



**City of Millersville Board of Zoning Appeals
Regular Meeting Agenda
Tuesday, April 2, 2019 5:30 pm
Millersville City Hall**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Disclosure of Ex-parte Communications
5. Approve the Minutes of the Board of Zoning Appeals Meeting(s) for the following dates:
 - a. November 6, 2018
6. Public Comments (Limited to 3 minutes per speaker for item[s] on this agenda)
7. Action Items:
 - a. Nominations and Election of a Secretary to the Board of Zoning Appeals
 - b. Acceptance of the BZA Member Annual Training Report
 - c. Special Exception Request to allow for a Campground on a Parcel located on Bethel Road (RC 125 201.01)
 - d. Special Exception Request to allow to Reopen a Campground on a Portion of the Parcel at 7191 Bethel Road (RC 125 238.00)
8. Development Services Department Report
 - a. Planning & Zoning Activities.
9. Board Members Comments & General Discussion
10. Public Comments (Limited to 3 minutes per speaker only for items not on this agenda)
11. Next Board of Zoning Appeals Meeting TBD
12. Adjournment

In accordance with the Americans with Disabilities Act, persons needing assistance to participate in any of these proceedings should contact the City Recorder at 615-859-0880 at least 72 hours prior to the meeting.



**City of Millersville Board of Zoning Appeals
Meeting Minutes
Tuesday, November 6, 2018 5:30 pm
Millersville City Hall**

1. **Call to Order:** Chairperson Coleman called the Meeting of the Board of Zoning Appeals to order at 5:33pm.
2. **Pledge of Allegiance:** Lead by Chairperson Coleman
3. **Roll Call:** Lead by Vice Chairman Petty

Present: Mrs. Bonnie Coleman
Mr. Larry Petty
Mr. Gary Bolton
Mrs. Helen Nash

Staff: Mr. Michael Barr
Mrs. Michelle Bernard

4. **Disclosure of Ex-parte Communications:** No comments were made by any of the members.
5. **Approve the Minutes of the Board of Zoning Appeals Meeting(s) for the following dates:**
 - a. **September 11, 2018:**
Chairperson Coleman requests the Board to approve the June 5, 2018 minutes. Vice Chairman Petty made the motion to “approve the September 11, 2018 meeting minutes as presented.” Mrs. Nash seconded the motion. **Motion carried by Unanimous Vote.**
6. **Public Comments (Limited to 3 minutes per speaker for item[s] on this agenda):**
No comments were made.
7. **Action Items:**
 - a. **Special Exception Request to allow for a duplex on 146 Henry Rd (SC Map 118 Parcel 114.08) zoned Residential R-3:**
Mr. Barr stated that the applicant is requesting a Special Exception to allow for a duplex on the subject parcel currently zoned Residential R-3. Duplexes are only permitted by Special Exception in Residential Districts.

All development standards including minimum setbacks shall be maintained for the structure. The parcel's dimensions appear to provide for the construction of the requested duplex. There are other duplexes located in the vicinity.

Vice Chairman Petty asks the applicant regarding the size of the home, to which the applicant replied it would be a width of 60 x 36 feet. Mr. Barr asks applicant regarding a single water meter & single grinder pump or if he has two, to which the applicant said there are two.

Mr. Barr is recommending approval for this Special Exception request to allow a duplex. Mr. Bolton made the motion to approve Special Exception request to allow for a duplex on 146 Henry Rd (SC Map 118 Parcel 114.08) zoned Residential R-3. Vice Chairman Petty seconded the motion. **Motion carried by Unanimous Vote.**

8. Development Services Department Report

a. BZA Member State Required Training – November 26, 2018 5:00 pm

b. Update on 201 Glenwood Dr Setback Encroachments:

Mr. Barr stated that Mr. Thompson, the prior builder has since sold the home to another party. This party is working with a surveyor on amending the plat on this one lot to reduce the setbacks with where the house is currently located without trying to move it. This subdivision will require reenacting the restricted covenants, which expired in 2016. Mr. Barr stated that the restricted covenants that expired in 2016 were originally adopted in 1986 and they had a 20 year life. They will need about 51% of the property owners to agree in writing to reenact. As long as they are able to get 13 property owners to agree to reinstate & at least 18 property owners to agree to reduce the side setbacks so that they house can remain on the property.

c. Planning & Zoning Activities:

Mr. Barr stated that the Bethel Ridge project is moving forward. There are also new subdivisions and new building coming our way. Mr. Barr also stated that he is now the Chief Building Official. Mr. Barr stated that the city still does not have a new City Manager, but that City Recorder and acting City Manager, Holly Murphy has been doing a great job in the meantime.

9. Board Members Comments & General Discussion:

Vice Chairman Petty asks Mr. Barr regarding property on Cimmaron Trail with builder, Mr. Stokes and the road being closed. Mrs. Nash asks Mr. Barr regarding the timeline of the property on 201 Glenwood property.

10. Public Comments (Limited to 3 minutes per speaker only for items not on this agenda): No comments were made.

11. Next Board of Zoning Appeals Meeting TBD

12. Adjournment:

Vice Chairman Petty makes the motion to adjourn.

Mr. Bolton seconded the motion.

Meeting adjourn at 6:20 pm

Motion carried by Unanimous Vote.

Chairperson Bonnie Coleman

Secretary

Recording Secretary Michelle Bernard

Approval Date



January 1, 2018

Mayor Timothy Lassiter
City of Millersville

Re: Planning Commission & Board of Zoning Appeals (BZA) Member Training

Dear Mayor Lassiter,

Per the Tennessee Statutes, I am providing this record of training certifications for certain members of the City of Millersville Planning Commission and Board of Zoning Appeals obtained in 2018. The Training Session Agenda is attached. The following members have met the minimum state training and continuing education requirements per T.C.A. § 13-4-101(c) & § 13-7-205(c) for 2018:

- | | |
|-----------------------|--|
| • Mr. Frank Fox | Planning Commission Chairman |
| • Mr. Larry Petty | Planning Commission Vice Chairman & BZA Vice Chairman |
| • Mr. David Gregory | Planning Commission Secretary & City Commissioner |
| • Mr. Keith Bell | Planning Commissioner & City Commissioner – Vice Mayor |
| • Mr. Lee Smith | Planning Commissioner |
| • Mrs. Deborah Wade | Planning Commissioner |
| | |
| • Mrs. Bonnie Coleman | BZA Chairwoman & City Commissioner |
| • Mrs. Helen Nash | BZA Member |

Additionally, the following City Commissioners attended this training:

- | | |
|--------------------|---------------------------|
| • Mr. Tim Lassiter | City Commissioner & Mayor |
|--------------------|---------------------------|

The following Member was not did not attend this training:

- | | |
|-------------------|------------|
| • Mr. Gary Bolton | BZA Member |
|-------------------|------------|

This record will be maintained by the Secretaries of each respective Board as required by the Statute. Let me know if you have any questions.

Michael Barr
Development Services Director
development@cityofmillersville.com

Cc: Planning Commission Secretary
Board of Zoning Appeals Secretary

Sumner County presents the Annual Planning Commissions & Board of Zoning Appeals Members Training Session 2018

November 26, 2018

Training Agenda

Vested Property Rights Act of 2014	Mr. George Dean, Esq.
TDOT Community Transportation Planning	Mr. Jonathan Russell
Cumberland River Compact	Dr. Gwen Griffith, DVM, MS
Sumner County Resilience Project & Streamside Salamander Updates	
Sumner County Socially Vulnerable Populations	Janelle Wommer



January 1, 2018

Mayor Timothy Lassiter
City of Millersville

Re: Development Services Director Training

Mayor Lassiter,

Per the Tennessee Statutes, I am providing this record of training certifications I obtained in 2017. The following meets the minimum state training and continuing education requirements per T.C.A. § 13-4-101(c) & § 13-7-205(c) for 2018:

- | | |
|--|-----------------|
| • MPO Transportation Safety Performance | 2.0 hrs |
| Nashville, TN MPO | 02/24/2018 |
| • TDOT FHWA Grants Management - Financial | 16.0 hrs |
| Nashville, TN TDOT | 03/06-07/2018 |
| • TN AFPM FEMA Floodplains & Elevation Certificates | 4.0 Hrs |
| Lebanon, TN TN Assoc. of Floodplain Managers | 05/15/2018 |
| • TN Stormwater System Improvements | 2.0 hrs |
| Goodlettsville, TN TN Stormwater Assoc. | 06/11/2018 |
| • TN Planners Annual Conference – Various Topics | 16.0 hrs |
| Kingsport, TN TN American Planners Assoc. | 09/26-28/2018 |
| • Annual Planning Commission Training | 4.0 hrs |
| Gallatin, TN Sumner County Assoc. of Planners | 11/26/2018 |

This record will be maintained by the Secretaries of each respective Board as required by the Statutes.

Please let me know if you have any questions.

Michael Barr
Development Services Director
development@cityofmillersville.com

Cc: Planning Commission Secretary
Board of Zoning Appeals Secretary

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*** Current through the 2014 Regular Session ***

Title 68 Health, Safety and Environmental Protection
Safety
Chapter 110 Organized Camps

Tenn. Code Ann. § 68-110-101 (2014)

68-110-101. Chapter definitions.

As used in this chapter, unless the context otherwise requires:

(1) "Commissioner" means the commissioner of health or the commissioner's authorized representative;

(2) "Department" means the department of health;

(3) (A) "Organized camp" means any area, place, parcel, or tract of land on which facilities are established or maintained to provide an outdoor group-living experience for children or adults, or where one (1) or more permanent or semipermanent structures are established or maintained as living or sleeping quarters for children or adults, and operated for educational, social, recreational, religious instruction or activity, physical education or health, or vacation purposes either gratuitously or for compensation;

(B) "Organized camp" is not intended to include a hunting, fishing or other camp privately owned and used exclusively for the personal pleasure of the owner and the owner's guests;

(C) "Organized camp" is not intended to include a camp site on property owned by a church and used exclusively for the personal pleasure of the members of the church and such member's guests, if:

(i) No permanent or semipermanent structures or buildings are established or maintained on the camp site as living or sleeping quarters, restrooms, or for a cafeteria or kitchen, to provide an outdoor group-living experience for children or adults;

(ii) The camp site is used for occasional weekend or overnight camping experiences for such persons; and

(iii) The camp site contains no electrical, sewage or water hookups or pads to accommodate travel trailers, truck coaches or campers, tent campers and other similar

camping vehicles;

(4) "Person" means any and all persons, including any:

(A) Individual, firm, or association;

(B) Municipal or private corporation organized or existing under the laws of this or any other state;

(C) State;

(D) Municipality, commission, or political subdivision of a state;

(E) Interstate body;

(F) Governmental agency of this state; and

(G) Department, agency or instrumentality of the executive, legislative, or judicial branches of the federal government;

(5) "Public health officer" means the director of a city, county, or district health department having jurisdiction over the community health in a specific area, or the officer's authorized representative; and

(6) "Travel camp" means any organized camp in which provisions are made for the accommodation of travel trailers, truck coaches or campers, tent campers, tents, and other camping vehicles.

68-110-102. Rules and regulations governing camps.

It is the duty of the commissioner to adopt rules and regulations deemed necessary for the protection of the health and safety of persons using camps or living adjacent to camps.

68-110-103. Permits.

(a) No place or site within any political subdivision of the state of Tennessee shall be established or maintained by any person as an organized camp, unless the person holds a valid permit issued by the commissioner or public health officer in the name of the person for the specific organized camp.

(b) The commissioner or public health officer is authorized to issue, suspend, or revoke permits in accordance with this chapter and any rules and regulations that may be adopted by the department under the authority of this or other applicable laws.

(c) The annual permit fee to operate an organized camp shall be in accordance with the following schedule. As used in this subsection (c), a "travel campsite" is a designated

camping space that is equipped with utility connections. [Click here to view image.](#)

(d) If the permit fee is delinquent for more than thirty (30) calendar days, a penalty of one half (1/2) the permit fee shall be added to the permit fee. If a check is returned for any reason, a penalty of one half (1/2) the permit fee shall be added to the permit fee. The permit fee, plus any penalty, shall be paid to the commissioner before the permit is issued.

(e) The permit shall be kept and displayed in a conspicuous manner, properly framed, at the organized camp for which it was issued.

(f) Ninety-five percent (95%) of permit fees, fines, and penalties collected within a contract county pursuant to this chapter shall be conveyed by contract to the respective county health department to assist such county health department in implementing the program in the local jurisdiction. This amount shall be calculated based upon fees collected in the contract county during the state's fiscal year multiplied by ninety-five percent (95%).

(g) No contract county currently charging a local permit fee shall charge a local permit fee. By July 30 of each year, each contract county shall provide a report to the commissioner for the preceding fiscal year documenting the total cost relative to carrying out the provisions of the contract and the amount of permit fees collected. The report shall be on a form provided by the commissioner.

68-110-104. Inspections -- Right-of-entry.

(a) The commissioner or public health officer is authorized and directed to make inspections to determine the conditions of organized camps, in order that the commissioner or officer may perform such person's duty of safeguarding the health and safety of occupants of organized camps and of the general public.

(b) The commissioner and public health officer have the power to enter at reasonable times upon any private or public property, for the purpose of inspecting and investigating conditions relating to the enforcement of this chapter or of regulations promulgated under this chapter.

68-110-105. Enforcement of chapter -- Local requirements to conform with departmental requirements.

(a) It is the duty of the local public health officers or the commissioner, when the commissioner determines that this chapter is not being adequately enforced, to enforce this chapter.

(b) All ordinances, rules, regulations, and other requirements adopted by the boards of health or local governing bodies shall at least conform to the reasonable requirements that may have been established by the department and shall not be inconsistent with such rules and regulations as may be adopted by the department.

68-110-106. Penalties.

Any person who violates this chapter or the rules and regulations adopted pursuant to this chapter, or fails to perform the reasonable requirements of the department or public health officer after receipt of ten (10) days' written notice of such requirements, shall be fined not less than ten dollars (\$10.00) nor more than fifty dollars (\$50.00) for each offense. Each day of continued violation after conviction constitutes a separate offense.

HISTORY: Acts 1965, ch. 65, § 6; T.C.A., §§ 53-3806, 68-28-106.

**RULES
OF
TENNESSEE DEPARTMENT OF HEALTH
BUREAU OF HEALTH SERVICES ADMINISTRATION
DIVISION OF GENERAL ENVIRONMENTAL HEALTH**

**CHAPTER 1200-1-5
ORGANIZED CAMPS**

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1200-1-5-.01 DEFINITIONS.

- (1) "Commissioner" means the Commissioner of the Department of Health or the Commissioner's authorized representative.
- (2) "Critical item" means an aspect of operation or condition of facilities or equipment which, if in violation, constitutes the greatest hazard to health and safety.
- (3) "Day Camp" means an organized camp program that campers attend for an established period of time, returning to their homes at night, and which provides creative, recreational and educational opportunities in the out-of-doors.
- (4) "Department" means the Department of Health.
- (5) "Extensively remodeled" means alteration to change bed or sleeping capacity, as well as the increase or decrease of floor space.
- (6) "Imminent health hazard" means any condition, deficiency, or practice which, if not corrected, is very likely to result in illness, injury, or loss of life.
- (7) "Motor home" means any motorized vehicle designed as a temporary dwelling for travel, recreational, or vacation use.
- (8) "Natural swimming area" means a portion of a river, lake, reservoir, creek, pond, or stream used for swimming within the organized camp.
- (9) "Organized camp" means an area, place, parcel or tract of land on which facilities are established or maintained to provide an outdoor group-living experience for children or adults, or where one (1) or more permanent or semi-permanent structures are established or maintained as living or sleeping quarters for children or adults, and operated for educational, social, recreational, religious instruction or activity, physical education or health, or vacation purposes either gratuitously or for compensation; provided, however, that this definition is not intended to include
 - (a) a hunting, fishing or other camp privately owned and used exclusively for the personal pleasure of the owner and the owner's guests;
 - (b) a camp site on property owned by a church and used exclusively for the personal benefit of the members of the church and such members' guests, if:

(Rule 1200-1-5-.01, continued)

1. no permanent or semi-permanent structures or buildings are established or maintained on the camp site as living or sleeping quarters, restrooms, or for a cafeteria or kitchen, to provide an outdoor group-living experience for children or adults;
 2. the camp site is used for occasional weekend or overnight camping experiences for such persons; and the camp site contains no electrical, sewage, or water hookups or pads to accommodate travel trailers, truck coaches or campers, tent campers, and other similar camping vehicles.
- (c) facilities permitted as hotels as defined in Hotel Rules 1200-23-4.
- (10) "Owner/Operator" means the applicant, permittee, or other person to be in charge of an organized camp.
 - (11) "Permanent structure" means a building and appurtenances at a fixed location maintained for living, sleeping, educational, social, recreational, religious instruction, physical education, health, or vacation purposes.
 - (12) "Person" means any and all persons, including an individual, firm, association, municipal or private corporation, state, municipality, commission, political subdivision of a state, interstate body, governmental agency of this state and a department, agency, or instrumentality of the branches of the federal government.
 - (13) "Primitive camp" means an organized camp established for tent camping only.
 - (14) "Public health officer" means the director of a city, county, or district health department having jurisdiction over the community health in a specific area, or the officer's authorized representative.
 - (15) "Resident camp" means one or more permanent or semi-permanent structures maintained for living, sleeping, educational, social, recreational, religious instruction, physical education, health, or vacation purposes.
 - (16) "Semi-permanent structure" means any temporary or portable facility maintained for living, sleeping, educational, social, recreational, religious instruction, physical education, health, or vacation purposes.
 - (17) "State Fire Marshal's Office" means the Department of Commerce and Insurance, Division of Fire Prevention.
 - (18) "Tent camper" means a towed vehicle constructed so that the sides or top may be extended when parked and retracted while towed and designed as a temporary dwelling for travel, recreational, or vacation use.
 - (19) "Travel camp" means one or more sites for motor homes, travel trailers, truck campers, tent campers, or tents.
 - (20) "Travel camp sites" means designated camping spaces which are equipped with utility hookups.
 - (21) "Travel trailer" means a towed vehicle designed as a temporary dwelling for travel, recreational, or vacation use.
 - (22) "Truck camper" means a portable structure without a chassis or wheels and built for transport by truck and designed as a temporary dwelling for travel, recreational, or vacation use.

Authority: T.C.A. §§4-5-202, 53-3802, 68-110-101, and 68-110-102. **Administrative History:** Original rule certified June 7, 1974. Repeal and new rule filed May 6, 2002; effective July 20, 2002.

1200-1-5-.02 PLANS AND SPECIFICATIONS.

- (1) Construction or extensive remodeling of an organized camp shall require approval of plans which shall show:
 - (a) area and dimensions of the site to a scale of not less than 1" = 100';
 - (b) property lines;
 - (c) number, location, and dimensions of all camping spaces;
 - (d) number, size, type, and location of all permanent and semi-permanent structures;
 - (e) location of water supply and sewage disposal;
 - (f) location and width of roads; and
 - (g) number, location, and type of acceptable fire fighting equipment.
- (2) Plans and specifications shall indicate the proposed layout arrangement, mechanical plans, construction materials, work areas, and the type and model of proposed fixed equipment and facilities.
- (3) No person shall commence construction, extensive remodeling or conversion, within an organized camp, of any permanent structure which is two or more stories in height consisting of twelve or more units until plans or specifications therefor have been submitted to and approved in writing by the State Fire Marshal's Office or other authority having jurisdiction in accordance with applicable law and rules.
- (4) No person shall commence construction, extensive remodeling or conversion, within an organized camp, of any place of assembly having a capacity of three hundred (300) or more persons until plans and specifications therefor have been submitted to and approved in writing by the State Fire Marshal's Office or other authority having jurisdiction in accordance with applicable law and rules.
- (5) Except as specified in paragraphs (3) and (4), no person shall commence construction, extensive remodeling or conversion, within an organized camp, of any permanent structure until plans and specifications therefor have been submitted to and approved in writing by the Commissioner.
- (6) All structures within an organized camp shall be designed and constructed in compliance with all applicable state and local building and fire codes.

Authority: T.C.A. §§4-5-202, 53-3802, and 68-110-102. **Administrative History:** Original rule certified June 7, 1974. Repeal and new rule filed May 6, 2002; effective July 20, 2002.

1200-1-5-.03 PERMITTING AND INSPECTION.

- (1) Application Procedures
 - (a) A person planning to construct, operate, or change ownership of an organized camp shall submit a written permit application with the proper fee, as set forth in T.C.A. 68-110-103, to the Commissioner.
 - (b) A person planning to operate an organized camp must obtain a written application for a permit on a form provided by the Commissioner through the local county health department prior to operating an organized camp.
 - (c) An application for a permit is required for an organized camp that has not previously been permitted or in instances when ownership changes.
 - (d) For the purposes of determining a change of ownership of an organized camp, a "person" shall include a change of ownership of the organized camp by a corporation (e.g., Corporation A sells its organized camp to Corporation B) or a change of ownership of a corporation which owns an

(Rule 1200-1-5-.03, continued)

organized camp. If there is no change in the federal tax identification number applicable to the corporation which owns the organized camp, there is no change of ownership for permit purposes.

- (e) The Commissioner shall issue an organized camp permit
 - 1. upon receiving a completed application with applicable fees; and
 - 2. after an inspection of the proposed facility reveals that the facility is in compliance with requirements of these rules.
- (2) Inspection Procedures
 - (a) The Commissioner shall inspect or cause to be inspected every organized camp at least once every six (6) months or as often as deemed necessary by the Commissioner.
 - (b) Inspection results for organized camps shall be recorded on standard departmental forms which summarize the requirements of the law and rules.
 - (c) The scoring system shall include a weighted point value for each requirement in which critical items are assigned values, at the discretion of the department, of either four (4) or five (5) points, with non-critical items having assigned values of either one (1) or two (2) points.
 - (d) The rating score of the facilities shall be the total of the weighted point values for all violations subtracted from one hundred (100).
- (3) The organized camp shall be accessible for inspection and not be subject to flooding during the camping season.
- (4) Critical item violations shall be corrected within ten (10) calendar days from the date of the inspection. The inspection report shall state that failure to comply with any time limits for correction may result in suspension of permit or cessation of operation.
- (5) The citation of a violation of a non-critical item may be appealed, upon receipt of a written request submitted to the Director of General Environmental Health within ten (10) calendar days following the date of the inspection report. If the tenth (10th) day falls on a weekend or state holiday, the first work day following shall be treated as the tenth (10th) day. The request for appeal shall identify the non-critical item(s) being appealed. The final determination on the appeal shall be made by the Director or the Director's Designee in writing and within a reasonable time after receipt of the request for an appeal.
- (6) The citation of a violation of a critical item may also be appealed upon the receipt of a written request submitted to the Director of General Environmental Health within ten (10) calendar days following the date of the inspection report. If the tenth (10th) day falls on a weekend or state holiday, the first work day following shall be treated as the tenth (10th) day. The request for appeal shall identify the critical item(s) being appealed. The decision of the Director shall be final and made in writing within a reasonable time of the request for an appeal.
- (7) Upon declaration of an imminent health hazard by the Commissioner, the facility shall immediately cease operations until authorized to reopen. A request for a hearing may be made in writing to the Commissioner postmarked or received within ten (10) calendar days of the decision of the Director.
- (8) The Commissioner shall suspend an organized camp permit, if the Commissioner has reasonable cause to believe that the permittee is not in compliance with the provisions of this part; provided, however, the permittee shall be given the opportunity to correct violations as provided in Rule 1200-1-5-.03(4).

(Rule 1200-1-5-.03, continued)

The Commissioner may provide a notice of suspension on the regular inspection report or by letter. A written request for a hearing on a suspension must be filed by the permittee within ten (10) days of receipt of notice. If a hearing is requested, it shall be held within a reasonable time of the request. If no request for a hearing is made within ten (10) days of receipt of notice, the suspension becomes final and not subject to review. When a permit suspension is effective, all operations must cease. The Commissioner may end the suspension at any time, if reasons for suspension no longer exist in the opinion of the Commissioner.

(9) Permit Revocation

- (a) After providing an opportunity for a hearing, the Commissioner or his duly authorized representative may revoke a permit for serious or repeated violations of requirements of this part or for interference with the Commissioner in the performance of the Commissioner's duty.
 - (b) Prior to revocation, the Commissioner shall notify, in writing, the permittee of the specific reason(s) for which the permit is to be revoked. The permit shall be revoked at the end of ten (10) days following service of such notice, unless a written request for a hearing is filed with the Commissioner within such ten-day period. If no request for hearing is filed within the ten-day period, the revocation of the permit becomes final.
- (10) Whenever a facility is required under this rule to cease operations by order to cease operation, or by suspension or revocation of permit, it shall not resume operations until it is shown on re-inspection that conditions responsible for the cessation of operations no longer exist. Opportunity for re-inspection shall be offered within a reasonable time.
- (11) A notice provided for in this part is properly served when it is hand delivered to the permittee or person in charge, or alternatively, five (5) days from the mailing, by certified mail, return receipt requested, to the last known address of the permittee. A copy of the notice shall be filed in the records of the Commissioner.

Authority: T.C.A. §§4-5-202, 53-3802, 68-110-102, 68-110-103, 68-110-104, and 68-110-105. **Administrative History:** Original rule certified June 7, 1974. Repeal and new rule filed May 6, 2002; effective July 20, 2002.

1200-1-5-.04 FACILITIES AND GROUNDS.

- (1) Motor homes, travel trailers, truck campers, tent campers, and tents shall be located fifteen feet or more apart in clearly marked spaces.
- (2) The campgrounds shall be free of refuse and debris. Dogs, cats, and other domestic animals shall be leashed, confined, and/or otherwise under control at all times.
- (3) Permanent and semi-permanent structures shall be clean and maintained in good repair and provided with adequate lighting.
- (4) The organized camp operator shall keep a register for a period of one (1) year at the organized camp facility. Such register shall contain each camper's name, address, telephone number, and camping dates.
- (5) Fire Safety
 - (a) Fire Extinguishers
 - 1. Portable fire extinguishers shall be provided in hazardous areas, including storage rooms, laundry, linen, and gas-fired equipment rooms.

(Rule 1200-1-5-.04, continued)

2. Fire extinguishers shall be of a type approved by the State Fire Marshal's office and installed, operated, and maintained in accordance with State Fire Marshal's Office law and rules.
3. No soda-acid types of extinguishers are to be used.

(b) Smoke Detectors and Fire Alarms

1. All sleeping rooms and sleeping areas shall be provided with a single-station smoke detector. Smoke detectors shall be of a type approved by the State Fire Marshal's Office or local jurisdiction and shall be installed, operated, and maintained in accordance with State Fire Marshal's Office law and rules. Single-station smoke detection shall not be required when sleeping rooms contain smoke detectors connected to a central alarm system which also alarms locally.
2. A fire alarm system of a type approved by the State Fire Marshal's Office shall be installed, operated, and maintained in accordance with State Fire Marshal's Office law and rules in organized camps having more than fifteen (15) guest rooms, with exceptions being organized camps.
 - (i) in which all individual guest rooms have a direct exit to the outside or
 - (ii) having buildings three (3) stories or less with each guest room having two (2) or more directions to exit from the entrance door of the room.
3. Travel and resident camps shall provide a telephone at the office or in an area which is accessible at all times for the immediate notification of the public fire department or private fire brigade in case of fire and to access emergency health services.

(c) Electrical Hazards, Heating, and Flammable

1. Visible and/or obvious fire and electrical hazards are prohibited.
2. There shall be no storage of flammables, lawnmowers, gas powered string trimmers, or other similar flammable operated equipment in boiler or electrical panel rooms. Separate secured storage areas shall be provided for plainly marked flammables, explosives, and hazardous chemicals.
3. Flammable liquids shall be stored in a well ventilated, separate building away from guest sleeping rooms, which is constructed and rated for storage of flammables in accordance with State Fire Marshal's Office law and rules and shall be clearly marked.
4. Draperies, curtains, and other similar loosely hanging furnishings and decorations shall be flame resistant.
5. Furnishings or decorations of an explosive or highly flammable character shall not be used.

(d) Exits and Evacuation Plans

1. Each guest room door that opens into an interior corridor shall be self-closing.
2. Exits shall be clear of obstructions, marked, lighted, and maintained at all times.
3. Stairways shall be open and free of obstructions at all times.

(Rule 1200-1-5-.04, continued)

4. A floor diagram reflecting the actual floor arrangement, exit locations, and room identifications shall be posted in a location and in an acceptable manner on or immediately adjacent to every guest room door.
- (6) Permanent sleeping quarters shall conform to the following.
 - (a) Each shall have adequate ventilation, and there shall be at least three (3) feet between sides of each bed and adequate space to provide movement between beds.
 - (b) Articles of bedding shall be clean and in good repair.
 - (c) Permanent sleeping quarters shall have a minimum of forty (40) square feet per person floor space.
 - (d) Waterproof mattresses or mattress covers shall be provided.
 - (e) Each stacked bunk bed shall have a guardrail. The lower edge of the guardrail and the top surface of the mattress shall close the space between the lower edge of the guardrail and the upper edge of the bedframe to 3½ inches or less.
 - (f) Children of less than six (6) years of age shall not be allowed on the upper bunks.
 - (7) Storage area(s) for luggage and personal effects shall be provided in resident camps.
 - (8) A first aid kit for minor injuries shall be provided at the office or an area which is open or accessible at all times.
 - (9) Natural swimming areas shall have no drop-offs, potholes, rock outcroppings, stumps, other obstacles, heavy vegetative growth or pollution. Depths and boundaries shall be conspicuously marked and lifesaving equipment, as required for public swimming pools, shall be available.
 - (10) Each organized camp shall be provided with adequate restroom and/or bathing facilities. The ratio of water closets, urinals, lavatories, and showers in bathhouses and restrooms shall be in compliance with applicable local and/or state building and plumbing codes. Toilet tissue and covered, fire-resistant waste containers shall be provided.
 - (a) In the absence of applicable building or plumbing codes, fixtures shall be provided in the following ratios.

# Spaces or Sites	Water Closets		Urinals	Lavatories		Showers	
	Men	Women		Men	Women	Men	Women
1-15	1	1	0	1	1	1	1
16-30	1	2	1	2	2	1	1
31-45	2	2	1	3	3	1	1
46-60	2	3	2	3	3	2	2
61-80	3	4	2	4	4	2	2
81-100	4	5	2	4	4	3	3

1. In the absence of urinals, the ratio of water closets for men and women shall be the same.

(Rule 1200-1-5-.04, continued)

2. There shall be one (1) additional water closet and lavatory per gender for each additional twenty-five (25) camp spaces/sites and one (1) additional shower per gender for each additional forty (40) spaces/sites.

- (b) In the absence of applicable building or plumbing codes, the ratio of water closets, lavatories, urinals, bathing facilities, and other fixtures for occupants of organized resident camps shall be as follows. The table identifies the number of individuals or persons per facility.

Water Closets		Urinals	Lavatories		Showers	
Men	Women	*	Men	Women	Men	Women
1/12	1/10	1/25	1/12	1/12	1/12	1/12

*In the absence of urinals, ratio of water closets for men and women shall be the same.

- (c) There shall be one (1) drinking fountain for every seventy-two (72) persons at resident camps.
- (d) Service buildings with toilet, bathing, and lavatory facilities shall be provided for motor homes, travel trailers, truck campers, and tent campers which do not have sewage holding tanks.
- (e) Primitive camps and camps offering services to recreational or similar vehicles (e.g., motor homes and travel trailers) with sewage holding tanks are exempt from the restroom and/or bathing facility requirements.

Authority: T.C.A. §§4-5-202, 53-3802, and 68-110-102. **Administrative History:** Original rule certified June 7, 1974. Repeal and new rule filed May 6, 2002; effective July 20, 2002.

1200-1-5-.05 WATER SUPPLY, SEWAGE AND SOLID WASTE DISPOSAL.

- (1) Water supply and sewage disposal systems shall be provided from a source constructed and operated according to law. The potable water system shall be installed to preclude the possibility of backflow. Primitive camps shall not be required to have water. Ice shall be from an approved source and protected from contamination.
- (2) Durable, easily cleanable, and enclosed potable drinking water containers shall be maintained in a sanitary condition. Common use of cups or dippers is prohibited.
- (3) Sanitary stations with a covered sewage disposal inlet surrounded by a concrete apron sloped inward to the drain with wash down facilities or capped, four (4) inches, above-ground sewer connections shall be provided for motor homes, travel trailers, truck campers, and tent campers with sewage holding tanks.
- (4) All garbage and refuse shall be disposed of according to applicable laws or ordinances.
- (5) An adequate number of clean, covered, garbage and refuse containers in good repair shall be provided. Tied plastic bags are acceptable if removed daily.

Authority: T.C.A. §§4-5-202, 53-3802, and 68-110-102. **Administrative History:** Original rule certified June 7, 1974. Repeal and new rule filed May 6, 2002; effective July 20, 2002.

1200-1-5-.06 GENERAL PROVISIONS.

- (1) Posting of Permit. T.C.A. 68-110-103(e) requires the display or posting of permits “in a conspicuous manner.” This shall mean at a place so designated by the inspector at the time of inspection. No person except an authorized representative of the Commissioner shall modify, remove, cover up, or otherwise make the permit less conspicuous in any way.

(Rule 1200-1-5-.06, continued)

- (2) **Loss of Permit Document.** Any organized camp establishment or operator who loses, misplaces, or destroys the permit or license shall, as soon as the fact becomes apparent, immediately apply for a duplicate. The fee for the duplicate permit shall be three dollars (\$3.00). This fee shall accompany the application for such duplicate.
- (3) **Penalties.** Any person who violates the provisions of these rules or fails to perform the reasonable requirements of such, after receipt of ten (10) days' written notice, may be subject to fines of not less than ten dollars (\$10.00) nor more than fifty dollars (\$50.00) for each offense. Each day of continued violation, upon a finding of fault in a court of law, constitutes a separate offense. These violations shall include, but not limited to:
 - (a) operating under a suspended permit;
 - (b) operating without a permit;
 - (c) failure to allow an inspection; or
 - (d) failure to post permit.
- (4) **Waiver.** With the exception of required compliance with applicable building and fire codes, one or more of these regulations may be waived in whole or part when, in the opinion of the Commissioner, there are factors or circumstances which render compliance with such regulations unnecessary, provided that such waiver shall not constitute a health or safety hazard as determined by the Commissioner, and provided that such regulations waiver shall be in writing by the Commissioner. A request for waiver of one or more of these regulations shall be in writing to the Commissioner.
- (5) Any organized camp permitted at the effective time of these rules shall have one (1) year from the effective date of these rules to comply with any construction items.

Authority: T.C.A. §§4-5-202, 53-3802, 68-110-101, 68-110-102, 68-110-103, 68-110-104, and 68-110-106.
Administrative History: Original rule certified June 7, 1974. Repeal and new rule filed May 6, 2002; effective July 20, 2002.

1200-1-5-.07 THROUGH 1200-1-5-.20 REPEALED.

Authority: T.C.A. §53-3802. **Administrative History:** Original rule certified June 7, 1974. Repeal filed May 6, 2002; effective July 20, 2002.

Specific standards for community campgrounds.

- (1) Such campground shall have on-site management.
- (2) The campground may include convenience commercial establishments such as camp stores, laundry facilities, and personal services, provided that such convenience establishments are subordinate to the recreational character of the campground; are located, designed and intended to serve exclusively the patrons staying in the campground; have signage designed and placed for the benefit of the patrons staying in the campground and not to attract the general public; and such establishments and their parking areas shall not occupy more than ten percent of the parking area or one acre, whichever is smaller. It shall not be considered illegal for non-campsite patrons to frequent on-site commercial amenities.
- (3) Such campground shall meet the following standards:
 - a. Minimum size: ten acres.
 - b. Maximum density: 15 campsites per gross acre.
 - c. Sanitary facilities, including flush toilets and showers: within 300 feet walking distance of each campsite.
 - d. Dump station for travel trailers.
 - e. Potable water supply: one spigot for each four campsites.
 - f. Trash receptacles shall be provided with convenient access and in view of each campsite. A central dumpster for on-site trash cans counts as a trash receptacle.
 - g. Parking: one space per campsite.
 - h. Picnic table: no less than one picnic table for every two campsites.
 - i. Reserved.
 - j. Administration or safety building: open at all times wherein a portable fire extinguisher in operable condition and first aid kit is available, and a telephone is available for public use.
- (4) Such campground shall meet the following design requirements:
 - a. Vegetation screen or ornamental fence which will substantially screen the campsites from the view of the public right-of-way and neighboring properties shall be provided around or near the perimeter or that part of the campground containing campsites. Such vegetation or fence shall be maintained in good condition at all times.
 - b. Each campground shall reserve at least 25 percent of its total area as natural open space excluding perimeter screening. Such open space may include recreation and water areas, but may not include utility areas, administration building, commercial areas, or similar activities.
 - c. Each campsite shall have a minimum setback of 25 feet from any public right-of-way and meet all water quality buffer zone requirements set forth in the storm water ordinance.
 - d. Each separate campsite shall contain a minimum of 2,400 square feet. A campsite shall be considered to consist of trailer or tent space, parking space, picnic table (where applicable), and one-half of the roadway providing access.
 - e. Each campsite shall be directly accessible by an interior road.
 - f. All interior roads shall be a minimum of ten feet wide for one-way traffic and 18 feet wide for two-way traffic.

- g. All interior roads shall meet the following curve requirements:
 - 1. Minimum radius for a 90-degree turn: 40 feet.
 - 2. Minimum radius for a 60-degree turn: 50 feet.
 - 3. Minimum radius for a 45-degree turn: 68 feet.
- h. No camping vehicle or camping equipment shall be used or stored in place for human habitation, or intended human habitation, for a period exceeding six consecutive months. Patrons of campsites that stay for the maximum duration shall demonstrate the road worthiness of the camping vehicle or camping equipment by completely vacating the campsite and campgrounds onto a public roadway. Nothing shall preclude the patron from immediately returning to the campsite, provided the equipment is proven roadworthy and is current on all registration, licensing and any other documentation required by all applicable jurisdictions.
- i. All camping vehicles and camping equipment shall be maintained in road worthy condition. No accessory structures, including decks, hot tubs, storage sheds, carports and similar items may be placed or installed on any campsite. Any such placement or installation shall be construed as permanent in nature and a violation of this section and subsection (n)(4)h of this section.



City of Millersville Development Services

BZA Agenda Item #7c

Summary & Recommendation - **AMENDED**

Date: April 2, 2019

Reviewer: Michael Barr, Development Services Director

Subject: A Special Exception to allow for a Campground on a Parcel located on Bethel Road (RC 125 201.01)

Background:

The applicant is requesting a Special Exception to allow for a Campground on a parcel land located on Bethel Rd and approximately one half mile west of the I-65 Exit 104 Interchange.

This 12.86 ac parcel has a long but narrow area of reasonably developable land of about 6.0 acres. The eastern portion is a deep hollow that is planned for walking and recreational paths. The development plan identifies the southern 300 feet of lands fronting Bethel Rd as reserved for commercial development when adequate domestic and fire protection water becomes available. In the meantime, this frontage area is planned for campground use.

The project is proposed for 100 campground spaces (7.7 spaces/gross acre) with at least the minimum infrastructure and facilities per the City's Codes and the State's Regulations. The applicant is proposing to comply with nearly all of the Campground standards found in Section 90-58 Special Exceptions as practical (see attached checklist).

Attachments: Aerial Image of Subject Parcel
Applicant's Letter
Conceptual Site Plan
Sec 90-58 Campground Checklist

Public Notice Sign Posted: yes

Recommendation: Approve this Special Exception request subject to the following conditions to allow a 100 unit campground on this Bethel Road parcel identified as RC Map 125 Parcel 201.01.

Continued on next page

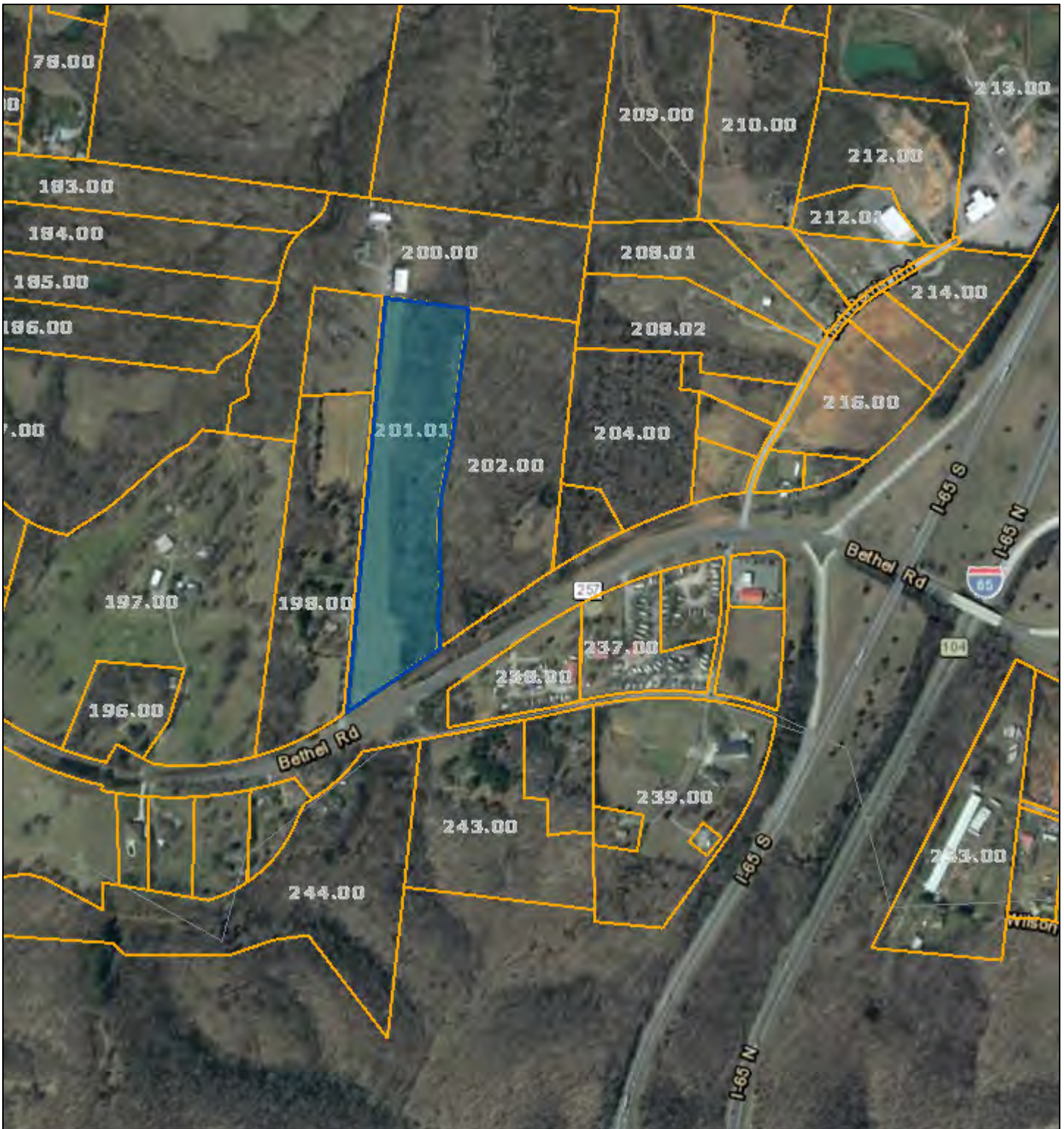
Conditions, if any:

This Special Exception shall only apply to the applicants, Tim Drowns & Eli Bates, and this parcel.

This Special Exception requires the applicants to obtain and follow all local and state permitting and licensing rules, regulations, standards and requirements for “Organized Camps” and “Campgrounds” unless otherwise stated by this board and identified in the attached Checklist.

The applicant shall cease campground use and activities on the southern 300 feet of the parcel within 180 days of adequate domestic and fire protection water for Commercial C-3 use becoming available within 500 feet of the parcel.

Robertson County - Parcel: 125 201.01



Date: March 29, 2019
County: Robertson
Owner: COX THOMAS W JR ETUX
Address: BETHEL RD
Parcel Number: 125 201.01
Deeded Acreage: 12.86
Calculated Acreage: 0
Date of Imagery: 2013

TN Comptroller - OLG
Esri, HERE, Garmin, © OpenStreetMap contributors
TDOT
State of Tennessee, Comptroller of the Treasury, Office of Local Government
(OLG)

The property lines are compiled from information maintained by your local county Assessor's office but are not conclusive evidence of property ownership in any court of law.

March 27, 2019

Mr. Michael Barr
City of Millersville
Planning and Development Departments
1246 Louisville Hwy
Millersville, TN 37072

**Subject: 0 Bethel Road – BZA submittal
Special Exception for a Campground in C-3 Zoning
Parcel 125 201.01**

Mr. Barr and Board of Zoning Appeals members,

My client is proposing to build a campground at the above-mentioned site along Bethel Road. The development will meet all of the codes laid out under Section 90-58-n, Specific standards for community campgrounds.

Of the 4 items (and additional sub-items) included in that section, we are also asking for a BZA variance on 90-58-n-4-d because each campsite will not meet the requested 2,400 square foot minimum. That said, we are nearly cutting the allowed density in half so we feel this request is reasonable.

In addition to meeting the requirements, my client is proposing a privacy fence along the western boundary of the site to provide separation from the adjacent property owners. The fence will stop near the front of the property, but a vegetation screen is proposed along Bethel Road.

Other property improvements may include a playground area for children, picnic table areas, and walking trails in addition to the associated office space, laundry facilities, and public restrooms throughout the campground.

Thank you for your consideration of our request.

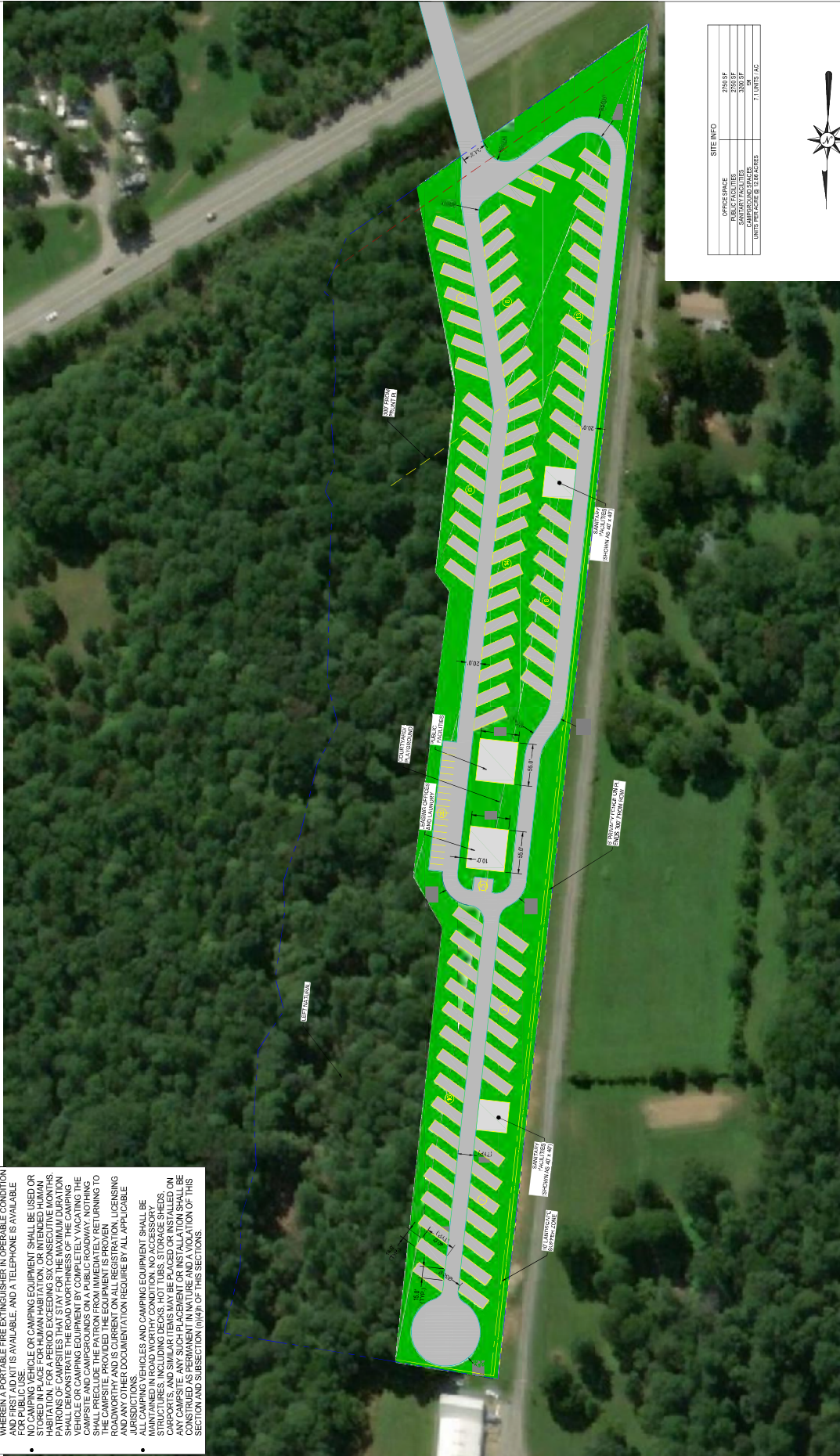
DBS & Associates Engineering



Jeff Parnell, P.E.

NOT FOR CONSTRUCTION

- DUMP STATIONS TO BE PROVIDED FOR TRAVEL TRUCKS
- TRASH RECEPTACLES SHALL BE PROVIDED WITH CONVENIENT ACCESS AND IN VIEW OF EACH CAMP SITE, A CENTRAL DUMPSTER SHALL BE PROVIDED FOR THE PATRONS OF CAMPSITES. A PICK-UP TABLE NO LESS THAN ONE-PANIC TABLE FOR EVERY TWO CAMPSITES.
- ADMINISTRATION OR SAFETY BUILDING, OPEN AT ALL TIMES FOR PATRONS OF CAMPSITES.
- FIRST AID KIT IS AVAILABLE, AND A TELEPHONE IS AVAILABLE FOR PUBLIC USE.
- NO CAMPING VEHICLE OR CAMPING EQUIPMENT SHALL BE USED OR HARBORED AT ANY CAMP SITE FOR MORE THAN TWO CONSECUTIVE NIGHTS. FOR A PERIOD EXCEEDING SIX CONSECUTIVE MONTHS PATRONS OF CAMPSITES THAT STAY FOR THE MAXIMUM DURATION SHALL DEMONSTRATE THE ROAD WORTHINESS OF THE CAMPING VEHICLE AND EQUIPMENT TO THE CAMPING OFFICIALS OF THE CAMPSITE AND CAMPING AREAS ON A PUBLIC ROADWAY. NOTHING SHALL PRECLUDE THE PATRON FROM IMMEDIATELY RETURNING TO THE CAMPSITE AND CAMPING AREAS ON A PUBLIC ROADWAY. ROAD WORTHINESS AND IS CURRENT ON ALL REGISTRATION, LICENSING AND ANY OTHER DOCUMENT REQUIRE BY ALL APPLICABLE JURISDICTIONS.
- ALL CAMPING VEHICLES AND CAMPING EQUIPMENT SHALL BE MAINTAINED IN ROAD WORTHY CONDITION. NO ACCESSORY STRUCTURES, INCLUDING DECKS, HOT TUBS, STORAGE SHEDS OR CAMPFIRE, AND SIMILAR ITEMS MAY BE PLACED OR INSTALLED ON THE CAMPSITE. ANY SUCH STRUCTURE OR ITEM SHALL BE CONSIDERED AS PERMANENT IN NATURE AND A VIOLATION OF THIS SECTION AND SUBSECTION (H)(4) OF THIS SECTION.



SITE INFO	
OFFICE SPACE	2750 SF
PUBLIC FACILITIES	2750 SF
SANITARY FACILITIES	3200 SF
CAMPGROUND SPACES	91
UNITS PER ACRE @ 12.86 ACRES	7.1 UNITS / AC



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Cox Parcel Bethel Road Campground Proposal

Specific standards for community campgrounds.

- ✓ (1) Such campground shall have on-site management.
- ✓ (2) The campground may include convenience commercial establishments such as camp stores, laundry facilities, and personal services, provided that such convenience establishments are subordinate to the recreational character of the campground; are located, designed and intended to serve exclusively the patrons staying in the campground; have signage designed and placed for the benefit of the patrons staying in the campground and not to attract the general public; and such establishments and their parking areas shall not occupy more than ten percent of the parking area or one acre, whichever is smaller. It shall not be considered illegal for non-campsite patrons to frequent on-site commercial amenities.
- (3) Such campground shall meet the following standards:
 - ✓ a. Minimum size: ten acres.
 - ✓ b. Maximum density: 15 campsites per gross acre.
 - ✓ c. Sanitary facilities, including flush toilets and showers: within 300 feet walking distance of each campsite.
 - ✓ d. Dump station for travel trailers.
 - ✓ e. Potable water supply: one spigot for each four campsites.
 - ✓ f. Trash receptacles shall be provided with convenient access and in view of each campsite. A central dumpster for on-site trash cans counts as a trash receptacle.
 - ✓ g. Parking: one space per campsite.
 - ✓ h. Picnic table: no less than one picnic table for every two campsites.
 - i. Reserved.
 - ✓ j. Administration or safety building: open at all times wherein a portable fire extinguisher in operable condition and first aid kit is available, and a telephone is available for public use.
- (4) Such campground shall meet the following design requirements:
 - ✓ a. Vegetation screen or ornamental fence which will substantially screen the campsites from the view of the public right-of-way and neighboring properties shall be provided around or near the perimeter or that part of the campground containing campsites. Such vegetation or fence shall be maintained in good condition at all times.
 - ✓ b. Each campground shall reserve at least 25 percent of its total area as natural open space excluding perimeter screening. Such open space may include recreation and water areas, but may not include utility areas, administration building, commercial areas, or similar activities.
 - ✓ c. Each campsite shall have a minimum setback of 25 feet from any public right-of-way and meet all water quality buffer zone requirements set forth in the storm water ordinance.
 - d. Each separate campsite shall contain a minimum of 2,400 square feet. A campsite shall be considered to consist of trailer or tent space, parking space, picnic table (where applicable), and one-half of the roadway providing access.
 - ✓ e. Each campsite shall be directly accessible by an interior road.
 - ✓ f. All interior roads shall be a minimum of ten feet wide for one-way traffic and 18 feet wide for two-way traffic.

- g. All interior roads shall meet the following curve requirements:
 - ✓ 1. Minimum radius for a 90-degree turn: 40 feet.
 - ✓ 2. Minimum radius for a 60-degree turn: 50 feet.
 - ✓ 3. Minimum radius for a 45-degree turn: 68 feet.
- ✓ h. No camping vehicle or camping equipment shall be used or stored in place for human habitation, or intended human habitation, for a period exceeding six consecutive months. Patrons of campsites that stay for the maximum duration shall demonstrate the road worthiness of the camping vehicle or camping equipment by completely vacating the campsite and campgrounds onto a public roadway. Nothing shall preclude the patron from immediately returning to the campsite, provided the equipment is proven roadworthy and is current on all registration, licensing and any other documentation required by all applicable jurisdictions.
- ✓ i. All camping vehicles and camping equipment shall be maintained in road worthy condition. No accessory structures, including decks, hot tubs, storage sheds, carports and similar items may be placed or installed on any campsite. Any such placement or installation shall be construed as permanent in nature and a violation of this section and subsection (n)(4)h of this section.



City of Millersville Development Services

BZA Agenda Item #7d

Summary & Recommendation - **AMENDED**

Date: April 2, 2019

Reviewer: Michael Barr, Development Services Director

Subject: A Special Exception to allow for a Campground to be reopened on a portion of 7191 Bethel Road (RC 125 238.00)

Background:

The applicant is requesting a Special Exception to allow for a Campground to be reopened on a portion of land located 7191 Bethel Rd known as the Bethel Road Campground.

The applicant is an interested buyer of a 1.65 acre portion of the property. This property is currently an illegal non-conforming "trailer park" (as identified by the Tennessee Department of Health which regulated Organized Campgrounds). At one time this property may have been used as a campground but lost its "grandfather" exemption per TCA 13-7-208.

The buyer will evict ALL tenants, with or without campers and recreational vehicles, and remove all other campers, RV's, other vehicles and any illegal structures. The vacant site will be reconfigured as necessary and brought into City Codes and State Regulations conformity. Permits and Licenses from the City and State will be obtained prior to reopening the campground. Please note: due to certain site conditions, not all requirements standards identified in Section 90-58 Special Exceptions may be met, see attached checklist.

The applicant is proposing to reopen the campground with no more than 25 camp sites (15 camp sites/acre).

Please note: the remaining 0.90 acres of the Bethel Road Campground will be retained by the current owner, Mr. Curtis Lannom, and is expected to continue to operate as an illegal "trailer park." The City's lawsuit against Mr. Lannom will continue irrespective of this request.

Attachments: Aerial Image of Subject Parcel
Applicant's Letter
Sec 90-58 Campground Checklist

Public Notice Sign Posted: yes

Recommendation: Approve this Special Exception request to allow a 25 unit campground on this portion of 7191 Bethel Road identified as RC Map 125 Parcel 238.00

Conditions, if any:

This Special Exception shall only apply to the applicants, Blair Smythe and Sarah Duffy, and this portion of the parcel.

This Special Exception requires the applicants to obtain and follow all local and state permitting and licensing rules, regulations, standards and requirements for “Organized Camps” and “Campgrounds” unless otherwise stated by this board and identified in the attached Application Narrative and Checklist.

Bethel Road Campground Parcels

Write a description for your map.



BZA APPLICATION TO REOPEN CAMPGROUND

A 1.65 Acre Portion of 7191 Bethel Road

We are currently in negotiations with the owner (Curtis Lannom) to purchase a portion of the property. Mr. Lannom has a building on the portion he owns that can be used as an office and where showers / restrooms can be installed. At this time, he is not in the position to move his belongings out of that building by closing. If we can not come to terms on acquiring the remaining property then we will continue with planning out an independent design on our portion of the campground for where the restrooms and office will be constructed.

Months 1-3

- The first course of action is to remove ALL tenants & campers using the proper and legal eviction processes
- Repair any electrical and plumbing issues immediately
- Get the property completely cleaned up and up to Codes
- Install/construct required facilities
- Obtain City & State permits and licenses
- Eliminate monthly rent payments. Change it to nightly and weekly

Months 3-6

- Continue infrastructure improvements
- Install dump station
- Lay new gravel and improve driveways & paths

Bethel Road Campground - Smythe Proposal

Specific standards for community campgrounds.

- ✓ (1) Such campground shall have on-site management.
- (2) The campground may include convenience commercial establishments such as camp stores, laundry facilities, and personal services, provided that such convenience establishments are subordinate to the recreational character of the campground; are located, designed and intended to serve exclusively the patrons staying in the campground; have signage designed and placed for the benefit of the patrons staying in the campground and not to attract the general public; and such establishments and their parking areas shall not occupy more than ten percent of the parking area or one acre, whichever is smaller. It shall not be considered illegal for non-campsite patrons to frequent on-site commercial amenities.
- (3) Such campground shall meet the following standards:
 - a. Minimum size: ten acres.
 - ✓ b. Maximum density: 15 campsites per gross acre.
 - ✓ c. Sanitary facilities, including flush toilets and showers: within 300 feet walking distance of each campsite.
 - ✓ d. Dump station for travel trailers.
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 - ✓ f. Trash receptacles shall be provided with convenient access and in view of each campsite. A central dumpster for on-site trash cans counts as a trash receptacle.
 - ✓ g. Parking: one space per campsite.
 - ✓ h. Picnic table: no less than one picnic table for every two campsites.
 - i. Reserved.
 - ✓ j. Administration or safety building: open at all times wherein a portable fire extinguisher in operable condition and first aid kit is available, and a telephone is available for public use.
- (4) Such campground shall meet the following design requirements:
 - a. Vegetation screen or ornamental fence which will substantially screen the campsites from the view of the public right-of-way and neighboring properties shall be provided around or near the perimeter or that part of the campground containing campsites. Such vegetation or fence shall be maintained in good condition at all times.
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 - ✓ e. Each campsite shall be directly accessible by an interior road.
 - ✓ f. All interior roads shall be a minimum of ten feet wide for one-way traffic and 18 feet wide for two-way traffic.

- g. All interior roads shall meet the following curve requirements:
 - ✓ 1. Minimum radius for a 90-degree turn: 40 feet.
 - ✓ 2. Minimum radius for a 60-degree turn: 50 feet.
 - ✓ 3. Minimum radius for a 45-degree turn: 68 feet.
- ✓ h. No camping vehicle or camping equipment shall be used or stored in place for human habitation, or intended human habitation, for a period exceeding six consecutive months. Patrons of campsites that stay for the maximum duration shall demonstrate the road worthiness of the camping vehicle or camping equipment by completely vacating the campsite and campgrounds onto a public roadway. Nothing shall preclude the patron from immediately returning to the campsite, provided the equipment is proven roadworthy and is current on all registration, licensing and any other documentation required by all applicable jurisdictions.
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Development Services Department Report

February 2019

Please find the following project and activity summaries for your information:

Bethel Ridge Mixed Use – Mixed Density Development – The project is still in Contract Due Diligence working through details of the residential portions but I'm told there is a hotel developer involved in the commercial portions of the project. **No changes**

Bethel Farms Subdivision – **Construction Plans are approved.** Developer obtaining required state permits. Site work is out to bid. A Land Disturbance Permit is expected to be issued soon to begin site work. Updated the City's Subdivision Development Agreement (1995) for this project, to be reviewed and approved with the Final Subdivision Plat.

Quarterhorse Multi-family Development – Conceptual Planning and initial site work (LDP) permitting in process. **No changes**

Menefee Parcel – this parcel was recently acquired by a local developer and is actively working with staff on preliminary conceptual plans. **Owner is cleaning up the site and may replace the old bridge over the creek.**

Project "WALLY" – Staff is in discussions with **two** new business to locate in our City. Staff has identified an appropriate parcel (owned by the County) and has begun the acquisition process. Also, exploring Economic Development funds for infrastructure to service the property and tax incentives for the business. This parcel may allow for relocation of the City's Public Works Facility. **Working**

Subdivision Plats – None at this time.

Rezoning – None at this time.

Commercial & Multi-family Site Plans – There are several Site Plans in the application and review process at this time. **Working**

Building and Municipal Code Violations – Working with Staff to document, cite and resolve numerous codes Violations throughout the City ranging from unlawful (not permitted) buildings and occupancies to unlicensed businesses, etc. **Working**

Building Permits (2007) – Staff is reviewing various aspects of the Building Permit (including residential structural renovations) processes as well as associated fees and drafting updates. **Done**

Sewer Connections (1988) – Staff finalized the updates to this Chapter to bring the Code into conformity with current standards and practices. Staff is also working with Public Works and the Utilities Clerk to develop standard procedures for new sewer connections for properties as needed through the Building Permitting and site development processes. **Done**

Sign Ordinance (1999) – Staff is reviewing this section of the Code as there appear to dozens of signs throughout the City that do not comply with minimum standards. **Working**

Stormwater Ordinance (2010) – Staff has developed a more detailed permitting and inspection process for construction site Erosion Prevention & Sediment Control (EPSC) requirements. **Done**

Road Maintenance Fees and Restricted Weight Limits (2000) – Staff is drafting revised permitting, processes and fees commensurate with use, damage and road conditions. **Working**

Downtown Multi-use Path & Sidewalk Project – The City was recently awarded \$835,494 (80/20%) U-TAP Grant for PE-N, PE-D, ROW and Construction. An additional \$1.3 Million (80/20%) TAP Grant application is in process. While the City was shortlisted for \$1 Million (95/5%) Multi-modal Grant, we were not selected by TDOT for funding. The City will restart the PE-N Environmental work shortly, then proceed to project design this summer. **A Resolution from the City Commission to obligate \$208,874 for this project funding is required by TDOT to demonstrate the City's commitment to this project and Grant. More info at the next Commission meeting.**

I-65 Exit 104 Interchange Lighting Project – The recent temporary Federal Government Shutdown caused TDOT to delay the letting of this project for Construction until March 2019. We still expect this project to be completed by summer 2019. **No change**

Old Shiloh Bridge Replacement Project – Project Design is complete and is now in the ROW Acquisition phase. Utility providers have been notified and must submit their proposed relocations within 90 days. Construction Letting is scheduled for November 2019 with project completion projected summer 2020. **No change**

City Hall Expansion and Renovation – Civil Design by OHM is underway with interior and exterior materials and finishes being reviewed. Temporary relocation plan of City offices and operations being developed. Expected to begin project financing options shortly. **Plans to be presented 03/19/2019**

Sumner County EMS Communications Tower – Drafting language (Essential Community and Public Safety Facilities) to allow our city as well as other government agencies to construct infrastructure at certain locations in the City with minimal permitting requirements. **Working**

Cartwright Parkway Extension Project – **Developing plan to construct and fund an Emergency Access Road across the lands the City owns for Fire & Police (no public vehicle use to be allowed)**

Gravity Sewer Rehabilitation Project – Work is now complete. Project costs came in under TDEC SRF Budget. City added additional work with surplus including lining 25+ more manholes. OHM closing out project with TDEC. **Done**

Public Works Storage Building – Construction complete and contract paid and closed out. Public Works has moved all equipment & materials from other shed. Police has secured this building and impound lot and utilizing as planned. **Done**

Ridge Hill Road Right-of-Way – Staff has forwarded all records to City Attorney as directed. **Working**

Bethel Road Utilities and Infrastructure Needs Assessment – This study (focused on water) is complete and being utilized for grant and funding opportunities associated with Economic Development. **Complete and preparing to request funding assistance from State & Feds.**

Bethel Road Campground – Actively working with owner and Real Estate Agent to create Redevelopment and Lawsuit & Codes Violations Resolution Plan for buyer. **Working**

Please call or visit my office if you have any questions or suggestions.



Michael Barr
Development Services Director