FOR PUBLIC COMMENT
- III. APPROVAL OF THE PREVIOUS MINUTES
- IV. NEW BUSINESS
 - A. Captain D's Site Plan
 - B. Text Amendment Amending Regional Zoning Regulations for Mobile Home Parks and Adopting new Regulations for Campgrounds.
- V. OLD BUSINESS
- VI. OTHER BUSINESS
- VII. ADJOURNMENT

Next Meeting: October 3, 2023

City of Covington Municipal-Regional Planning Commission

The Covington Municipal-Regional Planning Commission met on July 11, 2023, at 12:00 p.m. with the following members present: Chairman Joe Auger, Vice Chairman Sammy Beasley, Secretary Alice Fisher, Commissioners: Sue Rose, C.H. Sullivan, Annette Johnson, and Louise McBride. Also present were Building Official Lessie Fisher, Planner Will Radford, Code Officer Jennifer Nolen, Fire Inspector Jason Jenkins, Code Technician Phyllis Mayfield, and Mac Smith with 5 Star Development.

Meeting was called to order by Chairman Joe Auger.

Motion was made by Alice Fisher and seconded by C.H. Sullivan that the minutes of the preceding meeting be approved. Motion passed.

Site Plan was submitted for Scooter's Coffee Shop at 712 Highway 51 North. The property can be described as Parcel 20.01 on Tipton County Tax Map 025N, Group C. The property is zoned B-2 (Highway Business) District. The property does not appear to be located in a federally identified flood hazard area. Discussion regarding easement to connect property to north for future development.

Motion was made by C.H. Sullivan and seconded by Alice Fisher to approve with revision to note on site plan regarding the easement connecting property to the north. Motion passed.

Resolution for Administrative Approval of Two Lots or Less Minor Subdivisions, continuing the process for staff review approval.

Motion was made by C.H. Sullivan and seconded by Sammy Beasley to approve for recommendation to the Board of Mayor and Alderman.

C.H. Sullivan made a motion, seconded by Alice Fisher to adjourn the meeting. There being no further business, the meeting was adjourned at 12:20 p.m.

Next meeting to be September 5, 2023.



LOCAL PLANNERS, LOCAL SOLUTIONS,

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MEMORANDUM

TO: The Covington Municipal-Regional Planning Commission

FROM: Will Radford, AICP

DATE: August 29, 2023

SUBJECT: Staff Recommendations for the September meeting of the Municipal-Regional Planning Commission.

A. Captain D's – Site Plan

A site plan has been submitted to construct a new Captain D's near U.S. Highway 51 North (North of former Krystal's Location). The property can be described as Parcel 20.00 on Tipton County Tax Map 025N, Group C. The property is zoned B-2 (Highway Business) District. The property does not appear to be located in a federally identified flood hazard area.

Analysis

The site plan appears to be creating a new access point onto U.S. Highway 51. This access design has been approved by the Tennessee Department of Transportation.

The site plan has been reviewed by an engineer independent of the developer in regard to drainage and grading to ensure no increased run-off onto adjacent properties.

Staff are recommending the driveway layout be reviewed by the Covington Fire Department to determine whether the turn-around areas and access to the building is sufficient.

The site plan is showing 27 parking spaces which appears to be meet the parking requirements for Restaurants:

J. Restaurants and Similar One (1) space for each

Establishments Serving Food and/or Beverages	one-hundred fifty (150) square feet of gross floor area plus one (1) space for
	each three (3) employees

2. Each parking space shall be equal to an area of at least one hundred and sixty (160) square feet. The width shall be not less than eight (8) feet and the length shall not be less than nineteen (19) feet.

The proposed building meets all of the setbacks of the B-2 district.

The site plan is showing open space that will be used for solar panels for use by the restaurant. Screening may be required by the Planning Commission.

Recommendation

Staff recommends in favor of the site plan provided all above issues (Screening for Solar Panels) are adequately addressed.

B. Text Amendment – Amending Regional Zoning Regulations for Mobile Home Parks and Adopting new Regulations for Campgrounds.

Background/Analysis

The staff is presenting the following regulations to replace Section 4.090 Development Standards for Mobile Home Parks. These regulations were prepared in consultation with the Tipton County Planning Department.

4.090 <u>Development Standards for Mobile Home Parks</u>

The following land development standards shall apply for all mobile home parks:

- A. The mobile home park shall be located on a well-drained site, properly graded to ensure rapid drainage and to avoid the possibility of stagnant pools of water. Each mobile home park shall be located outside identified special flood hazard areas on the current Tipton County Flood Insurance Rate Maps. Drainage plans shall be required and approved by the City of Covington or designated staff.
- B. <u>Dimensional Requirements for Mobile Home Parks</u>
 - 1. Each mobile home park shall have a front, side and rear yard setbacks of fifty (50) feet exclusive of any required yards for each residential space.

- 2. Each mobile home park shall be permitted to display, on each road frontage, one (1) identifying sign of a maximum size of twenty (20) square feet.
- 3. The site for a mobile home park shall comprise of an area of not less than ten (10) acres.
- 4. Direct vehicular access to the site shall be provided by an abutting improved public road of at least a "Collector" status (as shown on Covington's Regional Major Road Plan).

C. Dimensional Requirements for Mobile Home Spaces

Each mobile home space shall be of sufficient size that, in addition to the dwelling, the following space shall be provided:

- 1. Each mobile home space shall be at least thirty-six (36) feet wide and such space shall be clearly defined by permanent markers.
- 2. There shall be a front yard setback of ten (10) feet from all access roads within the mobile home park.
- 3. Mobile homes shall be placed in each space so there shall be at least twenty (20) foot clearance between dwellings in all directions. No mobile home shall be located closer than twenty (20) feet from any building within the mobile home park.
- 4. There shall be at least two (2) off-road parking spaces for each residential space, which shall be on the same site as the mobile home served and may be located in the rear or side yard of said mobile home space.
- 5. Each mobile home space shall be provided with a pad that shall be a minimum of twelve (12) feet by fifty (50) feet, which shall be constructed of four (4) inches of compacted gravel, at a minimum.
- 6. No mobile home park shall be permitted unless such mobile home park is served by a public water supply. No mobile home space shall be located more than two hundred fifty (250) feet from a fire hydrant.
- 7. <u>Minimum Lot Density Chart</u> <u>Private Wastewater Treatment</u> <u>Public Sewer</u> <u>System</u>

Single Wide Mobile Home15,000 sq.ft.7,500 sq.ft.Double Wide Manufactured Home20,000 sq.ft.10,000 sq.ft.

The minimum lot density, unless a higher density is approved by the Tennessee Department of Environment and Conservation, Division of Water Resources and the Board of Zoning Appeals after appropriate soil tests have been completed and analyzed as to the capability of the soil to accommodate a septic tank and drain field.

D. General Requirements for Mobile Home Parks

- 1. Roads within the mobile home park shall be paved to a width of not less than twenty-two (22) feet (for bi-directional) or not less than twelve (12) feet (for single directional) in accordance with the procedures and standards for minor residential roads as specified in the Covington Regional Subdivision Regulations, and the right-of-way shall only be of sufficient width to include the road surface itself and necessary drainage facilities. All roads within the mobile home park shall be private roads and shall not be accepted as public roads.
- 2. Mobile home parks that provide fifty (50) or more residential spaces shall be required to provide more than one ingress/egress point to the mobile home park.
- 3. All mobile home spaces within the mobile home park shall abut an access road.
- 4. Each mobile home space shall be provided with a connection to electricity, water, and a public sewer system or to a private wastewater treatment system approved by the Tennessee Department of Environment and Conservation, Division of Water Resources.
- 5. Mobile homes, with or without toilet facilities that cannot be connected to an approved sewer system, shall not be permitted in a mobile home park. Each space shall have connections to water, septic and electricity.
- 6. Mobile homes shall not be used for commercial, industrial, or other nonresidential uses including customary home occupations within the mobile home park, except to house a rental office, maintenance, and amenity structures such as laundry, bathroom facilities and convenience commercial, such as small incidental retail (Ex. Drink Machines and small item retail).
- 7. Ground anchors shall be installed at each mobile home space to permit tie-downs of mobile homes in accordance with the International Building Codes.
- 8. All mobile home parks shall be required to provide inground storm shelters at thirty-six (36) square feet per mobile home space. All storm shelters shall be located so that no residential space exceeds a distance of two hundred fifty (250) linear feet. There is no limit to the number of storm shelters required for any mobile home park.
- 9. At least ten (10%) percent of the land area being used for the mobile home park shall be designated for open space and recreation in a centralized location. This area shall not be used for the placement of residences nor parking.
- 10. The storage, collection, and disposal of refuse in the mobile home park shall be so managed as to create no health hazards. Garbage

shall be collected and disposed of in a legal manner at least once per week.

11. A buffer strip, as defined in Section 2.020, shall be present on all sides that abut any county road and any residentially zoned district.

E. Plans and Schedules Required

The following information shall be shown on the required site plan drawn to a scale of no smaller than one hundred (100) feet to one (1) inch:

- 1. The location and legal description of the proposed mobile home park, including the total acreage involved.
- 2. The location, size and use of all buildings, improvements, and facilities constructed or to be constructed within the mobile home park.
- 3. The location and size of all mobile home spaces and off-road parking facilities.
- 4. The location of all points of entry and exit for motor vehicles and internal circulation pattern.
- 5. The location of open space.
- 6. Such other architectural, engineering, and topographic data as may be required to permit the Tennessee Department of Environment and Conservation, Division of Water Resources, Covington Public Works or designated staff, and the Board of Zoning Appeals (if applicable) to determine if the provisions of these regulations are being complied with, shall be submitted with the site plan.
- 7. A time schedule for development shall be prepared, which shall demonstrate the applicant's readiness and ability to provide the proposed services.
- 8. All mobile home parks existing at the date of the passage of this Ordinance that do not conform to the provisions of the zoning Ordinance shall be governed in accordance with the provision of Section 6.020, of this Ordinance.

F. <u>Application for Mobile Home Park Development</u>

An application for a permit to develop and construct a mobile home park shall be filed in accordance with this Ordinance, and shall be accompanied by all site plans, schedules, and other information herein required. Said application shall be processed in the following manner.

1. The written application, plans, and schedules, herein required, and a statement of approval of the proposed sewage disposal system from the Tennessee Department of Environment and Conservation, Division of Water Resources will be submitted to the Covington Municipal-Regional Planning Commission for site plan approval. The Covington Municipal-Regional Planning Commission shall duly review these materials and shall co-ordinate the review with the appropriate entities.

- 2. An annual fee to operate a mobile home park shall be based on the number of residential pads approved. A permit will be issued upon receipt of the annual fee and shall be posted on the property. Any addition of mobile home pads shall require approval in the same fashion, as did the original plan. The annual fee shall be paid to the Covington Building Inspectors Office per space approved whether occupied or not.
- 4. Under no circumstance shall any portion of the mobile home park be subdivided into individual lots, and when any ownership of the mobile home park changes, notification shall be presented to the Code Department.
- 5. Any newly placed mobile home in the mobile home park shall be permitted as required in Section 8.030 of this Ordinance.

In addition to amending the Covington Regional Mobile Home Ordinance, this Ordinance will adopt new standards for Camping Grounds. These Regulations were prepared with consultation from the Tipton County Planning Department.

4.260 <u>Development Standards for Camping Grounds</u>

The following land development standards shall apply for all camping grounds:

- A. The property shall be located on a well-drained site, properly graded to ensure rapid drainage and to avoid the possibility of stagnant pools of water. Each site shall be located outside identified special flood hazard areas on the current Tipton County Flood Insurance Rate Maps. Drainage plans shall be required and approved by the City of Covington or designated staff.
- B. <u>Dimensional Requirements for Camping Grounds</u>
 - 1. Each camping ground shall have front, side, and rear yard setbacks of fifty (50) feet exclusive of any required yards for each campsite.
 - 2. Each camping ground shall be permitted to display, on each road frontage, one (1) identifying sign of a maximum size of twenty (20) square feet.
 - 3. The site for a camping ground shall comprise of an area of not less than five (5) acres.
 - 4. Direct vehicular access to the site shall be provided by an abutting improved public road and not along an ingress/egress easement.
 - 5. A buffer strip, as defined in Section 2.020, shall be present on all sides that abut any county road and any residentially zoned district.

C. General Requirements

- 1. Each campsite shall be clearly defined by permanent markers.
- 2. No camping ground shall be permitted unless such camping ground is served by a public water supply with access to potable water. Sanitary facilities, including flush toilets and showers shall be located within three hundred (300) feet walking distance of each primitive tent campsite.
- 3. Access roads within the camping ground shall be paved to a width of not less than twenty-two (22) feet (bi-directional) or not less than twelve (12) feet (for single directional) in accordance with the procedures and standards for minor residential roads as specified in the Covington Regional Subdivision Regulations, and the rightof-way shall only be of sufficient width to include the road surface itself and necessary drainage facilities. All roads within the camping ground shall be private roads and shall not be accepted as public roads.
- 4. Camping Grounds that provide fifty (50) or more sites shall be required to provide more than one ingress/egress point to the camping grounds.
- 5. All campsites within the camping grounds shall abut an access road. There shall be at least two (2), off-road parking space for each campsite, or a general parking lot where individual campsites do not have their own parking space.
- 6. Each camping ground shall be provided with a dumping station. Each camping ground site shall provide a connection to electricity and a private wastewater treatment system approved by the Tennessee Department of Environment and Conservation, Division of Water Resources. Primitive tent campsites do not require connections to electric nor a private wastewater treatment system.
- 7. Commercial, industrial, or other nonresidential uses including customary home occupations within the camping ground are prohibited, except to house a rental office, maintenance, and amenity structures such as laundry, bathroom facilities and convenience commercial such as small incidental retail. (Ex. Drink Machines and small item retail)
- 8. Each space shall be identified by either numbers or letters or a combination of both numbers and letters and shall be visible from the access road.
- 9. At least ten (10%) percent of the land area being used for the camping grounds shall be designated for open space and recreation in a centralized location. This area shall not be used for the placement of campsites nor for parking.

- 10. The storage, collection, and disposal of refuse in the camping grounds shall be so managed as to create no health hazards. All refuse shall be stored in flyproof, watertight and rodent proof containers. Garbage shall be collected and disposed of in a legal manner daily. There shall be one (1) trash receptacle for each campsite.
- 11. There shall be one (1) picnic table and one (1) fireplace/grill per campsite.

D. Plans and Schedules Required

The following information shall be shown on the required site plan drawn to a scale of no smaller than one hundred (100) feet to one (1) inch:

- 1. The location and legal description of the proposed camping ground, including the total acreage involved.
- 2. The location, size and use of all buildings, improvements, and facilities constructed or to be constructed within the camping ground.
- 3. The location and size of all campsites, off-road parking facilities and open space.
- 4. The location of all points of entry and exit for motor vehicles and internal circulation pattern.
- 5. Such other architectural, engineering, and topographic data as may be required to permit the Tennessee Department of Environment and Conservation, Division of Water Resources, Covington Public Works or designated staff, and the Board of Zoning Appeals (if applicable) to determine if the provisions of these regulations are being complied with, shall be submitted with the site plan.
- 6. A time schedule for development shall be prepared, which shall demonstrate the applicant's readiness and ability to provide the proposed services.
- 7. All approved camping grounds existing at the date of the passage of this Ordinance that do not conform to the provisions of the zoning Ordinance shall be governed in accordance with the provision of Section 6.020, of this Ordinance.

E. Application for Camping Ground Development

An application for a permit to develop and construct a camping ground shall be filed in accordance with this Ordinance, and shall be accompanied by all site plans, schedules, and other information herein required. Said application shall be processed in the following manner.

1. The written application, plans, and schedules, herein required, and a statement of approval of the proposed private sewage disposal

system from the Tennessee Department of Environment and Conservation, Division of Water Resources will be submitted to the Covington Municipal-Regional Planning Commission for site plan approval. The Municipal-Regional Planning Commission shall duly review these materials and shall co-ordinate the review with the appropriate entities.

- 2. An annual fee to operate a camping ground shall be based on the number of campsites approved. A permit will be issued upon receipt of the annual fee and shall be posted on the property. Any addition of campsites shall require approval in the same fashion as did the original plan. The annual fee shall be paid to the City of Covington Building Inspectors Office per campsite approved whether occupied or not.
- 4. Under no circumstance shall any portion of the camping ground be subdivided into individual lots, and when any ownership of the camping ground changes, notification shall be presented to the Codes Department.
- 5. Any newly placed structure in the camping ground shall be permitted as required in Section 8.030 of this Ordinance.

The following definitions will be added to the Covington Regional Zoning Ordinance:

- <u>Camper</u> Any individual who occupies a campsite or otherwise assumes charge or, placed in charge of a campsite.
- <u>Campsite</u> Any plot of ground within a camping ground intended for exclusive occupancy by a camping unit or units under the control of the camper.
- <u>Camping Ground</u> A parcel of land used or intended to be used, let or rented for occupancy by campers or for occupancy by camping trailers, fifth wheel trailers, motor homes, recreational vehicles, travel trailers, tents, or any other movable or temporary living quarters, rooms, or sleeping quarters of any kind.
- <u>Camping Trailer</u> A vehicle mounted on wheels and constructed with or without collapsible partial side wall that fold for towing by another vehicle and unfold at the campsite to provide temporary living quarters for recreational, camping or travel use.
- **<u>Fifth Wheel Trailer</u>** A vehicle, mounted on wheels, designed to provide temporary living quarters for recreational, camping or travel use and designed to be towed by a motorized vehicle.
- Motor Home A motorized vehicle designed to provide temporary living quarters for recreational, camping or travel use.
- **<u>Recreational Vehicle</u>** A vehicle which is either self-propelled or towed by a consumerowned tow vehicle, and designed to provide temporary living quarters for

recreational, camping or travel uses, including motor homes, camper trailers, and fifth wheel trailers.

<u>**Travel Trailer**</u> – A vehicle, mounted on wheels, designed to provide temporary living quarters for recreational, camping or travel uses, including camper trailers, fifth wheel trailers, motor homes, and recreational vehicles.

The following language will be added to the Site Plan Review Requirements of the Covington Regional Zoning Ordinance:

3.120 Site Plan Requirement

- B. Proposal(s) for mobile home parks, shopping centers, camping grounds, Off Road ATV Tracks and Trails, Wireless Communication Towers, and Multi-Family Developments shall follow these, and any additional provisions outlined in Article IV of this Ordinance.
- G.11 Show location of property with respect to surrounding property and roads. Show location of septic tank and field lines on the property as well as a copy of the Permit for Construction of Subsurface Sewage Disposal System. "Porta Potties" shall only be used in cases of Temporary Use Events (Carnival or Circus, Fireworks or Christmas Tree sales, Religious Tent Meetings, Historical Events or Activities or in cases of Special Events as listed in Article IV, Section 4.030). Show location of any potential wetlands.

Recommendation

Staff recommends the Planning Commission send a positive recommendation towards the adoption of this Ordinance to the Board of Mayor and Aldermen

MEMORANDUM FOR RECORD

TO: Covington Municipal-Regional Planning Commission

RE: Performance Bonds and Letters of Credit

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The following is a list of performance bonds and letters of credit held by the Covington Municipal-Regional Planning Commission. Sixty (60) days before the expiration date, the Department of Code Compliance staff, will request the developer to renew the financial instrument. If the performance bond or letter is not renewed within two weeks of notice then staff will recommend that the Covington Municipal-Regional Planning Commission "call the bond "or submit a draft on the letter of credit.

<u>Developer</u>	Renewal Date	Notice Date	Expiration Date	
Deena, LLC 80 Deena Cove	August 3, 2023	July 23, 2024	September 3, 2024	
Covington, TN 38019	Irrevocable Letter of Credit \$17,000.00			
Barry J. & Melody K. Diggs	August 29, 2023	August 19, 2024	September 30, 2024	
247 Holly Grove Road Covington, TN 38019	Irrevocable Letter of Credit \$100,000.00			