

# **COVINGTON MUNICIPAL - REGIONAL PLANNING COMMISSION MEETING**

**May 7, 2024  
12:00 PM NOON  
LOWER-LEVEL CONFERENCE ROOM  
AT CITY HALL**



**AGENDA FOR THE MEETING OF THE  
COVINGTON MUNICIPAL-REGIONAL PLANNING COMMISSION  
May 7, 2024  
12:00 PM**

- I. CALL TO ORDER – ESTABLISHMENT OF A QUORUM**
- II. OPEN FOR PUBLIC COMMENT**
- III. APPROVAL OF THE PREVIOUS MINUTES**
- IV. NEW BUSINESS**
  - A. Chapman RV Park Site Plan**
- V. OLD BUSINESS**
- VI. OTHER BUSINESS**
- VII. ADJOURNMENT**

**\*Next Meeting: June 4, 2024\***

The Covington Municipal-Regional Planning Commission met on April 2, 2024, at 12:00 p.m. with the following members present: Chair Joe Auger, Vice Chairman Sammy Beasley, Secretary Alice Fisher, Commissioners: Sue Rose, C.H. Sullivan, Annette Johnson, and Louise McBride. Also present were Building Official Lessie Fisher, Planner Will Radford, Code Officer Jennifer Nolen, Code Technician Phyllis Mayfield, Fire Chief Richard Griggs and Jason Dittrich.

Meeting was called to order by Joe Auger.

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

New Business:

Site plan was submitted for Covington Elementary and Middle Schools on Mark Walker Jr. Drive. C.H. Sullivan made a motion to approve. Alice Fisher seconded the motion. Motion passed.

Municipal Text Amendment – Adoption of Standards for Distilleries in the B-4 (Artisan Business) District. C.H. Sullivan made a motion to approve the text amendment. Alice Fisher seconded the motion. Motion passed.

Will Radford provided information on how Planned Unit Developments are considered.

Other Business:

Lessie Fisher informed the members that Benton Lindsey has agreed to serve, in Laine Olesen's position.

C.H. Sullivan made a motion, seconded by Sammy Beasley to adjourn the meeting. There being no further business, the meeting was adjourned at 12:57 p.m.

Next meeting to be May 7, 2024.



## RADFORD PLANNING SOLUTIONS

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### MEMORANDUM

**TO: The Covington Municipal-Regional Planning Commission**

**FROM: Will Radford, AICP**

**DATE: May 2, 2024**

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

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#### **A. Chapman RV Park Site Plan**

A site plan has been submitted to construct a new Camping Grounds Park near 2657 Mt. Carmel Road. The property can be described as Parcel 63.01 on Tipton County Tax Map 050. The property is zoned FAR (Forestry, Agricultural, Residential) District. The property does not appear to be located in a federally identified flood hazard area.

#### Analysis

The recently adopted regulations for Camping Grounds/RV Parks in the Planning Region are as follows:

#### **4.260 Development Standards for Camping Grounds**

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

A. The property shall be located on a well-drained site, properly graded to ensure rapid drainage and to avoid the possibility of stagnant pools of water. Each site shall be located outside identified special flood hazard areas on the current Tipton County Flood Insurance Rate Maps. Drainage plans shall be required and approved by the City of Covington or designated staff.

#### **B. Dimensional Requirements for Camping Grounds**

1. Each camping ground shall have front, side, and rear yard setbacks of fifty (50) feet exclusive of any required yards for each campsite.

2. Each camping ground shall be permitted to display, on each road frontage, one (1) identifying sign of a maximum size of twenty (20) square feet.
3. The site for a camping ground shall comprise of an area of not less than five (5) acres.
4. Direct vehicular access to the site shall be provided by an abutting improved public road and not along an ingress/egress easement.
5. A buffer strip, as defined in Section 2.020, shall be present on all sides that abut any county road and any residentially zoned district.

C. General Requirements

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

convenience commercial such as small incidental retail. (Ex. Drink Machines and small item retail)

8. Each space shall be identified by either numbers or letters or a combination of both numbers and letters and shall be visible from the access road.
9. At least ten (10%) percent of the land area being used for the camping grounds shall be designated for open space and recreation in a centralized location. This area shall not be used for the placement of campsites nor for parking.
10. The storage, collection, and disposal of refuse in the camping grounds shall be so managed as to create no health hazards. All refuse shall be stored in flyproof, watertight and rodent proof containers. Garbage shall be collected and disposed of in a legal manner daily. There shall be one (1) trash receptacle for each campsite.
11. There shall be one (1) picnic table and one (1) fireplace/grill per campsite.

D. Plans and Schedules Required

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

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

zoning Ordinance shall be governed in accordance with the provision of Section 6.020, of this Ordinance.

E. Application for Camping Ground Development

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

1. The written application, plans, and schedules, herein required, and a statement of approval of the proposed private sewage disposal system from the Tennessee Department of Environment and Conservation, Division of Water Resources will be submitted to the Covington Municipal-Regional Planning Commission for site plan approval. The Municipal-Regional Planning Commission shall duly review these materials and shall co-ordinate the review with the appropriate entities.
2. An annual fee to operate a camping ground shall be based on the number of campsites approved. A permit will be issued upon receipt of the annual fee and shall be posted on the property. Any addition of campsites shall require approval in the same fashion as did the original plan. The annual fee shall be paid to the City of Covington Building Inspectors Office per campsite approved whether occupied or not.
3. Under no circumstance shall any portion of the camping ground be subdivided into individual lots, and when any ownership of the camping ground changes, notification shall be presented to the Codes Department.
4. Any newly placed structure in the camping ground shall be permitted as required in Section 8.030 of this Ordinance.

The site plan appears to be creating a new access point onto Mt. Carmel Road/State Route 384. This access design should be approved by the Tennessee Department of Transportation.

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

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

The site plan is showing 22 camping sites.

The proposed meets all of the setbacks of the FAR district.

In addition to approval by the Planning Commission, approval must be given by the Board of Zoning Appeals as Camping Grounds are a use permitted on appeal in the FAR District.

**Recommendation**

**Staff recommends in favor of the site plan provided all above issues are adequately addressed.**



MEMORANDUM FOR RECORD

TO: Covington Municipal-Regional Planning Commission.

RE: Performance Bonds and Letters of Credit

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

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