



Municipal-Regional Planning Commission Meeting
May 13, 2021
6:15 p.m.
Meeting Agenda
Atoka Town Hall, 334 Atoka-Munford Avenue, Atoka, TN

- I. Call to Order & Establishment of a Quorum
- II. Public Hearing on Consideration of Amendments to the Atoka Subdivision Regulations
- III. Approval of the Minutes - Regular Commission meeting – April 15, 2021
- IV. Reports
Code Enforcement Monthly Activity Report – Rex Wallace, Director of Code Enforcement
- IV. Old Business - Consideration of Amendments to the Atoka Subdivision Regulations
- V. New Business – Shelly Johnstone, AICP
 - A. Deer Ridge Phase II Acceptance discussion
 - B. Consideration of Tri-Star Nutrition’s request for placement of a mobile food truck on a lot in Atoka
- VI. Miscellaneous Items from the Planning Commission
- VII. Citizen Concerns
- VIII. Adjourn



Municipal-Regional Planning Commission

Meeting - Minutes

Atoka Town Hall
334 Atoka-Munford Avenue

Thursday April 15, 2021
6:30 p.m.

The **Atoka Municipal/Regional Planning Commission** met with the following members present:

Keith Moore
John Harber

Brett Giannini
Stephen Shopher

Vicki Shipley
Jonathan Fortenberry

Absent: Michael Smith

Also attending:

Shelly Johnstone, AICP, Town Planner
Amanda Faurbo, Assistant to the Town Administrator
*Attached Sign In sheet

Rex Wallace, Director
Marc Woerner, Town Administrator

Planning Commission Meeting was called to order at 6:33 pm.

Previous Minutes March 25, 2021 – Commissioner Harber made a motion to approve the **March 25, 2021 minutes with a forthcoming correction to be presented to the Commission. Commissioner Moore seconded.** Commissioner Shopher stated all in favor say I. All Approved. Motion Carried.

REPORTS

Code Enforcement Monthly Activity Report – Rex Wallace, Director reviewed as presented.

OLD BUSINESS

- A. Report on Consideration of Amendments to the Atoka Subdivision Regulations - Shelly Johnstone, AICP** presented the amendment to the Planning Commission. Commissioner Harber made a motion that we call a Public Hearing for May 13th at 6:15pm to discuss the proposed revisions to the Atoka Municipal Subdivision Regulations. Commissioner Moore seconded. All approved. Motion Carried.
- Marc Woerner, Town Administrator after discussion, suggested that cul de sacs be prohibited in the regulations or left to the discretion of the Planning Commission. Planning Commission advised they would like a couple of options for the language on cul de sacs.

NEW BUSINESS –

MISCELLANEOUS ITEMS FOR THE PLANNING COMMISSION – Commissioner Shopher updated the commission on the roundabout detour route that is on the county roads. Striping and repairs should be done next week. He advised that the cluster box should be installed and working properly by the end of the month in Sterling Ridge VII. Commissioner Shopher strongly encourages citizens to make sure their address numbers are visibly identified on their houses.

Marc Woerner, Town Administrator advised the Commission of an item that was not on the agenda. He stated that Director Patrick could not be at the meeting so, he wanted the Administrator to bring the item to the Commission on his behalf. Trinity Homes and Munford Development, Oak Creek Phase V (5) sewer infrastructure. There have been issues with the grinder pumps and they require maintenance and upkeep from town staff and public works department. The Town is trying to get away from the grinder pumps and move to the STEP systems. An informal meeting took place with Town staff, Trinity Homes and Munford Development. Oak Creek V (5) was approved with grinder systems and the developer is willing to change over to the STEP systems. It is a fourteen (14) lot

subdivision. This would only be specific to the fourteen (14) lots. The developer is willing to pay the grinder fees as well as all grinder tap fees. The town would provide all the materials needed to install the STEP system. The town will cover any addition fees to install the STEP system. The letter is attached to the minutes for clear reference. The consensus from the Commission was to move forward with the agreement.

Commissioner Moore asked for an update on Pioneer Park. Ben Ledsinger, SSR updated the commission

CITIZEN CONCERNS

Persia Phelps, Citizen - She advised D&D is dumping silt into the drain system and that she notified TDEC of the issue. She also stated that D&D broke local regulations and state law. She would like more regulations to put into place to hold them more accountable. The roads in Sterling Ridge still need to be addressed. The roundabout arrows on the map on social media is wrong and needs to be corrected. She advised on the pumping of the sewer that she bought the house with the understanding that the town was responsible for the maintenance of the system. Commissioner Shopher addressed each issue that the citizen presented as follows: Rex Wallace, Director will address the silt fence with D&D. The roads are privately owned until the town accepts the roads. Before the roads are accepted into the town, the base will need to be brought up to approved standard for the base course. Drainage is governed by TDEC and the developer has the SWPPP permit. Commissioner Harber wanted clarity of who the developer is in the development. The developer in this area is PFMT Holdings.

ADJOURNMENT

Commissioner Harber made a motion to adjourn. Commissioner Giannini seconded. All approved.

Meeting adjourned at 7:54pm.

Stephen Shopher, Chair

Vicki Shipley, Secretary

Code Enforcement Monthly Report
Fiscal Year 2021

PERMIT INFORMATION	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTAL
Building Permit - Commercial					1		1						2
Building Permit - Industrial													0
Building Permit - Residential - Addition	1			2			2						5
Building Permit - Residential - New Build	14	11	13	6	6	10	12	3	12	32			119
Building Permit - Residential - Upstairs Finish			1		3	2	1	2		2			11
Misc Permit - Detached Garage		1			1				1	2			4
Misc Permit - Fence					1	1							3
Misc Permit - Fireworks Stand				1	1	1		1	1				22
Misc Permit - Pool Permit	5	1	12	1	1	1							4
Misc Permit - Sign Permit	1		1	1	1								26
Misc Permit - Storage Shed	3	4	2	4	7	2			1	3			26
TOTAL PERMIT INFORMATION	24	17	29	15	20	16	16	6	14	40	0	0	197
CERTIFICATE OF OCCUPANCY	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTAL
Certificate of Occupancy - Commercial												1	1
Certificate of Occupancy - Industrial													0
Certificate of Occupancy - Residential	7	4	17	7	2	7	4	5	15	7			75
TOTAL CERTIFICATE OF OCCUPANCIES	7	4	17	7	2	7	4	5	15	7	0	1	76
BUILDING INSPECTIONS	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTAL
Form Board / Set Back Inspection	11	3	15	9	3	4		4	3	6			58
Footing Inspection													0
Plumbing Inspection		3	11	16	7	12	9	1	5	27			91
Sheeting Inspection	7	5	12	10	9	9	11	3	4	6			76
Brick Ties Inspection	7	6	12	7	6	10	10	5	5	5			73
Framing Inspection	8	5	10	8	6	21	16	8	13	11			106
Insulation Inspection	7	2	10	4	6	10	12	12	11	10			84
TOTAL BUILDING INSPECTIONS	40	24	70	54	37	66	58	33	41	65	0	0	488
CODE ENFORCEMENT ACTIONS	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTAL
Municipal Court Citations													0
Property Maintenance Complaints - Closed	37	39	17	21	24	12	16	13	21	34			234
Property Maintenance Complaints - Received	56	91	47	36	20	13	21	15	33	46			378
TOTAL CODE ENFORCEMENT ACTIONS	93	130	64	57	44	25	37	28	54	80	0	0	612
PERMIT FEES	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTAL
Collected Fees	\$8,355	\$6,758	\$9,035	\$4,520	\$4,334	\$5,680	\$6,698	\$1,790	\$6,169	\$15,058			\$68,397
TOTAL PERMIT FEES	\$8,355	\$6,758	\$9,035	\$4,520	\$4,334	\$5,680	\$6,698	\$1,790	\$6,169	\$15,058	\$0	\$0	\$68,397
COMMENTS	Fence Permits issued:												

RESOLUTION _____

A RESOLUTION TO AMEND THE ATOKA MUNICIPAL SUBDIVISION REGULATIONS

WHEREAS, pursuant to Tennessee Code Annotated Sections 13-4-303 and 13-3-403 subdivision regulations have been adopted for the Town of Atoka and the designated Atoka Planning Region: and,

WHEREAS, the Atoka Municipal-Regional Planning Commission has seen fit to amend the Subdivision Regulations; and,

WHEREAS, pursuant to Tennessee Code Annotated a public hearing was held before this body on Thursday, the 13th day of May, 2021 pursuant to a notice published in a newspaper of general circulation at least 15 days in advance of the hearing;

NOW, THEREFORE, BE IT RESOLVED BY THE ATOKA MUNICIPAL-REGIONAL PLANNING COMMISSION OF THE TOWN OF ATOKA, TENNESSEE:

1. Article 1. Section G. Conformance to applicable Rules and Regulations:

Omit: "Planning Commission"

Add: "Town of Atoka"

6. The standards and regulations adopted by all other boards, commissions, and agencies of the Town of Atoka, where applicable.

2. Article 2. Section A. General. 3. D. Required Submission:

Add: "public utilities director" to the staff subdivision review team.

(1) The subdivision review staff should include, at a minimum, the town engineer, and the town planning staff. Other department officials or town officials that should be involved in the review of major subdivisions are the building inspector, the public utilities director, the fire chief and the police chief.

3. Article 2. Section B. Preliminary Plat. 2. Plat Content. c., E.2 and Article 3. Section C. Plat Content. 1.

Add: "Common Open Space" to lots that need to be identified on the Preliminary Plat, and Final Plat submissions.

4. Article 2. Section C. Construction Plans.

Add the following:

6. Performance Agreement Required

a. Procedure After the Preliminary Plat or Final Plat is approved by the Planning Commission, and the construction drawings have been determined to be substantially correct and substantially complete, the developer and

owner, if applicable, must enter into a development agreement with the Town of Atoka.

- (1) A draft performance agreement shall be prepared by the Town of Atoka. The draft agreement shall reference the design incorporated within the proposed subdivision infrastructure construction plans, landscape plans, or other plans for improvements to proposed common areas (e.g. entry features, cluster mailbox areas, detention pond areas, parks, etc.) which have been reviewed by the Town staff (and the Planning Commission if so required) and shall be sufficient in form to assure the proposed construction methods and materials meet or exceed minimum standards established by the Town.
- (2) The performance agreement shall reference approved construction drawings and plans, and work may begin following the utility coordination and pre-construction meetings. The performance agreement may also include provisions relevant to any required private improvements given consideration as part of the approval of the subdivision and/or common open space, including such surety as may be required to guarantee such improvements are installed accordingly.
- (3) The performance agreement shall outline improvements that are the responsibility of the developer and those that are deferred to the builder to complete (sidewalks, lot trees, street trees, landscaping, entry features, landscaping, lights, signage, etc.). Builders will be required to complete the improvements before building permits are issued or guarantee the improvements by posting a surety with the Town. Certificates of Occupancy will not be issued until said improvements are completed, inspected, and approved by the Town of Atoka.

7. Infrastructure Coordination Meeting Requirement

- a. Before utilities are planned for installation, a utility coordination meeting of all utility providers, the Public Works Director, and the Town Engineer, shall be held. This is to ensure that utility installation is coordinated, in keeping with the technical specifications of the utility companies and the Town.
- b. Prior to installation of utilities, a pre-construction conference shall be held at the development site. Representatives of the utility companies and the Town of Atoka (at a minimum the Public Works Director) shall be present at the conference.

5. Article 2. Section E. Final Plat.2. Plat Content. h. (1),

Add the following:

“and/or any other applicable utility responsible for the maintenance of that utility.”

6. Article 4. A. Lot Layout

Omit the following language:

“In general, all lots in a subdivision shall have about the same area.”

7. Article 4. Section C. 5. Design Criteria

Add the following:

Design Criteria - An interconnected street system is necessary to protect the public health, safety, and welfare and to ensure that streets will function in an interdependent manner, to provide adequate access for emergency and service vehicles, to connect neighborhoods, to promote walking and biking, to reduce miles of travel that result in lower air emissions and wear on the roadway, and to provide continuous and comprehensible traffic routes.

- e.
- f. Each development shall incorporate and continue all collector or local streets stubbed to the boundaries of previously approved but unbuilt development or existing development.
- g. To ensure future street connections where a proposed development abuts unplatted land or a future development phase of the same development, street stubs shall be provided to provide access to all abutting properties or to logically extend the street system into the surrounding area. All street stubs over 500' in length shall be provided with temporary turn-around or cul-de-sacs, and the restoration and extension of the street shall be the responsibility of any future developer of the abutting land.
- h. Permanent dead-end streets (those that are not intended to connect with future streets on abutting land) are not permitted. However, an applicant may apply for, and the Planning Commission may grant, a waiver of this prohibition if, in the opinion of the Planning Commission, it is in the public interest and the developer has adequately addressed the need for the permanent dead-end street. Any development with a Preliminary Plat approved prior to the adoption of this section is not subject to the provisions of this section.

- (1) Developer requesting permission to provide a permanent dead-end street (including a cul-de-sac) should provide the Planning Commission with evidence that it is required based upon the following planning goals:
 - Preservation and/or enhancement of vistas, scenic or historic environs, vegetation and trees, and topographical features on the subject parcel or abutting parcels.
 - Prevention or reduction of environmental impacts, including impacts to wetlands.
 - Where a permanent dead-end street is permitted, a cul-de-sac turnabout shall be provided at the end in accordance with the design standards of these regulations. For greater convenience to traffic and more effective police and fire protection, permanent dead-end roads and streets shall, in general shall be limited in length to 500 feet.

- Permitted permanent dead-end streets shall have a pedestrian connection from the end of the cul-de-sac to another street if feasible.

8. Article 4. Section C. 6. Topography and Arrangement. e.

Omit the following language:

“the use of curvilinear, cul-de-sac, or “U” shaped streets shall be encouraged where such use would result in a more desirable layout”.

9. Article 4. C. 9. Street Construction and Width

Omit the following:

“All subdivisions of three (3) or more, including the parent tract in Residential Districts, shall require the subdivider/developer to improve the existing road adjoining said developments.”

“When a subdivision is on only one side of an existing street, the side of the street abutting the subdivision shall be improved”

Add the following:

“The subdivider/developer shall improve the adjoining roadway the entire length of the development or pay an “in lieu” fee to the Town for future road improvements. The Town Engineer shall determine the improvements to be made or the “in lieu” fee.”

10. Article 4 C. 9. d. Pavement Base Course.

Arterials and Collector Streets:

Omit the following:

“After preparation of the subgrade, the roadbed shall be surfaced with 11 inches of Mineral Aggregate Base (Limestone) or 8 inches Aggregate Cement Base compacted to minimum 95% Standard Proctor and conforming to the Technical Specifications of the Town of Atoka.”

Add the following:

” After preparations of the subgrade, the roadbed shall be surfaced with the following: Surface = 1.25” of PG64-22 “D” Binder = 2” of PG64-22 “B-M2” Binder = 3” of PG64-22 “A”

Base = 8” of 303-02, Mineral Aggregate, Type B Base”

Other Public Streets:

Omit the following:

“After preparation of the subgrade, the roadbed shall be surfaced with 8 inches of Mineral Aggregate Base (Limestone) or 6 inches Aggregate Cement Base Class A Aggregate, Grading D as defined for a Type A Base over the pavement compacted to a minimum of 95% Standard Proctor and conforming to the Technical Specifications of the Town of Atoka.”

Add the following:

“After preparation of the subgrade, the roadbed shall be surfaced with the following:
Surface = 1.25” of PG64-22 “D” Binder = 2” of PG64-22 “B-M2”
Base = 12” of 303-02, Mineral Aggregate, Type B Base”

11. Article 4. C. 10. d. Number of Access Points

Omit the following:

“d. Number of Access Points: Residential developments with more than 50 lots or dwelling units shall have at least two separate points of public road access. Developments with more than 200 lots or dwelling units shall have at least three points of public access.”

Add the following:

“d. Number of Access Points -. The Town Engineer shall make the determination that proposed external points of access are of a sufficient design, location and number to enable safe and convenient servicing by police, fire and other emergency vehicles into the proposed development, and to enable adequate traffic flow to and from the development.”

12. Article 4 C. 21.b. Dead-end Roads and Streets

Omit: “1,200” (in general shall be limited in length to 1,200 feet.)

Add: “500” (in general shall be limited in length to 500 feet.)

13. Article 4. D. Storm Drainage

Add the following:

“The Town of Atoka shall specify rainfall data (based on NOAA Atlas 14 precipitation data). All drainage structures to be maintained by the Town shall be reinforced concrete pipe, and detention pond outlet structures designed in accordance with these regulations.”

14. Article 4. F. 1. Water Supply System

Add the following:

“g. No water lines smaller than 6” are to be installed and no valves are to be installed in a roadway. Valves are to be installed at each intersection to isolate sections of main (water and sewer), a 12-gauge tracer wire is to be installed with all nonmetallic pipe laid (water and sewer), a 12-gauge tracer wire is to be brought up outside valve boxes and looped over into the box, and water valves are to be installed on all fire hydrants. Mueller water valves are to be used on all new water main installations.”

15. Article 4. F. 3. b. Public Wastewater System

Add the following:

“(9) E-one stainless steel check valves are to be installed on all sewer services (Part Number NB0184PXX). Only pumps approved by the Town of Atoka are to be used in installations that require pumps. Only concrete tanks are to be installed at houses.”

16. Article 4. J. Sidewalks and Handicap Ramps

Omit the following:

“Effective August 18, 2011,”

“shall have .25 inch per foot slope towards the adjacent street”

“a. Single family residential 4 feet wide”

Add the following to 1. Sidewalks:

“adjoining all lots including Common Open Space lots”
“shall adhere to the Tennessee Department of Transportation’s sidewalk slope requirements.”

“a. Single family residential 5 feet wide”

17. Article 6 B. 2. Enforcement of Surety Instrument, F. Inspection of Improvements

Omit: “may”

Add: “shall”

18. Atoka Municipal Subdivision Regulations:

Omit the following where applicable:

“Tipton County Health Department”

Add the following where applicable:

“Tennessee Department of Environment and Conservation”

(for any reference to approval of an individual subsurface wastes disposal system or water system.)

SECTION 2 BE IT FURTHER RESOLVED, that this Resolution shall become effective immediately upon its passage, **THE PUBLIC WELFARE REQUIRING IT.**

Date: _____

Chairman, Atoka Municipal-
Regional Planning Commission

Secretary, Atoka Municipal-
Regional Planning Commission



Munford Development Co.

Land Development & Sales

P.O. Box 373

Atoka, TN 38004

Telephone: (901) 837-LAND
Facsimile: (901) 840-4015
Email: tiptonlc@rittermail.com

March 30, 2021

Town of Atoka, TN
334 Atoka-Munford Avenue
Atoka, Tennessee 38004

Dear Sir:

I am formally requesting that all streets, utilities, and drainage in Deer Ridge Phase II be accepted by the Town of Atoka at the next board meeting in April 2021. If you have any questions, please contact me at 901-837-3145 or email at dwbouler1@gmail.com.

Thank you,

Douglas W. Bouler, Jr.
President

RESOLUTION NO. _____

A RESOLUTION APPROVING AND ACCEPTING THE STREETS IN THE DEER RIDGE PHASE TWO (II, 2) SUBDIVISION IN THE TOWN OF ATOKA AS ROADS FOR PUBLIC MAINTENANCE.

WHEREAS, Munford Development. has constructed various streets in right-of-way dedicated and recorded to the Town of Atoka; and

WHEREAS, Article 6 of the Atoka Municipal Subdivision Regulations require that the Board of Mayor and Aldermen take action in the form of a resolution to accept infrastructure constructed by a developer and dedicated to the Town for public use; and

WHEREAS, the Town of Atoka and Munford Development have approved a road acceptance agreement, a part of which requires the Town to accept these streets for public maintenance.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF ATOKA, TENNESSEE as follows:

SECTION 1. Pending execution of Road Acceptance Agreement between the parties, the Board of Mayor and Aldermen of the Town of Atoka, Tennessee approves and accepts the currently constructed portions of Cotton Fall, Walker Parkway East, Trail Cove, Deer Skin Cove, Deer Ridge Cove, and Deer Crossing Cove in the Deer Ridge Phase Two (II, 2) Subdivision for public maintenance and releases Munford Development for all future responsibility related to said roadways.

SECTION 2. This Resolution takes effect immediately upon its passage and approval as outlined in Section 1, the public welfare requiring it.

PASSED by the Board of Mayor and Aldermen of the Town of Atoka, Tennessee this ___ day of _____, 2021.

Mayor

ATTEST:

Town Recorder

Johnstone & Associates
Michele Johnstone, AICP
3469 Countrywood Road
Belden, MS 38826
662.419.0161
Sjohnstone73@icloud.com

MEMORANDUM

TO: Atoka Planning Commission
RE: Tri-Star Nutrition Mobile Food Truck Site and Design Review Staff Report
FROM: Shelly Johnstone, AICP
DATE: May 13, 2021

Regulating Language
Atoka Zoning Ordinance

3.15.1.2 The review and approval of a site plan for any Permitted Use by the Atoka Municipal / Regional Planning Commission is required by this ordinance. The Planning Commission may require such changes in the presented site plan as may be necessary to minimize the impact of the requested use upon the town. This power of review may include, but not be limited to, setbacks, screening, lighting, parking location, layouts, access and general landscaping requirements. This power of review shall not include the authority to specify or alter the architectural style of proposed or existing buildings.

3.15.2 Design Standards for Multi-Family, General Commercial, Neighborhood Commercial xvii and Industrial Districts xviii, xix Such standards is (are) needed to encourage and protect the investment of individual property owners when their property is redeveloped and improved. Accordingly, any new building or redevelopment of an existing property in the district shall be designed and constructed to be architecturally compatible in materials, scale and massing. Such standards are not intended to create a monolithic architectural appearance in these districts, but to encourage creative and attractive building elements and finishes.

3.15.2.2 Pattern book/Guidelines - In order to create a better understanding of design and site planning expectations for these districts, the Mayor and Board of Alderman may additionally adopt by resolution a set of design standards or pattern book that provides guidelines for new construction including architectural style, height, landscaping and open space as well as common elements for the district such as street lighting, sidewalks, street furniture, etc. Such guidelines shall be subject to review and recommendations by the planning commission prior to adoption. In addition, the City Administrator or his designee shall review the proposal with the affected property owners at a public meeting and the legislative body shall conduct a public hearing to receive formal comment prior to adoption of such guidelines.

3.15.2.3 Applicable standards - Within the above parameters, the following design standards shall apply in the development and redevelopment of property in the R-3, GC, NC and M districts:

Height - All buildings that are attached or adjacent within a block should be similar in height to the greatest extent feasible. The planning commission may require the upper stories of a building that will be taller than the average building height on a block to be recessed further back from the front build-to line. The above height limitations and restrictions do not prohibit the use of an architectural feature such as a tower, cupola, etc., located above the roof line, provided the feature is in character with the architecture of the building and area; the total height of the building and feature does not exceed thirty-five (35) feet (plus mechanical/elevator penthouse); and the feature is not designed or used for placement of elevated wall signs.

Scale/massing - Individual buildings should use human-scaled / pedestrian oriented architectural features. Individual buildings should clearly articulate the first story and primary entrances, with display windows encouraged for retail stores. The ground floor should be clearly delineated from the upper stories and the upper floors from the top of the front façade roof line. Large blank walls in pedestrian areas greater than 35 feet in length and large monolithic box-like structures should be avoided. Larger buildings should be designed to divide the mass of the facility to create a visual impression of a series of smaller buildings or sections. Windows, doors, shutters, columns, masonry detailing, and variations in the front roof line, building wall recesses and variations in colors and materials should be used to break up the mass of a single building.

Exterior materials and details - High quality materials which are durable and attractive should be used on all buildings.

All publicly visible sides of the building should have a minimum of 75 percent of the exterior façades (excluding windows, trim and doors) covered in brick, cast stone, cultured stone, or an alternative masonry material acceptable to the planning commission. Split faced block may be used in the true service areas in combination with the above materials if it is integrally colored, not stained or painted. Concrete panels, prefabricated metal panels, fluted concrete cinder block, cementitious sheathing materials and similar imitation masonry materials, and stucco finishes should be avoided as the main exterior material.

In R-3 Districts, all multi-family buildings shall have a minimum of 75% of the exterior façades (excluding windows, trim and doors) covered in brick, cast stone, cultured stone, or an alternative masonry material acceptable to the planning commission.

In GC, NC and M Districts, all publicly visible sides of the building shall have a minimum of 75% of the exterior façades (excluding windows, trim and doors) covered in brick, cast stone, cultured stone, or an alternative masonry material acceptable to the planning commission.

Window/door openings - Each floor facing a public street or park should have windows covering at least 15 percent of the wall area. Buildings should have clearly defined and highly visible customer entrances, which should be recessed or framed by a sheltering element such as an overhang, arcade, portico or other roof form. Individual framed windows should be provided instead of continuous horizontal "ribbon or band" type windows. Reflective glass, glass curtain walls and other continuous, floor-to-ceiling windows should also be avoided on all floors. Windows shall have a minimum sill height of 18 inches off of finished floor. The patterns of

window openings and details of bays should be used to create a sense of scale and add visual interest to building facades. Wall openings should not span vertically more than one story.

Awnings - *The design of awnings, including the selection of material and color, should complement the architectural style and character of the building. Large buildings with multiple storefronts should have compatible, though not necessarily identical, awnings. Signage may be allowed on awnings so long as it meets design and signage standards of Article 3 of this ordinance and is approved by the planning commission. Signage on awnings shall count toward the total number of signs as well as the maximum sign area allowed under Article 3 of this ordinance. Striping may be allowed on awnings, provided there are no more than two colors, which should be in keeping with the overall character of the district. Awnings may not be back lit. Awnings should be made of fabric and may project up to three feet into the public right-of-way with the bottom of the canopy at least nine feet above the sidewalk.*

Roofs - *To harmonize with residential structures, it is recommended that whenever possible, R-3, G-C, N-C and M Districts structures should have roofs that are visible from the street. Service station canopies (both attached and detached) should also have pitched roofs. Roofs should project enough beyond the façade to cast a shadow. Roofs should be dark earth tone in color. Mechanical equipment should be concealed within the volume of the roof or enclosed within penthouse structures. In extreme cases where this is not possible, the projecting mechanical elements should be located so that they are not visible from public streets.*

Lighting – Height and Light Levels

Pole and building mounted light fixtures shall meet the following height restrictions for maximum mounting height:

Within 50 feet of a residential property or residential district – 14 feet

50 –170 feet from residential property – 20 feet 170 feet or more from residential property – 25 feet

Light fixtures shall in no case be higher than 25 feet or shall not be higher than the majority of the building structure.

Perimeter Lighting Requirements:

Lighting levels shall be based on maintained lamp lumens. Maintenance values shall be identified on the lighting calculations submitted for approval.

For lighting levels adjacent to commercial property, the lighting shall not exceed one (1) foot-candle of illumination at the property line, and shall not exceed one-half (1/2) foot-candles 10 feet beyond the property line.

For lighting levels adjacent to residential property, the lighting shall not exceed one-quarter (0.25) foot-candle of illumination at the property line and shall not exceed one-tenth (0.1) foot-candle 10 feet beyond the property line.

Lighting Plan Requirements

A Site Lighting Plan that is prepared by a licensed lighting design professional shall be submitted for all buildings 5,000 square feet or larger. The site lighting plan shall include at least the following:

A site plan drawn to scale showing building(s), landscaping, parking areas, property line and proposed exterior lighting fixtures.

Mounting heights for all proposed lighting fixtures shall be indicated.

Specifications of the illuminating devices, lamps supports and other devices, including designation as IESNA (Illuminating Engineering Society of North America) "cut-off" fixtures.

This description may include but is not limited to manufacturer's cut- sheets.

Site lighting plan shall include point by point lighting calculations of the entire site extending a minimum of 10 feet beyond the property line. Calculation point spacing shall not exceed a grid of more than 25 feet by 25 feet. Points falling within buildings shall be removed from calculations. Site shall be divided into multiple calculation zones. One zone shall be provided for the general parking area and driveways. A separate zone shall be provided for open space and perimeter area levels. Additional zones shall be provided for canopies, sidewalks, drive up windows and other areas where higher than standard DRC lighting levels are desired. Each lighting zone shall include minimum, maximum and average foot-candle lighting levels.

Any existing and proposed lighting of adjacent properties as well as lighting of public rights-of-way (street lighting) (shall be provided) in calculations.

Lighting source shall have a color temperature between 3,000K and 4,000K with a color rendering index of at least 65. Maximum lamp wattage shall not exceed the following wattage restrictions:

Light fixtures mounted up to 14 feet in height: 175 watts

Light fixtures mounted above 14 feet and up to 20 feet: 250 watts

Light fixtures mounted above 20 feet and up to 25 feet: 400 watts

Maximum total wattage of light fixtures per pole: 1000 watts Other Lighting Provisions

Lighting for all recreational facilities shall be reviewed on a case- by-case basis. New sports lighting systems shall be furnished with glare control. Lighting fixtures shall be mounted and aimed so that the illumination falls within the primary playing field and immediate surroundings so that no direct light illumination is directed off site.

The maximum average luminance for a canopy or apron at a gas station, convenience store, bank, fast food restaurant or similar establishment shall not exceed 20 foot-candles, provided that the canopy or pump islands meet the setback requirements of the Zoning Ordinance. All lighting at canopies shall utilize fully shielded lighting fixtures with bottom of lens flush with canopy.

Prohibitions

Recreational Facilities: No outdoor recreational facility, public or private, shall be illuminated by nonconforming means after 11:00 PM except to conclude any recreational or sporting event or other activity conducted at the facility in progress prior to 11:00 PM.

Mercury Vapor: The installation of mercury vapor fixtures is prohibited.

Exemptions

The DRC may grant an exemption to the requirements of these standards only upon a written finding that there are conditions warranting the exemption.

- *Nonconforming Fixtures. Outdoor lighting fixtures installed prior to the effective date of this Standard are exempt from the provisions of these standards, provided, however, that no change in use in lighting, replacement, and structural alteration of outdoor lighting fixtures shall be made unless it thereafter conforms to the provisions of this Standard.*
- *Temporary fair, carnival or civic uses*

Landscaping - *The landscape of the City mirrors the predominant landscape of the surrounding region, with informal groupings of plants amidst green lawns. Landscape design should complement this image.*

Materials

Wherever possible, healthy existing trees should be retained, as they are an amenity requiring many years to replace. Grading and construction should avoid disturbance of such trees. To provide a consistent effect in residential areas, the preferred street trees are 2 inch - 2 1/2 inch caliper oak, planted on average 50 foot on center.

To provide a more immediate effect in commercial areas and offset the larger scale structures, the preferred street trees are 3 inch - 3 1/2 inch caliper oak, planted no further apart than 50 feet on center.

Evergreen species are desirable for screening views, such as views into parking or service areas. As an extension of the surrounding natural landscape, plant species should be native or well adapted to the region.

Recommended shade tree species include: Willow Oak, Pin Oak, Scarlet Oak, Bald Cypress, Tulip Tree, Honey Locust and Red Maple.

Recommended shrub species at 24 inches-36 inches height include: Wax Leaf Ligustrum, Pfitzer Juniper, Mugho Pine, Dwarf Japanese Holly, Dwarf Chinese Holly, Variegated Privet, Manhattan Euonymous and Florida Jasmine.

Recommended screening plants include: Magnolia - Brackens Brown and Little Gem, Savannah Holly and Foster Holly.

Recommended screening shrub species include: Wax Leaf Ligustrum, Pfitzer Juniper, Mugho Pine, Dwarf Japanese Holly.

Dwarf Chinese Holly, Variegated Privet, Manhattan Euonymous and Florida Jasmine

On site areas adjacent to streets, lawn areas must be established or be sodded prior to occupancy of the project.

Maintenance and Irrigation

All plantings must be maintained by the respective property owners.

Planting plans approved by the Commission must be maintained as originally designed. Any diseased, dying or dead plants should be treated or removed by the property owner. Appropriate, durable plants should be installed.

Irrigation systems must be provided to ensure robust planting areas (including within parking islands and medians, if applicable).

To prevent accidents, irrigation systems must be installed below ground, with spray heads flush with the ground surface.

Irrigation systems must have a reduced pressure backflow prevention (R.P.B.P.) device approved by the water operator in charge.

Tri-Star Nutrition Mobile Food Truck Site and Design Review

Use: Zone is Neighborhood Commercial which permits food service. There is no particular prohibition against a mobile or temporary use versus a permanent one in the zoning ordinance. Atoka does not have Mobile Food Truck regulations but many of these regulations control mobile trucks on public property, not private, and/or require compliance with local health department regulations.

Situation: Tri-Star Nutrition would like to place a mobile food truck on a lot in Atoka located in a Neighborhood Commercial zone. The lot currently houses a nursery businesses as well as a temporary fireworks stand.

Tri-Star Nutrition representatives presented information about their business at the April meeting of the Planning Commission. Commission members had questions, primarily about parking and circulation as well as grey and black water disposal. The Fire Department was concerned about providing service within the building which would trigger a new set of guidelines. At the time, the business was planned to be in a stationary building that could be transported via trailer to other functions, and it was the intention of the owners to have walk-in business.

The owners have revised their original plans as follows:

- The business will operate out of a mobile truck with wheels and axel
- They will provide walk-up only service with no inside area for customers
- The unit will have a grey water tank, and they have an agreement with Budget Septic Pumps Service to ensure waste removal at scheduled times. Midsouth Septic has been hired to dispose of waste from the portable bathroom facility every Sunday per an existing agreement with A+ Landscaping.

- They have plans for parking for more than 8 vehicles near the unit
- Because A+ Landscaping is a drive-through and pick up operation, they require very little on-site parking.
- Peak hours will be from 6 a.m. until 8 a.m., which is prior to the opening of A+ Landscaping, and after 5 p.m. for commuters on their way home and after closing time for the nursery.
- Delivery and call-ahead/curbside service will be heavily marketed.
- There will be designated parking for curbside ordering and pick-up.
- The owners feel that the lot is of sufficient size and comparable to other lots in the area that accommodate traffic flow for commercial use.
- The lot has two points of entry (onto different streets) which should help with the flow.

As planned originally, they will comply with all health department codes regulating portable or mobile food trucks.

Fire Department and Public Utilities staff had no negative comments with the changes made above.

Condition of Approval

Staff would recommend that review of siting of the unit, mobile truck materials, site lighting, signage (including directional signage for traffic flow), etc. by staff would take place before installation is completed and a certificate of occupancy is issued.

Other conditions: cars may not back into any roadway (directional signs must indicate this), (“all off-street parking facilities shall be so arranged that no automobile shall have to back into any street.”), locate a handicap space on site with ease of access to the use, inspection by the fire department, inspection by the building inspector, approval by the health department.

More information may be presented at the meeting.