CITY OF SPRING HILL
BOARD OF MAYOR AND ALDERMEN
U-HAUL APPEALS HEARING PACKET
FEBRUARY 4, 2019
06:00 PM

Board of Mayor and Aldermen:
Rick Graham, Mayor
Bruce Hull, Jr., Vice-Mayor
Kevin Gavigan
Jeff Graves
Matt Fitterer
Vincent Fuqua
Chad Whittenburg
Amy Wurth
Susan Zemek
1. Call the Appeals Hearing to Order

2. Stipulation of Aldermen, Staff and Parties present

   Purpose is to hear and consider a Request for Appeal of the Spring Hill Municipal Planning Commission Action: Denial of Sketch Plan.
   **U-Haul**
   **SKP 575-2018**

   Attachment: Spring Hill Appeal Request.pdf

3. Swear in Any Witnesses

4. Presentation of Staff Report and Recommendations

   Attachment: U-Haul Appeal package for BOMA.pdf

5. Statement/Presentation by Jeffery Porter, U-Haul Marketing Company President

6. BOMA Questions of Staff and U-Haul Representatives

7. BOMA Discussion/Deliberation

8. Vote on Motion-Announcement of Ruling

9. Motion to adopt Findings of Fact and Conclusion of Law

10. Motion to Adjourn
January 28, 2019

Board of Mayor and Alderman
199 Town Center Parkway
Spring Hill, TN 37174

RE: SKP 575-2018

Dear Board of Mayor and Alderman,

I am requesting an appeal of the Planning Commission decision to deny SKP 575-2018 brought before them on 1/14/19. My request for an appeal is based on the merit of my application. I feel I’ve met all the requirements as outlined for a complete sketch plan application and have provided the necessary level of detail required by the city. The city of Spring Hill defines the sketch plan as “A voluntary submittal to the city consisting of a general concept of a proposed development or subdivision of a nonresidential property.” Section 8.1 Development Categories further states, “In general, the sketch plan shall be sufficient to indicate the expected use and development of the property.” I feel my submittal and subsequent responses to Planning Commission comments have achieved this. I would like the Board of Mayor and Alderman to reverse Planning Commission’s decision to deny so that I may continue through the site plan/development review process.

During the sketch plan process, I have responded to 4 rounds of comments and provided iterations of the original plan. I’ve made every effort to clearly address the Planning Commission comments and have rescinded parts of the original proposal to more closely adhere to city requirements (attached for comparison is my first and last submission). Planning Commission verbally advised at the 1/14 meeting that the sketch plan was denied based on comments 2, 4, 15, & 17 (1/14 report with comments attached). These comments require clarification and a level detail reserved for the Site Plan/Design Review process as outlined in city of Spring Hill’s ordinance which defines a Site plan as “a final development plan offering information in regard to proposed improvements and natural features of the property. The site plan shall include information such as, but not limited to roadways, utilities, landscaping, building information, including exterior materials of the proposed building, parking, lighting, signage, pedestrian access and storm water drainage.”

I feel Planning Commission's review of my sketch plan application and revisions resulted in comments and requests outside the scope and intent of the sketch plan process. I am only seeking fair treatment and the opportunity to address any outstanding items during site plan review. I appreciate your time and consideration of my request to appeal Planning Commission's denial and allow me to pursue Site Plan/Development Review.

Sincerely,

Jeffery Porter, U-Haul Marketing Company President
jeffery_porter@uhaul.com
Board of Mayor and Aldermen - Appeal

TO: Board of Mayor and Aldermen
FROM: Steve Foote, AICP, Planning Director
MEETING: February 4, 2019
SUBJECT: Appeal of Planning Commission action to deny SKP 575-2018 (U-Haul)

SKP 575-2018: The attached appeal was submitted by Jeffery Porter representing U-Haul. The subject property was zoned B-4, Central Business at the time of sketch plan application and is being processed under the B-4 provisions of the former zoning ordinance. The site contains approximately 6.54 acres. The applicant requests Board of Mayor and Aldermen review and reconsideration of the Planning Commission action to deny the sketch plan for a proposed U-Haul facility at the subject site (3091 and 3085 Miles Johnson Parkway) on January 14, 2019.

Article XVII, Appeals, provides the authority and process for appealing decisions of the Planning Commission. The application was timely and received by the City Recorder within the required ten (10) day time period. The Board of Mayor and Aldermen will be called upon to render a decision to approve, approve with conditions, or deny the appeal (sketch plan). Staff is providing the BOMA with the information presented to the Planning Commission on January 14th and other information related to this request. The appeal will be heard "de novo" or as a brand new request based on the merits of the code.

History and Property Description: The original sketch plan application was received on August 6, 2018, prior to the August 20, 2018 adoption of the UDC. Since the application was submitted it has been presented to the Planning Commission on multiple occasions and was deferred by the applicant.

August 29, 2018 – the application was deferred.
October 22, 2018 – SKP 575-2018 presented to the Planning Commission in a work session.
October 24, 2018 – the application was deferred to schedule a meeting with the public.
January 14, 2019 – the application was denied by the Planning Commission.

This property is located on the southeast corner of the intersection of Miles Johnson Parkway and Main Street. It is proposed to occupy lots 1 and 2 of the Harvey Springs Commercial Plat. The site is surrounded by commercially zoned property.

Spring Hill Rising: 2040 Comprehensive Plan: This location is identified as a Community Commerce area in the City’s comprehensive plan. Such areas are classified as providing regional commercial services for Spring Hill and neighboring communities. These are primarily automobile-oriented areas and may include offices, restaurants, large scale retail, municipal services, community centers, automobile related services, transportation hubs and large-scale entertainment. Staff has determined that the proposed use is consistent with the comprehensive plan.

Conformance with Zoning Regulations: The applicant is proposing to develop a self-storage U-Haul facility on the property. The sketch plan was submitted prior to the adoption of the UDC and has been processed under the B-4 district of the former zoning ordinance. Mini-warehouse storage units (interior only) are permitted in the B-4 district. A request to allow outdoor storage (boat and RV) was denied by the Board of Zoning Appeals. The rental of vehicles and equipment is considered a permitted accessory use to the mini-warehouse storage activity as written in 4.1(5) of Article VII. B-4 also permits as a primary use “automobile sales and service” which by definition includes the activities of vehicle renting and leasing. The site contains an “equipment sharing” area for the parking of trailers and small equipment for rent and a “truck sharing” area for the parking of larger vehicles and trucks for rent. The truck sharing area is internal to the development. The property contains approximately 6.54 acres.
Sketch plan Submittal: According to the former zoning ordinance a Sketch Plan application is a voluntary submittal to the City consisting of a general concept of a proposed development or subdivision of a nonresidential property.

Sketch Plan (SKP): When a property owner intends to subdivide or develop nonresidential property, he/she may elect to submit a sketch plan application to obtain conceptual approval from the Planning Commission prior to submitting a site plan application, lot split, concurrent plat, or preliminary plat application for approval. In general, the sketch plan shall be sufficient to indicate the expected use and development of the property. Prior to the issuance of building permits, a property owner shall be required to submit a site plan, lot split, concurrent plat, or preliminary plat application to obtain final development approval from the Planning Commission.

In addition to the above statement, Article 4, Section 8.2, includes a table identifying the submittal requirements for applications submitted to the city, including, sketch plan. This table is attached for review. The first column “SKP” is highlighted and represents the minimum requirements for a sketch plan submittal.

Building Design: The applicant has provided sketches of the proposed structures. Building elevations should include reference to primary and secondary materials to be utilized. Metal siding or EFIS are not considered suitable primary materials. Suitable primary materials shall be provided on all sides of the buildings proposed for the site including smaller buildings. The south end of the primary building contains a glass enclosed space that will be used to house mobile storage units. All other buildings are one story. Detailed building elevations and dumpster enclosures will be required at site plan submittal.

No perimeter fencing is proposed around the site. Adequate screening of all equipment and truck sharing areas by landscape plants/low walls and other means will be expected at site plan.

Stormwater Management: The plan as drawn shows a detention pond within the regulated floodplain. A note on the plan states that the size and location of the pond will be determined at site plan approval and will not be within the regulated, AE floodplain.

Streets and Sidewalks: Right-of-way dedication in accordance with the City’s Major Thoroughfare Plan was accomplished via the recording of the Harvey Springs Commercial Plat. Sidewalk installation was deferred for individual lot construction and is included on the sketch plan for Main Street. A proposed multi-use trail is proposed for Miles Johnson Parkway, rather than a sidewalk, per the City’s Bike and Greenway Plan.

Landscaping & Buffering: Landscape buffers are not required along interior lot lines based on the adjacent uses and zoning. Landscape buffers adjacent to Main Street and Miles Johnson Parkway are shown. A full landscape plan will be required with site plan review.

Paved Surfaces: The applicant has revised the site plan to provide a few landscape areas extending into the expansive paved surface areas proposed to serve the site. Fire lanes and parking and storage areas are delineated on the site plan but, there remain large expanses of undesigned paved surface that serve no purpose that should either be reduced or eliminated in order to provide specific drive lanes to the various functional areas of the site. Although the site includes extensive paved areas the site conforms with the maximum impervious surface allowance.

Parking and Loading: The city’s zoning ordinance does not include a specific parking requirement for mini-storage. Parking for the site shall be provided at site plan submittal and include areas for customers, loading, warehouse and retail uses. Bike parking is required.

Interconnectivity to Adjoining Parcel: The approval of the Harvey Springs Subdivision included a requirement that the five lots within the subdivision contain cross access easements and provide for vehicular cross-access between sites. The sketch plan denotes “Area Reserved Cross Access” and shows the driveway being extended to the south
property line. This area should be relabeled and established as a public access easement to ensure perpetual access between sites.

**Site Lighting:** The applicant shall provide a site lighting plan including photometric analysis with site plan application demonstrating conformance with City lighting standards.

**Street Lighting:** Applicant shall provide street lighting along Miles Johnson Parkway in accordance with City lighting standards. Provide design details with submittal of site plan application.

**Bicycle & Greenway Plan:** The project is proposing sidewalks along Main Street and a 10’ multi-use trail along Miles Johnson Parkway per the city’s Bikeway and Greenway Plan.

**Utilities:** The site is served by both public water and sanitary sewer services with sufficient capacity to support the proposed land uses. The site plan submittal will be required to illustrate where connections will be made for water and sanitary sewer services along with related improvements such as fire lines and fire hydrants for fire protection.

**Access:** The sketch plan proposes one three lane driveway access to Miles Johnson Parkway reflecting a driveway 36-feet in width. The applicant noted the proposed 36-foot driveway width was necessary to accommodate truck traffic entering and exiting the property. The applicant has not provided sufficient supporting documentation or justification for the three-lane driveway. Anticipated truck traffic including rental vehicles can be efficiently accommodated utilizing a two-lane driveway configuration along with appropriate driveway apron radii to accommodate turn movements. Applicant should reduce the three-lane driveway to a two-lane driveway.

**Analysis:** The staff memo to the Planning Commission contained 28 items, listed below, that identified various site features that required additional attention, revision or discussion. Due to the number of items included, no recommendation for approval or denial was offered. The Planning Commission draft minutes are attached for reference. Discussion following the motion referenced notes on the final plat for the Harvey Springs Commercial subdivision and that the sketch plan application was not compliant with items 2, 4, 15, and 17. These four items are listed further below.

**List of staff identified comments (from the staff Planning Commission report):**

1. The site is subject to review by the Design Review Committee during site plan review.
2. Additional details will be needed at site plan review regarding the visibility and the appearance of the “storage area” inside the south end of the building.
3. Additional landscaping is needed at the front of Building A and at the ends of parking spaces adjacent thereto.
4. Building materials, including glass will be a critical part of the site plan review. Appearance and screening of buildings B-F along Mile Johnson Road will be important. Metal facades are not an acceptable building material for the primary building. Brick or stone or other acceptable primary building material shall be required.
5. Provide note on Sheet SP1 under ‘zoning information, zone’ that reads: “The application was submitted prior to the adoption of the Unified Development Code and is proceeding under codes applicable to the previous B-4 zoning district.” Remove note on “uses permitted on appeal.”
6. Provide and label all designated loading areas as required near building loading entrances. Is the entrance on the north side of Building A a customer loading entrance? Show with fire access templates to illustrate that loading areas do not conflict with fire access.
7. Fire lane should be reduced to the maximum necessary to provide fire access around the perimeter of building. No loading spaces, temporary parking or display of equipment shall be permitted within fire lane. No parking signs shall be installed around building perimeter corresponding with designated fire lane.
8. The large expanse of paved surface on the east side of the main storage building shall be reduced to eliminate unnecessary and undefined pavement. Parking spaces and associated driveways shall be provided with driveways not exceeding two lanes (one lane in either direction) to minimize the amount of impervious surface.
9. All buildings shall conform to City design standards relative to primary and secondary material selections and types including the proposed smaller perimeter storage buildings.
10. Reduce 36’ driveway width to 24 feet as storage facility does not generate sufficient traffic to warrant dedicated right lane and a center through/left turn lane. Driveways should be clearly delineated along with corresponding parking spaces to eliminate unnecessary excessive paved surfaces throughout the site including the emergency lane.
11. A vehicle circulation and parking plan should be prepared to illustrate the necessary driveway and parking configuration needed to access the buildings and associated parking.
12. If refuse collection is proposed, show on the plans and include servicing diagrams.
13. Note location of HVAC equipment. Mechanical systems shall be screened from public view.
14. Label sidewalks shown along Main Street.
15. Expand landscape islands on the east side of Buildings C-F by combining islands. Provide more of a driveway environment by providing landscape islands at the eastern ends of buildings B-F.
16. Per note on A2, all materials will need to comply with the zoning ordinance. Metal siding as shown on portions of buildings B-F are not allowed.
17. Replace the storage unit in Building B adjacent to the cross-access driveway with a landscape island.
18. Relocate stormwater detention areas outside of the 100-year floodplain.
19. Provide a summary from the public information meeting held on December 6th.
20. The applicant shall provide detailed building elevations depicting the elevation from finished grade for all building elevations including those featuring a loading dock. Where the building exceeds 50-feet in height as measured from finished grade of the lowest point of the building, approval must be secured from the Planning Commission.
21. The applicant shall provide a public cross-access easement for the cross-access drive provided. The cross-access drive shall be constructed to the south property line.
22. Building elevations shall depict building materials including percentage of coverage of primary and secondary building materials. Building materials shall comply with City of Spring Hill Design Review Guidelines.
23. Applicant shall address placement of stormwater management structure (detention basin) within designated floodplain and how stormwater will be managed in the event the floodplain is inundated with floodwater.
24. Applicant shall eliminate unnecessary pavement surfaces from throughout the site to provide more direct routing for vehicular traffic.
25. Applicant shall reduce the driveway entrance from a 3-lane configuration to a 2-lane configuration with sufficient turn radii to accommodate truck traffic.
26. The applicant shall dedicate required right-of-way for U.S. 31 and Miles Johnson Parkway and shall construct improvements as may be required by the Planning Commission relative to street and sidewalk improvements based on street classification.
27. The applicant shall provide a site lighting plan with submittal of the Site Plan.
28. The applicant shall provide for street lighting along Miles Johnson Parkway in accordance with City standards.

Referenced items (#2, #4, #15 and #17) from the final plat for Harvey Springs Commercial subdivision (FPL 537-2017).

2. Lots 1–5 will have vehicular cross access drives and a corresponding access easement along the frontage of each lot parallel with Miles Johnson Parkway and connecting to Miles Johnson Parkway at the locations shown on this plat. The final location and width of the cross access easement and drives shall be reviewed at site plan approval with coordination of the Spring Hill Planning Department.

The three access driveways shown on Miles Johnson Parkway shall be the only right–of–way access points for lots 1–5. No access shall be provided to Main Street.
SUMMARY: The question before the Board of Mayor and Alderman is whether the sketch plan application provided to the City of Spring Hill meets the requirements for a sketch plan under the former code.

Staff suggests that the Board of Mayor and Alderman have two options regarding this question. You may determine that the sketch plan application either; a) fails to satisfy the requirements for a sketch plan application, or b) satisfies the requirements for sketch plan review. Below are Findings of Fact and Conclusions of Law for both alternatives.

The review of an appeal of Planning Commission action should also consider the review criteria for Planning Commission decisions found in Section 8.2D2 of the zoning ordinance. These criteria have been inserted below.

2. Planning Commission Approval. The Planning Commission shall exercise the full extent of the powers granted to it pursuant to Section 14.02 of the Spring Hill Municipal Code and Chapter 13 of the Tennessee Code Annotated and therewith may refuse to approve a development application based on, but not limited to the following criteria:
   a. The plat or development plan is not submitted in accordance with these requirements of the City's zoning and subdivision regulations.
   b. The proposed development would violate a City ordinance, a State statute, or federal statute.
   c. The developer refuses to dedicate street right-of-way, utility easements, or drainage easements determined to be necessary for the development.
   d. The land is found to be unsuitable for subdivision or development due to flooding, improper drainage, steep slopes, rock formations, adverse earth formations or topography, utility easements, or other features which would be harmful to the safety, health, and general welfare of inhabitants of the land and surrounding areas.
   e. The application would have an adverse impact on the health, safety, and welfare of the general public.
   f. City water and sewer is not readily available to the property within the development and the developer has made no provision for extending such service to the development.
   g. The developer refuses to comply with ordinance requirements or conditions of approval for on-site and off-site improvements.

FINDINGS OF FACT/CONCLUSIONS OF LAW:

Alternative A) Findings of Fact:
   a) The BOMA finds application, SKP 575-2018, to be deficient and that the 28 comments in the staff report to the Planning Commission and four final plat notes were appropriate and applicable to the sketch plan review process.
   b) The BOMA further finds that the incomplete resolution of these items during the sketch plan process renders the application deficient and fails to satisfy the required procedures for sketch plan approval.

Conclusions of Law. Based on the Findings of Fact immediately above the BOMA concludes that a proper decision on SKP 575-2018 is denial.
Move to deny the appeal and SKP 575-2018.

**Alternative B) Findings of Fact:**

a) The BOMA finds application, SKP 575-2018, to have satisfactorily met the requirements of the zoning ordinance as applicable to a sketch plan application.

b) Outstanding issues and conditions of approval identified by the Planning Commission are appropriate topics for discussion, consideration, and resolution during site plan review.

c) The application meets the requirements of 8.2D Approval Criteria, Planning Commission Approval, in the zoning ordinance.

**Conclusion of Law.** Based on the Findings of Fact immediately above the BOMA concludes that approval is the proper action for SKP 575-2018.

Move to approve the appeal and SKP 575-2018.
January 28, 2019

Board of Mayor and Alderman
199 Town Center Parkway
Spring Hill, TN 37174

RE: SKP 575-2018

Dear Board of Mayor and Alderman,

I am requesting an appeal of the Planning Commission decision to deny SKP 575-2018 brought before them on 1/14/19. My request for an appeal is based on the merit of my application. I feel I’ve met all the requirements as outlined for a complete sketch plan application and have provided the necessary level of detail required by the city. The city of Spring Hill defines the sketch plan as “A voluntary submittal to the city consisting of a general concept of a proposed development or subdivision of a nonresidential property.” Section 8.1 Development Categories further states, “In general, the sketch plan shall be sufficient to indicate the expected use and development of the property.” I feel my submittal and subsequent responses to Planning Commission comments have achieved this. I would like the Board of Mayor and Alderman to reverse Planning Commission’s decision to deny so that I may continue through the site plan/development review process.

During the sketch plan process, I have responded to 4 rounds of comments and provided iterations of the original plan. I’ve made every effort to clearly address the Planning Commission comments and have rescinded parts of the original proposal to more closely adhere to city requirements (attached for comparison is my first and last submission). Planning Commission verbally advised at the 1/14 meeting that the sketch plan was denied based on comments 2, 4, 15, & 17 (1/14 report with comments attached). These comments require clarification and a level detail reserved for the Site Plan/Design Review process as outlined in city of Spring Hill’s ordinance which defines a Site plan as “a final development plan offering information in regard to proposed improvements and natural features of the property. The site plan shall include information such as, but not limited to roadways, utilities, landscaping, building information, including exterior materials of the proposed building, parking, lighting, signage, pedestrian access and storm water drainage.”

I feel Planning Commission’s review of my sketch plan application and revisions resulted in comments and requests outside the scope and intent of the sketch plan process. I am only seeking fair treatment and the opportunity to address any outstanding items during site plan review. I appreciate your time and consideration of my request to appeal Planning Commission’s denial and allow me to pursue Site Plan/Development Review.

Sincerely,

Jeffery Porter, U-Haul Marketing Company President
jeffery_porter@uhaul.com
TO: Spring Hill Planning Commission  
FROM: Steve Foote, AICP, Planning Director  
MEETING: January 14, 2019  
SUBJECT: SKP 575-2018 (U-Haul)

**SKP 575-2018:** Submitted by Jeffery Porter for U-Haul for property at 3091- and 3085-Miles Johnson Parkway (southeast corner Miles Johnson Parkway and Main Street). Although the property is currently zoned C-4, the property was previously zoned B-4 under the former Zoning Ordinance at the time of application submittal and therefore is being processed under the previous B-4 zoning district. The B-4 district permits “mini-warehouse” storage units limited to indoor storage only. The applicant requests sketch plan approval for an indoor storage and rental center.

The rental of vehicles and equipment is considered a permitted accessory use to the mini-warehouse storage activity as written in 4.1(5) of Article VII. B-4 also permits as a primary use “automobile sales and service” which by definition includes the activities of vehicle renting and leasing. The site contains an “equipment sharing” area for the parking of trailers and small equipment for rent and a “truck sharing” area for the parking of larger vehicles and trucks for rent. The truck sharing area is internal to the development. The property contains approximately 6.54 acres.

The applicant requested a deferral following the work session in October and held an informal meeting with the public to discuss the application on December 6, 2018.

**Property Description:** This property is located on the southeast corner of the intersection of Miles Johnson Parkway and Main Street. It is proposed to occupy lots 1 and 2 of the Harvey Springs Commercial Plat. The site is surrounded by commercially zoned property. The final plat required a cross access easement for the purpose of providing vehicular connections across lot lines. The latest plan references this requirement and shows the driveway extending to the south property line. The storage unit adjacent to the driveway should be replaced with a landscape island.

**Spring Hill Rising: 2040 Comprehensive Plan:** This location is identified as a Community Commerce area in the City’s comprehensive plan. Such areas are classified as providing regional commercial services for Spring Hill and neighboring communities. These are primarily automobile-oriented areas and may include offices, restaurants, large scale retail, municipal services, community centers, automobile related services, transportation hubs and large-scale entertainment. Staff has determined that the proposed use is consistent with the comprehensive plan.

**Board of Zoning Appeals:** The applicant submitted a use on appeal request to the Board of Zoning Appeals to permit outdoor storage of boats and RV’s which was heard at the September 18, 2018 meeting. The BOZA denied the request. The applicant has since revised the plans by removing the boat and RV storage use.

**Streets and Sidewalks:** Right-of-way dedication in accordance with the City’s Major Thoroughfare Plan was accomplished via the recording of the Harvey Springs Commercial Plat. Sidewalk installation shall be required along the project’s frontage for both Miles Johnson Parkway and Main Street and the submitted plans indicate this improvement. The sidewalk on Miles Johnson Parkway shall not be required if the multi-use trail identified in the Bike and Greenway Plan is constructed.

**Stormwater Management:** The plan proposes to provide for on-site stormwater management detention within the 100-year floodplain. Staff’s understanding is that this is not an acceptable location for stormwater detention. Therefore, an appropriate area must be delineated on the site plan reflecting where stormwater will be detained.
and managed with attention to discharge locations, outside of any regulatory floodplain. If permitted, within the 
floodplain staff needs further detailing on how this will be designed with minimal impact upon the floodplain and 
any required non-disturb or buffers. Need to also provide design details on how detention structure would function 
during a flood event where the basin is full of floodwater and subsequently where stormwater would be directed in 
such an event.

**Utilities:** The site is served by both public water and sanitary sewer services with sufficient capacity to support the 
proposed land uses. The site plan submittal will be required to illustrate where connections will be made for water 
and sanitary sewer services along with related improvements such as fire lines and fire hydrants for fire protection.

**Access:** The sketch plan proposes one three lane driveway access to Miles Johnson Parkway reflecting a driveway 
36-feet in width. The applicant noted the proposed 36-foot driveway width was necessary to accommodate truck 
traffic entering and exiting the property. The applicant has not provided sufficient supporting documentation or 
justification for the three-lane driveway. Anticipated truck traffic including rental vehicles can be efficiently 
accommodated utilizing a two-lane driveway configuration along with appropriate driveway apron radii to 
accommodate turn movements. Applicant should reduce the three-lane driveway to a two-lane driveway.

Miles Johnson Parkway is designated as a Collector street according to the adopted Major Thoroughfare Plan. While 
the proposed use typically would not necessitate the requirement for the submittal of a Traffic Impact Study, the 
anticipated turn movements in and out of the proposed storage and truck and equipment rental facility may provide 
sufficient justification to require the applicant to construct a center turn lane in order to provide a northbound left 
turn lane serving the main entrance to the facility. Consideration will be given to upgrading Miles Johnson Parkway 
to an arterial street with the review and adoption of the proposed Major Thoroughfare Plan that will be considered 
by the City during the first quarter of 2019. Need to confirm whether additional right-of-way will be required to be 
dedicated. Need to confirm if additional road improvement/widening will be required or fee in lieu of improvements 
will be required by Planning Commission.

Main Street is a designated Arterial Street in accordance with the adopted Major Thoroughfare Plan. While the prior 
approved Harvey Springs Subdivision plat provided for right-of-way dedication along Main Street, it needs to be 
determined if Columbia Pike/Main Street will be required by the Planning Commission to be widened along the parcel 
frontage or fee in lieu of widening or other types of improvements within the right-of-way.

**Interconnectivity to Adjoining Parcel:** The approval of the Harvey Springs Subdivision included a requirement that 
the five lots within the subdivision contain cross access easements and provide for vehicular cross-access between 
sites. The sketch plan denotes “Area Reserved Cross Access” and shows the driveway being extended to the south 
property line. This area should be relabeled and established as a public access easement to ensure perpetual 
access between sites.

**Paved Surfaces:** The applicant has revised the site plan to provide a few landscape areas extending into the 
expansive paved surface areas proposed to serve the site. Fire lanes and parking and storage areas are delineated 
on the site plan but, there remain large expanses of undesignated paved surface that serve no purpose that should 
either be reduced or eliminated in order to provide specific drive lanes to the various functional areas of the site.

**Parking and Loading:** The city’s zoning ordinance does not include a specific parking requirement for mini-storage. 
Parking for the site shall be provided as follows and listed in the site data table.

1. Loading areas generally require two spaces for each loading dock and staff would recommend that such 
loading areas be limited to where entrances to indoor storage units are located to avoid the vast expanses 
of asphalt surface depicted throughout the site. Entrances and loading spaces shall be clearly labeled.

2. Warehouse uses require one space per employee and per business vehicle. This shall be provided separate 
from customer parking.

3 SKP 575-2018 (U-Haul) 1.14.19 PC
3. The retail portion of the site shall provide parking in compliance with minimum parking space requirements of 1/300 sq./ft.

4. Bicycle parking in the form of one single bike rack per 20 required spaces shall be provided.

A truck sharing area is proposed adjacent to Miles Johnson Parkway. An equipment sharing area is more internal to the site. No perimeter fencing is proposed around the site. Adequate screening of the truck sharing area by landscape plants/low walls and other means will be expected at site plan.

**Building Design:** The applicant has provided sketches of the proposed structures. Building elevations should include reference to primary and secondary materials to be utilized. Metal siding or EFIS are not considered suitable primary materials. Suitable primary materials shall be provided on all sides of the buildings proposed for the site including smaller buildings.

A maximum building height of 50 feet is permitted. Building elevations should denote height measurements on all sides of building elevations measured from finished grade, including loading areas where building may exceed 50-foot height. The primary building height has been modified and is currently shown as four stories and 49’10”. At the location of the truck dock the building would exceed 50’, however, the measurement is taken from finished grade. Building height in excess of 50 feet would require Planning Commission approval. The south end of the building contains a glass enclosed space that will be used to house mobile storage units. All other buildings are one story. Detailed building elevations and dumpster enclosures will be required at site plan submittal.

**Bicycle and Greenway Plan:** Miles Johnson Parkway is identified in the City’s Bicycle Greenway Plan as a multi-use trail location. The latest plan indicates the construction of a 10’ wide multi-use trail.

**Site Lighting:** The applicant shall provide a site lighting plan including photometric analysis with site plan application demonstrating conformance with City lighting standards. Wall packs are not a suitable site light fixture.

**Street Lighting:** Applicant shall provide street lighting along Miles Johnson Parkway in accordance with City lighting standards. Provide design details with submittal of site plan application.

**Landscaping and Buffering:** The site is surrounded by B-4 zoned property; landscape buffers between zoning districts of similar densities and commercial uses are not required; however, due to the visibility of this site staff will request substantial landscaping at site plan submittal for the interior and perimeter of the site. During initial staff review with the applicant, numerous areas within the site were identified that would be suitable for landscaping rather than paved surface which would aid in improving aesthetic quality but also serve to reduce the extent of impervious surfaces within the site. Staff recommends that the ends of storage buildings facing adjacent roads contain landscaping, including the eastern ends of buildings B-F adjacent to the through driveway. The latest plan indicates the presence of small landscape areas. It may be advisable to combine Building C-F landscape areas on the east side to create better planting areas. In the past, staff has been critical of the expanse of paved areas. The latest plan adds a landscape area to the ends of Building A and around the truck sharing area. Landscaping has not been added to the front of the building. A landscape island should be located at the end of parking areas at Building A. A 15’ wide landscaped buffer is required where parking areas abut public right-of-way. A detailed landscaping plan shall be required at site plan submittal.

**Recommendation:** The notes below are a result of staff’s review of the plan set dated December 18, 2018 and represent current code deficiencies and/or site concerns. This sketch plan is being reviewed under the prior zoning ordinance and is subject to review and consideration (approval, approval with conditions, or denial) by the Planning Commission. Because of the number of comments noted no recommendation is provided to the Planning Commission.
1. The site is subject to review by the Design Review Committee during site plan review.
2. Additional details will be needed at site plan review regarding the visibility and the appearance of the “storage area” inside the south end of the building.
3. Additional landscaping is needed at the front of Building A and at the ends of parking spaces adjacent thereto.
4. Building materials, including glass will be a critical part of the site plan review. Appearance and screening of buildings B-F along Mile Johnson Road will be important. Metal facades are not an acceptable building material for the primary building. Brick or stone or other acceptable primary building material shall be required.
5. Provide note on Sheet SP1 under ‘zoning information, zone’ that reads: “The application was submitted prior to the adoption of the Unified Development Code and is proceeding under codes applicable to the previous B-4 zoning district.” Remove note on “uses permitted on appeal.”
6. Provide and label all designated loading areas as required near building loading entrances. Is the entrance on the north side of Building A a customer loading entrance? Show with fire access templates to illustrate that loading areas do not conflict with fire access.
7. Fire lane should be reduced to the maximum necessary to provide fire access around the perimeter of building. No loading spaces, temporary parking or display of equipment shall be permitted within fire lane. No parking signs shall be installed around building perimeter corresponding with designated fire lane.
8. The large expanse of paved surface on the east side of the main storage building shall be reduced to eliminate unnecessary and undefined pavement. Parking spaces and associated driveways shall be provided with driveways not exceeding two lanes (one lane in either direction) to minimize the amount of impervious surface.
9. All buildings shall conform to City design standards relative to primary and secondary material selections and types including the proposed smaller perimeter storage buildings.
10. Reduce 36’ driveway width to 24 feet as storage facility does not generate sufficient traffic to warrant dedicated right lane and a center through/left turn lane. Driveways should be clearly delineated along with corresponding parking spaces to eliminate unnecessary excessive paved surfaces throughout the site including the emergency lane.
11. A vehicle circulation and parking plan should be prepared to illustrate the necessary driveway and parking configuration needed to access the buildings and associated parking.
12. If refuse collection is proposed, show on the plans and include servicing diagrams.
13. Note location of HVAC equipment. Mechanical systems shall be screened from public view.
14. Label sidewalks shown along Main Street.
15. Expand landscape islands on the east side of Buildings C-F by combining islands. Provide more of a driveway environment by providing landscape islands at the eastern ends of buildings B-F.
16. Per note on A2, all materials will need to comply with the zoning ordinance. Metal siding as shown on portions of buildings B-F are not allowed.
17. Replace the storage unit in Building B adjacent to the cross-access driveway with a landscape island.
18. Relocate stormwater detention areas outside of the 100-year floodplain.
19. Provide a summary from the public information meeting held on December 6th.
20. The applicant shall provide detailed building elevations depicting the elevation from finished grade for all building elevations including those featuring a loading dock. Where the building exceeds 50-feet in height as measured from finished grade of the lowest point of the building, approval must be secured from the Planning Commission.
21. The applicant shall provide a public cross-access easement for the cross-access drive provided. The cross-access drive shall be constructed to the south property line.
22. Building elevations shall depict building materials including percentage of coverage of primary and secondary building materials. Building materials shall comply with City of Spring Hill Design Review Guidelines.
23. Applicant shall address placement of stormwater management structure (detention basin) within designated floodplain and how stormwater will be managed in the event the floodplain is inundated with floodwater.
24. Applicant shall eliminate unnecessary pavement surfaces from throughout the site to provide more direct routing for vehicular traffic.
25. Applicant shall reduce the driveway entrance from a 3-lane configuration to a 2-lane configuration with sufficient turn radii to accommodate truck traffic.
26. The applicant shall dedicate required right-of-way for U.S. 31 and Miles Johnson Parkway and shall construct improvements as may be required by the Planning Commission relative to street and sidewalk improvements based on street classification.
27. The applicant shall provide a site lighting plan with submittal of the Site Plan.
28. The applicant shall provide for street lighting along Miles Johnson Parkway in accordance with City standards.
SPRING HILL
MUNICIPAL PLANNING COMMISSION
REGULAR MEETING MINUTES
MONDAY JANUARY 14, 2019
5:30 P.M.

Chairman Paul Downing called the meeting to order at 5:34 PM.

Members Present: Mayor Rick Graham, Alderman Matt Fitterer, Chairman Paul Downing, Jared Cunningham, Todd Benne, James Gollas and Vice Chairman Paula Hepp. Also present: City Attorney Patrick Carter, Planning Director Steve Foote, Associate Planner Logan Elliot and City Engineer Tom Wolf.

Election of Officers: Alderman Fitterer made motion to nominate Paul Downing as Chairman and Paula Hepp as Vice Chairman. Motion seconded by Mayor Graham. Motion passed 7-0.

Public Comment (Non-Agenda Items): No comments

Public Comment (Agenda Items): No comments

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1. SKP 575-2018: Submitted by U-Haul International for property at 3091- and 3085-Miles Johnson Parkway. The property is zoned B-4 (C-4) and contains approximately 6.54 acres. The applicant requests sketch plan review and comment for a storage and rental center. The applicant requested deferral following the August 27 and October 22, 2018 Planning Commission meetings.

Staff Conditions:
1. The site is subject to review by the Design Review Committee during site plan review.
2. Additional details will be needed at site plan review regarding the visibility and the appearance of the “storage area” inside the south end of the building.
3. Additional landscaping is needed at the front of Building A and at the ends of parking spaces adjacent thereto.
4. Building materials, including glass will be a critical part of the site plan review. Appearance and screening of buildings B-F along Mile Johnson Road will be important. Metal facades are not an acceptable building material for the primary building. Brick or stone or other acceptable primary building material shall be required.
5. Provide note on Sheet SP1 under ‘zoning information, zone’ that reads: “The application was submitted prior to the adoption of the Unified Development Code and is proceeding under codes applicable to the previous B-4 zoning district.” Remove note on “uses permitted on appeal.”
6. Provide and label all designated loading areas as required near building loading entrances. Is the entrance on the north side of Building a customer loading entrance? Show with fire access templates to illustrate that loading areas do not conflict with fire access.
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8. The large expanse of paved surface on the east side of the main storage building shall be reduced to eliminate unnecessary and undefined pavement. Parking spaces and associated driveways shall be provided with driveways not exceeding two lanes (one lane in either direction) to minimize the amount of impervious surface.
9. All buildings shall conform to City design standards relative to primary and secondary material selections and types including the proposed smaller perimeter storage buildings.

10. Reduce 36’ driveway width to 24 feet as storage facility does not generate sufficient traffic to warrant dedicated right lane and a center through/left turn lane. Driveways should be clearly delineated along with corresponding parking spaces to eliminate unnecessary excessive paved surfaces throughout the site including the emergency lane.

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14. Label sidewalks shown along Main Street.

15. Expand landscape islands on the east side of Buildings C-F by combining islands. Provide more of a driveway environment by providing landscape islands at the eastern ends of buildings B-F.

16. Per note on A2, all materials will need to comply with the zoning ordinance. Metal siding as shown on portions of buildings B-F are not allowed.

17. Replace the storage unit in Building B adjacent to the cross-access driveway with a landscape island.

18. Relocate stormwater detention areas outside of the 100-year floodplain.

19. Provide a summary from the public information meeting held on December 6th.

20. The applicant shall provide detailed building elevations depicting the elevation from finished grade for all building elevations including those featuring a loading dock. Where the building exceeds 50-feet in height as measured from finished grade of the lowest point of the building, approval must be secured from the Planning Commission.

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27. The applicant shall provide a site lighting plan with submittal of the Site Plan.

28. The applicant shall provide for street lighting along Miles Johnson Parkway in accordance with City standards.

Alderman Fitterer made a motion to approve SKP-575 conditioned upon the twenty-eight (28) comments in the staff report. Motion seconded by Commissioner Benne. Alderman Fitterer stated that in reviewing the final plat, FPL 537-2017 (Harvey Springs Commercial subdivision) approved in May 2017 he did not feel the application was compliant with all notes on the plat, specifically #2, #4, #15, and #17. Motion failed 0-7 with all members dissenting.

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*ANY AREA GREATER THEN 25 LINEAR FEET WILL HAVE A CHANGE IN COLOR AND OR MATERIAL

NORTH ELEVATION (SIDE FACADE)  
SOUTH ELEVATION (SIDE FACADE)  
WEST ELEVATION (REAR FACADE)  
EAST ELEVATION (FRONT FACADE)

SCALE: 1/16" = 1' - 0"  
SCALE: 1/16" = 1' - 0"  
SCALE: 1/16" = 1' - 0"  
SCALE: 1/16" = 1' - 0"

*ARCHITECTURAL REQUIREMENTS WILL BE MET; ELEVATIONS; MATERIALS AND COLORS WILL BE FINALIZED DURING THE SITE PLAN PROCESS

UPPER FLOOR TRANSPARENCY (15%)  
- REQUIRED = 489.72 S.F.  
- PROVIDED = 720 S.F.  
(CALC'D PER FLOOR)

BOTTOM FLOOR TRANSPARENCY (35%)  
- REQUIRED = 107.8 L.F.  
- PROVIDED = 119.1 L.F.
8.1 Development Review

A. Application Submittal. All development applications shall be submitted to the Planning Department and will be processed for review in accordance with the Planning Department operating procedures.

B. Application Requirements. Plans and plats shall be drawn in a legible manner, at a scale suitable to the size of the property being developed or subdivided. All plans shall be drawn at a standard engineering scale, and submitted in paper and digital form, as listed on the application. The following information shall be submitted to the Planning and Zoning Department for review:

8.2 Development Categories

A. Sketch Plan (SKP). When a property owner intends to subdivide or develop nonresidential property, he/she may elect to submit a sketch plan application to obtain conceptual approval from the Planning Commission prior to submitting a site plan application, lot split, concurrent plat, or preliminary plat application for approval. In general, the sketch plan shall be sufficient to indicate the expected use and development of the property. Prior to the issuance of building permits, a property owner shall be required to submit a site plan, lot split, concurrent plat, or preliminary plat application to obtain final development approval from the Planning Commission.

<table>
<thead>
<tr>
<th>General Information</th>
<th>SKP</th>
<th>STP</th>
<th>PPL</th>
<th>FPL</th>
<th>PUD</th>
<th>LSP</th>
<th>CCP</th>
<th>NCP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name, address, zoning, and property lines of all property owners adjacent to the exterior boundaries of the project</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Name, address, phone numbers of owner(s), developer(s), and representatives</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<td>X</td>
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<tr>
<td>North arrow, scale, date of preparation, zoning classification, map/parcel numbers, total acreage, and proposed use</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Title block located in the lower right hand corner indicating the name and type of project, scale, firm/individual preparing drawing, date, and revisions</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Legend containing all symbols and lines shown in the drawing</td>
<td>X</td>
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<tr>
<td>A vicinity map of the project with a radius of 1.5 miles from the project, any Major Thoroughfare Plan streets, and the 100 year floodplain boundary</td>
<td>X</td>
<td>X</td>
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<tr>
<td>The location of all existing structures on the property</td>
<td>X</td>
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</tbody>
</table>

1 | Page A r t i c l e   I V   –   G e n e r a l   P r o v i s i o n s

| Site coverage note indicating the percentage of the site that is currently covered by impervious surface. | X | X | X | X | X | X | X | X |
| Title, name, address, stamp, and signature of the design professional(s) who prepared plans/plats | X | X | X | X | X | X | X | X |
| **Floodplain/floodways/wetlands** | **SKP** | **STP** | **PPL** | **FPL** | **PUD** | **LSP** | **CCP** | **NCP** |
| Show 100-year floodplain and/or floodway and base flood elevations. Reference the FIRM panel number and effective date. | X | X | X | X | X | X | X |
| Note and delineate wetlands on the property | X | X | X | X | X | X | X |
| Existing and proposed topographic information with source of information noted | X | X | X | X | X | X |
| Show stream buffers | X | X | X | X | X | X |
| Plans showing the nature, location, dimensions, and elevation of any part of the property within a flood prone area; existing or proposed structures or building sites, fill storage of materials and flood proofing measures; the relationship of the above to the location of the stream channel, floodway, floodway fringe, regulatory flood elevations, and the regulatory flood protection elevation; and specifications for building construction and materials, flood proofing, filling, dredging, grading, storage of materials, water supply, and sanitary facilities; | X | X | X |
| A typical valley cross-section showing the channel of the stream, elevation of land areas adjoining each side of the channel, cross-sectional areas to be occupied by a development in a flood prone area, and high-water information, if required by the Planning Commission | X | X | X |
| **Tree protection and landscaping** | **SKP** | **STP** | **PPL** | **FPL** | **PUD** | **LSP** | **CCP** | **NCP** |
| Delineate trees to be retained on-site and the measures to be implemented for their protection | X | X | X | X | X | X |
| Depict the limits of soil disturbance to include all areas to be graded both on- and off-site | X | X | X | X |
| Landscaping proposals for parking lots, streets, greenspace, and required screening or buffer yards, including proposed plant size and species. Show | X | X | X | X | X |
**Utilities, existing**

<table>
<thead>
<tr>
<th>SKP</th>
<th>STP</th>
<th>PPL</th>
<th>FPL</th>
<th>PUD</th>
<th>LSP</th>
<th>CCP</th>
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<td>X</td>
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</tbody>
</table>

- Show, note, and dimension all known existing on- and off-site utility lines and easements
- Show invert and rim elevations of all existing sanitary sewer, stormwater drains, and fire hydrants
- Existing easements shall show the name of the easement holder and the purpose of the easement. If an easement is blanket or indeterminate in nature, a note to this effect shall be added to the plat/plan

**Utilities, proposed**

<table>
<thead>
<tr>
<th>SKP</th>
<th>STP</th>
<th>PPL</th>
<th>FPL</th>
<th>PUD</th>
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<td>X</td>
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</tbody>
</table>

- Show all storm sewer structures, sanitary sewer structures, and drainage structures. Provide structure locations and types. Provide pipe types and sizes.
- Stormwater drainage plans and calculations
- Sanitary sewer systems: show manhole locations and provide pipe locations, sizes, and types
- Show invert elevations and connections of all proposed sanitary sewer, stormwater drains, and fire hydrants
- Note the occurrence of previous water, sewer, or storm sewer overflow problems on-site or in the proximity of the site
- If a septic system is to be utilized, provide a table of the acreage and percolation rates
- Water systems, on or near the site: provide pipe locations, types, and sizes; note the static pressure and flow of the nearest hydrant; show location of proposed fire hydrants and meters
- Underground or surface utility transmission lines: locations of all related structures; locations of all lines; a note shall be placed where streets will be placed under existing overhead facilities and the approximate change in grade for the proposed street
- State the width, location, and purpose of all proposed easements or rights-of-way for utilities, drainage, sewers, flood control, ingress/egress or other
### General Provision

- **Public purposes within and adjacent to the project:**

<table>
<thead>
<tr>
<th>Streets/rights-of-way/easements</th>
<th>SKP</th>
<th>STP</th>
<th>PPL</th>
<th>FPL</th>
<th>PUD</th>
<th>LSP</th>
<th>CCP</th>
<th>NCP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delineate, label, and dimension from centerline existing street right-of-way (ROW) lines and Major Thoroughfare Plan ROW lines</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Delineate, label, and dimension from centerline any required ROW dedication</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Show the location, widths, grades, and names of existing streets, alleys, paths, and other ROW, whether public or private, within and adjacent to the project</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Where a proposed road intersects an existing public way or ways, the elevation along the centerline of the existing public way within one hundred (100) feet of the intersection.</td>
<td>X</td>
<td>X</td>
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</tr>
<tr>
<td>Show the general location and width of existing and proposed streets, alleys, paths, and other ROW, whether public or private within and adjacent to the project</td>
<td>X</td>
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<tr>
<td>Show the location, widths, grades, and names of proposed streets, alleys, paths, and other ROW, whether public or private, within and adjacent to the project</td>
<td>X</td>
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<tr>
<td>Show approximate radii of all curves, lengths of tangents, and central angles on all public ways</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<td>X</td>
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</tr>
<tr>
<td>Provide a layout of adjoining property in sufficient detail to show the effect of proposed and existing streets (including those in the Major Thoroughfare Plan), adjoining lots, and off-site easements</td>
<td>X</td>
<td>X</td>
<td>X</td>
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</tr>
<tr>
<td>Plans and profiles indicating the locations and typical cross-section of public way pavements, including curbs and gutters, sidewalks, drainage, rights-of-way, manholes, and catch basins</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Location of public way signs, including street extension and speed limit signs</td>
<td>X</td>
<td>X</td>
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<tr>
<td>The location of all existing and proposed street lights</td>
<td>X</td>
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<td>X</td>
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</table>

### Subdivision of land

<table>
<thead>
<tr>
<th>Subdivision of land</th>
<th>SKP</th>
<th>STP</th>
<th>PPL</th>
<th>FPL</th>
<th>PUD</th>
<th>LSP</th>
<th>CCP</th>
<th>NCP</th>
</tr>
</thead>
<tbody>
<tr>
<td>The lot layout, approximate dimensions, and number of lots</td>
<td>X</td>
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</tbody>
</table>
The lot layout, the dimensions of each lot, number of lots, and total area in square footage or acreage to the nearest one-hundredth acre of each lot | X X X X X X
Show the approximate finish grade where pads are proposed for building sites | X X X X X X
Number lots consecutively | X X X X X
For phased developments, identify all phase lines and the phase sequence | X X X X X

<table>
<thead>
<tr>
<th>Site information</th>
<th>SKP</th>
<th>STP</th>
<th>PPL</th>
<th>FPL</th>
<th>PUD</th>
<th>LSP</th>
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</thead>
<tbody>
<tr>
<td>Identify the location of known existing or abandoned water wells, sumps, cesspools, springs, streams, bodies of water, water impoundments, and underground structures within the project</td>
<td>X X X X X X</td>
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<tr>
<td>Show the location of known existing or proposed ground leases or access agreements (shared parking lots, drives, etcetera)</td>
<td>X X X X X X</td>
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<tr>
<td>The location of any potentially dangerous areas, including areas subject to flooding, slope stability, settlement, excessive noise, previously filled areas, and any means of mitigating hazards</td>
<td>X X X X X X</td>
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<tr>
<td>For residential development, indicate the use and list in a table the number of units and bedrooms</td>
<td>X X</td>
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<tr>
<td>For non-residential development, indicate the gross floor area, all proposed uses, and the floor area devoted to each type of use</td>
<td>X X</td>
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<td>Show location and size of existing or proposed signs, if any</td>
<td>X X X X X X</td>
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<tr>
<td>Show general location and size of parking, loading areas, and traffic flow</td>
<td>X</td>
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<tr>
<td>Show location, size, and construction details of parking and loading areas.</td>
<td>X X</td>
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<tr>
<td>Show the location, size, surfacing, landscaping, and arrangement of parking and loading areas. Indicate pattern of traffic flow. Include a table showing the required, provided, and handicapped accessible parking spaces</td>
<td>X X</td>
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<tr>
<td>Show location and width of curb cuts and driveways. Dimension driveways and curb cuts from side property lines and surrounding intersections</td>
<td>X X X X X X X X</td>
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<tr>
<td>Show location and dimensions of buffer strips, fences, or walls, if required</td>
<td>X X X X X X X X</td>
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11 | Page | Article IV – General Provisions
<table>
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<tr>
<th>Requirement</th>
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</thead>
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<tr>
<td>Indicate location of and access to solid waste service</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Provide a description of commonly held areas, if applicable</td>
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<td>X</td>
<td>X</td>
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<tr>
<td>Show required building setbacks. Provide a note of the current setback</td>
<td>X</td>
<td>X</td>
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<td>requirements for the property/project</td>
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<tr>
<td>Show location of adjacent parks, cemeteries, structures, development, and</td>
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<td>X</td>
<td>X</td>
<td>X</td>
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<td>historically significant properties</td>
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<tr>
<td>Show location and dimensions of all property proposed to be set aside for</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>park, playground, or other public/private use, with designation of the</td>
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<td>purpose and conditions of use</td>
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<tr>
<td>Show contours at vertical intervals of not more than two (2) feet</td>
<td>X</td>
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<tr>
<td>Preliminary grading and drainage plans and reports as required by the City</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Engineer</td>
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<tr>
<td>Any other data or reports as deemed necessary for project review by the City</td>
<td>X</td>
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<tr>
<td>Planner, City Administration, or Planning Commission</td>
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<tr>
<td>All required signature blocks</td>
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</tbody>
</table>
Spring Hill Planning Commission Work Session

TO: Spring Hill Planning Commission
FROM: Steve Foote, AICP, Planning Director
MEETING: October 22, 2018
SUBJECT: SKP 575-2018 (U-Haul)

SKP 575-2018: Submitted by Jeffery Porter for U-Haul for property at 3091 and 3085 Miles Johnson Parkway (southeast corner Miles Johnson Parkway and Main Street). Although the property is currently zoned C-4, the property was previously zoned B-4 under the former Zoning Ordinance at the time of application submittal and therefore is being processed under the previous B-4 zoning district. The B-4 district permits “mini-warehouse” storage units limited to indoor storage only. The applicant requests sketch plan approval for an indoor storage and rental center. The rental of vehicles and equipment is considered a permitted accessory use to the mini-warehouse storage activity as written in 4.1(5) of Article VII. B-4 also permits as a primary use “automobile sales and service” which by definition includes the activities of vehicle renting and leasing. The property contains approximately 6.54 acres.

Property Description: This property is located on the southeast corner of the intersection of Miles Johnson Parkway and Main Street. It is proposed to occupy lots 1 and 2 of the Harvey Springs Commercial Plat. The site is surrounded by commercially zoned property. The final plat required a cross access easement to interconnect all of the lots. This is not provided on the sketch plan.

Spring Hill Rising: 2040 Comprehensive Plan: This location is identified as a Community Commerce area in the City’s comprehensive plan. Such areas are classified as providing regional commercial services for Spring Hill and neighboring communities. These are primarily automobile-oriented areas and may include offices, restaurants, large scale retail, municipal services, community centers, automobile related services, transportation hubs and large-scale entertainment. Staff finds that the proposed use is consistent with the comprehensive plan.

Board of Zoning Appeals: The applicant submitted a use on appeal request to the Board of Zoning Appeals to permit outdoor storage of boats and RV’s which was heard at the September 18, 2018 meeting. The BOZA denied the request. The applicant has since revised the plans by removing the boat and RV storage use.

Streets and Sidewalks: Right-of-way dedication in accordance with the City’s Major Thoroughfare Plan was accomplished via the recording of the Harvey Springs Commercial Plat. Sidewalk installation shall be required along the projects frontage for both Miles Johnson Parkway and Main Street (pending any objection by the Tennessee DOT). The sidewalk on Miles Johnson Parkway shall not be required if a multi-use trail is constructed.

Stormwater Management: The plan does not provide for on-site stormwater management detention. Previous iterations of the sketch plan provided for stormwater detention within areas delineated as the 100-year floodplain which is not an appropriate location for such site features. An appropriate area must be delineated on the site plan reflecting where stormwater will be detained and managed with attention to discharge locations.

Utilities: The site is served by both public water and sanitary sewer services with sufficient capacity to support the proposed land uses. The site plan submittal will be required to illustrate where connections will be made for water and sanitary sewer services along with related improvements such as fire lines and fire hydrants for fire protection.

Access: The sketch plan proposes one driveway access to Miles Johnson Parkway reflecting a driveway 36-feet in width. The applicant noted the proposed 36-foot driveway width was necessary to accommodate truck traffic.
entering and exiting the property but, staff recommends that such turn movement needs be accommodated by widening the radii of the driveway apron rather than providing an excessively wide driveway.

Miles Johnson Parkway is designated as a Collector street according to the adopted Major Thoroughfare Plan. While the proposed use typically would not necessitate the requirement for the submittal of a Traffic Impact Study, the anticipated turn movements in and out of the proposed storage and truck and equipment rental facility may provide sufficient justification to require the applicant to construct a center turn lane in order to provide a northbound left turn lane serving the main entrance to the facility.

Main Street is a designated Arterial Street in accordance with the adopted Major Thoroughfare Plan. While the prior approved Harvey Springs Subdivision plat provided for right-of-way dedication along Main Street, should the City require with the development of the site that Main Street be widened or a fee paid in lieu of improvements for widening the eastern portion of Main Street fronting upon the property?

The approval of the Harvey Springs Subdivision included a requirement that the five lots within the subdivision contain cross access easements and provide for vehicular cross-access between sites. The sketch plan denotes “Area Reserved for City Cross Access” from the site to the adjoining parcel to the south. This area should be relabeled as a shared public access easement between parcels rather than as noted on the plan. However, the plan does not reflect the construction of a shared access drive to the edge of the property that can be connected to by the adjoining property owner as the parcel to the south is developed. The applicant should be required to provide a shared public access easement along with constructing a two-way driveway connection to the southern property line for future interconnectivity with the adjoining parcel in order to satisfy prior plat requirements for Harvey Springs Subdivision.

**Parking and Loading:** The city’s zoning ordinance does not include a specific parking requirement for mini-storage. Loading spaces are required for each loading dock and staff would recommend that such loading areas be limited to where entrances to indoor storage units are located to avoid the vast expanses of asphalt surface depicted throughout the site. Entrances and loading spaces shall be clearly identified. Warehouse uses require one space per employee and per business vehicle. This shall be provided and separate from customer parking. The retail portion of the site shall provide parking in compliance with minimum parking space requirements for retail (1/300 sq/ft). Bicycle parking shall be required per the requirements of the City’s zoning ordinance.

A truck sharing area is proposed adjacent to Miles Johnson Parkway. An equipment sharing area is more internal to the site. No perimeter fencing is proposed around the site. Adequate screening of the truck sharing area by landscaping and other means will be expected at site plan.

**Building Design:** The applicant has provided sketches of the proposed structures. Detailed building elevations and dumpster enclosures will be required at site plan submittal. Although a building height of 50 feet is permitted, the primary building is currently shown as four stories. Sheet A2 labels the height as 48’8” on the north end of the building. The south end of this same building measures at 51’ in height. The applicant shall show the height of the building at different ends, measured from grade in those areas. The south end of the building contains a glass enclosed space that will be used to house mobile storage units. All other buildings are one story.

**Bicycle and Greenway Plan:** Miles Johnson Parkway is identified in the City’s Bicycle Greenway Plan as a multi-use trail location. Staff requests that the applicant construct a 10’ trail along Miles Johnson Parkway.

**Landscaping and Buffering:** The site is surrounded by B-4 zoned property; landscape buffers between zoning districts of similar densities and commercial uses are not required; however, due to the visibility of this site staff will request substantial landscaping at site plan submittal for the interior and perimeter of the site. During initial staff review with the applicant, numerous areas within the site were identified that would be suitable for landscaping rather than paved surface which would aid in improving aesthetic quality but also serve to reduce the extent of impervious
surfaces within the site. Staff recommends that the ends of storage buildings facing adjacent roads contain landscaping. Landscaping should also be strategically added around the foundation of the primary building. A landscape island should be located at the end of all parking areas, especially at the main driveway to soften the appearance of the parking area and to better define travel isles within the site. A 15' wide landscaped buffer shall be required where parking areas abut public right-of-way. A detailed landscaping plan shall be required at site plan submittal.

Summary: The sketch plan shows what is intended for the site. Items to be addressed prior to approval include:

1. Accommodate cross access to the commercial lots to the south, per the requirements of the Harvey Springs Commercial plat or request Planning Commission consideration for removing this requirement.
2. Explain via note, what “equipment” sharing is. How does that compare to “truck” sharing?
3. Revise parking calculations using the information provided in this report.
4. Additional details will be needed at site plan review regarding the visibility of the “storage area” inside the south end of the building.
5. Staff recommends that a 10’ wide multiuse trail be provided within right-of-way for Miles Johnson Parkway.
6. Extensive landscaping will be required to screen parking areas from adjacent roads.
7. Building materials, including glass will be a critical part of the site plan review. Appearance and screening of buildings B-F along Mile Johnson Road will be important. Metal facades are not an acceptable building material for the primary building. Brick or stone or other acceptable primary building material shall be provided.
8. Provide note on the plans that reads: “The application was submitted prior to the adoption of the Unified Development Code and is proceeding under codes applicable to the previous B-4 zoning district.”
9. Provide loading areas as required near building entrances and show fire access templates. The driveway and fire lane along the north, south and west sides of the main storage building should be reduced to the maximum necessary to provide fire access and access to entry doors leading into the main storage building.
10. Fire lane should be reduced to the maximum necessary to provide fire access around the perimeter of building. No temporary parking or display of equipment shall be permitted within fire lane. No parking signs shall be installed around building perimeter corresponding with designated fire lane.
11. The large expanse of paved surface on the east side of the main storage building shall be reduced to eliminate unnecessary and undefined pavement. Parking spaces and associated driveways shall be provided with driveways not exceeding two lanes (one lane in either direction) to minimize the amount of impervious surface.
12. Building elevations should denote height measurements on both sides of elevation. East Elevation (left side facing plan) may exceed 50-feet height with grade elevation adjustment for loading areas along building face. Building height in excess of 50 feet requires Planning Commission approval and proper public notice per Zoning Ordinance. All buildings shall conform to City design standards relative to primary and secondary material selections and types including the proposed smaller perimeter storage buildings.
13. Reduce driveway width to 24 feet as storage facility does not generate sufficient traffic to warrant dedicated right lane and a center through/left turn lane. Driveways should be clearly delineated along with corresponding parking spaces to eliminate unnecessary excessive paved surfaces throughout the site including the emergency lane.
14. A vehicle circulation and parking plan should be prepared to illustrate the necessary driveway and parking configuration needed to access the buildings and associated parking.
15. If refuse collection is proposed, show on the plans and include servicing diagrams.
16. Note location of HVAC equipment. Mechanical systems shall be screened from public view.
17. The applicant must install sidewalks along Main Street.
Spring Hill Planning Commission Work Session

TO: Spring Hill Planning Commission
FROM: Steve Foote, Planning Director
Jon Baughman, Associate Planner
MEETING: August 27, 2018
SUBJECT: SKP 575-2018 (U-Haul)

**SKP 575-2018:** Submitted by U-Haul International for property at 3091 and 3085 Miles Johnson Parkway. The property is zoned B-4 and contains approximately 6.54 acres. The applicant requests sketch plan approval for a storage and rental center.

**Property Description:** This property is located on the southeast corner of the intersection of Miles Johnson Parkway and Main Street. It is proposed to occupy lots 1 and 2 of the Harvey Springs Commercial Plat.

**Streets and Sidewalk:** Right-of-way dedication in accordance with the City’s Major Thoroughfare Plan was accomplished via the recording of the Harvey Springs Commercial Plat. Sidewalk installation shall be required along the project's frontage for both Miles Johnson Parkway and Main Street.

**Access:** The sketch plan does not show any cross access to the commercial lots to the south. The approved Harvey Springs Commercial plat includes a note which requires cross access. The plat, also, limits the number of access points, on Miles Johnson Parkway to three.

**Parking and Loading:** Provide the total number of parking spaces. Bicycle parking shall be required per the requirements of the City’s zoning ordinance.

**Building Design:** The applicant has provided sketches of the proposed structures. Detailed building elevations and dumpster enclosures will be required at site plan submittal.

**Bicycle and Greenway Plan:** Miles Johnson Parkway is identified, in the City’s Bicycle Greenway Plan, as a multi-use trail location. The recorded Harvey Springs commercial plat also includes a 20’ wide PUDE along McCutcheon Creek. Staff requests that the applicant construct a trail in this easement.

**Landscaping and Buffering:** The site is surrounded by B-4 zoned property; landscape buffers between zoning districts of similar densities are not required; however, due to the visibility of this site staff will request substantial landscaping at site plan submittal. A 15’ wide landscaped buffer shall be required where parking areas abut public right-of-way. A detailed landscaping plan shall be required at site plan submittal.

**Board of Zoning Appeals:** The applicant understands that Board of Zoning Appeals approval of a Use on Appeal is required for the outdoor storage space and the parking/display of U-Haul vehicles for rent. The applicant intends to submit for BOZA consideration in the next application cycle (meeting scheduled for September 18, 2018) in order to have a decision prior to the Planning Commission decided on a site plan in October, 2018.

**Summary:** Items remaining to be addressed, prior to sketch plan approval at the September 10, 2018 Planning Commission voting meeting:

1. Label Building A.
2. Board of Zoning Appeals review is required.
3. Accommodate cross access to the commercial lots to the south, per the requirements of the Harvey Springs Commercial plat.
4. Provide the total number of parking spaces proposed.
5. Additional details will be needed at site plan review regarding the visibility of the “storage area” inside the south end of the building.
6. Staff recommends that a multiuse trail be provided in the public access easement shown on the Harvey Springs Commercial plat. Staff is researching the Miles Johnson Parkway multi-use trail.
7. Extensive landscaping will be required to screen this use from adjacent roads.
8. Building materials, including glass will be a critical part of the site plan review. Appearance of building B along Mile Johnson Road will be important. As with recent mini-storage applications, metal is not an acceptable building façade. Brick is recommended.
9. Provide note on the plans that reads: “The current property zoning is C-4. However, the application was submitted prior to the adoption of the Unified Development Code and is proceeding under codes applicable to the previous B-4 zoning district.”
10. The driveway and fire lane along the north, south and west sides of the main storage building should be reduced to the maximum necessary to provide fire access and access to entry doors leading into the main storage building.
11. Fire lane should be reduced to the maximum necessary to provide fire access around the perimeter of building. No temporary parking or display of equipment shall be permitted within fire lane. No parking signs shall be installed around building perimeter corresponding with designated fire lane.
12. The large expanse of paved surface on the east side of the main storage building shall be reduced to eliminate unnecessary and undefined pavement. Parking spaces and associated driveways shall be provided with driveways not exceeding two lanes (one lane in either direction) to minimize the amount of impervious surface.
13. Building elevation plans do not depict building height. Buildings should not exceed 50 feet height. All buildings shall conform to City design standards relative to primary and secondary material selections and types including the proposed RV canopy buildings and smaller perimeter storage buildings.
14. The applicant has provided a driveway entrance width of 36 feet to accommodate one lane entry and two exiting lanes. This driveway width is only necessary at the entrance and should not be carried throughout the side. A vehicle circulation and parking plan should be prepared to illustrate the necessary driveway and parking configuration needed to access the buildings and associated parking.
15. Mechanical systems shall be screened from public view.
16. The applicant must install sidewalks along Miles Johnson and Main Street.
17. The applicant shall provide a traffic impact study at site plan submittal.
18. The applicant must provide turn lanes into the curb cut on Miles Johnson. The turn lanes must be designed for left turn lanes for Harvey Spring Drive as well.
19. Area designated as detention pond should be located outside of the floodzone.
Spring Hill Planning Commission Regular Meeting

TO: Spring Hill Planning Commission
FROM: Jon Baughman, Associate Planner
MEETING: June 12, 2017
SUBJECT: FPL 357-2017 (Harvey Springs Commercial Subdivision)

FPL 357-2017: Submitted by Sawyer Land Surveying, LLC for property located at the intersection of Main Street and Miles Johnson Parkway. The property is zoned B-4, Central Business District, and contains approximately 17.36 acres. The applicant requests final plat approval for five commercial lots.

Request: The applicant requests approval of a final plat application for five commercial lots. The applicant has modified the proposal since preliminary plat approval to remove Harvey Springs Court between lots one and two.

Property Description and History: This undeveloped property is located at the southeast corner of the intersection of Main Street and Miles Johnson Parkway. McCutcheon Creek traverses through the western portion of the property. The properties to the north and east are zoned B-4, Central Business District. The properties to the south and southwest are zoned for residential, industrial, and commercial uses. The property to the west is zoned agricultural and is contains Harvey Park. Preliminary plat approval was granted in 2012 and expired in 2014. A second preliminary plat was approved in September, 2015 (PPL 72-2015).

Streets and Sidewalks: Per discussion from Planning Commission work session, the applicant has revised the plat to indicate 47.5' from centerline on Main Street (arterial). Miles Johnson Parkway (collector) has 80' of ROW.

Bicycle & Greenway Plan: The applicant has included a note on the preliminary plat indicating that the stream buffer shall also be dedicated as a public access easement (10' PAE) for the future use and construction of a trail. Also, a 10' PAE has been included along the southern and western property lines.

Fire Marshal: No comments.

Engineering/Public Works: Comments have been addressed.

Summary: Staff submitted comments to the applicant following the Planning Commission work session on May 22, 2017. Additional review and discussion with the applicant generated the conditions of approval included below.

Recommendation: Staff recommends approval of FPL 357-2017, final plat approval for five commercial lots, subject to the following conditions:

1. The intention of note #2 shall be to require vehicular cross access across all lots (1-5). The location for this access and appropriate easements shall be reviewed at site plan approval.
2. The developer of each individual lot shall be responsible for all required off-site improvements for all street frontages, including sidewalks, at the time of site development.
3. The three access driveways shown on Miles Johnson Parkway shall be the only right-of-way access points for lots 1-5. No access shall be provided to Main Street.
4. The 10' PAE (public access easements) shall be widened to 20 feet.
5. The area south of lot 5 shall be labeled as tract A and a note added to the final plat stating that tract A will be dedicated by the property owner to the City of Spring Hill for the purpose of a fire station or parks and recreation use.
6. The certification box for common area dedication shall be amended to apply to commercial property and not residential property, or removed if not applicable.
7. Final plat approval shall remain valid for a period of two (2) years, during which time all signatures shall be obtain and the plat recorded.
8. Modification to the final plat may require Planning Commission approval prior to recordation.