



## MEMORANDUM

**Date:** March 19, 2026

**To:** Luke Winchester, Chairman  
and Planning Commission

**From:** Jon Baughman, City Planner  
Jill Johnson, Planner I

**Re:** Zoning Ordinance Amendment  
Article V, Sections 5-104.1 & 5-104.4

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**Request:** This request, initiated by City, seeks to include mail kiosk regulations for single family and multifamily residentially zoned districts throughout the City.

**Overview:** The amendments are in red in the relevant sections below:

### *5-104.1 Design Standards for Multifamily Dwellings*

#### *5. Required improvements. The following shall be required:*

- a. Internal streets.*
  - i. In general, internal drives or travelways located within any multifamily development shall be privately constructed and maintained.*
  - ii. The pavement width and geometric design standards of all internal drives or travelways located within any multifamily development shall be as specified within the subdivision regulations. In any instance where an internal travelway is proposed for dedication as a public street, the pavement design shall meet or exceed that required in the subdivision regulations.*
- b. Public street access.*
  - i. The minimum distance between access points along public street frontage, measured centerline to centerline shall be 200 feet.*
  - iii. The minimum distance between the centerline of an access point and the nearest curbline or street line of a public street intersection shall be 100 feet.*
- c. Storage of waste. All refuse disposal areas shall be maintained in such manner as to meet County and City health requirements and shall be screened from view.*
- d. Sanitary sewage requirements. All development projects approved under this section shall be served by public sanitary sewage systems that meet the standards of the Tennessee Department of Environment and Conservation.*
- e. Water metering requirements. Each dwelling unit, within any multifamily development, shall have an individual water meter.*
- f. Utilities requirement. All cables serving electrical, telephone, television and street lighting shall be placed under ground.*

- g. *Mail delivery. All multifamily complexes shall develop a plan for mail delivery which meets the criteria developed by the local post office. This plan shall be presented with the master development plan. Mail kiosks shall be covered, include lighting, and at least one designated parking space.*

*5-104.4 Development Standards for Single Family Residential*

*18. Regarding certain streetscape elements, all traffic poles and traffic sign posts shall be black or dark green in color. All street signs shall be erected with a decorative sign post, a decorative base and a decorative finial that extends beyond the top of the standard sign. All traffic signs shall be of pedestrian-scale ornamental design. Exposed metal poles are strictly prohibited unless entirely enclosed with a brick or stone veneer.*

*19. Mail kiosks shall be covered, include lighting, and at least one designated parking space.*

**Recommendation:** Staff recommends forwarding this zoning ordinance amendment to the Board of Commissioners with a recommendation for approval.