



ZONING ORDINANCE

City of Millersville, Tennessee

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Millersville Planning Department
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Table of Contents

CHAPTER 90: SECTION 1 TITLE, PURPOSE, AND APPLICABILITY.....	17
1.1 TITLE	18
1.2 PREFACE AND INTENT	18
1.3 PURPOSE	19
1.4 APPLICABILITY	20
1.4.1 TERRITORIAL APPLICATION	20
1.4.2 GENERAL APPLICATION	20
1.4.3 GENERAL PROHIBITION	20
1.4.4 PRIVATE AGREEMENTS	21
1.4.5 OTHER LAWS AND REGULATIONS.....	21
1.5 TRANSITION RULES	21
1.5.1 EXISTING ILLEGAL USES AND STRUCTURES.....	21
1.5.2 EXISTING PERMITTED USES.....	21
1.5.3 CERTAIN USES RENDERED NONCONFORMING.....	22
1.5.4 CERTAIN BUILDINGS, STRUCTURES, AND PROPERTY RENDERED NONCONFORMING	22
1.5.5 EXISTING NONCONFORMING LOTS OF RECORD.....	22
1.5.6 PREVIOUSLY GRANTED CONDITIONAL USES AND VARIANCES	22
1.5.7 PREVIOUSLY APPROVED PRELIMINARY AND FINAL DEVELOPMENT PLANS.....	22
1.5.8 PREVIOUSLY APPROVED ALTERNATE OPEN SPACE DEVELOPMENTS	22
1.5.9 PREVIOUSLY APPROVED SITE PLANS.....	23
1.5.10 PENDING APPLICATIONS	23
1.5.11 PREVIOUSLY ISSUED BUILDING PERMITS.....	23
1.5.12 PREVIOUSLY ISSUED SIGN PERMITS.....	23
1.5.13 PREVIOUSLY ISSUED USE AND OCCUPANCY PERMITS.....	23
1.6 SEVERABILITY	23
1.7 EFFECTIVE DATE	24
1.8 REPEAL OF PREVIOUS ZONING ORDINANCE.....	24
CHAPTER 90: SECTION 2 COMMISSIONS, BOARDS, AND OFFICIALS	24
2.1 PURPOSE	24

2.2 MILLERSVILLE CITY COMMISSION	25
2.3 BOARD OF ZONING APPEALS	25
2.4 PLANNING COMMISSION	27
2.5 OPERATING RULES	28
2.6 PLANNING DEPARTMENT	29
CHAPTER 90: SECTION 3 ADMINISTRATIVE PROCEDURES	31
3.1 PURPOSE	31
3.2 APPLICATION	31
3.2.1 AUTHORIZATION	31
3.2.2 PRE-SUBMITTAL STAFF MEETING	31
3.2.3 FILING	31
3.2.4 COMPLETENESS.....	32
3.2.5 FEES	32
3.2.6 STAFF REVIEW AND COMMENTS	32
3.2.7 WITHDRAWAL OF APPLICATION	33
3.2.8 SUCCESSIVE APPLICATIONS.....	33
3.3 NOTICE	33
3.3.1 TYPE(S) OF NOTICE REQUIRED	33
3.3.2 PUBLISHED NOTICE	34
3.3.3 MAILED NOTICE.....	34
3.3.4 POSTED SIGN NOTICES	35
3.3.5 FAILURE TO POST	35
3.4 PUBLIC HEARING	36
3.4.1 CONDUCT OF PUBLIC HEARINGS.....	36
3.4.2 CONTINUANCES	37
CHAPTER 90: SECTION 4 APPLICATIONS AND APPROVAL PROCESSES	38
4.1 PURPOSE	38
4.2 ZONING INTERPRETATION	38
4.2.1 PURPOSE	38
4.2.2 INITIATION.....	38
4.2.3 AUTHORITY AND EXECUTION.....	39

4.2.4 PROCEDURE.....	39
4.3 APPEAL OF A PLANNING DEPARTMENT INTERPRETATION	39
4.3.1 PURPOSE	39
4.3.2 INITIATION.....	39
4.3.3 AUTHORITY AND EXECUTION.....	39
4.3.4 PROCEDURE.....	40
4.3.5 LIMITATIONS ON APPEALS	40
4.4 ZONING VARIANCE.....	40
4.4.1 PURPOSE	40
4.4.2 INTIATION.....	40
4.4.3 AUTHORITY AND EXECUTION.....	40
4.4.4 PROCEDURE.....	41
4.4.5 FINDINGS OF FACT	41
4.4.6 VARIANCE LESS THAN REQUESTED	42
4.5 CONDITIONAL USE	42
4.5.1 PURPOSE	42
4.5.2 INITIATION.....	43
4.5.3 AUTHORITY AND EXECUTION.....	43
4.5.4 PROCEDURE.....	43
4.5.5 FINDINGS OF FACT	44
4.5.6 NO PRESUMPTION OF APPROVAL.....	45
4.5.7 APPEAL OF DENIAL	45
4.6 PLANNED DEVELOPMENT	45
4.7 SITE PLAN AND DESIGN REVIEW	46
4.7.1 PURPOSE	46
4.7.2 INITIATION.....	46
4.7.3 AUTHORITY AND EXECUTION.....	46
4.7.4 PROCEDURE.....	47
4.7.5 STANDARDS FOR SITE PLAN AND DESIGN REVIEW.....	50
4.7.6 AMENDMENTS TO APPROVED SITE PLAN REVIEWS	51
4.7.7 MODIFICATIONS PROHIBITED	51

4.7.8 EXPIRATION AND EXTENSIONS	51
4.8 ZONING AMENDMENT	52
4.8.1 PURPOSE	52
4.8.2 INITIATION	52
4.8.3 PROCEDURE.....	52
4.8.4 FINDINGS OF FACT FOR ZONING MAP AMENDMENT	53
4.9 ZONING PERMIT	54
4.9.1 PURPOSE	54
4.9.2 APPLICABILITY	54
4.9.3 ZONING PERMIT REQUIRED	54
4.9.4 EXPIRATION OF ZONING PERMIT	54
4.10 USE AND OCCUPANCY PERMIT	54
4.10.1 PURPOSE	54
4.10.2 APPLICABILITY	55
4.10.3 PROCEDURE.....	55
4.10.4 CERTIFICATION	56
4.10.5 TEMPORARY USE AND OCCUPANCY PERMITS.....	56
4.10.6 EXPIRATION OF USE AND OCCUPANCY PERMITS	57
4.11 SIGN PERMIT	57
4.11.1 APPLICABILITY	58
4.11.2 AUTHORITY.....	58
4.11.3 SIGN PERMIT ISSUANCE	58
4.11.4 APPROVAL OF ELECTRIFIED SIGNS	58
4.11.5 INSPECTION	58
4.11.6 REVOCATION OF PERMIT	59
4.12 TREE REMOVAL PERMIT.....	59
4.12.1 APPLICABILITY	59
4.12.2 AUTHORITY AND EXECUTION.....	60
4.12.3 PERMIT ISSUANCE	60
4.12.4 FAILURE TO OBTAIN TREE REMOVAL PERMIT	60
4.13 VIOLATIONS.....	61

CHAPTER 90: SECTION 5 ZONING DISTRICTS - GENERAL	61
5.1 PURPOSE	61
5.2 DISTRICTS	61
5.2.1 RESIDENTIAL DISTRICTS.....	62
5.2.2 COMMERCIAL DISTRICTS.....	62
5.2.3 INDUSTRIAL DISTRICTS	62
5.2.4 SPECIAL PURPOSE DISTRICTS	62
5.3 ZONING MAP.....	63
5.3.1 LOCATION OF DISTRICTS	63
5.3.2 INTERPRETATION OF BOUNDARY LINES	63
5.4 ANNEXED LAND.....	63
5.5 PUBLICLY OWNED FACILITIES AND ESSENTIAL UTILITY EQUIPMENT	64
CHAPTER 90: SECTION 6 RESIDENTIAL DISTRICTS.....	64
6.1 RESIDENTIAL DISTRICTS PURPOSE	64
6.1.1 RURAL RESIDENTIAL	64
6.1.2 ESTATE RESIDENTIAL.....	65
6.1.3 SUBURBAN RESIDENTIAL.....	65
6.1.4 SUBURBAN RESIDENTIAL.....	65
6.1.5 TOWNHOME RESIDENTIAL.....	65
6.1.6 -RESERVED	66
6.1.7 -MIXED RESIDENTIAL	66
6.1.8 -RESERVED	66
6.1.9 -MULTI-FAMILY RESIDENTIAL.....	66
6.2 PERMITTED AND CONDITIONAL USES	66
6.3 LOT AND BUILDING BULK STANDARDS.....	70
6.4 GENERAL STANDARDS OF APPLICABILITY	72
6.4.1 SUPPLEMENTAL STANDARDS.....	72
6.4.2 SITE DEVELOPMENT STANDARDS	72
6.4.3 BUILDING DESIGN STANDARDS.....	73
6.4.4 SIGNS	73
6.4.5 LANDSCAPE STANDARDS.....	73

CHAPTER 90: SECTION 7 COMMERCIAL DISTRICTS.....	73
7.1 COMMERCIAL DISTRICTS PURPOSE	74
7.1.1 NEIGHBORHOOD COMMERCIAL	74
7.1.2 OFFICE	74
7.1.3 RESERVED	74
7.1.4 MIXED COMMERCIAL	74
7.1.5 GENERAL COMMERCIAL.....	74
7.1.6 HEAVY COMMERCIAL	75
7.1.7 INDUSTRIAL	75
7.1.8 MIXED RESIDENTIAL	75
7.2 PERMITTED AND CONDITIONAL USES	75
7.3 INTERPRETATION OF UNLISTED USES.....	79
7.3.1 PROCEDURE FOR APPROVING UNLISTED USES	79
7.3.2 STANDARDS FOR APPROVING UNLISTED USES.....	79
7.3.3 EFFECTS OF FINDING BY PLANNING DEPARTMENT	80
7.4 LOT AND BUILDING BULK STANDARDS.....	81
7.4.1 LOT AND BUILDING BULK STANDARDS	81
7.4.2 SPECIAL HEIGHT STANDARDS.....	83
7.5 GENERAL STANDARDS OF APPLICABILITY	83
7.5.1 SUPPLEMENTAL STANDARDS.....	83
7.5.2 SITE DEVELOPMENT STANDARDS	83
7.5.3 BUILDING DESIGN STANDARDS.....	83
7.5.4 SIGNS	83
CHAPTER 90: SECTION 8 PLANNING DEVELOPMENT DISTRICTS	84
8.1 PURPOSE	84
8.2 INITIATION	85
8.3 AUTHORIZATION	85
8.4 GENERAL STANDARDS FOR PLANNED DEVELOPMENTS.....	85
8.5 EXCEPTIONS FROM DISTRICT STANDARDS	86
8.6 RESIDENTIAL PLANNED DEVELOPMENTS	92
8.6.1 MINIMUM SIZE.....	92

8.6.2 PERMITTED USES.....	92
8.6.3 LOT AND BUILDING BULK STANDARDS	92
8.6.4 BUILDING DESIGN STANDARDS.....	93
8.7 COMMERCIAL PLANNED DEVELOPMENT	94
8.7.1 MINIMUM SIZE.....	94
8.7.2 PERMITTED USES.....	94
8.7.3 LOT AND BUILDING BULK STANDARDS	94
8.7.4 MARKET ANALYSIS	96
8.7.5 SITE DEVELOPMENT STANDARDS	96
8.7.6 BUILDING DESIGN STANDARDS.....	96
8.7.7 SIGN STANDARDS.....	96
8.8 PLANNED DEVELOPMENT APPROVAL PROCEDURE.....	96
8.8.1 PRE-APPLICATION CONSULTATION	96
8.8.2 PLANNED DEVELOPMENT CONCEPT PLAN (OPTIONAL)	97
8.8.3 APPLICATION FOR A PRELIMINARY DEVELOPMENT PLAN.....	97
8.8.4 APPLICATION FOR FINAL DEVELOPMENT PLAN.....	102
8.8.5 COMPREHENSIVE DEVELOPMENT PLAN OPTION (COMBINE PRELIMINARY DEVELOPMENT PLAN & FINAL DEVELOPMENT PLAN)	106
8.9 CHANGES TO APPROVED PRELIMINARY OR FINAL DEVELOPMENT PLANS.....	106
8.10 REVOCATION.....	107
8.11 CONDITIONS AND GUARANTEES	107
8.12 ISSUANCE OF BUILDING PERMIT.....	108
8.13 ENFORCEMENT OF PLANNED DEVELOPMENT.....	108
CHAPTER 90: SECTION 9 RESERVED	108
CHAPTER 90: SECTION 10 SUPPLEMENTARY STANDARDS	108
10.1 PURPOSE	109
10.2 USE OF LAND AND BUILDINGS.....	109
10.2.1 USE TO BE IN CONFORMITY	109
10.2.2 NUMBER OF PRINCIPAL DWELLINGS ON A LOT	109
10.2.3 ALL ACTIVITIES WITHIN AN ENCLOSED BUILDING	110
10.2.4 FRONTAGE ON A PUBLIC OR PRIVATE STREET.....	110

10.2.5 REQUIRED YARDS	111
10.2.6 APPLICABILITY OF BULK REQUIREMENTS	111
10.2.7 APPLICABILITY OF USE RESTRICTIONS.....	111
10.2.8 MOTORIST VIEW OBSTRUCTION IN ALL DISTRICTS	111
10.2.9 BUILDINGS NOT TO BE ON EASEMENTS	112
10.3 USE-SPECIFIC STANDARDS	112
10.3.1 ASSISTED LIVING FACILITY, HOME FOR THE AGED, INDEPENDENT LIVING FACILITY, AND NURSING HOME.....	112
10.3.2 COMMUNITY RESIDENCE	113
10.3.3 DAY CARE CENTER, ADULT AND CHILD	113
10.3.4 DAY CARE HOME, ADULT AND CHILD	114
10.3.5 ENTERTAINMENT AND RECREATION FACILITIES, INDOOR OR OUTDOOR.....	114
10.3.6 KENNEL.....	114
10.3.7 MOTOR VEHICLE SERVICE STATION	115
10.3.8 MOTOR VEHICLE DEALERSHIP.....	115
10.3.9 MOTOR VEHICLE OPERATIONS FACILITY.....	116
10.3.10 MOTOR VEHICLE SERVICE AND REPAIR, MAJOR OR MINOR	116
10.3.11 ADULT-ORIENTED ESTABLISHMENT.....	116
10.3.12 RADIO AND TELEVISION TOWERS AND TRANSMISSION FACILITIES	117
10.3.13 SOCIAL CLUB OR LODGE.....	118
10.3.14 WIRELESS TELECOMMUNICATIONS FACILITIES AND TOWERS	118
10.3.15 RECYCLING DROP-OFF CENTER	118
10.4 ACCESSORY USES, BUILDINGS, AND STRUCTURES	118
10.4.1 GENERAL STANDARDS AND LIMITATIONS	119
10.4.2 ACCESSORY APARTMENTS (ATTACHED TO OR WITHIN) AND DWELLINGS (DETACHED)	123
10.4.3 AMATEUR (HAM & CB) RADIO EQUIPMENT	126
10.4.4 AUTO REPAIR AT A RESIDENTIAL (AUTO HOBBYIEST).....	127
10.4.5 CHILD AND FAMILY CARE	127
10.4.6 DECKS AND PATIOS	127
10.4.7 DONATION AND RECYCLE COLLECTION BINS.....	127

10.4.8 ELECTRICAL GENERATORS.....	128
10.4.9 FENCES	128
10.4.10 HOME OCCUPATIONS	134
10.4.11 MECHANICAL EQUIPMENT.....	137
10.4.12 OUTDOOR RESTAURANT SEATING.....	137
10.4.13 OUTDOOR DISPLAY	138
10.4.14 OUTDOOR STORAGE	139
10.4.15 PARKING	140
10.4.16 PETS, POULTRY, AND OTHER ANIMALS.....	141
10.4.17 PORCHES	142
10.4.18 PRODUCTION OF GOODS AT A RETAIL BUSINESS AND RESTAURANT	142
10.4.19 RETAINING WALLS.....	143
10.4.20 SATELLITE DISH ANTENNAS.....	143
10.4.21 SIGNS.....	143
10.4.22 SOLAR PANELS.....	143
10.4.23 SWIMMING POOLS AND HOT TUBS.....	144
10.5 PERMITTED ENCROACHMENTS AND HEIGHT EXCEPTIONS.....	145
10.5.1 PERMITTED ENCROACHMENTS INTO REQUIRED YARDS	145
10.5.2 PERMITTED EXCEPTIONS FROM HEIGHT LIMITATIONS	148
10.6 TEMPORARY USES AND STRUCTURES	148
10.6.1 TEMPORARY USE AND STRUCTURE PERMIT APPLICATION	148
10.6.2 GENERAL PROVISIONS.....	149
10.6.3 PERMITTED TEMPORARY USES	150
CHAPTER 90: SECTION 11 SITE DEVELOPMENT STANDARDS	155
11.1 PURPOSE	155
11.2 OFF-STREET PARKING AND LOADING	156
11.2.1 GENERAL PROVISIONS.....	156
11.2.2 COMPUTATION	158
11.2.3 CONSTRUCTION OF PARKING AND LOADING FACILITIES	159
11.2.4 COLLECTIVE PROVISIONS	159
11.2.5 LAND BANKED FUTURE PARKING.....	160

11.2.6 LOCATION OF OFF-STREET PARKING SPACES	161
11.2.7 DESIGN STANDARDS.....	162
11.2.8 ACCESSIBLE PARKING	166
11.2.9 STACKING SPACES FOR DRIVE-THROUGH FACILITIES	166
11.2.10 REQUIRED OFF-STREET PARKING SPACES.....	167
11.2.11 REQUIRED OFF-STREET LOADING SPACES	171
11.2.12 DESIGN OF OFF-STREET LOADING SPACES.....	172
11.3 OUTDOOR LIGHTING.....	173
11.3.1 LIGHTING LEVELS AND TYPE.....	173
11.3.2 LIGHT DISTRACTION	173
11.3.3 LIGHT TRESPASS	173
11.3.4 LIGHT POLE AND BUILDING MOUNTED LIGHTING HEIGHTS	173
11.3.5 LIGHT POLE AND FIXTURE DESIGN STANDARDS	174
11.4 LANDSCAPING, SCREENING, AND TREE PRESERVATION	174
11.4.1 APPLICABILITY	174
11.4.2 LANDSCAPE PLAN.....	175
11.4.3 SELECTION, INSTALLATION, AND MAINTENANCE OF PLANT MATERIALS	176
11.4.4 LANDSCAPE DESIGN STANDARDS	177
11.4.5 BUILDING FOUNDATION LANDSCAPING.....	181
11.4.6 PARKING LOT PERIMETER LANDSCAPE YARD	181
11.4.7 INTERIOR PARKING LOT LANDSCAPING	182
11.4.8 SIGN LANDSCAPING	184
11.4.9 STREET YARD	184
11.4.10 BUFFER YARDS.....	185
11.4.11 SCREENING REQUIREMENTS.....	188
11.4.12 TREE PRESERVATION.....	190
11.5 MULTI-FAMILY SITE DEVELOPMENT STANDARDS (NOT TOWNHOMES).....	191
11.6 RESIDENTIAL SUBDIVISION AND MULTI-FAMILY DEVELOPMENT ENTRY WAYS, WALLS, AND FENCING.....	193
11.6.1 SITE PLAN AND DESIGN REVIEW APPROVAL REQUIRED.....	193
11.6.2 DESIGN STANDARDS.....	193

11.7 STREET AND OTHER REQUIRED IMPROVEMENTS	194
11.8 UTILITY SERVICE	195
11.8.1 UTILITY SERVICE TO BE UNDERGROUND	195
11.8.2 SEWER	195
11.9 ROADWAY ARCHES	196
11.10 CLUSTER MAILBOXES	197
CHAPTER 90: SECTION 12 BUILDING DESIGN STANDARDS.....	198
12.1 PURPOSE, GOALS, BASIS	198
12.1.1 PURPOSE	198
12.1.2 GOALS.....	198
12.1.3 BASIS/PRINCIPLES.....	200
12.2 RESIDENTIAL BUILDING DESIGN STANDARDS.....	200
12.2.1 APPLICABILITY	200
12.2.2 DESIGN REVIEW APPROVAL REQUIRED	201
12.2.3 ARCHITECTURAL STYLE AND COMPATIBILITY	201
12.2.4 BUILDING MATERIALS	201
12.2.5 FRONT-ENTRY GARAGES	202
12.2.6 SUPPLEMENTAL DESIGN STANDARDS FOR MULTI-FAMILY RESIDENTIAL BUILDINGS	203
12.2.7 SUPPLEMENTAL DESIGN STANDARDS - RESERVED.....	204
12.2.8 SUPPLEMENTAL DESIGN STANDARDS FOR TOWNHOMES	204
12.2.9 MOVING DWELLINGS, MANUFACTURED DWELLINGS AND MOBILE HOMES INTO DEVELOPED AREAS.....	204
12.3 COMMERCIAL BUILDING DESIGN STANDARDS.....	205
12.3.1 APPLICABILITY	205
12.3.2 DESIGN REVIEW APPROVAL REQUIRED	205
12.3.3 MASSING AND SCALE OF BUILDINGS	205
12.3.4 BUILDING SETBACK	206
12.3.5 ORIENTATION OF BUILDINGS.....	206
12.3.6 ARCHITECTURAL CHARACTER AND BUILDING ELEMENTS.....	207
12.3.7 SUPPLEMENTAL DESIGN STANDARDS - RESERVED.....	216

12.4 INDUSTRIAL BUILDING DESIGN STANDARDS.....	216
12.4.1 APPLICABILITY	216
12.4.2 DESIGN REVIEW APPROVAL REQUIRED	216
12.4.3 MASSING AND SCALE OF BUILDING.....	217
12.4.4 ORIENTATION OF BUILDINGS.....	217
12.4.5 ARCHITECTURAL CHARACTER AND BUILDING ELEMENTS.....	217
12.5 MUNICIPAL EXEMPTIONS FROM DESIGN STANDARDS	219
This Page Intentionally Left Blank.....	221
CHAPTER 90: SECTION 13 SIGN STANDARDS	221
13.1 PURPOSE	222
13.2 GENERAL TERMS	223
13.2.1 APPLICABILITY	223
13.2.2 EFFECT	223
13.2.3 EXEMPT FROM SIGN REGULATION	223
13.2.4 TRANSITIONAL PROVISIONS.....	224
13.2.5 PERMITS REQUIRED	225
13.2.6 COMPUTATIONS.....	225
13.2.7 NO VARIANCES	225
13.3 PERMITTED SIGNS, LOCATION, AND NUMBER	226
13.3.1 SIGNS ALLOWED ON PRIVATE PROPERTY	226
13.3.2 SPECIAL CONDITIONS BY SIGN TYPE	230
13.4 PROHIBITED SIGNS.....	239
13.5 MASTER SIGNAGE PLAN.....	241
13.6 DESIGN STANDARDS	242
13.6.1 DESIGN REVIEW AND CONFORMANCE	242
13.6.2 DESIGN PRINCIPLES	243
13.6.3 DESIGN GUIDELINES.....	243
13.7 CONSTRUCTION AND MAINTENANCE	244
13.7.1 CODE COMPLIANCE.....	245
13.7.2 PERMANENT INSTALLATION REQUIRED	245
13.7.3 MAINTENANCE	245

13.8 NON-CONFORMING SIGNS	245
13.9 VIOLATIONS.....	246
13.10 WALL MURALS	247
13.10.1 DESIGN STANDARDS	247
13.10.2 PROHIBITIONS	247
CHAPTER 90: SECTION 14 NON-CONFORMING USE STANDARDS	248
14.1 PURPOSE	249
14.2 GENERAL STANDARDS OF APPLICABILITY	249
14.2.1 AUTHORITY TO CONTINUE.....	249
14.2.2 BURDEN ON PROPERTY OWNER TO ESTABLISH LEGALITY	250
14.2.3 SAFETY REGULATIONS.....	250
14.3 NON-CONFORMING USES.....	250
14.3.1 ORDINARY REPAIRS AND MAINTENANCE	250
14.3.2 STRUCTURAL ALTERATIONS AND REPLACEMENTS.....	250
14.3.3 EXPANSION OF USE	250
14.3.4 RELOCATION.....	251
14.3.5 CHANGE OF USE	251
14.3.6 DISCONTINUATION OR ABANDONMENT.....	251
14.3.7 DAMAGE OR DESTRUCTION	252
14.4 NON-CONFORMING BUILDINGS	252
14.4.1 ORDINARY REPAIRS AND MAINTENANCE, STRUCTURAL ALTERATIONS AND ADDITIONS	252
14.4.2 RE-CONSTRUCTION AND REPLACEMENT	252
14.4.3 RELOCATION.....	252
14.4.4 DAMAGE.....	253
14.5 NON-CONFORMING LOTS OF RECORD	253
14.6 NON-CONFORMING SIGNS	253
CHAPTER 90: SECTION 15 WIRELESS TELECOMMUNICATIONS FACILITIES AND TOWERS	254
15.1 FINDINGS.....	255
15.2 PURPOSES	255
15.3 SPECIAL PROVISIONS FOR AMATEUR RADIO STATIONS.....	256

15.4 DEVELOPMENT OF TOWERS	257
15.5 APPLICATION	258
15.6 SETBACKS	259
15.7 STRUCTURAL REQUIREMENTS	260
15.8 SEPARATION OF TOWERS	260
15.9 METHOD OF DETERMINING TOWER HEIGHT	261
15.10 ILLUMINATION	261
15.11 EXTERIOR FINISH	261
15.12 LANDSCAPING AND SCREENING	261
15.13 TELECOMMUNICATIONS FACILITIES ON ANTENNA SUPPORT STRUCTURES	261
15.14 MODIFICATION OF TOWERS	262
15.15 CERTIFICATIONS AND INSPECTIONS	263
15.16 MAINTENANCE.....	263
15.17 CRITERIA FOR SITE PLAN DEVELOPMENT MODIFICATIONS	264
15.18 ABANDONMENT.....	266
15.19 SPECIAL CONDITIONS FOR LOCATION OF TELECOMMUNICATION FACILITIES WITHIN RESIDENTIAL DISTRICTS	266
15.19.1 PROPERTY ALLOWED.....	267
15.19.2 LOCATION AND CO-LOCATION.....	267
15.19.3 TOWER DESIGN	267
15.19.4 PROTECTION AGAINST CLIMBING.....	267
15.19.5 COLOR	267
15.19.6 EQUIPMENT ENCLOSURE	267
15.20 SMALL CELL WIRELESS FACILITIES.....	268
15.20.1 GENERAL DESIGN AND CONSTRUCTION STANDARDS	268
15.20.2 POLE / ATTACHMENT GUIDELINES	270
15.20.3 DEFINITIONS.....	273
CHAPTER 90: SECTION 16 DEFINITIONS.....	274
16.1 PURPOSE	274
16.2 INTERPRETATION	274
16.3 GENERAL TERMS	275

APPENDICES	311
APPENDIX A ANNEXATION, REZONING / PRELIMINARY DEVELOPMENT PLAN, FINAL DEVELOPMENT PLAN, SUBDIVISION REVIEW, AND SITE PLAN REVIEW PROCESS	312
APPENDIX B SUBDIVISION AND SITE PLAN LETTER OF CREDIT INSTRUCTIONS AND TEMPLATE	318
APPENDIX C USE LISTINGS / PARKING REQUIREMENT ASSISTANCE TABLE.....	322
APPENDIX D LANDSCAPE STANDARDS.....	350
AD.1 IRRIGATION	351
AD.2 RECOMMENDED PLANT MATERIALS.....	352
AD.3 TREE SELECTION SPECIFICATIONS	354
AD.4 TREE PLANTING SPECIFICATIONS	355
AD.5 PLANTING DETAILS	356
APPENDIX E CONSENT FOR PROPERTY USE FOR MOBILE VENDOR TEMPLATE.....	359
APPENDIX F AFFIDAVIT OF PUBLIC NOTICE	361

List of Tables

TABLE 1: COMMISSIONS, BOARDS, & OFFICIALS: APPEALS & VARIANCE DETERMINATION	27
TABLE 2: ADMINISTRATIVE PROCEDURES: PUBLIC NOTICE REQUIREMENTS	35
TABLE 3: RESIDENTIAL DISTRICTS: PERMITTED AND CONDITIONAL USES	67
TABLE 4: RESIDENTIAL DISTRICTS: LOT AND BUILDING BULK STANDARDS	71
TABLE 5: COMMERCIAL DISTRICTS: PERMITTED AND CONDITIONAL USES	76
TABLE 6: COMMERCIAL DISTRICTS: LOT AND BUILDING BULK STANDARDS.....	82
TABLE 7: PLANNED DEVELOPMENT: COMMON OPEN SPACE.....	89
TABLE 8: PLANNED DEVELOPMENT: DWELLING MAXIMUM RESTRICTED ALLOWANCES	90
TABLE 9: RESIDENTIAL PLANNED DEVELOPMENT: LOT AND BUILDING BULK STANDARDS.....	93
TABLE 10: COMMERCIAL PLANNED DEVELOPMENTS: LOT AND BUILDING BULK STANDARDS...	95
TABLE 11: PERMITTED ENCROACHMENTS.....	145
TABLE 12: PARKING REQUIREMENTS.....	167
TABLE 13: OFF-STREET LOADING REQUIREMENTS.....	171
TABLE 14: BUFFER MATRIX	185
TABLE 15: BUILDING MATERIALS REQUIREMENTS.....	201
TABLE 16: REMOVED.....	
TABLE 17: REMOVED.....	

TABLE 18: PERMITTED SIGNS	226
TABLE 19: NUMBER, DIMENSIONS, AND LOCATION OF INDIVIDUAL SIGNS	228
TABLE 20: PERMITTED SIGN CHARACTERISTICS	229

Table of Figures

FIGURE 1: VIEW OBSTRUCTION	111
FIGURE 2: PERMITTED FENCE STYLE EXAMPLES (WROUGHT IRON, ALUMINUM TUBING, WOOD "PICKET", SPLIT RAIL, BRICK, AND STONE).....	130
FIGURE 3: PERMITTED FENCE STYLE EXAMPLES ("RANCH STYLE" AND WIRE EXCEPTION)	131
FIGURE 4: PERMITTED FENCE STYLE EXAMPLES (TREATED WOOD, VINYL, WROUGHT IRON/SIMIULATED WROUGHT-IRON, COATED CHAIN LINK).....	133
FIGURE 5: OFF-STREET PARKING DIMENSIONS	162
FIGURE 6: RESIDENTIAL DRIVEWAY WIDTH.....	164
FIGURE 7: REMOVED.....	
FIGURE 8: REMOVED.....	
FIGURE 9: SCHEMATIC OF INTEGRATED LIGHTING POLE DESIGN	271
FIGURE 10: CORNER AND INTERIOR LOTS	292
FIGURE 11: LOT WIDTH AND LOT DEPTH.....	292
FIGURE 12: DOUBLE-FRONTAGE LOT.....	292
FIGURE 13: REAR LOT LINE CHORD FOR IRREGULAR LOTS.....	293
FIGURE 14: SETBACK.....	302
FIGURE 15: YARD.....	308

CHAPTER 90: SECTION 1 | TITLE, PURPOSE, AND APPLICABILITY

1.1 TITLE
1.2 PREFACE AND INTENT
1.3 PURPOSE
1.4 APPLICABILITY
1.5 TRANSITION RULES
1.6 SEVERABILITY
1.7 EFFECTIVE DATE
1.8 REPEAL OF PREVIOUS ZONING ORDINANCE

1.1 TITLE

This Ordinance shall be known, referred to and cited as “The Zoning Ordinance of the City of Millersville.”

1.2 PREFACE AND INTENT

The implementation of design standards and other planning and growth management strategies will help result in attractive residential and commercial areas. This document provides a comfort level which will encourage future investment. Individuals and companies want assurance that, if they build here, their investment will be protected. They can expect that new development will be held to a higher standard. They can expect their investment in Millersville to pay off for many years to come.

Millersville will be competing with new, modern developments with the latest and most popular home styles and amenities. The City must trust that it has built-in a lasting value which will compensate for the age and condition of its homes, businesses and infrastructure.

With this in mind, it is the intent of this document to:

- A. Protect investments which have been made in the homes and businesses of Millersville.
- B. Preserve property values and even to enhance these values.
- C. Avoid the fate of other cities which have failed to adequately plan and manage growth.

In specific and layman terms, it is the intent of this document to protect private property from adjacent uses and activities which are not in character with surrounding development and which are not suitable for a dense urban setting – activities which would harm the enjoyment of one’s property and make it more difficult to sell, if desired or necessary. This intent is in recognition of the fact that such an occurrence would have a “domino effect” on the value of other properties in the neighborhood. Such a decrease in value erodes the tax base and requires a tax increase or else a decrease in services. This, in turn, leads to further decline.

In consideration of the above stated intent, this document will establish comprehensive land use standards to serve the City of Millersville. The standards and regulations enumerated are based upon the City's plans, policies and objectives. These standards are intended to serve the City as it deals with future growth. Furthermore, this Ordinance is enacted by the Millersville City Commission of the City of Millersville pursuant to the authority granted them under Tennessee Code Annotated. Any reference to this Ordinance shall include amendments to this Ordinance.

1.3 PURPOSE

The purpose of this Ordinance is to:

1. Promote and protect the public health, safety and general welfare of the people.
2. Secure adequate natural light, air and open space, and safety from fire and other dangers.
3. Lessen or reduce congestion in public streets.
4. Facilitate the adequate provision of transportation, utility systems, parks and other public facilities and services.
5. Protect the air, water, and land resources of the City from the hazards of pollution.
6. Insure and facilitate the preservation of sites, areas, and buildings and structures of historical, architectural, and aesthetic importance.
7. Preserve and maintain the essential character of the City as it exists as of the date of the adoption of this Ordinance. To preserve and protect the natural features and locations of buildings and groups of buildings as neighborhoods and communities of distinguished architectural character and appearance.
8. Regulate and limit the height and bulk of buildings.
9. Establish, regulate, and limit the building or setback lines on, or along, any street, traffic-way, drive, parkway, or storm or floodwater runoff channel or basin.
10. Regulate and limit the intensity of the use of lot areas, and to regulate and determine the area of open spaces, within and surrounding such buildings.
11. Classify, regulate, and restrict the location of commercial and industrial business, and the location of buildings designed for specified commercial, industrial, residential and other uses.
12. Divide the entire municipality into districts of such number, shape and area, and of such different classes (according to use of land and buildings, height and bulk of buildings, intensity of the use of lot area, density, area of open spaces, or other classification) as may be deemed best suited to carry out the purposes of this Ordinance.

13. Fix standards to which buildings or structures shall conform.
14. Provide for design review of development to ensure that it is compatible with the character of its surroundings.
15. Prohibit uses, buildings, or structures incompatible with the character of the districts in which they are located.
16. Provide for the gradual elimination of nonconforming uses of land, buildings, and structures.
17. Conserve the taxable value of land and buildings throughout the City and Planning Region.
18. Promote the economic diversity of the community and enhance opportunities for participation in the economic and social systems of the community.
19. Define the powers and duties of administrative officers and bodies.
20. Prescribe penalties for the violation of the provisions of this Ordinance.

1.4 APPLICABILITY

1.4.1 | TERRITORIAL APPLICATION

This Ordinance shall apply to all land, uses, buildings, and structures within the corporate limits of the City and the Planning Region. To the extent allowed by State law, it shall also apply to municipal corporations, government bodies, and utility districts.

1.4.2 | GENERAL APPLICATION

In their interpretation and application, the provisions of this Ordinance shall be held to be the minimum requirements for the promotion and protection of the public health, safety, convenience, comfort, and general welfare, and shall be construed to achieve the purposes for which this Ordinance was adopted.

1.4.3 | GENERAL PROHIBITION

Except as otherwise provided by this Ordinance, no portion or whole of any building, structure or land shall be used or occupied, and no building or structure, in whole or in part, shall be

erected, constructed, reconstructed, moved, enlarged, or structurally altered unless it conforms with the provisions of this Ordinance.

1.4.4 | PRIVATE AGREEMENTS

This Ordinance is not intended to nullify any private agreement or covenant, including Homeowner Associations (HOA). However, where this Ordinance is more restrictive than a private agreement or covenant, this Ordinance shall control.

1.4.5 | OTHER LAWS AND REGULATIONS

Unless otherwise specifically provided, the Ordinance shall control over less restrictive statutes, ordinances or regulations, and more restrictive statutes, ordinances, or regulations will control over the provisions of this Ordinance.

Where State Law specifically overrides local zoning authority, in particular in regard to farms and agriculture, political signs, American flags, military flags, and in regard to manufactured homes, the conflicting terms of this Ordinance shall not apply or be enforced.

1.5 TRANSITION RULES

In determining the applicability of this Ordinance, with respect to the previously applicable zoning regulations, the following rules shall apply.

1.5.1 | EXISTING ILLEGAL USES AND STRUCTURES

A structure or use that is illegal at the time of the adoption of but is made legal by the provisions of this Ordinance, is deemed lawful as of the effective date of this Ordinance. However, if that structure or use does not conform with each and every requirement of this Ordinance, then that structure or use shall remain unlawful.

1.5.2 | EXISTING PERMITTED USES

If property is used in a manner that was classified as a permitted use prior to the effective date of this Ordinance and that use is classified as a conditional use by this Ordinance, that use shall be deemed a lawful conditional use as if a conditional use permit has been approved. However, any subsequent addition, enlargement or expansion of that use shall be required to conform to any applicable substantive requirements for conditional uses pursuant to this Ordinance.

1.5.3 | CERTAIN USES RENDERED NONCONFORMING

If property is used in a manner that was a lawful use before the effective date of this Ordinance, and this Ordinance no longer classifies that use as either a permitted or conditional use in the zoning district in which it is located, that use shall be deemed a legal nonconforming use and shall be controlled by the provisions of [Chapter 14.3](#) (Nonconforming Uses).

1.5.4 | CERTAIN BUILDINGS, STRUCTURES, AND PROPERTY RENDERED NONCONFORMING

If a building, structure or property existing on the effective date of this Ordinance does not meet all standards set forth in this Ordinance, that building, structure, or property shall be deemed nonconforming and shall be controlled by the provisions of [Chapter 14.4](#) (Nonconforming Buildings).

1.5.5 | EXISTING NONCONFORMING LOTS OF RECORD

Existing nonconforming lots of record shall be governed by [Chapter 14.6](#) (Nonconforming Lots of Record).

1.5.6 | PREVIOUSLY GRANTED CONDITIONAL USES AND VARIANCES

All conditional uses and variances granted prior to the effective date of this Ordinance shall remain in full force and effect. The recipient of the conditional use or variance may proceed to develop the property in accordance with the plans approved by the Board of Zoning Appeals and any applicable conditions. However, if the recipient has failed to act on the conditional use or variance before the approval expires, including any periods of extension granted, the provisions of this Ordinance shall govern.

1.5.7 | PREVIOUSLY APPROVED PRELIMINARY AND FINAL DEVELOPMENT PLANS

Preliminary and Final Development Plans approved under a prior Zoning Ordinance shall remain valid and shall continue to govern the development of the property unless the property has not developed and the plan has expired as per the terms of the Ordinance in effect when the new plan was approved. For zoning matters for which these Plans are silent or unclear, as determined by the Planning Department, the provisions of this Ordinance shall apply. Amendments to these plans shall be in accordance with the provisions of the Ordinance under which the plan was approved, or, at the discretion of the owner, in accordance with the terms of this Ordinance.

1.5.8 | PREVIOUSLY APPROVED ALTERNATE OPEN SPACE DEVELOPMENTS

Site Development Plans approved under section 3-403 (Alternate Provisions for the Location of Open Space and Placement of Buildings) of the 1985 Zoning Ordinance, provided they have not expired, shall remain in effect and shall continue to govern the development of the property. Any amendment shall be in accordance with the 1985 Ordinance.

1.5.9 | PREVIOUSLY APPROVED SITE PLANS

Site plans approved prior to the effective date of this Ordinance shall remain valid provided a building permit is secured within one (1) year from the date the Planning Commission approved or granted an extension of the Site Plan.

1.5.10 | PENDING APPLICATIONS

Even though an application may have been submitted prior to the effective date of the Ordinance, if the application has not been approved and, if applicable, the permit issued, the provisions of this Ordinance shall govern that application.

1.5.11 | PREVIOUSLY ISSUED BUILDING PERMITS

If a building permit for a building or structure was lawfully issued prior to the effective date of this Ordinance, and if construction has begun within one-hundred eighty (180) days of the issuance of that permit and diligently pursued to completion, the building or structure may be completed in accordance with the plans on the basis of which the building permit was issued and may, upon completion and issuance of a [Use and Occupancy Permit](#), be occupied for the use originally intended.

1.5.12 | PREVIOUSLY ISSUED SIGN PERMITS

See Chapter 13.2.4 (Transitional Provision).

1.5.13 | PREVIOUSLY ISSUED USE AND OCCUPANCY PERMITS

If a Use and Occupancy Permit was lawfully issued prior to the effective date of this Ordinance, and the building and/or land has not yet been occupied for the purpose for which the permit has been issued, the permittee has six (6) months from the date of the issuance of the permit to occupy the building and/or land for the purpose for which the permit was issued; otherwise, a new Use and Occupancy Permit shall be required and shall only be issued if the proposed use conforms to the provisions of this Ordinance.

1.6 SEVERABILITY

If any chapter, paragraph, subdivision, clause, sentence, or provision of this Ordinance shall be adjudged by any court of competent jurisdiction to be invalid, that judgment shall not affect, impair, invalidate, or nullify the remainder of this Ordinance. The effect of the judgment shall be confined to the chapter, paragraph, subdivision, clause, sentence, or provision immediately involved in the controversy in which judgment or decree was rendered.

1.7 EFFECTIVE DATE

The effective date of this Ordinance is May 1, 2020. The effective date of amendments to this Ordinance shall be the date the Ordinance amending this Ordinance is adopted or any future date specified within the amending Ordinance, which date shall be considered the effective date of this Ordinance in regard to the provisions amended.

1.8 REPEAL OF PREVIOUS ZONING ORDINANCE

After the effective date of this Ordinance, the Zoning Ordinance of the City, as adopted on April 20, 1999 is expressly repealed in its entirety.

CHAPTER 90: SECTION 2 | COMMISSIONS, BOARDS, AND OFFICIALS

2.1 | PURPOSE

2.2 | MILLERSVILLE CITY COMMISSION

2.3 | BOARD OF ZONING APPEALS

2.4 | PLANNING COMMISSION

2.5 | OPERATING RULES

2.6 | PLANNING DEPARTMENT

2.1 PURPOSE

The purpose of this Chapter is to outline the specific powers of the different commissions, boards, and officials as they relate to this Ordinance.

2.2 MILLERSVILLE CITY COMMISSION

The Millersville City Commission shall have the following specific powers, pursuant to this Zoning Ordinance:

1. To make final decisions on all requests for amendment to the Official [Zoning Map](#) ([Chapter 4.8](#)).
2. To make final decisions on all requests for amendment to the text of the Zoning Ordinance ([Chapter 4.8](#)).
3. To make final decisions on all requests for approval of a Development Plan as specified in [Chapter 8](#) (Planned Development Districts).
4. To make final decisions on adoptions / revisions to the Major Thoroughfare Plan (Transportation Plan) in accordance with State Laws.

2.3 BOARD OF ZONING APPEALS

1. Creation of BZA Boards:
 - A. The Board of Zoning Appeals, as created by Ordinance, and as currently existing, shall remain in effect and authority.
 - B. The Municipal Board's authority is for territory within the city limits of the City of Millersville. Authority over any area annexed into the City is transferred to the Municipal Board.
 - C. Each Board shall consist of seven (7) members. The Municipal Board members shall reside within the City. The terms of the board members shall be for three (3) years, or until replaced. The terms in effect prior to the adoption of this Ordinance shall continue. Terms shall be staggered in the current manner. Replacements shall be for the remaining term of the person replaced.
 - D. Appointments shall be by the Millersville City Commission in accordance with the Millersville Municipal Code as may be amended from time to time.
 - E. Members shall serve with such compensation as may be fixed by the Millersville City Commission.

- F. Training and continuing education of Board members shall be in accordance with state law, in particular TN Code 13-7-205 (c) as may be amended.

2. Powers of the Board:

The Board of Zoning Appeals is hereby vested with the powers to:

1. The Board of Zoning Appeals may, in appropriate cases and subject to the principles, standards, rules, conditions, and safeguards set forth in the Ordinance, make special exceptions to the terms of the zoning regulations in harmony with their general purpose and intent.
2. Hear and decide appeals from any order, requirement, decision, or determination made by Planning Staff in carrying out the enforcement of this Ordinance, whereby it is alleged in writing that staff is in error or has acted in an arbitrary manner (See [Chapter 4.3](#));
3. Hear and decide, in accordance with the provisions of any such Ordinance, requests for special exceptions or for interpretation of the map or for decisions upon other special questions upon which such board is authorized by any such Ordinance to pass; and
4. Where, by reason of exceptional narrowness, shallowness or shape of a specific piece of property at the time of the enactment of the zoning regulation, or by reason of exceptional topographic conditions or of the extraordinary and exceptional situation or condition of such piece of property, the strict application of any regulation would result in peculiar and exceptional practical difficulties to or exception or undue hardship upon the owner of such property, authorize, upon an appeal relating to the property, a variance from such strict application so as to relieve such difficulties or hardship; provided, that such relief may be granted without substantial detriment to the public good and without substantially impairing the intent and purpose of the Zone Plan and Zoning Ordinance (See Chapter [4.4](#) & [4.5](#)).
5. Variances may be authorized in accordance with [Chapter 4.4.5](#) (Findings of Fact), in which enforcement of the provisions of this Ordinance will result in practical difficulties or particular hardship for the owner of land or structures. (See [Chapter 4.4](#)).
6. Hear and act upon applications for Conditional Use Permits (See [Chapter 4.5](#)).

TABLE 1: COMMISSIONS, BOARDS, & OFFICIALS: APPEALS & VARIANCE DETERMINATION

TABLE 1 COMMISSIONS, BOARDS & OFFICIALS APPEALS & VARIANCE DETERMINATION						
ITEMS OF INTEREST	BOARD OF ZONING APPEALS			PLANNING COMMISSION		PLANNING STAFF DETERMINATION
	VARIANCE	CONDITIONAL USE	APPEAL	VARIANCE	CONDITIONAL USE	
Accessory Dwelling Lot Size Requirement	No appeal/variance available.					
Accessory Structure Height		X ⁵				
Accessory Structure Location ¹	X ⁵					
Accessory Structure Material		X ^{4,5}				
Accessory Structure Size		X ⁵				
Accessory Structure Amount		X ⁵				
Accessory Uses						X
Appeal Staff Interpretation/Enforcement			X			
Building Height				X ²		
Cell Towers		X				
Conditional Use		X ³			X ²	
Fence Height		X				
Fence Material						X
Fence in Prohibited Zone	No appeal/variance available.					
Gravel Driveway	No appeal/variance available.					
Lot Width				X ²		
Major Home Occupation		X				
Max Lot Coverage				X ²		
Min Lot Area/ Density Units				X ²		
Min Pervious Area				X ²		
Setback Variance ¹	X			X ²		
Sign Requirement Variance	No appeal/variance available.					

NOTES:

- Items may only be appealed to the Board of Zoning Appeals if criteria outlined in [Chapter 4.4.5](#) (Findings of Fact) are met.
- Variance/Conditional Use available to Planned Developments only.
- As indicated in the Permitted and Conditional Use Tables listed in Chapters [6](#) and [7](#).
- Conditional Use Permit is not available in front yard. No appeal/variance available.
- Available to Residential Property only.

2.4 PLANNING COMMISSION

Planning Commission refers to the Millersville Planning Commission as previously created by the Millersville Municipal Code which shall have the following powers, pursuant to this Ordinance:

- To review and make final decisions on Site Plan and Design Review ([Chapter 4.7](#)).

2. To make recommendations to the Millersville City Commission on amendments to the Official [Zoning Map](#) ([Chapter 4.8](#))
3. To make recommendations to the Millersville City Commission on amendments to the text of the Zoning Ordinance ([Chapter 4.8](#)).
4. To make recommendations to the Millersville City Commission on Planned Developments (Chapters [4.6](#) and [8](#)).
5. To make recommendations to the Millersville City Commission to adopt/revise the major Thoroughfare Plan (Transportation Plan) in accordance with State Law.
6. To adopt, in accordance with State law, a comprehensive plan; including a Land Use and Transportation Plan and other elements of said plan and amendments thereto.
7. To adopt and amend Subdivision Regulations in accordance with State law.

2.5 OPERATING RULES

1. The Board of Zoning Appeals and the Planning Commission shall elect from its members its own chairman, vice-chairman, and secretary, who shall serve for one (1) year and may upon election serve succeeding terms.
2. Any member of the Board of Zoning Appeals or Planning Commission who shall have a direct or an indirect interest in any property which is the subject matter of or affected by, a decision of the Board or Commission shall be disqualified from participating in the discussion, decision, and proceedings. The burden for revealing any such conflict rests with individual members of the Board and Commission. Failure to reveal any such conflict shall constitute grounds for immediate removal from the Board or Commission for cause.
3. Regular meetings shall be held at specific times and at such times as the Board and Commission may determine. The chairman of the Board of Zoning Appeals, or in his absence, the acting chairman, may administer oaths and compel the attendance of witnesses. All meetings shall be open to the public.
4. The Board of Zoning Appeals and Planning Commission shall adopt rules and/or by-laws for the conduct of its meetings. Such rules shall at the minimum require that:
 - A. The presence of a majority of the Board or Commission shall constitute a quorum. The concurring vote of a majority or members present shall constitute approval of a motion.

- B. No action shall be taken until after a public hearing and notice thereof, if required by this Ordinance. Said notice of public hearing shall be in accordance with [Chapter 3.3](#).
- C. The Board and Planning Commission may call upon any other office or agency of the city government for information in the performance of its duties and it shall be the duty of such other agencies to render such information to the Board or Planning Commission as may be reasonably required.
- D. The Planning Commission may submit an advisory opinion on any matter before the Board of Zoning Appeals, and such opinion shall be made part of record of such public hearing.
- E. Any Board or Planning Commission member, Zoning Administrator, or other employee charged with the enforcement of this Ordinance, acting for the City of Millersville in the discharge of his duties, shall not thereby render himself liable personally, and he is hereby relieved from all personal liability and shall be held harmless by the City of any damage that may occur to person or property as the result of any act required or permitted in the proper discharge of their duties. Any suit brought against any Board or Commission member, Zoning Administrator, or employee charged with the enforcement of any provision of this Ordinance shall be defended by legal representation furnished by the City until the final termination of such proceedings.
- F. The Board, Planning Commission, its members, and employees, in the performance of its work, may enter upon any land within its jurisdiction and make examinations and surveys and place or remove public notices as required by this Ordinance.

2.6 PLANNING DEPARTMENT

The Planning Department refers to the City of Millersville Planning Department as directed by the Planning Director or his /her designees which may include Planners and other staff. The Planning Department shall have the following powers, pursuant to this Zoning Ordinance:

- A. To review and make decisions on zoning interpretations ([Chapter 4.2](#)).
- B. To review and make final decisions on staff-level Site Plan review ([Chapter 4.7.4.1](#)).
- C. To receive and process all applications for use and occupancy permits ([Chapter 4.10](#)).
- D. To review and make decisions on applications for sign permits ([Chapter 4.11](#)).
- E. To receive and process all applications for Zoning Permits.

- F. To receive and forward applications for zoning appeals, zoning variances, site plans, design reviews, conditional uses, planned developments, zoning amendments, and other administrative reviews required by this Ordinance to the Board of Zoning Appeals, Planning Commission, or Millersville City Commission, as indicated.
- G. To conduct inspections of structures or the use of land to determine whether there is compliance with this Ordinance, and, in case of any violation, order corrective action.
- H. To maintain permanent and current records as required by this Ordinance including, but not limited to, all relevant information and official action on inspections and violations, zoning appeals, zoning variances, site plans, design reviews, conditional uses, planned developments, zoning amendments, use and occupancy permits, and other administrative reviews.
- I. To maintain and make available the City's Official Zoning Ordinance Text and Map, and all permanent and current records required by this Ordinance.
- J. To maintain for public distribution an adequate supply of the compiled text of the Zoning Ordinance Text, including the Official [Zoning Map](#), and appropriate forms and instructional material for all required hearings and review procedures provided for herein.
- K. Any language referring to the Director also refers to the Director's designee, if applicable.

CHAPTER 90: SECTION 3 | ADMINISTRATIVE PROCEDURES

- 3.1 | PURPOSE
- 3.2 | APPLICATION
- 3.3 | NOTICE
- 3.4 | PUBLIC HEARING

3.1 PURPOSE

The purpose of this Chapter is to outline the general application, notice and public hearing procedures for the zoning applications and approvals found within this Zoning Ordinance.

3.2 APPLICATION

3.2.1 | AUTHORIZATION

An application for a Zoning Interpretation, Zoning Appeal, Zoning Variance, Conditional Use Permit, Site Plan, Design Review, Planned Development, Use and Occupancy Permit, Zoning Text Amendment, Zoning Map Amendment, Tree Removal Permit, Zoning Permit, or sign permit may be filed by an owner of the subject property in the City or their authorized agent.

3.2.2 | PRE-SUBMITTAL STAFF MEETING

Applicants and their professional consultants are encouraged to meet with City staff prior to finalizing and submitting applications. This especially applies to Planned Development Plans, Zoning Amendments, and Site Plan and Design Review Applications. City staff which should participate varies with conditions, but may include staff from the Planning, Public Works, and Codes Departments, and the Fire Marshal. The applicant is encouraged to provide plans which the staff may retain to review in more detail. The meeting should be scheduled far enough in advance to allow for meaningful review and for changes to be made to the application and plans prior to the submittal date.

3.2.3 | FILING

1. An application for a Zoning Interpretation, Zoning Appeal, Zoning Variance, Site Plan and/or Design Review, Conditional Use Permit Planned Development, Zoning Text Amendment, Zoning Map Amendment, Use and Occupancy Permit, Tree Removal Permit, Zoning Permit, or Sign Permit shall be filed with the Planning Department.

2. The application shall be submitted by the deadline specified in the Submittal Guide published annually by the Planning Department. Application shall be on forms provided by the City and shall be filed in such number as the instructions provide. All plans shall be at a scale sufficient to permit a clear and precise understanding of the proposal. Maximum plan sizes are shown on the Submittal Guide available in the office of the Planning Department and on the City website. The application shall include information, plans and data as specified on the checklist provided by the Planning Department and sufficient to determine whether the application conforms to the requirements set forth in this Ordinance.

3.2.4 | COMPLETENESS

The Planning Department shall determine whether the application is complete. If the application is not complete, the Planning Department shall notify the applicant of any deficiencies within one (1) week and shall take no steps to process the application until the deficiencies are remedied. Once the Planning Department determines that the application is complete, the application shall be scheduled for consideration by the appropriate board, commission or official.

3.2.5 | FEES

Every application shall be accompanied by the required filing fee as established and modified, from time to time, by the Millersville City Commission. The failure to pay such fee when due shall be grounds for refusing to process the application, and for denying or revoking any permit or approval for the subject property. No fees shall be waived except those authorized by the Millersville City Commission at its sole discretion. No fees shall be refunded except those by the Planning Department Director at their sole discretion.

3.2.6 | STAFF REVIEW AND COMMENTS

Copies of the submitted plans for development plans and Site Plan and Design Review approval shall be distributed by the Planning Department to all City staff which administers standards which relate to the application. These may include Planning staff, Public Works staff, Codes Inspectors, and the Fire Marshal.

Planning Staff review of all applications shall be under the supervision of a Planning Director. Staff review of landscape and irrigation plans shall be performed under the supervision of a licensed landscape architect.

Staff shall submit initial staff comments in accordance with the Submittal Guide.

Applicants shall address all staff comments. This does not mean applicants shall make all changes recommended by staff, but, if not, appropriate written response must be provided. If not, the staff has the right to withhold applications from the agenda until responses are

provided. Applicants shall submit final plans as per the Submittal Guide. The number and size of copies shall be as specified in the Submittal Guide.

Staff shall submit final staff comments. The Planning Department shall assemble the comments into a Staff Report and Comments which shall be distributed to the Planning Commission and applicant.

3.2.7 | WITHDRAWAL OF APPLICATION

An applicant shall have the right to withdraw an application at any time prior to the decision on the application by a City official, commission or board, including the ability to withdraw the application if it has been deferred by a commission or board. There shall be no refund of fees. Requests for withdrawal shall be in writing by the applicant, or their designated representative.

3.2.8 | SUCCESSIVE APPLICATIONS

Within one (1) year of the date of denial, a subsequent application shall not be reviewed or heard unless there is substantial new evidence available, or if a significant mistake of law or of fact affected the prior denial. Such subsequent application then shall include a detailed statement of the grounds justifying its consideration. The Planning Department Director shall make a determination as to whether the subsequent application is appropriate. If the Planning Department Director finds that there are no grounds for consideration of the subsequent application, he/she shall summarily, and without hearing, deny the request.

3.3 NOTICE

3.3.1 | TYPE(S) OF NOTICE REQUIRED

1. Zoning Text Amendment:
 - A. Published Notice of Millersville City Commission Public Hearing. See [Chapter 3.3.2](#) (Published Notice).
2. Zoning Map Amendment/Rezoning including rezoning to a Planned Development along with the approval of Preliminary Development Plan:
 - A. Mailed Notice and Posted Notice of Planning Commission Public Hearing. See [Chapter 3.3.3](#) (Mailed Notice) and [3.3.4](#) (Posted Notice).
 - B. Mailed Notice and Published Notice of the Millersville City Commissioners Public Hearing. See Chapter [3.3.3](#) (Mailed Notice) and [3.3.2](#) (Published Notice).

3. Changes/Revisions to Planned Development Plans:

- A. Mailed Notice of the Planning Commission and/or Millersville City Commission Public Hearing. See Chapter [3.3.3](#) (Mailed Notice).

NOTE: As per [Chapter 8.9](#) (Changes to Planned Developments), the Planning Commission and Millersville City Commission decide on a case by case basis as to whether it will conduct a Public Hearing.

4. Zoning Variance and Conditional Use:

- A. Published Notice of Board of Zoning Appeals Public Hearing. See [Chapter 3.3.2](#) (Published Notice),
- B. Mailed Notice of Board of Zoning Appeals Public Hearing. See [Chapter 3.3.3](#) (Mailed Notice).

3.3.2 | PUBLISHED NOTICE

The notice shall be published in a newspaper of general circulation within the City. The notice shall include the date, time, place and purpose of such hearing, the name of the applicant, and the address or location of the subject property. Such notice shall be published no less than fifteen (15) days, nor more than thirty (30) days, in advance of the scheduled hearing date. A copy of the Published Notice shall be provided to the clerk of the Board and to the Board.

3.3.3 | MAILED NOTICE

1. Mailed notice shall be in the form of a written notice provided by the Planning Department. The notice shall be mailed by regular mail no less than fifteen (15), but no more than thirty (30), days prior to the public hearing to all affected property owners located within two-hundred fifty (250) feet from the property line of the subject property. The Planning Department may increase this distance as deemed appropriate for the circumstances. The two-hundred fifty (250) feet shall be measured from all directions along the perimeter of the subject property.
2. The Planning Department shall obtain the names and mailing addresses of the affected owners from the County Tax Assessor Geographic Information System or similar service. The City shall provide an affidavit stating that notices were mailed. The notice shall include the date, time, place and purpose of such hearing, the name of the applicant, and the address or location of the subject property.

3.3.4 | POSTED SIGN NOTICES

A sign shall be posted on the subject property in accordance with the following provisions:

3.3.4.1 | LOCATION AND TIME PERIOD FOR POSTING SIGNS

The required posting period shall be no less than fifteen (15) consecutive days, but no more than thirty (30) days, prior to the public hearing (excluding the day of the hearing). The sign shall be posted at a prominent location on the property, near the sidewalk or public right-of-way so that it is visible to passing pedestrians and motorists. Properties with more than one (1) street frontage shall be required to post one (1) sign visible from each street frontage, if, in the opinion of the Planning Department, such is appropriate.

3.3.4.2 | RESPONSIBILITY FOR POSTING SIGNS

It is the City's responsibility to erect the sign on the property. The City shall provide an affidavit to the body conducting the hearing verifying compliance with the sign posting requirement. (See [Appendix F](#)).

3.3.5 | FAILURE TO POST

Failure to provide notice as required by this chapter may constitute grounds for suspension or continuance of the approval process; however, failure to post or sign, theft, etc. of a public notice sign shall not be used as a basis for a legal challenge of a proposed zoning amendment.

TABLE 2: ADMINISTRATIVE PROCEDURES: PUBLIC NOTICE REQUIREMENTS

TABLE 2 ADMINISTRATIVE PROCEDURES PUBLIC NOTICE REQUIREMENTS									
PROJECT TYPE ¹	PLAN COMM NOTICE REQUIRED			CITY COMM NOTICE REQ'D			BZA NOTICE REQUIRED		
	PUBLISHED	MAILED	POSTED	PUBLISHED	MAILED	POSTED	PUBLISHED	MAILED	POSTED
Annexation				X	X	X ^{3,4}			
Zoning Map Amendment (Rezoning)		X	X ⁴	X	X				
Preliminary Development Plan		X	X ⁴	X	X				
Preliminary Development Plan Changes/Revisions		X	X	X	X				
Final Development Plan									
Final Development Plan Add-Use		X							
Final Development Plan Changes/Revisions ¹		X			X				
Comprehensive Development Plan		X	X ⁴	X	X				
Conditional Use							X	X	
Future Land Use & Transportation Plan Amendment	X ²								
Street Abandonment/Relocation	X			X					
Zoning Text Amendment				X					
Zoning Variance							X	X	

NOTES:

1. These notice requirements do not pertain to revisions limited to the Planning Department Staff review and approval authority.
2. Notice of a requested amendment to the Future Land Use and Transportation Plan shall be published no less than thirty (30) days in advance of the scheduled hearing date.
3. Post the Resolution in three (3) public places in the territory proposed to be annexed and in three (3) public places within the municipality (City Hall, Fire Administration Building, and Library).
4. If a project/development requires posted public notice, the Applicant is responsible for mowing and/or maintaining existing grass or other landscaping at least fifteen (15) feet back from all road frontages to allow for sign visibility.

3.4 PUBLIC HEARING

3.4.1 | CONDUCT OF PUBLIC HEARINGS

1. A public hearing is a formal proceeding mandated by law for the purpose of taking evidence to formulate a decision or recommendation on an issue within the jurisdiction of the Board of Zoning Appeals, Planning Commission and Millersville City Commission. The primary purpose of a public hearing is to allow interested parties an opportunity to listen and comment on evidence presented at any legislatively mandated proceeding.

2. Meetings of the Board of Zoning Appeals, Planning Commission, and Millersville City Commission, including public hearings, shall be subject to the Tennessee Open Meetings Act.
3. The Chair, with the consent of two thirds (2/3) majority of the body present, may limit individual testimony to a specific time to provide a reasonable opportunity for all interested persons to testify.
4. At a public hearing, an applicant may appear on his or her own behalf or may be represented by an attorney, consultant or other agent qualified to represent the petitioner.
5. In addition to the applicant, any person having an interest in the action which is the subject of the public hearing may appear at the public hearing and give testimony.
6. An interested party wishing to testify at the public hearing shall state for the record his or her name and address.
7. Minutes shall be distributed with the agenda for the next regular meeting, or as soon as such may be reasonably available.

3.4.2 | CONTINUANCES

The Chair, with approval of the body conducting the hearing, or, in the absence of a quorum, the Planning Staff in attendance, may change or continue the regular public hearing date and time. In order to reopen the hearing, no new notice shall be required if a hearing is continued to a specific date, provided that a public announcement of the future date, time and place of the continued hearing is made at the hearing, and placed in the minutes. If the hearing is adjourned, rather than continued to a specific date, in order to reopen the hearing, all notices must be given that would have been required for the initial public hearing per [Chapter 3.3](#) (Notice).

CHAPTER 90: SECTION 4 | APPLICATIONS AND APPROVAL PROCESSES

- 4.1 | PURPOSE
- 4.2 | ZONING INTERPRETATION
- 4.3 | APPEAL OF A PLANNING DEPARTMENT INTERPRETATION
- 4.4 | ZONING VARIANCE
- 4.5 | CONDITIONAL USE
- 4.6 | PLANNED DEVELOPMENT
- 4.7 | SITE PLAN AND DESIGN REVIEW
- 4.8 | ZONING AMENDMENT
- 4.9 | ZONING PERMIT
- 4.10 | USE AND OCCUPANCY PERMIT
- 4.11 | SIGN PERMIT
- 4.12 | TREE REMOVAL PERMIT
- 4.13 | VIOLATIONS

4.1 PURPOSE

The purpose of this Chapter is to delineate the scope of applicability, specific procedures and requirements, and approval criteria that are applicable to each zoning application and approval.

4.2 ZONING INTERPRETATION

4.2.1 | PURPOSE

This formal interpretation authority is not intended to add or change the essential content of the Ordinance. The formal interpretation authority is intended to recognize that the provisions of this Ordinance, though detailed and extensive, cannot, as a practical matter, address every specific zoning issue. Such issues may often be addressed by reference to general circumstances that the specific provision was intended to address.

4.2.2 | INITIATION

Applications for formal zoning interpretations may be filed by an owner or their authorized agent of any property in the City or Planning Region. In addition, the Millersville City Commission or the Planning Commission may request that the Planning Department render an interpretation. Requests initiated by the City require an application but are exempt from fees. The interpretation must be for the purpose of furthering some actual development.

4.2.3 | AUTHORITY AND EXECUTION

The Planning Department shall review and make final decisions on requests for interpretations. Nothing in this Chapter shall require the Planning Department to make an interpretation if the Department is of the opinion that the exposure to liability for the City on account of the interpretation outweighs the benefit to the applicant.

4.2.4 | PROCEDURE

All applications for interpretations shall be filed with the Planning Department, in accordance with the requirements in [Chapter 3.2](#) (Application). Upon receiving a complete application, the Planning Department shall review a request for an interpretation and render the interpretation within a reasonable time. The Planning Department shall have the ability to request additional information prior to rendering an interpretation.

4.3 APPEAL OF A PLANNING DEPARTMENT INTERPRETATION

4.3.1 | PURPOSE

The zoning appeals process for review of decisions of the Planning Department is intended to provide appropriate checks and balances on administrative authority.

4.3.2 | INITIATION

Applications for appeals may be filed by any owner of any property in the City or Planning Region, their authorized agent or any resident that is directly affected by a decision made under this Ordinance by the Planning Department.

4.3.3 | AUTHORITY AND EXECUTION

The Board of Zoning Appeals may review only those interpretations of the Planning Department which result from requests made pursuant to this Ordinance. Other decisions and actions of the Planning Department cannot be appealed under this process.

4.3.4 | PROCEDURE

All applications for appeals shall be filed with the Planning Department, in accordance with the requirements in [Chapter 3.2](#) (Application). Upon receiving a complete application, the Planning Department shall forward a copy of the application to the Board of Zoning Appeals. The Board of Zoning Appeals shall conduct a public hearing, in accordance with [Chapter 3.4](#) (Public Hearing), within sixty (60) days of receipt of a complete application. If, in the Board of Zoning Appeal's judgment, the application does not contain sufficient information to enable the Board to properly discharge its responsibilities, the Board may request additional information from the applicant. In that event, the sixty (60) day period shall be suspended pending receipt of all requested information. Notice shall be given in accordance with [Chapter 3.3](#) (Notice). Following the close of the public hearing or within forty-five (45) days, the Board of Zoning Appeals shall decide the appeal. The Board of Zoning Appeals may reverse, affirm, modify the order, requirement, decision, or determination.

4.3.5 | LIMITATIONS ON APPEALS

A decision may only be appealed if an application to appeal is filed within thirty (30) days of that decision.

4.4 ZONING VARIANCE

4.4.1 | PURPOSE

The variance process is to provide a narrowly circumscribed means by which relief may be granted from unforeseen applications of this Ordinance that create particular hardships.

4.4.2 | INITIATION

Applications for zoning variances may be filed by an owner of any property in the City or Planning Region, or their authorized agent for that property.

4.4.3 | AUTHORITY AND EXECUTION

Variances may be authorized by the terms of this Ordinance. Variances may be authorized only after a public hearing, where the Board of Zoning Appeals has made findings of fact in accordance with [Chapter 4.4.5](#) (Findings of Fact) below, that owing to special conditions, a literal enforcement of the provisions of this Ordinance will result in practical difficulties or particular hardship for the owner of land or a structure.

4.4.4 | PROCEDURE

All applications shall be filed with the Planning Department in accordance with the requirements in [Chapter 3.2](#) (Application). Upon receiving a complete application, the Planning Department shall forward a copy of the application to the Board of Zoning Appeals. The Board of Zoning Appeals shall conduct a public hearing, in accordance with [Chapter 3.4](#) (Public Hearing), within sixty (60) days of receipt of a complete application. If, in the Board of Zoning Appeal's judgment, the application does not contain sufficient information to enable the Board to properly discharge its responsibilities, the Board may request additional information from the applicant. In that event, the sixty (60) day period shall be suspended, pending receipt of all requested information. Notice shall be given in accordance with [Chapter 3.3](#) (Notice). Following the close of the public hearing or within forty-five (45) days), the Board of Appeals shall decide on the request.

4.4.5 | FINDINGS OF FACT

1. No variance from the provisions of this Ordinance shall be granted unless the Board of Zoning Appeals makes specific written findings of fact based directly on the standards and conditions imposed by this Section. These standards are as follows:
 - A. That by reason of exceptional narrowness, shallowness, or shape of a particular piece of property at the time of enactment of this Ordinance, or by reason of exceptional topographic conditions or other exceptional and extraordinary situation or condition of such piece of property, the strict application of any bulk standards contained within this Ordinance would result in peculiar and exceptional practical difficulties to or exceptional or undue hardship upon the owner of such property.
 - B. The variance is the minimum variance that will relieve such difficulties or hardship and make possible the reasonable use of the land, building, or structure.
 - C. The variance will not authorize uses in a zone district other than those permitted by this Ordinance.
 - D. Financial considerations shall not be considered as a basis for granting a variance.
2. The Board of Zoning Appeals in making its findings of fact, may inquire into the following evidentiary issues, as well as any others deemed appropriate:
 - A. The granting of the variance will not be detrimental to the public welfare, injurious to other property or improvements in the area in which the property is located, or a

substantial impairment to the intent and purpose of the zoning district where the property is located or the general provisions of the Ordinance.

- B. The proposed variance will not impair an adequate supply of natural light and air to adjacent property, substantially increase congestion in the public streets, increase the danger of fire, endanger the public safety, or impair property values within the neighborhood.
- C. The alleged difficulty or hardship has not been knowingly or intentionally created by any person having an interest in the property.
- D. The proposed variance is consistent with the spirit and intent of this Ordinance and the adopted Land Use and Transportation Plan.

4.4.6 | VARIANCE LESS THAN REQUESTED

A variance less than that requested may be granted by the Board of Zoning Appeals when the record supports the applicant's right to some relief, but not to the entire relief requested.

4.4.7 | VARIANCE APPEALS

Any person aggrieved by a decision of the Board of Zoning Appeals on a variance may appeal by certiorari to a court of competent jurisdiction.

The judgment and findings of the Board on all questions of fact that may be involved in any appeal, cause, hearing, or proceeding under this Chapter shall be final and subject to review only for illegality or want of jurisdiction.

4.5 CONDITIONAL USE

4.5.1 | PURPOSE

The development and execution of a Zoning Ordinance is based upon the division of the City into districts. Within each district, the use of land and buildings, and the bulk and location of buildings and structures in relation to the land, are substantially uniform. It is recognized, however, that there are specific uses which, because of their unique characteristics, cannot be properly classified in any particular district or districts without consideration, in each case, of the impact of those uses upon neighboring land and of the public need for the particular use at the particular location. Such uses may be either public or private and are of such an unusual

nature that their operation may give rise to unique problems with respect to their impact upon neighboring property or public facilities.

4.5.2 | INITIATION

Applications for conditional uses may be filed by an owner of any property in the City or Planning Region for that property or their authorized agent to use that land for one (1) or more of the conditional uses provided for in this Ordinance within the zoning district in which the land is situated.

4.5.3 | AUTHORITY AND EXECUTION

The Board of Zoning Appeals shall take formal action on conditional use requests. In the case of Planned Developments, the Planning Commission shall act as the Board of Zoning Appeals. See [Chapter 8](#) (Planned Development Districts) for conditional uses in Planned Developments.

4.5.4 | PROCEDURE

Applications for conditional uses shall be filed with the Planning Department in accordance with the requirements in [Chapter 3.2](#) (Application). Upon receiving a complete application, the Planning Department shall schedule the application for consideration by the Board of Zoning Appeals.

4.5.4.1 | ACTION BY THE BOARD OF ZONING APPEALS

- A. The Board of Zoning Appeals shall conduct a public hearing on a proposed conditional use in accordance with [Chapter 3.4](#) (Public Hearing) no more than sixty (60) days after receipt of a complete application. Notice for the public hearing shall be in accordance with [Chapter 3.3](#) (Public Notice). If, in the Board of Zoning Appeals' judgment, the application does not contain sufficient information to enable the Board of Zoning Appeals to properly discharge its responsibilities, the Board may request additional information from the applicant. In that event, the sixty (60) day period shall be suspended pending receipt of all requested information.
- B. The Board of Zoning Appeals shall, immediately following or within forty-five (45) days of the close of the public hearing, make the determination as to the granting of the conditional use.

4.5.4.2 | CONDITIONS ON CONDITIONAL USES

The Board of Zoning Appeals shall confirm that the applicant has shown that they will comply with any use-specific standards as referenced in the tables of permitted and conditional uses as contained in [Chapter 10.3](#) (Use-Specific Standards). The Board of Zoning Appeals may also impose additional conditions and restrictions upon the establishment, location, construction, maintenance, and operation of the conditional use as may be deemed necessary for the protection of the public interest.

4.5.5 | FINDINGS OF FACT

1. No conditional use shall be approved by the Board of Zoning Appeals unless it has made findings of fact, based upon the evidence presented at the public hearing, to support each of the following conclusions:
 - A. The conditional use is so designed, located, and proposed to be operated that the public health, safety and welfare will be protected.
 - B. The conditional use will not adversely affect other property in the area in which it is located.
 - C. The conditional use conforms to all applicable provisions of this Ordinance for the district in which it is to be located.
 - D. The conditional use in the specific location proposed is consistent with the spirit and intent of this Ordinance and the Land Use and Transportation Plan.
2. The Board of Zoning Appeals, in making findings of fact, may inquire into the following evidentiary issues, as well as any others it determines to be appropriate:
 - A. Whether property values in the immediate vicinity of the conditional use will be diminished or impaired.
 - B. Ingress and egress to the subject property and its proposed structures, with particular attention to automotive and pedestrian safety and convenience, traffic flow and control, including access by emergency vehicles.
 - C. Off-street parking and loading areas proposed for the conditional use, with particular attention to the location and adequacy of such facilities.

- D. The operational characteristics of the proposed conditional use and their effects on adjacent properties. Particular attention shall be given to the hours of operation, noise, glare, odor, refuse storage, and other relevant environmental factors.
- E. Utilities and storm drainage facilities as proposed, with reference to their location, availability, adequacy, and compatibility.
- F. Screening, landscaping, and buffering, with specific reference to the type proposed, the dimensions and character, and the effectiveness in shielding adjacent properties.
- G. Signs and proposed exterior lighting with reference to glare, traffic safety, and compatibility, and harmony with adjacent properties.
- H. The quantity and degree of deviation from the applicable requirements of the district in which the subject property is located, as balanced against the desirability of the conditional use.

4.5.6 | NO PRESUMPTION OF APPROVAL

The listing of a use as a conditional use within a zoning district does not constitute an assurance or presumption that such conditional use will be approved. Rather, each proposed conditional use shall be evaluated on an individual basis, in relation to all applicable standards of this Ordinance. Such evaluation will determine whether approval of the conditional use is appropriate at the particular location and in the particular manner proposed.

4.5.7 | APPEAL OF DENIAL

Any person aggrieved by a decision of the Board of Zoning Appeals on a conditional use may appeal by certiorari to a court of competent jurisdiction. The judgment and findings of the Board on all questions of fact that may be involved in any appeal, cause, hearing, or proceeding under this Chapter shall be final and subject to review only for illegality or want of jurisdiction.

4.6 PLANNED DEVELOPMENT

See [Chapter 8](#) (Planned Developments) of this Ordinance for planned development process and requirements.

4.7 SITE PLAN AND DESIGN REVIEW

4.7.1 | PURPOSE

The Site Plan and Design Review process is intended to promote orderly development and redevelopment in the City, and to assure that such development or redevelopment occurs in a manner that is harmonious with surrounding properties, is consistent with the Land Use and Transportation Plan, and promotes the general welfare of the City. This Chapter provides standards by which to determine and control the physical layout and design to achieve the:

1. Compatibility of land uses, buildings, and structures.
2. Protection and enhancement of community property values.
3. Efficient use of land.
4. Minimization of traffic and safety hazards and efficient parking layout.
5. Minimization of adverse impacts on the environment, including the incorporation of sustainable design and green architecture techniques.

4.7.2 | INITIATION

Applications for Site Plan and Design Review approval may be filed by an owner of any property in the City or Planning Region, or their authorized agent.

4.7.3 | AUTHORITY AND EXECUTION

1. Site Plan and Design Review approval is required for the following:
 - A. The construction of all new buildings and structures, principal and accessory, including additions, with the exception of single-family dwellings and their accessory buildings constructed in an approved subdivision (as opposed to a Horizontal Property Regime) and temporary structures as regulated by [Chapter 10.6](#) (Temporary Uses and Structures).
 - B. The occupancy of land (without a building or structure) for any activity except single-family dwellings and temporary uses as regulated by [Chapter 10.6](#) (Temporary Uses and Structures).
 - C. Construction or establishment of a parking lot or enlargement of an existing lot.

- D. Construction of a residential subdivision or multi-family development entry way.
- E. Any development utilizing a Horizontal Property Regime (HPR).
- 2. Design Review (but not Site Plan) approval to confirm compliance with [Chapter 12](#) (Building Design Standards) is required for the following, excluding single-family dwellings:
 - A. Any external modification where the estimated cost of the modifications and improvements exceeds twenty percent (20%) of the total appraised value of the structures to be improved, as set forth in the most current County tax records.
 - B. The following shall be subject to design review but for the proposed modification only:
 - 1. Changing the color of more than twenty-five percent (25%) of the exterior of the building.
 - 2. Adding or replacing awnings, except replacing with the same size, style and color.
 - 3. Modifying the roof, except replacing with the same roof type.
 - 4. Adding or changing any dormer, cupola, pergola, or other architectural feature.
 - C. Placing neon tubing and strings of LED and similar lighting on a site or building or within the windows or doors of a building if visible from outside the building.

Exception: Traditional holiday lighting displayed for not more than two (2) thirty-day (30-day) periods per calendar year, which periods may run consecutively.
 - D. Any other external modification which the Planning Department determines to possess design characteristics which merits review to achieve the purpose of this Ordinance. Reasons for the Planning Department's determination shall be clearly stated in writing. Appeals from the Department's determination shall be filed with the Planning Commission within fifteen (15) days thereof and resolved by the Planning Commission within forty-five (45) days of the filing of the appeal.

4.7.4 | PROCEDURE

Applications for Site Plan and Design Review shall be filed with the Planning Department in accordance with the requirements in [Chapter 3.2](#) (Application). Once it is determined that the application is complete, the application shall be forwarded to the Planning Commission, unless such application is eligible for Staff Level Site Plan and Design Review.

4.7.4.1 | APPLICATIONS FOR STAFF LEVEL SITE PLAN AND DESIGN REVIEW

4.7.4.1.A | APPLICATIONS ELIGIBLE FOR STAFF LEVEL SITE PLAN AND DESIGN REVIEW

The following activities require Site Plan and Design Review approval by the Planning Department only. The Planning Department has the authority to require that the Planning Commission review an application intended for Staff Level Site Plan review if the Planning Department determines such is appropriate because of the nature of the request.

1. New construction and modifications to existing ham radio antennas and equipment, subject to [Chapter 10.4.3](#) (Amateur HAM Radio Equipment).
2. Modifications to existing cell towers and antenna support structures.
3. Addition to an existing building or structure which measures up to twenty-five percent (25%) of the area of the existing building.
4. Addition of accessory building(s) measuring up to twenty-five percent (25%) of the area of the existing principal building(s) on the site. The addition of solar panel canopies is not eligible for Staff Level approval.
5. Construction or establishment of a new parking lot with not more than twenty-five (25) parking spaces.
6. The addition of up to twenty-five (25) parking spaces or less than twenty-five percent (25%) additional parking spaces to an existing parking lot, whichever is greater.
7. Any decrease in square footage for structures, parking or paved areas.
8. External modifications as stated in [Chapter 4.7.3.2.B](#), [4.7.3.2.C](#) and [4.7.3.2.D](#).
9. Residential subdivision or multi-family development entry way.

4.7.4.1.B | PROCEDURE FOR STAFF LEVEL SITE PLAN AND DESIGN REVIEW

1. A decision on a Staff Level Site Plan and Design Review application shall be rendered by the Planning Department within forty-five (45) days of receipt of a complete application submitted by the deadline specified in the Submittal Guide published annually by the Planning Department.
2. If, in the Planning Department's judgement, the Site Plan and Design Review application does not contain sufficient information to enable the Planning Department to properly discharge its responsibilities, the Planning Department may request additional information from the applicant. In that event, the forty-five (45) day period shall be suspended pending receipt of all requested information.
3. The Planning Department may approve, approve with conditions, or reject the Site Plan and Design Review application. Within fifteen (15) days of the decision, the Planning Department shall notify the applicant of the action taken. The Planning Department shall evaluate the Site Plan and Design Review application pursuant to the standards in Chapter 4.7.5 (Standards for Site Plan and Design Review).
4. If the Planning Department rejects a Site Plan and Design Review application, the applicant may resubmit the application to the Planning Commission, in accordance with the procedures in [Chapter 4.7.4.2](#) (Planning Commission Site Plan and Design Review) below.

4.7.4.2 | PLANNING COMMISSION SITE PLAN AND DESIGN REVIEW

4.7.4.2.A. | APPLICATIONS REQUIRING SITE PLAN AND DESIGN REVIEW BY PLANNING COMMISSION

All activities requiring Site Plan and Design Review, except those set forth in [Chapter 4.7.4.1.A](#) (Applications Eligible for Staff Level Site Plan and Design Review), shall be reviewed by the Planning Commission.

4.7.4.2.B | PROCEDURE FOR SITE PLAN AND DESIGN REVIEW BY PLANNING COMMISSION

1. A decision on a completed application for Site Plan and Design Review by the Planning Commission shall be rendered within sixty (60) days of the date the complete application is received by the Planning Department.

2. If, in the Planning Commission's judgment, the Site Plan and Design Review application does not contain sufficient information to enable the Commission to properly discharge its responsibilities, the Commission may request additional information from the applicant. In that event, the sixty (60) day period shall be suspended pending receipt of all requested information.
3. The Planning Commission shall approve, approve with conditions or deny the Site Plan within sixty (60) days. The vote on every decision of the Planning Commission, with respect to Site Plan and Design Review shall be included in the Commission's minutes. The Planning Commission shall evaluate the Site Plan and Design Review application pursuant to the applicable standards in [Chapter 4.7.5](#) (Standards for Site Plan and Design Review) below. Planning Commission approval or denial of a Site Plan shall be considered a final administrative decision.

4.7.5 | STANDARDS FOR SITE PLAN AND DESIGN REVIEW

Each Site Plan and Design Review application submitted for review shall include the following details: the location of principal and accessory structures, infrastructure, open space, landscaping, exterior lighting, traffic movement and flow, number of parking spaces, design of parking lots, and location of landscaping and screening and all other elements of the site and building as regulated by [Chapter 11](#) (Site Development Standards) and [12](#) (Building Design Standards) and as specified on the Site Plan and Design Review Checklist as prepared by the Planning Department.

In reviewing Site Plans, the relationship of the Site Plan to the following shall be considered:

1. Compatibility with the goals and objectives of the Land Use and Transportation Plan.
2. Conformity with this Ordinance, including in particular the following tables and sections:
 - A. [Table 4](#) (Residential Districts Lot and Building Bulk Standards) as contained in [Chapter 6.3](#) (Lot and Building Bulk Standards).
 - B. [Table 6](#) (Commercial Districts Lot and Building Bulk Standards) as contained in [Chapter 7.4](#) (Lot and Building Bulk Standards).
 - C. Any applicable use-specific standards as contained in [Chapter 10.3](#) (Use-Specific Standards).
 - D. [Chapter 11](#) (Site Development Standards) which includes standards for off-street parking and loading, outdoor lighting, landscaping, screening and tree preservation,

residential subdivision and multi-family development entry ways, walls and fencing, street and other required improvements, and utility service.

E. [Chapter 12](#) (Building Design Standards) which includes building design standards for residential, commercial and industrial buildings.

F. [Chapter 13](#) (Sign Standards).

3. Conformity with the Millersville Subdivision Regulations. In particular, if land is to be subdivided in conjunction with the proposed site development, the lot involved shall first be approved in accordance with the subdivision regulations. The lot as shown on the submitted Site Plan shall be identical to the lot as shown on the recorded subdivision plat in regard to size, dimensions, adjacent right-of-way, easements and all other matters. If additional right-of-way and/or easements must be dedicated as per [Chapter 11.7](#) (Street and Other Required Improvements), such will require the submittal, approval and recording of a revised subdivision plat unless other methods of dedication are approved by the Planning Department.
4. Degree of conformity with all other applicable City codes and regulations.

4.7.6 | AMENDMENTS TO APPROVED SITE PLAN REVIEWS

Any amendments to approved Site Plan and Design Review shall conform to requirements in [Chapter 4.7](#).

4.7.7 | MODIFICATIONS PROHIBITED

Building and site improvements, the design of which is regulated by this Ordinance or the Millersville Design Review manual shall not be modified except in conformance with this Chapter. The design of said improvements and all features thereof shall be maintained as originally approved.

4.7.8 | EXPIRATION AND EXTENSIONS

Site Plan and Design Review approval is valid for a period of two (2) years from the date of Planning Commission approval. The owner may apply for, and the Planning Commission may grant, a one-time only extension of up to one (1) year, subject to Planning Staff review and comments which may include any changes required to conform with the most current requirements.

4.8 ZONING AMENDMENT

4.8.1 | PURPOSE

The regulations imposed and the districts created by this Ordinance may be amended from time to time in accordance with this Chapter. This process for amending the Zoning Ordinance text or the [Zoning Map](#) is intended to permit modifications in response to changed conditions or changes in City policy. Amendments are not intended to relieve particular hardships or confer special privileges or rights upon any person or party.

4.8.2 | INITIATION

Applications for zoning amendments (text or map amendments) may be filed by the City or by an owner of any property that is in the City or Planning Region, or by their authorized agent.

4.8.3 | PROCEDURE

Applications shall be filed with the Planning Department, in accordance with the requirements of [Chapter 3.2](#) (Application). Upon receiving a complete application, the Planning Department shall schedule the application for consideration by the Planning Commission. Amendments initiated by the City also require an application but are exempt from fees. (See [Appendix A](#): Annexation, Rezoning/Preliminary Development Plan, Final Development Plan, Subdivision Review, Site Plan Process).

4.8.3.1 | ACTION BY THE PLANNING COMMISSION

4.8.3.1.A | ZONING MAP AMENDMENT

1. The Planning Commission shall conduct a public hearing on a proposed Zoning Map amendment, in accordance with [Chapter 3.4](#) (Public Hearing) no more than sixty (60) days after receipt of a complete application. Notice for the public hearing shall be in accordance with [Chapter 3.3](#) (Notice). If, in the Planning Commission's judgment, the application does not contain sufficient information to enable the Commission to properly discharge its responsibilities, the Commission may request additional information from the applicant. In that event, the sixty (60) day period shall be suspended pending receipt of all requested information.
2. For Zoning Map amendments, the Planning Commission shall make findings of fact, based upon the evidence presented at the public hearing, pursuant to each of the applicable standards in [Chapter 4.8.4](#) (Findings of Fact for Zoning Amendments) below.

3. Within forty-five (45) days of the close of the public hearing for Zoning Map amendments. The Planning Commission shall forward to the Millersville City Commission its recommendation, together with the Commission's findings of fact. The Commission recommendation may take the form of approval or denial. If the requested amendment is a text amendment, the recommendation shall include the Commission's proposed language.

4.8.3.1.B | ZONING TEXT AMENDMENT

1. Within forty-five (45) days of the close of the meeting for zoning text amendments, the Planning Commission shall forward to the Millersville City Commission its recommendation. The Planning Commission recommendation may take the form of approval or denial. The requested text amendment shall include the Planning Commission's proposed language.

4.8.3.2 | ACTION BY THE Millersville City Commission

- A. Within thirty (30) days of receipt of the Planning Commission's report and recommendation, the Millersville City Commission shall review and act upon the zoning text or Zoning Map amendment. The Millersville City Commission may take action in the form of approval or denial. In the case of zoning text amendments, the Millersville City Commission shall not be bound by the precise language of the Commission recommendations. The Millersville City Commission may also refer the application back to the Commission for further consideration.
- B. Amendments to both the zoning text and Zoning Map require the approval of the Millersville City Commission at two (2) separate readings by a simple majority vote. The Millersville City Commission shall conduct a public hearing prior to final approval.

4.8.4 | FINDINGS OF FACT FOR ZONING MAP AMENDMENT

1. The Planning Commission in its review and recommendation and the Millersville City Commission in its deliberations shall make specific findings with regard to the following grounds for a Zoning Map amendment:
 - A. The amendment is in agreement with the Land Use Plan.
 - B. There will be no significant adverse effect upon adjoining property owners, unless such effect can be justified by the overwhelming public good or welfare.

- C. Conditions affecting the area have changed to a sufficient extent to warrant an amendment to the area's Land Use Plan, if required, and subsequently, the Zoning Map.

Note: If rezoning is associated with Planned Development, refer to [Chapter 8.8.3.2.B](#).

4.9 ZONING PERMIT

4.9.1 | PURPOSE

The purpose of this Section is to verify that a proposed development activity conforms to this Ordinance and other related City codes and ordinances before building and other construction related activity occurs.

4.9.2 | APPLICABILITY

The requirements of this Section apply to the construction or placement of any building or structure, including residential, institutional, commercial, or otherwise. This section also applies to accessory buildings and structures.

4.9.3 | ZONING PERMIT REQUIRED

Before any building permit is issued by the Millersville Building Department, and before construction or placement commences even if a building permit is not required, written verification from the Planning Department shall be secured in the form of a Zoning Permit to confirm that the proposed activity (with the exception of interior residential renovations that do not involve the addition of a second (2nd) kitchen) conforms to this Ordinance.

4.9.4 | EXPIRATION OF ZONING PERMIT

Zoning Permits shall expire one (1) year after the date of issuance, unless construction has commenced.

4.10 USE AND OCCUPANCY PERMIT

4.10.1 | PURPOSE

The purpose of a Use and Occupancy Permit is to promote Ordinance compliance by establishing a procedure for the City to certify that the proposed Use and Occupancy of building

or land complies with all standards of the Ordinance. This is not the same as a “Certificate of Occupancy” issued by the Codes Department.

4.10.2 | APPLICABILITY

No new building or structure, other than one-family dwellings and their accessory structures, shall be occupied, nor shall any existing building or structure, other than one-family and townhome dwellings and their accessory structures, be re-occupied even by a new user for the prior use, nor shall any land be occupied for purposes regulated by this Ordinance unless the Planning Department has issued a Use and Occupancy Permit certifying that the proposed structure(s) or use(s) complies with all the provisions of this Ordinance.

4.10.3 | PROCEDURE

The Planning Department shall be responsible for issuing Use and Occupancy Permits. All applications for Major and Minor Use and Occupancy Permits shall be made to the Planning Department.

A Major Use and Occupancy Permit application shall be distributed accordingly to the appropriate departments by the Planning Department based on improvements and/or changes made to the location. The Planning Department shall be the final approval after all other appropriate departments have signed off in the Major Use and Occupancy Permit procedure.

A Major Use and Occupancy Permit will be required for the following circumstances:

1. Change in use from a previous use.
2. Occupancy of any new building, with exception of one-family dwellings. A final Site Plan review must be conducted and be found in full compliance.
3. Occupancy of any new detached accessory dwelling.
4. Occupancy of land.

Example: parking, semi-truck storage, Christmas tree lots, etc.

A Minor Use and Occupancy Permit application shall document the change in ownership and/or in business within the previously approved use. The Planning Department shall determine if the proposed use may be permitted at the proposed location.

A Minor Use and Occupancy Permit will be required for a change in ownership and/or change in business within the previously approved use.

Example: Apartment complex changing ownership, new restaurant in an existing restaurant location, etc.

Once the Major or Minor Use and Occupancy Permit has been approved and issued by the Planning Department, the applicant is able to proceed to the business license office to secure a business license.

4.10.4 | CERTIFICATION

Any application for Use and Occupancy Permit involving any development for which Site Plan and/or Design Review approval is required by the provisions of [Chapter 4.7](#) (Site Plan and Design Review), except staff approved projects, shall be accompanied by a completed final site certification prepared by a licensed engineer engaged in the practice of civil engineering and a licensed landscape architect, certifying the development is in substantial compliance with the plan approved by the Millersville Planning Commission.

To be included are all aspects of the development project to include, but not be limited to:

1. Location and dimensions of all buildings, parking areas, and other site features;
2. Location and sizes of all utilities and storm drainage facilities as established on the site; and
3. Location and material (to include plant names and height where specified) of all landscaping and site plantings.

4.10.5 | TEMPORARY USE AND OCCUPANCY PERMITS

A temporary Use and Occupancy may be issued prior to completion of all construction and prior to completion of all requirements of this Ordinance, and all other municipal requirements, provided the Planning Department, construction codes inspectors, fire marshal and utility district have inspected the premises and determined that the project is sufficiently complete to allow for occupancy of the premises and have authorized such occupancy in writing in a manner set forth by the Planning Department.

Reasonable terms may be imposed as a condition of allowing occupancy. For example:

1. A time limit shall be imposed for completion of the remaining improvements.

- A. The temporary use and occupancy permit shall expire upon expiration of the time limit, which will be set by the City based on the amount of time the City determines necessary and appropriate.
 - B. In the case of the time allowed to complete landscaping, sufficient time shall be given to avoid planting during dry, hot, or freezing weather.
 - C. The time limit shall not exceed six (6) months for a temporary Use and Occupancy Permit. Up to three (3), six (6) month extensions may be granted for temporary Use and Occupancy Permits.
2. A surety may be required to guarantee the completion of all remaining required improvements such as, but not limited to, landscaping, irrigation, final grading, and drainage.
- A. The surety shall be in the amount specified by the Planning Department and City Engineer.
 - B. The surety shall be in the form of a letter of credit as included in [Appendix B](#) (Letter of Credit). A cashiers' check or certified check will also be accepted and shall be deposited immediately into the City's bank account.
 - C. The Planning Director and City Engineer may agree to a reduction in the surety amount as portions of the work are completed. This surety shall be returned to the issuer upon the issuance of a permanent Use and Occupancy Permit.
 - D. Where surety has been posted, and required improvements have not been installed within the terms of the surety and temporary Use and Occupancy, then the Planning Director and/or Mayor may declare the surety to be in default and authorize the calling of the surety and the completion of the improvements under the supervision of the City departments.

4.10.6 | EXPIRATION OF USE AND OCCUPANCY PERMITS

Once the permanent Use and Occupancy Permit is issued, the business or entity has one (1) year from the date issued to occupy the approved location. If the business or entity fails to occupy the approved location within one (1) year, the permit is void and will require a new application for the Use and Occupancy Permit.

4.11 SIGN PERMIT

4.11.1 | APPLICABILITY

No sign, except those identified in [Chapter 13](#) (Signs) as being exempt or not requiring a permit, shall be erected, constructed, altered or relocated without first obtaining a sign permit. Application for the permit shall be in accordance with [Chapter 3.2](#) (Application).

4.11.2 | AUTHORITY

The Planning Department shall be responsible for determining compliance with this Ordinance. The Planning Department shall be responsible for issuing a sign permit.

4.11.3 | SIGN PERMIT ISSUANCE

Upon the filing of an application for a permit for erection, alteration or relocation of a sign, the Planning Department shall, within five (5) working days, determine whether the application is complete. If the application is not complete, the Planning Department shall notify the applicant of any deficiencies and shall take no steps to process the application until the deficiencies are remedied.

Once it is determined that the application is complete, the Planning Department shall:

1. Examine the plans and specifications and the premises upon which the proposed sign is to be erected, altered, or relocated.
2. Within ten (10) working days of receiving a complete and correct application, issue a permit if the sign complies with the requirements of this Ordinance and all other ordinances of the City. If the work authorized under a sign permit is not completed within six (6) months after the date of issuance, the permit becomes null and void.

4.11.4 | APPROVAL OF ELECTRIFIED SIGNS

The application for a sign permit for the erection of a sign in which electrical wiring and connections are to be used shall be submitted to the Planning Department. A permit will not be issued by the Planning Department until an Electrical Permit is presented to the Planning Department by the applicant.

4.11.5 | INSPECTION

The Planning Department may inspect, at such times as deemed appropriate, each sign or other advertising structure regulated by this Ordinance. The purpose of the inspection is to ascertain whether the structure is secure or insecure, whether in need of repair or removal, or not in

conformance with the permit application or otherwise in violation of the provisions of this Chapter.

4.11.6 | REVOCATION OF PERMIT

All rights and privileges acquired under the provisions of this Section are mere licenses revocable at any time by the Planning Department. Upon the termination or revocation of the sign permit, the applicant shall remove the sign or other advertising structure without cost or expense of any kind to the City. In the event of the failure, neglect, or refusal on the part of the applicant to do so, the City may proceed to remove the same and charge the expense to the applicant or property owner.

4.12 TREE REMOVAL PERMIT

4.12.1 | APPLICABILITY

No tree that is ten inches (10") DBH and larger and within a commercial or industrial zoning shall be removed without first obtaining a Tree Removal Permit. Application for the permit shall be in accordance with [Chapter 3.2](#) (Application). Trees identified for removal shall be replaced at half the DBH value of the removed tree. For example, an existing twenty inches (20") DBH tree would be replaced with new trees equaling ten (10) caliper inches.

Lots or parcels with an approved and current Site Plan are not required to obtain the tree removal permit, however, are required to maintain the site in accordance with the approved landscape plan as required in [Chapter 11.4.3.4](#) (Maintenance).

A Tree Removal Permit shall not be required for the removal of trees where:

1. There is the danger of a tree falling or damaging a structure.
2. A tree is a detriment to vehicular or pedestrian access as determined by the City Planning, Public Works, Codes, or Fire Department.
3. Damage will result to utilities or structures from tree roots.
4. Vehicular and sight distance will be affected.
5. Written verification from a qualified specialist that a tree is dead or dying.
6. Removal is required by the Public Works Department for Stormwater Management activities.

4.12.2 | AUTHORITY AND EXECUTION

The Planning Department shall be responsible for determining compliance with this Ordinance. The Planning Department shall be responsible for issuing tree removal permits.

4.12.3 | PERMIT ISSUANCE

An application for a tree removal permit shall be accompanied by a tree survey. The type of tree survey shall be one of the following:

1. A survey stamped by a licensed surveyor. The location, size, and species of trees to be removed shall be shown on the survey.
2. At the discretion of the Planning Department, in lieu of a tree survey in (1) above, a tree sample may be conducted, the results of which are reflected on a plan stamped by a licensed landscape architect. The sample size and quantity shall be as determined by Planning Department staff based on the size of the lot or parcel and the consistency of tree cover types across the lot or parcel, but at a minimum there shall be at least one (1) fifty foot (50') by fifty foot (50') sample area. The location(s) of sample areas shall be selected in consultation with the Planning Department. Within each sample area, tree sizes ten inches (10") DBH and larger shall be recorded. The average of the sample(s) shall then be applied on a square foot basis to the portion of the site under tree cover being removed.
3. If ten (10) or fewer trees are proposed to be removed, the survey may be a plan drawn based on a visual inspection of the site. Trees shall be plotted based on visual reference to property lines and other landmarks.

Trees identified for replacement shall be paid into the tree bank or planted on public property in accordance with [Chapter 11.4.12.6](#). As an alternative, the applicant may choose to provide a performance agreement guaranteeing that the trees will be replaced at such time that the site is developed (i.e. prior to a building permit being issued). This option is not available to any lot or parcel on which development has already occurred. The agreement shall be recorded with the Registered of Deeds.

Upon approval of the tree survey by Planning Department staff, payment into the tree bank, and/or recording of a performance agreement (if applicable), a tree removal permit may be issued.

4.12.4 | FAILURE TO OBTAIN TREE REMOVAL PERMIT

In the event trees are removed without first obtaining a tree removal permit, determination of the number of tree inches to be paid into the tree bank shall be made by the Planning Department staff based on available evidence of the type and size of tree cover that existed

prior to removal, including but not limited to: felled trees remaining on the site, existing trees remaining on the site or on adjacent sites, and/or the latest available aerial photos. Alternative methods for replacement of trees outlined in [Chapter 4.12.3](#) above will not be considered. If the available evidence is not sufficient to make a determination, then the assumed tree density shall be one hundred sixty inches (160”) per acre

4.13 VIOLATIONS

Violation of the provisions of this Ordinance or failure to comply with any of its requirements shall constitute a misdemeanor and shall be punished as provided by law. Each day such violation exists shall be deemed a separate offense.

Planning Department staff may remove, discard, or destroy temporary signs which are in violation of this Ordinance.

CHAPTER 90: SECTION 5 | ZONING DISTRICTS - GENERAL

5.1 | PURPOSE

5.2 | DISTRICTS

5.3 | ZONING MAP

5.4 | ANNEXED LAND

5.5 | PUBLICLY OWNED FACILITIES AND ESSENTIAL UTILITY EQUIPMENT

5.1 PURPOSE

The purpose of this Chapter is to outline the different zoning districts within this Zoning Ordinance and introduce the Official [Zoning Map](#).

5.2 DISTRICTS

In order to carry out the purpose and intent of this Ordinance, the City of Millersville shall be divided into the following zoning districts:

5.2.1 | RESIDENTIAL DISTRICTS

RR	Rural Residential
ER	Estate Residential
SR-1	Suburban Residential, Low Density
SR-2	Suburban Residential, Medium Density
THR	Townhome Residential
	RESERVED
MXR	Mixed Residential
	RESERVED
MFR	Multi-Family Residential

5.2.2 | COMMERCIAL DISTRICTS

NC	Neighborhood Commercial
O	Office
	RESERVED
MXC	Mixed Commercial
GC	General Commercial
HC	Heavy Commercial

5.2.3 | INDUSTRIAL DISTRICTS

I	Industrial
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5.2.4 | SPECIAL PURPOSE DISTRICTS

PD	Planned Developments
H	Historic and Landmarks

5.3 ZONING MAP

5.3.1 | LOCATION OF DISTRICTS

The location and boundaries of the zoning districts established by this Ordinance are set forth in the Official [Zoning Map](#), as periodically amended. The Official Zoning Map is incorporated into, and made an integral part of, this Ordinance.

It is the intent of this Ordinance that the entire area of the City, including all land and water areas, be included in the zoning districts established by this Ordinance. Any land lying within the City, but not shown on the Official Zoning Map as being included within a district, shall be classified as Suburban Residential, low density (SR-1).

5.3.2 | INTERPRETATION OF BOUNDARY LINES

5.3.2.1 | RIGHT-OF-WAY LINES

Where zoning district boundary lines coincide with streets, alleys, highways, easements, or right-of-way lines of railroads, or expressways, the boundary line shall be construed to be the centerline of the right-of-way.

5.3.2.2 | PROPERTY LINES

Where zoning district boundary lines do not coincide with a recorded property line, the property line shall be construed to be the boundary line of the district.

5.3.2.3 | SCALED LINES

Where the district boundary lines do not coincide with a right-of-way line or recorded property line, the district boundary shall be determined by measuring such boundary line(s) by using the map scale as provided on the Official [Zoning Map](#).

5.3.2.4 | CLARIFICATION OF BOUNDARY LINES

The Planning Department shall decide all interpretations of zoning district boundary lines, where the application of [Chapter 5.3.2.1 through 5.3.2.3](#) (Interpretation of Boundary Lines) above leave doubt as to the boundary between zoning districts.

5.4 ANNEXED LAND

Any territory annexed into the City shall automatically, upon annexation, be classified as the City zoning district which most closely resembles its county zoning classification until the territory is zoned.

NOTE: It is the practice of the City to establish the zoning of annexed property simultaneously with annexation. In such case, approved said zoning classification shall apply.

5.5 PUBLICLY OWNED FACILITIES AND ESSENTIAL UTILITY EQUIPMENT

1. Public Buildings, structures, and facilities owned and maintained by the City and public utility districts shall be permitted in any zoning district subject to Tennessee Code 13-4-104. Furthermore, essential privately-owned utility transmission equipment, such as electric transmission lines, natural gas lines, trunk sewer lines, and similar structures, shall likewise be permitted, subject to all applicable state statutes and City ordinances and regulations.
2. Privately-owned utility buildings and structures, indicated as a permitted or conditional use under the regulations of the applicable zoning district, shall not be permitted except in compliance with the provisions of this Ordinance.
3. The regulation of public buildings, structures, and facilities, and essential privately-owned utility transmission equipment are subject to the limitations of Tennessee Code Annotated, Section 13-4-104.

CHAPTER 90: SECTION 6 | RESIDENTIAL DISTRICTS

6.1 | RESIDENTIAL DISTRICTS PURPOSE

6.2 | PERMITTED AND CONDITIONAL USES

6.3 | LOT AND BUILDING BULK REGULATIONS

6.4 | GENERAL STANDARDS OF APPLICABILITY

6.1 RESIDENTIAL DISTRICTS PURPOSE

6.1.1 | RURAL RESIDENTIAL

The Rural Residential District (RR) coincides with the “Rural Living” character area in Chapter 3 of the Millersville Land Use Plan and is intended to accommodate very low density detached residential development, conservations abundant open space, and a high degree of separation between buildings, except in the case of conservation subdivisions. While principal use of the land is detached single-family homes and agricultural uses, complimentary institutional uses,

parks, and open space are also appropriate. Additionally, this zone may serve as a temporary holding zone until infrastructure, services, and utilities may support a more dense residential zoning classification.

6.1.2 | **ER** ESTATE RESIDENTIAL

The Estate Residential District (ER) coincides with the “Rural Living” and “Suburban Living” character areas in Chapter 3 of the Millersville Land Use Plan and is intended to accommodate low density, large lot residential subdivisions and conservative subdivisions. While the principal use of the land is detached single-family homes, complimentary institutional uses, parks, and open space are also appropriate. Additionally, this zone may serve as a temporary holding zone until Infrastructure, services, and utilities may support a more dense residential zoning classification.

6.1.3 | **SR-1** SUBURBAN RESIDENTIAL

The Suburban Residential Low-Density District (SR-1) coincides with the “Suburban Living” character areas in Chapter 3 of the Millersville Land Use Plan and is intended to accommodate primarily low density detached residential development along with complimentary institutional uses that would not be detrimental to the residential character of the district. These areas are characterized by primarily detached residential subdivisions which are traditionally auto dependent and separated from other uses to protect the residential nature.

6.1.4 | **SR-2** SUBURBAN RESIDENTIAL

The Suburban Residential Medium Density District (SR-2) coincides with the “Suburban Living” character areas in Chapter 3 of the Millersville Land Use Plan and is intended to accommodate primarily medium density detached and attached residential development along with complementary institutional uses that would not be detrimental to the residential character of the district. These areas are characterized by developments that are either entirely detached residential or a combination of detached residential and attached residential designed in such a manner to blend in with the surrounding developments.

6.1.5 | **THR** TOWNHOME RESIDENTIAL

The Townhome Residential District (THR) coincides with the “Suburban Living”, “Mixed-Use Neighborhood”, and “Regional Activity Center” character areas in Chapter 3 of the Millersville Land Use Plan and is intended to accommodate medium to high density attached Townhomes and Villa residential development along with complimentary institutional uses that would not be detrimental to the residential character of the district. This district can serve as a

transitional district between SR-1 and SR-2 districts and more intensive use districts. This district is permitted only with a Planned Development overlay Plan as per Chapter 8 (Planned Development Districts).

6.1.6 | **WR** RESERVED

RESERVED

6.1.7 | **MXR** MIXED RESIDENTIAL

The Mixed Residential District (MXR) coincides with the “Mixed-Use Neighborhood” character area in Chapter 3 of the Millersville Land Use Plan and is intended to accommodate developments that are master planned to include a variety of residential dwelling types along with commercial uses that serve the neighborhood. Complimentary institutional uses are also allowed. The uses in these districts should be integrated in such a way that all types of uses work together to create a cohesive development. This district is permitted only with a Planned Development overlay Plan as per [Chapter 8](#) (Planned Development Districts).

6.1.8 | **OTR** RESERVED

RESERVED

6.1.9 | **MFR** MULTI-FAMILY RESIDENTIAL

The Multi-Family Residential District (MFR) coincides with the “Suburban Living and Regional Activity Center” character area in Chapter 3 of the Millersville Land Use Plan and is intended to accommodate high density attached and multi-family residential development along with complimentary institutional uses that would not be detrimental to the residential character of the district. This district can serve as a transitional district between SR-1 and SR-2 districts and more intensive use districts.

6.2 PERMITTED AND CONDITIONAL USES

Table 3: Residential Districts: Permitted and Conditional Uses lists permitted and conditional uses for the residential districts. A “P” indicates that a use is permitted within that district. A “C” indicates that a use is a conditional use in that district and must obtain a conditional use permit as required in [Chapter 4.5](#) (Conditional Use). No letter (i.e., a blank space), or the

absence of the use from the table, indicates that use is not permitted within that district. See [Chapter 7.3](#) (Interpretation of Unlisted Uses) for uses that are not specifically listed in [Table 3](#).

TABLE 3: RESIDENTIAL DISTRICTS: PERMITTED AND CONDITIONAL USES

TABLE 3 RESIDENTIAL DISTRICTS PERMITTED AND CONDITIONAL USES									
USE TYPES "P" = PERMITTED // "C" = CONDITIONAL	RR	ER	SR-1	SR-2	THR ²	MXR ^{2,3}	MFR	MXC ^{2,3}	USE STANDARDS
RESIDENTIAL USES									
Accessory Dwelling (Detached)	C ¹¹	C ¹¹	C ¹¹			C ¹¹			10.4.2.3
Assisted Living Facility			C	C		P	P	P	10.3.1
Bed and Breakfast	C ⁷	C ⁷	C ⁷	C ⁷		C ⁷	P	P	
Community Residence, Large (More than 8 persons)							P		10.3.2
Community Residence, Small (8 persons or less)	C ⁷	C	C	C		C	P		10.3.2
Dwelling Manufactured	P	C							
Dwelling, Multi-Family						p ⁵	P	p ⁵	
Dwelling, Single-Family	P	P	P	P	p ⁵	P	P	P	
Dwelling, Townhome			p ⁵	p ⁵	p ⁵	p ⁵	P	p ⁵	10.3.5
Home for the Aged			C	C		C	P		10.3.1
Independent Living Facility			C	C		P	P	C	10.3.1
Nursing Home						P	C	P	
GOVERNMENT & EDUCATIONAL USES									
Educational Facility, Primary/Secondary	C	C	C	C		P	P	P	
Educational Facility, College/University						C	C	C	
Educational Facility, Vocational School						C	C	P	
Government Facility & Offices	P	P	P	P		P	P	P	
Public Safety Facility	P	P	P	P		P	P	P	
Public Works Facility & Utility	P	P	P	P		P	P	P	
RELIGIOUS USES									
Place of Worship	C	C	C	C		P	P	P	10.3.6
ENTERTAINMENT USES									
Art Gallery						P		P	
Community Garden	P	P	C	C		P	C	P	
Firing Range, Indoor								C	
Firing Range, Outdoor	C	C							
Golf Course	P	P	P	P		P	P		
Health/Fitness Center						P		P	
Indoor Entertainment Facility						C		P	10.3.5
Indoor Recreation Facility						C		P	10.3.5
Live Entertainment						P			
Outdoor Entertainment Facility								C	10.3.5
Outdoor Recreation Facility						C		C	
Race Tracks									
Social Club or Lodge	C	C	C	C		C	C	P	10.3.13
OFFICE USES									
Call Center						p ⁸		P	
Office						p ⁸		P	
RETAIL USES									
Brewery Tap Room and Retail Sales									
Motor Vehicle Dealership								p ⁹	
Retail Goods Establishment						p ⁸		P	

TABLE 3 RESIDENTIAL DISTRICTS PERMITTED AND CONDITIONAL USES									
USE TYPES	RR	ER	SR-1	SR-2	THR ²	MXR ^{2,3}	MFR	MXC ^{2,3}	USE STANDARDS
"P" = PERMITTED // "C" = CONDITIONAL									
SERVICE USES									
Animal Hospital						C		P	
Banquet Hall								P	
Car Wash								C	
Caterer						P		P	
Day Care Center, Adult or Child			C	C		C	P	P	10.3.3
Day Care Home, Adult or Child	C	C	C	C		C	P	C	10.3.4
Equipment Repair								C	
Financial Institution						P		P	
General Business Services						p ^B		P	
Hospital								C	
Hotel / Motel								P	
Kennel									
Medical / Dental Clinic						p ^B		P	
Medical / Dental Laboratory								P	
Medical Rehabilitation Facility, Residential						P		P	
Meeting / Event Center						C		P	
Motor Vehicle Rental Establishment								C	
Motor Vehicle Service Station / Fuel Center						C		C	
Motor Vehicle Service & Repair, Major									
Motor Vehicle Service & Repair, Minor								C	
Parking Lot (Principal Use)								P	
Parking Structure (Principal Use)								P	
Payday / Title Loan Agency									
Personal Services Establishment						p ^B		P	
Printing Shop									
Research and Development Facility								P	
Restaurant, Full Service & Carry Out						C		P	
Restaurant, Quick Service								C	
Utility, Private						P		P	
HEAVY RETAIL & SERVICE USES									
Contractor Office & Storage Yard									
Food Service Contractor									
Heavy Retail, Rental, & Service Establishment								C	
Machine Shop									
Motor Vehicle Operations Facility								C	
Reupholstery / Custom Home Textiles									
Self-Service Storage Facility									
Welding Shop									
INDUSTRIAL USES									
Concrete or Asphalt Plant									
Manufacturing, Heavy									

TABLE 3 RESIDENTIAL DISTRICTS PERMITTED AND CONDITIONAL USES									
USE TYPES "P" = PERMITTED // "C" = CONDITIONAL	RR	ER	SR-1	SR-2	THR ²	MXR ^{2,3}	MFR	MXC ^{2,3}	USE STANDARDS
INDUSTRIAL USES									
Manufacturing, Light									
Sign Manufacturing / Fabricating									
Trucking Company / Terminal									
Warehouse / Distribution									
OTHER USES									
Adult-Oriented Establishment									
Cemetery & Mausoleum	C	C	C	C			C		
Data Center									
Farm	P	P							
High Impact Facilities									
Media Production Facility, Major								P	
Mining & Quarrying	C	C							
Plant Nursery	C	C							
Radio & Television Towers & Transmission Facilities	C	C							10.3.12
Recycling Drop-Off Center									
Riding Stables	C	C							
Solar Farms, Wind Turbine Farm & Similar ¹⁰	C								
Vacation Rental									
Wireless Telecommunications Tower	C	C	C	C			C		10.3.14

NOTES:

1. The terms in this column ("Use") are defined in [Chapter 16](#) (Definitions).
2. Rezoning to this district shall require a Planned Development overlay plan-as per Chapter 8.
3. See also [Table 5](#), Commercial Districts: Permitted and Conditional Uses.
4. Only permitted above ground floor.
5. Permitted only in Planned Developments. See [Chapter 10.3.5](#) for Use Standards including restriction on maximum number/percent.
6. Ten (10) acres minimum lot size. However, a farm as defined by state law, is exempt from the terms of this Ordinance.
7. Maximum of five (5) bedrooms.
8. The gross building area used for this use may not exceed 5,000 square feet.
9. New car dealerships only (with accessory used car sales and service).
10. See also [10.4.22](#) (Solar Panels) for solar panels allowed as an accessory use.
11. Accessory Dwelling (Attached) limited to lots greater than 30,000 square feet in size with a Conditional Use Permit. Lots smaller than 30,000 square feet shall not allow Accessory Dwelling (Detached).

6.3 LOT AND BUILDING BULK STANDARDS

[Table 4](#) (Lot and Building Bulk Standards Residential Districts) establishes minimum lot area and width, maximum lot coverage, maximum building height, and minimum yards/building setback for the residential districts. Horizontal Property Regimes (HPR) shall also comply with all of these standards. Each HPR dwelling unit with such Regime shall be provided with sufficient

open space around each unit to provide the area, width, lot coverage, and yard specified in Table 4. These regulations apply to the base districts only. See [Chapter 8, Table 9](#) for lot and building bulk standards in a residential planned development overlay district. The minimum lot size and width applicable to the re-subdivision of existing platted subdivision lots shall conform to the Millersville Subdivision Regulations, Section 3-102.4 (Lot Re-Subdivision Compatibility). See [Chapter 10.5](#) (Permitted Encroachments and Height Exceptions) for allowed encroachments into the yards required by [Table 4](#).

Variances to the Lot and Building Bulk Standards specified by this section may be granted. See [Chapter 4.4](#) (Variances) for procedure and criteria.

TABLE 4: RESIDENTIAL DISTRICTS: LOT AND BUILDING BULK STANDARDS

TABLE 4 RESIDENTIAL DISTRICTS LOT AND BUILDING BULK STANDARDS						
(See Table 9 for Residential Planned Development Bulk Standards)						
BULK REGULATIONS ⁹	RR	ER	SR-1	SR-2	RESERVED	MFR
Min. Lot Area/ D.U. (sq ft) ¹	3 acres 130,680 sqft	1 acre 43,560 sqft	12,500	10,000		SF: 5,000 TH, MF: 2,400 ¹
Min. Lot Width (ft) ⁵	100	90	75	60		SF: 50 TH, MF: 20
Max. Lot Coverage	15%	20%	25%	30%		40%
Max. Building Height (ft)	35	35	35	35		45
Min. Front Yard (ft) ⁵	50	40	30	25		SF: 20 ² TH, MF: 10
Min. Side Street Yard (ft)	40	35	20	20		20
Min. Side Yard (ft)	25	20	10	8		SF: 6 TH, MF: 8 ⁴
Min. Rear Yard (ft)	40	35	20 ⁷	20 ⁷		20 ^{7,8}

SF – Single-Family, TH – Townhome, MF – Multi-Family, D.U. – Dwelling Unit

NOTES:

1. The maximum density shall be fifteen (15) units per acre.

2. Ten (10) feet with rear alley with no driveway in the front.
3. In the OT-R district, buildings have a build-to line requirement as opposed to a minimum setback. The front and side street build-to line is a minimum of fifteen (15) feet and a maximum of thirty-five (35) feet. At least forty percent (40%) of the front façade must meet this requirement. This Note is overridden by Note 5.
4. A side yard of at least 8 feet in width is required on each end of a group of townhomes and multi-family dwellings. Zero (0) foot side yard is required on the interior sides of each townhome and multi-family dwelling (shared wall).
5. The minimum front yard depth for proposed new buildings and additions to existing buildings on both sides, and within one hundred (100) feet, shall be the average of the two adjacent buildings provided; however, the required front yard shall not exceed double the otherwise required minimum depth. When Note 3 applies, note 5 shall override.
6. The minimum lot size and width applicable to the re-subdivision of existing platted subdivision lots shall conform to the Millersville Subdivision Regulations, Section 3-102.4 (Lot Subdivision Compatibility).
7. REMOVED.
8. With alley loaded garages (attached or detached) shall be a minimum of five (5) feet from the alley. If it is more than five (5) feet from the alley and the garage opens directly onto the alley (as opposed to side-loaded) then it shall be at least twenty (20) feet so that a car parked in the driveway will not block alley.
9. Horizontal Property Regime (HPR) shall observe all setback, lot widths, and standards listed in this chart and [Chapter 10.2.2](#).

6.4 GENERAL STANDARDS OF APPLICABILITY

6.4.1 | SUPPLEMENTAL STANDARDS

See [Chapter 10](#) (Supplemental Standards) for standards governing use of land and buildings; specific uses, accessory uses, buildings and structures, encroachments, and temporary uses and structures.

6.4.2 | SITE DEVELOPMENT STANDARDS

See [Chapter 11](#) (Site Development Standards) for standards governing off-street parking and loading, outdoor lighting, landscaping, screening and tree preservations, residential subdivision and multi-family development entry ways, walls and fencing, utility service, and street and other required improvements.

6.4.3 | BUILDING DESIGN STANDARDS

See [Chapter 12](#) (Building Design Standards).

6.4.4 | SIGNS

See [Chapter 13](#) (Sign Standards) for standards governing signs.

6.4.5 | LANDSCAPE STANDARDS

Street trees shall be provided within Residential Subdivision of ten (10) lots or more. A minimum of one (1) canopy tree shall be provided for each lot. Tree spacing shall generally be equal to the minimum lot width for the residential zone. Trees shall be located a minimum of six feet (6') behind the street sidewalk. Trees shall comply with the tree standards found in Chapters [AD.2](#), [AD. 3](#), and [AD.4](#).

CHAPTER 90: SECTION 7 | COMMERCIAL DISTRICTS

7.1 | COMMERCIAL DISTRICTS PURPOSE

7.2 | PERMITTED AND CONDITIONAL USES

- 7.3 | INTERPRETATION OF UNLISTED USES
- 7.4 | LOT AND BUILDING BULK REGULATIONS
- 7.5 | GENERAL STANDARDS OF APPLICABILITY

7.1 COMMERCIAL DISTRICTS PURPOSE

7.1.1 | NEIGHBORHOOD COMMERCIAL

The Neighborhood Commercial District (NC) coincides with the “Suburban Center” and “Mixed-Use Neighborhood” character areas in Chapter 3 of the Millersville Land Use Plan and is intended to accommodate the recurring household needs and personal service requirements of nearby residential areas. This includes convenience retail and service establishments. These districts would typically be located at major intersections and would be well screened from neighboring homes and would conform architecturally to those homes.

7.1.2 | OFFICE

The Office Commercial District (O) coincides with portions of the “Employment Center, Suburban Center, and Regional Activity Center” character area in Chapter 3 of the Millersville Land Use Plan and is intended to accommodate low intensity uses that provide daytime jobs and employment including professional offices, general business services, office parks, hospital, and medical clinics. Uses that support and serve these uses are also encouraged to locate in these districts.

7.1.3 | RESERVED

RESERVED

7.1.4 | MIXED COMMERCIAL

The Mixed Commercial District (MXC) coincides with the “Regional Activity Center and Suburban Center” character area in Chapter 3 of the Millersville Land Use Plan and is intended to accommodate a wide variety of uses including retail and office, as well as residential. This district is intended to accommodate large scale developments that are generally located near major transportation corridors and draw people from outside the city for shopping and employment. This district is permitted only with a Planned Development overlay Plan as per [Chapter 8](#) (Planned Development Districts).

7.1.5 | GENERAL COMMERCIAL

The General Commercial District (GC) coincides with the “Suburban Center” character area in Chapter 3 of the Millersville Land Use Plan and is intended to accommodate professional office uses, retail uses, restaurants, hotels, and other general commercial uses. Complimentary institutional uses are also allowed.

7.1.6 | HEAVY COMMERCIAL

The Heavy Commercial District (HC) coincides with the “Suburban Center” and portions of the “Employment Center” character area in Chapter 3 of the Millersville Land Use Plan and is intended to provide appropriate locations for specialized general commercial uses, including contractor storage yards and a variety of business services, which are oriented toward supporting other retail goods and personal service establishments, and not necessarily focused upon the shopping public. Areas within this district should have direct access to major streets and be generally situated in locations removed or buffered from residential uses.

7.1.7 | INDUSTRIAL

The Industrial District (I) coincides with portions of the “Employment Center” character area in Chapter 3 of the Millersville Land Use Plan and is intended to accommodate light manufacturing, warehouse, and distribution.

7.1.8 | MIXED RESIDENTIAL

The Mixed Residential District (MXR) coincides with the “Mixed-Use Neighborhood” character area in Chapter 3 of the Millersville Land Use Plan and is intended to accommodate developments that are master planned to include a variety of residential dwelling types along with commercial uses that serve the neighborhood. Complimentary institutional uses are also allowed. The uses in these districts should be integrated in such a way that all types of uses work together to create a cohesive development. This district is permitted only with a Planned Development overlay as per [Chapter 8](#) (Planned Development Districts).

7.2 PERMITTED AND CONDITIONAL USES

Table 5: Commercial Districts: Permitted and Conditional Uses lists permitted and conditional uses for the commercial districts. A “P” indicates that a use is permitted within that district. A “C” indicates that a use is a conditional use in that district and must obtain conditional use approval as required in [Chapter 4.5](#) (Conditional Use). No letter (i.e. a blank space), or the absence of the use from the table, indicates that use is not permitted within that district. For unlisted uses, see [Chapter 7.3](#) (Interpretation of Unlisted Uses).

TABLE 5: COMMERCIAL DISTRICTS: PERMITTED AND CONDITIONAL USES

TABLE 5 COMMERCIAL DISTRICTS PERMITTED AND CONDITIONAL USES								
USE TYPES "P" = PERMITTED // "C" = CONDITIONAL	MXR ²	NC	O	MXC ²	GC	HC	I	USE STANDARDS
RESIDENTIAL USES								
Assisted Living Facility	P	C	C	P	P			10.3.1
Bed and Breakfast	C ⁷			P				
Community Residence, Large (More than 8 persons)								
Community Residence, Small (8 or less persons)	C							
Dwelling, Manufactured								
Dwelling, Multi-Family	P ²			P				
Dwelling, Single-Family	P			P				
Dwelling, Townhome	P ²			P ²				10.3.5
Home for the Aged								
Independent Living Facility	P	P	P	P	P			10.3.1
Nursing Home	P	P	P	P	P			
GOVERNMENT & EDUCATIONAL FACILITIES								
Educational Facility, Primary /Secondary	P		C	P	C			
Educational Facility, College / University	C		P	P	P			
Educational Facility, Vocational School	C		P	P	C	P	C	
Government Facility & Offices	P	P	P	P	P	P	P	
Public Safety Facility	P	P	P	P	P	P	P	
Public Works Facility & Utility	P	P	P	P	P	P	P	
RELIGIOUS USES								
Place of Worship	P	C	C	P	P	P	C	10.3.6
ENTERTAINMENT USES								
Art Gallery	P	P		P	P			
Community Garden	P			P				
Cultural Facility	P	P		P	P			
Fire Range, Indoor				C	C	P	C	
Fire Range, Outdoor								
Golf Course	P							
Health / Fitness Center	P	P	P	P	P			
Indoor Entertainment Facility	C	C		P	P			10.3.5
Indoor Recreation Facility	C	C		P	P	C	C	10.3.5
Live Entertainment				P	C			
Outdoor Entertainment Facility				C	C			10.3.5
Outdoor Recreation Facility	C	C		C	P			
Race Tracks							C	
Recreational Training School	P	P	C	P	P	C	C	
Social Club or Lodge	C	C	C	P	P			10.3.13

TABLE 5 COMMERCIAL DISTRICTS PERMITTED AND CONDITIONAL USES							
USE TYPES	MXR ²	NC	O	MXC ²	GC	HC	—
"P" = PERMITTED // "C" = CONDITIONAL							USE STANDARDS
OFFICE USES							
Call Center	P ⁴	P ⁴	P	P	P	P	
Office	P ⁴	P ⁴	P	P	P		
RETAIL USES							
Brewery Tap Room and Retail Sales ¹⁵					P	P	P
Motor Vehicle Dealership				P ⁵	P ⁵	P ⁶	
Retail Goods Establishment	P ⁴	P ⁴	P ⁷	P	P		
SERVICE USES							
Animal Hospital	P	C		P	P	P	
Banquet Hall			P	P	P		
Campground						C	
Car Wash		C		C	P	P	
Currency Exchange							
Caterer	P	P		P	P	P	
Day Care Center, Adult or Child	P	P	P	P	P		10.3.3
Day Care Home, Adult or Child	C			C			
Equipment Repair		C		C		P	
Financial Institution	P	P	P	P	P		
Funeral Home	P	C		P	C		
General Business Services	P ⁴	P ⁴	P	P	P	P	
Hospital			C	C	P	C	
Hotel / Motel			P	P	P		
Kennel					P	P	10.3.6
Medical / Dental Clinic	P ⁴	P ⁴	P	P	P		
Medical / Dental Laboratory			C	P	P	P	P
Medical Rehabilitation Facility, Residential	P	P	P	P	P		
Meeting / Event Center	C		P	P	P		
Motor Vehicle Rental Establishment				C		P	
Motor Vehicle Service Station / Fuel Center	C	C		C	P	P	10.3.7
Motor Vehicle Service & Repair, Major						P	10.3.10
Motor Vehicle Service & Repair, Minor				C	C	P	10.3.10
Parking Lot (Principal Use)			P	P	C	P	P
Parking Structure (Principal Use)			P	P	C	P	P
Payday / Title Loan Agency						C	P
Personal Services Establishment	P ⁴	P ⁴	P	P	P		
Printing Shop			P ⁷		P ⁸	P ⁹	P
Research and Development Facility			P	P	P	P	P
Restaurant, Full Service & Carry Out	C	P ¹³	P ^{7,13}	P	P		
Restaurant, Quick Service				C	P		
Tattoo Parlors						C	P
Utility, Private	P	P	P	P	C	P	P

TABLE 5 COMMERCIAL DISTRICTS PERMITTED AND CONDITIONAL USES							
USE TYPES	MXR ²	NC	O	MXC ²	GC	HC	USE STANDARDS
"P" = PERMITTED // "C" = CONDITIONAL							
HEAVY RETAIL & SERVICE USES							
Contractor Office & Storage Yard						P	P
Food Service Contractor					C ⁴	P	P
Heavy Retail, Rental & Service Establishment				C	C	P	
Machine Shop						P	P
Motor Vehicle Operations Facility				C		P	10.3.9
Reupholstery / Custom Home Textiles					P ⁴	P	
Self-Service Storage Facility						C	P
Welding Shop						P	P
INDUSTRIAL USES							
Concrete or Asphalt Plant						C	C
Manufacturing, Heavy							C
Manufacturing, Light						P ⁸	P
Sign Manufacturing / Fabricating						P	P
Trucking Company / Terminal						P	P
Warehouse / Distribution						P ^{9,12}	P ¹²
OTHER USES							
Adult-Oriented Establishment						C	10.3.11
Cemetery & Mausoleum							
Data Center			C			P	P
Farm							
High Impact Facilities						C	C
Media Production Facility, Major						P	P
Mining & Quarrying							
Plant Nursery							
Radio & Television Towers & Transmission Facilities						C	P 10.3.12
Recycling Drop-Off Center						P	P 10.3.15
Riding Stable							
Solar Farm, Wind Turbine Farm, Simular ¹⁴						C	C
Vacation Rental					P		
Wireless Telecommunications Tower						C	P 10.3.14

NOTES:

1. The terms in this column ("Use") are defined in [Chapter 16](#) (Definitions).
2. Rezoning to this district requires a Planned Development overlay plan as per [Chapter 8](#).
3. Dwellings are only permitted above commercial and other permitted non-residential uses.
4. The gross building area used for this use may not exceed 5,000 square feet.
5. New car dealerships only (with accessory used car sales and service).
6. New stand-alone used car lots are excluded from the definition of motor vehicle dealership. Existing used car lots may continue to operate provided there is not a change in business and/or property ownership.
7. Retail, Printing, and Restaurant (except drive-through) uses are permitted within the O district within office buildings and in separate buildings within office parks provided the total area of such uses does not exceed 15% of the total constructed and occupied area within the office building or park.

8. The gross building area used for this use may not exceed 10,000 square feet, except that the Board of Zoning Appeals may grant a conditional use permit to allow up to 25,000 square feet.
9. The gross building area used for this use may not exceed 35,000 square feet.
10. Outside material storage shall be in accordance with [Chapter 10.4.14](#). Heavy equipment such as back hoes, bulldozers, dump trucks, trailers, graders, scrapers, and the like shall be screened from view from all streets by landscaping and/or fencing. See [Chapter 11.4](#).
11. Not exceeding 1 acre.
12. The storage and warehousing of chemicals, petroleum products, explosives, and other hazardous materials in quantities such that Millersville's Building Code classifies said storage and warehousing as "hazardous" shall only be allowed with the approval of a Conditional Use Permit.
13. No beer or alcohol sales or consumption. Closed between 9 PM and 6 AM.
14. See also [Chapter 10.4.22](#) (Solar Panels) for solar panels allowed as an accessory use.
15. See Ordinance 2014-20 for restrictions.

7.3 INTERPRETATION OF UNLISTED USES

7.3.1 | PROCEDURE FOR APPROVING UNLISTED USES

Where a particular use is not specifically listed in a Use Table, the Planning Director may permit the use upon a finding that the standards of [Chapter 7.3.2](#) (Standards for Approving Unlisted Uses) are met. The Planning Director shall give due consideration to the purpose and intent statements in this Ordinance concerning the base zoning district involved, the character of the uses specifically identified, and the character of the use in question.

7.3.2 | STANDARDS FOR APPROVING UNLISTED USES

The Planning Director is authorized to declare an unlisted use as a permitted or conditional use if the Planning Director determines that the unlisted use has an impact that is similar in nature, function, and duration to the other uses allowed in a specific zoning district. To make this determination, the Planning Director shall assess all relevant characteristics of the proposed use, including but not limited to the following:

1. The volume and type of sales, retail, wholesale, etc.;
2. The size and type of items sold and nature of inventory on the premises;
3. Any processing done on the premises, including assembly, manufacturing, warehousing, shipping, and distribution;
4. Any dangerous, hazardous, toxic, or explosive materials used in the processing;

5. The nature and location of storage and outdoor display of merchandise, whether enclosed, open, inside or outside the principal building, predominant types of items stored (such as business vehicles, work-in process, inventory, merchandise, construction materials, scrap and junk, and raw materials, including liquids and powders);
6. The type, size, and nature of buildings and structures;
7. The number and density of employees and customers per unit area of site in relation to business hours and employment shifts;
8. Transportation requirements, including the modal split for people and freight, by volume type and characteristic of traffic generation to and from the site;
9. Trip purposes and whether trip purposes can be shared by the other uses on the site;
10. Parking requirements, turnover and generation, ratio of the number of spaces required per unit area or activity, and the potential for shared parking with other uses;
11. The amount and nature of any nuisances generated on the premises, including but not limited to noise, smoke, odor, glare, vibration, radiation, and fumes;
12. Any special public utility requirements for serving the proposed use, including but not limited to water supply, wastewater output, pre-treatment of wastes and emissions required or recommended, and any significant power structures and communications towers or facilities; and
13. The impact on adjacent lands created by the proposed uses, which should not be greater than that of other uses in the zoning district.

7.3.3 | EFFECTS OF FINDING BY PLANNING DEPARTMENT

In making the determination described in [Chapter 7.3.1](#) (Procedure for Approving Unlisted Uses), the Planning Director shall report the determination to the Planning Commission within sixty (60) days for ratification or rejection, and if it is determined the particular use is likely to be common or to recur frequently, or that omission of specific inclusion and reference in the Use Table is like to lead to public uncertainty and confusion, the Planning Commission shall, within one (1) year, proceed to amend [Table 3](#) and/or [5](#) accordingly. Until ratification or rejection by the Planning Commission, the interpretation of the Planning Director shall be binding, and permits may be issued, and shall remain valid even if the action by the Planning Department is reversed. Aggrieved parties may apply for a Zoning Amendment in accordance with [Chapter 4.8](#) (Zoning Amendment).

7.4 LOT AND BUILDING BULK STANDARDS

7.4.1 | LOT AND BUILDING BULK STANDARDS

Table 6 (Lot and Building Bulk Standards Commercial Districts) establishes minimum lot area, maximum building height, maximum lot coverage, minimum pervious areas, and minimum yards/building setback standards for the commercial and industrial districts. Horizontal Property Regimes (HPR) shall also comply with all of these standards. Each HPR unit with such Regime shall be provided with sufficient open space around each unit to provide the area, width, lot coverage, and yard specified in [Table 5](#). These standards apply to the base districts only. See [Chapter 8, Table 10](#) for lot and building bulk standards in a commercial planned development overlay district. See [Chapter 10.5](#) (Permitted Encroachments and Height Exceptions) for allowed yard encroachments and height exceptions.

Variances may be granted to the Lot and Building Standards specified by this section. See [Chapter 4.4](#) (Variances) for procedures and criteria.

TABLE 6: COMMERCIAL DISTRICTS: LOT AND BUILDING BULK STANDARDS

TABLE 6 COMMERCIAL DISTRICTS LOT AND BUILDING BULK STANDARDS						
(See Table 10 for Commercial Planned Development Bulk Standards)						
BULK REGULATIONS ⁷	NC	O	RESERVED	GC	HC	—
Min. Lot Area (sq ft)	5,000	5,000		10,000	10,000	10,000
Max. Lot Coverage	30%	35%		50%	50%	50%
Max. Building Height (ft)	25	45 ³		45 ³	45 ³	45 ³
Min. Pervious	30%	25%		20%	15%	15%
Min. Front Yard (ft)	30	30		30	30	30
Min. Side Street Yard (ft)	30	30		30	30	30
Min. Side Yard (ft)	0 ^{5,6}	0 ^{5,6}		0 ^{5,6}	0 ^{5,6}	0 ^{5,6}
Min. Rear Yard (ft)	20 ⁶	20 ⁶		20 ⁶	20 ⁶	30 ⁶

NOTES:

1. Development Plan required for MXC and MXR.
2. This table does not apply to residential uses allowed in this zone “above commercial uses”. Refer to [Chapter 6, Table 4](#).
3. Where bordering a residential district, the restriction of the residential district shall apply.
4. See [Chapter 12.3.7.4](#) and [Table 16](#) (Building Placement, Height, and Massing).
5. Must conform to City’s Building Code and Fire Code.
6. Where non-residential is bordering a residential zone or area, provide buffer/screen as specified by [Chapter 11.4.10](#) (Buffer Yards).
7. Horizontal Property Regime (HPR) shall observe all setback, lot widths, and standards listed in this chart and [Chapter 10.2.2](#).
8. The maximum density for vacation rental is fifteen (15) units per acre.

7.4.2 | SPECIAL HEIGHT STANDARDS

Along any residential district boundary adjoining any commercial district which permits greater height, no building with the commercial district shall project through imaginary planes leaning inward from district boundaries at an angle representing an increase of one-half (1/2) foot in height for each foot of horizontal distance perpendicular to the boundary.

7.5 GENERAL STANDARDS OF APPLICABILITY

7.5.1 | SUPPLEMENTAL STANDARDS

See [Chapter 10](#) (Supplemental Standards) for standards governing use of land and buildings, specific uses, accessory uses, buildings and structures, encroachments (setback and height), and temporary uses and structures.

7.5.2 | SITE DEVELOPMENT STANDARDS

See [Chapter 11](#) (Site Development Standards) for standards governing off-street parking and loading, outdoor lighting, landscaping, screening and tree preservation, residential subdivision and multi-family development entry ways, walls and fencing, utility service, and street and other required improvements.

7.5.3 | BUILDING DESIGN STANDARDS

See [Chapter 12](#) (Building Design Standards) for standards governing building design.

7.5.4 | SIGNS

See [Chapter 13](#) (Signs) for standards governing signs.

CHAPTER 90: SECTION 8 | PLANNING DEVELOPMENT DISTRICTS

- 8.1 | PURPOSE
- 8.2 | INITIATION
- 8.3 | AUTHORIZATION
- 8.4 | GENERAL STANDARDS FOR PLANNED DEVELOPMENTS
- 8.5 | EXCEPTIONS FROM DISTRICT STANDARDS
- 8.6 | RESIDENTIAL PLANNED DEVELOPMENTS
- 8.7 | COMMERCIAL PLANNED DEVELOPMENTS
- 8.8 | PROCEDURE
- 8.9 | CHANGES TO PLANNED DEVELOPMENTS
- 8.10 | REVOCATION
- 8.11 | CONDITIONS AND GUARANTEES
- 8.12 | ISSUANCE OF PERMITS
- 8.13 | ENFORCEMENT OF PLANNED DEVELOPMENT

8.1 PURPOSE

The purpose of these planned development regulations is to:

1. Encourage flexibility in the development of land and in the design of structures.
2. Encourage planned diversification in the location of structures.
3. Encourage a creative approach to the use of land that results in better development and design than might otherwise be accomplished under the strict application of other Chapters in this Ordinance.
4. Provide for the efficient use of land to facilitate a more effective arrangement of land uses, buildings, circulation systems, and utilities.
5. Provide for more useable and suitably located open space and recreation areas than might not otherwise be provided under the application of other Chapters of this Ordinance.
6. Encourage the construction of appropriate aesthetic amenities which will enhance the character of the site.
7. Guarantee quality construction commensurate with other developments within the community, and compatible with the character of the surrounding area and adjoining properties.

8. Facilitate the implementation of the Land Use Plan.
9. Provide for the development of unique land areas and sites that would not be possible under the strict application of the other Chapters of this Ordinance.
10. Encourage quality construction and design through an efficient application procedure which is sensitive to the need for expeditious development review.

8.2 INITIATION

Applications for planned developments may be filled in accordance with [Chapter 3.2](#) (Application) and the provisions of [Chapter 8.3](#) (Authorization).

8.3 AUTHORIZATION

A planned development may be authorized in all zoning districts. A planned development shall be granted in accordance with the procedures and standards of this Chapter. The Ordinance granting or amending the planned development may depart from the normal procedures, standards, and other requirements of this Ordinance to the extent, and only to the extent, set forth herein.

8.4 GENERAL STANDARDS FOR PLANNED DEVELOPMENTS

1. The site of the planned development shall be under common ownership and/or unified control. If there are two (2) or more owners, the application for the planned development shall be jointly filed by all such owners.
2. The Ordinance authorizing the planned development may grant exceptions to lot and building bulk regulations as may be desirable to achieve the objectives of the proposed planned development, provided that such exceptions are fully consistent with and authorized by [Chapter 8.5](#) (Exceptions from District Standards).
3. Planned developments shall be compatible with the purpose and intent of this Ordinance and the City's Land Use and Transportation Plan. A planned development shall not, in the opinion of the City, substantially diminish the market value of surrounding properties, and it shall cause no substantial impairment of the use of those properties.

4. Planned developments shall not adversely affect the natural environment of the community as a whole. Natural assets and features, such as existing trees, rock outcroppings, and native vegetation, shall be protected and preserved to the greatest extent practical.
5. The site shall be accessible to public streets that are adequate to carry the traffic that will be generated by the proposed development. The applicant shall be responsible for the cost and installation of additional traffic controls and regulating devices that are required. A traffic study may be required by the City Engineer.
6. All proposed streets, alleys, and driveways shall be adequate to serve the residents, occupants, visitors, or other anticipated traffic. Access points to public streets, and the location of private streets, alleys, and driveways shall be subject to the approval of the Planning Commission.
7. The pedestrian circulation system and its related walkways shall be located to provide for separation of pedestrian and vehicular movement and for maximum pedestrian safety.
8. All planned developments shall provide for underground installation of utilities, including electricity, cable, and telephone. Provisions shall be made for acceptable design and construction of storm sewer facilities and appropriate storm retention and maintenance of all utilities, roadways, parking facilities, and other site improvements shall be in accordance with the requirements of this Ordinance and other regulations of the City.
9. Planned Developments shall provide a specific phasing plan for all amenities (*for example when a neighborhood pool or walking trail is to be constructed*).

8.5 EXCEPTIONS FROM DISTRICT STANDARDS

1. Within Planning Developments, the Planning Commission may recommend, and the Millersville City Commission may grant, exceptions to the district lot and building bulk standards as contained in [Chapter 6](#) (Residential Districts) and [7](#) (Commercial Districts) provided the exceptions conform to [Chapters 8.6](#) (Residential Planned Developments) and [8.7](#) (Commercial Planned Developments). The planned development is subject to the underlying district regulations unless such exception is granted. Such exceptions from district regulations may be granted for planned developments if the Millersville City Commission finds that allowing such exceptions:
 1. Enhances the overall merit of the planned development.
 2. Promotes the objectives of both the City and the development.

3. Enhances the quality of the design of the structures and the site.
 4. Will not cause such an adverse impact on neighboring properties so as to outweigh the benefits of the development.
 5. Is compatible with the land use policies of the City's Land Use Plan.
 6. Provides a public benefit to the City, as described in [Chapter 8.5.3](#) below.
2. The planned development may allow all uses allowed in the underlying district. However, the City may determine that the uses should be further restricted by not allowing certain uses which are otherwise allowed in the underlying district and which would not be compatible with the intended character of the planned development.
 3. The underlying zoning district requirements shall apply, unless an exception is granted as allowed by [Chapter 8.5.1](#) as part of the approved planned development. Said exceptions may be granted where it is determined that such modifications shall not negatively affect the value and enjoyment of surrounding property, the provision of municipal services, or the flow of traffic. To be granted such exceptions, the planned development applicant must demonstrate superior design and enhanced amenities. In no case shall an exception to district regulations within a planned development be granted unless the applicant demonstrates a substantial benefit to the City. Design characteristics and amenities to be considered in this determination shall include, but are not limited to the following:
 1. Landscaping, buffering, or screening within or around the perimeter of the planned development that is in addition to the minimum required by this Ordinance.
 2. The provision of additional landscaping and screening of parking lots and structures in addition to the minimum required by this Ordinance.
 3. Reduced use of impervious surface materials, including use of semi-pervious material such as grass-crete.
 4. Design characteristics including, but not limited to, mixed use development circulation systems that utilize alleys or traffic-calming techniques, and pedestrian-oriented environment.
 5. Use of sustainable design and green architecture such as: green roofs and other energy efficient design concepts, water conservation, environmental sensitivity, new building technologies, Leadership in Energy and Environmental Design (LEED) techniques, and xeriscaping (water conservation landscaping).

6. Community amenities including plazas, malls, formal gardens, places to congregate, outdoor seating, public art, and pedestrian and transit facilities.
 7. Preservation of environmental features such as wetlands, conservation areas, hillsides, streams, or other unique features.
 8. Preservation of historic or other culturally significant features.
 9. Recreational amenities such as:
 - A. Swimming Pools
 - B. Outdoor rooms, arbors, gazebos, seating areas, and other hardscape
 - C. Clubhouse with meeting and fitness facilities
 - D. Jogging trails and fitness courses
 - E. Playgrounds and dog parks
 - F. Lakes and natural water features
 - G. Retention ponds and detention areas which are accessible to occupants or the public via nature trails, boardwalks, and/or perimeter walkways, but only if they are designed as natural water features and are landscaped with native vegetation.
 10. Additional public infrastructure improvements in addition to the minimum required by this Ordinance, such as ornamental streetlights, street name signs, stop signs, and mailboxes.
 11. Provision of sign standards which exceed the minimum required by this Ordinance.
 12. Provision of a Design Guide with design standards which exceed the minimum required by this Ordinance. For residential planned developments, the developer is required to provide elevations of the homes which are to be built.
 13. Restrictive covenants which prohibit, limit, or provide standards for utility buildings, fences, and similar structures.
4. Common open space (pervious area) should be provided as follows for Planned Developments:

TABLE 7: PLANNED DEVELOPMENT: COMMON OPEN SPACE

TABLE 7 PLANNED DEVELOPMENT COMMON OPEN SPACE	
ZONING DISTRICT	PERCENTAGE
RR-PD	40%
ER-PD	35%
SR-1-PD	25%
SR-2-PD	20%
THR-PD	30%
RESERVED	0%
RESERVED	0%
Residential part of MXR-PD	20%
Residential part of MXC-PD	20%
MFR-PD	35%

The above amounts are expressed in terms of minimum percentage of the gross acreage of land within each development. The Planning Commission may agree to a lesser amount proportionate to lesser density and/or greater design characteristics and amenities as listed above.

Floodway, steep slopes (over 20%) easements for major utilities, detention/retention ponds, areas with outcropping of rock, and other similar unusable areas shall not count for more than twenty-five percent (25%) of the above amounts of open space. Only common open space that is readily accessible by all residents and users of the development should be counted toward the percentage requirement.

Open space is also beneficial to commercial planned developments. Such space could be passive or improved with amenities such as landscaping, sitting areas, fountains, walking paths, dog parks, plazas, and court yards.

5. For Single-Family, Townhome, and Multi-Family Dwelling maximum restricted allowances for Planned Development:
 - A. Single-Family, Townhome, and Multi-Family dwellings may be approved to be located in Planned Developments. Of any proposed residential units, the unit shall be restricted based on the following percentages:

TABLE 8: PLANNED DEVELOPMENT: DWELLING MAXIMUM RESTRICTED ALLOWANCES

TABLE 8 PLANNED DEVELOPMENT DWELLING MAXIMUM RESTRICTED ALLOWANCES			
ZONE DISTRICTS	SF ¹	TH ¹	MF ¹
SR-1-PD	100%	25%	0%
SR-2-PD	100%	30%	0%
THR-PD	25%	100%	0%
RESERVED	0%	0%	0%
MXR-PD	100%	25%	25%
RESERVED	0%	0%	0%
MFR-PD	100%	100%	100%
MXC-PD ²	Note 2	Note 2	Note 2

SF – Single-Family, TH – Townhome, MF – Multi-Family

NOTES:

1. These restricted allowances do not apply to the base zones where single-family, townhome, and multi-family dwellings are allowed. These restricted allowances are not guaranteed allotments of a specific dwelling type, but rather a guide to consider with a well-planned development application.
 2. The mix of allowable percentage of dwelling units by type is dependent on overall quality of mixed development of commercial and/or office uses. It is expected that such a mixed-use development within OTC or MXC zones have an appropriate amount of commercial and/or office building square footage to be a valid high-quality mixed-use development.
- B. Any unused allowance for multi-family dwellings within a Planned Development may be utilized for townhomes within the same Planned Development.
 - C. See [Chapter 11](#) (Site Development Standards) and [Chapter 12](#) (Building Design Standards).
 - D. Single-Family, Townhome, and Multi-Family developments shall comply with the applicable Lot and Building Bulk Standards Table ([Table 9](#) or [10](#)).
6. All storm water detention and retention areas shall be constructed and maintained in accordance with [Chapter 11.4.4.12](#) (Detention and Retention Ponds).
 7. Common open space, as shown on the approved Final Planned Development Plan, shall be shown as common open space on all subdivision plats and site plans required by this Ordinance and other laws and in accordance with the Phasing Plan (See [Chapter 8.8.4.1.G](#)) approved by the City.

For example, if the Development Plan for a residential development includes open space with a gazebo in Phase 3, said open space and gazebo shall be shown on the Phase 3 plat. Adequate surety shall be provided prior to recording the Phase 3 plat to cover the cost of the gazebo.

Adequate provision shall be made for the establishment of an association such as a homeowners association, property owners association, business owners association, community association, or other legal entity with direct responsibility to, and control by, the property owners involved to provide for the ownership, operation, and maintenance of all common open space and amenities, including any private streets and sidewalks. The applicant shall submit a legal instrument, such as a declaration of covenants and restrictions, establishing provisions for the use and permanent maintenance of the common areas and amenities and demonstrating that the association is self-perpetuating and adequately funded to accomplish its purposes. The provisions of this instrument shall include, but not be limited to, the following:

- A. The association must be established and operational before any property is sold.
- B. Membership must be mandatory for each property owner and must run with the land so that any successive purchaser will automatically become a member.
- C. The restrictions covering the use, etc. of the common areas must be permanent, not just for a period of years.
- D. The association must be responsible for liability insurance, taxes, and the maintenance of the common areas and amenities.
- E. Property owners must pay their pro rata share of the cost assessed by the association and said assessment can become a lien on the property for failure to pay.
- F. The association must be able to adjust the assessment of fees to meet changing needs.

In the event that the association, or any successor, shall at any time fail to maintain the common areas and amenities in reasonable order and condition in accordance with the Development Plan, the Planning Department may serve written notice upon such association and/or the owners and hold a public hearing. After thirty (30) days when deficiencies or maintenance are not corrected, the Planning Department shall call upon any public or private agency to maintain the common areas and amenities for a period of one year. When the Planning Department determines that the association is not prepared to maintain the common

areas and amenities, such agency shall continue maintenance for yearly periods. The cost of such maintenance shall be assessed proportionately against the properties within the development. Said cost shall become a lien on said properties.

8.6 RESIDENTIAL PLANNED DEVELOPMENTS

8.6.1 | MINIMUM SIZE

The minimum size of a residential planned development shall be three (3) acres.

8.6.2 | PERMITTED USES

Permitted Uses shall adhere to the applicable base zone of the planning development listed in [Table 3](#) (Residential Districts: Permitted and Conditional Uses). Uses which are listed as Conditional Uses in [Table 3](#) may, at the discretion of the City, be allowed as Permitted Uses. No use shall be allowed unless allowed as a Permitted or Conditional Use in the base zone of the planned development as listed in [Table 3](#). Uses listed in [Table 3](#) which are not compatible with the proposed planned development should not be allowed. Accessory and Temporary Uses shall be allowed under the same terms and conditions of the base district unless specifically stated to the contrary on the Development Plan.

8.6.3 | LOT AND BUILDING BULK STANDARDS

Table 9 (Residential Planned Developments Lot and Building Bulk Standards) establishes minimum lot area, width, and yards and maximum lot coverage, density and building height for residential planned developments.

Maximum density, as shown on Table 9, shall not be exceeded under any terms even if lots must be larger than the minimum allowed by Table 9. Likewise, lots shall not be smaller than specified by Table 9 even if the maximum density as specified in Table 9 may not be achieved. Horizontal Property Regimes (HPR) shall also comply with all of these standards. Each HPR dwelling unit with such Regime shall be provided with sufficient open space around each unit to provide the area, width, lot coverage, and yard specified in Table 9.

Greater standards than specified in Table 9 may be imposed and specified on the Development Plan.

Unless otherwise specified on the Development Plan, the yard encroachments and height exceptions as stated in [Chapter 10.5](#) (Permitted Encroachments and Height Exceptions) shall be allowed.

8.6.4 | BUILDING DESIGN STANDARDS

See [Chapter 12.2](#) (Residential Building Design Standards).

TABLE 9: RESIDENTIAL PLANNED DEVELOPMENT: LOT AND BUILDING BULK STANDARDS

TABLE 9 RESIDENTIAL PLANNED DEVELOPMENTS LOT AND BUILDING BULK STANDARDS										
BULK REGULATIONS ¹¹	RR	ER	SR-1	SR-2	THR	MXR ¹	MFR	MXC ¹
Max. Density (units/ac ²)	0.500	1.3	3	4	8		4		15	15
Min. Lot Area ³ (sq ft)	12,500	10,000	SF: 7,500 TH:2,400	SF: 6,500 TH:2,400	SF: 4,000 TH:2,600		SF: 6,500 TH,MF: 2,400		SF: 4,000 TH,MF: 2,400	SF: 4,000 TH,MF: 2,400
Min. Lot Width ³ (ft)	75	60	SF: 60 TH:24	SF: 55 TH:24	SF: 40 TH:26		SF: 55 TH,MF:24		SF: 40 TH,MF:20	SF: 40 TH,MF:20
Max. Lot Coverage	25%	30%	SF: 30% TH: 65%	SF: 35% TH: 70%	SF: 50% TH: 75%		SF: 50% TH: 75% MF:40%		SF: 50% TH: 75% MF:40%	SF: 50% TH: 75% MF:40%
Max. Building Height (ft)	35	35	35	35	35		35		45	45
Min. Front Yard ^{3,4} (ft)	30	25	SF: 20 TH: 20 ⁵	SF: 20 TH: 20 ⁵	SF: 20 TH: 20 ⁵		SF: 20 TH: 20 ⁵ MF:20 ⁵		SF: 20 TH: 20 ⁵ MF:20 ⁵	SF: 20 TH: 20 ⁵ MF:20 ⁵
Min. Side Street ³ (ft)	20	20	SF: 20 TH: 10	SF: 20 TH: 10	SF: 20 TH: 10		SF: 12 TH: 10 MF: 10		SF: 20 TH: 10 MF: 10	SF: 12 TH: 10 MF: 10
Min. Side Yard ³ (ft)	10	8	SF: 7 TH: 7 ⁷	SF: 6 TH: 6 ⁷	SF: 6 TH: 6 ⁷		SF: 6 TH: 6 ⁷ MF: 8 ⁷		SF: 6 TH: 6 ⁷ MF: 8 ⁷	SF: 6 TH: 6 ⁷ MF: 8 ⁷
Min. Rear Yard ³ (ft)	25	20	20 ^{8,9}	20 ^{8,9}	20 ⁸		20 ^{8,9}		20 ⁸	20 ⁸
Min. Common Open Space ¹⁰	40%	35%	25%	20%	30%		20%		35%	20%

SF – Single-Family, TH – Townhome, MF – Multi-Family

NOTES:

1. This table does not apply to commercial and other non-residential uses which are allowed within this mixed residential/commercial zone. See [Table 10](#).
2. Total acreage within the subdivision or development, including right-of-way, common open space, etc., divided by the Maximum Density shown on this line yields the number of dwelling units allowed.
3. The bulk regulations shown on this line apply to residential dwellings. The bulk regulations for all other permitted and conditional uses, i.e., church, school, etc., are twice the amount specified on this line for SF.
4. Garages shall be at least twenty (20) feet from the sidewalk. If no sidewalk, then garages must be at least twenty-three (23) feet from edge of street.
5. Ten (10) feet with rear alleys and no driveways in the front.
6. In the OT-R district, buildings have a build-to requirement as opposed to a minimum setback. The front and side street build-to line is a minimum of fifteen (15) feet and a maximum of thirty-five (35) feet. At least forty percent (40%) of the front façade must meet this requirement. Additionally, a front porch is permitted to

encroach up to six (6) feet into the required front yard. Such porch shall be limited to eight (8) feet in width and a single story in height.

7. A side yard of at least the dimension given in this Table is required on each end of a group of attached townhomes and multi-family dwellings. Zero (0) feet is required on the interior sides of each townhome and multi-family dwelling (shared wall).
8. Homes with alley-loaded garages (attached or detached): the garage shall be a minimum of five (5) feet from the alley. If it is more than five (5) feet from the alley and opens directly to the alley (as opposed to side-loaded), it shall be at least twenty (20) feet so that a car does not overhang into the alley and has adequate turning radius.
9. Removed.
10. Expressed in terms of minimum percentage of the gross acreage of land within each development, See [Chapter 8.5.4](#) (Common Open Space).
11. Horizontal Property Regime (HPR) shall observe all setback, lot widths, and standards listed in this table and [Chapter 10.2.2](#).

8.7 COMMERCIAL PLANNED DEVELOPMENT

8.7.1 | MINIMUM SIZE

The minimum size of a commercial planned development is two (2) acres.

8.7.2 | PERMITTED USES

Permitted Uses shall adhere to the applicable base zone of the planned development as listed in [Table 5](#) (Commercial Districts: Permitted and Conditional Uses). Uses which are listed as Conditional Uses in [Table 5](#) may, at the discretion of the City, be allowed as Permitted Uses. No use shall be allowed unless allowed as a Permitted or Conditional Use in the base zone of the Planned Development as listed in [Table 5](#). Uses listed in [Table 5](#) which are not compatible with the proposed Planned Development should not be allowed. Accessory and Temporary Uses shall be allowed under the same terms and conditions of the base district unless specifically stated to the contrary on the Development Plan.

8.7.3 | LOT AND BUILDING BULK STANDARDS

Table 10 (Commercial Planned Developments: Lot and Building Bulk Standards) establishes minimum lot pervious and yard areas, maximum building height, and floor-area ratio for commercial and industrial planned developments. Greater standards may be imposed and specified on the Development Plan in order to conform to the Land Use Plan and other similar plans and to be consistent with the neighborhood. Horizontal Property Regime (HPR) shall also comply with all of these standards. Each HPR unit with such Regime shall be provided with sufficient open space around each unit to provide the area, width, lot coverage, and yard

specified in Table 10. Unless otherwise specified on the Development Plan, the yard encroachments and height exceptions authorized by [Chapter 10.5](#) (Permitted Encroachments and Height Exceptions) shall be allowed.

TABLE 10: COMMERCIAL PLANNED DEVELOPMENTS: LOT AND BUILDING BULK STANDARDS

TABLE 10 COMMERCIAL PLANNED DEVELOPMENTS LOT AND BUILDING BULK STANDARDS								
BULK REGULATIONS ⁸	MXR ^{1,2}	NC	O	RESERVED	MXC ^{1,2}	GC	HC	I
Min. Lot Area (sq ft)	3,000	3,000	3,000		3,500	5,000	7,500	7,500
Max. Floor to Area Ratio	0.50	0.50	1.50		1.00	1.00	0.50	0.50
Max. Building Height (ft)	35	25	75 ⁴		75 ⁴	75 ⁴	45 ⁴	45 ⁴
Min. Pervious Area	30%	30%	25%		25%	25%	20%	20%
Min. Front Yard (ft)	20	20	20		20	20	30	30
Min. Side Street (ft)	20	20	20		20	20	30	30
Min. Side Yard (ft)	10 ^{6,7}	10 ^{6,7}	10 ^{6,7}		10 ^{6,7}	10 ^{6,7}	10 ^{6,7}	10 ^{6,7}
Min. Rear Yard (ft)	20 ⁷	20 ⁷	20 ⁷		20 ⁷	20 ⁷	20 ⁷	30 ⁷

NOTES:

1. This table does not apply to residential uses which are allowed in this mixed commercial/residential zone. See [Table 9](#).
2. Planned Development Plan required.
3. This table does not apply to residential uses allowed in this zone “above commercial uses”. Refer to [Chapter 8](#), [Table 9](#).
4. Where bordering a district with greater restrictions, see [Chapter 7.4.2](#), Special Height Standards.
5. See [Chapter 12.3.7.4](#) (Building Placement, Height, and Massing)
6. Zero with party wall conforming to the City’s Building Code.
7. Where non-residential is bordering a residential zone or area, provide buffer/screen as specified by [Chapter 11.4.10](#) (Buffer Yards).
8. Horizontal Property Regime (HPR) shall observe all setback, lot widths, and standards listed in this table and [Chapter 10.2.2](#).

8.7.4 | MARKET ANALYSIS

The Planning Commission or Millersville City Commission may require a market analysis for any proposed commercial planned development. The analysis will be utilized, among other things, to determine the impact of the proposed development on the long-term development of commercial land use in the Millersville area, to determine the timing of any proposed development, to ascertain the effects of a proposed development upon lands used or zoned for commercial purposes, to form a basis for evaluating the estimate effects on traffic, and other purposes which assist in an understanding of the public interest pertinent in the evaluation of a proposed development. The market analysis, if required, shall be provided by the developer and the developer shall provide any other economic data or analysis as may be reasonably requested by the Planning Commission or Millersville City Commission.

8.7.5 | SITE DEVELOPMENT STANDARDS

See [Chapter 11](#) (Site Development Standards) for standards pertaining to parking and loading, lighting, landscaping, screening, and tree preservation.

8.7.6 | BUILDING DESIGN STANDARDS

See [Chapter 12.3](#) (Commercial Building Design Standards).

8.7.7 | SIGN STANDARDS

See [Chapter 13](#) (Sign Standards).

8.8 PLANNED DEVELOPMENT APPROVAL PROCEDURE

Approval of a planned development may be a four-step process: (1) pre-application consultation; (2) concept plan (optional); (3) approval of a Preliminary Development Plan; and (4) approval of a Final Development Plan (see [Chapter 8.8.5](#) for Comprehensive Development Plan (Preliminary/Final Development Plan Combination Option)). No plats shall be recorded and no building permit shall be issued until a Final Development Plan has been approved. (See [Appendix A](#) for Annexation, Rezoning/Preliminary Development Plan, Final Development Plan, Subdivision Review, and Site Plan Review Process).

8.8.1 | PRE-APPLICATION CONSULTATION

Prior to the filing of an application for a planned development, the applicant shall consult with the City staff regarding the proposed development. At the pre-application meeting the

applicant shall provide information regarding the location of the proposed planned development, the proposed uses, proposed public and private improvements, a list of any known exceptions to this Ordinance or other regulations of the City, and any other information necessary to clearly explain the planned development. The purpose of such pre-application presentation and conference is to assist the applicant in determining:

1. Whether the proposed planned development appears to be in general compliance with the provisions of this Ordinance and other regulations.
2. Whether any proposed zoning exceptions are within the limits authorized by [Chapter 8.5](#) (Exceptions from Districts Standards).
3. Whether the proposed planned development will be in conformity with the Land Use and Transportation Plan, and the goals and policies of the City for development. The pre-application conference does not require formal application, fee, or filing of a planned development.

8.8.2 | PLANNED DEVELOPMENT CONCEPT PLAN (OPTIONAL)

1. Before submitting a formal application for a planned development, the applicant may present a concept plan to the Planning Commission. The purpose of this submission is to obtain information and guidance prior to entering into binding commitments or incurring substantial expense. There shall be no formal vote on this concept plan. At minimum, such a concept presentation shall consist of the following:
 - A. A map or maps in general form containing the proposed land uses, the natural features of the development site, the character and approximate location of all roadways and access drives proposed within the planned development, the location of all adjacent public streets, thoroughfares and public utilities, and schematic drawings showing the size, character, and location of buildings on the site.
 - B. A written statement containing a general explanation of the planned development, including a statement of the present ownership of all the land within the development and the expected schedule of construction.
2. Planning staff and other relevant City staff shall review the concept plan and may provide such information and guidance as it deems appropriate. Any opinions or advice provided shall in no way be binding with respect to any official action the City may take on the subsequent formal application. This does not require and application form or fee.

8.8.3 | APPLICATION FOR A PRELIMINARY DEVELOPMENT PLAN

Applications for planned developments shall be filed with the Planning Department, in accordance with the requirements of [Chapter 3.2](#) (Application) and shall contain a Preliminary

Development Plan. Upon receiving a complete application, the Planning Department shall forward the application and Preliminary Development Plan to the Planning Commission.

8.8.3.1 | MINIMUM SUBSTANTIVE REQUIREMENTS FOR PRELIMINARY DEVELOPMENT PLAN

Every application for a planned development and review of the Preliminary Development Plan shall contain the following:

- A. A plat of the survey of the parcel or parcels of land comprising the zoning lot. The plat shall be drawn to scale showing the actual dimensions of the zoning lot, including all parcels or lots within the zoning lot. The plat shall be drawn in accordance with the recorded plat of such land, if such exists.
- B. Proof of ownership.
- C. A site location map drawn to an appropriate scale showing the streets and all property uses located within three hundred (300) feet in all directions of the development site. The map shall indicate the location, height or number of stories, and use of all existing buildings and structures on properties immediately adjacent to the development site and within three hundred (300) feet.
- D. A preliminary plan stamped by a design professional and drawn to an appropriate scale showing:
 - 1. The location, ground area, height, and bulk of all existing and proposed buildings and structures within the planned development.
 - 2. The use or uses to be made of such existing and proposed buildings and structures.
 - 3. Minimum building setback/yard requirements.
 - 4. The location and dimensions of all pedestrian walkways, driveways, streets, parking, and loading facilities, including the number of parking spaces serving each building or land use type and all parking related screening and landscaping.
 - 5. The location and dimensions of any areas proposed to be conveyed, dedicated or reserved for parks, parkways, playgrounds, places of worship, school sites, public buildings, or for any other public or quasi-public use.
- E. Typical building elevations and schematic design presentations indicating the general architectural character of all proposed buildings and structures. The drawings need not be the result of final architectural decisions and need not be in detail.

- F. A traffic circulation plan indicating the proposed movement of vehicles, goods, and pedestrians within the planned development and to and from adjacent streets. The plan shall address the impact of the proposed planned development upon existing traffic patterns. Such plan shall also include an examination of adequacy of on-site parking facilities, vehicular circulation patterns, and pedestrian access and safety. A traffic study may also be required by the City Engineer or the Planning Commission for developments which generate more than five hundred (500) trips per day.
- G. A drainage plan indicating the manner in which surface drainage will be controlled and managed.
- H. A utilities study prepared by a qualified professional indicating the adequacy of the utility systems serving the proposed planned development, including water distribution lines, sanitary sewers, storm water drainage facilities, and electricity.
- I. A preliminary landscape plan prepared by a qualified professional indicating the general character of all proposed landscaping, screening, and fencing, including all open space areas around buildings and structures. The landscape plan need not be the result of final decisions and need not be in detail.
- J. A separate schedule setting forth any proposed exceptions to any City regulations. The schedule shall include, but not necessarily be limited to, the regulations governing density, area, bulk, and off-street parking and loading as they apply to the zoning district or districts within which the planned development is to be located. This schedule shall cite by chapter number each and every regulation from which an exception is sought.
- K. A rough draft of covenants and restrictions outlining minimum house size, building materials, restrictions on fencing, accessory buildings, and the like, require.
- L. Such other documentation as the Planning Commission may, by general rule, require.

8.8.3.2 | PROCEDURAL REQUIREMENTS FOR PRELIMINARY DEVELOPMENT PLAN

The procedure for approval of the Preliminary Development Plan shall be:

- A. The Planning Commission shall conduct a public hearing for the approval of the planned development and for review of the Preliminary Development Plan, in accordance with [Chapter 3.4](#) (Public Hearings) no more than sixty (60) days after receipt of a complete application. Notice for the public hearing shall be in accordance with [Chapter 3.3](#) (Notice). If, in the Planning Commission's judgement, the application does not contain sufficient information to enable the Commission to properly discharge its responsibilities, the Commission may request additional information from the applicant. In that event, the sixty (60) day period shall be suspended pending receipt of all requested information. No

planned development may be approved unless the Preliminary Development plan is also approved.

- B. The Planning Commission shall determine if the planned development is or is not in the public interest based on the following:
1. Is the site or zoning lot upon which the planned development is to be located adaptable to the unified development proposed?
 2. Will the proposed planned development be detrimental to or endanger the public health, safety, comfort, or general welfare of any portion of the community?
 3. Will the proposed planned development be injurious to the use and enjoyment of other property in the vicinity for the purposes already permitted?
 4. Will the proposed planned development diminish or impair property values within the neighborhood?
 5. Will the proposed planned development impede the normal and orderly development and improvement of surrounding property for uses permitted in the zoning district?
 6. Is there provision for adequate utilities, drainage, off street parking and loading, pedestrian access and all other necessary facilities?
 7. Is there provision for adequate vehicular ingress and egress designed to minimize traffic congestion upon public streets?
 8. Are the location and arrangement of structures, parking areas, walks, lighting and appurtenant facilities, compatible with the surrounding neighborhood and adjacent land uses?
 9. Is there suitable landscaping for the portions of the proposed planned development which are not to be used for structures, parking and loading areas, or access ways?
 10. Is the planned development, in the specific location proposed consistent with the spirit and intent of this Ordinance and the Land Use Plan?
- C. Following the public hearing or within forty-five (45) days of the close of the public hearing, the Planning Commission shall take one (1) of the following actions:

1. Advise the applicant in writing of any recommendation changes, additions, or corrections to the Preliminary Development Plan. If such advice is given, the applicant may, within thirty (30) days, submit a revised Preliminary Development Plan for Planning Commission consideration at a new public hearing. The applicant may do so without paying the additional filing fee. The Planning Commission shall then recommend approval or denial of the Planned Department and submit its written recommendation to the Millersville City Commission; or
2. Recommend denial of the application for the planned development. The Commission shall set forth, in writing, the reasons for its decision; or
3. Recommendation approval of the planned development (including the Preliminary Development Plan) and submit its written recommendation to the Millersville City Commission.

8.8.3.3 | Millersville City Commission ACTION FOR PRELIMINARY DEVELOPMENT PLAN

The Millersville City Commission, after receipt of the recommendations from the Planning Commission, shall approve, modify, or deny the Preliminary Development Plan within sixty (60) days following the receipt of the written recommendations of the Planning Commission. However, the Millersville City Commission may, by motion, extend the sixty (60) day period. The Millersville City Commission action shall be according to the procedure for a Zoning Map amendment (rezoning) as specified in [Chapter 4.8](#) (Zoning Amendment), which may include a recommendation from the General Committee, a public hearing advertised in accordance with state law and passage of an ordinance on two (2) readings at two (2) separate board meetings.

8.8.3.4 | LIMITATIONS ON DENIALS

If an application for a planned development has been denied, by either the Millersville City Commission or Planning Commission, no application for substantially the same planned development may be filed for a period of one (1) year from that date of denial. Whether the application is for “substantially the same planned development” shall be within the discretion of the Planning Director.

8.8.3.5 | SUBMITTAL OF NEW PLAN

Should ownership of an approved Preliminary Development Plan change or market conditions or other conditions change, the owner may submit a new Preliminary Development Plan for review and approval. All procedures must be repeated. Should the City deny the new Plan, the previously approved Plan shall remain in effect. This process applies to Preliminary Development Plans which have not yet received Final Development Plan approval. The process for amending an existing Final Development Plan is contained in [Chapter 8.9](#) (Changes to Planned Developments).

8.8.3.6 | REVOCATION OF APPROVED PRELIMINARY DEVELOPMENT PLAN

The owner may request revocation of an approved Preliminary Development Plan. Revocation, regardless of who initiates (the owner or the City), shall be according to the process for a map amendment. The Millersville City Commission may elect to revoke the Preliminary Development Plan and leave the base zoning as is, or, if the original action to approve the Preliminary Development Plan included rezoning from a different classification type, the Millersville City Commission may elect to return the zoning to the original classification prior to the Preliminary Development Plan / rezoning approval.

NOTE: A Preliminary Development Plan shall stay in effect on a property until it has been revoked as stated above. If the City takes action to revoke an approved Preliminary Development Plan, it will be revoked in its entirety and revert back to the appropriate straight zoning classification as stated above.

8.8.4 | APPLICATION FOR FINAL DEVELOPMENT PLAN

Applications for a Final Development Plan shall be filed with the Planning Department, in accordance with the requirements of [Chapter 3.2](#) (Application) and shall contain an approved Preliminary Development Plan and a proposed Final Development Plan. Upon receiving a complete application, the Planning Department shall forward the Final Development Plan to the Planning Commission.

8.8.4.1 | MINIMUM SUBSTANTIVE REQUIREMENTS FOR FINAL DEVELOPMENT PLAN

Every application for a Final Development Plan shall contain the following information and documentation:

- A. In final form, all of the information required for the Preliminary Development Plan.
- B. A final plan stamped by a design professional and drawn to an appropriate scale which includes the following information:
 - 1. Final designation of the location, ground area, height, and bulk of all existing and proposed buildings and structures within the planned development.
 - 2. A detailed tabulation of each separate land use area, including land and building areas, and where applicable, the total number of residential dwelling units and the residential density.
 - 3. The use or uses to be made of existing and proposed buildings or structures.

4. The minimum building setbacks/yard requirements.
 5. The location and dimensions of all pedestrian walkways, driveways, streets, parking and loading facilities, including the number of parking spaces serving each building or land use type and all parking related screening and landscaping.
 6. The location, dimensions, and details of any areas to be conveyed, dedicated or reserved parks, parkways, playgrounds, amenities, place of worship, school sites, public buildings, or for any other public, or quasi-public use.
- C. All covenants, easements, agreements, and other provisions required to govern the use, maintenance and continued protection of the planned development, along with an agreement assuring that the applicant, any subsequent owner or, where applicable, a condominium or owners' association shall be responsible for refuse disposal, all street, utility, and common area and open space maintenance within the development.
- D. A landscaping plan prepared by a qualified professional indicating the general character of all proposed landscaping, screening and fencing, including all open space areas around buildings and structures. Also include the location, height, design, and illumination characteristics of all external lighting fixtures within the development.
- E. A final utilities and drainage plan indicating the size and location of all water distribution lines, sanitary sewers and storm drainage facilities required to serve the planned development and the manner in which surface drainage will be controlled and managed.
- F. Typical building elevations and schematic design presentations indicating the architectural character of all proposed buildings and structures.
- G. A development and construction schedule indicating the following:
1. The date when construction of the planned development will begin or, if developed in phases, the date when construction of the initial phase will begin.
 2. If the planned development is to be developed in phases, a map indicating the phases in which the planned development will be built, the dates with the Final Development Plans for all but the initial phase will be filed, and the approximate dates when construction of each subsequent phase will begin.
 3. The date when construction of the planned development will be completed, and the date when a specific use or uses will be established, or if developed in phases, the date when construction of each phase will be completed, and the date when a specific use or uses will be established for each phase.

8.8.4.2 | PROCEDURAL REQUIREMENTS FOR FINAL DEVELOPMENT PLAN

Within three (3) years following the approval the Preliminary Development Plan, the applicant shall file with the Planning Department for review by the Planning Commission a Final Development Plan, or the applicant may submit a letter to the Planning Department to be presented to the Planning Commission to request a one (1) year extension of the approval of the Preliminary Development Plan. Such one (1) year extension request may be repeated for multiple years, as long as the Planning Commission approves the request.

Failure to apply for the extension does not void the approved Preliminary Development Plan. However, the Planning Commission may recommend to the Millersville City Commission the revocation of the approved Preliminary Development Plan and the Millersville City Commission may revoke.

If the Preliminary Development Plan is to be developed in phases, the applicant need only to file a Final Development Plan for the first phase of development, as indicated in the development and construction schedule prescribed below. The Final Development Plan for the remaining phases shall be filed in accordance with the development and construction schedule.

8.8.4.2.A | REVIEW OF FINAL DEVELOPMENT PLAN BY THE PLANNING DEPARTMENT

The Final Development Plan shall be in substantial compliance with the approved Preliminary Development Plan. Specifically:

1. The number of residences shall not increase by more than five percent (5%).
2. The square feet of non-residential building area (all floors) shall not increase by more than fifteen percent (15%).
3. Other lot and building bulk standards shall not be made less restrictive.
4. Dwelling types, including the mix of dwelling types, shall be substantially the same.
5. Land uses (permitted uses) shall be substantially the same.
6. The street system shall be substantially the same or better.
7. Grading and infrastructure shall be substantially the same or better.
8. Open space, amenities, and overall quality shall be substantially the same or better.
9. The phasing plan and schedule shall be substantially the same.

10. For mixed use developments, the mix of commercial and residential shall be substantially the same.

NOTE: "Substantially the same" or better shall be determined by the Planning Department Director.

8.8.4.2.B | REVIEW OF FINAL DEVELOPMENT PLAN BY THE PLANNING COMMISSION

The Planning Commission shall review the Final Development Plan within thirty (30) days of certification by the Planning Department that the application is complete and in substantial compliance with the approved Preliminary Development Plan. The review shall be for the purpose of determining whether the Final Development Plan is in conformity with [Chapter 8.6](#) (Residential Planned Developments) and/or [Chapter 8.7](#) (Commercial Planned Developments) and the approved planned development. Although comments may be taken from those in attendance, at the discretion of the Planning Commission, such review shall not be a public hearing.

8.8.4.2.C | FINAL DEVELOPMENT PLAN PROCEDURE AFTER PLANNING COMMISSION REVIEW

- A. If the Planning Commission finds that the Final Development Plan is in substantial compliance and conformity with the approved Preliminary Development Plan and all other City regulations, then the Planning Commission shall so report to the Millersville City Commission. If the Final Development Plan is found not to be in conformity with the approved Preliminary Development Plan or other City regulations, the Planning Commission shall inform the applicant with regard to specific areas found not to be in compliance. The applicant may resubmit the Final Development Plan with changes to those areas found not to be in compliance.
- B. Within thirty (30) days of receipt of the Planning Commission's report, the Millersville City Commission shall review and act upon the Final Development Plan. The Millersville City Commission may accept the report of the Planning Commission or may conduct its own review of the Final Development Plan. Approval or denial shall be in the form of a resolution.

8.8.4.2.D | AFTER FINAL DEVELOPMENT PLAN APPROVAL

- A. Within two (2) years from the approval of the Final Development Plan, the owner/developer shall submit a subdivision application or Site Plan for at least a portion of the site, or, the applicant may submit a letter to the Planning Department to be presented to the Planning Commission to request a one (1) year extension of the approval for the Final Development Plan. Such one (1) year extension request may be repeated for multiple years as long as the Planning Commission approves the request. Failure to apply for an extension does not void the Planned Development, however, the Planning Commission may

recommend to the Millersville City Commission the revocation of the approved Final Development Plan and the Millersville City Commission may revoke in conformance with State vesting laws.

- B. After the approval of the Final Development Plan, the use of the land and the construction, modification, or alteration of any buildings or structures within the planned development will be governed by the approved Final Development Plan and all other City regulations. If there is a conflict between the Final Development Plan and other regulations, the Final Development Plan shall prevail.

8.8.5 | COMPREHENSIVE DEVELOPMENT PLAN OPTION (COMBINE PRELIMINARY DEVELOPMENT PLAN & FINAL DEVELOPMENT PLAN)

1. The Preliminary Development Plan may be combined with the Final Development Plan if all the following requirements are met:
 - A. The submission procedures and process stated in [Chapter 8.8.3.2](#) for the Preliminary Development Plan and minimum application submission requirements stated in [Chapter 8.8.3.1](#) for the Preliminary Development Plan shall be followed.
 - B. The minimum application submission requirements stated in [Chapter 8.8.4.1](#).A-G for the Final Development Plan shall be followed.
 - C. The applicant must have a pre-application consultation with Planning Staff in conformance with [Chapter 8.8.1.1](#).
 - D. The Planning Director has determined the overall scope, detail, and size of the proposed Preliminary/Final Development Plan would be best served by combining both processes into one highly detailed submission.

8.9 CHANGES TO APPROVED PRELIMINARY OR FINAL DEVELOPMENT PLANS

Changes to an approved Preliminary Development Plan which exceed the changes listed in [Chapter 8.8.4.2.A](#) shall require re-approval by the Planning Commission and the Millersville City Commission as an amended plan following the same procedure as for an original Preliminary Development Plan approval.

Changes to an approved Final Development Plan which exceed the changes listed in [Chapter 8.8.4.2.A](#) shall require re-approval by the Planning Commission and Millersville City Commission as an amended plan following the same procedure (see [Chapter 8.8.4.2](#)) as for an original Final Development Plan approval. A Final Development Plan may be amended, although the changes

exceed the changes listed in [Chapter 8.8.4.2.A](#), however, the Planning Commission and the Millersville City Commission shall conduct a public hearing prior to taking action. Notice of the public hearing shall be in accordance with [Chapter 3.3.C](#) (Mailed Notice).

Revisions which do not exceed the changes in [Chapter 8.8.4.2.A](#) may be approved by the Planning Department. For such lesser revisions to a Preliminary Development Plan, the Planning Department may require the submittal of a revised/corrected Preliminary or Final Development Plan or may allow such revisions to be reflected in the subdivision plat or Site Plan.

The addition of a use to an approved Final Development Plan shall require approval of Planning Commission, but not the Millersville City Commission. The Planning Commission shall conduct a public hearing prior to taking action. Notice of the public hearing shall be in accordance with [Chapter 3.3.3](#) (Mailed Notice). Under no circumstances shall a use be approved which is not permitted in the base zone.

Changes to the Preliminary and Final Development Plans approved under a prior Zoning Ordinance shall conform to the Ordinance under which the Planned Development was approved, or, at the discretion of the owner, to this Ordinance. In Cases where the approved plan is silent in regard to these standards, or unclear, as determined by the Planning Department, the standards of the Ordinance under which the development was approved shall apply.

Should the Planning Commission deny a request for a change, the owner may elect to appeal and pursue approval with the Millersville City Commission.

8.10 REVOCATION

If construction work on the proposed planned development has not begun within five (5) years from the date of the Millersville City Commission's vote to approve the Preliminary Development Plan, the approval of the planned development may be declared null and void and all rights shall lapse. Revocation shall be according to the process and terms of [Chapter 8.8.3.6](#) (Preliminary Development Plan Procedure).

8.11 CONDITIONS AND GUARANTEES

Prior to granting approval of any planned development, the Planning Commission may recommend, and the Millersville City Commission may stipulate, such conditions and restrictions upon the establishment, location, construction, maintenance, and operation of the planned development as deemed necessary to guarantee performance of all conditions.

8.12 ISSUANCE OF BUILDING PERMIT

Building permits may only be issued if the construction work in question is in conformity with the approved Final Development Plan and with all other applicable ordinances and regulations.

8.13 ENFORCEMENT OF PLANNED DEVELOPMENT

The Planned Department shall periodically review all permits issued for the planned development in conjunction with the construction that has taken place on the planned development site, and compare actual development with the approved development and construction schedule, and require any corrective action necessary to assure compliance with the approved Final Development Plan and this Ordinance.

CHAPTER 90: SECTION 9 | RESERVED

CHAPTER 90: SECTION 10 | SUPPLEMENTARY STANDARDS

10.1 PURPOSE
10.2 USE OF LAND AND BUILDINGS
10.3 USE-SPECIFIC STANDARDS
10.4 ACCESSORY USES, BUILDINGS, AND STRUCTURES
10.5 PERMITTED ENCROACHMENTS
10.6 TEMPORARY USES AND STRUCTURES

10.1 PURPOSE

The purpose of this Chapter is to set forth supplemental standards for the use of land and buildings to ensure that the use is compatible with the surrounding area. This Chapter is also intended to set forth standards for other structures and uses on a lot other than for the principal building and use. This includes accessory buildings, structures and uses, and permitted encroachments. This Chapter also sets forth standards for temporary uses and structures.

10.2 USE OF LAND AND BUILDINGS

10.2.1 | USE TO BE IN CONFORMITY

No building, structure, or premises shall be used or occupied except in conformity with regulations for the zoning district in which it is located. No building or structure shall be erected, reconstructed, extended, enlarged, altered, or moved except in conformity with the regulations of the zoning district in which it is located.

10.2.2 | NUMBER OF PRINCIPAL DWELLINGS ON A LOT

In the RR, ER, SR-1, and SR-2 Districts, there shall be no more than one (1) principal dwelling per lot. In all other districts, more than one (1) building may be erected on a single lot, provided that each building shall comply with all yard and bulk requirements of a district (see below) as though it were a principal building on an individual lot.

1. Horizontal Property Regime (HPR) is allowed in all zones by State Law. HPR's shall observe all setback, lot widths, and standards listed in Tables [4](#), [6](#), [9](#), and [10](#).
2. More than one (1) principal dwelling per lot shall only be allowed in the following zones utilizing a Horizontal Property Regime (HPR): MXR, NC, O, OTC, MXC, GC, HC, I, THR, and MFR.

EXAMPLE #1 of how to calculate: Assume you wish to build single-family homes within a specified zone utilizing an HPR and you have a 110' wide x 300' deep lot (33,000 square feet). If the minimum lot width is 50' and the minimum lot size is 5,000 square feet. Since there is only 110' of lot street frontage, you would be limited to two (2) homes that could be constructed on this particular lot due to the minimum lot width requirements that must be met.

EXAMPLE #2 of how to calculate: Assume you wish to build single-family homes within a specified zone, utilizing an HPR and you have a 150' wide x 90' deep lot (13,500 square feet). If the minimum lot width is 50' and the minimum lot size is 5,000 square feet. Since the lot is only 13,500 square feet, you would be limited to two (2) homes that could be constructed on this particular lot due to the minimum lot size (5,000 square feet) required for each home.

EXAMPLE #3 of how to calculate: Assume you wish to build townhomes within the MFR zone utilizing an HPR and you have a 110' wide x 300' deep lot (33,000 square feet). Within the MFR zone the minimum lot width is 20' and the minimum lot size is 2,400 square feet. Since there is only 110' of lot street frontage, you would be limited to five (5) townhome units that could be constructed on this particular lot due to the minimum lot width requirements that must be met.

10.2.3 | ALL ACTIVITIES WITHIN AN ENCLOSED BUILDING

Within all districts, all activities, including storage, shall be conducted entirely within an enclosed building, with the exception of the following activities and uses:

1. Off-street parking and loading, in accordance with [Chapter 11.2](#) (Off-Street Parking and Loading).
2. Outdoor businesses, and those businesses with an outdoor component, including, but not limited to, outdoor entertainment, outdoor recreation, restaurants, car sales, car washes, kennels, and similar businesses. These businesses may be limited, or outdoor components prohibited, as a condition of a conditional use permit.
3. Outdoor storage, and outdoor sales and display areas, in accordance with [Chapter 10.4.13](#) (Outdoor Display) and [Chapter 10.4.14](#) (Outdoor Storage) below.
4. Temporary uses, in accordance with [Chapter 10.6](#) (Temporary Uses).

10.2.4 | FRONTAGE ON A PUBLIC OR PRIVATE STREET

All buildings shall front on a public or private street. Private streets include streets or drives within a recorded easement.

10.2.5 | REQUIRED YARDS

No lot shall be reduced in area so that the yards are less than required by this Ordinance. The yards of a building or structure shall not be considered yard space for any other building or structure. All yards allocated to a building or structure shall be located on the same zoning lot as such building or structure. Yards may be used for parking, landscaping, and other accessory uses provided all requirements of this Ordinance are met. Rear yards shall not be required where a building in an industrial zone borders a railroad.

10.2.6 | APPLICABILITY OF BULK REQUIREMENTS

All buildings and structures erected after the effective date of this Ordinance shall meet the lot size, yard size, and other bulk regulations for the zoning district in which the building or structure is located. No existing building shall be enlarged, altered, reconstructed, or relocated in such a manner that conflicts with the regulations of the zoning district in which the building or structure shall be located except as may be allowed by [Chapter 14](#) (Nonconforming Use Standards).

10.2.7 | APPLICABILITY OF USE RESTRICTIONS

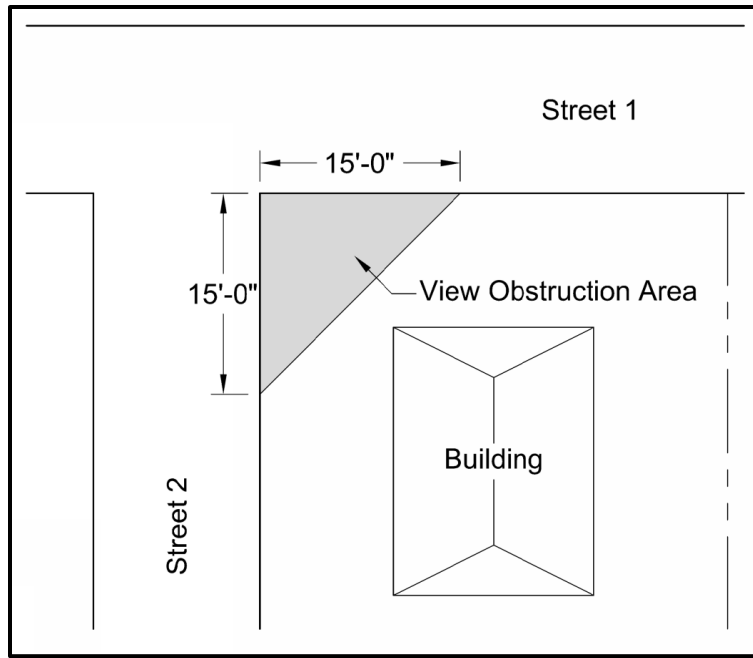
No building, structure, or land shall be used for any use other than one allowed as either a permitted or conditional use in the zoning district in which such building, structure, or land is located. Buildings, structures, or land may also be used for a temporary use or accessory use, in accordance with the requirements of [Chapter 10.6](#) (Temporary Uses and Structures) and [Chapter 10.4](#) (Accessory Uses, Buildings, and Structures).

10.2.8 | MOTORIST VIEW OBSTRUCTION IN ALL DISTRICTS

The site clearance area at the intersection of two (2) streets within all districts shall be defined as a triangular area of a corner lot measured fifteen (15) feet from the point of intersection of the edges the back of the curb along a street; and shall not be obstructed by any sign, wall, fence, hedge, shrub, or other object which exceeds twenty-four (24) inches in height. Trees may be maintained within this area as long as there is no foliage within forty-eight (48) inches as measured from the ground to the lower foliage.

In the event that the grade of a lot is higher than the street grade, the height of the wall, fence, hedge, or shrub shall be reduced so that the site clearance is not obstructed twenty-four (24) inches over the grade of the street. See Figure 1: View Obstruction.

FIGURE 1: VIEW OBSTRUCTION



10.2.9 | BUILDINGS NOT TO BE ON EASEMENTS

No building, pool, deck, patio, or permanent structure shall be located on an easement except as per [Chapter 10.4.1.4.D](#) regarding accessory buildings without a permanent foundation.

10.3 USE-SPECIFIC STANDARDS

In addition to the use standards below, all uses are required to comply with the provisions of this Ordinance including, but not limited to, [Chapter 11](#) (Site Development Standards), [Chapter 11.2](#) (Off-Street Parking and Loading), [Chapter 11.3](#) (Outdoor Lighting), [Chapter 11.4](#) (Landscaping, Screening, and Tree Preservation), [Chapter 12](#) (Building Design Standards), and [Chapter 13](#) (Sign Standards), and all other City regulations.

10.3.1 | ASSISTED LIVING FACILITY, HOME FOR THE AGED, INDEPENDENT LIVING FACILITY, AND NURSING HOME

Assisted Living facilities, home for the aged, independent living facilities, and nursing homes shall meet all federal, state, and local requirements including, but not limited to, licensing, health, safety, and building code requirements. In addition, the following criteria shall be required:

1. The location, design, and operation of the facility shall be compatible with, and shall not adversely affect, adjacent properties, and the surrounding area.

2. The facility shall be harmonious with surrounding buildings, in respect to scale, architectural design, and building placement. If located within a residential district, the facility shall not alter the residential character of the neighborhood.
3. The surrounding street network shall be capable of accommodating the traffic generated by the facility.
4. Minimum lot size is three (3) acres.
5. Maximum number of living units:
 - A. Assisted Living Units – 20 units/acre
 - B. Home for Aged Living Units – 5 units/acre
 - C. Independent Living Units – 15 units/acre
 - D. Nursing Home Living Units – 25 units/acre

10.3.2 | COMMUNITY RESIDENCE

Community Residences shall meet all federal, state, and local requirements including, but not limited to, licensing, health, safety, and building code requirements. In addition, the following criteria shall be required:

1. The location, design, and operation of the facility will not alter the residential character of the neighborhood.
2. The facility shall retain a residential character, which shall be compatible with the surrounding neighborhood.
3. The operation of the facility shall not adversely impact surrounding properties.
4. Adequate parking per resident provided.

10.3.3 | DAY CARE CENTER, ADULT AND CHILD

Day care centers shall meet all federal, state, and local requirements including, but not limited to, licensing, health, safety, and building code requirements. In addition, the following criteria shall be required:

- A. Adequate sidewalks and exterior lighting shall be provided.

- B. The amount of traffic or noise to be generated shall not be excessive.
- C. Adequate open space and recreational areas shall be provided.

10.3.4 | DAY CARE HOME, ADULT AND CHILD

1. Day care homes shall meet all federal, state, and local requirements including, but not limited to, licensing, health, safety, and building code requirements. In addition, the following criteria shall be required:
 - A. Adequate sidewalks and exterior lighting shall be provided.
 - B. The amount of traffic or noise to be generated shall not be excessive.
 - C. Adequate open space and recreational areas shall be provided.
 - D. The day care home shall retain a residential character and the effect of the day care home shall not alter the residential character of the neighborhood.
 - E. The operation of the day care home shall not adversely impact surrounding properties.
2. Services provided in a protective setting for more than four (4), up to a maximum of twelve (12), children or adults for less than twenty-four (24) hours per day.
3. Child day care home does not include facilities which receive only children from a single household.

10.3.5 | ENTERTAINMENT AND RECREATION FACILITIES, INDOOR OR OUTDOOR

Entertainment and recreation facilities shall be designed so that the location of entrances and exits, exterior lighting, service areas, and parking and loading facilities will minimize traffic congestion, pedestrian hazards, and adverse impacts on adjoining properties.

10.3.6 | KENNEL

- A. Exterior enclosures and runs shall provide protection against weather extremes. Floors of runs shall be made of impervious material to permit proper cleaning and disinfecting.
- B. All animal quarters and runs are to be kept in a clean, dry, and sanitary condition.

- C. Fencing surrounding exercise areas and/or runs shall be of a sufficient height to prevent escape and shall be buried as part of installation to prevent escape by digging beneath the fence posts.
- D. Kennel noise shall be mitigated so as not to create a public nuisance for adjoining properties. This shall exclude noise from exercise or training while outdoors during the daytime. Kennels shall comply with all local noise regulations.

10.3.7 | MOTOR VEHICLE SERVICE STATION

- A. Motor vehicle service station and fuel center canopies shall be designed with luminaires full recessed into the ceiling of the canopy to minimize light pollution. Light intensity directly under the canopy shall not exceed thirty (30) foot-candles at any location. All lighting mounted under the canopy, including auxiliary lighting within signage and panels over pumps, shall be included in the thirty (30) foot-candle limit. For service stations and fuel centers adjacent to residential zones, see [Chapter 11.3.3](#) (Light Trespass).
- B. All motor vehicle service station driveways must be located and designed to ensure that they will not adversely affect the safety and efficiency of traffic circulation on adjoining streets.
- C. Motor Vehicle service stations may offer convenience items for sale as secondary activity.
- D. Motor vehicle service stations may also include an automatic car wash with one (1) bay. Stacking spaces shall be in accordance with [Chapter 11.2](#) (Off-Street Parking and Loading). More than one (1) bay constitutes a separate principal use and requires compliance as such.
- E. In addition, Minor Motor Vehicle Repair Shops may be included as part of a Motor Vehicle Service Station. However, they shall be subject to the provisions of this Chapter and the standards of [Chapter 10.3.10](#) (Motor Vehicle Service and Repair, Major or Minor) below.
- F. Motor vehicle service and fuel center canopies and their associated columns and supports shall be removed at such time that the fuel center pumps and tanks are removed. New uses of the property, other than those for motor vehicle service and fuel centers, shall not be allowed to utilize the canopies previously constructed. New uses of the property, other than those for motor vehicle service and fuel centers, shall remove the canopies and their associated support columns and supports previously constructed prior to being allowed to occupy the site with the new use.

10.3.8 | MOTOR VEHICLE DEALERSHIP

Newly established used motor vehicle dealerships may be no closer to an existing used car dealership than 1,000 feet. This does not apply to used car sales which are accessory to new

car dealerships. Any service and repair facilities, which are open to the public and included as part of the dealership, must also comply with the standards of [Chapter 10.3.10](#) (Motor Vehicle Service and Repair, Major or Minor).

10.3.9 | MOTOR VEHICLE OPERATIONS FACILITY

All repair operations and service bays shall be fully enclosed.

10.3.10 | MOTOR VEHICLE SERVICE AND REPAIR, MAJOR OR MINOR

- A. Minor motor vehicle service and repair shops may not store the same vehicles outdoors on the site for longer than ten (10) days. Major motor vehicle service and repair shops may not store the same vehicles outdoors on the site for longer than thirty (30) days.
- B. All driveways must be located and designed to ensure that they will not adversely affect the safety and efficiency of traffic circulation on adjoining streets.
- C. All repair operations shall be fully enclosed. Wrecked or junked vehicles shall not be stored for longer time periods than those specified above and shall be completely screened from the public right-of-way and any adjacent residential districts with a solid board fence and/or evergreen shrubs or equivalent screening as may be approved by the Planning Department.
- D. Minor motor vehicle service and repair shops may also include gas stations as a secondary use. All gas stations which are part of such an establishment must comply with the regulations of [Chapter 10.3.7](#) (Motor Vehicle Service Station).

10.3.11 | ADULT-ORIENTED ESTABLISHMENT

Adult-Oriented Establishments shall be subject to the following standards:

- A. No adult-oriented establishment shall be located within one thousand (1,000) feet of any other adult-oriented establishment or any residential district, school, place of worship, liquor store, or childcare as measured in a straight line between the nearest parts of the two structures.
- B. The adult-oriented establishment shall be so designed, located, and operated so that the public health, safety, comfort, convenience, and general welfare will be protected.
- C. The adult-oriented establishment shall not cause substantial injury to the value of other property in the neighborhood in which it is located.
- D. The adult-oriented establishment shall not unduly increase traffic congestion in the public streets and highways in the area in which it is located.

- E. The adult-oriented establishment shall not cause additional public expense for fire or police protection.
- F. No adult-oriented establishment shall be conducted in any manner that permits the observation of any material depicting, describing, or relating to “Specified Sexual Activities” or “Specified Anatomical Areas” from any public way or from any adjacent property. This provision shall apply to any display, decoration, sign, show window, or other opening.

10.3.12 | RADIO AND TELEVISION TOWERS AND TRANSMISSION FACILITIES

- 1. Site Plan and Design Review approval is required in accordance with [Chapter 4.7](#) (Site Plan and Design Review).
- 2. All towers shall conform to the definition of Tower as stated in [Chapter 16](#) (Definitions).
- 3. The maximum height is one hundred fifty (150) feet unless further restricted by the Board of Zoning Appeals in the granting of a conditional use permit, if required.
- 4. All towers and facilities shall conform to the following provisions contained in [Chapter 15](#) (Wireless Telecommunications Facilities and Towers):
 - A. [15.6 Setbacks](#)
 - B. [15.7 Structural Requirements](#)
 - C. [15.8 Separation of Towers](#)
 - D. [15.10 Illumination](#)
 - E. [15.11 Exterior Finish](#)
 - F. [15.12 Landscaping and Inspections](#)
 - G. [15.15 Certifications and Inspections](#)
 - H. [15.16 Maintenance](#)
 - I. [15.18 Abandonment](#)
 - J. [15.19](#) (Special Conditions for Location of Telecommunications Facilities within Residential Districts), [subchapters 15.19.1](#) (Property Allowed), [15.19.3](#) (Tower Design), [15.19.4](#) (Protection Against Climbing), [15.19.5](#) (Color), [15.19.6](#) (Equipment Enclosure).

10.3.13 | SOCIAL CLUB OR LODGE

1. Social clubs or lodges shall be designed so that the location of entrances and exits, exterior lighting, service areas, and parking and loading facilities will minimize traffic congestion, pedestrian hazards, and adverse impacts on adjoining properties.
2. Social clubs and lodges are permitted to serve food and meals on premises. There shall be no sleeping facilities.

10.3.14 | WIRELESS TELECOMMUNICATIONS FACILITIES AND TOWERS

See [Chapter 15](#) (Wireless Telecommunications Facilities and Towers).

10.3.15 | RECYCLING DROP-OFF CENTER

1. All recyclables to be kept in leak-free enclosed bins.
2. All recyclables to be removed from the site no less than every two (2) days.
3. All storage/collection bins and equipment to be screened as per [Chapter 11.4.11.3](#) (Outdoor Storage Area).
4. The site shall be kept odor free (at the property lines) and shall be kept free of bees and other insects.
5. Site Plan approval is required as per [Chapter 4.7](#) (Site Plan and Design Review).
6. See also [Chapter 10.4.7](#) (Donation and Recycle Collection Bins) for recycle collection bins as an accessory use.

10.4 ACCESSORY USES, BUILDINGS, AND STRUCTURES

The purpose of this Chapter is to authorize the establishment of accessory uses, buildings, and structures that are incidental and customarily subordinate to principal uses. The City's intent in adopting this Chapter is to allow a broad range of accessory uses, buildings and structures, so long as such uses are located on the same lot as the principal use, and so long as they comply with the standards set forth in this Chapter in order to reduce potentially adverse impacts on surrounding lands.

10.4.1 | GENERAL STANDARDS AND LIMITATIONS

10.4.1.1 | COMPLIANCE WITH ORDINANCE REQUIREMENTS

All accessory uses and accessory buildings and structures shall conform to the applicable requirements of this Ordinance. The provisions of this Section establish additional standards and restrictions for particular accessory uses and structures. Barns and other farm buildings on property where agricultural uses are permitted are exempt from [Chapter 10.4.1.5 through 10.4.1.9](#).

NOTE: Agricultural uses are permitted on RR and ER property containing at least ten (10) acres and on any legally pre-existing/non-conforming farms.

10.4.1.2 | GENERAL STANDARDS

All accessory uses and accessory structures shall meet the following standards:

- A. Directly serve the principal use or structure;
- B. Be customarily accessory and clearly incidental and subordinate to principal use or structure;
- C. Be subordinate in area, extent, and purpose to the principal use or structure;
- D. Be owned or operated by the same person or company as the principal use or structure;
- E. Be located on the same lot as the principal use or structure;
- F. Together with the principal use or structure, shall not violate the bulk, density, parking, landscaping, or open space standards of this Ordinance; except that a variance or conditional use may be granted (whichever is applicable – see [Table 1](#)) from the standards contained in [Chapter 10.4.1.4](#), [10.4.1.5](#), and [10.4.1.6](#) and from the minimum setback/yard requirements of this Ordinance;
- G. Not to be constructed or established prior to the time the principal use or structure is constructed or established; and
- H. Not constitute a combination use, which is the combination of two principal uses. Combination uses will not meet the above standards in terms of being subordinate or providing service to the principal use.
- I. Be a permitted or conditional use in the zone in which it is located or specifically listed as an accessory use in [Chapter 10.4.2-23](#) or as allowed by [Chapter 10.4.1.3.B](#).

10.4.1.3 | PERMITTED ACCESSORY USES

- A. [Chapter 10.4.2 through 10.4.23](#) list permitted accessory uses. Specific standards for these uses are given, including the extent to which each use may encroach into the required yards. [Chapter 10.5](#) (Permitted Encroachments), includes [Table 11](#) which lists additional permitted accessory uses and the extent to which they may encroach into required yards. Together, these two (2) Chapters list all known accessory uses.
- B. The Planning Director shall evaluate potential accessory uses that are not identified in [Chapter 10.4.2 through 23](#) and [Table 11](#) (Permitted Encroachments) on a case-by-case basis, as an interpretation. In making the interpretation, the Planning Director shall apply the following standards:
 - 1. The definition of accessory use (see [Chapter 16](#): Definitions), and the general accessory use standards established in [Chapter 10.4.1.2](#) (General Standards).
 - 2. The purpose and intent of the zoning district in which the accessory use is located (see [Chapters 6](#) and [7](#)).
 - 3. Any potential adverse impacts the accessory use may have on other lands in the area, compared with other accessory uses permitted in the zoning district.
 - 4. The compatibility of the accessory use, including the structure in which it is housed, with other principal and accessory uses permitted in the zoning district.

10.4.1.4 | LOCATION OF ACCESSORY BUILDINGS AND STRUCTURES

- A. Accessory buildings and structures are prohibited within required yards of any lot, unless otherwise permitted by this Ordinance.
- B. Within all residential zones, accessory buildings and structures with a roof are further prohibited from being located in front of the principal building, unless otherwise permitted by this Ordinance, or a Variance is granted for such by the Board of Zoning Appeals. ([Table 1](#))
- C. The following exceptions to A and B above are allowed:
 - 1. Accessory buildings and structures with a roof located at least ten (10) feet from the principal building and not exceeding four hundred (400) square feet in size are allowed to encroach in the required rear and side yards as follows:

Interior Lots: May encroach to within five (5) feet of the rear and side lot lines. Garage and carports may be within five (5) feet of an alley, but, if greater than five (5) feet, it must be at least twenty (20) feet from the alley.

Double Frontage Lots: May encroach to within five (5) feet on the side line.

Corner Lots: May encroach to within five (5) feet of the side line and the rear line.

2. Arbors, trellises, gazebos, and pergolas which are detached from the principal building and which do not exceed one hundred and twenty (120) square feet of combined size or fifteen (15) feet in height in addition to being allowed the exceptions contained in [Chapter 10.4.1.4.C.1](#) may be located in front of the principal building and may encroach into the required front yard to within twenty (20) feet of the street.

- D. Accessory buildings and structures with a roof and a permanent foundation (concrete slabs or piers), and pools (and their aprons and/or decks) shall not be located on an easement. However, accessory building and structures with a roof without a permanent foundation may be located on an easement provided the property owner submits a notarized letter acknowledging that they could be required by any party having a right to the use of the easement to move the building off the easement.

NOTE: The City's current building code requires a permanent foundation for all buildings two hundred (200) square feet and larger.

10.4.1.5 | MAXIMUM NUMBER AND SIZE OF ACCESSORY BUILDINGS AND STRUCTURES

- A. In all residential zones a maximum of two (2) detached accessory buildings and structures with a roof shall be permitted on a zone lot. Arbors, trellises, gazebos, and pergolas which do not exceed one hundred and twenty (120) square feet of combined size or fifteen (15) feet in height are exempt from this restriction.

NOTE: Pools (in-ground or above-ground) do not count since they are structures without a roof.

- B. In all residential zones, the area of all residential accessory buildings and structures with a roof on a zone lot shall not exceed the lesser of:

1. 50% of the area of the principal dwelling or 800 square feet on lots up to 15,000 square feet in size

NOTE: Detached accessory dwelling is not allowed.

2. 50% of the area of the principal dwelling or 1,200 square feet on lots between 15,001 and 29,999 square feet in size

NOTE: Detached accessory dwelling is not allowed.

3. 50% of the area of the principal dwelling or 1,500 square feet on lots between 30,000 square feet and 43,559 square feet (1 foot less than 1 acre) in size

NOTE: Detached accessory dwelling may be allowed if granted a Conditional Use Permit and is limited in total size to a maximum of 1,200 square feet. (See [Chapter 10.4.2.3](#))

4. 50% of the area of the principal dwelling or 1,800 square feet on lots between 1 acre (43,560 square feet) and 130,679 square feet (1 foot less than 3 acres) in size

NOTE: Detached accessory dwelling may be allowed if granted a Conditional Use Permit and is limited in total size to a maximum of 1,500 square feet. (See [Chapter 10.4.2.3](#))

5. 50% of the area of the principal dwelling or 2,500 square feet on lots over 3 acres (130,680 square feet) in size.

NOTE: Detached accessory dwelling may be allowed if granted a Conditional Use Permit and is limited in total size to a maximum of 1,800 square feet. (See [Chapter 10.4.2.3](#))

Area for calculation of all structures (Principal Dwellings and Accessory buildings) refers to the area in square feet of all floors above grade, including covered porches and patios, attached garage and carport. Refer to [Tables 4](#) and [9](#) for maximum lot coverage.

10.4.1.6 | MAXIMUM HEIGHT OF ACCESSORY BUILDING AND STRUCTURES

In all residential zones, the height of the accessory buildings and structures shall not exceed the height of the principal building on the zone lot.

EXCEPTION: If the principal building is a one (1) story dwelling, an accessory building or structure may be constructed to a height not exceeding one and one-half (1 ½) times the height of the principal building. However, the accessory building or structure shall not exceed the height specified by [Table 4](#) (Residential Districts Lot and Building Bulk Standards).

10.4.1.7 | CONSTRUCTION STANDARDS

- A. Accessory buildings and structures with a roof in all residential zones located in any yard other than the rear yard of an interior lot and which exceed four hundred (400) square feet shall be constructed of the same materials as the principal building and shall be the same

- architectural design and quality as the principal residential structure on the property. When the principal structure is predominantly brick or stone, the introduction of wood or fibrous cement siding over a matching brick or stone perimeter foundation wall is appropriate to re-enforce the subordinate nature of the accessory building. This does not preclude the construction of an open carport within the side and corner side yards provided the roof, column, and other components match the house.

NOTE: (1.) This prohibits metal carport awnings and RV awnings.

(2.) As per [Chapter 10.4.1.4.B](#), Accessory Buildings may not be located in the front yard in residential zones.

- C. Metal buildings exceeding two hundred (200) square feet are prohibited in all yards, other than in the rear yard of an interior lot. The Board of Zoning Appeals may grant a Conditional Use Permit for metal buildings exceeding this two hundred (200) limit.
- D. Metal buildings exceeding four hundred (400) square feet are prohibited in rear yards of an interior lot. The Board of Zoning Appeals may grant a Conditional Use Permit for metal buildings exceeding four hundred (400) square feet limit.
- E. Tents shall not be used for accessory buildings. Awnings with plastic, vinyl, or similar roofs or sides are prohibited in all residential zones.

10.4.1.8 | ZONING PERMIT REQUIRED

A zoning permit must be secured from the Planning Department prior to the construction or placement of an accessory building or structure which has a roof and is or exceeds two hundred (200) square feet in size. A Zoning Permit is also required for certain accessory uses listed in [Chapter 10.4.2-10.4.23](#) below.

10.4.1.9 | MAINTENANCE REQUIRED

All accessory buildings shall be maintained in accordance with the City's property maintenance and related codes.

10.4.2 | ACCESSORY APARTMENTS (ATTACHED TO OR WITHIN) AND DWELLINGS (DETACHED)

10.4.2.1 | GENERAL

A Business Accessory Apartment is permitted under the terms of [Chapter 10.4.2.4](#) below.

A lot which is zoned to allow a single-family detached dwelling may include an accessory apartment (attached to or within) or accessory dwelling (detached) upon the lot as an accessory use under the following general conditions as well as the conditions listed in [Chapter 10.4.2.2](#) and [10.4.2.3](#) below.

- A. The lot, dwelling, and accessory apartment (attached to or within) or accessory dwelling (detached) shall be under single ownership and shall remain under single ownership. The lot shall not be subdivided except in conformance with the requirements of the Millersville Zoning Ordinance, Subdivision Regulations and Construction Codes and all other applicable laws. Neither shall the dwelling or accessory apartment (attached to or within) or accessory dwelling (detached) be conveyed to a separate owner as a condominium or by any other means of conveyance.
- B. At least one owner of the premises must reside in either the dwelling or the accessory apartment (attached to or within) or dwelling (detached) or both. For purposes of this section, “reside” means that this is the owner’s principal place of residence for at least seventy-five percent (75%) of the year.
- C. The people residing in the accessory apartment or dwelling shall be parents, grandparents, great grandparents, children, step-children, in-laws, or niece or nephews of one or more of the people residing in the dwelling, or they may be a domestic employee(s) of the people residing in the dwelling or a family member of the employee(s).
- D. There shall be but one (1) water and gas utility meter and connection to serve both the dwelling and accessory apartment or dwelling.
- E. The lot shall have but one (1) driveway to serve both the dwelling and the accessory apartment or dwelling.
- F. At least four (4) off-street parking spaces must be provided. Garage or carport spaces do not count toward meeting this requirement.
- G. An instrument must be recorded with the county registrar’s office covenanting that the property will be utilized in accordance with the terms of this Ordinance. The covenant shall run with the land and be binding to future owners.
- H. A Zoning Permit shall be secured for an accessory apartment or accessory dwelling prior to construction and/or occupancy of the accessory apartment or accessory dwelling.
- I. There shall be but one (1) mailbox and address to serve both the dwelling and accessory apartment or dwelling.

- J. Verification must be provided from the appropriate utility provider confirming sufficient capacity for the additional effluent or from the County Environmental Office confirming sufficient percolation of the soil and sufficient septic tank capacity for the added living quarters.

10.4.2.2 | ACCESSORY APARTMENT (ATTACHED TO OR WITHIN THE PRINCIPAL DWELLING)

- A. For the purposes of this section, an accessory apartment is a dwelling unit within the principal dwelling on the lot or within an addition to the principal dwelling. It contains independent living facilities, including kitchen and bedrooms.
- B. The heated area of the accessory apartment shall not exceed forty percent (40%) of the total heated area of the dwelling and apartment combined.
- C. The dwelling shall have only one (1) front door per street frontage.

10.4.2.3 | ACCESSORY DWELLING (DETACHED FROM THE PRINCIPAL DWELLING)

- A. For the purpose of this section, an accessory dwelling is a dwelling unit in a separate structure from the principal dwelling on the lot. It contains independent living facilities, including a kitchen and bedrooms. It is detached from the principal dwelling and may be above a detached garage provided the garage is located in the rear yard of the principal dwelling, that is behind the rear plane of the principal dwelling. The accessory dwelling and the principal dwelling may be connected by a breezeway, hallway, or similar structure. Under such conditions, the accessory dwelling is still considered an accessory dwelling (detached) and not an accessory apartment (attached).
- B. An Accessory Dwelling is not permitted if restrictive private covenants prohibit such structures.
- C. The lot shall contain a minimum of 30,000 square feet, and the maximum number and size of the accessory buildings and structures with a roof, including the Accessory Dwelling, shall comply with [Chapter 10.4.1.5](#).

NOTE: No lot 29,999 square feet or smaller shall be allowed to construct an Accessory Dwelling. There is no variance available.

- D. The Accessory Dwelling shall be located in the rear yard of the principal dwelling, that is behind the rear plane of the principal dwelling.
- E. The Accessory Dwelling shall be consistent and complimentary to the principal dwelling in terms of architectural design, building materials, and colors. This includes roof form and pitch. When the principal dwelling is predominately brick and stone, the introduction of

fibrous cement siding over a matching brick or stone perimeter foundation is appropriate to reinforce the ancillary and subordinate nature of the Accessory Dwelling. Accessory Dwellings shall be located and oriented to minimize its impact on the privacy of neighbors.

- F. A Conditional Use Permit by the Board of Zoning Appeals is required.
- G. Any door on the front of the Accessory Dwelling which is visible from the street shall appear clearly secondary to the front door of the principal dwelling.
- H. The Accessory Dwelling and Principal Dwelling may be inspected on a periodic basis to confirm continuing compliance with the terms of this Ordinance.

10.4.2.4 | BUSINESS ACCESSORY APARTMENTS

A commercial establishment (business, industry, institution, community facility, or otherwise) may contain within one (1) principal building, one (1) accessory apartment occupied by the owner and family of the owner or by an employee and family of the employee, provided the apartment does not exceed twenty-five percent (25%) of the heated area of the building or one thousand (1,000) square feet, whichever is less.

10.4.3 | AMATEUR (HAM & CB) RADIO EQUIPMENT

- A. Towers that solely support amateur (HAM & CB) radio equipment shall be permitted only in the rear yard. Towers shall not exceed the maximum building height of the applicable district by more than ten (10) feet, unless a taller tower is technically necessary to engage successfully in amateur radio communications. Such taller height may only be approved by the Planning Commission in accordance with [Chapter 10.4.3.3](#).
- B. Antenna may be ground-, building-, or roof-mounted, provided they do not exceed the maximum building height by more than ten (10) feet unless a taller antenna is technically necessary to engage successfully in amateur radio communications. Such taller height may only be approved by the Planning Commission in accordance with [Chapter 10.4.3.3](#). Every effort shall be made to install radio antennae in locations that are not readily visible from neighboring properties or from the public right-of-way.
- C. The Planning Commission may approve a taller antenna or tower provided the operator provides evidence that a taller tower and/or antenna are necessary to engage successfully in amateur radio communications. As part of the application, the applicant must submit a Site Plan for staff review and approval showing the proposed location of the tower and/or antenna, as well as its relation to the principal building and any additional accessory structures.

- D. Antennae and/or towers owned and operated by the City are exempt from these requirements.

10.4.4 | AUTO REPAIR AT A RESIDENTIAL (AUTO HOBBYIST)

Automobile repair at a residential use shall comply with the following standards:

- A. Automobile repair activities shall be limited to vehicles owned by the person inhabiting the principal use.
- B. All repair shall be within an enclosed garage or out of sight of a public right-of-way.
- C. In no instance shall there be more than one (1) inoperable vehicle stored outside a fully enclosed structure.
- D. Activities that create objectionable noise shall not take place between the hours of 9:00 P.M. and 7:00 A.M.

10.4.5 | CHILD AND FAMILY CARE

- A. Child and family care for up to four (4) pre-teen children and/or adults is allowed as an accessory use in a detached single-family dwelling.
- B. Child care for pre-teen children and for adults is allowed as an accessory use in any commercial establishment, industry, institutional use, and community facility use provided it is for the family members of the employees and does not exceed twenty-five percent (25%) of the area of the principal buildings on the property.

10.4.6 | DECKS AND PATIOS

Decks and patios shall not be located on easements. A Zoning Permit must be secured before construction commences.

See [Chapter 10.5](#) (Permitted Encroachments).

10.4.7 | DONATION AND RECYCLE COLLECTION BINS

Donation, recycle, and similar collection bins are permitted as an accessory use at schools and other government facilities and on commercial and industrial sites under the following conditions:

- A. No more than two (2) bins per parcel.

- B. Bins shall not exceed two hundred (200) cubic feet total.
- C. Bins shall be located at least one hundred (100) feet from the front property line and, in the case of a corner lot, and side street property line.
- D. Bins shall be located beside or behind the building; otherwise, the bins must be screened from view from the street(s) by evergreen landscaping or an approved panel.
- E. If located in a parking space, the bins shall be adjacent to a landscape island and screened as specified above in Condition D. The parking space(s) used shall be in excess of the number of spaces required by the Zoning Ordinance.
- F. Loading and unloading of the bins shall not block traffic or interfere with motorists' visibility.
- G. Bins shall be emptied on a regular basis such that goods do not overflow and such that it does not cause a nuisance. Items placed outside of the bins shall be removed within twenty-four (24) hours of notification.
- H. Bins shall be kept clean and well maintained.
- I. Contact information shall be placed on the bins in a permanent manner. No banners, posters, or temporary signs are allowed.

10.4.8 | ELECTRICAL GENERATORS

Emergency electrical generators may only be installed as follows:

- A. An emergency electrical generator must comply with the same yard/setback requirements as the principal building.
- B. An emergency electrical generator located in the interior side yard, corner side yard, or front yard shall be screened.
- C. Screening materials may be masonry, wood, landscaped hedges or other opaque material, and shall screen the generators so no portion is visible from a street or the ground level of a building on an adjoining lot. Color and texture of a masonry screen wall shall be compatible with the color and texture of the principal building on the site.

10.4.9 | FENCES

A Zoning Permit is required prior to the erection or replacement of any fence in commercial or industrial zoned areas.

Within any residential zoned area, a Zoning Permit is required prior to erection or replacement of any fence within any front or corner side yard.

Height of all fences shall be measured from existing grade, unless otherwise specified.

10.4.9.1 | FENCES IN RESIDENTIAL DISTRICTS

Fences constructed in Residential Districts after the adoption of this Ordinance shall conform to the following:

A. Fences located in the rear yard and interior side yards of the interior lots and double-frontage lots, including alley lots:

1. Fences may be erected as close to the rear and interior side property lines as desired by the owners. It is the responsibility of the owner and their contractor to make sure the fence does not encroach onto the adjoining property.
2. Along the rear property line of double-frontage lots, including alley lots, the fence must not encroach upon street or alley right-of-way, an alley easement, or upon future/planned right-of-way as specified by the City of Millersville.

NOTE: Under no circumstances, however, shall the fence be closer than ten (10) feet to the edge of pavement of the street or five (5) feet to the alley.

3. The fence may not exceed seven (6) feet in height.

B. Fences located in the corner side yard of lots:

1. Fences must be set back a minimum of fifty percent (50%) of the required depth of the street side.
2. The fence may not exceed six (6) feet in height.

EXAMPLE: Side street setback of twenty (20) feet would have a minimum setback of ten (10) feet.

3. For lots less than two (2) acres in size, the setback restriction previously specified ([10.4.9.1.B](#)) is reduced to zero (0) feet for fences which do not exceed forty-two (42) inches in height and are constructed of the following materials:

1. Finished wrought iron, aluminum tubing, wood “picket” fencing, split rail, brick, stone, or are constructed with similar decorative materials and design as approved by the Planning Department or Planning Commission.
2. The equivalent to the above or compatible with the design, architecture, and building materials in the neighborhood.
3. See Figure 2 below.

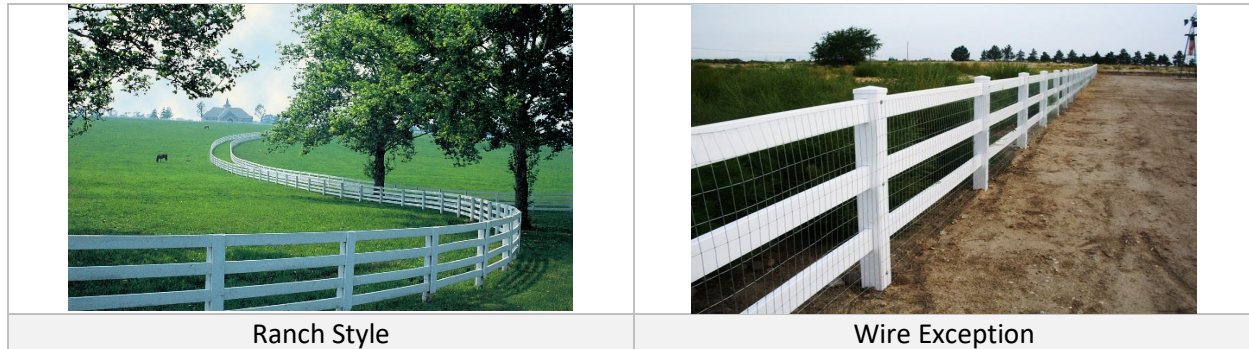
FIGURE 2: PERMITTED FENCE STYLE EXAMPLES (WROUGHT IRON, ALUMINUM TUBING, WOOD “PICKET”, SPLIT RAIL, BRICK, AND STONE)

	
<p>Finished Wrought Iron</p>	<p>Aluminum Tubing</p>
	
<p>Wood “Picket”</p>	<p>Split Rail</p>
	
<p>Brick</p>	<p>Stone</p>

4. For lots of two (2) acres or greater, the fence may be up to sixty (60) inches in height. In addition to the fence styles listed above ([10.4.9.1.B.3](#)), the fence may be “ranch style.”

1. Ranch style fences shall be constructed of treated wood, vinyl, or an equivalent material.
2. See Figure 3 below.

FIGURE 3: PERMITTED FENCE STYLE EXAMPLES ("RANCH STYLE" AND WIRE EXCEPTION)



5. The fence shall not encroach upon street right-of-way, including future/planned right-of-way. Under no circumstances, however, shall the fence be located any closer than ten (10) feet to the edge of pavement of the street.
- C. Fences located in the front yard of interior, corner, and double frontage lots, including alley lots:
1. Fences shall not be located any closer to the lot line than the home, except as provided below.
 2. For lots less than two (2) acres in size, the setback restriction previously specified ([10.4.9.1.B.1](#)) is reduced to zero (0) feet for fences which do not exceed forty-two (42) inches in height and are constructed of the following materials:
 - A. Finished wrought iron, aluminum tubing, wood “picket” fencing, split rail, brick, stone, or are constructed with similar decorative materials and design as approved by the Planning Department or Planning Commission.
 - B. The equivalent to the above or compatible with the design, architecture, and building materials in the neighborhood.
 - C. See Figure 2 above. (See [10.4.9.1.B.3](#))

D. For lots of two (2) acres or greater, the fence may be up to sixty (60) inches in height. In addition to the fence styles listed above ([10.4.9.1.B.3](#)), the fence may be “ranch style”.

1. Ranch style fences shall be constructed of treated wood, vinyl, or an equivalent material.

2. See Figure 3 above. (See [10.4.9.1.B.4](#))

E. The fence shall not encroach upon street right-of-way, including future/planned right-of-way as specified by the City of Millersville. Under no circumstances, however, shall the fence be located any closer than ten (10) feet to the edge of pavement of the street.

F. Fences located in residential townhome, condominium, and apartment developments shall conform to the standards specified in [Chapter 10.4.9.1](#) above. In conjunction with Site Plan and Design Review approval for such developments, the developer may propose, and the Planning Commission may approve, standards which are tailored to the architecture and design of the particular development, provided such standards are consistent and equivalent to the standards above, as determined by the Planning Commission.

10.4.9.2 | FENCES IN COMMERCIAL DISTRICTS

A. Fences are prohibited in the front or corner side yard unless approved by the Planning Commission in conjunction with a Site Plan and Design Review approval.

B. Fences may not exceed eight (8) feet in height except when required by [Chapter 11.4.10](#) (Buffer Yards) and [11.4.11](#) (Screening Requirements) to be a greater height.

C. See Chapter [11.4.10](#) (Buffer Yards) for fencing required to buffer residential uses.

D. Fences in Commercial and Industrial developments shall conform to the standards specified above. In conjunction with Site Plan and Design Review approval for such developments, the developer may propose, and the Planning Commission may approve, standards which are tailored to the architecture and design of the particular development, provided such standards are consistent and equivalent as determined by the Planning Commission.

10.4.9.3 | FENCES FOR BUFFERS AND SCREENING

Fencing shall be required for screening in accordance with [Chapter 11.4.10](#) (Buffer Yards) and [11.4.11](#) (Screening Requirements).

10.4.9.4 | FENCE CONSTRUCTION AND DESIGN REQUIREMENT

1. The framing members of all board fences shall not be directly visible from the street on which it is located. Placement of the framing members of board fences on the outside face of the fence directly visible from the street may be approved by the Planning Department if it is determined that it enhances the architectural character of the fence.

NOTE: There is no requirement to face framing members of board fences between adjoining properties that are not directly visible from the street.

2. A fence or wall, including all posts, bases, and other structural parts shall be completely within the boundaries of the lot on which it is located.
3. Fences shall only be constructed of the following materials:
 - A. Treated wood, cedar, or redwood
 - B. Simulated wood, including vinyl-covered, synthetic composite, or equivalent.
 - C. Decorative brick or stone
 - D. Wrought iron or aluminum designed to simulate wrought iron
 - E. Coated chain-link – brown, black, or green in color only
 - F. Any other combination of material which the Planning Department determines to be equivalent to the above in terms of quality and appearance.
 - G. Wire fencing that is secondary in nature and located on the interior side of the fence (owner side) may be allowed in combination with any fence that would otherwise meet the above material requirements (ex. Horse wire fencing fastened behind a three- or four-rail wood fence). In no instance, however, shall wire fencing of any type be allowed as the primary fencing material. See [Figure 3](#) above.
 - H. See Figure 4 below.

FIGURE 4: PERMITTED FENCE STYLE EXAMPLES (TREATED WOOD, VINYL, WROUGHT IRON/SIMIULATED WROUGHT-IRON, COATED CHAIN LINK)

	
Treated Wood	Vinyl
	
Wrought-Iron or Simulated Wrought-Iron	Coated Chain Link (Brown, Black, Green Only)

10.4.9.5 | NONCONFORMING FENCES

Existing fences which are an existing legal nonconforming structure may be repaired or reconstructed. However, any change to fence style or material, height, or length shall not be permitted without approval of the Planning Department in the form of staff-approved Site Plan and Design Review. (See [Chapter 14.4](#) Non-Conforming Structure Guidelines).

10.4.10 | HOME OCCUPATIONS

10.4.10.1 | GENERAL

The following standards are intended to ensure that home occupations, conducted in a dwelling, are compatible with the neighborhoods in which they are located and do not interfere with the rights of the surrounding property owners to enjoy the established character of the neighborhood.

10.4.10.2 | MINOR HOME OCCUPATION

A Minor Home Occupation is permitted by right provided a Minor Home Occupation permit is secured and renewed every two (2) years. A Minor Home Occupation shall meet the following requirements and limitations:

- A. The Minor home occupation shall be conducted entirely within the dwelling and shall be clearly secondary to the use of the dwelling for residential purposes. The dwelling is considered to be the house and any attached garage and any addition to the house but does not include a detached garage or building.
- B. Use of a detached accessory building for Minor Home Occupation purposes is prohibited.
- C. A Minor home occupation shall not exceed twenty-five percent (25%) of the total floor area of the principal building.
- D. A Minor home occupation shall not be established prior to the member(s) of the family conducting the Minor home occupation taking possession of, and residing in, the dwelling.
- E. No person other than a family member residing on the premises shall be employed as part of a Minor Home Occupation unless such employee(s) works off-premises. No contractor, contract employee, consultant, associate, or any other person associated with the business shall be on the premises for purposes of conducting business.
- F. There shall be no customers, clients, or the like on the premises of a minor home occupation.
- G. There shall be no more than one (1) commercial vehicle on the premises. This includes cars, trucks, vans, and trailers with the business name and logo. They may be loaded with the tools of the trade and merchandise. Wreckers are prohibited. See also [Chapter 10.4.15](#) (Parking) for limits on length of vehicles and trailers. Vehicles shall not be parked on the street. If parked in the front yard, it must be parked in the driveway.
- H. The receipt, sale, or shipment of deliveries shall not be permitted on or from the premises, with the exception of regular U.S. Mail and/or an express shipping service that is characteristic of service to residential neighborhoods.
- I. The Minor home occupation shall not change the fire rating of the structure.
- J. The Minor home occupation shall not generate noise, solid waste, vibration, glare, fumes, odors, or electrical interference beyond what normally occurs in a residential use.
- K. No outdoor storage or display of materials, merchandise, inventory, heavy equipment, or anything associated with the minor home occupation shall be permitted.

- L. No exterior alteration that changes the residential character of the principal building shall be permitted. No exterior building signs shall be permitted unless authorized by [Chapter 13 \(Signs\)](#).
- M. Any type of motor vehicle service and repair is a prohibited Minor Home Occupation. Day care homes are not considered a home occupation. (See [Chapter 10.3.3](#)).
- N. A Minor Home Occupation Permit is required prior to starting the Minor home occupation. This permit must be renewed every two (2) years.

10.4.10.3 | MAJOR HOME OCCUPATION

A major home occupation is allowed only with the approval of the Board of Zoning Appeals. Such approval shall follow the process of a conditional use permit and the duration of the permit shall be specifically determined. A Major Home Occupation shall meet the following requirements and limitations:

- A. The Major home occupation shall be conducted entirely within the dwelling and shall be clearly secondary to the use of the dwelling for residential purposes. The dwelling is considered to be the house and any attached garage and any addition to the house, but not a detached garage or building. However, a Major home occupation may be conducted within a detached garage or building with the approval of the Board of Zoning Appeals.
- B. The Major home occupation shall not exceed twenty-five percent (25%) of the total floor area of the principal building.
- C. A Major home occupation shall not be established prior to the member(s) of the family conducting the major home occupation taking possession of, and residing in, the dwelling.
- D. A Major home occupation may include two (2) employees, contractors, or others as listed above who do not reside on the premises and provided they are not on the premises between the hours of 10 PM and 7 AM. The Board of Zoning Appeals may, with the approval of the Major home occupation conditional use permit, further restrict the number of employees and the hours of operation.
- E. A Major home occupation may have no more than two (2) customers or other persons other than employees on the premises at one time and not more than eight (8) per day and provided they are not on the premises between the hours of 10 PM and 7 AM. The Board of Appeals, with the approval of the Major home occupation conditional use permit, may further restrict the number of customers and the hours of operations.
- F. There shall be no more than one (1) commercial vehicle on the premises. This includes cars, trucks, vans, and trailers with the business name and logo. They may be loaded with the

tools of the trade and merchandise. Wreckers are prohibited. See also [Chapter 10.4.16](#) (Parking) for limits on length of vehicles and trailers. Vehicles shall not be parked on the street. If parked in the front yard, it must be parked in the driveway.

- G. The receipt, sale, or shipment of deliveries shall not be permitted on or from the premises, with the exception of regular U.S. Mail and/or an express shipping service that is characteristic of service to residential neighborhoods.
- H. The Major home occupation shall not change the fire rating of the structure.
- I. A Major home occupation shall not generate noise, solid waste, vibration, glare, fumes, odors, or electrical interference beyond what normally occurs in a residential use.
- J. No outside storage or display of materials, merchandise, inventory, heavy equipment, or anything associated with the Major home occupation shall be permitted.
- K. No exterior alteration that changes the residential character of the principal building shall be permitted. No exterior building signs shall be permitted unless authorized by [Chapter 13](#) (Signs).
- L. Any type of motor vehicle service and repair is a prohibited Major home occupation. Day care homes are not considered a home occupation (see [Chapter 10.3.3](#)).

10.4.11 | MECHANICAL EQUIPMENT

- A. In all districts, all ground-based mechanical equipment including, but not limited to, heating, ventilating, and air-conditioning (HVAC) units and sewer grinder pumps, may encroach into one (1) required side yard up to seventy percent (70%) of the width of the required yard, into the required front and side street yard up to twenty percent (20%) of the width of the required yard, and into the required rear yard up to fifty percent (50%) of the width of the required yard. Existing HVAC units and other mechanical equipment may be replaced in the same existing nonconforming location, as long as the units do not increase the extent or degree of nonconformity, with respect to the minimum required yard by more than twenty-five percent (25%).
- B. Any HVAC units located on the roof of any structure in any zoning district shall be screened by an architectural feature forming an integral part of the building. (See [Chapter 12.3.6.6.I.](#))

10.4.12 | OUTDOOR RESTAURANT SEATING

Outdoor restaurant seating is considered an accessory use to a restaurant.

1. Outdoor restaurant seating shall be subject to Staff-Level Site Plan/ Design Review.
2. Outdoor restaurant seating shall not interfere with the use of parking spaces and aisles.
3. Outdoor restaurant seating shall not be located in any required yard that abuts a residential use or district, unless an alley or street is located between the use and a residential use or district.
4. No additional parking spaces shall be required for the first twenty (20) outdoor restaurant seats. One (1) parking space shall be provided for each four (4) seats and above twenty (20) provided outdoor restaurant seats.

EXAMPLE: Five (5), eight (8), or twenty (20) outdoor seats would require no additional parking, but twenty-six (26) outdoor seats would require one (1) additional parking space and thirty-six (36) outdoor seats would require three (3) additional parking spaces.

10.4.13 | OUTDOOR DISPLAY

Outdoor display may be allowed as an accessory use for all Retail Uses, Motor Vehicle Rental, Motor Vehicle Service Station/Fuel Center, and Heavy Retail and Rental. It is the intent of this Ordinance to allow the display of merchandise for sale, but not where the display of such items impedes the flow of pedestrian or vehicular traffic, or creates an unsafe condition. The outdoor display of goods shall meet all of the following standards:

1. Outdoor display areas shall be depicted upon the Site Plan for a new retail and wholesale buildings.
2. All outdoor display of goods in front of the building or between the building and any side street shall be located immediately adjacent to the storefront and within twenty (20) feet of the building and not in drive aisles, loading zones, fire lanes, or parking lots.
3. All outdoor display beside and behind the building shall not be located within the required side or rear yards and shall not exceed forty percent (40%) of the combined required and non-required yards.
4. Outdoor display areas shall be limited to no more than one-half (1/2) of the length of the store front.
5. In the case of a shopping center, the storefront shall include the entire frontage of the shopping center façade, meaning that the total amount of display for all the in-line tenants combined shall not exceed fifty percent (50%) of the aggregate store front of the total shopping center.

6. The outdoor display area shall take place on an improved surface such as the sidewalk or pavement.
7. At least five (5) feet along the parking lot side of the display shall be maintained free of obstruction to allow for pedestrian and handicap movement, such that handicapped pedestrians and others do not have to enter the parking lot or drive aisle to walk around the display.
8. Any proposed display which does not conform to the above standards may be approved by the Planning Commission in the form of Site Plan and Design Review approval.
9. The outdoor display of cars, trucks, trailers, boats, recreational vehicles, farm equipment, construction equipment, motorcycles, landscape materials, and similar items for sale or rent which are customarily displayed outdoors shall be exempt from the above standards provided they are located out of the street right-of-way and at least twenty (20) feet from the edge of pavement of the adjoining street(s).
10. See [Chapter 10.6.3.5](#) (Sidewalk and Other Outdoor Sales).

10.4.14 | OUTDOOR STORAGE

Outdoor storage of materials used by the principal business on the site may be allowed as an accessory use in accordance with the following standards:

1. Each outdoor storage area shall be located at the side or rear of the principal structure.
2. Each outdoor storage shall be screened in accordance with [Chapter 11.4.11.3](#) (Screening Requirements, Outdoor Storage Areas).
3. For the purpose of this Chapter, the parking of vehicles, trucks, and trailers associated with the business is not considered storage.
4. Any proposed storage which would not conform to these standards may be approved by the Planning Commission in the form of Site Plan and Design Review approval.
5. Storage within over-the-road trailers, freight containers, and similar structures are prohibited in all zones except as allowed on a temporary basis by [Chapter 10.6.3.10](#) (Temporary Uses).
6. Where there is no principal building on the site, storage is a principal use, and, as such shall be subject to Site Plan and Design Review approval.

10.4.15 | PARKING

1. Off-street parking and loading are permitted as an accessory use. Requirements and standards are contained in [Chapter 11.2](#) (Outdoor Parking and Loading) which specifies the minimum number of parking spaces required for each required for each land use classification. Parking lot design standards are also included as well as standards for off-street loading.
2. The parking of the following commercial vehicles and/or trailers is permitted as a residential accessory use:
 - A. One (1) commercial vehicle not exceeding twenty-two (22) feet in length or eight (8) feet in height, or,
 - B. One (1) commercial vehicle and attached trailer not exceeding thirty (30) feet in length or eight (8) feet in height,
 - C. One (1) detached trailer, not attached to a vehicle not exceeding eighteen (18) feet in length or four (4) feet in height.

These vehicles and trailers shall not be parked on the street or between the street or side street and residence except in a paved driveway.

Specifically prohibited are semi-tractor trailers and dump trucks.

Heavy construction equipment is also prohibited in residential zones. This includes bulldozers, end loaders, backhoes, and similar equipment.

The above standards shall not preclude temporary parking in connection with commercial service, sales and delivery, or construction projects.

3. The parking and storage of recreational vehicles, campers, travel trailers, motor homes, boats, boat trailers, and similar items are permitted as a residential accessory use provided they are not parked on the street or in the required front and corner side yards for more than three (3) days per calendar month except in the driveway. Furthermore, not more than one (1) shall be parked between the house and the street or any side street, even if parked in a driveway.

No recreational vehicle, camper, travel trailer, motor home or the like shall be used for living, sleeping, or housekeeping purposes except for visitors for not more than two (2) weeks per calendar year.

10.4.16 | PETS, POULTRY, AND OTHER ANIMALS

The following pets, poultry, and other animals are permitted as an accessory use in the zones specified. Where a maximum number of such animals is specified based on lot area, this number is the collective maximum number allowed for all such animals on the lot.

1. Dogs, cats, and rabbits are allowed as a residential accessory use in all zones under the following conditions:
 - A. One (1) per 3,000 square feet of lot area.
 - B. Subject to Animal Control Ordinance.
2. Chickens, ducks, and similar fowl are allowed as a residential accessory use in RR, ER, SR-1, SR-2, and zones under the following conditions:
 - A. One (1) per 10,000 square feet of lot area.
 - B. Shall be fenced in rear yard.
 - C. No roosters.
 - D. Shall be located at least fifteen (15) feet from all property lines except where adjacent to other such animals.
3. Pot-bell pigs, pygmy goats, and similar animals are permitted in RR, ER, SR-1, and SR-2 zones under the following conditions:
 - A. One (1) per 10,000 square feet of lot area.
 - B. Shall be fenced in the rear yard.
 - C. Shall be located at least fifteen (15) from all property lines except where adjacent to other such animals.
4. Horses, ponies, goats, and similar large animals are permitted in RR, ER, and SR-1 zones under the following conditions:
 - A. One (1) per 30,000 square feet of lot area.
 - B. Shall be kept in a stable or within a fenced area or otherwise secured behind the house or beside the house. On a corner lot, the animal(s) shall not be kept in the area between the house and the side street.
 - C. Shall be located at least fifty (50) feet from all property lines except where adjacent to other such animals.
5. Exotic animals are allowed as a residential accessory use in RR, ER, SR-1, and SR-2 zones under the following conditions:
 - A. One (1) per 20,000 square feet of lot area.

- B. The animals are confined at all times.
- 6. Beehives (Colonies) are allowed as a residential accessory use in RR, ER, and SR-1 zones under the following conditions:
 - A. One (1) beehive colony per 5,000 square feet of lot area.
 - B. Conformance with state law (See TN Department of Agriculture).
 - C. Must be located in the rear lot area and no closer than twenty (20) feet to any property line.
 - D. Must have a fresh water and mineral water source on site for the colony.
- 7. Breeding and raising of animals for sale in a residential zone is prohibited except for one (1) litter per parcel per year. The restriction on the maximum number of animals per square foot of lot area shall not apply to the litter for a period of eight (8) weeks following birth.
- 8. Livestock and all other animal keeping and raising is restricted to RR and ER zones on parcels of land containing a minimum of ten (10) acres.

10.4.17 | PORCHES

- 1. Unenclosed porches, with roof, columns, and rails only, may encroach eight (8) feet into any front, corner side, or rear yard, but shall not encroach into any existing or proposed utility or drainage easements.
- 2. Enclosed, or partially enclosed porches, with roof, columns and any type of continuous wall including screens, must meet all setback requirements.
- 3. Steps and stoops are not considered porches. Existing stoops, as of the date of adoption of this Ordinance, located in the interior side yard, shall be considered conforming uses and may be repaired or replaced.

10.4.18 | PRODUCTION OF GOODS AT A RETAIL BUSINESS AND RESTAURANT

Production of goods for sale by a firm engaged in a permitted principal commercial activity on the same zone lot is permitted as an accessory use, but only if:

- 1. At least fifty percent (50%) of all goods so produced are sold on premises and must be sold by the same firm.
- 2. Such production does not occupy more than forty-nine percent (49%) of the total floor area.
- 3. Such production does not in any case occupy more than two thousand (2,000) square feet of such floor area.

4. Such production may only be permitted in an enclosed building.

10.4.19 | RETAINING WALLS

1. If the face of a new building is within five (5) feet of a retaining wall, the height of the retaining wall shall be included in the building height calculation. The combination of the retaining wall height and the remainder of the building height above the wall shall not exceed the maximum building height limitation.
2. Retaining walls greater than five (5) feet in height must be located at least five (5) feet from any property line.

10.4.20 | SATELLITE DISH ANTENNAS

1. Satellite dish antennas shall be permanently installed on a building, in the ground, or on a foundation.
2. Subject to operational requirements, the dish color shall be of a neutral color, such as white or grey, and shall blend with the surroundings as best as possible. No additional signs or advertising shall be permitted on satellite dish itself, aside from the logos of the satellite dish service provider or dish manufacturer.
3. Cables and lines serving ground-mounted satellite dish antennas shall be located underground and/or along the wall or roof of the building to which it is attached.
4. Compliance with all federal, state, and local regulations shall be required in the construction, installation, and operation of satellite dish antennas.
5. All exposed surfaces of the antenna shall be kept clean and all supports shall be painted to maintain a well-kept appearance. Antennas no longer in use must be removed.
6. Satellite dish antenna greater than one (1) meter in diameter shall be located in the rear or interior side yard, and shall be set back a distance from all lot lines that is at least equal to the height of the dish, but in no case less than five (5) feet from any lot line.

10.4.21 | SIGNS

See [Chapter 13](#).

10.4.22 | SOLAR PANELS

10.4.22.1 | ONE AND TWO-FAMILY RESIDENTIAL

Solar Panels are allowed as an accessory use at one and family residences on the roof of the residence and accessory buildings and as free-standing structures in the rear yard. A Zoning Permit is required prior to erecting the panels.

10.4.22.2 | MULTI-FAMILY RESIDENTIAL AND INSTITUTIONAL

Solar Panels are allowed as an accessory use at townhome and multi-family residential buildings and institutional buildings in residential zones, provided the panels are located on the roof of the buildings, including garages, carports, and other accessory buildings.

NOTE: Garages, carports, and other accessory buildings at townhome and multi-family residential and institutional developments are subject to Site Plan and Design Review approval. As such, landscaping and screening are required as per [Chapter 11.4](#) (Landscaping, Screening, and Tree Preservation). Refer to these chapters.

10.4.22.3 | COMMERCIAL AND INDUSTRIAL DISTRICTS

Solar Panels are allowed as an accessory use in commercial and industrial districts provided the panels are placed on the roof of the principal or accessory buildings. See [Chapter 12.3.6.8](#) for design standards for canopies and carports on which Solar Panels may be placed in commercial districts. See [Chapter 12.4.5.8](#) for industrial district standards. Solar Panels may be freestanding in commercial and industrial districts if located behind the principal building(s) and not visible from any public streets or surrounding property. Screening may be provided as per [Chapter 11.4.11.3](#) to block visibility.

10.4.23 | SWIMMING POOLS AND HOT TUBS

10.4.23.1 | LOCATION

- A. Swimming Pools and hot tubs and any related equipment are permitted within the rear yard and must be located at least five (5) feet from any lot line.

Measurement shall be from the lot line to the nearest part of the pool, excluding apron and deck. Pools shall not be located on any easement. This includes the apron and deck.

- B. Swimming pools and hot tubs may be located between the house and the front lot line or the corner street lot line provided they do not encroach into the required yard setbacks and provided they are screened from view from the street(s) with evergreen landscaping. Landscaping shall be sufficient in height and spacing to block ninety percent (90%) of the view from the street(s) or enclosed with a wall, six (6) feet in height minimum, which is

constructed of the same materials as the house and which are otherwise architecturally consistent with the house. Plans drawn up by a licensed architect must be submitted to and approved by the Planning Department prior to the issuance of the Zoning Permit. This screening shall be maintained as long as the pool or hot tub is in place.

C. A Zoning Permit must be secured prior to commencement of construction.

10.4.23.2 | WALKWAYS

A grade-level walkway or deck surrounding the pool or hot tub must be located at least five (5) feet from any lot line in the rear yard.

A pool walkway or deck elevated one (1) foot or more above grade must be located at least ten (10) feet from any lot line in the rear yard.

10.4.23.3 | FENCING

All pools and hot tubs shall be enclosed by a fence conforming to the requirement of [Chapter 10.4.9](#) (Fences) of this Ordinance, the City's pool code, and any other law.

10.5 PERMITTED ENCROACHMENTS AND HEIGHT EXCEPTIONS

10.5.1 | PERMITTED ENCROACHMENTS INTO REQUIRED YARDS

An encroachment is the extension or placement of any structure or building, or component of such, into a required yard setback. Additional restrictions on permitted encroachments, including additional setback requirements and bulk regulations, can be found in [Chapter 10.4](#) (Accessory Uses) above and are referenced within the following table. Permitted encroachments are found in Table 11 (Permitted Encroachments).

TABLE 11: PERMITTED ENCROACHMENTS

TABLE 11 PERMITTED ENCROACHMENTS			
Y = PERMITTED // N = NOT PERMITTED			
TYPE OF ENCROACHMENT	YARDS WHERE ENCROACHMENT PERMITTED		
	FRONT YARD, CORNER SIDE YARD	INTERIOR SIDE YARD	REAR YARD
Accessibility Ramp	Y	Y	Y
Air Conditioner Window Unit - No more than 18" into any required yard	Y	Y	Y
Amateur (HAM) Radio Equipment - Subject to Chapter 10.4.3	N	N	Y
Arbor or Trellis - Subject to Chapter 10.4.1.4.C.2	Y	Y	Y
Awning & Canopy (Residential Use)	Y, no more than 4' into a required yard	Y, no more than 2' into a required yard	Y, no more than 4' into a required yard
Balcony - Must be located at least 2 feet above ground, and does not rest on the building foundation or on the ground	Y, no more than 4' into a required yard	N	Y, no more than 4' into a required yard
Basketball Goal	Y, no more than 12' into a required yard	Y	Y
Bay Window	Y, no more than 4' into a required yard	N	Y, no more than 4' into a required yard
Chimney - No more than 18" into a required yard	Y	Y	Y
Compost Pile	N	N	Y
Deck - Does not include decks constructed around and part of swimming pools - No higher than the first floor of a structure - If fenced, see fence requirements	N	N	Y, no more than 8' into a required yard
Dog House & Dog Run	N	N	Y, but 5' from any lot line
Driveway	Y	Y	Y
Eaves (Principal Building)	Y, no more than 2' into a required yard	Y, no more than 2' into a required yard	Y, no more than 2' into a required yard
Eaves (Accessory Building or Structure)	N	Y, no more than 1' into a required yard	Y, no more than 1' into a required yard
Emergency Electrical Generator - Subject to Chapter 10.4.8	N	N	N
Exterior Stairwells	N	N	Y, no more than 4' into a required yard
Fall-Out Shelter (Underground)	N	N	Y
Fence (Residential District) - Subject to Chapter 10.4.9	Y	Y	Y
Fence (Commercial District) - Subject to Chapter 10.4.9	Y	Y	Y
Fire Escape	Y	Y	Y
Flagpole - No more than 3 per zoning lot - Not to exceed 35' in height	Y	Y	Y

TABLE 11 PERMITTED ENCROACHMENTS Y = PERMITTED // N = NOT PERMITTED			
TYPE OF ENCROACHMENT	YARDS WHERE ENCROACHMENT PERMITTED		
	FRONT YARD, CORNER SIDE YARD	INTERIOR SIDE YARD	REAR YARD
Garage, Detached	N	Y	Y
Gazebo - Subject to Chapter 10.4.1.4.C.2	Y	Y	Y
Laundry Drying Equipment (Clothesline & Poles)	N	N	Y
Mechanical Equipment, Ground Mounted (Central air conditioning, heating, ventilating, compressors, etc.) - Subject to Chapter 10.4.11	Y	Y	Y
Ornamental Lighting, Lamp Posts & Permanently Anchored Lawn Furniture & Decorations (Benches, statues, birdbaths, sculptures, etc.) - Subject to view obstruction and exterior lighting regulations	Y	Y	Y
Outdoor Fireplaces	N	N	Y
Parking Lots - Subject to Chapter 11.2	Y	Y	Y
Patio	Y, no more than 10' into a required yard	Y, no closer than 5' to the side line	Y, no closer than 5' to the rear line
Pens, Animal (Subject to 10.4.16)	N	Y, no closer than 5' to the side line	Y, no closer than 5' to the rear line
Pergola - Subject to Chapter 10.4.1.4.C.2	Y	Y	Y
Planter Box, Building-Mounted or Freestanding - No more than 1' into any required yard	Y	Y	Y
Playground & Recreational Equipment - Must be located at least 3' from any lot line	N-Front Y-Corner Side if fenced	Y	Y
Porch, Unenclosed - Subject to Chapter 10.4.17	Y, no more than 8' into required front and corner side yard	N	Y, no closer than 8' to the rear line
Porch, Enclosed	N	N	N
Retaining Wall - Subject to Chapter 10.4.19	Y	Y	Y
Satellite Dish Antenna (1 meter or less in diameter) - Subject to Chapter 10.4.19	Y	Y	Y
Satellite Dish Antenna (More than 1 meter in diameter) - Subject to Chapter 10.4.19	N	N	Y, no more than 4' into a required yard
Sidewalk and Private Walkway	Y	Y	Y
Signs	Y, subject to Chapter 13 (Signs)	Y, subject to Chapter 13 (Signs)	Y, subject to Chapter 13 (Signs)

TABLE 11 PERMITTED ENCROACHMENTS "Y" = PERMITTED // "N" = NOT PERMITTED			
TYPE OF ENCROACHMENT	YARDS WHERE ENCROACHMENT PERMITTED		
	FRONT YARD, CORNER SIDE YARD	INTERIOR SIDE YARD	REAR YARD
Sills, Belt course, cornices & ornamental features of the principal building - No more than 12" into a required yard	Y	Y	Y
Sheds & Private Greenhouses - Subject to Chapter 10.4.1	N	Y	Y
Solar Collectors	N	N	Y
Steps & Stoops, Open	Y, no more than 10' into a required yard	Y, no more than 3' into a required yard	Y
Swimming Pools & Hot Tub - Subject to Chapter 10.4.23	Chapter 10.4.23.1.B	Y	Y
Tennis Court	N	N	Y
Terrace - No more than 5' into any required yard - Located no more than 3' above grade	Y	N	Y
Outdoor Fireplaces	N	N	Y
Trash Receptacles (Dumpsters) - Does not include trash receptacles temporarily placed on the lot for trash collection	N	Y	Y
Water Feature & Man-Made Pond	Y	Y	Y

10.5.2 | PERMITTED EXCEPTIONS FROM HEIGHT LIMITATIONS

The height limitations specified by Tables [4](#), [6](#), [9](#), & [10](#) shall not apply to water tanks installed by a state regulated water utility district or telecommunication towers as regulated by [Chapter 15](#) (Wireless Telecommunications Facilities and Towers). Church steeples, spires, chimneys, and similar structures are exempt provided they do not exceed eighty (80) feet in height as measured from the ground.

10.6 TEMPORARY USES AND STRUCTURES

10.6.1 | TEMPORARY USE AND STRUCTURE PERMIT APPLICATION

1. Unless specifically exempt below, any person, firm, or corporation desiring to conduct a temporary use within the City of Millersville shall first obtain a temporary use permit. Such person, firm, or corporation shall file a written application with the Planning Department on a form provided by the City, together with an application fee as required by separate Ordinance. For any event not conducted by the owners of the property where the temporary use is to occur, a letter from the property owner granting permission to conduct

the even shall be provided. A permit is not required for Temporary Uses to be conducted on City property, provided such use has been approved by the appropriate City official and provided the temporary use complies with all other provisions of this Ordinance.

2. The Planning Department shall grant temporary use permits for those uses listed below so long as it is determined that the proposed use, including the erection of any temporary building or structure, complies with the requirements of this Chapter and this Ordinance. Unless expressly provided in this Chapter, every temporary use shall comply with the bulk requirements applicable in the district in which the temporary use is located.
3. Temporary uses not specifically listed herein shall require the specific approval of the Planning Commission. The process for approval shall be the same as for a Site Plan, except that the submittal items shall conform to the requirements for a Staff Approved Site Plan. Such uses may be allowed in any zoning district, provided that such temporary use is consistent with the purpose and intent of this Ordinance and the zoning district in which it is located.
4. Every temporary use shall comply with this Ordinance and all local regulations. The Planning Department may impose other conditions, as party of this temporary use permit approval, as necessary to achieve the purposes of this Ordinance, and to protect the public health, safety, comfort, convenience, and general welfare. No temporary use shall be permitted in any district if it would have a significant negative impact on any adjacent property or on the area as a whole.

10.6.2 | GENERAL PROVISIONS

Only those temporary uses as defined in [Chapter 16](#) (Definitions) and as specified below are allowed in Millersville. Every temporary use shall comply with all the requirements listed below.

1. No temporary use shall be permitted that causes, or threatens to cause, an on-site or off-site threat to the public health, safety, comfort, convenience, and general welfare.
2. Every temporary use shall be operated in accordance with such restrictions and conditions as the Fire, Police, and Codes Departments may require. If required by the City, the operator of the temporary use shall employ appropriate security personnel.
3. No temporary use shall be permitted if the additional vehicular traffic reasonably expected to be generated by such would have undue detrimental effects on surrounding streets and uses.
4. No Temporary Use shall be permitted on any site without adequate all-weather, dust-free, off-street parking sufficient to meet the demands of the temporary use. No temporary use shall be authorized that would unreasonably reduce the amount of parking spaces available

for use in connection with permanent uses located on the lot in question. Adequate drive aisles and fire lanes shall be provided. The Planning Department may make an assessment of the total number of parking spaces that will be reasonably required in connection with a proposed temporary use, on the basis of the particular use, its intensity and the availability of other parking facilities in the area. The Planning Department shall approve such temporary use only if such parking spaces are provided.

5. No Temporary Use shall be permitted if such use would conflict with another previously authorized temporary use.
6. Signs shall be permitted only in accordance with [Chapter 13](#) (Sign Standards).
7. Temporary structures, including tents, vendor carts and kiosks, portable buildings, trailers, over-the-road trailers, freight containers, recreational vehicles and mobile homes, used in conjunction with the temporary uses listed below are permitted as stated below, otherwise they are prohibited. All temporary structures are subject to being inspected for compliance with all applicable fire, life safety, building, electrical, and related codes.
8. The operation of all temporary uses shall be subject to the Millersville Noise Ordinance.
9. All temporary uses shall comply with all applicable local, county, and state environmental, solid waste disposal and sanitary waste disposal regulations. Any required Health Department certificate shall be plainly displayed.
10. Temporary uses which require use of public right-of-way, parks, or other public property shall first secure approval of the appropriate City representative. All such uses shall be coordinated with the appropriate City, County, and State officials.
11. Trash generated by the temporary use shall be removed daily.
12. Any required business license shall be obtained.

10.6.3 | PERMITTED TEMPORARY USES

10.6.3.1 | CARNIVALS, CIRCUSES, AND HAUNTED HOUSES

Carnivals, circuses, and haunted houses are allowed in all commercial zoning districts, except O, and NC, and in all industrial districts. Carnivals include pony rides. These uses shall be evaluated on the basis of the adequacy of the parcel size, parking provisions, traffic, access, and the absence of undue adverse impact, including noise, on other properties. Temporary structures may be used, provided they conform to all applicable laws. These uses need not comply with the yard requirements and the maximum height requirements of this Ordinance. The concessionaire responsible for the operation of any such use shall:

- A. Submit, in advance of the event, a site layout displaying adequate ingress and egress routes for emergency vehicles, with no dead-end aisles.
- B. Comply with all local regulations.
- C. Provide refuse containers in the number and locations required by the City. All containers shall be properly serviced.
- D. Provide for thorough clean-up of the site at the completion of the event.
- E. Provide proof that all amusement devices have been State inspected, if required.
- F. Upon written notice from the City, immediately stop the use of any amusement device or structure found by the City to pose a threat to the public safety.
- G. Provide a \$5,000 surety conforming to the requirements of [Chapter 4.10.5](#) of this Ordinance. Pony rides are exempt from this requirement.
- H. Carnivals and circuses must cease operation and completely clear and clear the site within fifteen (15) days of first occupying the site. Haunted houses have forty-five (45) days.
- I. Only operate one (1) such event per zone lot per twelve (12)-month period, with exception of pony rides which may operate up to four (4) times per parcel per twelve (12)-month period.
- J. Limit operation of the event to between the hours of 8 A.M. and 11 P.M.

10.6.3.2 | CHRISTMAS TREE, PUMPKIN, AND PLANT SALES

Christmas tree, pumpkin, and plant sales are allowed in commercial zoning districts. Plants include seasonal flowers and potted plants, not shrubs and trees other than Christmas trees. These uses shall be evaluated based on the adequacy of the parcel size, parking provisions, traffic, access, and the absence of undue adverse impact on other properties. Tent, trailers, and recreational vehicles may be used, provided they conform with all applicable laws. Each sale shall be limited to a period not to exceed forty-five (45) consecutive days. There shall be no more than two (2) such sales per parcel per twelve (12)-month period.

10.6.3.3 | FIREWORKS

Fireworks sales are prohibited in the City.

Such sales are limited to forty-five (45) days prior to Christmas and July 4th. Tents, over-the-roads trailers, freight containers, and recreational vehicles may be used, provided they conform to all applicable laws. Signs must conform to [Chapter 13](#) (Signs).

10.6.3.4 | CIVIC, NON-PROFIT, RELIGIOUS EVENTS, AND FESTIVALS

Civic, non-profit and religious events, festivals, bazaars, bands, arts and crafts sales, fundraisers, car shows, farmers markets, and the like are allowed in commercial and industrial districts, property in residential districts in use as government and educational uses, religious uses, cultural uses, ~~and~~ recreational and entertainment uses. These uses shall be evaluated based on the adequacy of the parcel size, parking provisions, traffic, access, and adverse impact on other properties. Tents, food trucks, and vendor carts and trailers may be used provided they conform to all applicable laws. Such events conducted in a residential zone are limited to a maximum of three (3) consecutive days per event and not more than four (4) such events per calendar year per parcel and the hours of operation are limited to 8 A.M. and 11 P.M. Such events conducted in non-residential zones are limited to a maximum of ten (10) consecutive days per event.

10.6.3.5 | SIDEWALK AND OTHER OUTDOOR SALES

Sidewalk and other outdoor sales for special sales events or other purposes are permitted in all commercial and industrial zones. They shall be in conjunction with, and clearly incidental to, an existing permanent on-site use and are permitted to display and sell only merchandise that is found in the on-site store. Tents and vendor carts and trailers may be used provided they are at least twenty (20) feet from the street and otherwise conform to all applicable laws. No sidewalk/outdoor sale shall be permitted for a period of more than seven (7) successive days and no more than six (6) sales shall be permitted in any twelve (12) month period. The above provisions do not preclude the outdoor storage and display of merchandise as permitted/regulated by [Chapters 10.4.13](#) and [10.4.14](#) of this Ordinance.

10.6.3.6 | MOBILE VENDORS

Mobile vendors, including the sale of prepared food, produce, and new merchandise from a cart, kiosk, or tent, which conform to all applicable laws, are permitted in all commercial districts. Mobile vendors operating in conjunction with other permitted temporary uses, i.e. carnivals, circuses, and civic, non-profit, religious events, and festivals, shall abide by the standards of such other temporary use rather than the standards of this sub-chapter. Applications for mobile vendors shall be evaluated by the Planning Department based on the adequacy of the parking provisions, traffic, access, and impact on the neighborhood and compliance with the following required standards.

- A. The lot on which they are located must contain a minimum of one (1) acre.

- B. The mobile vendor shall be a minimum of one hundred (100) feet from any public street.
- C. Must be at least one thousand (1,000) feet from any other vendor, except that group of not more than three (3) mobile vendors located within fifty (50) feet of each other shall be considered a single vendor in regard to the one thousand (1,000) foot separation requirement.
- D. Must be at least one thousand (1,000) feet from a permanent business which sells the same items unless notarized permission is obtained in writing from the permanent business agreeing to the mobile vendor to be closer than one thousand (1,000) feet. (See [Appendix E: Consent for Property Use for Mobile Vendor](#))
- E. No lot or parcel may be occupied by a mobile vendor or group of three (3) vendors for more than six (6) one (1) week periods during the calendar year. Periods may be consecutive. This time limitation shall not apply to a single vendor located within twenty (20) feet of the principal building on the lot or parcel.
- F. Tables seating no more than eight (8) persons may be provided for food vendors, provided trash receptacles are also provided and emptied as necessary to maintain a clean and sanitary site. All tables, chairs, and trash receptacles and other items associated with the operation shall be removed by the end of the period(s) specified in [Chapter 10.6.3.6.E](#).
- G. Business license must be prominently displayed. Food vendors must also display the required Health Department Food Service Permit.
- H. No mobile vendor may operate in a location that impedes the ingress to, egress from, or signage of another business or otherwise causes undue interference with access to other businesses or emergency areas, paths, or facilities.
- I. Mobile vendors may operate in City Parks or on City owned property with permission of the City of Millersville.

10.6.3.7 | TEMPORARY PORTABLE CLASSROOMS

Temporary portable classrooms are permitted at public and private primary and secondary schools. These classrooms shall not contain any sleeping or cooking accommodations. No portable building shall be used as an office. The portable classrooms must be of high quality and in good repair. Site Plan approval is required.

10.6.3.8 | TEMPORARY CONSTRUCTION OFFICES

In any district, a temporary use permit may be issued for a trailer for a contractor's temporary office and equipment sheds incidental to a construction project. Such permit shall not be valid

for more than one (1) year but may be renewed for six (6) month extensions for a particular use granted. Such use shall be removed immediately upon expiration of the temporary use permit, whichever occurs sooner. These uses shall not contain any sleeping or cooking accommodations, except those located in a model unit for demonstration purposes only. No trailer, unit, or office shall be used as the general office or headquarters of any firm. All temporary construction offices and equipment sheds must be of high quality and in good repair.

10.6.3.9 | TEMPORARY OFFICES

In any commercial or industrial district, a temporary use permit may be issued for a modular or manufactured building for temporary office use, such as hiring and pre-sales. This building must be placed on or adjacent to the site where the permanent building for this business or industry is being constructed. The permanent building must be substantially complete. Temporary offices must be of high quality and in good repair. Vehicular and emergency vehicle access to the office must be complete as well as adequate parking. The permit shall not exceed ninety (90) days unless approved by the Planning Department Director.

10.6.3.10 | TEMPORARY STORAGE WITHIN OVER-THE-ROAD TRAILERS OR FREIGHT CONTAINERS

- A. Storage within over-the-road trailers or freight containers shall not exceed ninety (90) days within a twelve (12) month period in all commercial districts and industrial districts. At the end of the ninety (90) days, any trailers shall be totally removed from the premises or location where the storage occurred. Storage is not allowed within visibility of a Public Street or residential neighborhood. A temporary use permit is required.
- B. The temporary storage of two (2) portable containers, not exceeding a total of two thousand (2,000) cubic feet, are permitted within all residential zoning districts for a maximum of ninety (90) days in a one (1) year period. An extension of an additional thirty (30) days may be granted by the Planning Director. Requests for longer periods of time shall require the approval of a Conditional Use Permit by the Board of Zoning Appeals. Portable containers shall not be allowed to be placed on sidewalks, roadways, and public right-of-way.

10.6.3.11 | MODEL HOMES, SUBDIVISION/BUILDER INFORMATION, AND SALES OFFICE

In any residential district, a temporary use permit may be issued by the Planning Department to allow the use of a dwelling unit or club house as a model home and/or Subdivision and/or building information and sales office. This permit may be modified to reflect moving the model home or information and sales office to a new location in the same subdivision. Said use shall be discontinued when all homes in the subdivision, except the model, have been sold. All regulations pertaining to signs as contained in [Chapter 13](#) (Signs) shall apply. Any parking lots or other parking areas, other than driveways and parking which are accessory to the dwelling,

shall require the submittal of a Site Plan for review and approval of the Planning Department staff.

A modular or manufactured building may be approved by the Planning Department until a dwelling or the club house is complete.

10.6.3.12 | GARAGE SALES

Garage, yard, estate, and home sales are allowed in any yard, garage, carport, driveway, or in the home in any district operated by the owner or occupant of the dwelling unit where the sale is being conducted. These uses shall be limited to a period not to exceed three (3) consecutive days and no more than three (2) sales shall be conducted from the same residence in any twelve (12) month period. Such sales are exempt from permit and parking requirements. All items associated with a sale must be removed from all yards, carports, and other areas visible from any property line within three (3) days of conclusion of each sale. A permit shall be obtained from the City of Millersville at least 3 days prior to the first date of the sale.

CHAPTER 90: SECTION 11 | SITE DEVELOPMENT STANDARDS

11.1 | PURPOSE

11.2 | OFF-STREET PARKING AND LOADING

11.3 | OUTDOOR LIGHTING

11.4 | LANDSCAPING, SCREENING, AND TREE PRESERVATION

11.5 | MULTI-FAMILY SITE DEVELOPMENT STANDARDS

11.6 | RESIDENTIAL SUBDIVISION AND MULTI-FAMILY DEVELOPMENT ENTRY WAYS, WALLS, AND FENCING

11.7 | STREET AND OTHER REQUIRED IMPROVEMENTS

11.8 | UTILITY SERVICE

11.9 | ROADWAY ARCHES

11.10 | CLUSTER MAILBOXES

11.1 PURPOSE

The standards in this Chapter are intended to provide accessible, attractive, secure, and well-maintained off-street parking and loading areas with the appropriate number of spaces in proportion to the needs of the proposed use and increase public safety by reducing congestion of public streets. This Chapter is also intended to reduce adverse impact caused by bright lights. The landscaping and screening requirements established by this Chapter are intended to

preserve and enhance the appearance, public health, safety, convenience, comfort, and general welfare of the City. Proper landscaping contributes to the City in many ways: enhancing its character and scenic beauty, providing clean air, reducing noise, preventing erosion of topsoil, reducing the rate of stormwater runoff, providing nesting areas for birds and habitat for other wildlife, conserving energy, and providing shade and windbreaks. These regulations are also intended to increase the compatibility of adjacent uses, and minimize the adverse impact of noise, dust, motor vehicle headlight glare or other artificial light intrusions, and other objectionable activities or impacts conducted on, or created by, adjoining or neighboring uses.

11.2 OFF-STREET PARKING AND LOADING

11.2.1 | GENERAL PROVISIONS

11.2.1.1 | EXISTING FACILITIES

- A. The existing number of off-street parking and loading spaces shall not be reduced below the requirements of this Section. If the number of existing spaces is already less than the requirements of this Section, it shall not be further reduced.
- B. Existing off-street parking and loading areas which do not conform to the requirements of this Section, but were in conformance with the requirements of this Ordinance at the time the parking or loading facilities were established, are permitted to continue as a legal nonconforming structure.
- C. If a building permit for a building or structure was lawfully issued prior to the effective date of this Ordinance, and if construction has begun within one-hundred eighty (180) days of the issuance of a permit, the number of off-street parking and loading spaces shall be provided in the amount required for the issuance of said building permit, regardless of what may be required by this Section.

11.2.1.2 | DAMAGE OR DESTRUCTION

When a building is reconstructed or repaired after being damaged or destroyed, off-street parking and loading facilities shall be restored or maintained in an amount equivalent to that at the time of such damage or destruction. However, it shall not be necessary to restore or maintain parking and loading facilities in excess of the applicable requirements of this Section.

11.2.1.3 | CHANGE IN LAND USE

When the existing use of a building, structure, or parcel of land is changed to a new use, parking and loading spaces shall be provided as required for the new use. Additional parking or

loading spaces shall be required in the amount by which the requirements for the new use exceed the requirements for the existing use.

11.2.1.4 | CHANGE IN INTENSITY OF USE

- A. When the intensity of use of any building, structure, or parcel of land is increased, additional parking and loading spaces shall be provided. The number of additional parking and loading spaces shall be based on the increase in the number of dwelling units, gross floor area, seating capacity, or other unit of measurement used to calculate the number of required parking or loading spaces.
- B. When the intensity of use of any building, structure, or parcel of land is decreased, the number of parking and loading spaces may be reduced so long as the parking requirements of this Chapter are met for the entire building, structure, or parcel of land as modified.

11.2.1.5 | PROVISIONS FOR ADDITIONAL SPACES

Nothing in this Chapter shall be deemed to prevent the voluntary establishment of off-street parking or loading facilities, provided that all regulations governing the location, design, and control of such facilities shall be in accordance with this Chapter.

11.2.1.6 | LIMITATIONS ON USE

No motor vehicle repair or cleaning of any kind shall be permitted in any parking space, parking lot, or loading berth. No gasoline, motor oil, or any other automobile accessory or similar product shall be sold or dispensed in such areas.

11.2.1.7 | HARDSHIP REDUCTION / ADJUSTMENTS TO PARKING SPACES REQUIRED (LIMITED TO SITES WITH OLDER EXISTING BUILDINGS)

The Planning Commission may determine that the total number of parking spaces required by this Ordinance may be reduced in unique situations within sites located within older commercial areas of the City with existing buildings and site limitations to encourage redevelopment and reinvestment. The applicant shall be fully responsible to provide sufficient evidence supporting the request to reduce the parking requirement. The Planning Commission may evaluate any request to reduce parking space requirements by the following:

- A. There is an existing commercial building located on the property that is more than twenty-five (25) years in age and there are no existing or proposed residential uses on the property.
- B. Due to special circumstances associated with the operation of the use at its location, the proposed use will generate a parking demand different from the standards specified.

- C. The number of reduced parking spaces approved will be sufficient for its safe, convenient, and efficient operation of the use and will not create issues for adjacent properties.
- D. In no instance shall the number of parking spaces be reduced more than twenty-five percent (25%) below the standards specified.

Note: Standards for other parking reductions/adjustments not meeting this criteria are listed under [Chapter 11.2.9.3](#).

11.2.1.8 | ADJUSTMENTS TO PARKING SPACES REQUIRED WHEN EXISTING PARKING REMOVED DUE TO CITY ACTION (RIGHT-OF-WAY NEEDED DUE TO STREET OR OTHER PUBLIC IMPROVEMENTS)

Legal conforming or legal non-conforming parking spaces that are taken or rendered unusable or non-conforming due to right-of-way dedication required by the City, may be credited to the lot or parcel from which they were taken or made unusable, for the purpose of fulfilling [Section 11.2.10](#) (Required Off-Street Parking Spaces).

For example, a lot which has a total of fifty (50) parking spaces is required by this Ordinance to dedicate right-of-way resulting in the loss of ten (10) parking spaces. Later, a building addition or change-of-use is made which incurs the requirement for twenty-five (25) additional parking spaces over and above what exists on the lot or parcel. Ten (10) parking spaces will be credited to the lot or parcel towards fulfillment of the required parking. The lot or parcel owner will be required to provide fifteen (15) additional parking spaces rather than twenty-five (25).

In the event the building is voluntarily removed and the property redeveloped, the credited parking spaces shall be voided and no longer credited towards the lot or parcel.

11.2.2 | COMPUTATION

The total number of required parking and loading spaces shall be based upon the requirements for the principal use of the lot. However, when more than one (1) use occupies the same lot, the number of required spaces shall be the sum of the separate requirements for each use.

EXCEPTION: Commercial Centers (multi-tenant, mixed-use developments, i.e., retail, office, service, and restaurants) shall provide parking as per [Table 12](#) (Parking Requirements).

All off-street parking facilities shall be completed before occupancy of the building or structure served. In computing the number of off-street parking or loading spaces required by this Chapter, the following standards for computation shall apply:

- A. Space allocated to any off-street loading space shall not be used to satisfy the requirement for any off-street parking space, or portion thereof. Conversely, the area allocated to any off-street parking space shall not be used to satisfy the replacement for any off-street loading space or portion thereof.
- B. A fraction of less than one-half (1/2) may be disregarded, and a fraction of one-half (1/2) or more shall be counted as one (1) parking or loading space.
- C. In places of assembly in which patrons or spectators occupy benches, pews, or similar seating facilities, each eighteen (18) inches of such seating facility shall be counted as one (1) seat for the purpose of determining the requirement of off-street parking facilities.
- D. Except as otherwise specified, parking or loading spaces required on an employee basis shall be based on the maximum number of employees normally present on the premises at any one time. When the determination of the number of parking spaces is based on the number of employees, the owner and/or manager shall be counted as an employee(s).

11.2.3 | CONSTRUCTION OF PARKING AND LOADING FACILITIES

11.2.3.1 | SITE PLAN REVIEW REQUIRED

Site Plan review, in accordance with [Chapter 4.7](#) (Site Plan and Design Review), is required prior to any construction, alteration, or addition of any parking facility. For purposes of this Chapter, construction, alteration, or addition shall include all paving of previously unpaved surfaces.

11.2.3.2 | TIME OF COMPLETION

Off-street parking and loading facilities required by this Chapter shall be completed prior to the issuance of the Use and Occupancy Permit for the use they serve.

11.2.4 | COLLECTIVE PROVISIONS

- 1. Off-street parking spaces for individual uses may be provided collectively if the total number of spaces provided is equal to or greater than the sum of the spaces required for each individual use.

EXCEPTION: Commercial Centers (multi-tenant, mixed-use developments, i.e., retail, office, service, restaurants) shall provide parking as per [Table 12](#) (Parking Requirements).

No parking space, or portion of a space, shall serve as the required space for more than one (1) similar use, but can be shared among two (2) or more individual uses under the following shared parking arrangements described in [Chapter 11.2.4.B](#).

2. The use of a particular parking facility shall not occur by each use at the same time. The use with the highest demand must provide all required spaces. No shared use of parking spaces shall be permitted unless:
 - A. The users of the shared parking facility shall sign an agreement, approved by the City Attorney, expressing the intent to share parking facilities. This agreement shall be filed with the City and recorded with the County Register of Deeds.
 - B. Approval is obtained from the Planning Department that confirms that the use of such facility by each user does not take place at the same hours during the same days of the week.
 - C. The location and design requirements of this Chapter are met.
 - D. Any subsequent change in ownership or use shall require proof that the minimum parking requirements, per this Chapter, have been met for each use, prior to the issuance of the required Use and Occupancy Permit.

11.2.5 | LAND BANKED FUTURE PARKING

The Planning Commission may permit land banking of up to twenty-five percent (25%) of the required parking spaces through the Site Plan review process, if the following standards are met:

1. Sufficient evidence shall be provided by the applicant that supports the reduced parking needs.
2. The area proposed for land banking of parking spaces shall be an area suitable for parking at a future time.
3. Landscaping of the land banked area shall be in full compliance of the zoning regulations and at a minimum landscaped with turf. As a result of the Site Plan review process, the Planning Commission may require additional landscaping of the land-banked area.
4. The land banking area cannot be used for any other permanent use without amendment of the Site Plan.
5. As part of the Site Plan review process, the applicant shall show the area to be banked on the Site Plan and marked as “land banked future parking.”
6. The Planning Department, on the basis of increased parking demand for the use, shall require the conversion of all or part of the land-banked area to off-street parking spaces.

Evidence of increased demand includes the fact the parking lot is one hundred percent (100%) occupied more than once per week.

7. Failure to construct land-banked parking within one-hundred-twenty (120) days of notification by the Planning Department shall be cause for revocation of the Use and Occupancy Permit and to invoke other penalties authorized by this Ordinance.

11.2.6 | LOCATION OF OFF-STREET PARKING SPACES

11.2.6.1 | RESIDENTIAL USES

- A. All required parking spaces for residential uses shall be located on the same lot as the building or use served except for condominiums where the parking may be located on adjacent common open space.
- B. For single family and townhome dwelling(s), parking shall be permitted in private driveways, but no such parking may encroach onto the public right-of-way or sidewalk. Parking spaces located within garages or covered carports shall not be utilized in calculating the required number of parking spaces.

11.2.6.2 | NON-RESIDENTIAL USES

- A. All required off-street parking areas for non-residential uses shall be located on the same lot as, or within three hundred (300) feet of, the building or use served. However, off-street parking accessory to a commercial or industrial use shall not be located in any residential district.
- B. When required off-street parking spaces are provided at an off-site parking area, such off-site parking areas shall be, and remain in, the same possession and ownership as the zoning lot occupied by said building or use. No such off-site parking areas, including land-banked parking, shall be authorized and no Use and Occupancy Permit shall be issued, unless the Planning Department has reviewed the plans and has made findings that common ownership or possession does and will continue to exist with respect to the zoning lot and the land containing the off-site parking areas, and that the off-site parking area will be maintained at all times during the life of the proposed use or building. A covenant to this effect shall be recorded with the County Register of Deeds.
- C. Off-street parking spaces are permitted within any yard. However, where a yard abuts a residential district, no off-street parking spaces shall be permitted within ten (10) feet of the lot line abutting the residential district.

11.2.7 | DESIGN STANDARDS

All off-street parking facilities shall comply with the following standards:

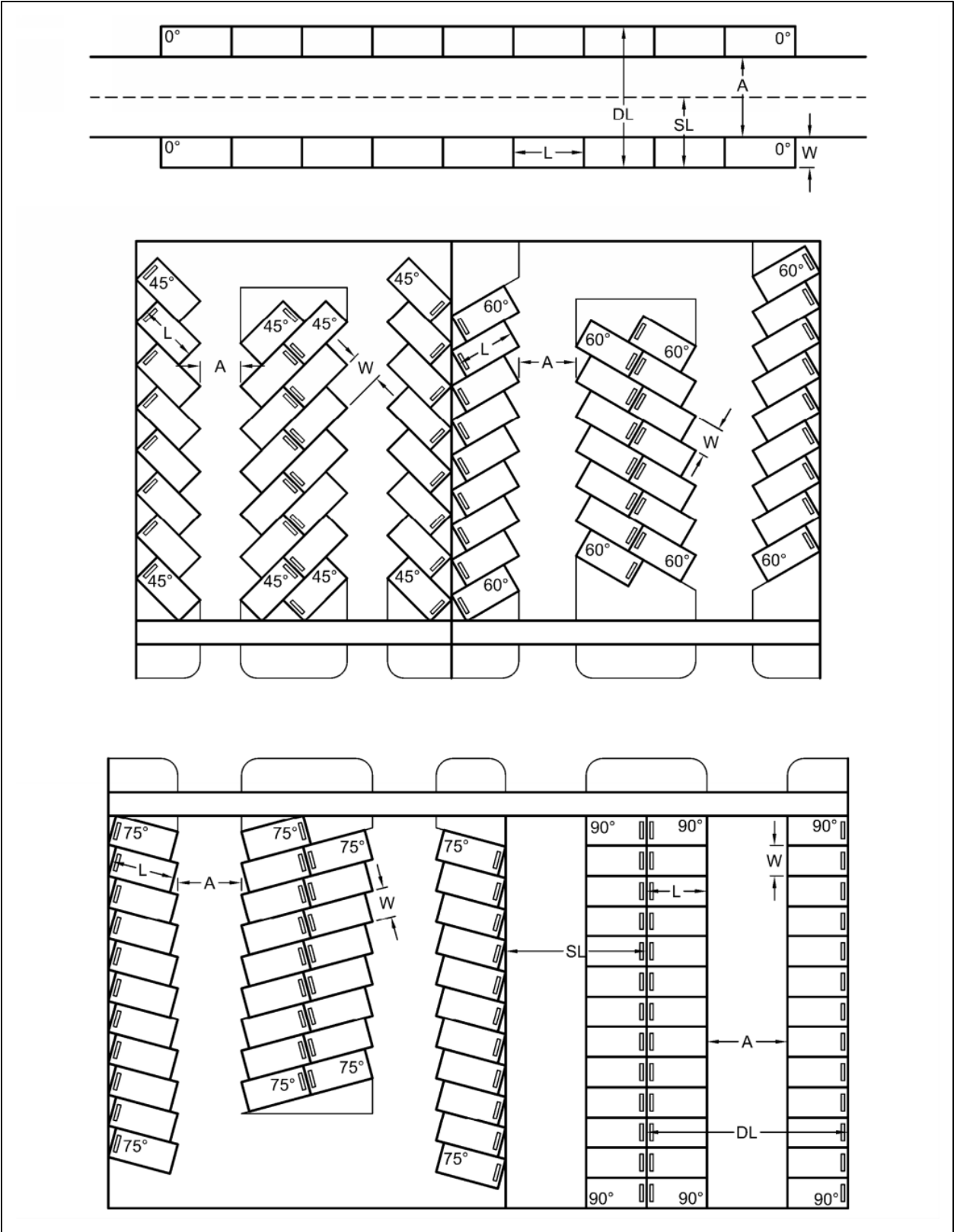
11.2.7.1 | DIMENSIONS

- A. Off-street parking spaces shall be design in accordance with [Figure 5](#) (Off-Street Parking Dimensions).
- B. All parking spaces shall have a minimum vertical clearance of seven feet six inches (7' 6").

11.2.7.2 | ACCESS

- A. Each off-street parking space shall open directly upon an aisle or driveway of such width as will provide adequate means of vehicular access to such parking space. All off-street parking facilities shall be provided with appropriate means of vehicular access in a manner that least interferes with traffic movement and allows the driver of the vehicle to proceed forward into traffic rather than back out.
- B. All required off-street parking facilities shall have vehicular access from a street, alley, driveway, or cross-access connection.
- C. Within off-street parking facilities one-way traffic aisles shall be at least twelve (12) feet in width and two-way traffic aisles shall be at least twenty-four (24) feet in width. Furthermore, all aisles shall be design in accordance with Figure 5 (Off-Street Parking Dimension).

FIGURE 5: OFF-STREET PARKING DIMENSIONS



PARKING ANGLE	STALL WIDTH (W)	STALL LENGTH (L)	AISLE WIDTH (A)	SINGLE-LOADED MODULE ² WIDTH (SL)	DOUBLE-LOADED MODULE ² WIDTH (DL)
0°	9'	21'	12'/24' ¹	20.5'/32.5' ¹	29'/41' ¹
45°	9'	18'	32'	32'	51'
60°	9'	18'	17'	38'	58'
75°	9'	19'	19'	40.8'	61.6'
90°	9'	18'	24' ¹	42' ¹	60' ¹

NOTES:

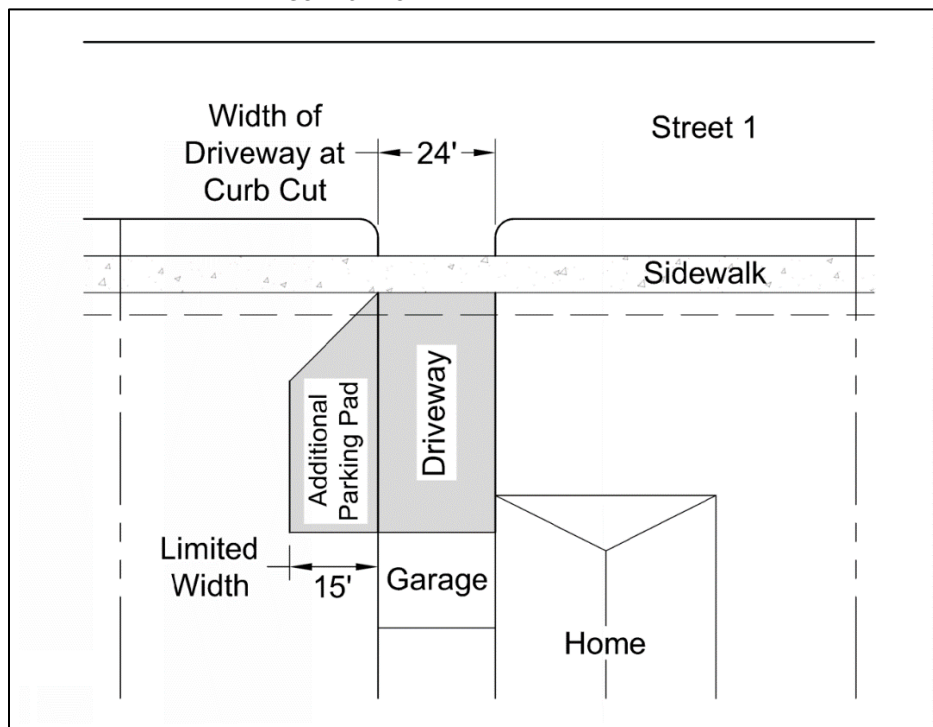
1. Two-way traffic permitted.
2. A module is defined as a drive aisle with automobiles parked on each side of the drive aisle.

D. Driveways

1. Residential Driveways, Excluding Multi-Family and Townhome Dwellings

- A residential driveway shall be no wider than twenty-four feet (24') in width at the curb cut. See Figure 6 (Residential Driveway Width).
- Single-family dwellings are permitted an additional paved parking pad, located beside the house and up to fifteen (15) feet in width. See Figure 6 (Residential Driveway Width).

FIGURE 6: RESIDENTIAL DRIVEWAY WIDTH



2. Multi-Family and Townhome Dwellings and Non-Residential Driveways

- No driveway shall have a width exceeding twenty-four (24) feet, except for non-residential driveways which provide access to loading berths or which are striped with dual exit lanes. Such driveways shall not exceed thirty-six (36) feet in width.
- Driveways, off-street parking areas and access aisles for multi-family residential and non-residential parking lots shall be designed in accordance with [Figure 5](#) (Off-Street Parking Dimensions). However, during the Site Plan review process, the Planning Commission may approve a reduction in the minimum width of a drive aisle subject to Fire Department approval.

3. Single-Family Dwelling Units Driveway Curb Cuts

One (1) driveway curb cut shall be permitted on a zoning lot for a new single family (detached) dwelling unit. Two (2) curb-cuts not more than twelve (12) feet wide may be approved for a circular driveway. For lots with more than one (1) street frontage, one (1) curb-cut is allowed per frontage. More than one (1) curb cut in any other circumstance must be approved by the Public Works Department. Existing lots with more than one (1) curb cut and/or a circular driveway or straight driveway that exists at the time of adoption of this Ordinance, may be replaced and repaired.

11.2.7.3 | SURFACING

All off-street parking areas and driveways shall be constructed of concrete, asphalt pavement or equivalent. Semi-pervious materials such as brick and concrete pavers may also be used, subject to the approval of the Planning Department.

11.2.7.4 | STRIPING

Off-street parking areas shall delineate parking spaces with paint or other permanent materials, which shall be maintained in clearly visible condition. Parking spaces for handicapped person shall be identified with appropriate signage or markings.

11.2.7.5 | CURBING AND BUMPER STOPS

All parking lots exceeding ten (10) spaces shall be edged with concrete curbing. Bumper stops, wheel stops, or curbing shall be provided as needed to prevent vehicles from damaging or encroaching upon any adjacent loading space, sidewalk, landscaped area, or parking lot island, fence, wall, or building. Curbing shall be at least four (4) inches in height. The length of the parking stall shall be as indicated in [Figure 5](#) (Off-Street Parking Dimensions). This standard shall not, however, prohibit the use of planting areas as on-site stormwater management devices, wherein curbing around such planting areas may be waived.

11.2.7.6 | DRAINAGE AND GRADING

Except for parking spaces accessory to a single-family detached dwelling, no area of any parking facility shall have a slope of more than five percent (5%). No access ramp shall have a slope of more than ten percent (10%) in the first fifteen (15) feet from the back of sidewalk.

11.2.7.7 | LIGHTING

Illumination of an off-street parking area shall be arranged so as to deflect the direct rays of light away from adjacent properties and streets in accordance with [Chapter 11.3](#) (Outdoor Lighting).

11.2.7.8 | LANDSCAPING AND SCREENING

All parking lots shall be landscaped in accordance with [Chapter 11.4](#) (Landscaping, Screening and Tree Preservation).

11.2.8 | ACCESSIBLE PARKING

11.2.8.1 | REQUIRED SPACES

With the exception of single family and townhome dwellings, in all off-street parking facilities where parking is provided for employees, visitors, or both, parking spaces for disabled person shall be provided. The number of accessible parking spaces shall be included in the total number of required parking spaces and shall be in accordance with applicable laws.

11.2.8.2 | DIMENSIONS AND DESIGN

Such spaces shall comply with the design and locational standards of all applicable laws.

11.2.9 | STACKING SPACES FOR DRIVE-THROUGH FACILITIES

11.2.9.1 | DESIGN

Stacking spaces provided for drive-through uses shall be:

- A. A minimum of nine (9) feet in width, as measured from the outermost point of any service window to the edge of the driveway, and eighteen (18) feet in length.

- B. Placed in a single line behind each drive-through facility. Multiple facilities, i.e. dual ordering stations at quick service restaurants, shall provide separate stacking lines for each station.
- C. Located so that, when in use, they do not obstruct ingress or egress to the site and do not obstruct access to required parking and loading spaces.
- D. Stacking spaces shall begin the vehicle parked at a last point of service, such as a window or car wash bay.

11.2.9.2 | REQUIRED SPACES

Every stand-alone drive-through facility shall provide a minimum of six (6) stacking spaces per facility, unless otherwise required by [Table 12](#) (Parking Requirements) of this Ordinance. Every in-line drive-through facility shall provide a minimum of three (3) stacking spaces per facility, unless otherwise required by [Table 12](#) (Parking Requirements) of this Ordinance.

NOTE: Stand-alone drive-through would be a business/building that is not attached to any other business/building. In-line drive-through would be a business/building that is attached to other business/buildings, such as a shopping center.

11.2.9.3 | REDUCTION OF REQUIRED SPACES

The number of required stacking spaces may be reduced by the Planning Commission during the Site Plan review process if the petitioner presents a study which demonstrates that a different requirement should be imposed. The approval of a reduced number of stacking spaces shall apply only to the specific business for which the study was conducted.

11.2.10 | REQUIRED OFF-STREET PARKING SPACES

The minimum number of off-street parking spaces to be provided for the designated uses shall be as follows in [Table 12](#) (Parking Requirements). [Table 12](#) lists parking requirements for the generic uses listed within the districts. In some cases, uses which are considered part of a generic use category are listed with specified parking requirements. These specified uses are listed only for the purposes of this Section and do not indicate whether such uses are permitted or conditional uses within any district. Certain generic uses listed within the districts do not have parking requirements. These types of uses are not listed within [Table 12](#).

TABLE 12: PARKING REQUIREMENTS

TABLE 12 PARKING REQUIREMENTS	
GFA = GROSS FLOOR AREA // SF = SQUARE FEET	
USE TYPE	PARKING REQUIREMENTS
RESIDENTIAL USES	
Assisted Living Facility	.2 per bed + 1 per 2 employees
Bed and Breakfast	1 per bedroom
Boarding House (6 or more persons)	1 per bedroom
Community Residence	.25 per bed + 1 per 2 employees
Dwelling above the Ground Floor	1 per unit In the OTC District: Efficiency or 1-bedroom unit: 1 per dwelling unit 2-bedroom or more unit: 1.5 per dwelling unit
Dwelling, Single-Family	2 per dwelling unit (garage/carport spaces do not count towards this requirement)
Dwelling, Multi-Family	Efficiency or 1-bedroom unit: 1.5 per dwelling unit 2-bedroom or more unit: 2 per dwelling unit
Dwelling, Townhome	2 per dwelling unit (garage/carport spaces do not count towards this requirement)
Independent Living Facility	1 per dwelling unit + 1 per 2 employees
Nursing Home	1.2 per bed + 1 per 2 employees
GOVERNMENT & EDUCATIONAL USES	
Educational Facility, Primary/Secondary	Primary: 2 per classroom Secondary: 1 per 8 students (based on maximum enrollment) + 2 per classroom
Educational Facility, College/University	1 per 2 students (based on maximum enrollment) + 1 per classroom
Educational Facility, Vocational School	1 per 2 students (based on maximum enrollment) + 1 per classroom
Educational/Residential Boarding Campus	2 per dwelling unit + 1 per classroom + 1 per employee
Government Facility & Offices	3 per 1,000 SF GFA
Public Safety Facility	1 per 600 SF GFA
Public Works Facility	1 per 2 employees
OFFICE USES	
Call Center	1 per phone
Office	3 per 1,000 SF GFA
RETAIL USES	
Commercial Center (multi-tenant, including retail, office, restaurants) ¹	1 per 200 SF GFA: first 20,000 SF 1 per 250 SF GFA: next 80,000 SF 1 per 300 SF GFA: over 100,000
Motor Vehicle Dealership	1 per 1,000 SF of sales & display area (indoor + outdoor)
Retail Goods Establishment	4 per 1,000 SF GFA
RELIGIOUS USES	
Place of Worship	1 per 4 seats

TABLE 12 PARKING REQUIREMENTS	
GFA = GROSS FLOOR AREA // SF = SQUARE FEET	
USE TYPE	PARKING REQUIRMENTS
CULTURAL, RECREATIONAL & ENTERTAINMENT USES	
Art Gallery	1 per 800 SF GFA
Cultural Facility	2 per 1,000 SF GFA
<i>Community Center</i>	<i>3 per 1,000 SF GFA</i>
Firing Range	1 per lane
Golf Course	4 per hole
Health/Fitness Center	4 per 1,000 SF of public use area
Indoor Entertainment Facility	4 per 1,000 SF of public use area
<i>Movie Theater</i>	<i>1 per 4 seats for first 400 seats + 1 per 6 additional seats after first 400</i>
Indoor Recreation Facility	4 per 1,000 SF of public use area
<i>Bowling Alley, Tennis, Raquetball, Volleyball, and other courts</i>	<i>2 per lane, 2 per court</i>
Live Entertainment	4 per 1,000 SF of public use area
Marina	1 per 2 slips
Outdoor Entertainment Facility	2 per 1,000 SF of public use area
Outdoor Recreation	2 per 1,000 SF of public use area
Race Tracks	1 per 4 seats for the first 400 + 1 per 6 thereafter
Recreational Training School	1 per 250 SF GFA
Social Club or Lodge	2 per 1,000 SF GFA
SERVICE USES	
Animal Hospital	1 per 300 SF GFA
Banquet Hall	1 per 4 seats (based on maximum capacity) + 1 per 2 employees (based on largest shift)
Car Wash	1 per 2 employees + 2 stacking spaces per bay
Caterer	1 per employee
Day Care Center, Adult or Child	1 per employee + 1 per 10 adults or children + 2 passenger loading spaces
Equipment Repair	1 per 500 SF GFA
Financial Institution	3 per 1,000 SF GFA + 2 stacking spaces per lane
Funeral Home	1 space per 3 seats
General Business Services	3 per 1,000 SF GFA
Helistop	2 spaces
Hospital	1 per 2 beds + 2 per 3 employees (based on largest shift)
Hotel / Motel	1 per room
Kennel	1 per 1,000 SF GFA + 1 per employee
Medical Rehabilitation Facility, Residential	1 per 2 beds + 2 per 3 employees (based on largest shift)

TABLE 12 PARKING REQUIREMENTS	
GFA = GROSS FLOOR AREA // SF = SQUARE FEET	
USE TYPE	PARKING REQUIREMENT
SERVICE USES	
Medical / Dental Clinic	1.5 per exam room or 1 per 300 SF, whichever is greater
Medical / Dental Laboratory	1 per employee
Meeting / Event Center	1 per 4 seats (based on maximum capacity) + 1 per 2 employees (based on largest shift)
Motor Vehicle Rental Establishment	1 per 1,000 SF of display area (indoor + outdoor area)
Motor Vehicle Service & Repair, Major or Minor	2 per service bay + 1 per 500 SF of office & waiting area
Motor Vehicle Service Station /Fuel Center	2 per 1,000 SF GFA of any accessory convenience retail and/or food service + 2 stacking spaces per bay for any accessory automatic car wash
Personal Services Establishment	3 per 1,000 SF GFA
Printing Shop	1 per employee
Research and Development Facility	3 per 1,000 SF GFA
Restaurant, Full and Quick Service	1 per 100 SF GFA, plus see 10.4.12.4 for outdoor seats/ refer to 11.2.9.2 for drive-through stacking
Restaurant, Carry Out	1 per 150 SF GFA
Taxidermy	1 per employee
Utility, Private	1 per 2 employees
HEAVY RETAIL, WHOLESALE & SERVICE USES	
Contractor Office & Storage Yard	1 per 400 SF of office area + 1 per 5,000 SF of storage yard (indoor + outdoor)
Food Service Contractor	1 per employee
Heavy Retail, Rental, & Service Establishment	4 per 1,000 SF GFA, including outdoor storage & display areas
Machine Shop	1 per employee
Motor Vehicle Operations Facility	1 per 1,000 SF GFA
Reupholstery / Custom Home Textiles	1 per employee
Self-Service Storage Facility	1 per 100 storage units
Welding Shop	1 per employee
INDUSTRIAL USES	
Concrete or Asphalt Plant	1 per employee
Manufacturing	1 per employee
Sign Manufacturing / Fabricating	1 per employee
Trucking Company / Terminal	1 per employee
Warehouse / Distribution	1 per 1,000 SF GFA

TABLE 12 PARKING REQUIREMENTS	
GFA = GROSS FLOOR AREA // SF = SQUARE FEET	
USE TYPE	PARKING REQUIREMENTS
OTHER USES	
Adult-Oriented Establishment	1 per 100 SF GFA
Cemetery & Mausoleum	1 per 250 SF of Office and/or chapel space
Driving Range (Principal Use)	1 per tee
High Impact Facilities	1 per employee
Plant Nursery	3 spaces per acre
Radio & Television Towers & Transmission Facilities	2 spaces
Storage Space Accessory to a Principal Use - Service, Office, or Retail Use	1 per 1,000 SF GFA (storage space only)
Vacation Rental	1 per 500 SF GFA (Amended by Ord. 2016-16)
Wireless Telecommunications Tower	2 spaces

NOTES:

1. A Commercial Center is a multi-tenant development with a mixture of uses including, but not limited to retail, service, office, and restaurants. Full-service restaurants within such centers shall be provided with the number of parking spaces required for full-service restaurants rather than the lesser number of spaces required for a commercial center.

11.2.11 | REQUIRED OFF-STREET LOADING SPACES

Off-street loading spaces shall be provided for a building, structure, or use which requires the receipt or distribution of materials or merchandise by trucks or other vehicles in accordance with Table 13 (Off-Street Loading Requirements).

TABLE 13: OFF-STREET LOADING REQUIREMENTS

TABLE 13 OFF-STREET LOADING REQUIREMENTS	
USE	NUMBER OF REQUIRED SPACES
NON-RESIDENTIAL USES (EXCLUDING USES BELOW)	
10,000 - 100,000 SF of Gross Floor Area	1 Loading Space
Each additional 100,000 SF of Gross Floor Area	1 Loading Space
HEAVY RETAIL & SERVICE, WHOLESALE & DISTRIBUTION & INDUSTRIAL USES	
5,000 - 10,000 SF of Gross Floor Area	1 Loading Space
10,001 - 40,000 SF of Gross Floor Area	2 Loading Spaces
40,001 - 100,000 SF of Gross Floor Area	3 Loading Spaces
For each additional 100,000 SF of Gross Floor Area over 100,001 SF of Gross Floor Area	1 Loading Space

11.2.12 | DESIGN OF OFF-STREET LOADING SPACES

11.2.12.1 | LOCATION

- A. All off-street loading spaces shall be located on the same zone lot as the building or use served. No off-street loading spaces shall project into a public right-of-way.
- B. Off-street loading spaces shall not take up a required parking space and shall not interfere with entrances and exits to the property.
- C. No off-street loading space shall be located in a front or corner side yard.
- D. All off-street loading spaces shall be located a minimum of fifty (50) feet from the lot line of any lot in a residential district, unless completely enclosed by building walls or a solid fence or wall, or any combination thereof, not less than six (6) feet in height.

11.2.12.2 | DIMENSIONS

All required off-street loading spaces shall be at least twelve (12) feet in width and at least thirty (30) feet in length, exclusive of maneuvering space, and shall have a minimum vertical clearance of at least fourteen (14) feet. During Site Plan review, the Planning Commission may require a loading space in excess of thirty (30) feet in length based upon the proposed use land and anticipated shipping/delivery methods. In no case shall the Planning Commission may require a loading space in excess of sixty (60) feet.

11.2.12.3 | SURFACING

All off-street loading spaces shall be constructed of a heavy-duty concrete, asphalt, or equivalent conforming to the specifications of the Public Works Department.

11.2.12.4 | ACCESS CONTROL AND SIGNAGE

Each required off-street loading space shall be designed with adequate means of vehicular access to a street or alley in a manner that will minimize interference with traffic movement.

11.2.12.5 | LIGHTING

Loading facility lighting shall be in accordance with [Chapter 11.3](#) (Outdoor Lighting). Illumination of an off-street loading facility shall be arranged so as to deflect the direct rays of light away from adjacent properties and streets.

11.2.12.6 | LANDSCAPING AND SCREENING

All loading facilities shall be landscaped and screened in accordance with [Chapter 11.4](#) (Landscaping, Screening and Tree Preservation).

11.3 OUTDOOR LIGHTING

11.3.1 | LIGHTING LEVELS AND TYPE

Parking lots, which exceed ten (10) parking spaces and which are located within commercial districts and at multi-family residential/non-residential uses within residential districts shall be lighted at a minimum of 0.2-foot candles and a maximum of ten (10) foot candles. Lighting beneath canopies, such as at fuel centers, shall not exceed thirty (30) foot candles. Canopy lights shall be fully recessed into the canopy ceiling. See light trespass restrictions below.

11.3.2 | LIGHT DISTRACTION

Light fixtures in excess of one hundred fifty (150) watts shall be fully shielded to prevent glare or spillover onto adjacent lots and streets. No exterior lighting may be used in any manner that could interfere with the safe movement of motor vehicles on public thoroughfares. Specifically, the following types of light trespass are prohibited:

- A. Any light not designed for roadway illumination that produces direct or reflected glare that could interfere with a driver's ability to safely operate a motor vehicle.
- B. Any light that may be confused with, or construed as, a traffic control device, except as authorized by state, federal, or local government.
- C. In addition, motor vehicle service station lighting shall comply with the requirements of [Chapter 10.3.7](#) (Motor Vehicle Service Stations).

11.3.3 | LIGHT TRESPASS

No lighting source from a commercial use shall cause more than one (1) foot candle of illumination of cross the property line of an adjoining residentially zoned property.

11.3.4 | LIGHT POLE AND BUILDING MOUNTED LIGHTING HEIGHTS

The maximum height of light poles on private property, as measured from grade at the base to the bottom of the luminaire, shall be as specified below. These standards do not apply to public right-of-way lighting. Permitted light pole heights shall be as follows:

11.3.4.1 | NON-RESIDENTIAL

Lights poles and building-mounted fixtures shall be designed with fully shielded luminaires. Such poles or mounts shall not exceed twenty-two (22) feet in height. The Planning Commission may approve, in appropriate circumstances as part of Site Plan review, a pole or mount of up to thirty (30) feet. Wall-pack light mounting height shall not exceed twelve (12) feet.

11.3.4.2 | RESIDENTIAL DISTRICTS

Light poles in residential districts shall not exceed sixteen (16) feet in heights. Light poles at places of worship, other non-residential uses and multi-family residential sites shall not exceed twenty-two (22) feet in height. Light poles on public property, including at city parks and public schools shall be subject to the policies of their governing bodies.

11.3.5 | LIGHT POLE AND FIXTURE DESIGN STANDARDS

Light poles and fixtures in commercial districts should be black or dark bronze. The base of the lights should not exceed thirty (30) inches above grade. Lights within parking lots should be placed within landscaped islands. Bases shall be painted or stained black and shall be screened with shrubs.

11.4 LANDSCAPING, SCREENING, AND TREE PRESERVATION

11.4.1 | APPLICABILITY

This Chapter shall apply to all development, construction, use of land and buildings and other activity for which Site Plan and/or Design Review approval is required as per [Chapter 4.7](#) (Site Plan and Design Review). No building permit or Use and Occupancy Permit shall be issued for any lot or use subject to the requirements of this Chapter unless all requirements of this Chapter have been fulfilled. Failure to implement the landscape plan, or to maintain the lot or use in conformance with the landscape plan, shall be cause for revocation of the Occupancy certificate and/or the application of fines and penalties, as established in this Ordinance. All landscaping is subject to periodic inspection by the Planning Department.



11.4.2 | LANDSCAPE PLAN

11.4.2.1 | LANDSCAPE PLAN REQUIRED

A detailed landscape plan shall be submitted to the City as part of the Site Plan and Design Review as specified in [Chapter 4.7](#) (Site Plan and Design Review).

11.4.2.2 | CONTENT OF LANDSCAPE PLAN

- A. The location and dimensions of all existing and proposed structures, property lines, easements, parking lots and drives, roadways and rights-of-way, sidewalks, ground signs, refuse disposal and recycling areas, bicycle paths and parking facilities, fences, utility lines and equipment, recreational facilities, drainage facilities, and other freestanding structures, as determined necessary by the Planning Department.
- B. The location, quantity, size, botanical name and condition of all existing plant materials, including trees and other plant material in the right-of-way, and indicating plant material to be retained and removed.
- C. The location, quantity, size and name, both botanical and common, of all proposed plant material including, but not limited to, shade and evergreen trees, shrubs, groundcover, annuals/perennials and turf.
- D. The existing and proposed grading of the site indicating contours at one (1) to two (2) foot intervals. Proposed berming shall be indicated using one (1) foot contour intervals.
- E. Elevations of all proposed fences, steps, stairs, retaining walls both fixed (caste concrete, unitized walls) and any natural rock outcropping on the site. Top-of-wall and bottom-of-wall elevations shall be shown for retaining walls.
- F. Elevations, cross-sections, and other details as determined necessary by the Planning Department.

11.4.2.3 | CHANGES TO APPROVED LANDSCAPE PLANS

Changes to the landscape plan shall be governed by [Chapter 4.7.6](#) (Amendments to Approved Site Plan Reviews).

11.4.3 | SELECTION, INSTALLATION, AND MAINTENANCE OF PLANT MATERIALS

11.4.3.1 | SELECTION

All planting materials used shall be of good quality and meet American Standard for Nursery Stock, ANSI Z60.1 latest edition, developed by the American Nursery and Landscape Association, for minimum acceptable form, quality, and size for species selected, and capable to withstand the seasonal temperature variations of Middle Tennessee, as well as the individual site microclimates. Size and density of plant material, both at the time of planting and at maturity, are additional criteria that shall be considered when selecting plant material. Plant materials shall conform to the City's Standard Tree Selection Specifications as included in [Appendix D](#) (Landscape Standards).

11.4.3.2 | INSTALLATION

All landscaping materials shall be installed in accordance with the current planting procedures established by the ANLA. All plant materials shall be free of disease and shall be installed so that soil of sufficient volume, composition, and nutrient balance are available to sustain healthy growth. Installation shall also be in accordance with the City's Standard Tree Planting Details as included in [Appendix D](#) (Landscape Standards).

11.4.3.3 | REQUIRED ELEMENTS

Landscape materials depicted on landscape plans approved by the City shall be considered to be required Site Plan elements in the same manner as buildings, parking, and other improvements. As such, the owner of record, or in some instances the property owner's association, shall be responsible for the maintenance, repair, and replacement of all landscape materials, fences, steps, retaining walls and similar landscaping elements over the entire life of the development.

11.4.3.4 | MAINTENANCE

All landscaping materials shall be maintained in good condition, in accordance with the approved landscape plan, shall present a healthy neat, and orderly appearance, and shall be kept free of refuse and debris. Any dead, unhealthy, or missing plants shall be replaced within six (6) months or the next reasonable available growing/planting season. Fences, steps, retaining walls, and similar landscaping elements shall be maintained in good repair. The owners of the premises shall be responsible for the maintenance, repair, and replacement of all landscaping materials, fences, steps, retaining walls, and similar landscaping elements, and refuse disposal areas.

Irrigation systems, when provided, shall be maintained in good operating condition to promote the health of the plant material and the conservation of water. Shrubs that screen parking areas shall be maintained as a continuous, unbroken hedge.

Trees shall only be pruned to maintain their natural form and to remove dead or diseased wood. Topping of trees is strictly prohibited, except that *Pyrus calleryana* species may be pruned to prevent wind damage. Trees that are topped in violation of this Ordinance shall be replaced with new trees of like species and size, multiples thereof.

11.4.4 | LANDSCAPE DESIGN STANDARDS

Landscape plans, as described above, shall be prepared by a licensed Landscape Architect, registered in the State of Tennessee, and evaluated and approved based on the following criteria.

11.4.4.1 | SCALE AND NATURE OF LANDSCAPE MATERIAL

The scale and nature of landscape materials shall be appropriate to the size of the site and related structures. Required landscape beds (such as at building foundations and at parking lot perimeters) shall implement multiple layering of plant material to give a sense of depth, rather than distributing plants into thin ribbons or rows. Generous plantings should define the street edge and site entry/exit points, as well as building entries.

11.4.4.2 | IMPERVIOUS SURFACE RATIO

The impervious surface ratio (ISR), computed by dividing the impervious surface area of the site by the total site area, shall not exceed eighty percent (80%).

11.4.4.3 | SELECTION OF PLANT MATERIAL

Plant materials shall be selected from the recommended plant materials list included in [Appendix D](#) (Landscape Standards) or as approved by the City. Plant material shall be selected for its form, texture, color, pattern of growth, and suitability to local conditions. Plant sizes shall be specified according to the Plant Sizing Chart in [Appendix D](#) or as otherwise indicated in this Section.

11.4.4.4 | SHADE TREES

Except as otherwise specified in this Section, all deciduous shade trees shall have a minimum trunk size of 2.5 inches in caliper at time of planting, unless otherwise specified.

11.4.4.5 | EVERGREEN TREES

Except as otherwise specified in this Section, evergreen trees shall have a minimum height of six (6) feet at planting and shall be incorporated into the landscape treatment of a site, particularly in those areas where year-round screening and buffering is required.

11.4.4.6 | ORNAMENTAL TREES

Except as otherwise specified in this Section, single stem ornamental trees shall have a minimum trunk size of 2.5 inches in caliper at planting, unless otherwise specified. Multiple stem ornamental trees shall have a minimum height of eight (8) feet at planting, unless otherwise specified. Multi-trunk trees having more than five (5) trunks shall be considered shrubs.

11.4.4.7 | SHRUBS

Unless otherwise specified, all large deciduous and evergreen shrubs shall have a minimum height of three (3) feet at installation, and all small-growing deciduous and evergreen shrubs shall have a minimum height of eighteen (18) inches at installation.

Large shrubs shall be considered to be those shrubs that reach five (5) or more feet in height at maturity. Small shrubs shall be considered to be those shrubs that can grow up to five (5) feet in height if left unmaintained but are generally kept at heights of eighteen (18) to thirty (30) inches.

11.4.4.8 | WALLS AND FENCES

Plant material shall be placed intermittently against long expanses of building walls, walls, fences, and other barriers to create a softening effect and to help break up long expanses of blank walls with little architectural detail.

11.4.4.9 | NATURAL AND HISTORIC FEATURES

Streams, wetlands, large rock outcrops, stands of native vegetation, fence rows, cemeteries, and other notable natural features must be indicated on the Site Plan and preserved wherever possible. Existing natural stone walls should be incorporated into the site design and preserved.

Structures over fifty (50) years old or valued for their local significance should be located on the Site Plan and retained if possible. Incorporation of such structures onto the site's development as a special feature is encouraged. If the structures are not to be retained or adapted, reasons should be given.

11.4.4.10 | PLANTING BEDS

- A. Planting beds shall be mulched with naturally colored shredded hardwood, mushroom compost, or pine needles. Rock, gravel, or synthetic mulches are not acceptable. Planting beds shall be a minimum of five (5) feet in width, except where otherwise stated within this Chapter.
- B. Trees planted within sidewalk or plaza zones shall be provided a minimum of two hundred (200) cubic feet of soil. A minimum of sixty (60) square feet of pervious area shall be provided around each tree. Pervious paving may be used for this purpose if used in conjunction with structural soils.

11.4.4.11 | IRRIGATION

Automatic irrigation systems are required for all required landscaped areas within commercial and industrial districts as well as multi-family developments and institutional uses. The Planning Commission may waive automatic irrigation requirements for existing areas with existing vegetation; however, plant material planted within such areas to meet transitional buffering requirements must be within one hundred (100) feet of a hose bib or be provided a temporary above-ground irrigation system. All irrigation systems shall be designed to minimize



the use of water. Plans shall be prepared and stamped by a Certified Irrigation Designer, Certified Irrigation Contractor, or Landscape Architect. Irrigation systems shall be designed to meet the standards shown in [Appendix D](#) (Landscape Standards).

11.4.4.12 | DETENTION AND RETENTION PONDS

Detention and retention ponds shall be landscaped with trees, shrubs, and turf. Detention ponds shall be considered a service area and shall be screened from public view. Back slopes steeper than 4:1 exposed to public streets shall be screened with trees and shrubs. Structures (such as headwalls and weirs) within ponds located in front and side yards adjacent to public streets shall be faced with brick or stone. Slopes exceeding 3:1 shall be vegetated with plants that do not require frequent mowing. Groundcovers used for this purpose shall be planted with sufficiently tight spacing to provide one hundred percent (100%) coverage within the first year.



11.4.4.13 | BERMING

Earthen berms and existing topographic features may be incorporated into the landscape treatment of a site where there is a need to mitigate noise and sight lines from certain noxious activities such as loading berths, outdoor storage, drive-thru's, auto service areas, heavy equipment operation, refuse disposal/storage areas, etc. Side slopes shall be steeper than a 3:1 (three (3) feet of run to one (1) foot of rise) slope ratio to prevent erosion and be properly and safely maintained. Retained slopes may be implemented with the appropriate terracing necessary to reduce the need for safety railing.



11.4.4.14 | TOPSOIL

Topsoil shall be saved and set aside during grading activities to be used for landscape areas. Topsoil shall be screened and placed over landscape areas to a depth of at least six (6) inches. All landscape beds shall have a minimum of eighteen (18) inches of topsoil. Each tree shall have a minimum of twenty-four (24") inches topsoil depth over a twenty-five (25) square foot area. Construction debris shall not be incorporated into the topsoil or otherwise buried on site.

11.4.4.15 | STEEP SLOPES

Turf areas visible from the street should not exceed a slope of 3:1 (three (3) feet of run to one (1) foot of rise). Rip-rap should not be used in areas that are visible from a street or public parking, unless a determination is made by the City Engineer that it is essential to the design of the site and no other option or stabilization technique is viable.

11.4.5 | BUILDING FOUNDATION LANDSCAPING

1. Building foundation landscaping is required in all commercial and industrial districts, as well as all multi-family developments and institutional uses for all new construction and additions to buildings. Landscaping shall be placed on all side that are visible from public areas. Plantings are not required where walkways access building entrances.
2. Foundation plantings shall work in concert with transition yard plantings to frame important views, while visually softening long expanses of walls, particularly those that lack windows and/or other architectural details. Foundation plantings shall be compatible with the materials and the form of a building.
3. The minimum width of the area provided to accommodate foundation plantings is as follows:
 - A. Five (5) feet of planting area width adjacent to one-story buildings
 - B. Ten (10) feet of planting area width adjacent to buildings having two or more stories.
 - C. Building segments that have long flat wall expanses (forty (40) feet or longer) without significant architectural detailing, wall projections and recesses, shall have ten (10) feet wide planting beds that incorporate ornamental trees, tall evergreens and a range of shrub sizes and ground covers.

11.4.6 | PARKING LOT PERIMETER LANDSCAPE YARD

Perimeter parking lot landscaping provides for the enhancement and screening of parking lots. Perimeter landscaping shall be required for all parking lots subject to Site Plan and Design Review and shall be established along the edge of the parking lot.

11.4.6.1 | APPLICABILITY

The perimeter landscape yard shall run the full length of the parking lot boundary, except on side that are not exposed to the public, and shall be protected with raised concrete curbs.

Sections of curbing may be eliminated for the purpose of facilitating a bioswale designed as part of an overall water quality and drainage plan.

11.4.6.2 | WIDTH OF PARKING LOT PERIMETER LANDSCAPE YARD

A perimeter landscape yard shall be a minimum of seven (7) feet in width and shall require six (6) inch curbing. In OTC zones, the perimeter landscape yard shall be a minimum of four (4) feet in width, with trees and shrubs planted a minimum of 2.5 feet from the face-of-curb.

11.4.6.3 | REQUIRED LANDSCAPING

The following landscaping shall be provided within the perimeter landscape yard.

11.4.6.3.A | AMOUNT OF LANDSCAPING

Landscaping shall run the full length of the perimeter landscape yard.

11.4.6.3.B | SHRUBS

A continuous, double staggered row of shrubs shall be planted with a minimum height of thirty (30") inches and a maximum on-center spacing of five (5) feet. Shrubs shall be planted a minimum of three (3) feet from the back-of-curb. The configuration of shrubs within the perimeter yard may be altered so long as the overall quantity is maintained, but in no case shall there be less than a single row of evergreen shrubs at the back of the parking lot curb. Shrubs placed in a single row shall be spaced a maximum of three (3) feet on center.

11.4.6.3.C | GROUNDCOVER

Landscaped areas outside of shrub and tree masses shall be planted in turf or other live groundcover, perennial or ornamental grass plantings.

11.4.7 | INTERIOR PARKING LOT LANDSCAPING

For parking lots consisting of more than ten (10) spaces, interior parking lot landscaping shall be required. Ten percent (10%) of the total parking lot area shall be landscaped with parking lot islands and landscaped areas. Parking lot perimeter landscape yards shall not be included toward satisfying this requirement.

11.4.7.1 | AMOUNT

Parking lot islands and landscaped areas shall be provided in the following amount:

- A. One (1) 9'x18' or larger parking lot landscape island shall be provided every ten (10) contiguous parking spaces. Runs of parking over ten (10) spaces may accommodate up to a maximum of twenty (20) spaces provided 18'x18' or larger landscape islands are provided. All rows of parking spaces shall be terminated by a parking lot island.
- B. Where parking medians are provided within interior parking bays, runs of parking, including adjacent perimeter parking, may be increase to twenty (20) spaces, with a 9'x18' landscape island terminating each run. Parking medians are linear green spaces running between and perpendicular to parking rows and connecting the terminating landscaping island together. Medians shall be a minimum of nine (9) feet wide as measured from back-of-curb. Medians shall be landscaped with trees and shrubs. See illustration below.
- C. At least one (1) shade tree shall be provided for every two thousand (2,000) square feet of vehicle use area (VUA). Such trees shall be planted within parking lot islands and landscaped areas.
- D. Each parking lot island shall contain at least one (1) shade tree. If an island must also contain a light pole, an ornamental tree may be substituted for the shade tree. Tree and pole must be separated by at least fourteen (14) feet.



- E. Off-street parking facilities larger than one-hundred thousand (100,000) square feet for VUA or two hundred fifty (250) spaces, shall be organized into a series of smaller modules speared by linear landscaped islands with a minimum width of nine (9) feet, located at least every fourth parking bay, and running the length of the parking bays, to accommodate stormwater quality features, trees, shrubs groundcover, or light poles. Such planting strips or islands

shall be landscaped with trees, shrub masses and suitable groundcover.

- F. Within the industrial zoning, interior landscape islands are not required.

11.4.7.2 | DESIGN OF PLANTING AREAS

Parking lot islands and landscaped areas shall be at least six (6) inches above the surface of the parking lot and protected with concrete curbing, except where designed specifically for the absorption of stormwater. Such islands and landscaped areas shall be property drained and irrigated as appropriate to the site conditions to ensure survivability.

11.4.7.3 | TYPE OF LANDSCAPE MATERIAL

Shade trees shall be the primary plant materials used in parking lot islands and landscaped areas. Ornamental trees, shrubs, hedges, and other plant materials may be used to supplement the shade tree plantings but shall not create visibility concerns for automobiles and pedestrians.

11.4.7.4 | QUANTITY OF LANDSCAPE MATERIAL WITHIN PARKING LOT ISLANDS AND LANDSCAPED AREAS

A minimum of one (1) shade tree shall be provided for every parking lot island. If the island extends the width of a double row, then two (2) shade trees shall be provided.

11.4.7.5 | GROUND COVER

A minimum of seventy percent (70%) of every parking lot island shall be planted in turf or other live groundcover, perennials, or ornamental grasses. The remainder must be mulch.

11.4.7.6 | FILL

Soil used in parking lot islands, driveway medians, and other areas internal to a vehicular use area shall be screened prior to deposition in planting areas. Construction debris shall not be buried on site. Islands shall be constructed in accordance with [Appendix D](#) (Landscape Standards).

11.4.8 | SIGN LANDSCAPING

Ground signs shall be landscaped at the base of the sign in accordance with [Chapter 13.6.3.9](#).

11.4.9 | STREET YARD

Except for points of access, a street yard shall be provided where the site adjoins the public street right-of-way. Alleys are exempt from this requirement.

1. The street yard shall be a minimum depth of ten (10) feet as measured from the property line towards the interior of the property. The yard shall consist of sod grass or other approved groundcover. Shrubs required for the screening of vehicle use areas or other site elements may be located within the yard. No parking or other impervious surfaces are permitted in the street yard area.
2. Trees shall be planted within the street yard forty (40) feet on-center, exclusive of points of access. Trees shall be a minimum of 2.5 inches caliper.

3. Existing woodlands or tree rows along the street right-of-way frontage can be substituted for the street yard tree requirement, provided the street yard depth is increased to at least twenty-five (25) feet, as measured from the property line.
4. Street trees shall count towards other landscaping requirements.
5. Vehicular entry and exit points shall be landscaped so as to be easily identified by users.
6. Where street trees are permitted to be planted between the street sidewalk and the street curb, and where there is less than ten (10) feet of width between the sidewalk and curb, root barriers shall be installed. Installation shall be in accordance with the “Root Barrier” detail in [Appendix AD.5](#).

11.4.10 | BUFFER YARDS

1. This Chapter establishes standards for the dimensions and improvement requirements of buffer yards between land uses and/or zoning districts. The yard provides transition between incompatible uses by requiring a landscape yard of a minimum specified depth along the shared property line. Buffer yards shall provide a year-round visual, noise, and dust barrier.
2. In some instances, a buffer yard may not be required by the Planning Commission. These include, but are not limited to, instances where the rear wall of a commercial building is located on the rear property line or where an alley is located between a commercial property that abuts a residential property. Where it proves difficult to meet the buffer yard requirements of this Ordinance due to pre-existing site constraints, the body approving the landscape plan may approve alternative approaches or waive requirements.
3. Buffer yards shall be provided according to the matrix shown below. First identify the type of zoning for the proposed development along the left side of the matrix. Find where the zoning type of the proposed development and each adjoining property intersect on the matrix. If a buffer is required, a capital letter will indicate the type of buffer to be applied. If the proposed use within a zone is also listed as a permitted use within a less-intensive zone, the corresponding class for the less intensive zone may be applied. For example, a proposed commercial use within an industrial zone may be classified as a commercial zone for the purposes of the matrix.

TABLE 14: BUFFER MATRIX

TABLE 14 BUFFER MATRIX							
		EXISTING					
		INDUSTRIAL	COMMERCIAL	OFFICE	MULTI-FAMILY RESIDENTIAL	TOWNHOME RESIDENTIAL	SINGLE-FAMILY RESIDENTIAL
PROPOSED	INDUSTRIAL		C	B	A	A	A
	COMMERCIAL				B	B	B
	OFFICE				C	C	B
	MULTI-FAMILY RESIDENTIAL	A	B	C	C	C	B
	TOWNHOME RESIDENTIAL	A	B	C	C	C	B
	SINGLE-FAMILY RESIDENTIAL	A	B	B	B	B	

A. Buffer Type A:

Provide a thirty (30) feet deep (as measured towards the interior of the property) buffer yard along the shared property line planted with:

1. A row of evergreen trees, ten (10) feet to fifteen (15) feet on-center (depending on growth habit of species selected), a double staggered row of shrubs spaced a maximum of eight (8) feet on-center, and one (1) row of shade trees spaced a maximum of thirty-three (33) feet on-center.
2. All plants shall meet the installation and planting size requirements specified in [Appendix D](#) (Landscape Standards).

B. Buffer Type B:

Provide a twenty (20) feet deep (as measured towards the interior of the property) buffer yard along the shared property line planted with:

1. Evergreen trees spaced a maximum of ten (10) to fifteen (15) feet on-center, a row of shrubs spaced a maximum of eight (8) feet on-center, and one (1) row of shade trees spaced a maximum of thirty-three (33) feet on-center.
2. All plants shall meet the installation and planting size requirements specified in [Appendix D](#) (Landscape Standards).

C. Buffer Type C:

Provide a ten (10) feet deep (as measured towards the interior of the property) buffer yard along the shared property line planted with:

1. Evergreen trees spaced a maximum of ten (10) to fifteen (15) feet on-center.
 2. All plants shall meet the installation and planting size requirements specified in [Appendix D](#) (Landscape Standards).
4. Responsibility for buffer installation shall be as follows:
- A. Where a developing parcel is adjacent to a vacant parcel, the developing parcel shall provide one hundred percent (100%) of the buffer yard required adjacent to the vacant land.
 - B. Where a developing parcel is adjacent to an existing use, the developing parcel shall provide the full buffer yard required adjacent to the existing use.
 - C. Where all or part of a buffer yard exists on the adjacent developed parcel, but the yard does not fully comply with the standards of this subchapter, the developing parcel shall be responsible for providing all the additional planting material required to conform to the above stated buffering requirements.
 - D. If the existing developed parcel contains a buffer meeting the standards of this subchapter, then the developing use is not required to provide a buffer.
5. The minimum width of the required yard may be reduced by up to fifty percent (50%) with the provision of a brick or stone wall at least six (6) feet in height running the length of the reduced width. The quantity of required evergreen trees and shrubs may also be reduced by fifty percent (50%). The quantity of required shade trees shall not be reduced. Fencing may be installed within drainage or utility easements provided it does not interfere with drainage or the utilities within the easement.
- The minimum width of a required buffer yard may be reduced by up to thirty-three percent (33%) with the provision of a solid wood fence or heavy-duty commercial grade fence at least six (6) feet in height running the length of the shared property boundary. The quantity of required shade trees may not be reduced. Fencing may be installed within drainage or utility easements provided it does not interfere with drainage or the utilities within the easement.
6. The required buffer yard shall not contain any development, impervious surfaces, or site features that do not function to meet the standards of this subchapter or that require

removal of existing vegetation, unless otherwise permitted in this Ordinance. The following items shall be permitted within buffer yards provided that, in the opinion of the Planning Commission, the intent of the buffer yard is not compromised and damage to existing vegetation is minimized:

- A. Sidewalks, trails, and bike paths;
 - B. Fences and walls;
 - C. Required landscaping;
 - D. Stormwater retention or detention facilities and best management practices, provided they do not interfere with the performance and maintenance of the buffer area;
 - E. Driveway or parking lot drive aisles provided they cross the buffer yard at a ninety (90) degree angle to the yard or do not encroach into the yard in a parallel fashion for more than thirty-five (35) feet. In the latter instance, a six (6) feet tall brick or stone wall shall be installed within the encroached area.
 - F. In the event that utility lines are installed within a buffer yard in a manner that is parallel to the buffer, additional width shall be added to the yard in an amount equivalent to the amount occupied by the utility lines and any associated easements. Any path cleared by utility installation shall be replaced with plant materials consistent with what was removed.
7. Existing vegetation located within the required buffer yard and meeting the minimum size requirements in this subchapter may be credited toward the buffer standards. The amount of credit shall be at the discretion of the City and shall be based on the quality, size, projected longevity and function of the vegetation.
8. When a new residential development will create double frontage lots, the Planning Department may require that a Buffer Type C be placed along the rear of the double frontage lot to screen the rear from the roadway. See [Chapter 11.4.10.C](#).

11.4.11 | SCREENING REQUIREMENTS

11.4.11.1 | REFUSE DISPOSAL DUMPSTERS AND REFUSE STORAGE AREAS

Refuse disposal containers, recycling containers, and refuse and recycling storage areas shall be screened on at least three (3) sides by a solid brick or stone screen wall to a height at least two (2) feet above the top elevation of the dumpster. The fourth side shall be enclosed by an opaque gate constructed of wood, vinyl, or other approved material, and situated on a concrete

apron that extends as a minimum of six (6) feet beyond the opening of the enclosure, so as to support the weight of the waste disposal vehicle during unloading. Plants shall be installed to blend the enclosure into the surrounding landscape.

An enclosure is not required when the dumpster is located behind the building and is in an area where it will not be visible to nearby streets or adjacent properties. All refuse shall be stored within the covered refuse disposal containers. In residential districts, this provision shall not apply where refuse is collected by the City from containers less than one hundred (100) gallons in size at the street, curb, or alley.

11.4.11.2 | LOADING SPACES

Loading spaces in all zoning districts should be located and oriented so as not to be visible from the street, while still allowing access to the use it is serving. Loading docks in all zoning districts shall be screened as much as possible, unless such screening is determined unnecessary by the body approving the landscape plan. Such screening shall consist of a solid wood or simulated wood fence or masonry screen wall to a height of no less than six (6) feet. A dense evergreen hedge may be substituted for a fence or wall, subject to approval of the landscape plan. If vegetative screening is used, a nine (9) feet minimum width planting bed shall be provided along the length of the dock. Views into the dock shall also be screened.

11.4.11.3 | OUTDOOR STORAGE AREA

Outdoor storage areas, as regulated by [Chapter 10.4.14](#) (Outdoor Storage), shall be screened from view from all property lines and streets by a solid wood or simulated wood fence or masonry screen wall to a height of no less than six (6) feet but no more than eight (8) feet. Where feasible, plant materials shall be installed along the fence or wall located along the public right-of-way to provide a softening effect. No materials stored outdoors shall be of a greater height than that of the fence or wall. The required fence or wall may be substituted with a landscape screen conforming to the standards for a Buffer Type C as described in [Chapter 11.4.10.3.C](#).

11.4.11.4 | DRIVE-THROUGH FACILITY

Drive aisles of drive-through facilities shall be effectively screened from view at the edges of sites adjacent to residential properties in order to minimize the impact of exterior site lighting, headlight glare, and any menu intercom displays. Such screening shall be approved during the Site Plan review process and shall consist of a solid wood or simulated wood fence, masonry screen wall, or dense evergreen hedge at least six (6) feet in height. Chain-link fencing is prohibited. Plant materials shall be installed along the fence or wall to provide a softening effect.

11.4.11.5 | SERVICE AREA, SERVICE BAYS, AND UTILITY EQUIPMENT

- A. Service areas, such as laydown yards, equipment, or material holding areas, and service bays with overhead or roll-up doors, shall be screened from public view. Screening shall consist of evergreen trees and shrubs of sufficient height, width, and quantity to provide such screening at the time of planting. Planting beds shall be a minimum of fifteen (15) feet in width. Bed width may be reduced to ten (10) feet if it can be demonstrated that sufficient quantities and sizes of plant material can be accommodated within that width to achieve the required screening. Screening is not required where transitional buffers provide an equal amount of screening.
- B. Utility equipment shall be screened from view from streets and other public areas. Screening shall consist of evergreen plants of sufficient height, width, and quantity to provide such screening at the time of planting.

11.4.12 | TREE PRESERVATION

In an effort to maintain existing natural surroundings, mature trees and natural vegetation shall be maintained where possible. Bands of trees such as fence rows, when present alongside and rear lot lines, shall be maintained as an effective screen and wind buffer where possible.

- 1. A tree survey shall be required. The survey shall show the locations of each tree ten (10) inches diameter at breast height (DBH) or greater. Species and condition shall also be noted. The survey shall be stamped by a licensed land surveyor. In situations where no grading will occur within fifty (50) feet of a tree save area, limits of tree masses may be shown instead of individual locations.
- 2. Saved trees ten inches (10") DBH and greater shall be indicated on a Tree Plan. The tree protection zone shall also be shown. Saved trees shall not be disrupted by grading, construction activity, materials storage, or parking within their driplines. Tree protection fencing shall be installed at the dripline prior to any grading or construction activity. Fencing shall be installed in accordance with the City's Standard Tree Protection Fencing Detail.
- 3. In the event the root protection zone is disrupted, the Planning Department shall make a determination of damage and appropriate mitigation measures. At the discretion of the Planning Department, a Registered Consulting Arborist shall be hired by the property owner to assist in this determination. Recommended measures shall be completed by the property owner.
- 4. Removed trees ten inches (10") DBH and greater shall be indicated on the Tree Plan. Trees shall be replaced at half the DBH value of the removed tree. For example, an existing twenty inches (20") DBH tree would be replaced with new trees equaling ten (10) caliper

inches. Replacement trees shall be planted on site and may not be used to fulfill other planting requirements, except that they may be used towards tree planting requirements in Buffer Yards. Disturbance of the root zone may occur to the extent a Registered Consulting Arborist determines that it will not affect the long-term health of the tree. The minimum replacement size for new trees shall be 2.5 inches caliper. No more than twenty-five percent (25%) of replacement trees may be ornamental-type trees. The remainder shall be shade trees. Trees ten inches (10") DBH and greater removed less than two (2) years prior to the Site Plan submittal shall be replaced at one hundred (100) percent of the DBH.

5. Trees twenty inches (20") DBH and greater that are retained may, at the discretion of the Planning Commission, be credited at fifty percent (50%) value towards replacement requirements, if the tree is in good health and the full root protection zone remains undisturbed. For instance, if sixty (60) tree inches are required to be replaced, and a twenty (20) inch tree is saved, the total tree replacement required may be reduced by ten (10).
6. If site constraints such as excessive rock, drainage problems, or inadequate space make it difficult to locate replacement trees on-site, Planning Staff may designate public property on which the trees may be planted. Alternatively, Planning Staff may allow the developer to make payment into the Tree Bank fund. Payment shall be made at the time the Building Permit is issued. The Tree Bank fund shall be administered by the Planning Department. A cost of \$50 per caliper inch of replacement trees shall be required. Tree Bank funds shall be used to install trees, landscaping, and related irrigation measures on public property or easements by the Planning Department.

11.5 MULTI-FAMILY SITE DEVELOPMENT STANDARDS (NOT TOWNHOMES)

The standards contained in this Section are specific to multi-family residential developments. Additional standards are contained in other parts of this Ordinance.

1. Multi-family developments shall comply with minimum yard setback requirements, maximum building coverage and other lot and building bulk standards as specified in [Table 4](#) (Lot and Building Bulk Standards Residential Districts) or [Table 9](#) if a Planned Development.
2. Sidewalks shall be placed on both sides of all internal streets and along all adjacent external streets five (5) feet back of the street curb. Paved pedestrian walkways shall be provided for convenient and safe access to all living units from streets, driveway, parking lots, or garages and for convenient circulation and access to all facilities.
3. Open space and amenities should include the following:

- A. Open space should be provided in a minimum amount of thirty-five percent (35%) of the total area of the development. Yard area and all other pervious areas, except power transmission lines, may be counted toward this thirty-five percent (35%) requirement.
- B. Open space shall include exterior sitting areas with a total minimum area of twenty (20) square feet per bedroom, easily accessible by paved walkways to the residents the facilities are designed to serve. Generally, the sitting areas should be located no more than seven hundred-fifty (750) feet from the residential building it is to serve. All sitting areas should be equipped with benches, picnic tables and other passive recreational facilities. All sitting areas should be suitably landscaped to enhance their intended function.
- C. Open space shall also include playlots and/or playgrounds with a total minimum area of twenty (20) square feet per bedroom. These areas should include playground equipment sufficient to meet the needs of children expected to live within the development. All recreational equipment provided shall be durable commercial grade equipment. The playground shall be served by paved pedestrian walks linking individual buildings to the facility. Additional sitting areas may be substituted for playgrounds on a square foot basis when the development is planned for elderly adults only.



- D. Club house facilities with a minimum floor space of twenty (20) square feet for each dwelling unit located within the development.
- E. All multi-family developments containing one hundred (100) or more dwelling units should provide swimming pool facilities.
- F. All multi-family developments include centralized garbage disposal facilities. All dumping cart/bins shall be opaquely screened and landscaped.



- G. A screened and fenced parking and storage area for boats, trailers, and campers with a minimum of one (1) space for each eight (8) dwelling units. This requirement may be waived by the Planning Commission if the developer agrees to prohibit the parking of boats, trailers, and campers at any location within the development and a contingency plan is provided for said parking and storage area. In the event that the prohibition is not being enforced, the Planning Commission may require the implementation of the contingency plan.
- H. Street and area lights lighting the entire development.

11.6 RESIDENTIAL SUBDIVISION AND MULTI-FAMILY DEVELOPMENT ENTRY WAYS, WALLS, AND FENCING

11.6.1 | SITE PLAN AND DESIGN REVIEW APPROVAL REQUIRED

Any developer of a residential subdivision or multi-family development desiring to construct decorative walls, hardscape, landscape, and similar decorative features at the entry way to the development and/or walls or fencing around the perimeter of the development shall first secure Site Plan and Design Review approval as specified by [Chapter 4.7](#) (Site Plan and Design Review). Application should be submitted concurrent with the application for subdivision approval. Site Plan and Design Review approval for entry features for multi-family developments should be combined with Plan and Design Review approval for the multi-family site and buildings.

11.6.2 | DESIGN STANDARDS

1. Entrance features should consist of decorative walls, fencing, columns, ornamental lighting, and similar hardscape complimented with landscaping.
2. Building materials of features should include brick, stone, wrought iron, and similar quality materials.
3. All walls, fencing, and other structures must be at least ten (10) feet back from the edge of street pavement and three (3) feet back from the edge of a center median and must not block visibility of motorists.

NOTE: Walls, fencing, and other structures are only permitted on private medians.

4. The name of the development may be incorporated into the wall. Individual channel letters should be used or individual letters carved into the wall or a pre-cast inset. The size should be proportionate to the size of the wall.



5. Lighting should be in the form of ground mounted spotlights. These lights must be screened from view by landscaping. Landscaping and other methods shall be utilized to prevent light glare and the resulting adverse impact on surrounding property.

6. Such entry features may be located on each side of the entry and/or in any median of adequate size.

Decorative brick and/or stone columns

with the development's logo may be erected on each side of secondary entries. Height shall not exceed ten (10) feet.

7. Materials for perimeter fencing should be brick, wrought iron, or aluminum or western cedar or equivalent with the framing away from the street. Brick columns should be erected at intervals of no more than fifty (50) feet. Street trees and/or landscaping should be planted between the fence and street.

11.7 STREET AND OTHER REQUIRED IMPROVEMENTS

The Planning Commission shall, in conjunction with the approval of any Site Plan, require the construction of any and all infrastructure and other improvements (if not already in place or guaranteed by an appropriate surety) necessary to support the development and to satisfy the purposes of this Ordinance. These improvements shall include, but are not limited to, streets, curb and gutter, storm sewer, detention/retention and other drainage improvements, sidewalks, bicycle and pedestrian accommodations, utilities, lighting, landscaping, irrigation, fencing, screening, parking, loading areas, and driveways.

Street improvements which may be required include public and/or private streets and drives and may include new streets or improvements to existing streets necessary to improve these streets to current city standards and especially includes major thoroughfare, arterial and collector streets as showing the City's Transportation Plan and includes local streets as well. The owner/developer shall also be required to dedicate all public improvements to the City by dedicating right-of-way and/or easements or by other methods specified by the City. See Subdivision Regulations regarding recording of plats.

All improvements shall be constructed in accordance with the Public Works Department Construction Manual and the construction plans as approved by the City Engineer.

Detention/retention ponds shall also conform to the design standards contained in Subdivision Regulations.

Bike facilities shall conform to the Land Use and Transportation Plan. The City Engineer may require a payment in-lieu-of construction of the above specified improvements.

The Planning Commission may waive all or a portion of these improvements and payment if, after conferring with the staff, it is determined that the street(s) to be improved will not be further improved within the next ten (10) years.

Note: These improvements are not required for any Site Plan which the staff is authorized to approved as per [Chapter 4.7.4.1.A](#) (Applications Eligible for Staff Level Site Plan and Design Review Approval).

11.8 UTILITY SERVICE

11.8.1 | UTILITY SERVICE TO BE UNDERGROUND

Electric, telephone, cable, internet, and all other such service lines extending from the utility company's line to all buildings shall be installed underground in accordance with the utility company's underground installation requirements.

Exceptions are:

1. New and replacement building service lines in residential subdivisions where the utility company-owned lines are overhead and more than fifty percent (50%) of the buildings on the same street and within one thousand (1,000) feet on the same street are served with overhead service lines.
2. New and replacement building service lines in non-residential areas where the utility company-owned lines are overhead and more than seventy-five percent (75%) of the buildings on the same street and within one thousand (1,000) feet on the same street are served with overhead service lines.
3. The Planning Commission may waive these underground requirements and approve overhead service in areas with less overhead service that specified above.

11.8.2 | SEWER

All new buildings which have sanitary sewer shall be connected to a state approved public sanitary sewer system, i.e., White House Utility District, or to an individual sanitary sewer or

other method of disposing of sanitary sewer approved by the state or other agency authorized by law to approve such sanitary sewer disposal.

11.9 ROADWAY ARCHES

The Planning Commission may approve Roadway Arches on a case by case basis. The following criteria shall be considered in such approval:

1. The overall design and character of the proposed roadway arch is compatible to the surrounding development and area.
2. Plans for the roadway arch have been designed by a structural engineer.
3. The placement of the roadway arch will not impede the safe passage of all emergency equipment.
4. The roadway arch will be located over private roads only and private responsibility for maintenance of the roadway arch has been clearly defined.
5. Only artwork or wording allowed on the roadway arch will be to promote the general name or location of a development and not be utilized to advertise any specific business or product.



11.10 CLUSTER MAILBOXES

During a new residential development's design and planning phase (i.e. before the developers and builders finalize plans and site plats with the appropriate planning/zoning authorities), developers and builders are required by the United States Postal Service to notify the local Postal Service. Developers and builders should plan for basic or customized Centralized Mail Delivery Installations for residential communities (i.e. Neighborhood Delivery Centers or Cluster Box Units).

The layout and design of centralized delivery must meet the requirements of the United States Post Office and receive approval from the Planning Department.



CHAPTER 90: SECTION 12 | BUILDING DESIGN STANDARDS

12.1 | PURPOSE, GOALS, BASIS

12.2 | RESIDENTIAL BUILDING DESIGN STANDARDS

12.3 | COMMERCIAL BUILDING DESIGN STANDARDS

12.4 | INDUSTRIAL BUILDING DESIGN STANDARDS

12.5 | MUNICIPAL EXEMPTIONS FROM DESIGN STANDARDS

12.1 PURPOSE, GOALS, BASIS

12.1.1 | PURPOSE

Millersville's environment is its most important asset in seeking to attract residents, businesses, and employment opportunities. Its natural environment sets a demanding standard, the rolling hillsides provide an unparalleled setting for places to live, shop, and work. However, as Millersville grew in its early years, and before the advent of design standards, some of the buildings and areas developed in a way which was disappointing to the citizens. New investors deserve to have their investments protected by continuing to apply appropriate design standards to new development.

This Chapter explains the goals and standards which the Planning Commission will apply in reviewing proposals. It does not reproduce all the specific requirements stated in other parts of this Ordinance, the Subdivision Regulations, or other applicable development standards and regulations. Applicants are advised to consult all such documents prior to preparing plans.

This Chapter also is not intended to discourage applicants from submitting plans which are in the spirit of the standards, but not their letter, particularly if departures hold merit for a particular site or circumstance. In such instances, the Millersville Planning Commission may decide to make exceptions from its standards. The burden of demonstrating that the plan is appropriate falls upon the applicant.

Design review will occur in parallel with other required reviews. The design review process is described step by step in [Chapter 4.7](#) (Site Plan and Design Review) of this Ordinance. Where Site Plan review is required, design review will occur at the same time.

12.1.2 | GOALS

12.1.2.1 | NATURAL CHARACTER

Millersville's natural character should be preserved and enhanced with new development. Especially important are retaining mature trees and vegetation, maintaining topography, preserving important views and other natural features, and ensuring that new buildings sit within a generously landscaped setting.

12.1.2.2 | COMPATIBILITY

New buildings should be compatible with their neighbors, assuming that the neighboring structures are a credit to the community. That does not imply uniformity or architectural style, rather a sympathetic response to the height, scale, materials, color, site location and other aspects of nearby structures.

12.1.2.3 | ORDERLY PUBLIC REALM

The City's character is largely formed by the appearance of its major roadways. How public and private elements of the streetscape relate to each other provides a sense of order – public roadways, shoulders and medians, utility lines, and traffic signage in relationship to private landscaping, parking areas, building facades and signage. Scrutiny of what may be seen from public ways should be most intense, while less visible private areas of sites should be more at the landowner's discretion.

12.1.2.4 | RESTRAINED COMMUNICATIONS

Private signage and advertising should be restrained and not detract from the sense of continuous landscape. The principal purpose of on-site signage is to identify establishments, and to direct those seeking to visit them safely and efficiently to their destination. Signage that is limited in size and set in a strong landscape surrounding can be more visible than a forest of messages.

12.1.2.5 | DIVERSITY OF OPPORTUNITY

Millersville wishes to attract diverse housing types, services, and other community attractions. In reviewing plans and proposals, it does not wish to rule out particular uses because of costs or burdens imposed. Rather, it wishes to work with developers and builders to find a formula for creating uses that is economically viable as well as harmonious with the environment.

12.1.2.6 | RESIDENTIAL PRIVACY

The sense of privacy of residential areas should be protected, especially from nuisances created by adjacent uses, such as noise, traffic, high lighting levels, and uncontrolled access. Within residential areas, there should be privacy of individual units.

12.1.2.7 | HISTORY

References to Millersville’s past – both its natural and settlement history – should be preserved wherever possible. These include artifacts such as rock fences, stack stone walls, areas of formal landscape, historic cemeteries and archaeological sites and structures more than fifty (50) years old.

12.1.2.8 | UTILITARIAN ELEMENTS

As a way of reducing disorder and emphasizing the human environment, utilitarian elements should be masked or located out of public view. These include mechanical equipment on buildings, transformers, meters, refuse stations, electric wiring, and service areas.

12.1.3 | BASIS/PRINCIPLES

1. To promote qualities in the environment that sustains the community’s economic well-being;
2. To foster the community’s attractiveness and functional utility as a place to live and work;
3. To preserve the community’s heritage by maintaining the integrity of areas enjoying discernible character contributing to this heritage;
4. To safeguard public investment in the community; and
5. To raise the level of citizen expectations favoring the quality of the community’s visual environment.

12.2 RESIDENTIAL BUILDING DESIGN STANDARDS

12.2.1 | APPLICABILITY

The standards contained in this Section apply to the construction or placement of:

1. All single-family dwellings to be constructed in a subdivision containing three (3) or more lots granted preliminary or final subdivision approval or preliminary development plan approval after the effective date of this Ordinance and all Horizontal Property Regimes (HPR) of any size or number of dwellings constructed after the effective date of this Ordinance.

2. All additions and renovations of dwellings described in [Chapter 12.2.1.1](#) above as well as the re-construction of said dwellings.
3. Dwellings constructed on another parcel and relocated to a lot and manufactured dwelling moved to a lot. This includes lots created prior to May 1, 2020. Only standards of [Chapter 12.2.9](#) (Moving Dwellings and Manufactured Dwellings into Developed Areas) apply.
4. Townhomes (includes villas, cottages, and two-family dwellings)
5. Multi-family residential buildings

12.2.2 | DESIGN REVIEW APPROVAL REQUIRED

Design review approval is required in accordance with [Chapter 4.7](#) (Site Plan and Design Review) for townhomes and multi-family residential buildings. Usually this approval is granted concurrent with Site Plan approval of a project is not required, i.e., for renovations to buildings, yet design review is required. Refer to [Chapter 4.7](#) (Site Plan and Design Review).

12.2.3 | ARCHITECTURAL STYLE AND COMPATIBILITY

The architectural style, design, colors, building materials, roof and other similar features of each residential building shall be compatible with existing complying residential buildings within the same subdivision phase or section. In the case of townhomes and multi-family residential buildings, compatibility shall be measured with existing complying townhomes and multi-family residential buildings in the area.

12.2.4 | BUILDING MATERIALS

Applicable residential buildings as defined in [Chapter 12.2.1](#), should be constructed of brick and/or stone with minimum percentages as specified in the following chart. Approved materials for the remaining percentage of the building are fiber cement board (such as Hardie Board), EIFS, stucco, and treated and painted wood, cedar, and redwood. Vinyl, aluminum, and similar siding are limited as shown. All other materials are prohibited. There are no restrictions on building materials for zones not listed in Table 15.

TABLE 15: BUILDING MATERIALS REQUIREMENTS

TABLE 15 BUILDING MATERIAL REQUIREMENTS		
ZONING DISTRICT	BRICK AND/OR STONE ¹	VINYL ²
RR	0%	P
RR PD	50%	P
ER	0%	P
ER PD		
1-Family Dwellings	50%	P
Townhomes	50%	NP
SR-1	50%	P
SR-1 PD		
1-Family Dwellings	66%	NP
Townhomes	50%	NP
SR-2	50%	P
SR-2 PD		
1-Family Dwellings	66%	NP
Townhomes	50%	NP
THR PD	50%	NP
MXR & MXR PD		
1-Family Dwellings	60%	NP
Townhomes	50%	NP
Multi-Family Dwellings	66%	NP
MFR & MFR PD		
1-Family Dwellings	35%	P
Townhomes	50%	NP
Multi-Family Dwellings	66%	NP
MXC & MXC PD		
1-Family Dwellings	66%	NP
Townhomes	50%	NP
Multi-Family Dwellings	66%	NP

NOTES:

- Expressed in terms of minimum percentage of the total wall area for each side of each dwelling, exclusive of windows and doors
- P = Permitted; NP = Not Permitted except on soffits.

12.2.5 | FRONT-ENTRY GARAGES

12.2.5.1 | SR-1, SR-2, AND MFR DISTRICTS

Front-entry garage doors in SR-1, SR-2, and MFR districts without a Planned Development overlay shall conform to the following design standards. If more than fifty percent (50%) of the homes in a subdivision have front-entry garages, all of the homes shall have carriage style doors and:

- A. Shall have two (2) single-wide doors rather than a double-wide door or
- B. Shall have an arch over the garage door (brick or dryvit), columns, a portico or decorative/ornamental lighting.

12.2.5.2 | ALL RESIDENTIAL PLANNED DEVELOPMENTS

Front-entry garage doors for all types of dwellings permitted in all residential Planned Developments shall conform to design standards as prepared by the developer and approved by the Planning Commission in conjunction with the approval of the Final Development Plan. The guidelines shall include an appropriate combination of the following or equivalent design standards:

- A. Limit the percentage (%) of homes which will have front entry garages.
- B. Limit the percentage (%) of total home frontage which will be occupied by the garage doors.
- C. Recess garages by at least ten (10) feet.
- D. Two (2) single-wide carriage style garage doors shall be used rather than double-wide doors.
- E. Provide architectural amenities such as arches, columns, porticos and decorative/ornamental lighting.

12.2.6 | SUPPLEMENTAL DESIGN STANDARDS FOR MULTI-FAMILY RESIDENTIAL BUILDINGS

In addition to the standards contained in this Chapter, the following building design standards contained in [Chapter 12.3](#) (Commercial Building Design Standards) are to be used as a guide in designing multi-family residential buildings:

1. [12.3.3](#) (Massing and Scale of Buildings)

2. [12.3.5](#) (Orientation of Buildings)
3. [12.3.6.3](#) (Building Color)
4. [12.3.6.4](#) (Building Façade)
5. [12.3.6.5.A](#) (Windows – General Guidelines)
6. [12.3.6.6](#) (Roofs)

12.2.7 | SUPPLEMENTAL DESIGN STANDARDS - RESERVED

12.2.8 | SUPPLEMENTAL DESIGN STANDARDS FOR TOWNHOMES

No attached grouping of townhomes shall be more than six (6) units attached in a row.

12.2.9 | MOVING DWELLINGS, MANUFACTURED DWELLINGS AND MOBILE HOMES INTO DEVELOPED AREAS

1. No single-family dwelling shall be moved from an existing foundation to another foundation located within a developed area of single-family residences, unless;
 - A. Approval for the movement of the dwelling has been given by the City of Millersville.
 - B. A single-family dwelling to be moved is consistent with the age, value, size, and appearance of existing dwellings with the developed area into which the dwelling is proposed to be moved.
 - C. It is within one hundred (100) square feet of the average size of the existing structures within the developed area; and
 - D. The appearance of the dwelling is consistent with those in the developed area, as determined by the body giving approval for the move.
2. A manufactured dwelling shall not be moved into a developed area of single-family homes.
3. After January 1, 2022, when a mobile home is removed from an existing lot it shall not be replaced. Prior to January 1, 2022, mobile homes shall comply with the following:
 - A. Mobile home shall not be moved into a developed area of single-family homes or moved onto a new lot not previously occupied by a mobile home

- B. Mobile home must be no larger than the mobile home it is replacing
- C. Mobile home must be constructed after January 1, 2004 and inspected by the Tennessee State Fire Marshal's Office.

12.3 COMMERCIAL BUILDING DESIGN STANDARDS

12.3.1 | APPLICABILITY

This Section applies to buildings and structures located within commercial zone areas (MXR, MC, O, MXC, GC, and HC), and any multi-family and institutional buildings and structures located within any zoning classification.

12.3.2 | DESIGN REVIEW APPROVAL REQUIRED

Design review approval is required in accordance with [Chapter 4.7](#) (Site Plan and Design Review). Usually this approval is granted concurrent with Site Plan approval. Nevertheless, there are occasions when Site Plan approval of a project is not required, i.e., for renovations to buildings, yet design review is still required. Refer to [Chapter 4.7](#) (Site Plan and Design Review).

12.3.3 | MASSING AND SCALE OF BUILDINGS

Techniques suggested in these standards provide tools for allowing large buildings while reducing their perceived massiveness. While the footprint of new commercial development may remain large, human scale can be retained through creative massing and organization of building forms and through other techniques including landscaping and berms. These standards will be especially useful for the design of commercial and office buildings but can also apply to multi-family residential buildings, which often have large footprints and multiple stories. The following standards or guidelines, are to be utilized as a basis for establishing the appropriate massing and scale of buildings in Millersville.

1. Use building mass appropriate to the site. Place buildings of the greatest footprint, massing, and height in the core of commercial or office developments where the impact on adjacent uses is the least.
2. The use of a large, single building mass should be avoided. Break up the front of a large building by dividing it into individual bays of twenty-five (25) to forty (40) feet wide. This is a human-scale dimension which improves the pedestrian experience. The use of flat front facades is not permitted.
3. Use variation in materials, textures, patterns, colors, and details to break down the mass and scale of the building.



4. Use building articulation techniques to reduce a building's massing. Water tables, string courses, cornices, material changes and patterns, and fenestration can reduce the apparent height of a large building.

5. When making transitions to lower density areas, modulate the mass of the building to relate to smaller buildings. Height can be greater if the mass is modulated and other scale techniques are adopted. Reduce height near the lower density uses.

12.3.4 | BUILDING SETBACK

Buildings shall conform to the minimum front yard/setback requirements. However, when located between buildings with greater setback than required, every effort should be made to place the new building in line with the existing adjoining buildings.

12.3.5 | ORIENTATION OF BUILDINGS

Building orientation refers to the direction of prominent entrances and front facades of a building. The entrance façade will be the most prominent elevation of a building. The following guidelines are to be utilized as a basis for establishing the proper orientation of buildings in Millersville:

1. Buildings shall be sited so that their main entrances are facing the street on which they are located. If a building does not have street frontage, it should be oriented to any public space or its most visible side from the public realm. Buildings should respect the orientation of neighboring buildings and developments. Front facades should face front facades, and sides should face sides. A main entrance façade should not face another building's rear or service façade.
2. In many cases, a building may have more than one orientation and need more than one entrance façade. For instance, the prominent front elevation may face a major collector or corridor while elevations facing local streets, parking, or adjoining developments can have secondary facades and entrances. The entrances should be designed to reflect this hierarchy.
3. Buildings shall be oriented toward accessible arterial or collector streets rather than nearby freeways.

4. Buildings entrances should be designed to reflect their hierarchy within a building or development and should be articulated with architectural elements such as columns, pilasters, arches, or details such as special moldings. Include entry features such as porches, porticoes, arcades, or canopies and changes in massing, wall planes, or roof forms and/or landscaping features such as planters or benches.

12.3.6 | ARCHITECTURAL CHARACTER AND BUILDING ELEMENTS

The establishment of building character, or specific architectural styles, is appropriate to give a distinctive character to a specific area, such as a commercial development, a commercial corridor, or a major commercial intersection. The following standards are to be utilized as a basis for establishing the appropriate character of the architecture and elements of buildings in Millersville:

12.3.6.1 | CHARACTER

- A. The establishment of a design theme for a large commercial center or a major intersection with a common palette of materials, colors, building and roof forms, and architectural features can create a coordinated and inviting mix of buildings and spaces.
- B. The design themes for office parks should take on a campus appearance where roof forms, building height, materials, and details such as windows all relate closely to one another, creating a unified appearance.
- C. The use of cookie-cutter architectural design should be avoided. Cookie-cutter design utilizes the same architectural details on multiple buildings within a development with no variation for added interest.
- D. When making transitions between developments, excessive contrast in building scale, forms, materials, or styles are not permitted.
- E. Franchises must also meet these guidelines and blend with Millersville's character. In recent years national retail chains have developed more options in their standardized designs. New franchise designs shall be modified as needed to follow the standards in this document.



12.3.6.2 | BUILDING MATERIALS

The choice of materials and texture has great visual significance. Coordinating materials within a development can tie together buildings of different sizes, uses, and forms, while contrasting materials or textures within large developments may add visual interest and reduce its scale. It is important that new development be compatible with, and respectful of, the strengths of the City's current development fabric. New structures shall be compatible with their neighbors in substantially in compliance with the standards. This does not imply uniformity of architectural style; rather, a similarity to exterior building materials of nearby conforming structures. Choose materials which are high in quality, durable, and which offer texture. Use material and texture changes to help reduce the mass and provide visual interest and variety. Avoid monotony.

12.3.6.2.A | PRIMARY BUILDING MATERIALS

For the purpose of this Section, a primary building material is defined as the predominate, most extensive, exterior building material(s) used to clad a façade, excluding storefronts, windows, and doors. A primary building façade is simply the most visible façade from the public realm. In this context, the public realm is the building façade containing the primary entrance, the side of a building facing a street, or a side facing the primary entrance to another building. The following materials are approved as primary building materials:

1. Brick (clay-fired)
2. Stone
3. Artificial stone products (masonry based, with a fine or rock cast authentic finish such as Arriscraft)

The following materials when used in combination with the above materials, may be approved on a case by case basis with the context of each application and the particular use and quality of each material being the basis for the decision:

1. Fibrous cement board (simulated wood siding)
2. Marble
3. High quality architectural metals (copper, bronze, low-luster aluminum)
4. Quik Brick (concrete block with an imitation brick finish; half-size or full size) or equivalent
5. Exterior Insulation Finishing System (EIFS)
6. Cementious Stucco

12.3.6.2.B | TRIM AND ACCENT MATERIALS

Trim and accent building materials are clearly subordinate to the primary building materials on a façade. The following materials are acceptable for building trim and accents:

1. Any building material approved for use as a primary building material
2. Fiber cement board
3. Exterior Insulation Finishing System (EIFS)
4. Cementitious Stucco
5. Metal or vinyl trim (i.e. for flashing; not walls or fascia)

The following materials may be approved on a case by case basis:

1. Wood trim
2. Tile
3. Split-faced concrete block (integrally colored)
4. Simulated wood details (for trim, columns, etc.) made of plastic, vinyl, fiberglass, or fibrous cement
5. Neon lighting/tubing and strings of LED lighting and similar lighting limited to the walls of commercial buildings in the form of a single enclosed band of such lighting around not more than the perimeter of the building. Such lights shall not be located in the windows or doors or other places within the building or on the property to the extent such lights are visible from a public street.

Exception: Traditional holiday lighting for not more than two (2) thirty-day (30-day) periods per calendar year. These periods may run consecutively.

12.3.6.2.C | REMOTE WALLS

Facades of buildings which will not be visible to the public realm (front a street, primary entrance to the building or primary entrance of another building) and do not abut a residential development/zoning district are considered remote walls. In these instances, the following materials may be approved on a case by case basis which would otherwise not be approved for the primary building facades:

1. Any material approved for primary, trim and accent materials, including those which may be approved on a case by case basis, but excluding metal
2. Tilt-up concrete walls

12.3.6.2.D | NEW MATERIALS

This Section is not an exhaustive list of materials which may be approved. The Planning Commission (or staff, for staff-approved projects) may approve the use of new materials not expressly listed, on a case by case basis. This may include new products or synthetic materials which approximate the look, quality, and durability of approved materials. Examples include artificial slate, artificial brick or stone products or clay-fired brick veneers.

12.3.6.2.E | PROHIBITED MATERIALS

1. Plywood
2. Vinyl Siding
3. Aluminum Siding
4. Pressboard Siding
5. Metal
6. Cement block, except calcium silicate block may be approved on a case by case basis
7. Any material which is determined to be out of character with the area

12.3.6.3 | BUILDING COLOR

Color is an integral element of the overall design. Brick, stone, and concrete have an inherent color created by nature or during the manufacturing process. Other surfaces will get their color from applied materials such as paint. Awnings and canopies provide other opportunity for color.

- A. Create a coordinated palette of colors for each development. This palette shall be compatible with adjacent conforming developments as well as corridor or intersection themes.
- B. Set the color theme by choosing the color for the material with the most area. If there is more roof than wall area, roof color will be the most important color choice setting the tone for the rest of the colors.

- C. Limit the number of color choices. Generally, there will be a wall color, trim color, accent color, and roof color. All building elements should work within this palette, including chimneys, vents, and gutters.
- D. Use muted earth tone tints of colors such as reds, browns, tans, grays, and greens. Avoid primary colors or bright accent colors and stark contrast colors. Avoid white. Use cream colors instead.
- E. Use color variation to break up mass and provide visual interest.

12.3.6.4 | BUILDING FAÇADE

Unadorned blank walls on any elevation which is visible from streets, from adjoining developments, from parking areas or on a rear elevation which is not screened are not allowed. Include human-scale elements, particularly at the street level and on facades with a pedestrian focus. The articulation of a façade, both horizontally and vertically, is critical to creating a human scale and reflecting the traditional image and character of Millersville.

12.3.6.4.A | HORIZONTAL FAÇADE ARTICULATION THROUGH BAY DIVISIONS

1. Facades of all buildings shall be proportionally divided using architectural elements including windows and entries in conjunction with porches, arcades, canopies, and awnings.



2. Any wall surface over forty (40) feet in length should include at least one (1) change in plane.
3. Larger buildings shall be divided into bays of twenty-five (25-) to forty (40-) foot widths.
4. Bays can be articulated by a combination of pilasters, piers, differentiation in material, texture, color, or by variation in the wall plane.

Pilasters shall project a minimum of four (4) inches. The addition of porches or covered walkways can also be used to articulate facades.

12.3.6.4.B | VERTICAL FAÇADE ARTICULATION-HORIZONTAL BANDS TO BREAK VERTICALITY

All buildings shall have a clearly identifiable articulated base, middle and top, which contribute to the human scale of the building.

1. An articulated base may be defined by a water table, a change in wall plane, or a change in material, texture, or color. For multi-story buildings, a base may be one story tall, defined by a storefront, a cornice or a change in materials.
2. The middle of a building typically consists of a pattern of upper-story windows or may include recessed panels or other decorative features.
3. An articulated top could be a roof cornice or a sloped roof with overhanging eaves and could feature brackets or other decorative architectural details.
4. Stage-set facades, with parapets only on the front, do not meet the intent of these guidelines. Parapets, when used, should be located on all sides of buildings.
5. When designing the façade, give careful consideration to locating signage within sign bands.

12.3.6.5 | WINDOWS

The relationship of walls to windows as well as the number, size, and proportion of openings in a wall has an effect on how a building relates to a user. Aside from allowing natural ventilation and light, windows provide a great deal of design character and interest in a building.

12.3.6.5.A | GENERAL GUIDELINES

- A. Facades of all buildings shall be proportionally divided using architectural elements including windows and entries in conjunction with porches, arcades, canopies, and awnings.
- B. Use a regular pattern of walls and windows. Maintain an overall pattern so that all of the floors seem part of a whole. Use special windows, window groupings, and a mixture of large and small windows to create a hierarchy of importance of a building, particularly around entrances.
- C. Use patterns of walls and windows which relate to more traditional building design in which there is a larger proportion of walls than windows in upper stories.
- D. Use a proportion of windows (vertical, horizontal, or square) which generally is consistent with the style and context of the building and with the rest of the development.
- E. The fronts of commercial buildings facing a street should have display windows on the ground floor. At least sixty percent (60%) of the



linear horizontal dimension should be covered with windows or doors. For upper stories, between thirty percent (30%) and fifty percent (50%) of the lineal horizontal dimension should be windows.

- F. For secondary elevations (sides) visible from streets and public areas, storefronts should wrap the corner but do not need to cover the full façade. Façade articulation should continue on these facades.

12.3.6.5.B | STOREFRONTS

1. Storefronts or large display windows should be used at the street level on the main façade and secondary elevations, especially on facades oriented to pedestrian areas, on all commercial buildings including large-scale, big-box developments.
2. Quality natural materials such as brick, stone, or marble shall be used. Other materials can be reviewed on a case by case basis. Bronze or black aluminum storefronts are the most appropriate colors for storefronts in the majority of Millersville. However, muted earth tones or clear anodized (silver) aluminum storefronts may be appropriate on a case by case basis. Novelty colors or franchise colors which are not in keeping with the intent of these standards are prohibited for storefronts.
3. Consider the use of a knee wall or bulkhead at the base of storefronts instead of carrying the glass through to the ground to give a more traditional look.
4. Storefronts and display windows shall be designed as an integral part of the building's character and should reflect the architectural style of the building. Storefronts should vary in width for individual retail establishments and should have architectural interest.

12.3.6.6 | ROOFS

The design of a roof can have a significant impact on the character and scale of a building. While larger commercial projects may have roofs hidden behind parapet walls, small commercial buildings, office parks, and multi-family residential developments often have very visible roofs. The importance of roof materials depends on the form of the roof. Certain roof types result in highly visible roof materials.

- A. Roof form should complement the roof forms of neighboring developments to soften transitions between uses and intensities of uses.
- B. Use roof forms which complement the building design and contribute to a human scale. Avoid tall roof areas which overwhelm the height of the building's wall.

- C. Gabled, hipped, or other roof forms which relate to a residential, human scale are encouraged. Steeper forms are associated with more traditional design and are appropriate when the development adjoins a residential use. The use of parapets in these areas should be limited.
- D. Avoid a visible monolithic expanse of roof on large-scale buildings. Break the roof mass with elements such as gables, dormers, or parapets. Scale these features to the scale of the building. When breaking the roof mass, stage-front features which do not blend with other portions of the roof are not permitted.
- E. If a shed roof or flat roof design is used, a parapet wall shall be used on all sides of the building to screen the roof.
- F. Consider using a special roof feature at a gateway or a prominent corner or to highlight entry bays on larger structures.
- G. On roofs which are visible, use quality materials such as standing seam metal, architectural shingles, tile, or slate.
- H. Roof elements of entry features shall be integrated into the building design and shall be finished on all sides.
- I. Any equipment located on a roof shall be screened on all sides of the building including the rear, by architectural elements that are integral to the building such as parapet walls. Roof-mounted screen walls shall not be approved for this purpose. See [Chapter 10.4.11.B](#).
- J. Roof top access shall be provided internally whenever possible. The utilization of external ladders should be avoided. Paint exterior ladders to match the colors of the wall against which they are located.

12.3.6.7 | AWNINGS

- A. For commercial buildings, awnings are an appropriate architectural detail which add a human scale and highlight a storefront. They provide shelter to pedestrians from the elements and they shield window displays and store interiors from bright sunlight. Although they should not serve as a building's primary architectural element, awnings are encouraged when a structure does not have a covered walk to shield displays and the entry and to add visual interest.
- B. Awnings should not be less than eight (8) feet above the finished sidewalk and should not extend more than four (4) feet from the building wall. Deviations from this requirement shall be reviewed on a case by case basis with the stipulation that the request conform to the overall requirements of the standards in relation to scale, color palette, and materials

and that they are designed in such a manner consistent with the development and the surrounding development.

- C. Awnings should be broken up into small components, no wider than an articulated bay of the building, and preferably less wide.
- D. Mold- and fire-resistant fabric awnings are encouraged, as are metal. Plastic and vinyl are not permitted.
- E. The choice of colors should be coordinated as a part of an overall color scheme of the building and surrounding developments. Solid colors and stripes are appropriate.
- F. Awning forms may be angled or curved and should have closed ends.
- G. Backlit awnings are prohibited. Down-lighting, such as goose-neck lights, is permitted.

12.3.6.8 | CANOPIES, CARPORTS, SHEDS, AND SIMILAR STRUCTURES

The architectural character and building elements standards contained in this section are applicable to canopies, carports, sheds, and similar open air commercial structures without walls, in commercial zones except for HC Heavy Commercial Districts which are subject to [Chapter 12.4.5.8](#) (Canopies, Carports, Sheds, and Similar Structures). These include fuel center canopies, drive-in restaurant canopies, bank canopies, car wash vacuum cleaner canopies, solar panel canopies, and carports and similar structures. These standards vary on depending on which side of the principal building(s) the structure is located.

1. In front of the principal building(s) and any side of the building adjacent to a street, public or private:
 1. The roof support posts should be metal with brick or stone veneer the entire length of each post. The brick or stone should match any brick or stone on the principal building.
 2. The roof shall have a ceiling, or the roof framing, wiring, conduit and other electrical and mechanical components should be concealed from public view.
 3. Any fascia shall be EIFS, wood, fiber cement board or other approved trim and accent material listed in [Chapter 12.3.6.2.B](#) (Trim and Accent Materials).
2. Beside the principal building and behind the front line of the principal building:
 1. The roof support posts should be metal with brick or stone veneer the entire length of each post. The brick or stone should match any brick or stone on the principal building.

2. The roof structure (beams, fascia, rafters, and other framing members) may be metal. The metal shall be painted to match the principal building. A ceiling is not required. Or
 3. The posts and fascia may be powder-coated aluminum or vinyl coated.
 4. Visibility of the structures from a public street and surrounding properties shall be screened in accordance with [Chapter 11.4.11.3](#) (Outdoor Storage Areas).
3. Behind the principal building:
1. The roof support posts and roof support structure may be metal painted to match the principal building. A ceiling and screening is not required, or
 2. The posts and roof structure may be unpainted metal without a ceiling provided the structure is not visible from public streets or surrounding property. Screening conforming to [Chapter 11.4.11.3](#) (Outdoor Storage Areas) may be provided to block visibility.

12.3.6.9 | OVERHEAD DOORS FOR SERVICE BAYS AND LOADING DOCKS

- A. As per [Chapter 11.2.12.1.C](#), loading spaces shall not be located in front or corner side yards.
- B. Overhead doors for service bays shall not face a public street nor shall they be on the side of the building facing on-coming traffic. The Planning Commission may waive this standard provided extra landscaping and/or other means of screening is provided, which, in the opinion of the Planning Commission, adequately blocks the view of the doors/openings. Doors on other sides of the building shall likewise be properly screened. See [Chapter 11.4](#) (Landscaping, Screening, and Tree Preservation).

12.3.7 | SUPPLEMENTAL DESIGN STANDARDS - RESERVED

12.4 INDUSTRIAL BUILDING DESIGN STANDARDS

12.4.1 | APPLICABILITY

This Chapter applies to buildings and structures located within the Industrial zoned area.

12.4.2 | DESIGN REVIEW APPROVAL REQUIRED

Design review approval is required in accordance with [Chapter 4.7](#) (Site Plan and Design Review). Usually this approval is granted concurrent with Site Plan approval. Nevertheless, there are occasions when Site Plan approval of a project is not required, i.e., for renovations to buildings, yet Design Review is still required. Refer to [Chapter 4.7](#) (Site Plan and Design Review).

12.4.3 | MASSING AND SCALE OF BUILDING

Use variation in materials, textures, patterns, colors, and details to break down the mass and scale of the building. Use building articulation techniques to reduce a building's massing. Water tables, cornices, material changes and patterns, and fenestration can reduce the apparent height of a large building.

12.4.4 | ORIENTATION OF BUILDINGS

Buildings shall be sited so that their main entrances are facing the street on which they are located. Buildings shall be oriented toward accessible arterial or collector streets rather than nearby limited access interstate or freeways. Building entrances should be designed to reflect their hierarchy within a building or development and should be articulated with architectural elements such as columns, pilaster, arches, or detail such as special moldings. Include entry features such as porches, canopies, or awnings.

12.4.5 | ARCHITECTURAL CHARACTER AND BUILDING ELEMENTS

12.4.5.1 | CHARACTER

The design theme for industrial parks should take on a campus appearance where roof forms, building height, materials and details such as windows all relate closely to one another, creating a unified appearance.

12.4.5.2 | BUILDING MATERIALS

Brick, stone, split face concrete block (integrally colored), drivet, stucco, and EIFS are approved as exterior building materials for the front of industrial buildings. On corner lots, both sides of the building facing a street are considered the front of the building. On all other sides facing a street, the above stated materials are approved, or, in lieu thereof, evergreen trees and shrubs may be planted so as to screen the view of these sides, as well as all other sides not facing a street, may be constructed of painted metal siding, painted concrete block (plain or split-faced) or painted concrete tilt-up walls.

12.4.5.3 | BUILDING COLOR

Colors shall be compatible with adjacent conforming developments. Limit the number of colors. Generally, there will be a wall color, trim color, accent color, and roof color. All building elements should work within this palette. Use muted earth tone tints of colors such as browns, tans, grays, and greens. Avoid primary colors or bright accent colors and stark contrast colors. Use color variation to break up mass and provide visual interest.

12.4.5.4 | BUILDING FAÇADE

Larger buildings should be divided into bays of fifty (50) to seventy-five (75)-foot widths. Bays may be articulated by the use of pilasters, piers, differentiation in material texture or color or by variation in the wall plane. The base of a building may be articulated/defined by a water table, a change in wall plane, or a change in material, texture, or color.

12.4.5.5 | WINDOWS

The front façades of all buildings shall be proportionally divided using architectural elements including windows and entries in conjunction with porches, canopies, and awnings.

12.4.5.6 | ROOFS

Roof forms should complement the roof forms of neighboring buildings. Use roof forms which complement the building design. On roofs which are visible, use quality materials such as standing seam metal. Any equipment located on the roof shall be screened from all sides of the building.

12.4.5.7 | GARAGE DOORS AND LOADING DOCKS

Garage doors and loading docks must be properly screened from view from the street. See [Chapter 11.4](#) (Landscaping, Screening, and Tree Preservation).

12.4.5.8 | CANOPIES, CARPORTS, SHEDS, AND SIMILAR STRUCTURES

The architectural character and building design standards contained in this chapter are applicable to canopies, carports, sheds, and similar open-air structures without walls, in I Industrial and HC Heavy Commercial Districts. These include solar panel canopies and carports. These standards vary depending on whether the structures are visible from the street or surrounding property.

A. Structures in front or beside the principal building or otherwise visible from a public street:

1. The roof support posts should be metal with brick or stone veneer the entire length of each post. The brick or stone should match any brick or stone on the principal building.
 2. The roof structure (beams, fascia, rafters, and other framing members) may be metal. The metal shall be painted to match the principal building. A ceiling is not required. Or,
 3. The posts and fascia may be powder-coated aluminum or vinyl coated.
 4. Visibility of the structures from a public street and surrounding properties shall be screened in accordance with [Chapter 11.4.11.3](#) (Outdoor Storage Areas).
- B. Structures behind the building or otherwise not visible from a public street:
1. The structure may be unpainted metal without a ceiling.
 2. These standards apply if the visibility of the structure from the public street is fully screened in accordance with [Chapter 11.4.11.3](#) (Outdoor Storage Areas).

12.5 MUNICIPAL EXEMPTIONS FROM DESIGN STANDARDS

The following structures located upon City-owned property shall be exempt from Design Review under this Chapter.

1. Dome Air-Supported Structures (See [Chapter 16](#): Definitions)
2. Dome Membrane-Covered Frame-Supported Structures (See [Chapter 16](#): Definitions)
3. Dome Tensile Membrane Structures (See [Chapter 16](#): Definitions)

NOTE: This exemption creates the opportunity to cover more athletic fields and maximize the full use of City Park Properties.

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13.1	PURPOSE
13.2	GENERAL TERMS
13.3	PERMITTED SIGNS, LOCATION, AND NUMBERS
13.4	PROHIBITED SIGNS
13.5	MASTER SIGNAGE PLAN
13.6	DESIGN STANDARDS
13.7	CONSTRUCTION AND MAINTENANCE
13.8	NONCONFORMING SIGNS
13.9	VIOLATIONS
13.10	WALL MURALS

13.1 PURPOSE

The purposes of these sign standards are to:

1. Encourage the effective use of signs as a means of communication for businesses, organizations, and individuals in the City.
2. Provide a means of way-finding in the community thereby reducing traffic confusion and congestion, and improving pedestrian and traffic flow.
3. Maintain and enhance the pleasing look of the City.
4. Preserve the City as a community that is attractive to business.
5. Differentiate in the restriction of signs that may distract drivers in active traffic and those signs that may provide information to drivers while they remain in their cars by out of active traffic.
6. Minimize the possible adverse effects of signs on nearby public and private property while protecting First Amendment free speech rights.
7. Implements the City of Millersville Land Use Plan.

13.2 GENERAL TERMS

13.2.1 | APPLICABILITY

A sign may be erected, placed, established, painted, created, or maintained on private property in Millersville only in conformance with the standards, procedures, exemptions, and other requirements of this Chapter. This Chapter also applies to signs held or supported by a person.

13.2.2 | EFFECT

The effect of this Chapter is to:

1. Establish a permit system to allow a variety of types of signs in commercial and industrial zones and a limited variety of signs in residential zones, subject to the standards and the permit procedures of this Chapter.
2. Allow certain signs that are small, unobtrusive, and incidental to the principal use of the respective lots on which they are located, subject to the substantive requirements of this Chapter, but without a requirement for permits.
3. Provide for temporary signs in limited circumstances.
4. Prohibit all signs not expressly permitted by this Chapter.
5. Provide for the enforcement of the provisions of this Chapter.

13.2.3 | EXEMPT FROM SIGN REGULATION

The following signs shall be exempt from regulation under this Chapter:

1. Any public notice or warning required by a valid and applicable federal, state, or local law, regulation, or ordinance.
2. Traffic control signs such as stop, yield, and similar signs, the faces of which meet the Department of Transportation standards and which contain no commercial message of any sort.
3. Any sign not legible from a street (public or private). This includes drive-in and drive-through menu board signs and signs within buildings, including signs at least ten (10) feet back from window.

4. Works of art, not including wall murals, that do not include or are otherwise associated with a commercial message, brand, service, or product. (See [Section 13.10](#) for Wall Mural Approval Process.)
5. Any sign that is placed upon City of Millersville owned property at the direction of the City of Millersville. No sign shall be placed any closer to the edge of pavement (public or private) than twelve (12) feet or in such a location which blocks visibility of motorists.
6. Any special event signage that is placed on any property within the City that is directly associated with a City sponsored event (City sponsored event shall equate to an event that has a successfully passed resolution from the Millersville City Commission). No sign shall be placed any closer to the edge of pavement (public or private) than twelve (12) feet or in such a location which blocks visibility of motorists.

13.2.4 | TRANSITIONAL PROVISIONS

13.2.4.1 | EXISTING SIGNS

All signs legally erected prior to the effective date of this Ordinance are considered legal by this Ordinance and may remain in place and in use, subject to certain restrictions on modification, replacement, and other actions affecting the sign, as set forth in this Ordinance.

13.2.4.2 | EXISTING PERMITS

All holders of permits for signs issued legally prior to the effective date of this Ordinance may erect the signs which are the subject of such permits within the times allowed by such permits, and such signs shall then be treated as though they had been erected prior to the effective date of this Ordinance. However, such permits may not be extended or amended unless the sign which is the subject of such permit will conform to all the requirements of this Ordinance.

13.2.4.3 | EXISTING VIOLATIONS

All violations of the sign regulations repealed by this Ordinance shall remain violations of the ordinances of the City of Millersville and all penalties and enforcement remedies set forth hereunder shall be available to the City of Millersville as though the violation were a violation of this Ordinance. However, if the effect of this Ordinance is to make a sign that was formerly nonconforming become conforming, then enforcement action shall cease except to the extent of collecting penalties (other than removal of the sign) for violations that occurred prior to the effective date of this Ordinance.

13.2.5 | PERMITS REQUIRED

See [Chapter 4.11](#) (Sign Permit).

13.2.6 | COMPUTATIONS

13.2.6.1 | COMPUTATION OF SIGN AREA OF INDIVIDUAL SIGNS

The area of a sign face (which is also the sign area of a wall sign or other sign with only one (1) face) shall be computed by means of the smallest square, circle, rectangle, triangle, or combination thereof that will encompass the extreme limits of the writing, representation, emblem, or other display, together with any material or color forming an integral part of the background of the display or used to differentiate the sign from the backdrop or structure against which it is placed, but not including any supporting framework, bracing, or decorative fence or wall when such fence or wall otherwise meets the regulations of the Ordinances of the City of Millersville and is clearly incidental to the display itself.

13.2.6.2 | COMPUTATION OF AREA OF MULTIFACED SIGNS

Where the sign faces of a double-faced sign are parallel or the interior angle formed by the faces is sixty (60) degrees or less, only one (1) display face shall be measured in computing sign area. If the two (2) faces of a double-faced sign are of unequal area, the area of the sign shall be the area of the larger sign. In all other cases, the areas of all faces of a multifaced sign shall be added together to compute the area of the sign.

13.2.6.3 | COMPUTATION OF HEIGHT

The height of a sign shall be computed as the distance from the base of the sign at a computed grade to the top of the highest attached component of the sign. The computed grade shall be the elevation of the nearest point of the crown of a public street or the grade of the land at the principal entrance to the principal structure on the zone lot.

13.2.7 | NO VARIANCES

Neither the Board of Zoning Appeals nor any other administrative body shall have the power or authority to vary the express terms of this Chapter, including, but not limited to, sign height or setback, the number of signs, the size of an individual sign, the total area of signs on a property, sign lighting, or other characteristics, or sign placement in relation to other signs.

13.3 PERMITTED SIGNS, LOCATION, AND NUMBER

13.3.1 | SIGNS ALLOWED ON PRIVATE PROPERTY

13.3.1.1 | TYPES OF SIGNS PERMITTED

Signs shall be allowed on private property in the City of Millersville in accordance with, and only in accordance with, Table 18 (Permitted Signs). If the letter “P” appears for a sign type in a column, such sign is allowed without prior permit approval in the zoning district(s) represented by that column. If the letter “S” appears for a sign type in a column, such sign is allowed only with prior permit approval in the zoning district(s) represented by that column.

13.3.1.2 | SPECIAL CONDITIONS

Special conditions shall apply to certain types of signs. Those signs are identified with a paragraph number reference in the right-hand column of Table 18 (Permitted Signs), which number refers to a paragraph in [Chapter 13.3.2](#) (Special Conditions). A sign of such type shall be permitted only subject to the requirements of those supplemental regulations.

TABLE 16: PERMITTED SIGNS

TABLE 18 ALL ZONING DISTRICTS PERMITTED SIGNS									
SIGN TYPES	All R ³	MFR	O	NC	GC	MXC	HC	I	CONDITIONS
GROUND SIGNS									
Directory			S		S	S	S	S	13.3.2.3
Incidental	P	P	P	P	P	P	P	P	13.3.2.4
Institutional	S	S	S	S	S	S	S	P	13.3.2.5
Principal Ground		S	S	S	S	S	S	S	13.3.2.7
Temporary	P	P	S	S	S	S	S	S	13.3.2.10.B
BUILDING SIGNS									
Awning			S	S	S	S	S	S	13.3.2.1
Building Marker	P	P	P	P	P	P	P	P	13.3.2.2
Canopy			S	S	S	S	S	S	13.3.2.14
Directory		P	P	P	P	P	P	P	13.3.2.3
Incidental		P	P	P	P	P	P	P	13.3.2.4
Institutional	S	S	S	S	S	S	S	S	13.3.2.5
Projecting			S	S	S	S	S	S	13.3.2.8
Suspended			S	S	S	S	S	S	13.3.2.9
Temporary	S ²		S	S	S	S	S	S	13.3.2.10.A
Wall		S ¹	S	S	S	S	S	S	13.3.2.11 & 12
Window			S	S	P	P	P	P	13.3.2.13
OTHER									
Flags	P	P	P	P	P	P	P	P	13.3.2.6

NOTES:

1. Permitted for Assisted Living Facility, Bed and Breakfast and Independent Living Uses only.
2. Permitted for Institutional Uses only.
3. All R includes RR, ER, SR-1, SR-2, WR, and THR.

13.3.1.3 | NUMBER, DIMENSIONAL, AND LOCATIONAL LIMITATIONS

Although permitted under the previous paragraph, a sign designated by an “S” or a “P” in Table 18 (Permitted Signs) shall be allowed only if:

- A. The size of any individual ground sign does not exceed the size given for individual sign area in Table 19 (Number, Dimension, and Locations of Individual Signs) or, [Chapter 13.3.2](#) (Special Conditions), whichever is less.
- B. The height of any ground sign does not exceed the number given for height in Table 19 or [Chapter 13.3.2](#) (Special Conditions), whichever is less;

- C. Each ground sign shall be set back far enough away from the street to be off the right-of-way. Should Millersville Transportation Plan dictate a greater right-of-way width than exists, said greater right-of-way width shall apply. In no event shall any sign be placed any closer to the edge of the pavement (public or private) than twelve (12) feet or in such a location which blocks visibility of motorists.
- D. The number of principal ground signs per zone lot shall not exceed the number one (1) or the number resulting from the number permitted computation in Table 19 (Number, Dimensions, and Locations of Individual Signs) or as specified in [Chapter 13.3.2](#) (Special Conditions).
- E. The area of wall sign(s) on an individual wall does not exceed the area in square feet listed in Table 19 for building signs or as specified in [Chapter 13.3.2](#) (Special Conditions), whichever is less.

TABLE 17: NUMBER, DIMENSIONS, AND LOCATION OF INDIVIDUAL SIGNS

TABLE 19 ALL ZONING DISTRICTS NUMBER, DIMENSIONS, AND LOCATIONS OF INDIVIDUAL								
SIGN TYPES	All R ⁴	MFR	O	NC	GC	MXC	HC	I
GROUND SIGNS								
SIGN AREA (sq ft)	9	30	40	40	60 ¹	60 ¹	60 ¹	60 ¹
HEIGHT (ft)	4	5	6 ²	5	8 ²	8 ²	8 ²	8 ²
SETBACK (ft)	See Chapter 13.3.1.3.C (Number Dimensional, & Locational Limitations)							
BUILDING SIGNS								
NUMBER PERMITTED ³	1	2	2	2	2	2	2	2
OTHER								
AREA (sq ft)	2	See Chapter 13.3.2 (Special Conditions)						

NOTES:

- Eighty (80) square feet is allowed for a ground sign advertising three (3) or more tenants on a lot with three (3) or more tenants and at least 1.5 acres in size.
- Twelve (12) feet is allowed for a ground sign advertising three (3) or more tenants on a lot with three (3) or more tenants and at least 1.5 acres in size.
- Must have at least four hundred (400) feet of frontage to qualify for a second sign. Signs must be separated by at least two hundred (200) feet, as measured parallel to the street(s). Signs Must be seventy-five (75) feet from signs on adjacent properties.
- All R includes RR, ER, SR-1, SR-2, WR, and THR.



Single Tenant



Multi-Tenant (where eligible)

13.3.1.4 | PERMITTED CHARACTERISTICS

The characteristics of signs shall conform with the limitations of Table 20 (Permitted Sign Characteristics), and with any additional limitations on characteristics listed in [Chapter 13.3.2](#) (Special Conditions). “S” in a column indicates that a characteristic is allowed on a wall sign or principal ground sign with a sign permit. Characteristics of other types of signs are limited by the conditions set forth in [Chapter 13.3.2](#) (Special Conditions).

TABLE 18: PERMITTED SIGN CHARACTERISTICS

TABLE 20 ALL ZONING DISTRICTS PERMITTED SIGN								
SIGN TYPES	ALL R ⁷	MFR	O	NC	GC	MXC	HC	I
Changeable Copy ^{1,2,5}	S ³	S ³	S	S ³	S	S	S	S
Illumination, Internal ⁴	S ³	S ³	S		S	S	S	S
Illumination, External ⁶	S ³	S	S	S	S	S	S	S

NOTES:

1. No more than fifty percent (50%) of the area of a principal ground sign may be manual changeable copy.
2. No more than eighty percent (80%) of the area of a principal ground sign may be electronic/digital changeable copy if the following conditions are met:
 - A. Sign must be at least one hundred fifty (150) feet from the nearest existing residence.
 - B. The message may change no more than one (1) time per fifteen (15) minutes
 - C. The message transition must be instant and not fade between messages (minimal one (1) sequence change interval).
 - D. The illumination of the sign shall not exceed 3.0 foot-candles over ambient lighting conditions, day or night. Measurement shall be as prescribed in the document “Recommended Brightness Levels on On-Premise Electronic Message Centers” published by the International Sign Association. All LED signs shall be equipped with a sensor device that automatically determines the ambient illumination conditions. Maximum illumination from dusk to dawn shall not exceed five hundred (500) nits. A malfunctioning sign shall be programmed to shut down.

- E. The sign is not a nonconforming sign (nonconforming signs are not allowed to convert to electronic/digital changeable copy, unless the sign as an element of its nonconformity already has such electronic/digital changeable copy.
- F. Shall be of high-resolution quality (10mm minimum). (Effective August 1, 2020)
- 3. For Institutional Uses only. See [Chapter 13.3.2.5](#).
- 4. The source of the illumination, i.e. bulbs, neon or fluorescent tubes, LED tubes, strips, etc. shall be enclosed with a translucent surface, such as a plastic face.
- 5. Changeable copy signs shall not be allowed on building signs, including canopy signs (see [Chapter 13.3.2.14](#)).
- 6. Some Planned Developments limit or prohibit Internal Illumination of Ground Signs.
- 7. All R includes RR, ER, SR-1, SR-2, WR, and THR.

13.3.2 | SPECIAL CONDITIONS BY SIGN TYPE

The following supplemental regulations apply to particular types of signs or to particular signs in particular circumstances. Where appropriate, the tables refer to the conditions set forth in these supplemental regulations by paragraph number within this Chapter.

13.3.2.1 | AWNING SIGN

An awning sign shall not cover more than thirty (30) percent of the awning, nor shall it exceed the size allowed for a wall sign. Awnings shall not have back-lighting or internal illumination. Down-lighting, i.e. goose-neck lights, is permitted. The size of awning signs in combination with wall signs shall not exceed the total area allowed for wall signs as specified by [13.3.2.11](#) (Wall Sign, Commercial, and Industrial).

13.3.2.2 | BUILDING MARKER

Building marker signs shall be permitted, subject to the following conditions:

- A. Shall not exceed six (6) square feet in area.
- B. Shall contain no logo or commercial message.
- C. Shall be made of permanent material, such as bronze or masonry, and shall be permanently affixed to or made part of the building.
- D. Only one (1) sign allowed per building.

13.3.2.3 | DIRECTORY SIGN

Directory signs shall be permitted where a particular site includes more than one (1) tenant or occupant, subject to the following conditions:

13.3.2.3.A | IN SHOPPING CENTERS:

Directory signs in shopping centers may be located near entrances to parking areas, but at least fifty (50) feet from any public right-of-way, and at principal intersections within the center, where such intersections are at least fifty (50) feet from any public right-of-way. Such signs may contain logos or business names with arrows or other directional information.

13.3.2.3.B | AT MULTI-FAMILY PROJECTS, OFFICE BUILDINGS, OR BUSINESS PARKS:

One directory sign may be located near the principal entrance to a parking area for multi-family projects, office buildings, or business parks, as shown on an approved [Master Signage Plan](#). Such sign shall be located away from any public right-of-way, so that drivers can conveniently pull up to and rear the directory without impeding traffic on any driveway or entrance serving the development. Such sign may contain an unlimited number of pieces of information, but letters shall not be more than three (3) inches in height and shall not be legible from any public right-of-way. Such sign may not exceed sixteen (16) square feet in area and six (6) feet in height.

13.3.2.4 | INCIDENTAL SIGNS

Incidental signs may carry any type of information except a commercial message that is visible from a position off the lot on which the sign is located. Typical incidental signs include restroom, phone, no parking, entrance, exit, and generic directions such as office, atm, or stores. No such sign shall exceed nine (9) square feet in size.

13.3.2.5 | INSTITUTIONAL SIGNS

13.3.2.5.A | RESIDENTIAL GROUND SIGNS

In residential zoning districts, an institutional ground sign shall be permitted on the same site as any Place of Worship, Educational Facility, hospital, amenity centers, residential clubhouses, or other institution, which is a permitted use in that location, subject to the following:

1. Shall not exceed four (4) feet in height plus two (2) feet of additional height for each additional five (5) feet of setback beyond the minimum required setback up to a maximum height of eight (8) feet.
2. Shall not exceed forty (40) square feet in size.
3. Up to fifty percent (50%) of the surface area on each side of the sign may be a changeable copy sign. Electronic message signs allowed only as per [13.3.2.5.A.4](#) below.

4. May be illuminated by external light only except that internal illumination shall be permitted under the following conditions:
 - A. The sign must be at least one hundred fifty (150) feet from the nearest existing residence.
 - B. Lights must be turned off no later than 10:00 PM and not turned back on until 7:00 AM.
 - C. All electronic messages shall be displayed as illuminated text against a black or non-illuminated background. Black or dark text against an illuminated or bright background is not permitted. Messages shall be text only and one (1) color only. No pictures or anything except text.
 - D. The illumination of the sign shall not exceed 0.3 foot-candles over ambient lighting conditions, day or night. Measurement shall be as prescribed in the document “Recommended Brightness Levels for On-Premise Electronic Message Centers” published by the International Sign Association. All LED signs shall be equipped with a sensor device that automatically determines the ambient illumination conditions. Maximum illumination from dusk to dawn shall not exceed five hundred (500) nits. A sleep mode shall be included in each sign and shall be programmed to comply with the time limitations of this Ordinance. A malfunctioning sign shall be programmed to shut down.
 - E. Shall be of high-quality resolution (10mm minimum).
5. Shall be a monument style sign.

13.3.2.5.B | RESIDENTIAL WALL SIGNS

In residential zoning districts, an institutional wall sign shall be permitted on the same size as any Place of Worship, Educational Facility, hospital, amenity centers, residential clubhouses, or other institution, which is a permitted use in that location, subject to the following:

1. Shall not exceed forty (40) square feet in size per wall.
2. May be illuminated.

13.3.2.5.C | NON-RESIDENTIAL SIGNS

In nonresidential zoning districts, an institution may elect to erect the ground sign that would be permitted to a business in the same location, or it may elect to erect the institutional sign permitted under these provisions, but it may not erect or maintain both.

13.3.2.6 | FLAG

A display of flags shall be subject to the following limitations:

- A. There shall be no more than three (3) flagpoles per principal building on any zone lot. The poles shall be installed in concrete at least three (3) feet deep.
- B. There shall be no more than two (2) flags per pole.
- C. No flag may contain a commercial message except that one (1) of the three (3) allowed flags may contain a commercial message in a non-residential zone.
- D. No flagpole shall exceed thirty-five (35) feet in height. Flagpoles on buildings shall not extend more than fifteen (15) feet above the highest point of the building or roof.

13.3.2.7 | PERMANENT PRINCIPAL GROUND SIGN

A principal ground sign shall be permitted subject to the following:

- A. Shall not exceed the applicable height specified for a ground sign in that district in Table 19 (Number, Dimension, and Location of Individual Signs).
- B. Shall not exceed in square feet the number given in [Table 19](#). A ground sign located on a vacant lot shall not exceed twelve (12) square feet until such time that a building permit is issued for consideration. Following issuance of a building permit, the restrictions in [Table 19](#) shall apply.
- C. Setbacks shall conform to [13.3.1.3.C](#).
- D. One permanent principal ground sign is permitted for each two hundred (200) feet of street frontage per lot with a maximum of two (2) such signs being permitted. Where more than one sign is allowed, there shall be separation between each sign of at least two hundred (200) feet. Corner lots and other multi-frontage lots shall be allowed one (1) sign for each of two (2) street frontages even if there is not four hundred (400) feet of total frontage, but provided said signs are separated by at least two hundred (200) feet, such distance to be measured parallel to the street frontage rather than in a straight line.
- E. Permanent principal ground signs shall be separated from principal ground signs on other lots by a distance of at least seventy-five (75) feet. The Planning Commission may approve a lesser distance in instances where it is not physically possible or otherwise practical, in the opinion of the Planning Commission, to provide seventy-five (75) feet separation.

NOTE: Temporary banners are not permitted as principal ground signs.



13.3.2.8 | PROJECTING SIGNS

The size of a projecting sign shall not exceed twenty-five (25) square feet. A projecting sign shall be at least ten (10) feet above any sidewalk, parking lot, driveway, or other vehicular or pedestrian way and shall not exceed twenty-five (25) feet in height. No projection sign shall extend further from the face of the building wall than six (6) feet. No projection sign shall extend beyond the top of the building in which it is mounted.



13.3.2.9 | SUSPENDED SIGNS

Suspended signs shall be permitted under canopies attached to buildings at entrances to businesses. Suspended signs shall be subject to the following specific conditions:

- A. One (1) suspended sign allowed per entrance, and the sign may have copy on both sides.
- B. Shall not exceed four (4) square feet in face area on one side.
- C. Shall not be illuminated.
- D. Shall be at least ten (10) feet above any sidewalk, parking lot, driveway, or other vehicular or pedestrian way.

NOTE: Temporary banners are not permitted as suspended signs.

13.3.2.10 | TEMPORARY SIGNS

The following temporary signs are permitted in addition to whatever permanent signs are permitted:

13.3.2.10.A | TEMPORARY WALL SIGNS (BANNERS)

One (1) banner or other temporary building sign per business shall be permitted in commercial, office, and industrial zones. Such signs shall not exceed forty (40) square feet in size and shall be securely attached flat against the wall of the building and shall not be erected on poles or any other means of support other than the wall of the principal building on the property. Such banners or other temporary building signs may remain in place for not more than sixty (60)

days per year. This time period may be separated into four (4) periods of no more than fifteen (15) days each.

13.3.2.10.B | TEMPORARY GROUND SIGNS

One temporary ground sign per lot shall be permitted. Such signs shall not exceed nine (9) square feet in size and four (4) feet in height in residential zones and twelve (12) square feet in size and six (6) feet in height in commercial and industrial zones and may remain in place for forty-five (45) days per year. This time period may be separated into three (3) periods of no more than fifteen (15) days.

Temporary residential signs shall include political preference message signs, election signs, baby announcements, garage sale signs, lost pet signs, and any other message a property owner wishes to display provided the sign contains no commercial message, except during one of the fifteen (15) day periods specified in the above paragraph. No permit is required.

In residential zones, a label issued by the office of the Zoning Administrator shall be affixed to the front of each temporary ground sign bearing a commercial message. This label shall specify the time period during which the sign is allowed to remain and shall also state the address where the sign is to be displayed.

13.3.2.10.C | EXCEPTIONS

13.3.2.10.C.1 | ELECTION SIGNS

Temporary election signs may be displayed on private property to express support of, opposition to, or any other opinion on a political candidate or an election issue. The restriction of not more than one (1) temporary ground sign per lot or parcel per calendar year contained in [13.3.2.11.B](#) is waived for election signs under the following conditions:

- There shall be no more than one (1) sign per candidate or ballot issue for each lot. Corner and double frontage lots shall be allowed to have one (1) sign on each frontage per candidate or issue.
- All election signs shall be limited to sixty-one (61) days extending from sixty (60) days prior to the official election day to one (1) day after the official election day (*reference: TN Code 2-7-143 (2017)*).
- Candidates which win a primary and remain on the ballot for an additional election shall be allowed to re-erect their signs or leave the signs in place for an additional sixty-one (61) day period under the above stated terms.

- Shall not regulate the shape or quantity of political campaign posters or signs placed on private property that is located more than one hundred feet (100') from a polling place if the signs or posters are placed on the property by the owner or any lawful resident of the property (*reference: TN Code 2-7-143 (2017)*).

NOTE: This is for reference only and is superseded by permitted local guidelines as allowed in TN Code 2-7-143.

- Election signs shall not exceed sixteen (16) square feet in size and four (4) feet in height in residential zones and thirty-two (32) square feet in size and six (6) feet in height in commercial and industrial zones (*reference: TN Code 2-7-143 (2017)*).
- May only place signs on property with permission of the property owner or lease holder.
- No sign shall be placed any closer to the edge of the pavement than twelve (12) feet or in such a location which blocks visibility of motorists.

NOTE: Signs displayed in violation of the Sign Ordinance will immediately be removed by the Planning Department Staff.

Such election signs are allowed in addition to all other permitted signs. A sign permit is not required for election signs.

13.3.2.10.C.2 | REAL ESTATE SIGNS

One (1) temporary sign advertising the sale, auction, rental, or lease of real estate may be displayed on private property which is for sale, auction, rental, or lease. The maximum in residential zones is nine (9) square feet in size and four (4) feet in height. The maximum in commercial and industrial zones is twenty (20) square feet in size and eight (8) feet in height. On corner lots and double frontage lots, one (1) such sign may be displayed on each of the two (2) frontages. For this purpose, frontage includes street, lake, and golf course frontages. These two (2) signs shall be separated by at least one hundred (100) feet. These signs may remain for as long as the property is for sale, auction, rental, or lease and shall be removed within three (3) days of closing of the sale, end of the auction or rental of the premises.

To accommodate an open house, an open house sign may also be placed on the property under the same size and setback requirements specified above. Furthermore, there may be four (4) off premise open house directional signs not exceeding one (1) square foot in size or three (3) feet in height. These open house signs shall be allowed on Friday, Saturday, and Sunday only, and removed by 10:00 AM Monday. Such off-premise directional sign may not be placed on public property or right-of-way but may be placed on private property with the permission of the owner of that property.

Furthermore, there may be four (4) off premise auction signs not exceeding nine (9) square feet in size nor four (4) feet in height placed not more than ten (10) days in advance of the auction and removed within three (3) days after the auction. Such signs may not be placed on public property or right-of-way but may be placed on private property with the permission of the owner of that property. No more than one (1) such sign is allowed per lot.

Such signs are allowed in addition to all other permitted signs. A permit is not required.

13.3.2.10.C.3 | REAL ESTATE DEVELOPMENT SIGNS

As an accessory use to an approved Subdivision or Site Plan, each new subdivision or development (residential, commercial, or industrial) shall be allowed one (1) temporary real estate development sign to advertise lots for sale within the subdivision or to advertise the development of a commercial or industrial lot.

Such sign shall carry no other commercial message whatsoever and shall not exceed thirty-two (32) square feet in size or ten (10) feet in height and shall be placed at least thirty (30) feet from the edge of any street, public or private. For a Residential Site, the sign shall be removed when ninety percent (90%) of the lots are built upon, but not later than five (5) years unless an extension is granted by the Planning Commission. For a Commercial Site, the development sign must be removed once the permanent sign is installed – not to exceed two (2) years – or prior to issuance of Permanent Use and Occupancy.

No additional real estate signs are allowed on a lot with a Real Estate Development Sign. A permit is required for Real Estate Development Signs.

13.3.2.11 | PERMANENT WALL SIGN, COMMERCIAL, AND INDUSTRIAL

Wall signs in commercial and industrial districts shall be allowed, subject to the following limitations:

- A. A wall sign may be installed or painted only on a building wall of a principal building, as defined in this Ordinance and may be on any side of the building;
- B. The total amount of signage per wall of building shall not exceed one (1) square foot per linear foot of length of the wall to which the sign is to be attached plus a setback bonus of one (1) square foot for each additional foot of building setback beyond the required setback with a maximum of two (2) square feet per linear foot of building frontage. Where a building has more than one (1) occupant or tenant, a percentage of the setback bonus shall be allocated corresponding to the tenant's building square footage percentage. Any departure from this formula must be explicitly stated in the [Master Signage Plan](#). In no event shall the allocated setback bonus exceed one hundred percent (100%) feet of the total amount of signage allowed for the entire building.

- C. Where a wall of a building in a commercial or industrial district faces and is within one hundred (100) feet of a residential district, the size and lighting limitations applicable to institutional uses in that zoning district shall apply to the sign(s) on that wall only.

NOTE: Temporary banners are not permitted as permanent wall signs.

13.3.2.12 | WALL SIGN, RESIDENTIAL

13.3.2.12.A | SINGLE-FAMILY DWELLINGS

Single-family residential units (either attached or detached) in zoning districts or portions of Planned Developments designated for single-family use shall be permitted one (1) wall sign meeting the following criteria:

1. The sign shall not exceed two (2) square feet in area.
2. The sign shall not be illuminated.

13.3.2.12.B | MULTI-FAMILY DWELLINGS

Multi-family residential uses located in residential zoning districts, including portions of Planned Developments designated for residential use, shall be permitted one (1) wall sign per public entrance, for which wall sign shall be subject to the following:

1. No such sign shall exceed six (6) square feet in area.
2. Each sign may be illuminated only by direct, external illumination.
3. The sign shall not contain any commercial message other than information about leasing units in the project on the site. Non-residential uses in MFR, OT-R, and MXR zones shall be permitted one (1) square foot of wall sign for each linear foot of length of wall to which the sign is to be attached.



13.3.2.13 | WINDOW SIGN

Window signs are permitted on the first floor of buildings provided that they cover no more than twenty (20) percent of the gross glass area on any one (1) side of the building or five (5) percent in O

and NC districts. Window signs shall not be illuminated except that each business establishment shall be permitted one (1) illuminated window sign not exceeding two (2) square feet in size. The form of illumination may include exposed neon and LED lighting.

13.3.2.14 | CANOPY SIGN

Signage and/or company logos may be placed upon canopies but shall be limited to cover no more than the lesser of forty (40) square feet or twenty percent (20%) of the total side of the canopy area. Signage and/or logos may be placed on each side of the canopy.

13.4 PROHIBITED SIGNS

All signs not expressly permitted under this Chapter or exempt from regulation hereunder in accordance with the previous Chapter are prohibited. Such signs include, but are not limited to:

1. Abandoned or Obsolete Signs:

Such signs and all frames, supporting structure, posts, and appurtenances shall be removed by the owner of the property, his agent, or person having beneficial use of the premises upon which said sign is located.

2. Animated. (Including Video Signs)



the street (public or private).

5. Inflatable signs including inflated characters, lighter-than-air devices, and other balloon type devices.

6. Obscene signs.

3. Beacons.



A. Blade banners, feather flags, swooper flags, teardrop flags, and similar devices.

4. Flashing signs, including flashing signs inside the window if visible from



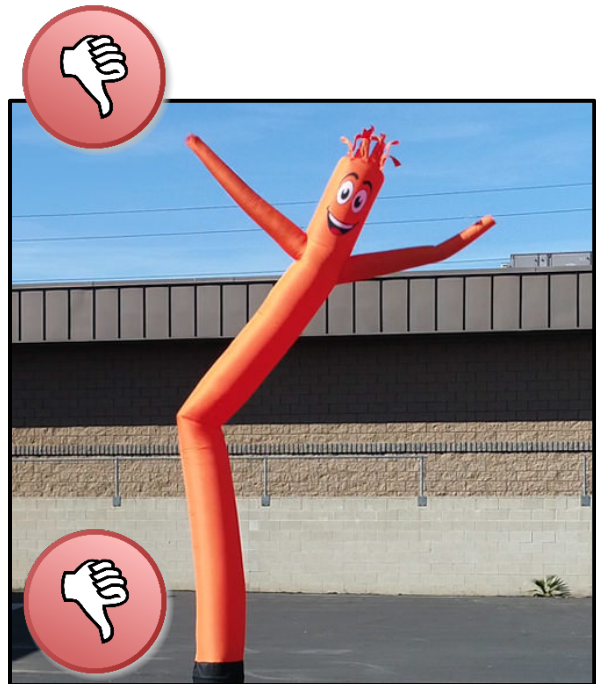
7. Other attention-attracting devices except to the extent that they conform fully to the dimensional, design, lighting, and other standards applicable to a sign in the same location.

8. Pennants.

9. Roof signs.

10. Signs which constitute a traffic hazard described as follows:

No signs shall be erected and there shall be no lighting of signs or premises in such a manner or in such location as to obstruct the view of or be confused with any authorized traffic signal, notice, or control device, or with lights on any emergency vehicle, or to create hazards, or distractions to drivers because of direct or reflected natural or artificial light, flashing, intermittent or flickering lighting, real or apparent movement. Any such signs or light sources shall be removed at the direction of the Public Works Department. If not removed by owners or occupants of the property within ten (10) days of notice, the Planning Department shall otherwise remove the signs and the cost of the removal shall become lien against the property until satisfied.



11. Signs on natural features such as trees, vegetation, and rocks.

12. Signs in the public right-of-way except as follows:

A. Public signs erected by or on behalf of a government body to post legal notices, identify public property, convey public information, and direct or regulate pedestrian or vehicular traffic.

B. Bus stop signs erected by a public transit company.

C. Informational signs of a public

utility regarding its poles, lines, pipes, or other facilities.

- D. Signs appurtenant to a use of public property permitted under a franchise or lease agreement with the City of Millersville.



E. Emergency warning signs erected by a governmental agency, a public utility company or a contractor doing authorized or permitted work within the public right-of-way.

of



13. Signs on utility poles, fences, and benches.

14. Streamers.

15. Strings of lights (with exception high-quality lighting for approved outdoor seating for restaurants).

16. Vehicle Signs

13.5 MASTER SIGNAGE PLAN

No permit shall be issued for a principal ground sign or wall sign for a new multi-tenant commercial building unless and until a Master Signage Plan for the zone lot on which the sign will be erected has been submitted to and approved by the Planning Department as conforming with this Chapter.

- A. The owners shall submit to the Planning Department a Master Signage Plan containing the following:
1. An accurate plot plan of the zone lot, at such scale as the Planning Department may reasonably require.
 2. Location of buildings, parking lots, driveways, and landscaped areas on such zone lot.
 3. Computation of the maximum area for signs, the height of signs, and the number of principal ground signs allowed on the zone lot(s) included in the plan under this

Ordinance, with such computations following the applicable formula set forth in [Table 15](#) of this Ordinance.

4. An accurate indication on the plot plan of the proposed location of each present and future permanent sign of any type, whether requiring a permit or not, except that incidental signs need not be shown.
 5. Detailed drawings and color renderings of the proposed signage showing dimensions and design sufficient to determine compliance with the requirements of this Chapter, including the design standards contained in [Chapter 13.6](#) (Design Standards).
 6. The Master Signage Plan shall be signed by all owners or their authorized agents in such form as the Planning Department may require.
- B. Any sign design guide and/or Master Signage Plan submitted and approved with any Planned Development or Site Plan for the proposed development may be accepted as the Master Signage Plan required by this Chapter if said plan is determined by the Planning Department as being sufficient to conform to the intent of this Chapter.
- C. The Master Signage Plan requirement may be waived by the Planning Department for buildings containing three (3) or fewer tenants or when it is determined that the Master Sign Plans will not serve its intended purpose.
- D. A Master Signage Plan may be amended by filing a new Master Signage Plan that conforms with all requirements of this Chapter.
- E. After approval of a Master Signage Plan, no sign shall be erected, placed, painted, or maintained, except in accordance with such plan, and such plan may be enforced in the same way as any provision of this Ordinance. In case of any conflict between a provision of a Master Signage Plan and one or more provisions of the City of Millersville Ordinances, the City of Millersville Ordinances shall control.

13.6 DESIGN STANDARDS

13.6.1 | DESIGN REVIEW AND CONFORMANCE

Compliance with the following design standards is required for all new permanent signs included replacement signs for which a permit is required as per [Table 20](#) (Permitted Signs) of this Chapter including principal ground signs, directory ground signs, institutional ground signs, awning signs, suspended signs, projecting signs, wall signs, and canopy signs. The Planning Department shall, prior to the issuance of a sign permit as required by [Chapter 4.11](#) (Sign

Permits) of this Ordinance, review such proposed signs and approve or deny as to conformance with the design standards contained in this Ordinance. Denial may be appeals to the Planning Commission.

13.6.2 | DESIGN PRINCIPLES

Signs should be designed with consideration to the effect the sign will have upon the character of the surrounding area. Signs can complement or detract from the character of the building. Therefore, particular attention should be given to the way in which the sign will be read and whether its design, size, materials, shape, illumination, location, configuration, and character are appropriate to its intended audience or whether a more appropriate sign could better serve its intended purpose and, at the same time, be less visually disruptive.

13.6.3 | DESIGN GUIDELINES

1. Wall signage should be consistent in size within each development and should be proportional to the building on which each sign is placed. A sign which meets the maximum size limitations may not be appropriate to the scale of the buildings, its architectural features and the character established by the adjacent buildings.
2. Wall signs should match the architectural character of buildings within the development and area and of the building on which the sign is to be placed in terms of style, location, configuration, materials, and color.
3. Wall signs should not obstruct or crowd architectural elements or details such as cornices, pilasters, windows, and other features which define the design of the building.
4. Sign materials must be durable, low maintenance, and of similar quality to the principal structure. Appropriate materials for ground sign background, frame, support, and ornamentation includes brick, natural stone (including panels and imitation stone), and EIFS or similar material when used in combination with brick or stone.
5. Signs should not be a material, color(s), or design that attracts attention excessively and disrupts the public environment.
6. Signs should not be in the shape of a product or motif, i.e. soda bottle, hamburger, or boot.
7. Signs should be primarily for identifying the business and not predominantly for



advertising products sold or services rendered.

8. Ground signs must be monument style. Ground signs must be placed on a brick or stone masonry base of at least 1.5 feet in height. Any sign posts must be concealed within the base and structure of the sign, i.e. with brick columns. The base should be constructed of the recommended materials listed previously in [Chapter 13.6.3.4](#). The base should be complemented with shrubs, flowers, and/or other landscaping. This landscaping should be of a low-growing variety so as not to block the visibility of the sign. This landscaping should also be designed to hide or shield any external light source.

9. The frame and other supporting structure of the sign should be as minimal in mass as possible to support the sign and complement the architecture of the principal building. The frame and structure should not cause the overall size of the sign and structure to exceed the permitted maximum size by more than one hundred and twenty (120) percent. For example, if sixty (60) square feet of sign face is allowed, the total area of the sign and structure should not exceed one hundred and thirty-two (132) square feet.



10. Ground signs should be placed in the middle of the lot to the extent practical so that visibility of motorist exiting the driveway will not be impeded and so that it will not block, or be block, by the sign on the adjacent lot and so that any future sign on the adjacent lots can achieve the minimum separation required by this Chapter.
11. Landscaping around the base of the sign is recommended, especially to screen any external light source.
12. Temporary sandwich board type signage is permitted during business hours and must be stored inside during non-business hours. One (1) sign is allowed per business and the sign may not exceed ten (10) square feet in size or five (5) feet in height and not block the sidewalk or the visibility of motorists. Such sign shall be within ten (10) feet of the front of the building and shall conform to the setback requirement. No other temporary signs shall be displayed on the property while a sandwich board sign is in place.

13.7 CONSTRUCTION AND MAINTENANCE

13.7.1 | CODE COMPLIANCE

All signs shall comply with the applicable provisions of the building code and the electrical code of the City of Millersville at all times.

13.7.2 | PERMANENT INSTALLATION REQUIRED

Except for permitted banners, flags, temporary signs, and window signs conforming in all respects with the requirements of this Ordinance, all signs shall be constructed of permanent materials and shall be permanently attached to the ground, a building, or another structure by direct attachment to a rigid wall, frame, or structure.

13.7.3 | MAINTENANCE

All signs shall be maintained in good structural condition, in compliance with all building and electrical codes, and in conformance with this Chapter, at all times. Specifically:

1. A sign shall have no more than twenty (20) percent of its surface area covered with disfigured, cracked, ripped, peeled paint, poster paper, or other material for a period of more than thirty (30) days.
2. A sign shall not stand with bent or broken sign facing, with broken supports, loose appendages, or struts, or more than fifteen (15) degrees from vertical for a period of no more than ten (10) successive days.
3. A sign shall not have weeds, trees, vines, bird nests, or vegetation growing upon it or obscuring the view of the sign from the street or right-of-way from which it is to be view for a period of no more than thirty (30) successive days.
4. An internally illuminated sign shall be allowed to stand with only partial illumination for a period of no more than thirty (30) successive days.

13.8 NON-CONFORMING SIGNS

It is the policy of the City of Millersville to encourage and, to the maximum extent practical, require that all signs within the City be brought into compliance with the requirements of this Ordinance.

Subject to the exceptions hereinafter set forth, any non-conforming signs may be continued in operation and maintenance after the effective date of this Ordinance, provided that non-conforming signs shall not be:

1. Changed to or replaced with another non-conforming sign except changing the sign face or panel. Also, the copy of non-conforming changeable copy signs may be changed.
2. Structurally altered so as to extend their useful life.
3. Expanded.
4. Relocated.
5. Re-established after damage of more than fifty percent (50%) of the value at the time of such damage or destruction.
6. Modified in any way that would increase the degree of non-conformity of such sign.

Nothing in this Ordinance shall prevent the strengthening or restoring to a safe condition of any portion of a sign or structure declared unsafe by the Building Inspector. Such signs may be improved only to the extent that such improvement does not exceed fifty percent (50%) of the current market value of the existing sign structure.

Nonconforming signs shall be brought into compliance with this Ordinance if at any time such signs are altered, repaired, restored, or rebuilt, such that the cost of alteration or repair, including changes in the face, exceeds fifty percent (50%) of the replacement cost of the sign at the time of application for a permit for such alteration or repair, unless the alteration or repair is caused by involuntary damage or casualty or is desired by the owner of the business existing on the effective date of this Ordinance, in which case the fifty percent (50%) threshold will not apply and the signs may be altered or repaired to any extent. The same nonconforming sign will continue to be nonconforming if the activity type remains the same when a business changes ownership and the fifty percent (50%) threshold is not exceeded. *Example: McDonalds to Burger King, food service to food service.* For purposes of this subsection, all permits within any six (6) consecutive calendar months shall be aggregated for purposes of measuring the fifty percent (50%) threshold herein.

However, it is important to note that a single tenant sign that is on a single tenant parcel must be brought into compliance with the sign Ordinance if the business activity type changes. *Example: McDonalds to The Shoe Store, food service to retail.*

13.9 VIOLATIONS

See [Chapter 4.13](#) (Violations).

13.10 WALL MURALS

Wall murals may be allowed, subject to Planning Commission approval.

13.10.1 | DESIGN STANDARDS

The following criteria shall be utilized by the Planning Commission to evaluate and review for mural approval:

1. Shall be an original work of art.
2. Shall be designed and constructed under the supervision of a qualified artist/muralist or other qualified professional who has sufficient knowledge and experience in the design and execution of such projects, as well as with the application of the selected medium.
3. Shall exhibit excellence in design, content, material, and application while incorporating high-quality materials that will enhance the overall development and appearance of the site.
4. Materials shall be securely attached to the building or structure to which it is applied.
5. Materials shall be durable and weather resistant to prevent premature deterioration or other unintended change in appearance.
6. Materials shall be appropriate for its outdoor location and climate, with special considerations for longevity and if possible, graffiti-resistant.
7. Materials used may be, but are not limited to, paint and other artistic mediums such as tile or mosaic.
8. Colors should be complementary and harmonious with the exterior colors of the building or structure.
9. Design, location, scale, and content should be in keeping with and enhance the building, wall, windows, fence, or other surface on which it is located, as well as the local environment.

13.10.2 | PROHIBITIONS

All criteria not expressly permitted in accordance with the [Chapter 13.10.1](#) above are prohibited. Such criteria include, but are not limited to:

1. Applied to any surface that was unlawfully established.
2. Constitute or create a traffic hazard for passing motorists.
3. Obscure or detract from the significant architectural features of the said structure or have an adverse effect on properties or facing properties.
4. Compromise the proper function of any building or use or diminish public safety.
5. Installed in locations that conflict with setback requirement of the district in which it is located.
6. Be above a height that is or would be nonconforming to current building height limitations.
7. Contain a logo or trademarked symbol, except for official government seals.
8. Include commercial text or products displaying, mimicking, or construed as symbolizing a specific brand.
9. Incorporate recognized signs of hatred or discrimination against any race, color, sex, age, national origin, disability, religion, ancestry, marital status, familial status, gender identity or expression, or sexual orientation.
10. Be obscene or harmful to minors as defined by law.
11. Consist of any reproduction, copy, or mass-produced work of visual art of any type.

CHAPTER 90: SECTION 14 | NON-CONFORMING USE STANDARDS

14.1 | PURPOSE

14.2 | GENERAL STANDARDS OF APPLICABILITY

14.3 | NON-CONFORMING USES

14.4 | NON-CONFORMING STRUCTURES

14.5 | NON-CONFORMING LOTS OF RECORD

14.6 | NON-CONFORMING SIGNS

14.1 PURPOSE

The purpose of this Chapter is to provide for the regulation of non-conforming buildings, structures, lots or uses; and to specify those circumstances and conditions under which non-conforming buildings, structures, and uses may be continued or shall be eliminated.

The districts established in this Ordinance are designed to guide the future use of land in Millersville by encouraging the development of desirable residential, commercial, and industrial areas with appropriate groupings of compatible and related uses and thus promote and protect the public health, safety, and general welfare.

As a necessary corollary, in order to carry out such purposes, non-conforming uses which adversely affect the development of such areas must be subject to certain limitations. The provisions governing non-conforming uses set forth in this article are therefore established to contain the existing undesirable conditions resulting from such incompatible non-conforming uses, which are detrimental to the achievement of such purposes. While such uses are generally permitted to continue, this Ordinance is designed to restrict any expansion of such uses beyond the site which the use occupied upon the effective date of this Ordinance.

In the case of buildings or other structures not complying with bulk regulations of this Ordinance, the provisions governing non-complying buildings or other structures set forth in this article are established in order to permit the continued use of such buildings or other structures, but to limit the creation of additional non-compliance or an increase in the degree of non-compliance.

These provisions are thus design to preserve the character of the districts established in this Ordinance in light of their suitability to particular uses, and thus to promote public health, safety, and general welfare.

14.2 | GENERAL STANDARDS OF APPLICABILITY

14.2.1 | AUTHORITY TO CONTINUE

Any structure, lot, or use that existed as a lawful non-conformity at the time of this adoption of this Ordinance, and any building, structure, lot, or use that has been made non-conforming because of the terms of this Ordinance or its subsequent amendments, may continue subject to the provisions of this Chapter so long as it remains otherwise lawful. A structure or use that is illegal at the time of the adoption of this Ordinance, remains illegal if it does not conform with each and every requirement of this Ordinance, as described in [Chapter 1.5.1](#) (Existing Illegal Uses and Structures).

14.2.2 | BURDEN ON PROPERTY OWNER TO ESTABLISH LEGALITY

In all cases, the burden of establishing the legality of a non-conformity under the provisions of this Ordinance shall be upon the property owner of the non-conforming parcel, structure, or use.

14.2.3 | SAFETY REGULATIONS

All police power regulations enacted to promote public health, safety, convenience, comfort, and general welfare including, but not limited to, all building, fire, and health codes shall apply to non-conforming structures.

14.3 NON-CONFORMING USES

14.3.1 | ORDINARY REPAIRS AND MAINTENANCE

Normal maintenance and incidental repair may be performed on any structure that is devoted in whole or in part to a non-conforming use, provided it will not create any new non-conformity or increase the degree of non-conformity.

14.3.2 | STRUCTURAL ALTERATIONS AND REPLACEMENTS

Structural alterations and complete replacement of any structure devoted to a non-conforming use is permitted, subject to compliance with other terms of this Ordinance.

14.3.3 | EXPANSION OF USE

A non-conforming use of land or a structure that the non-conforming use occupies may be expanded, extended, or enlarged. Such activity shall include, without limitation:

1. Expansion of any structure devoted entirely to a non-conforming use.
2. An expansion, extension, or enlargement of a use or its accessory uses to any land area or structure on the same lot or parcel.
3. An expansion, extension, or enlargement of such use, including its accessory uses, within a structure or on the same lot, to any portion of the floor area or lot that was not occupied by such non-conforming use. Said expansion may also occur on an adjoining lot or parcel, but

only if, at the time of adoption of this Ordinance, it was under the same ownership as the lot or parcel where the non-conforming use is located.

14.3.4 | RELOCATION

A non-conforming use of land or a structure that the non-conforming use occupies shall not be relocated, in whole or in part, to any other location on the same lot or parcel. The non-conforming use may only be relocated to another lot or parcel if the use conforms to all regulations of the zoning district in which it is relocated including all use regulations.

14.3.5 | CHANGE OF USE

A non-conforming use shall not be changed to any other non-conforming use. For the purpose of this Chapter, a use is defined as a use as listed on any single line within the tables of permitted and conditional uses within this Ordinance. For example, a non-conforming retail use may change to another non-conforming retail use, but not to a motor vehicle dealership or to an office.

When such a non-conforming use has been changed, in whole or in part, to a permitted use, the whole or part which has been made to conform may not be changed back to a use that is not permitted. A change of use shall be deemed to occur when an existing non-conforming use has been terminated and another use has commenced. Any change in use in violation of this Ordinance shall be deemed an abandonment of the previously existing lawful non-conforming use.

14.3.6 | DISCONTINUATION OR ABANDONMENT

If a non-conforming commercial or industrial use is discontinued for a continuous period of thirty (30) months, or the structure that the non-conforming use occupies becomes vacant and remains unoccupied for a continuous period of thirty (30) months, or if any non-conforming residential use, including mobile or manufactured home, or other non-commercial or non-industrial use is discontinued for a continuous period of twelve (12) months, or the structure that it occupies becomes vacant and remains vacant for a continuous period of twelve (12) months, such use shall be deemed to be abandoned and shall not be reestablished or resumed regardless of the intent to resume or to continue the use.

Any subsequent use or occupancy of such land or structure shall comply with all regulations of the zoning district in which such land or structure is located. The period of such discontinuance caused by government action, acts of God, or other acts without any contributing fault by the user, shall not be included in calculating the length of discontinuance for this Chapter.

Note: See [Chapter 13.8](#) Non-Conforming Signs for Issues Relating to Signs.

14.3.7 | DAMAGE OR DESTRUCTION

In the event that any structure and/or property that is devoted in whole or in part to a non-conforming use is damaged or destroyed, the structure and/or property may be repaired, reconstructed, or restored and the non-conforming use continued, provided that no new non-conformities are created and that the existing degree of non-conformity is not increased.

A building permit shall be obtained for such rebuilding, restoration, repair, or reconstruction of a commercial or industrial building within thirty (30) months, and for residential and other non-commercial and non-industrial buildings, within one (1) year of the date of damage or destruction, and construction shall be completed within one (1) year of issuance of the building permit.

In the event that the permit is not obtained within the time limits specified above, or that repairs or restoration are not completed within one (1) year of the issuance of the building permit, then the non-conforming use shall not be continued.

14.4 NON-CONFORMING BUILDINGS

14.4.1 | ORDINARY REPAIRS AND MAINTENANCE, STRUCTURAL ALTERATIONS AND ADDITIONS

Ordinary repairs and maintenance, structural alterations and additions to non-conforming buildings and structures, including fences, are permitted. The non-conformity may remain. However, the degree of non-conformity shall not be increased.

For the purpose of this Chapter, structural alteration may include the removal of the building down to the foundation and the re-construction or replacement of the building on the same foundation with the same non-conformity within six (6) months of removal. The degree of non-conformity shall not be increased.

14.4.2 | RE-CONSTRUCTION AND REPLACEMENT

Non-conforming buildings and structures shall not be re-constructed or replaced except in conformity with this Ordinance, except when re-constructed or replaced on the existing foundation as a structural alteration within six (6) months of removal as stated above.

14.4.3 | RELOCATION

A non-conforming structure shall not be relocated, in whole or in part, to any other location on the same zoning lot or parcel unless it is made to comply with all terms of this Ordinance. A non-conforming structure may be relocated to another zoning lot or parcel if the structure

conforms to all regulations of the zoning district in which it is relocated. (See limitations on relocating buildings.)

14.4.4 | DAMAGE

When a building or structure is damaged or destroyed, by any means not within the control of the property owner or tenant, it may be repaired and reconstructed provided that no new non-conformities are created and that the existing degree of non-conformity is not increased. A building permit shall be obtained for such rebuilding, restoration, repair, or reconstruction within thirty (30) months of the date of damage or destruction, and the construction shall be completed within one (1) year of issuance of the building permit. In the event that the building permits is not obtained within one (1) year, or that repairs are not completed within one (1) year of the issuance of the building permit, then the structure shall not be restored unless it conforms to all regulations of the district in which it is located. These time limits shall not apply to repair and re-construction on non-conforming lots.

14.5 NON-CONFORMING LOTS OF RECORD

This Chapter regulates lots of record which at one time were conforming, but which no longer conform to the lot area requirements of the zoning district in which they are located. Notwithstanding limitation imposed by other provisions of this Ordinance, uses allowed by this Ordinance may be established on any single non-conforming lot of record existing prior to the effective date of this Ordinance, or the date the lot of record became non-conforming. This provision shall apply even though the lot of record fails to comply with the standards for lot area and width. All other standards shall apply, including yard, lot coverage, pervious area, and parking standards.

14.6 NON-CONFORMING SIGNS

The provisions for non-conforming signs are contained within [Chapter 13.8](#) (Non-conforming Signs).

CHAPTER 90: SECTION 15 | WIRELESS TELECOMMUNICATIONS FACILITIES AND TOWERS

- 15.1 | FINDINGS
- 15.2 | PURPOSES
- 15.3 | SPECIAL PROVISIONS FOR AMATEUR RADIO STATIONS
- 15.4 | DEVELOPMENT OF TOWERS
- 15.5 | APPLICATION
- 15.6 | SETBACKS
- 15.7 | STRUCTURAL REQUIREMENTS
- 15.8 | SEPARATION OF TOWERS
- 15.9 | METHOD FOR DETERMINING TOWER HEIGHT
- 15.10 | ILLUMINATION
- 15.11 | EXTERIOR FINISH
- 15.12 | LANDSCAPING AND SCREENING
- 15.13 | TELECOMMUNICATIONS FACILITIES ON ANTENNA SUPPORT STRUCTURES
- 15.14 | MODIFICATIONS OF TOWERS
- 15.15 | CERTIFICATE AND INSPECTIONS
- 15.16 | MAINTENANCE
- 15.17 | CRITERIA FOR SITE PLAN DEVELOPMENT MODIFICATIONS
- 15.18 | ABANDONMENT

15.1 FINDINGS

The Communications Act of 1934, as amended by the Telecommunications Act of 1996, (the “Act”) grants the Federal Communications Commission (FCC) exclusive jurisdiction over:

1. The regulation of the environmental effects of radio frequency (RF) emissions from Telecommunications Facilities, and
2. The regulation of radio signal interference among users of the RF spectrum.

The City’s regulation of Telecommunication Facilities and Towers in the City and adjoining planning jurisdiction will not have the effect of prohibiting any person from providing wireless telecommunications services in violation of the Act.

15.2 PURPOSES

The general purpose of this Chapter is to regulate the placement, construction, and modification of Telecommunications Facilities and Towers in order to protect the health, safety, and welfare of the public, while at the same time not unreasonably interfering with the development of the competitive wireless telecommunications marketplace in the jurisdictional area.

Specifically, the purposes of this Chapter are:

1. To regulate the location of Telecommunications Facilities and Towers in the City and adjoining planning jurisdiction;
2. To protect residential areas and land uses from potential adverse impact of Telecommunications Facilities and Towers;
3. To minimize adverse visual impact of Telecommunications Facilities and Towers through careful design, siting, landscaping, and innovative camouflaging techniques;
4. To promote and encourage shared use/colocation of Towers and Antenna Support Structures as a primary option rather than construction of additional single-use Towers;

5. To promote and encourage utilization of technological designs that will either eliminate or reduce the need for erection of new Tower structures to support antenna and Telecommunications Facilities;
6. To avoid potential damage to property caused by Telecommunications Facilities and Towers by ensuring such structures are soundly and carefully designed, constructed, modified, maintained, and removed when no longer used or are determined to be structurally unsound; and
7. To ensure that Telecommunications Facilities and Towers are compatible with surrounding land uses.

15.3 SPECIAL PROVISIONS FOR AMATEUR RADIO STATIONS

Amateur Radio Stations (Hams) licensed under FCC regulations shall be exempt from the general requirements of this Ordinance. However, Amateur Radio Stations shall adhere to the following regulations:

1. No tower shall be placed within any required front, side, or rear setback area.
2. Towers shall be placed behind the rear building line of the principal structure on the lot if there is a principal structure on the lot.
3. All towers shall be properly grounded as per National Electric Code 810, Section C.
4. Amateur towers greater than one hundred (100) feet in height are subject to the following provisions:
 - A. At no time shall the fall radius of the tower include any habitable structure not owned by the amateur.
 - B. The applicant shall provide documentation of ownership, lease, or permanent easement rights for the entire fall radius of the tower.
 - C. The tower shall be equipped with guards or other devices to prevent it from being climbed without authorization of the amateur.
 - D. The applicant shall submit documentation to the Codes Department sufficient to show that all provisions of this Chapter have been met.
5. Amateur towers located at a site other than the primary residence of a licensed Ham operator shall meet the requirements for setbacks, fencing, screening, and parking/access

as detailed in this Ordinance. However, amateur towers without ground mounted equipment or buildings need only meet the requirements for access/parking and be designed so that they are not accessible to unauthorized climbing.

6. Temporary towers may be erected for a maximum of forty-eight (48) hours for special events or emergencies upon approval by the Codes Department.
7. There shall be no more than one tower per lot.

15.4 DEVELOPMENT OF TOWERS

1. No person shall build, erect, or construct a Tower upon any parcel of land within any zoning district set forth above unless a conditional use permit, if required herein, has been granted by the Millersville Board of Zoning Appeals and a Site Plan is approved by Planning Commission, and a development permit shall have been issued by the City, all in accordance with the applicable provisions of the Zoning Ordinance.
2. A Tower shall be a permitted use in the following zoning districts:
 - INDUSTRIAL DISTRICTS
3. A Tower shall be a conditional use in the following zoning districts:
 - RESIDENTIAL DISTRICTS
 - RR, ER, SR-1, SR-2, and MFR Residential Districts on publicly owned property and property whose principle use is a church and subject to the special provisions of [Chapter 15.19](#) (Special Conditions for Location of Telecommunication Facilities within Residential Districts).
 - COMMERCIAL DISTRICTS
 - General Commercial Districts
 - Heavy Commercial Districts
4. Towers are exempt from all the maximum height restrictions of the zoning districts where located. Towers shall be permitted to a height of one hundred and fifty (150) feet. Towers may be permitted in excess of one hundred and fifty (150) feet in accordance with [15.17](#) (Criteria for Site Plan Modifications).

5. No new Tower shall be built, constructed, or erected in the City or its adjoining Planning Region unless such Tower is capable of supporting two (2) other person's operating Telecommunications Facilities comparable in weight, size, and surface area to the Telecommunications Facilities to be installed by the Applicant on the Tower within six (6) months of the completion of the Tower construction.

15.5 APPLICATION

An application to develop a Telecommunications Tower containing the information indicated within this Chapter shall be required of all such proposed facilities. The City may require an Applicant to supplement any information that it considers inadequate or that the Applicant has failed to supply. The City may deny an application on the basis that the Applicant has not satisfactorily supplied the information required in this subchapter. Applications shall be reviewed by the City in a prompt manner. All decisions shall be supported in writing, setting forth the reasons for approval or denial.

As a minimum, an Application to develop a Tower shall include:

1. The name, address, and telephone number of the Owner and lessee of the parcel of land upon which the Tower is situated.
2. The legal description, map parcel number, and address of the parcel of land upon which Tower is situated.
3. The names, addresses, and telephone numbers of all owners of all other Towers or usable Antenna Support Structures within a one-mile radius of the proposed new Tower site, including city-owned property.
4. A description of the design plan proposed by the Applicant in the City. The applicant must identify its utilization of the most recent technological design, including microcell design, as part of the design plan. The Applicant must demonstrate the need for towers and establish why design alternatives, such as the use of microcell, cannot be utilized to accomplish the provision of the Applicant's telecommunication services.
5. An affidavit attesting to the fact that Applicant made diligent, but unsuccessful, efforts to install or collocate the Applicant's Telecommunications Facilities on City-owned Towers or usable Antenna Support Structures (including water tanks) located within a one-mile radius of the proposed Tower site.
6. An affidavit accompanied by written technical evidence from an Engineer(s) attesting to the fact that the applicant made diligent, but unsuccessful, efforts to install or collocate the

Applicant's Telecommunications Facilities on Towers of usable Antenna Support Structures owned by other persons located within one-mile radius of the proposed Tower site.

7. A written statement from an Engineer(s) that the construction and placement of the Tower will not interfere with public safety communications and the usual and customary transmission or reception of radio, television, or other communications services enjoyed by adjacent residential and non-residential properties.
8. Written, technical evidence from an Engineer(s) that the proposed structure meets the standards set forth in [Chapter 15.7](#) (Structural Requirements), of this Ordinance.
9. Written, technical evidence from qualified Engineer(s) acceptable to the Fire Marshal and the Building Official that the proposed site of the Tower or Telecommunications Facilities does not pose a risk of explosion, fire, or other danger to life or property due to its proximity to volatile, flammable, explosive, or hazardous materials such as LP gas, propane, gasoline, natural gas, or corrosive or other dangerous chemicals.
10. In order to assist City staff and the Planning Commission in evaluating visual impact, the Applicant shall submit color photo simulations showing the proposed site of the Tower with a photo-realistic representation of the proposed Tower as it would appear viewed from the closest residential property and from adjacent roadways.
11. The Act gives the FCC sole jurisdiction of the field of regulation of RF emissions and does not allow the City to condition or deny on the basis of RF impacts the approval of any telecommunication Facilities which meet FCC standards. In order to provide information to its citizens, the City shall make available upon request copies of ongoing FCC information and RF emission standards for Telecommunications Facilities transmitting from Towers or Antenna Support Structures. Applicants shall be required to submit information on the proposed power density of their proposed Telecommunications Facilities and demonstrate how this meets FCC standards.
12. Antennas or towers for municipal services (not including cell towers) located on property owned, leased, or otherwise controlled by a government entity (municipality) shall be exempt from the requirements of this Ordinance, provided a license or lease authorizing such antennas for the governing authority on an approved tower. The antenna and tower and associated authorizing license or lease shall be approved by the Millersville City Commission.

15.6 SETBACKS

1. All Towers up to one hundred (100) feet in height shall be set back on all sides a distance equal to the underlying setback requirement in the applicable zoning district. Towers in

excess of one hundred (100) feet in height shall be set back one (1) additional foot per each foot of Tower height in excess of one hundred (100) feet.

2. Setback requirements for Towers shall be measured from the base of the Tower to the property line of the parcel of land on which it is located.
3. Setback requirements may be modified, as provided in [Chapter 15.17](#) (Criteria for Site Plan Development Modifications) when placement of a Tower in a location that will reduce the visual impact can be accomplished. For example, adjacent to trees which may visually hide the Tower.
4. Towers located in any zone other than residential shall be setback from all residentially zoned property a minimum of two hundred (200) feet.
5. Setback of towers located in residential zones shall be at least two hundred (200) feet from all property lines.

15.7 STRUCTURAL REQUIREMENTS

All Towers must be designed and certified by an Engineer to be structurally sound and as a minimum in conformance with the adopted Building Code and any other standards outlined in this Ordinance. All towers in operation shall be fixed to land.

15.8 SEPARATION OF TOWERS

For the purpose of this Chapter, the separation distances between Towers shall be measured by following a straight line between the base on the existing or approved structure and the proposed base, pursuant to a Site Plan of the proposed Tower. The minimum Tower separation distances from residentially zoned land and from other Towers shall be calculated and applied irrespective of City jurisdiction boundaries.

Proposed Towers must meet the following minimum separation requirements from existing Towers or Towers which have a development permit but are not yet constructed at the time a development permit is granted pursuant to this Chapter.

Tower structures shall be separated from all other Towers by a minimum of one thousand five hundred (1,500) feet.

15.9 METHOD OF DETERMINING TOWER HEIGHT

Measurement of Tower height for the purpose of determining compliance with all requirements of this Chapter shall include the Tower structure itself, the base pad, and any other Telecommunications Facilities attached thereto which extend more than twenty (20) feet over the top of the Tower structure itself. Tower height shall be measured from grade.

15.10 ILLUMINATION

Towers shall not be artificially lighted except as required by the Federal Aviation Administration (FAA). Upon commencement of construction of a Tower, in cases where there are residential uses located within a distance which is three hundred (300) percent of the height of the Tower from the Tower and when required by federal law, dual mode lighting shall be requested from the FAA.

15.11 EXTERIOR FINISH

Towers not requiring FAA painting or marking shall have an exterior finish that enhances compatibility with the natural environment.

15.12 LANDSCAPING AND SCREENING

All landscaping on a parcel of land containing Towers, Antenna Support Structures, or Telecommunications Facilities shall be in accordance with the applicable landscaping requirements in the zoning district where such facilities are located. In order to enhance compatibility with adjacent land uses, the City may require landscaping in excess of the requirements in the Zoning Ordinance.

At a minimum, there shall be provided and maintained a continuous, solid, evergreen screen around the perimeter of the Tower enclosure, except for the entry gate. The entry gate and its support structures shall be constructed as to be one hundred (100) percent opaque. The planting bed for the evergreen screen shall be a minimum of eight (8) feet in width and the plantings shall be a minimum of six (6) feet in height at the time of planting.

15.13 TELECOMMUNICATIONS FACILITIES ON ANTENNA SUPPORT STRUCTURES

Any Telecommunications Facilities which are not attached to a Tower may be permitted on any Antenna Support Structure at least fifty (50) feet tall, regardless of the zoning restrictions applicable to the zoning district where the structure is located.

Telecommunications Facilities are prohibited on all other structures. The owner of such structure shall, by written certification to the zoning administrator, establish the following at the time plans are submitted for a building permit.

1. That the height from grade of the Telecommunications Facilities shall not exceed the height from grade of the Antenna Support Structure by more than twenty (20) feet.
2. That any Telecommunications Facilities and their appurtenances, located above the primary roof of an Antenna Support Structure, are set back one (1) foot from the edge of the primary roof for each one (1) foot in height above the primary roof of the Telecommunications Facilities. This setback requirement shall not apply to Telecommunications Facilities and their appurtenances, located above the primary roof of an Antenna Support Structure, if such facilities are appropriately screened from view through the use of panels, walls, fences, or other screening techniques approved by the City. Setback requirements shall not apply to Stealth antennas which are mounted to the exterior of Antenna Support Structures below the primary roof, but which do not protrude more than eighteen (18) inches from the side of such an Antenna Support Structure.

15.14 MODIFICATION OF TOWERS

A Tower existing prior to the effective date of this Chapter, which was in compliance with the City's zoning regulations immediately prior to the effective date of this Chapter, may continue in existence as a non-conforming structure. Such non-conforming structures may be modified or demolished and rebuilt without complying with any of the additional requirements of this Chapter, except for [Chapters 15.8](#) (Separations of Towers); [15.12](#) (Landscaping and Screening); [15.15](#) (Certification and Inspections); and [15.16](#) (Maintenance) provided:

1. The Tower is being modified or demolished and rebuilt for the sole purpose of accommodating additional Telecommunications Facilities comparable in weight, size, and surface area to the discrete operating Telecommunications Facilities of any person currently installed on the Tower.
2. An Application for a development permit is made pursuant to this Chapter allowing the modification or demolition and rebuild of an existing non-conforming Tower. The grant of a permit made pursuant to this Chapter shall not be considered a determination that the modified or demolished and rebuilt Tower is conforming.

3. The height of the modified or rebuilt Tower and Telecommunications Facilities attached, thereto, do not exceed the maximum height allowed in this Ordinance.

This provision shall not be interpreted to legalize any structure or use existing at the time this Chapter is adopted which structure or use is in violation of the Ordinance prior to enactment of this Chapter.

15.15 CERTIFICATIONS AND INSPECTIONS

1. All Towers shall be certified by an Engineer to be structurally sound and in conformance with the requirements of the standards set forth by the City's Building Code and Federal and State Law. For new monopole Towers, such certification shall be submitted with an Application pursuant to [Chapter 15.5](#) (Application), and every five (5) years, thereafter. For existing monopole Towers, certifications shall be submitted within sixty (60) days of the effective date of this Chapter and then every five (5) years, thereafter. For existing lattice or guyed Towers, certification shall be submitted within sixty (60) days of the effective date of this Chapter and then every two (2) years, thereafter. The Tower owner may be required by the City to submit more frequent certifications should there be a reason to believe that the structural and electrical integrity of the Tower is jeopardized.
2. The City or its agents shall have authority to enter onto the property upon which a Tower is located, between the inspection and certification required above, to inspect the Tower for the purpose of determining whether it complies with the Building Code and all other construction standards provided by the City Code and Federal and State Law. The City reserves the right to conduct such inspections at any time, upon reasonable notice to the Tower owner.

15.16 MAINTENANCE

1. Tower owners shall at all times employ ordinary and reasonable care and shall install and maintain in use nothing less than commonly accepted methods and devices for preventing failures and accidents which are likely to cause damage, injures, or nuisances to the public.
2. Tower owners shall install and maintain Towers, Telecommunication Facilities, wires, cables, fixtures, and other equipment in substantial compliance with the requirements of the National Electric Safety Code and all FCC, state, and local regulations, and in such manner that will not interfere with the use of other property.

3. All Towers, Telecommunication Facilities, and Antenna Support Structures shall at all times be kept and maintained in good condition, order, and repair so that the same shall not menace or endanger the life or property of any person.
4. All maintenance or construction of Towers, Telecommunication Facilities, or Antenna Support Structures shall be performed by licensed maintenance and construction personnel.
5. All Towers shall maintain compliance with current RF emission standards of the FCC.
6. In the event that the use of a Tower is discontinued by the Tower owner, the Tower owner shall provide written notice to the City of its intent to discontinue use and the date when the use shall be discontinued.

15.17 CRITERIA FOR SITE PLAN DEVELOPMENT MODIFICATIONS

1. Notwithstanding the Tower requirements provided in this Chapter, a modification to the requirements may be approved by the Planning Commission in accordance with the following:
 1. In addition to the requirements for a Tower, Application for modification shall include the following:
 - A. A description of how the plan addresses any adverse impact that might occur as a result of approving the modification.
 - B. A description of off-site or on-site factors that mitigate any adverse impacts that might occur as a result of the modification.
 - C. A technical study that documents and supports the criteria submitted by the Applicant upon which the request for modification is based. The technical study shall be certified by an Engineer and shall document the existence of the facts related to the proposed modifications and its relationship to surrounding rights-of-way and properties.
 - D. For a modification of the setback requirement, the Application shall identify all parcels of land where the proposed Tower could be located, attempts by the Applicant to contract and negotiate an agreement for colocation, and the result of such attempts.

- E. The Planning Commission may require the Application to be reviewed by an independent Engineer under contract to the City to determine whether the antenna study supports the basis for the modification requested. The cost of review shall be reimbursed to the City by the Applicant.
2. The Planning Commission shall consider the Application for modification based on the following criteria:
- A. That the Tower as modified will be compatible with and not adversely impact the character and integrity of surrounding properties.
 - B. Off-site or on-site conditions exist which mitigate the adverse impacts, if any, created by the modification.
 - C. In addition, the Planning Commission may include conditions on the site where the Tower is to be located if such conditions are necessary to preserve the character and integrity of the neighborhoods affected by the proposed Tower and mitigate any adverse impacts which arise in connection with the approval of the modification.
2. In addition to the requirements of subparagraph [15.17.1](#) of this Chapter, in the following cases, the Applicant must also demonstrate, with written evidence, the following:
- 1. In the case of a requested modification to the setback requirement established in [Chapter 15.6](#) (Setbacks), that the setback requirement cannot be met on the parcel of land upon which the Tower is proposed to be located and the alternative for the person is to locate the Tower at another site which is closer in proximity to a residentially zoned land.
 - 2. In the case of a request for modification to the separation and buffer requirements from other Towers of [Chapter 15.8](#) (Separation of Towers) or [Chapter 15.12](#) (Landscaping and Screening), that the proposed site is standards for separation from residentially zoned lands as provided for in [Chapter 15.6](#) (Setbacks).
 - 3. In the case of a request for modification of the separation and buffer requirements from residentially zoned land of [Chapter 15.6](#) (Setbacks) and [15.12](#) (Landscaping and Screening), if the person provides written technical evidence from an Engineer(s) that the proposed Tower and Telecommunications Facilities must be located at the proposed site in order to meet the coverage requirements of the Applicant's wireless communications system and if the person is willing to create approved landscaping and other buffers to screen the Tower from being visible to residentially zoned property.

3. In the case of a request for modification of the height limit for Towers and Telecommunications Facilities or to the minimum height requirements for Antenna Support Structures that the modification is necessary to:
 1. In the case of a request for modification of the height limit for Towers and Telecommunication Facilities or to the minimum height requirements for Antenna Support Structures that the modification is necessary to:
 - A. Facilitate colocation of Telecommunications Facilities in order to avoid construction of a new Tower; or
 - B. To meet the coverage requirements of the Applicant's wireless communication system, which requirements must be documented with written, technical evidence from an Engineer(s) that demonstrates that the height of the proposed Tower is the minimum height required to function satisfactorily, and no Tower that is taller than such minimum height shall be approved.

15.18 ABANDONMENT

1. If any Tower shall cease to be used for a period of three hundred sixty-five (365) consecutive days, the Planning Department shall notify the Owner, with a copy to the applicant, that the site has been abandoned. The Owner shall have thirty (30) days from receipt of said notice to show, by a preponderance of the evidence, that the Tower has been in use or under repair during the period. If the Owner fails to show that the Tower has been in use or under repair during the period, the Planning Department shall issue a final determination of abandonment for the site. Upon issuance of the final determination of abandonment, the Owner shall, within seventy-five (75) days, dismantle and remove the Tower.
2. To secure the obligation set forth in this Chapter, the Applicant and/or Owner shall post a surety. Such amount shall be determined by the Planning Department based on the anticipated cost of the removal of the Tower.

15.19 SPECIAL CONDITIONS FOR LOCATION OF TELECOMMUNICATION FACILITIES WITHIN RESIDENTIAL DISTRICTS

The provisions of this chapter shall apply to the location and expansion of Telecommunications Facilities within any residential zoning district.

15.19.1 | PROPERTY ALLOWED

Towers in residential districts shall be limited to publicly owned property and property whose principal use is a church, and only if the Millersville Board of Zoning Appeals shall have issued a conditional use permit in accordance with the provisions of this Ordinance.

15.19.2 | LOCATION AND CO-LOCATION

Antennas shall be located on lawfully pre-existing towers or Antenna Support Structures or other lawfully pre-existing buildings or structures whenever possible. No conditional use permit authorizing construction of a new Antenna Support Structure or addition to or expansion of an existing building or structure shall be authorized within any residential district unless the applicant is able to demonstrate that no lawfully pre-existing building or structure is available, on commercially reasonable terms, and sufficient for the location of an antenna necessary for the provision of personal wireless services.

15.19.3 | TOWER DESIGN

Every new tower located within any residential zoning district shall:

1. Not be illuminated unless otherwise required by federal law or regulations; and
2. Be at least one thousand five hundred (1,500) feet from any other structure.

15.19.4 | PROTECTION AGAINST CLIMBING

Every tower shall be protected against unauthorized climbing.

15.19.5 | COLOR

Every tower shall be of neutral colors that is harmonious with, and which blends with the natural features, buildings, and structures that surround such tower.

15.19.6 | EQUIPMENT ENCLOSURE

All electronic and other related equipment and appurtenances necessary for operation of any Personal Wireless Services Antenna shall, whenever possible be located within a lawfully pre-existing building or structure or be located entirely below grade. When a new structure is required to house such equipment any portion of such structure above grade shall have brick exterior and a shingled, pitched roof.

15.20 SMALL CELL WIRELESS FACILITIES

The deployment of small cell facilities within existing buildings or on top of existing buildings where the facilities will be completely screened from view of adjacent streets without modification to the building shall not require Site Plan review.

The deployment of small cell facilities within existing buildings or on top of existing buildings where screening of small cell equipment will require modification to the building shall proceed only in accordance with [12.3.6.6.i](#) (Architectural Character and Building Elements).

The deployment of small cell facilities within public right-of-way is not subject to this Ordinance.

15.20.1 | GENERAL DESIGN AND CONSTRUCTION STANDARDS

1. Collocation on a Potential Support Structure (PSS) is encouraged whenever possible.
2. Antennas on Existing or Replaced PS: The antenna(s) associated with installation on existing or replaced PSS must have concealed cable connections, antenna mount, and other hardware. An antenna must be able to fit within an enclosure of no more than six (6) cubic feet in volume.

A. Pole Top Cannister

Preferred antennas shall be cannister type mounted to the top of pole; shrouding shall be used to conceal cable connections and transition to the pole, creating an aesthetic uniform look. Pole top cannisters shall not exceed eighteen inches (18") in Diameter and thirty-six inches (36") in height. Under no circumstances shall antenna volume exceed six (6) cubic feet.

B. Panel

Not Preferred but where necessary: Panel antennas may be approved at the sole discretion of the City. Panel antennas shall either be cylindrical in shape or shrouded in a common cylinder or three (3)-sided banner to conceal connections and cabling. Panel antennas shall not measurably interfere with street or sidewalk lighting.

Panel antennas shall be mounted as close to the Pole as possible to minimize visual impact. Panel antennas shall not exceed twenty-four inches (24") in height and fifteen inches (15") in width and twelve inches (12") in depth. Under no circumstances shall antenna volume exceed six (6) cubic feet.

3. Height Limits

A new or existing PSS shall not exceed the height limitations imposed by this Ordinance for the type of structure to which the small cell facility is attached, except the light poles may extend to thirty feet (30') in height to accommodate small cell facilities.

4. Equipment Mounted on Existing or Replaced PSS

All equipment mounted on a PSS – must be installed as flush to the pole as possible. All pole mounted equipment shall be located as close together and if possible, on the same side of the pole. Standard color for all equipment shall be black or shall match the color of the pole to where it is attached. Equipment such as transformers, insulators, disconnects, and cables used for Electrical Distribution shall be mounted and located in accordance with electrical utility standards.

5. Pole-Mounted Equipment Shrouds

When pole-mounted equipment is either permitted or required, all equipment other than the antenna(s), electric meter, and disconnect switch must be concealed within an equipment shroud. Equipment shrouds may not exceed more than twenty-four (24) inches from the face of the pole. The equipment should be non-reflective and be colored black or painted to match the existing pole. Equipment shrouds should be mounted flush to the pole. All pole-mounted equipment must be installed as flush to the pole as possible. Any standoff mount for the equipment shroud may not exceed four (4) inches. Shroud or shroud material should be weather resistant such that rust or other side of visible oxidation should not occur.

6. Ground – Mounted Equipment

New ground-mounted equipment is not permitted, unless the applicant shows clear and convincing evidence that the equipment cannot be feasibly installed

- A. as a pole-mounted installation,
- B. in an environmentally controlled underground vault, or
- C. within an existing street feature (i.e.: bus stop shelter, bench, rubbish disposal bin) for a valid technical reason. Increased costs shall not be considered as valid evidence. If ground-mounted equipment is used, the applicant must conform to the following requirements:

1. Self-Contained Cabinet or Shroud

The equipment shroud or cabinet must contain all the equipment associated with the facility other than specific equipment that by the nature of its technology is required to be above ground such as cameras, antennas, lighting, and traffic signaling. The equipment must be concealed from view, cables shall route internally through a tubular pole or concealed in conduit on a pole and run underground between the pole and the ground-mounted cabinet.

2. Concealment

The Ground-mounted Equipment shall incorporate concealment elements into the proposed design to better align itself with surrounding aesthetic, architecture, similar structures, or public safety elements. Concealment may include, but shall not be limited to, strategic placement in less obtrusive locations, containment within a brick or stone enclosure, or placement within existing or replacement of street furniture.

7. Utility Lines and Cabling

Distribution and service lines must be underground. For new or replacement metal poles, underground cables and wire must transition directly into the pole base without any external junction box. For existing PSS, cables and wires shall transition neatly into the pole, and transitions shall be shrouded or otherwise concealed. All construction techniques must comply with federal, state, and local laws and regulations, utility standards, industry standards, and inspection requirements.

8. Electric Meter

Site Operators shall use the smallest and least intrusive electric meter available. Whenever permitted by the electric service provider, the electric meter base should be painted to match the PSS.

15.20.2 | POLE / ATTACHMENT GUIDELINES

15.20.2.1 | TYPE 1 | ATTACHMENT TO EXISTING PSS

15.20.2.1.A | DECORATIVE POLE WITH OR WITHOUT LUMINAIRE

All Utility, Wireline, or Wireless Service Provider equipment shall be mounted behind a shroud. Only two shrouds, including the disconnect and antenna, shall be installed at each location. No ground-mounted equipment, including backup power supply, shall be allowed. The lighting design shall match the existing site lighting.

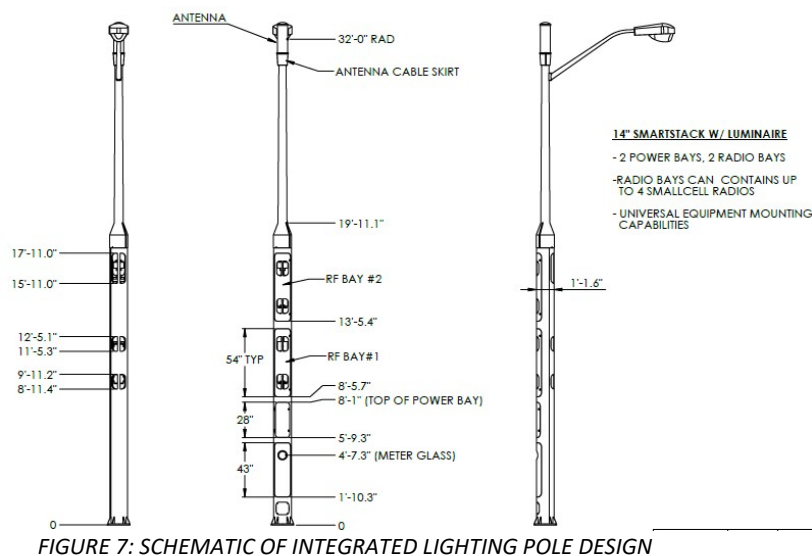
15.20.2.2 | TYPE 2 | ATTACHMENT TO NEW PSS

15.20.2.2.A | INTEGRATED PSS

In cases where it can be demonstrated that the existing PSS is insufficient, or other criteria dictate a new PSS or replacement of existing PSS to accommodate the Wireless Service Provider equipment, the equipment, upper pole, luminaire, mast arm, luminaire if applicable, antenna enclosure, and all hardware and electrical equipment necessary for a complete assembly shall be integrated into a single Pole. Mast Arm and Luminaire must be the same make and model as unit(s) being replaced. Pole shall be of similar aesthetic and architectural features (i.e. square, round, fluted) as of the PSS being replaced.

15.20.2.2.B | INTEGRATED PSS WITH LUMINAIRE

A Type 2 Integrated PSS with luminaire should only be located where an existing PSS can be removed and replaced, or at a new location where it has been identified that a light is necessary. In no case shall these Poles exceed fourteen (14) inches in diameter.



EXAMPLE 1: Collocation on Existing Street Light or Metal Utility Pole:

In most cases for safety, structural, and serviceability reasons, an existing metal pole will likely be replaced with one that as close as possible matches the original it replaces. However, in some cases, the foundation and construction of an existing pole is sufficient to allow for collocated equipment. In those cases, equipment shrouds shall be utilized on small cell installations on existing PSS. Top mounting of antennas or antenna canisters are desired for the first installation on an existing streetlight or metal utility pole.

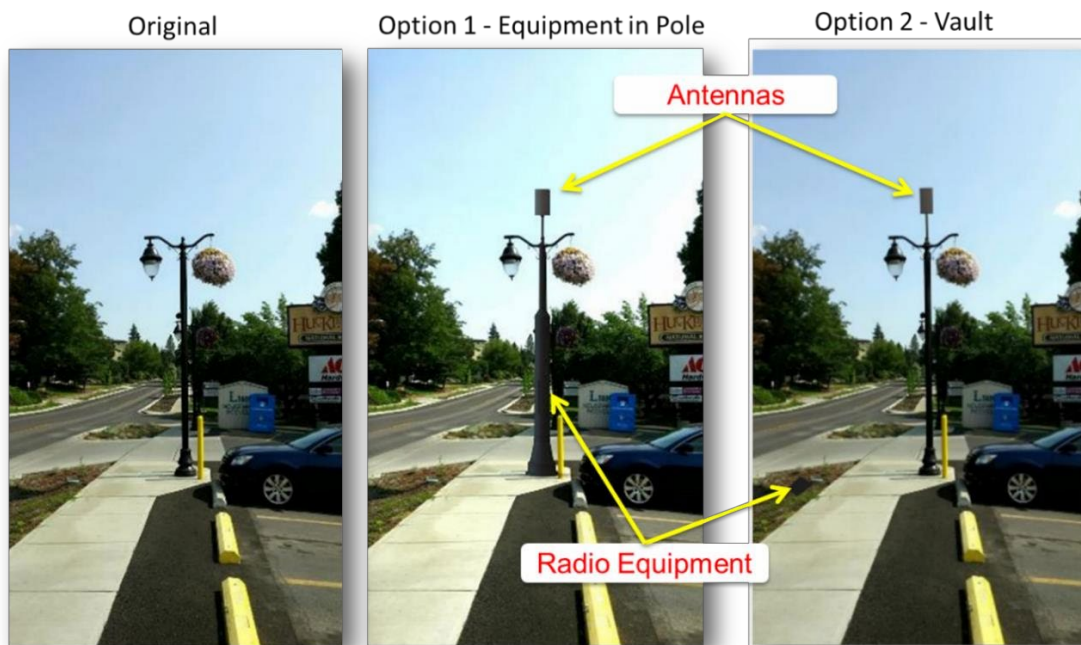


EXAMPLE 2: Existing Pole Replacement:

Existing poles, including light poles, may be replaced with a pole of compatible

style when and where applicable. Applicants are encouraged to work with the property owner and City of Millersville staff to design and develop a pole that will be able to internally house the required antenna(s) and electronics,

which shall be integrated into the design the replacement pole. If the newly designed pole cannot accommodate the electronic equipment internally, an underground vault or a caged equipment configuration shall be utilized.



15.20.3 | DEFINITIONS

POTENTIAL SUPPORT STRUCTURE (“PSS”)

Means a pole or other structure used for wireline communications, electric distribution, lighting, traffic control, signage, or a similar function, including poles installed solely for collocation of a small wireless facility. When PSS is modified by the term: “new”, then “new PSS” means a PSS that does not exist at the time the application is submitted, including but not limited to, a PSS that will replace an existing pole. The fact that a structure is a PSS does not alone authorize an applicant to collocate on, modify, or replace the PSS until an application is approved and all requirements are satisfied pursuant to this Ordinance.

SMALL WIRELESS FACILITY

Means a wireless facility with:

- An antenna that can fit within an enclosure of no more than six (6) cubic feet in volume; and
- Other wireless equipment in addition to the antenna that is cumulatively no more than twenty-eight (28) cubic feet in volume, regardless of whether the facility is ground-mounted or pole-mounted. Other wireless equipment does not include an electric meter, concealment element, telecommunications demarcation box, grounding equipment, power transfer switch, cut-off switch, or a vertical cable run for the connection of power and other services; and
- Includes a micro wireless facility.

CHAPTER 90: SECTION 16 | DEFINITIONS

16.1 | PURPOSE

16.2 | INTERPRETATION

16.3 | GENERAL TERMS

16.1 PURPOSE

This Chapter of the Ordinance contains definitions for general terms and various generic uses permitted within the zoning districts and used throughout the Ordinance.

16.2 INTERPRETATION

The language set forth in the text of this Ordinance shall be interpreted in accordance with the following rules of construction:

1. The singular number includes the plural, and the plural the singular.
2. The present tense includes the past and future tenses, and the future tense includes the present.
3. The word “shall” is mandatory, while the word “may or should” is permissive.

4. Both of the terms “shall not” and “may not” are prohibiting.
5. The masculine gender includes the feminine and neuter.
6. Whenever a defined word or term appears in the text of this Ordinance, its meaning shall be construed as set forth in the definition. Any word appearing in parenthesis, between a word and its definition herein, shall be construed in the same sense as that word. Words not defined shall be interpreted in accordance with the definitions considered to be normal dictionary usage.

16.3 GENERAL TERMS

A

ABUT

To have a common district boundary or zoning lot boundary. For the purposes of this Ordinance, a zoning lot line shall be considered to abut a zoning district even though it may be separated by any portion of a street, parkway, sidewalk, public way, alley, waterway, or railroad right-of-way. The terms adjacent, adjoining, and contiguous shall have the same meaning as abutting.

ACCESSIBILITY RAMP

A ramp or similar structure which provides wheelchair or similar access to a building.

ACCESSORY BUILDING OR STRUCTURE

A building or structure located on the same lot as, and of a nature customarily incidental and subordinate to, the principal

building, the use of which is clearly incidental and subordinate to the principal building.

ACCESSORY USE

A use that is customarily incidental and subordinate to the principal use of a lot or building and located on the same lot as the principal use or building.

ADDITION OR ENLARGEMENT

Any construction that increases the size of a building or structure in terms of site coverage, height, length, width, or floor area.

ADULT ORIENTED ESTABLISHMENT

A use type with the same meaning as the term “adult-oriented establishment” as used in T.C.A Section 7-51-1102, and in construing this term, the definitions contained in T.C.A. Sections 7-51-1102(1) – (6) and (9) – (26), are likewise incorporated by reference and made a part of this Ordinance.

ALLEY

A right-of-way that normally affords a secondary means of access to abutting property. A street shall not be considered an alley.

ALTERATION

Any change in the size, shape, character, occupancy, or use of a building or structure.

AMATEUR (HAM) RADIO EQUIPMENT

An amateur (HAM) radio station licensed by the Federal Communications Commission (FCC), including equipment such as, but not limited to, a tower or alternative tower structure supporting a single, radiating antenna platform and other equipment.

ANIMAL HOSPITAL

An establishment for the care and treatment of the diseases and injuries of animals and where animals may be boarded during their convalescence. Includes veterinary clinics. An Animal Hospital shall not include Kennel.

ANTENNA SUPPORT STRUCTURE

Any building or structure other than a Tower which can be used for location of Telecommunications Facilities.

APPLICANT

Any person who applies for a permit or any approval required by this Ordinance.

APPURTENANCE

An architectural feature of a structure that is higher than the remainder of the building it accompanies, such as a chimney, cupola, spire, or parapet wall.

ARCHITECTURAL FEATURE

A part, portion, or projection that contributes to the aesthetics of a structure, exclusive of signs, that is not necessary for the structural integrity of the building or to make the structure habitable.

ARBOR

A freestanding structure used in a garden to support vines or climbing plants; also called a Trellis.

ART GALLERY

A commercial establishment engaged in the sale, loan, and/or display of paintings, sculpture, video art, or other works. Art Gallery does not include Cultural Facility, such as a library, museum, or non-commercial gallery that may also display paintings, sculpture, video art, or other works.

ASSISTED LIVING FACILITY

A facility that provides daily assistance and long-term residence for disabled or elderly individuals. This includes a combination of housing, supportive services, personalized assistance, and health care designed to respond to the individual needs of those who need help with activities of daily living, such as dressing, grooming, bathing, etc. An Assisted Living Facility shall not include Independent Living Facility, Community Residence, or Nursing Home.

ATTENTION-ATTRACTING DEVICE

Any device or object visible from any public street which is primarily designed to attract the attention to the public to a business, institution, sign, or activity through such means, including but not limited to, illumination, color, size, or location. Attention-attracting devices or objects oftentimes incorporate illumination, which

may be stationary, moving, turning, blinking, or flashing. Attention-attracting devices may or may not convey a message and can include, but are not limited to, search lights, beacons, strobe lights, strings of lights, streamers, pennants, propellers, and inflatable objects or other devices/objects designed to attract attention. Approved traffic control devices are not considered to be attention-attracting devices for purposes of this Ordinance.

AWNING

A structure made of canvas, canvas-like, or other materials affixed to and supported by a building and covering a sidewalk adjacent to a building or a drive-up service window. For Awnings with advertising see Sign, Awning.



BALCONY

A platform which projects from the exterior wall of a building above the ground floor, is exposed to the open air, has direct access to the interior of the building, and is not supported by posts or columns extending to the ground.

BANQUET HALL

An establishment which is rented by individuals or groups to accommodate private functions, such as banquets, weddings, anniversaries, and other similar celebrations. Such use may or may not include kitchen facilities for the preparation or catering of food, the sale of alcoholic beverages for on-premises consumption only during scheduled events and not open

to the general public, and/or outdoor gardens or reception facilities.

BAY WINDOW

A window which projects outward from the building that does not rest on the building foundation or on the ground.

BEACON

Any light with one or more beams directed into the atmosphere or directed at one or more points not on the same zone lot as the light source. Also, any light with one or more beams that rotate or move.

BED AND BREAKFAST INN

A residential facility within which not more than five (5) sleeping rooms are provided for rent on an occasional or regular basis to a maximum of two (2) persons or one (1) family unit per room for periods not to exceed twenty-one (21) consecutive days, with breakfast and occasional family style meals provided for registered overnight guests only. Special events may be allowed on a limited basis. A bed and breakfast inn is allowed in a building originally constructed as a one-family dwelling or other pre-existing historic landmark buildings.

BERM

An earthen mound designed to provide visual interest on a site, screen undesirable views, reduce noise, or fulfill other such purposes.

BLOCK

A tract of land bounded by streets or by a combination of one (1) or more streets and public parks, cemeteries, railroad rights-of-way, bulkhead lines, shorelines of waterways, or corporate boundary lines. A block may be located in part beyond the

boundary lines of the corporate limits of the City of Millersville.

BOWLING ALLEY

Indoor facility for the sport of ten-pin or duck-pin bowling, with customary accessory uses such as snack bars.

BREWERY TAP ROOM AND RETAIL SALES

Retail sale of beer, wine, or liquor manufactured on the premises and the retail sale of shirts, mugs, and other associated products.

BUILDING

A structure enclosed within exterior walls, built, erected and framed of a combination of materials and having a roof to form a structure for the shelter of persons, animals, or property.

BUILDABLE AREA

The area of a lot remaining after the minimum yard and open space requirements of the Ordinance have been subtracted.

BUILDABLE LOT

A lot on which a building or other structure may be erected in conformity with this Ordinance and other City regulations.

BUILDING, ATTACHED

A building which has at least part of the wall in common with another building, or which is connected to another building by a roof.

BUILDING HEIGHT

The vertical distance from grade to the average height of the highest roof

structure. Average height is the average of the height of the roof at the exterior building wall and the height of the roof at the ridge. Grade is considered to be the highest finished ground elevation adjacent to the building in the front yard.

BUILDING LINE

The inner edge of any required yard or setback, and the corresponding outer edge of the buildable area.

BUILDING PERMIT

An official document issued by the City which authorizes the construction, alteration, enlargement, conversion, reconstruction, remodeling, rehabilitation, erection, demolition, moving, or repair of a building or structure.

BUILDING, PRINCIPAL

A non-accessory building in which a principal use of the lot on which it is located is conducted.

BUILDING, RESIDENTIAL

A building which is arranged, designed, used, or intended to be used for residential occupancy by one (1) or more families or households. This shall include, but is not limited to, the following types: single-family dwellings, townhome dwellings, and multi-family dwellings.

BUILDING, TEMPORARY

Any building not designed to be permanently located, placed, or affixed in the place where it is or where it is intended to be placed.

BUILDING WALL

An exterior load-bearing or non-load bearing vertical structure that encompasses

the area between the final grade elevation and eaves of the building, and is used to enclose functional space within the building.

NOTE: This does not include canopies.

BULK

A term encompassing the regulation of the size and location of a structure as it relates to its lot and to other structures. The term Bulk includes, but is not limited to, the following:

1. Size and height of buildings.
2. Location of exterior walls at all levels in relation to setback lines, lot lines, streets, or other buildings.
3. All open spaces allocated to buildings.
4. Amount of lot area provided per dwelling unit.

BUSINESS

An occupation, employment, or enterprise that occupies time, attention, labor and materials, or where merchandise is exhibited or sold, or where services are offered.



CALIPER

The American Association of Nurserymen (AANS) standard for trunk measurement of nursery stock, as measured at six (6) inches above the ground for trees up to and including four (4) inch caliper size, and as

measured at twelve (12) inches above the ground for larger sizes.

CANOPY

A permanent, usually open-air structure that may be attached on one (1) side to a building and supported on the other side by columns or which may be adjacent to a building for the purpose of providing shelter for automobiles. This includes canopies over fuel pumps, remote banking facilities, and drop off areas.

NOTE: This is not a building wall.

CAR WASH

A commercial establishment engaged in the washing and cleaning of passenger vehicles, recreational vehicles, or other light duty equipment, whether automatic or by hand.

CARNIVAL/CIRCUS

A travelling or transportable group or aggregation of rides, shows, games, and/or concessions.

CEMETARY

Land used or dedicated to the burial of the dead, including crematoriums, mausoleums, and necessary sales and maintenance facilities. Mortuaries may be included when operated within the boundary or such cemetery.

CHIMNEY

A vertical shaft of reinforced concrete, masonry, or other material enclosing one (1) or more flues, for the purpose of removing products of combustion from solid, liquid, or gaseous fuel.

COMMERCIAL MESSAGE

Any sign, wording, logo, or other representation that directly or indirectly names, advertises, or calls attention to a business, product, service, or other commercial activity.

COMMERCIAL VEHICLE

Any vehicle operated for the transportation of person or property in the furtherance of any commercial enterprise, for-hire or not-for hire. This definition shall not include a commuter van, a vehicle currently being used for ride-sharing or a recreational vehicle that is not being used commercially.

COMMON OWNERSHIP

Ownership by the same person, corporation, firm, entity, partnership, or unincorporated association; or ownership by different corporations, firms, partnerships, entities, or unincorporated associations, in which a stockholder, partner, or associate owns an interest in each corporation, firm, partnership, entity, or unincorporated association.

COMMUNITY GARDEN

A place where community residents may grow vegetables, fruits, herbs, flowers, and similar plants for their personal consumption.

COMMUNITY RESIDENCE

A group residence consisting of a group home or specialized residential care home licensed, certified or accredited by the appropriate state or federal agencies, and serving as a single housekeeping unit for the housing of unrelated persons with functional disabilities who share responsibilities, meals, recreation, social activities, and other aspects of residential living. Community Residence includes a residence which services persons as an

alternative to incarceration for a criminal offense, or persons whose primary reason for placement is substance or alcohol abuse. It does not include a nursing facility, medical facility, residential medical rehab facility, or physical rehab facility.

1. COMMUNITY RESIDENCE, SMALL

A community residence providing living accommodations for no more than eight (8) residents, including live-in staff. Visiting staff who do not reside within the community residence shall not be counted for purposes of establishing the number of residents. Facilities meeting the definition of a Family as per Tennessee State Law shall not be considered as Community Residence, Small.

2. COMMUNITY RESIDENCE, LARGE

A community residence providing living accommodations for more than eight (8) residents.

COMPOST PILE

A collection of decaying plant product for the purpose of producing a stabilized humus-like material that is potentially beneficial to plant growth and usable as soil conditioner, top soil, growing medium additive, or other similar use.

COMPREHENSIVE PLAN

The Comprehensive Plan of the City of Millersville, as adopted and amended by the Planning Commission and/or Millersville City Commission. This includes the Land Use Plan and any other such plans which may be adopted in the future.

CONDITIONAL USE

A use that owing to some special characteristics attendant to its operation or installation is permitted in a zoning district

only after review by the Board of Zoning Appeals. A use is a conditional use if it is designated as such in this Ordinance.

CONFORMING STRUCTURE

Any structure that complies with all the regulations of this Ordinance, governing bulk for the zoning district in which such building or structure is located or is designed or intended for a conforming use.

CONTIGUOUS

Adjoining or abutting.

CONTRACTOR STORAGE YARD

Any land or buildings used primarily for the storage of equipment, vehicles (3 or more), machinery, building materials, paints, pipe, or electrical components used by the owner or occupant of the premises in the conduct of any construction trade or craft.

COUNTRY CLUB

See Social Club.

CULTURAL FACILITY

A use that is open to the public and provides cultural services and facilities including, but not limited to, museums, cultural centers, historical societies, aquariums, and libraries operated by a public, private, or non-profit organization.

CUPOLA

An architectural feature that consists of a small dome and a shaft that supports it.



DATA CENTER

A building, dedicated space within a building, or a group of buildings used to house computer systems and associated components, such as telecommunications and storage systems for the remote storage, processing, or distribution of large amounts of data. Does not include Call Center.

DAY

When used in this Ordinance, Day should mean one (1) calendar day.

DAY CARE CENTER, ADULT

A facility, other than within a residential dwelling unit, providing care for more than three (3) elderly and/or functionally impaired adults in a protective setting for less than twenty-four (24) hours per day. Adult Day Care Center does not include a program operated by a Place of Worship that provides care for elderly and/or functionally impaired adults in a protective setting for less than twenty-four (24) hours per day.

DAY CARE CENTER, CHILD

A facility, other than within a residential dwelling unit, providing care for more than three (3) children in a protective setting for less than twenty-four (24) hours per day. Child Day Care Center does not include a program operated by an Educational Facility (all types) or Place of Worship, that provides care for children three (3) year of age or older for less than twenty-four (24) hours per day.

DAY CARE HOME, ADULT

A dwelling in which a permanent occupant of the dwelling provides care in a protective setting for up to twelve (12) elderly and/or

functionally impaired adults who do not spend the night at the dwelling.

DAY CARE HOME, CHILD

A dwelling in which a permanent occupancy of the dwelling provides care for up to twelve (12) children from multiple households. The number counted includes the family's natural or adopted children and all other persons under the age of twelve (12).

DECK

A raised platform structure built above grade, which is open to the sky and attached to the principal building. Deck should not include Terrace.

DENSITY

The number of dwelling units per gross acre of land, including all streets and open space. The following is breakdown of density defined by the Zoning Ordinance:

<u>UNITS PER ACRE</u>	<u>DENSITY TYPE</u>
>1	VERY LOW
1	LOW
2	LOW
3	LOW
4	MEDIUM
5	MEDIUM
6	MEDIUM
7	MEDIUM
8	HIGH
9	HIGH
10	HIGH
11	HIGH
12	HIGH
13	HIGH
14	HIGH
15	HIGH

DISTRICT

A contiguous portion of the City within which certain uniform regulations and/or requirements apply under the provisions of this Ordinance. Sometimes referred to as a zone or zoning district.

DOG HOUSE

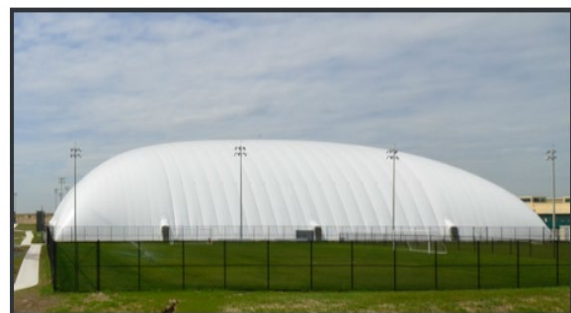
An accessory structure designed for the containment of dogs and similar animals.

DOG RUN

An enclosed outdoor area intended for the exercising and/or containment of dogs and similar animals.

DOME AIR-SUPPORTED STRUCTURE (DOME OR BUBBLE)

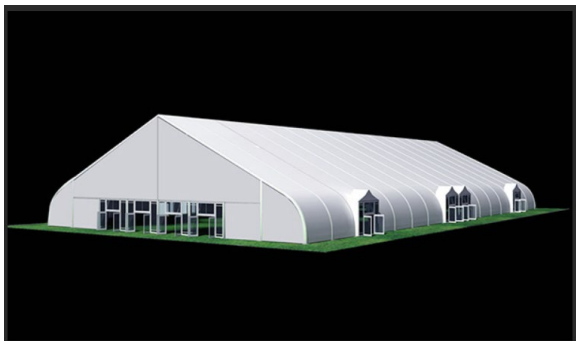
Dome structure supported by continuous supply of air, resulting in a complete open-span interior that is unobstructed by columns or support beams. Can be designed for permanent, seasonal, or temporary installation. Designed, engineered, and constructed to meet or exceed all local windspeed and snow load requirements and conform with applicable International Building Code.





DOME MEMBRANE-COVERED FRAME-SUPPORTED STRUCTURE

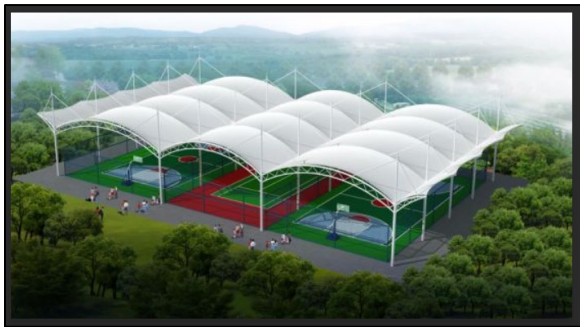
A non-pressurized dome structure with Architectural Fabric envelope supported by steel (or other metal) framework, with no columns or support beams within the internal floor space. Can be designed for permanent, seasonal, or temporary insulation. Designed, engineered, and constructed to meet or exceed all local wind speed and snow load requirements and conform with applicable International Building Code.



DOME TENSILE MEMBRANE STRUCTURE

A membrane structure having a shape that is determined by tension in the membrane and the geometry of the support structure. Typically, the structure consists of both flexible elements (e.g. struts, masts, beams, and arches) and the anchorage (e.g. supports and foundations). Can be designed for permanent, seasonal, or temporary installation. Designed, engineered, and constructed to meet or exceed all local wind speed and snow load requirements and conform with applicable International Building Code.





DRIPLINE

An imaginary line encircling a tree corresponding to the furthest extension of the tree foliage.

DRIVE-THROUGH FACILITY

Premises used to provide or disperse products or services through an attendant, window or automated machine, to persons remaining in motor vehicles in a designated stack aisle. A Drive-Through Facility may be in combination with other uses, such as a Financial Institution, Personal Services Establishment, Retail Goods Establishment, or Restaurant.

DRIVEWAY

A paved or unpaved strip of land providing vehicular access between the street and a parking lot or garage of private or public property.

DRIVING RANGE

An area equipped with distance markers, clubs, balls, and tees for practicing the striking of golf balls, which may include a snack-bar and pro-shop.

DWELLING

A building, or portion of a building, used exclusively for residential purposes, including single-family, modular, townhome, and multi-family dwelling, but not including manufactured or mobile dwellings, trailers, recreational vehicles, campers, tents, hotels/motels, rooming houses, or automobiles.

DWELLING, MANUFACTURED

A structure, transportable in one (1) or more sections, which, in the travelling mode, is eight (8) body feet or more in width, or forty (40) body feet or more in length, or when erected on site, is three hundred twenty (320) or more square feet, and which is built on a permanent chassis and designed to the required utilities, and includes the plumbing, heating, air conditioning, and electrical systems contained in the structure and commonly referred to as a double-wide mobile home; except that “manufactured home” includes any structure that meets all the requirements of this definition, except the size requirements and with respect to which the manufacturer voluntarily files a certification required by the Secretary of Housing and Urban Development and complies with the standards established under this Tennessee Code Annotated Title 68.

DWELLING, MOBILE

A structure manufactured before June 15, 1976, that is not constructed in accordance

with the National Manufactured Home Construction and Safety Standards Act of 1974, compiled in forty-two (42) U.S.C. § 5401 et seq. It is a structure that is transportable in one (1) or more sections that in the travelling mode is eight (8) body-feet or more in width and forty (40) body-feet or more in length, or, when erected on site, is three hundred twenty (320) or more square feet and that is built on a chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities and includes any plumbing, heating, air conditioning, and electrical systems contained in the structure and commonly referred to as a single-wide mobile home.

DWELLING, MODULAR

A dwelling unit constructed on-site in accordance with the municipal building code and composed of components substantially assembled in a manufactured plant and transported to the building site for final assembly on a permanent foundation and is not a manufactured or mobile dwelling. (See § TCA Section 68-126-304).

DWELLING, MULTI-FAMILY

A building containing three (3) or more individual dwelling units with varying arrangements of party walls and entrances where each dwelling unit has an individual entrance to a common hallway or the outdoors. Dwelling, Multi-Family shall not include Dwelling, Townhome.

DWELLING, SINGLE-FAMILY

A building containing one (1) individual dwelling unit, which is located on an individual lot and is not attached to any other dwelling unit (includes Modular

Dwelling per § TCA Section 68-126-304). Dwelling, Single-Family shall not include Manufactured, Mobile Dwelling.

DWELLING, TOWNHOME

A structure consisting of no less than two (2) dwelling units, with no other dwelling, or portion of other dwelling, directly above or below, where each unit has a separate entrance and direct ground level access to the outdoors. These units are connected to other dwelling units by a single party wall with no opening. These units also include what is commonly referred to as duplexes or two-family dwellings. Dwelling, Townhome shall not include Dwelling, Multi-Family. Dwelling, Townhome refers to the design of a building and does not reflect the type of ownership of the individual units.

DWELLING UNIT

A dwelling unit consists of a room or group of rooms, which include permanently installed bathroom and kitchen facilities, and are arranged, designed and used exclusively as living quarters for one (1) family or household.



EASEMENT

An interest in land that provides for a specified use of that land by a person(s) other than the fee owner.

EAVE

The projecting edges of a roof overhanging the wall of a building.

**EDUCATIONIONAL FACILITY,
COLLEGE/UNIVERSITY**

A post-secondary institution for higher learning that grants associate or bachelor degrees. The institution may also have research facilities, and/or professional schools that grant master and doctoral degrees. Also included are residential dormitories, fraternity and sorority houses, student unions, cafeterias, auditoriums, and sporting facilities. Educational Facilities, College/University also includes theological schools for training ministers, priests or rabbis. Educational Facilities, College/University shall not include Educational Facilities, Vocational.

**EDUCATIONAL FACILITY,
PRIMARY/SECONDARY**

A public, private, or parochial school offering instruction at the elementary, junior, and/or senior high school levels. In addition to classrooms, other facilities may include auditoriums, cafeterias, and sporting facilities. Boarding facilities may also be allowed.

**EDUCATIONAL FACILITY, VOCATIONAL
SCHOOL**

A school established to provide for the teaching of industrial, clerical, managerial, or artistic skills. This definition applies to schools that are owned and operated privately for profit and that do not offer a complete educational curriculum. Educational Facilities, Vocational School shall not include Educational Facilities, College/University.

EMERGENCY ELECTRICAL GENERATOR

A device for generating electrical energy.

ENCROACHMENT

The extension or placement of any structure or component of a structure into a required yard.

ENGINEER

Any Engineer licensed by the State of Tennessee.

ENTRANCE WAY

The doorway into a building along with the architectural treatments that accompany it.

ERECT

To build, construct, attach, hang, place, suspend, or affix.

EXOTIC ANIMAL

Any member of a species of animal, reptile, or bird, warm or cold-blooded, that is not indigenous to the environs of the City or is not classified or considered as wildlife, livestock, or domestic animal, and including snakes, alligators, lizards, tigers, and similar animals normally kept in zoos.



FALL-OUT SHELTER

An underground accessory building specifically designed for the protection of life from radioactive fall-out.

FALL RADIUS

The area in which a Tower will land if it falls. This radius equates to the height of the tower, except for a collapsible tower, in which case it equates to the area in which the tower will fall as certified by the manufacturer or structural engineer licensed in Tennessee.

FAMILY

One (1) or more persons occupying a single dwelling unit, provided that unless all members are related by blood or marriage that no such Family shall contain over five (5) persons but further provided that domestic servants employed on the premises shall be housed on the premises without being counted as family. A fraternity, sorority, club, or institutional group shall not be considered a Family. The term Family shall include groups of eight (8) or fewer unrelated disabled persons and may include three (3) additional persons acting as support staff or guardians. (See Tennessee Code Annotated Title 13, Chapter 24).

FARM

Land on which the raising of crops or livestock, including orchards, vineyards, nurseries, or animal husbandry, along with any buildings or structure necessary to conduct such activities, but excluding feed lots, stock yards, slaughtering operations and commercial hog farms, poultry houses, silos, grain elevators, plant nurseries, and logging operations.

FENCE

An artificially constructed barrier of wood, masonry, stone, wire, metal, or other combination of materials of twenty-four (24) inches or more in height erected to enclose, screen, or separate areas.

FENCE, OPEN

A fence, including any gates, designed and constructed so that the surface area of any segment of such fence contains at least fifty percent (50%) open space as compared to solid materials.

FENCE, SOLID

A fence, including gates, made entirely of opaque material.

FINANCIAL INSTITUTION

A bank, savings and loan, credit union, mortgage office, or automated teller machine (ATM). A Financial Institution shall not include a payday or title loan agency.

FIRE ESCAPE

A fireproof stairway, ladder, or chute on the outside wall of a building intended to be used to help occupants escape from the building in case of fire or other calamity.

FLAG

Any fabric or bunting containing distinctive colors, patterns, or symbols and used as a symbol of a government, political subdivision, or other entity.

FLAGPOLE

A freestanding structure on a lot used for the sole purpose of displaying flags.

FLOOR AREA, GROSS

Gross Floor Area, when prescribed as the basis of measurement in this Ordinance shall be the sum of the gross horizontal area of the plans of the several floors of a building, as measured from the outside face of the walls.

FLOOR TO AREA RATIO (FAR)

The numerical value obtained by dividing the gross floor area of a building or buildings by the lot area on which such building or buildings are located, as measured from the outside face of the walls.

FOOTCANDLE

A unit of illumination. It is equivalent to the illumination at all points that are one (1) foot distant from uniform source of one (1) candlepower.

FUNERAL HOME

A building used for the preparation of the deceased for burial display of the deceased and rituals before burial or cremation. A Funeral Home includes chapels located within the building used for the display of the deceased and the conducting of rituals before burial or cremation.

**GARAGE**

A building, either attached or detached, used or designed to be used for storage of automobiles and accessory storage related to the use of the principal dwelling.

GAZEBO

A freestanding outdoor structure that is open-sided and designed for recreational use and not for habitation.

GENERAL BUSINESS SERVICES

Commercial cleaning, pest exterminating, radio and television production and broadcasting, printing, photo finishing, photographic studios, mailing, interior design services, and similar business services. General Business Services shall not include a payday or title loan agency.

GOLF COURSE

A tract of land laid out with at least nine (9) holes for playing a game of golf and improved with tees, greens, fairways, and

hazards. A golf course may include a clubhouse, restrooms, and shelters as accessory uses. A Driving Range may be included as part of a Golf Course.

GOVERNMENT FACILITY AND OFFICES

Land, buildings, or structures owned, operated and/or occupied by a governmental agency to provide a governmental service to the public including public recreational facilities. Government Facilities and Offices does not include Public Safety Facility or Public Works Facility or school buildings which would be considered Education Facilities.

GRADE

The mean level of the finished surface of the ground adjacent to the exterior walls of the building. The mean grade shall be calculated from the grade elevations at the four (4) points of intersection of an imaginary line drawn parallel to both the rear and front yard setback lines across the front and rear facades, where the imaginary line intersects the side yard setback. Where applicable, for structures other than the principle building, Grade may refer to the mean level of the finished surface of the ground adjacent to the structure.

GREEN ROOF

The creation of contained green space on the roof of a structure, where plants are not planted in the ground but applied as another layer of the roofing system.



HEALTH/FITNESS CENTER

An establishment that provides exercise facilities such as running, jogging, aerobics, weight lifting, court sports and swimming, as well as locker rooms, showers, massage rooms, saunas, and other related accessory uses.

HEAVY RETAIL, RENTAL, AND SERVICE ESTABLISHMENT

This use includes retail, rental, and/or service establishments that may have permanent outdoor service or storage areas, or partially enclosed structures including, but not limited to, large-scale home improvement centers, building supplies, lumberyards, retail nurseries, garden supply, heavy equipment sales, rental and leasing, truck rental, recreational vehicles, and playground equipment sales and rental.

HEDGE

A row of closely planted shrubs, bushes, or other kind of plant forming a boundary or fence.

HEIGHT

The vertical distance from grade to the highest point of a structure. See Building Height.

HELISTOP

Any area used or to be used for the landing or take-off of helicopters, or other steep-gradient aircraft capable of hovering, but does not afford refueling, maintenance, or repair facilities, and accommodates only a single helicopter.

HIGH IMPACT FACILITY

Public and semi-public facilities and activities which have a high impact upon surrounding land due to nuisance characteristics, traffic generation, and other characteristics. These include airports, energy generating facilities, railroad yards, detention and/or correctional facilities, and similar activities.

HOME FOR THE AGED

Residential home represented and held out to the general public as a home which accepts primarily aged persons for relatively permanent, domiciliary care, providing room, board and personal services to four (4) or more non-related persons. Minimum lot size is 3 acres and maximum number of living units is five (5) units per acre. See [Chapter 10.3.1](#).

HOME OCCUPATION

An occupation carried on in a dwelling unit by the resident, where the use of the dwelling unit for the occupation is secondary to the use of the dwelling unit for residential purposes.

HORIZONTAL PROPERTY REGIME

Whenever a developer, the sole owner, or the co-owners of a building (or property) expressly declare, through the recordation of a master deed or lease, or by plat which shall set forth the particulars enumerated by § TCA Section 66-27-101 thru 123, their desire to submit their property to the regime established by this chapter, there shall be thereby established a horizontal property regime. *(Horizontal Property Regime must adhere to all lot and bulk standards that would otherwise be required with subdividing property).*

HOSPITAL

An institution providing health services primarily for inpatient, ~~or~~ medical, or surgical care for the sick or injured, and including the related facilities located within a Hospital, such as laboratories, outpatient departments, training facilities and classrooms, central service facilities, and staff offices are integral to the facility.

HOT TUB

An artificial container of water designed with a mechanical air injection system and/or circulating device for recreational use.

HOTEL/MOTEL

An establishment providing, for a fee, sleeping accommodations and customary lodging services, including maid service, the furnishing and upkeep of furniture and bed linens, and telephone and desk service. Related ancillary uses may include, but shall not be limited to, conference and meeting rooms, restaurants, bars, and recreational facilities. Payment is on a daily or weekly basis and the length of stay does not exceed one (1) month for more than twenty-five (25) percent of the rooms. A Hotel/Motel shall not include Multi-Family Dwellings.

HOUSEHOLD

The person or persons living together in a dwelling unit.



IMPERVIOUS SURFACE

The portion of a site occupied by structures, pavement, or other surfaces that do not allow for the absorption of water.

INCOMPATIBLE USE

A use that is incapable of direct association with certain other uses because it is contradictory, incongruous, or discordant.

INDEPENDENT LIVING FACILITY

A residential complex containing dwellings where the occupancy is limited to person who are fifty-five (55) years of age or older or, if two (2) persons occupy a unit, at least one (1) shall be fifty-five (55) years or older. Such facilities may include common areas for meals and socializing, offer minimal convenience services, but exclude institutional care such as medical or nursing care. An Independent Living Facility shall not include Assisted Living Facility, Community Residence, Nursing Home, or Home for the Aged.

INDOOR ENTERTAINMENT FACILITY

Predominately spectator uses conducted within an enclosed building including, but not limited to, movie theaters and sport or game matches or exhibitions. An Indoor Entertainment Facility includes accessory uses, such as snack bars or refreshment stands, which are designed and intended primarily for the use of patrons. Indoor Entertainment shall not include Indoor Recreation or Living Entertainment. Indoor Entertainment is distinguished for Indoor Recreation in that the predominant use is spectator-oriented and not participatory.

INDOOR RECREATION FACILITY

Predominantly participant uses where recreational activities or games of skill are conducted within a wholly enclosed building including, but not limited to, a bowling alley, pool hall, miniature golf course, arcade, indoor tennis courts, indoor sports arenas, indoor swimming pools, indoor ice rink, or similar uses. An Indoor

Recreation Facility shall include accessory uses, such as snack bars or refreshment stands that are designed and intended primarily for the use of patrons. Indoor Recreation Facility may also include those establishments that maintain a restaurant on-premises for patrons of the establishment. Indoor Recreation Facility shall not include Indoor Entertainment.

INSTITUTIONAL USE

An educational facility, place of worship, or other use operated by a public agency or non-profit organization and permitted as a use in one or more residential zoning districts. Child day-care centers, nursing homes, assisted living facilities, independent living facilities, cultural facilities, and marinas shall be considered institutional uses regardless of ownership or operation.

INTENSITY OF USE

Any factor such as square feet of gross floor area, number of dwelling units or number of employees used as a basis for required parking or loading facilities.



KENNEL

An establishment where pet animals owned by another person are temporarily boarded for pay or remuneration of any sort. Kennel shall include those facilities where pet animals are boarded for the day. Kennel shall not apply to zoos or animal hospitals operated by veterinarians duly licensed under the law where the boarding of animals is accessory to medical treatment.



LAND BANKING

See Parking, Land Banked.

LIGHT TRESPASS

The spilling of light, whether directly, indirectly, or by glare onto a lot, parcel, or public way other than the lot or parcel on which the light fixture is located.

LIVE ENTERTAINMENT

A musical, theatrical, dance, cabaret, or comedy act performed live by one (1) or more persons. Restaurants that regularly host such performances shall be considered Live Entertainment uses. Restaurants that include dancing by patrons and guests are considered Live Entertainment uses. A Live Entertainment establishment may possess a beer and liquor license and provide food for consumption on the premises.

LOADING SPACE

A space within a loading facility exclusive of driveways, aisles, maneuvering areas, ramps, columns, landscaping areas, office and work areas for the temporary parking of a commercial vehicle while loading or unloading goods or materials, and which abuts upon a street, alley, or other appropriate means of access.

LOGO

A business trademark or symbol.

LOT

A parcel of land with distinct boundaries. A lot may be a lot of record or a parcel that is not of record but bounded within a legal description.

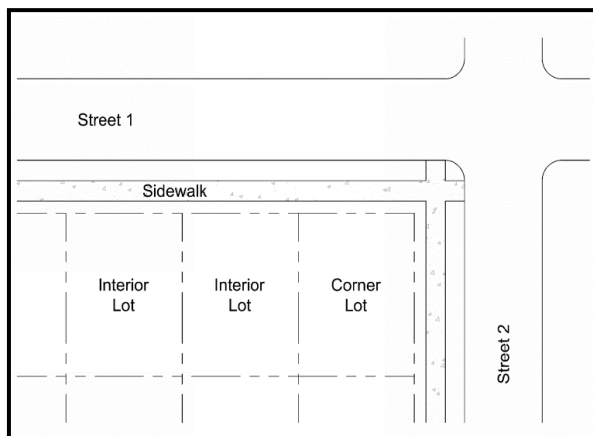
LOT AREA

The computed area contained within the boundary lines of a lot.

LOT, CORNER

A lot situated at the junction of and abutting two (2) intersecting streets, and where the interior angle at the intersection of such two (2) sides is less than one hundred thirty-five degrees (135°). The point of intersection of the lot lines abutting the street is the corner of the lot in question. A lot that abuts a curved street or streets shall be considered a Corner Lot if the tangents to the curve at the curve's point of beginning between the side lot lines, or at the points of intersection of the side lot lines with the lot line abutting the street, intersect at an interior angle of less than one hundred thirty-five degrees (135°). In such cases, the corner of the lot in question is that point on the lot line abutting a street nearest to the point of intersection of the tangents above described. (See Figure 10: Corner and Interior Lots).

FIGURE 8: CORNER AND INTERIOR LOTS



LOT COVERAGE

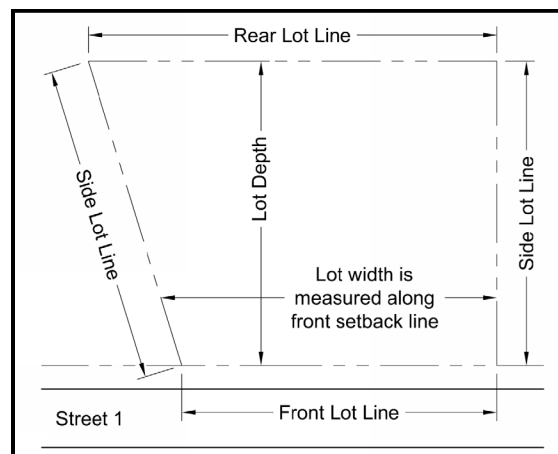
The portion of a lot that is occupied by buildings or structures, including accessory structures, expressed as a percentage of

total lot area. Lot coverage shall not include driveways, parking spaces, patios, sidewalks, swimming pools, or water gardens and other similar impervious or semi-impervious surfaces.

LOT DEPTH

The distance between the front lot line and the rear lot line of a lot, determined by measuring from the deepest point of the rear lot line to the front lot line. (See Figure 11: Lot Width and Lot Depth).

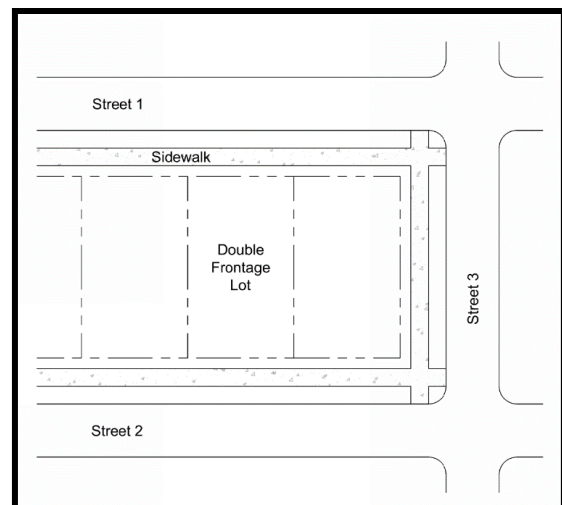
FIGURE 9: LOT WIDTH AND LOT DEPTH



LOT, DOUBLE-FRONTAGE

A lot having frontage on two (2) streets at opposite ends of the lot, which is not a Corner Lot. (See Figure 12: Double-Frontage Lots).

FIGURE 10: DOUBLE-FRONTAGE LOT



LOT, INTERIOR

A lot other a corner lot or a double-frontage lot. (See Figure 10: Corner and Interior Lots).

LOT LINE

A property boundary line of any lot. Where any portion of the lot extends into an abutting street or alley, the lot line shall be deemed to be the established or existing street or alley right-of-way line.

LOT LINE, FRONT

The lot line which abuts an existing or dedicated street. For the purposes of this Ordinance, the Front Lot Line of a Corner Lot shall be the shortest street frontage of the lot.

LOT LINE, INTERIOR

A lot line which does not about a street or alley.

LOT LINE, REAR

The boundary of a lot which is most distant from and is, or is approximately, parallel to the front lot line. In the case of an irregular or triangular shaped lot and for purposes of determining the rear yard dimension, the rear lot line shall be deemed to be a line ten

(10) feet in length, within the lot, which is parallel to and at a maximum distance from the front lot line. The ten (10) foot chord for an irregular lot is shown in Figure 13: Rear Lot Line Chord for Irregular Lots.

FIGURE 11: REAR LOT LINE CHORD FOR IRREGULAR LOTS

LOT LINE, SIDE

Any boundary of a lot that is not a front lot line or a rear lot line.

LOT OF RECORD

A single lot which is part of a subdivision or re-subdivision which has been recorded in the Office of the Register of Deeds of Robertson or Sumner County, TN.

LOT WIDTH

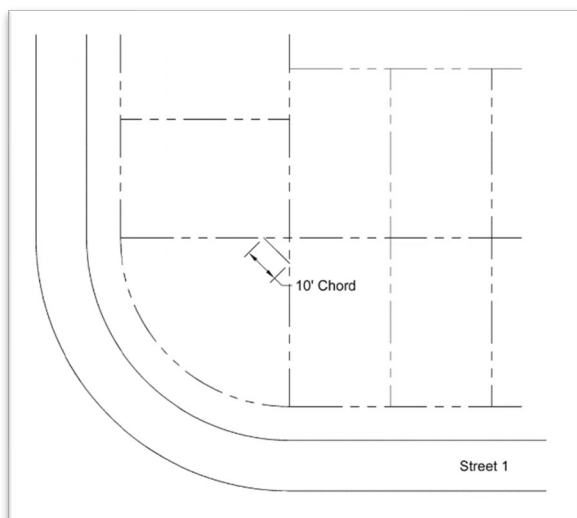
The minimum horizontal distance between the side lot lines of a lot measured at the required front yard setback line. (See Figure 11: Lot Width and Lot Depth).

LOT, ZONE

A single tract of land located within a single block which, at the time of filing for a building permit, is designated by the owner or developer as a tract to be used, developed, or built upon as a unit, under single ownership or control. A Zone Lot may or may not coincide with a Lot of Record.

LUMINAIRE

A complete lighting unit extending from a support structure, parallel to the ground, consisting of a light source and all necessary mechanical, electrical, and decorative parts. A Luminaire does not include a pole or other support.



MANUFACTURING, HEAVY

Manufacturing uses that involve the generation outside the property of noise, odor, vibration, or dust. Examples include, but are not limited to: manufacture or assembly of machinery, equipment, instruments, vehicles, appliances, communications equipment, computer or electronic equipment, precision items, and other electrical items; the processing of food and related products, dry cleaning plants, lumber mills, pulp and paper mills, and the manufacture of other wood products; and electric power generation plants. Specifically prohibited are rendering, petroleum refining, and manufacture of chemicals, fertilizers, paint, and turpentine.

MANUFACTURING, LIGHT

The mechanical transformation of predominantly previously prepared materials into new products, including the assembly of component parts and the creation of products for sale to the wholesale or retail markets or directly to consumers. Such uses are wholly confined within an enclosed building, do not include processing of hazardous gases and chemicals, and do not emit noxious noise, smoke, vapors, fumes, dust, glare, odor, or vibration. Examples include, but are not limited to: production of small machines or electronic parts and equipment; woodworking and cabinet building; publishing and lithography; computer design and development; research, development, testing facilities and laboratories; apparel production; assembly of pre-fabricated parts, manufacture of

electric, electronic, or optical instruments or devices; manufacture and assembly of artificial limbs, dentures, hearing aids, and surgical instruments; manufacture, processing, and packing of food products, cosmetics, and manufacturing of components, jewelry, clothing, trimming decorations, and any similar item.

MECHANICAL EQUIPMENT

Mechanical equipment shall include heating, ventilating, and air conditioning (HVAC) units. Emergency Electrical Generators are not considered Mechanical Equipment.

MEDIA PRODUCTION FACILITY, MAJOR

A pre-production and/or post production studio complex that encompasses the production of audio, television, and movies located on a minimum of ten (10) contiguous acres of property and consisting of various production buildings/stages, production office space, dressing rooms, administrative/executive buildings, dining, shops, and limited on-site residential units that support the studio complex.

MEDICAL/DENTAL CLINIC

A facility operated by one (1) or more physicians, dentists, chiropractors, or other licensed practitioners of the healing arts for the examination and treatment of persons solely on an outpatient basis. Medical Clinics shall also include alternative medical clinics, such as acupuncture and physical therapy offices, which provides integrated care in the treatment of permanent or temporary neurologic and musculoskeletal disabilities. Massage establishments where such service is provided by a certified massage therapist or similar licensed professional shall not be considered a

Physical Therapy Office, but rather a Personal Services Establishment.

MEDICAL/DENTAL LABORATORY

A business establishment engaged in the testing and analysis of material for medical or dental services, or in the construction, alteration, or repair of bridges, crowns, dentures, eyewear, contact lenses, orthodontic appliances, or any other prosthetic appliances. Direct contact with patients for consultation, treatment, or other services are not included as part of the business activities.

MINING AND QUARRYING

Mineral and stone extraction and processing, including blasting, crushing, screening, conveying, stockpiling, and sale of stone, sand, gravel, and other similar mineral and natural resources.

MODEL HOME

A residential unit temporarily used for display purposes as an example of dwelling units available or to be available for sale or rental in a particular subdivision or other residential development. Model units may also incorporate sales or rental offices for dwellings within the development.

MORTUARY

An establishment where the deceased are prepared for burial. The facility may include a small chapel for the conduct of services prior to burial.

MOTOR VEHICLE

Any self-propelled wheeled vehicle designed primarily for transportation of persons or goods along public streets.

MOTOR VEHICLE DEALERSHIP

Any business establishment that sells or leases new or used automobiles, trucks, vans, trailers, recreational vehicles, boats, or motorcycles, or other similar motorized transportation vehicles. An automobile dealership may maintain an inventory of the vehicles for sale or lease either on-site or at a nearby location, and may provide on-site facilities for repair and service of vehicles. Stand-alone use car lots are excluded from this definition.

MOTOR VEHICLE OPERATIONS FACILITY

A privately-owned facility for the dispatch, storage, and maintenance of emergency medical care vehicles, taxicabs, and other livery vehicles. This also includes wreckers, but storage of vehicles is not permitted (See Motor Vehicle Service and Repair, Major). Motor Vehicle Operations Facility shall not include Public Works Facility or Public Safety Facility, where the vehicles of the fire, police, or other municipal departments are dispatched, stored, and/or maintained.

MOTOR VEHICLE RENTAL ESTABLISHMENT

Rental of automobiles and light trucks and vans, including incidental parking and servicing of rental vehicles.

MOTOR VEHICLE SALES, NEW

The retail of motor vehicles or related equipment with no previous retail owner, transfer only between manufacturer and Motor Vehicle Dealership.

MOTOR VEHICLE SALES, USED

The retail of motor vehicles or related equipment that previously have had one (1) or more retail owners or have been driven more than the limited use necessary in moving or road testing.

MOTOR VEHICLE SALES, SALVAGE

The retail of inoperable motor vehicles or related equipment that are sold for parts and not as an operating vehicle.

MOTOR VEHICLE SERVICE STATION/FUEL CENTER

A business where flammable or combustible liquids or gases used as fuel for motor vehicles are stored and dispersed from fixed equipment into the fuel tanks of motor vehicles. Accessory uses may include retail sales including food and drinks for off-premises consumption as may be permitted by other laws.

MOTOR VEHICLE SERVICE AND REPAIR, MAJOR

Such use includes, but shall not be limited to, establishments involved in engine rebuilding, transmission repair, major reconditioning of worn or damaged motor vehicles or trailers, towing and collision service, including body, frame, or frame straightening or repair, and painting of motor vehicles.

MOTOR VEHICLE SERVICE AND REPAIR, MINOR

Such use includes, but is not limited to, minor repairs to motor vehicles, including repair or replacement of cooling, electrical, fuel and exhaust systems, brake adjustments, relining and repairs, wheel servicing, alignment and balancing, repair and replacement of shock absorbers, and replacement or adjustment of mufflers and tail pipes, hoses, belts, light bulbs, fuses, windshield wipers/wiper blades, grease retainers, wheel bearings, and the like.

Motor Vehicle Service and Repair, Minor includes establishments where gasoline and/or fuel oil, and oil, grease, batteries, tires, and automobile accessories are sold in addition to the repair facilities.

MOVIE THEATER

A theater designed for showing movies or motion pictures.



NON-CONFORMING LOT

A lot of record that does not meet the lot area or lot width requirements of this Ordinance for the zoning district in which it is located.

NON-CONFORMING STRUCTURE

Structures which at one time conformed to applicable zoning regulations, but because of subsequent amendments to the Zoning Ordinance no longer conform to applicable yard, height, lot coverage, or other dimensional or bulk provisions or does not meet other on-site development standards, such as an insufficient number of parking spaces, of this Ordinance.

NON-CONFORMING USE

A non-conforming use is the use of land and structures that, as of the effective date of this Ordinance, are used for purposes that are not permitted or conditionally permitted in the zoning district in which they are located.

NURSING HOME

A facility providing bed care and inpatient services on a twenty-four (24) hour per day basis for persons requiring regular medical attention. This definition excludes a facility

providing surgical or emergency medical services, or a facility providing care for alcoholism, drug addiction, mental disease, or communicable disease. A Nursing Home shall not include Independent Living Facility, Assisted Living Facility, Community Residence or Hospital.



OFFICE

A use that engages in the processing, manipulation, or application of business information or professional expertise. Such an office may or may not offer services to the public. An Office is not materially involved in fabricating, assembling, or warehousing of physical products for the retail or wholesale market, nor is an office engaged in the repair of products or retail services. It is characteristics of an Office that retail or wholesale goods are not shown on the premises to a customer. Examples include, but are not limited to, professional offices for non-profit organizations, advertising, accounting, investments services, insurance, contracting architecture, engineering, legal services, and real estate services. Office does not include government offices, which are considered Government Facility and Offices.

OPEN SPACE

Land area without buildings. It is mostly pervious to water and green. Open space may be natural and passive such as wooded areas and fields or it may be active and improved with formal lawns and landscape areas. It may also include hardscape features such as plazas, walking trails, and boardwalks. Open Space may include other

amenities such as gazebos, amphitheaters, fountains, and other water features. It may also consist of lakes, ponds, and streams.

OPEN SPACE, COMMON

Open space which is held in common ownership by, and for the benefit of, all owners and tenants of a development and their guests and is maintained by an association of the owners and tenants of a development and their guests and is maintained by an association of the owners and tenants.

ORDINANCE, THIS

This Zoning Ordinance, as from time to time amended.

OUTDOOR ENTERTAINMENT FACILITY

Predominantly spectator uses conducted outdoors in open or only partially enclosed facilities. Typically uses include, but are not limited to, fairgrounds, outdoor stadiums, outdoor theaters, rodeos, music arenas, theme parks, and amusement parks. Outdoor Entertainment Facilities shall include accessory uses, such as snack bars or refreshment stands that are designed and intended primarily for the use of patrons. Outdoor Entertainment Facility shall not include Outdoor Recreation Facility.

OUTDOOR RECREATION FACILITY

Predominantly participant uses that take place outside of a building including, but not limited to, miniature golf courses, golf driving range, swimming pools, tennis courts, ball fields, skateboard parks, and other similar facilities. Outdoor Recreation Facilities shall include accessory uses, such as snack bars or refreshment stands that are designed and intended primarily for the

use of patrons. Outdoor Recreation Facilities may also include those establishments that maintain a restaurant on-premises for patrons of the establishment. Outdoor Recreation Facility shall not include Outdoor Entertainment Facility, Parks, Golf Courses, and Racetracks.

OUTDOOR DISPLAY

Part of a lot used for outdoor display of goods accessory to the principal use.

OUTDOOR STORAGE

The keeping of any goods, material, merchandise, or equipment not within an enclosed building. An item shall be deemed to be in storage if it is being maintained or repaired on premises.

OWNER

A titleholder of record, or if title is held in trust, the beneficiary of the trust. A long-term lessee may also be deemed an owner, provided that at time of application, not less than twenty (20) years remain on the lease.



PARAPET WALL

That wall of a wall which extends above the roof line.

PARKING, LAND BANKED

Designated land on a site to be held and preserved for an additional parking. See [Chapter 11.2.5](#) (Land Banked Future Parking).

PARKING, OFF-STREET

The storage space for an automobile on premises other than streets, alleys, or rights-of-way.

PARKING, ON-STREET

The storage space for an automobile that is located within the street right-of-way.

PARKING LOT (PRINCIPAL USE)

An open, hard-surfaced area, other than street or public way, available to the public, to be used for the storage, for limited periods of time, of operable passenger automobiles and commercial vehicles. Such storage may be for compensation, free or as an accommodation to residents of a multi-family dwelling, or clients and customers of a business.

PATIO

An impervious surface at finished grade designed and intended for recreational use by people and not as a parking space.

PAYDAY / TITLE LOAN AGENCY

Any building, room, space, or portion thereof where a business operates that makes loans in exchange for possession of the certificate of title to property or a security interest in titled property, as regulated by Title 45, Chapter 15, of the Tennessee Code Annotated.

PENNANT

Any lightweight plastic, fabric or other material, whether or not containing a message, suspended from a pole, rope, wire or string, usually in a series, designed to move in the wind.

PERGOLA

A freestanding structure usually consisting of parallel colonnades supporting an open roof of girders and cross rafters. A Pergola is built as an outdoor sitting area with lattice or open slat roof for partial shade.

PERMITTED USE

A use permitted in a zoning district upon satisfaction of the standards and requirements of this Ordinance. A permitted use does not require special administrative review and approval.

PERSON WITH A DISABILITY

A person has a “disability” for purposes of the Americans with Disabilities Act (ADA) if she or he: 1) has a physical or mental impairment that substantially limits a major life activity; 2) has a record of such an impairment; or 3) is regarded as having such an impairment. A person must satisfy at least one (1) of these three (3) parts of the definition to be considered an individual with a disability.

PERSONAL SERVICES ESTABLISHMENT

An establishment or place of business primarily engaged in the provision of frequent or recurrent needed services of a personal nature. Typical uses include, but are not limited to, beauty shops, barbershops, tanning salons, massage parlors, shoe repair, laundromats, pet grooming establishments, dry cleaners and tailors.

PERVIOUS SURFACE AREA

The portion of a site not occupied by buildings, pavement, or other surfaces and which allows the absorption of water into the ground.

PLACE OF WORSHIP

A building, together with its accessory buildings and uses, where persons regularly assemble for religious purposes and related social events and which building, together with its accessory buildings and uses, is maintained and controlled by a religious body organized to sustain religious ceremonies and purposes.

PLANNED DEVELOPMENT

The subdivision and/or development of a land area as a single unified development, where certain Zoning Ordinance regulations, such as bulk and use standards, may be modified to allow for more flexible planning in conformance with the planned development standards and approval processes.

PLANT NURSERY

The growing, storage, and sale of garden plants, shrubs, trees, vines, groundcovers, and other related landscaping materials. Such uses may include greenhouses, outdoor storage of goods, materials, and equipment, irrigation systems and caretaker’s dwellings.

PLAYGROUND

An area developed for active play and recreation that may contain courts for such games as basketball or tennis, or recreational equipment such as trampolines.

PORCH

A structure, which can be enclosed or unenclosed, that projects from the exterior wall of a building, has direct access to the street level of the building, and is covered by a roof or eaves. An Unenclosed Porch is

a porch that is open on two (2) or more sides with rails. An Enclosed Porch is a porch that is enclosed by walls, screens, lattice, or other material on two (2) or more sides. A screened-in porch shall be considered an Enclosed Porch.

POTENTIAL SUPPORT STRUCTURE (“PSS”)

A pole or other structure used for wireline communications, electric distribution, lighting, traffic control, signage, or a similar function, including poles installed solely for the collocation of a small wireless facility. When PSS is modified by the term: “new”, then “new PSS” means a PSS that does not exist at the time the application is submitted, including, but not limited to, a PSS that will replace an existing pole. The fact that a structure is a PSS does not alone authorize an applicant to collocate on, modify, or replace the PSS until an application is approved and all requirements are satisfied pursuant to this Ordinance.

PRINCIPAL USE

The main use of land or buildings as distinguished from an accessory use.

PROPERTY LINE

The lines forming the boundary of a zoning lot.

PUBLIC SAFETY FACILITY

Facilities operated by public safety agencies including fire stations and other fire prevention and firefighting facilities, and police and sheriff substations and headquarters, including interim incarceration facilities. The vehicles of fire and police may be dispatched, stored,

and/or maintained within the Public Safety Facility.

PUBLIC WORKS FACILITY AND UTILITY

All production, storage, transmission, and recovery facilities for water, sewer, electric, telephone, and other similar utilities owned or operated by any public agency or utility. This includes any municipal repair, storage, or production facility or public works yard, as well as any accessory office or meeting rooms. Municipal vehicles may be dispatched, stored, and/or maintained within the Public Works Facility. Public Works Facility and Utility does not include Public Safety Facility.

PUMPKIN PATCH

A retail sales operation, generally conducted wholly outdoors, that offers for sale on a temporary, limited basis, pumpkins and related holiday (Halloween) items.



RECREATIONAL TRAINING SCHOOL

A business establishment which provides training for recreational activities such as martial arts, baseball, soccer, cheerleading, gymnastics, and dancing.

RECREATIONAL VEHICLE

A vehicle, or similar means of human transportation, used primarily for recreational purposes. Recreational Vehicle shall include, but not be limited to, the following:

1. BOAT/RAFT

Any unit that is used for water travel.

2. CAMPER TRAILER

A non-self-propelled motor vehicle designed to be towed and designed to be used as a temporary dwelling for travel or recreational use.

3. MOTOR HOME

A portable dwelling designed and constructed as an integral part of a self-propelled vehicle.

4. PICKUP COACH

A structure designed primarily to be mounted on a pickup or truck chassis and with sufficient equipment to render it suitable for use as a temporary dwelling for travel, recreational, or vacation uses.

5. JET SKI

A Jet Ski or other type of personal watercraft is a motorized vehicle used for travel over water.

RESEARCH AND DEVELOPMENT FACILITY

An establishment where research and development is conducted in the following industries: biotechnology, pharmaceuticals, medical instrumentation or supplies, communications and information technology, electronics and instrumentation, and computer hardware and software. Research and Development Facilities do not involve the manufacture, fabrication, processing, or sale of product.

RESTAURANT, CARRY OUT

An establishment that sells ready to consume food or beverages where no provisions are made for consumption on the premises.

RESTAURANT, FULL SERVICE

An establishment where ready to consume food or beverages are prepared, served and primarily consumed on premises. Any facilities for carry-out shall be clearly subordinate to the principal use of

providing food for consumption on the premises.

RESTAURANT, QUICK SERVICE

An establishment designed for rapid food delivery to customers seated in automobiles or from a counter or drive through window, for consumption on or off the premises. An establishment having a walk-up or drive through window and meeting four (4) or more of the following characteristics shall be deemed a Quick Service Restaurant for zoning purposes:

1. A drive through window with a permanent menu board.
2. Fifty-five percent (55%) or less of the floor area devoted to customer seating.
3. Customers pay for food before consuming it.
4. A self-service condiment bar is provided.
5. Trash receptacles are provided for self-service busing.
6. Packaging of food is done in disposable containers.

RETAIL GOODS ESTABLISHMENT

A commercial enterprise that provides physical goods, products or merchandise directly to the consumer, where such goods are typically available for immediate purchase and removal from the premises by the purchaser. Retail Goods Establishment shall not include Heavy Retail, Rental, and Service Establishments.

RETAINING WALL

A raised area of soil that is supported or enclosed around an edge or edges by stone or timber, designed to resist lateral earth and/or fluid pressures. This definition of Retaining Wall shall, for the purposes of this

Ordinance, exclude terracing of thirty (30) inches or less used as a landscape feature.



SATELLITE DISH ANTENNA

A dish antenna designed for transmitting signals to a receiver or receiving station or for receiving television, radio, data, communication or other signals from other antennas, satellites, or other services.

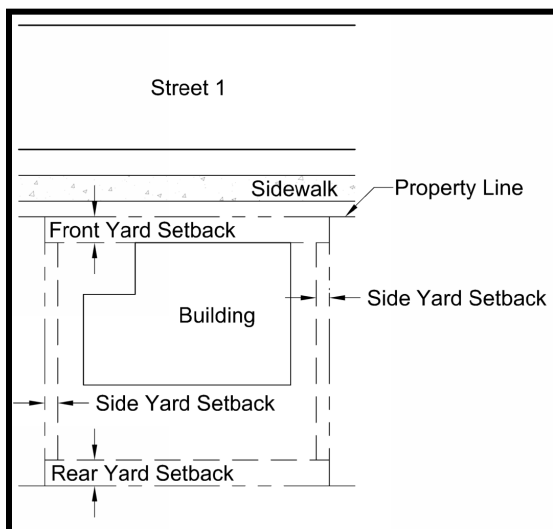
SELF-SERVICE STORAGE FACILITY

A facility used only for the storage of property where individual renters control individual storage spaces and no commercial transactions are permitted other than the rental of the storage units.

SETBACK

The minimum distance by which any building or structure must be separated from a property line. (See Figure 14: Setback).

FIGURE 12: SETBACK



SHADE TREE

A deciduous tree planted primarily for its high crown of foliage or overhead canopy. A large shade tree is over forty (40) feet in height. Medium shade trees are between twenty-five (25) and forty (40) feet in height. Small shade trees reach up to twenty-five (25) feet in height.

SHED

A relatively small accessory building often purchased pre-built or as a kit in pre-fabricated sections not designed to be served by heat or plumbing, and not placed on a permanent foundation. A Shed is typically intended to store lawn, garden, or pool care equipment.

SHOPPING CENTER

A group of retail and other commercial establishments that is planned, owned, and managed as a single property. The center's size and orientation are generally determined by the market characteristics of the trade area served by the center. The two (2) main configurations of shopping centers are malls and strip centers.

SIGN

Any device, fixture, placard, or structure that uses any color, form, graphic, illumination, symbol, or writing to advertise, announce the purpose of, or identify the purpose of a person or entity, or to communicate information of any kind to the public.

SIGN, ABANDONED OR OBSOLETE

A sign which contains structural components but no display or sign copy for a period of ninety (90) consecutive days or longer.

SIGN, ANIMATED

Any sign that uses movement or change in lighting to depict action or create a special effect or scene.

SIGN, AWNING

A sign attached to or incorporated into an awning.

SIGN, BANNER

Any sign of lightweight fabric or similar non-rigid material. National flags, state or municipal flags, or the official flag of any business or institution shall not be considered a banner.

SIGN, BUILDING

Any sign attached to any part of a building.

SIGN, BUILDING MARKER

Any sign indicating the name of a building and date and incidental information about its construction, which sign is cut into a masonry surface or made of bronze or other permanent material.

SIGN, CANOPY

Any sign or logo attached to any part of a canopy.

SIGN, CHANGEABLE COPY

A sign or portion of a sign designed to accommodate message changes composed of characters, letters, or illustrations that can be changed or rearranged, either manually or electronically, without altering the face or surface of such sign. A sign whose content changes more than one (1) time per fifteen (15) minutes shall be considered an animated sign for the purposes of this Ordinance.

SIGN, DIRECTORY

A ground or building sign that list tenants or occupant of a building or project with unit numbers, arrows, or other directional information.

SIGN, ELECTION

A sign expressing support for a candidate for public office or a ballot issue but bearing no commercial message.

SIGN, FLASHING

A sign, the illumination of which is not kept constant in intensity at all times when in use, and which exhibits sudden or marked changes in lighting effects.

SIGN, GROUND

Any sign not supported by a building.

SIGN, HAND-HELD

Any sign held or supported by a person, including sign spinners.

SIGN, INCIDENTAL

A sign, generally information, that has a purpose secondary to the use of the zone lot on which it is located such as no parking, entrance, loading only, telephone, and similar information and directives. No sign with a commercial message legible from a position of the zone lot on which the sign is located shall be considered incidental.

SIGN, INSTITUTIONAL

A sign identifying or advertising an institutional use permitted in a residential district, where the sign is located on the same property as the use.

SIGN, MONUMENT

A type of sign affixed directly to the ground and affixed directly to a solid base without visibility between the sign and the base or between the base and the ground; or a sign above ground level supported by a post or posts which are concealed from visibility by a curtain wall of brick or similar material constructed around the base of the sign.

SIGN, NON-CONFORMING

Any sign that does not conform to the requirements of this Ordinance.

SIGN, OBSCENE

Any sign which contains words, suggestion of, or picture depicting Specified Anatomical Areas or Specified Sexual Activity.

SIGN, PROJECTING

Any sign attached to a building wall and extending laterally more than eighteen (18) inches from the face of such wall.

SIGN, REAL ESTATE

A sign advertising property, building, or a portion of a building for sale, lease, or rent.

SIGN, ROOF

A sign that is placed above or supported on the top of a building.

SIGN, SUSPENDED

A sign that is suspended from the underside of a horizontal plan surface, such as an awning or porch, and is supported by such surface.

SIGN, TEMPORARY

Any sign that is used only temporarily and is not permanently mounted including but not limited to hand-held signs.

SIGN, VEHICLE

Signs contained in, attached to, suspended from, or painted or displayed on any vehicle or trailer regularly parked within fifty (50) feet of the edge of pavement of any street more than half the business day in order to display, demonstrate, advertise, or attract the attention of the public.

SIGN, WALL

Any sign attached parallel to, but within six (6) inches of a wall, painted on the wall surface, or erected and confined within the limits of an outside wall of any building or structure, which is supported by such wall or building, and which display only one (1) sign surface.

SIGN, WINDOW

Any sign that is placed inside a window or upon the window panes of glass and is legible from any public or private street.

SINGLE OWNERSHIP

A lot where the owner does not own adjoining vacant property.

SITE PLAN REVIEW

The review of a Site Plan and other studies to assist in determining the manner in which the applicant intends to make use of his/her property and to confirm compliance with the standards of this Ordinance.

SMALL CELLS

Wireless transmitters and receivers with low radio frequency designed to provide network coverage to smaller focused areas. Small Cells are typically mounted on ground poles or buildings in a manner that blends into the attached environment.

SMALL WIRELESS FACILITY

A wireless facility with the following:

1. An antenna that can fit within an enclosure of no more than six (6) cubic feet in volume; and
2. Other wireless equipment in addition to the antenna that is cumulatively no more than twenty-eight (28) cubic feet in volume, regardless of whether the facility is ground-mounted or pole-mounted. Other wireless equipment does not include an electric meter, concealment element, telecommunications demarcation box, grounding equipment, power transfer switch, cut-off switch, or a vertical cable run for the connection of power and other services; and
3. Includes a micro wireless facility.

SOCIAL CLUB OR LODGE

A membership organization and its premises that holds regular meetings and caters exclusively to members and their guests for social, intellectual, recreational, or athletic purposes. A Social Club or Lodge may, subject to other regulations controlling such uses, maintain dining facilities, possess a liquor license, or engage professional entertainment for the enjoyment of dues-paying members and their guests.

SPECIFIED ANATOMICAL AREAS

Include the following:

1. Less than completely and opaquely covered human genitals, pubic region, buttocks, anus, or female breasts below a point immediately above the top of the areola;

2. Human male genitals in a discernible turgid state, even if completely and opaquely covered.

SPECIFIED SEXUAL ACTIVITY

Includes the following:

1. Human genitals in a state of sexual stimulation or arousal.
2. Acts of human masturbation, sexual intercourse, or sodomy.
3. Fondling or other erotic touching of human genitals, pubic regions, buttocks, or female breasts.
4. Flagellation or torture in the context of a sexual relationship.
5. Masochism, erotic, or sexually oriented torture, beating, or the infliction of pain.
6. Erotic touching, fondling, or other such contact with an animal by a human being.
7. Human excretion, urination, menstruation, vaginal, or anal irrigation as part of or in connection with any of the activities set forth in one (1) through six (6).

STACKING SPACE

A space specifically designated as a waiting area for vehicles patronizing a drive-through business.

STEALTH

Any Tower or Telecommunications Facility which is designed to enhance compatibility with adjacent land uses, including but not limited to, architecturally screened roof-mounted antennas, antennas integrated into architectural elements, and towers designed to look other than like a Tower such as light poles, power poles, and trees.

STEPS AND STOOPS

An exterior structure typically, but not necessarily, constructed of concrete and/or masonry, with a finished floor elevation higher than the adjacent ground level. A stoop typically has steps leading up to it and is utilized primarily as an access platform to a building. It does not have a roof.

STORY

That portion of a building included between the upper surface of any floor and the upper surface of the floor next above it, or if there be no floor above it, then the space between the floor and the ceiling next above it. A basement with less than one-half (1/2) of its clear floor-to-ceiling height below the average grade of the adjoining ground shall count as a story. The floor of a story may have split levels provided that there is not more than a four (4) foot difference in elevation between the different levels of the floor. A mezzanine floor shall be counted as a story when it covers over one-third (1/3) of the area of the floor next below it, or if the vertical distance from the floor next below it to the floor next above it is more than twenty-four (24) feet.

STREET

A permanent public or private right-of-way or easement which is for common use as a means of access of motor vehicles to properties adjoining it.

STREET, FRONTAGE

All of the property fronting on one (1) side of a street between two (2) intersecting streets, or in the case of a dead-end street, all of the property along the side of the

street between an intersecting street and the end of such dead-end street.

STREET LEVEL

The story of a building that has its floor at the closest level to the street, with direct pedestrian access to that story from the outside.

STRUCTURE

Anything constructed or erected that requires location on the ground or attached to something having location on the ground.

SWIMMING POOL

A receptacle for water and/or an artificial pool or water of twenty-four (24) inches in depth, or with a surface area exceeding two-hundred fifty (250) square feet designated for recreational or fitness use by persons.



TELECOMMUNICATIONS FACILITY

Any cables, wires, lines, wave guides, slim pole antennas, and any other equipment or facilities associated with the transmission or reception of communications which a person seeks to locate or has installed upon or near a Tower or Antenna Support Structure, however, Telecommunications Facilities shall not include: any satellite earth station antenna (dish) two (2) meters in diameter or less which is located in an

area zoned commercial or industrial; or any satellite earth station antenna (dish) one (1) meter or less in diameter regardless of zoning district.

TEMPORARY CONTRACTOR TRAILER

This use includes security trailers, construction equipment sheds, contractor trailers, and similar uses incidental to a construction project and sales of homes within a newly constructed development.

TEMPORARY USE

Any use placed on land or in a building for short duration, and which may not conform to the standards required if it were to be in place for an indefinite period of time.

TENT

Any temporary structure or enclosure, the roof of which or one-half or more of the sides are constructed of silk, cotton, canvas, fabric, or similar pliable material.

TERRACE

A raised impervious surface designed and intended for recreational use by people and not as a parking space. A Terrace shall be distinguished from a Deck in that the raised impervious surface is built upon a solid base, such as an earthen mound.

THOROUGHFARE

A thoroughfare, arterial or collector street as designed in the Land Use and Transportation Plan.

TITLE LOAN AGENCY

See Payday / Title Loan Agency definition.

TOWER

A monopole structure constructed from grade that supports Telecommunications

Facilities. The term Tower shall not include amateur radio operators' equipment, as licensed by the FCC.

TRAILER

Any non-self-propelled, wheeled vehicle, designed for carrying persons or property when drawn by a motor vehicle.

TRANSITION YARD

Land area with landscape plantings and other components used to visibly separate one use from another, or to shield or block noise, lights, or other nuisances.

TRELLIS

A freestanding structure used in the garden to support vines or climbing plants; also called an Arbor.



USE

The purpose or activity for which land or a structure is designed, arranged or intended, or for which it is occupied or maintained.

USE AND OCCUPANCY PERMIT

A permit for the use and/or occupancy of a structure or portion of a structure after it is constructed, reconstructed, remodeled or moved, indicated that the proposed occupancy or use complies with all the provisions of the Zoning Ordinance.

USE, PRINCIPAL

The dominant use of land or a structure as distinguished from an Accessory Use.



VACATION RENTAL

A dwelling unit or other structure rented and/or used exclusively by a person or group of persons for lodging for terms of less than thirty (30) days. Rented means any form of monetary or non-monetary consideration. A Vacation Rental is also a Short-Term Rental.

VEHICLE USE AREA

Any area of a lot or parcel not located within any enclosed structure and that is devoted to a use by or for motor vehicles, including parking, drive and access aisles, storage (including storage of marine craft), loading and service areas, and areas under fuel station canopies.



WALL

An upright structure of building material, such as masonry or plaster, serving to enclose, divide or protect an area.

WAREHOUSE/DISTRIBUTION

The storage, wholesale, and/or distribution of manufactured products, supplies, equipment, and other items.



YARD, FRONT

A yard extending the full width of the lot between side lot lines for the required minimum depth, as specified by the zoning district in which such lot is located,

measured perpendicular to the front lot line. (See Figure 15: Yards).

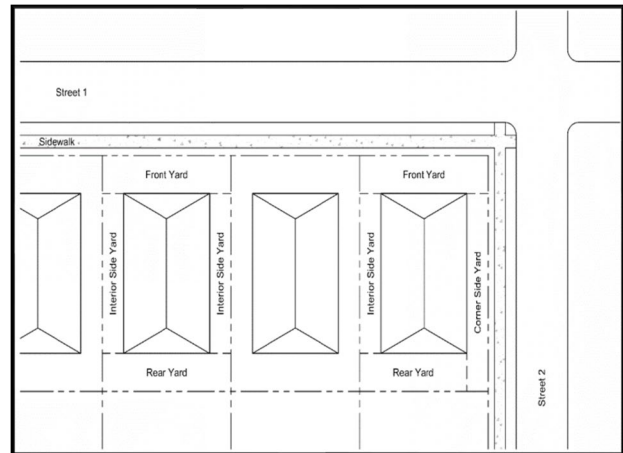


FIGURE 13: YARDS

YARD, INTERIOR SIDE

A side yard that does not abut a street right-of-way. (See Figure 15: Yards).

YARD, NON-REQUIRED

The yard between the required yard and the principal building.

YARD, REAR

A yard extending between the side lot lines for the required minimum depth, as specified by the zoning district in which such lot is located, measured perpendicular to the rear lot line. (See Figure 15: Yards). In the case of an irregular or triangular shaped lot, the rear lot line shall be deemed to be a line ten (10) feet in length, within the lot, which is parallel to and at a maximum distance from the front lot line. See Figure 13: Rear Lot Line Chord for Irregular Lots).

YARD, REQUIRED

A required open space on a lot which is unoccupied and unobstructed from its lowest level to the sky, except for

obstructions specifically permitted by this Ordinance. A yard extends along a lot line for a depth specified by the zoning district in which such lot is located. (See Figure 15: Yards).

YARD, SIDE

A yard extending along a side lot line between the front and rear yard, for the required minimum depth, as specified for the district in which such lot is located, measured perpendicular to the side lot line. (See Figure 15: Yards).

YARD, SIDE STREET

A side yard on a corner lot which abuts a public street. (See Figure 15: Yards).



ZONING AMENDMENT, TEXT

A change in the wording, context, or substance of this Zoning Ordinance.

ZONING AMENDMENT, MAP

A change in the zone boundaries or area district boundaries upon the [Zoning Map](#).

ZONING APPEAL

A request for a review of the Planning Department's interpretation of any provision of this Ordinance.

ZONING DISTRICTS

The districts into which the City of Millersville, Tennessee, has been divided as set forth on the Official [Zoning Map](#).

ZONING INTERPRETATION

An interpretation of the specific provisions of the Ordinance by the Planning

Department in light of the general circumstances that the specific provision was intended to address.

ZONING MAP

A map entitled the Official [Zoning Map](#) of Millersville, Tennessee, which is incorporated into this Ordinance, as part thereof, for the purpose of designating zoning districts.

ZONING PERMIT

A permit required by this Ordinance, issued by the Planning Department, and which is intended to signify compliance with this Ordinance.

ZONING VARIANCE

A decision of the Board of Zoning Appeals that permits an applicant to depart from the precise regulations of this Ordinance. A variance may be granted only in the specific instances authorized in this Ordinance and only in accordance with the standards of this Ordinance.

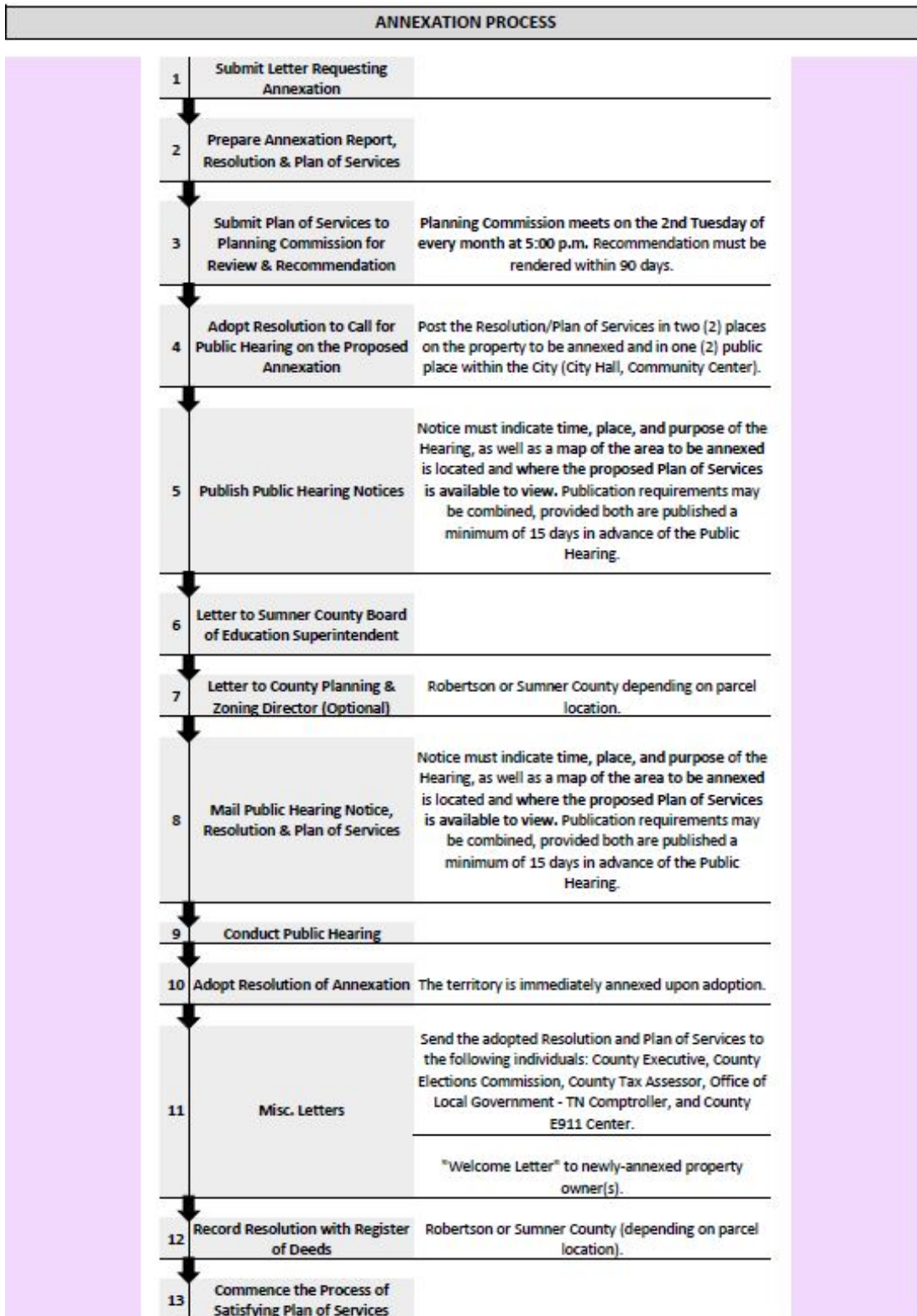
ZONING VERIFICATION

A zoning certificate verifying that buildings, structures, or uses are consistent with the terms of this Zoning Ordinance for the purpose of carrying out and enforcing its provisions.

APPENDICES

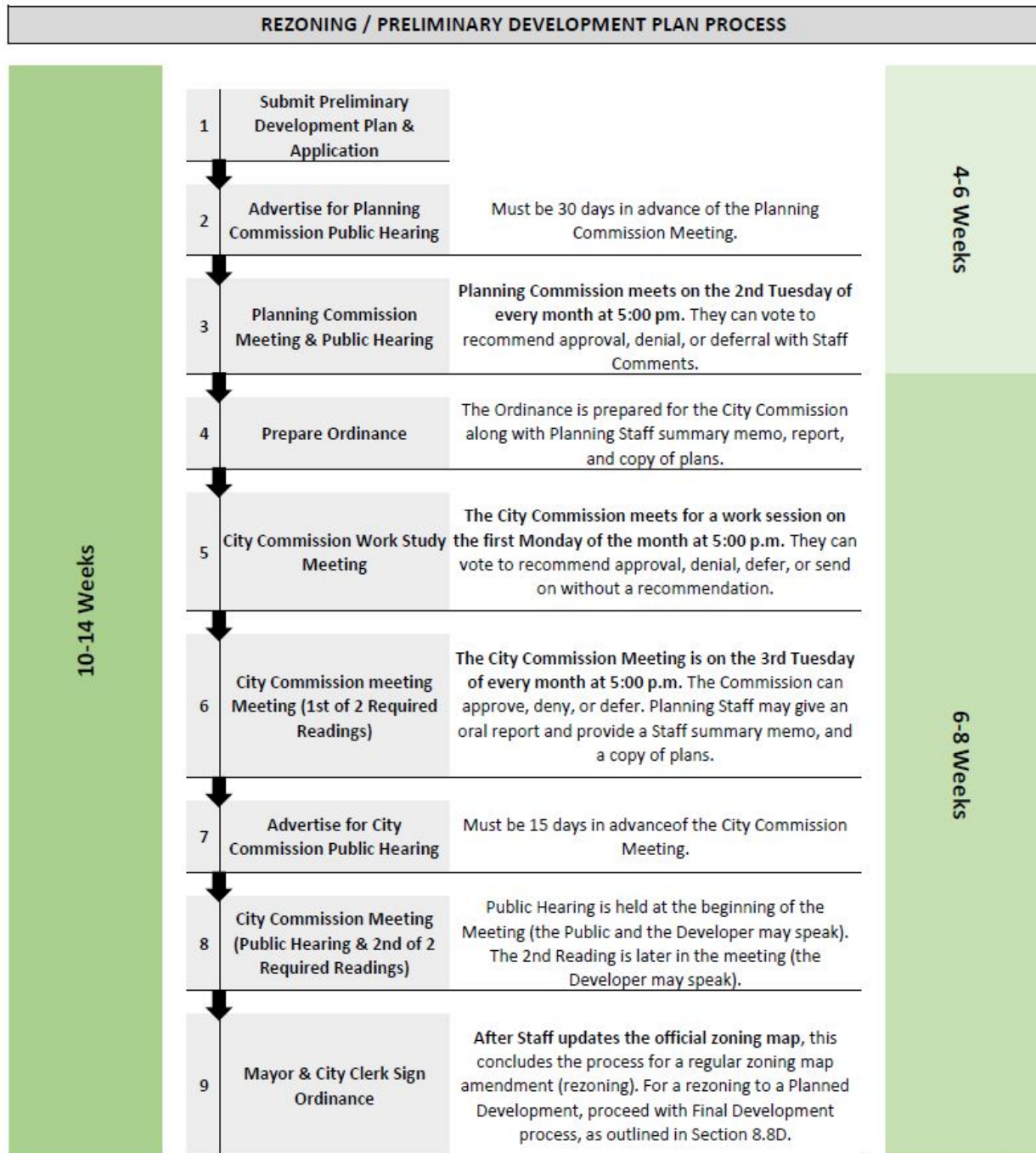
- APPENDIX A | ANNEXATION, REZONING / PRELIMINARY DEVELOPMENT PLAN, FINAL DEVELOPMENT PLAN, SUBDIVISION REVIEW, AND SITE PLAN REVIEW PROCESS
- APPENDIX B | SUBDIVISION AND SITE PLAN LETTER OF CREDIT INSTRUCTIONS AND TEMPLATE
- APPENDIX C | USE LISTINGS / PARKING REQUIREMENTS ASSISTANCE TABLE
- APPENDIX D | LANDSCAPE STANDARDS
- APPENDIX E | CONSENT FOR PROPERTY USE FOR MOBILE VENDOR
- APPENDIX F | AFFIDAVIT OF PUBLIC NOTICE

APPENDIX A | ANNEXATION, REZONING / PRELIMINARY DEVELOPMENT PLAN, FINAL DEVELOPMENT PLAN, SUBDIVISION REVIEW, AND SITE PLAN REVIEW PROCESS



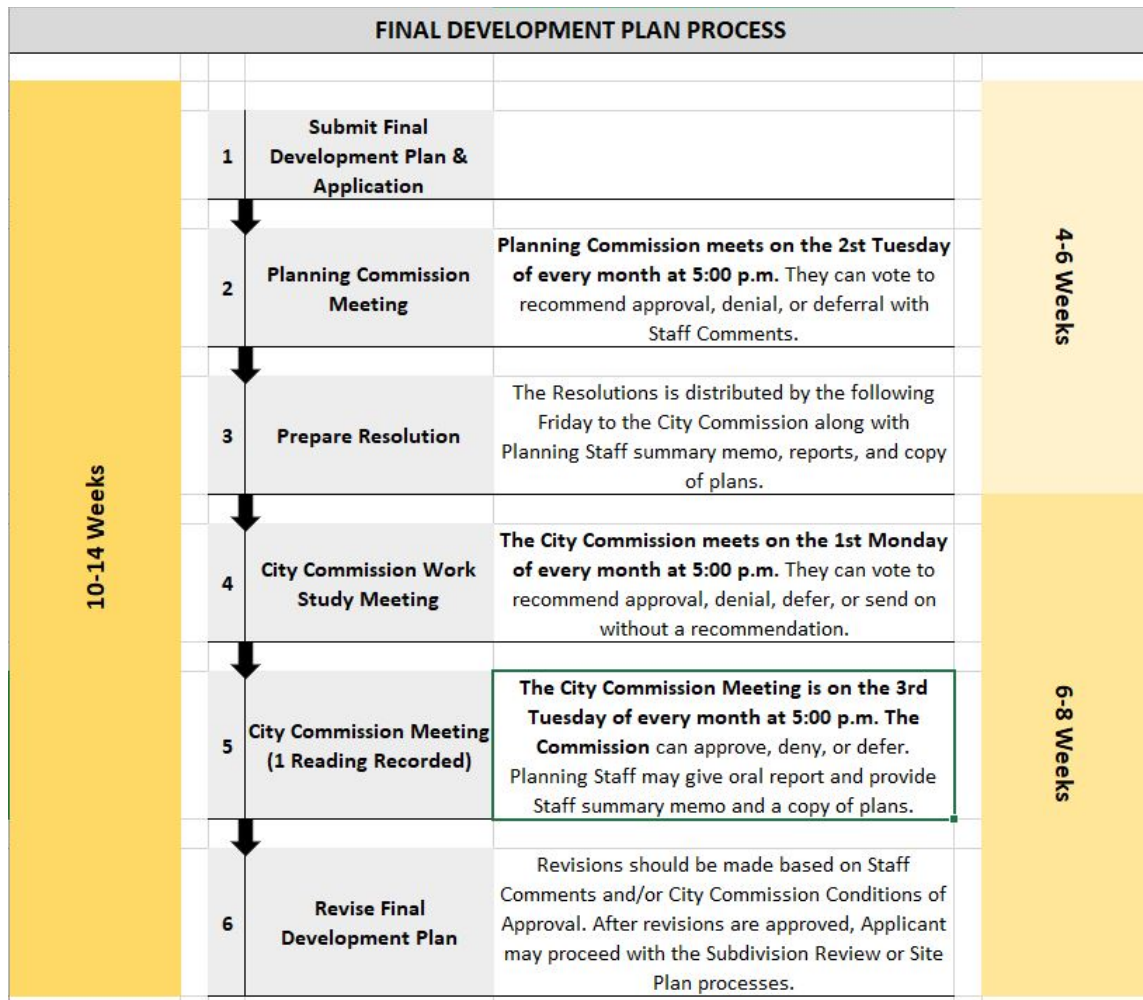
NOTE:

If any discrepancy between this Flow Chart and State Law, State regulations shall rule.



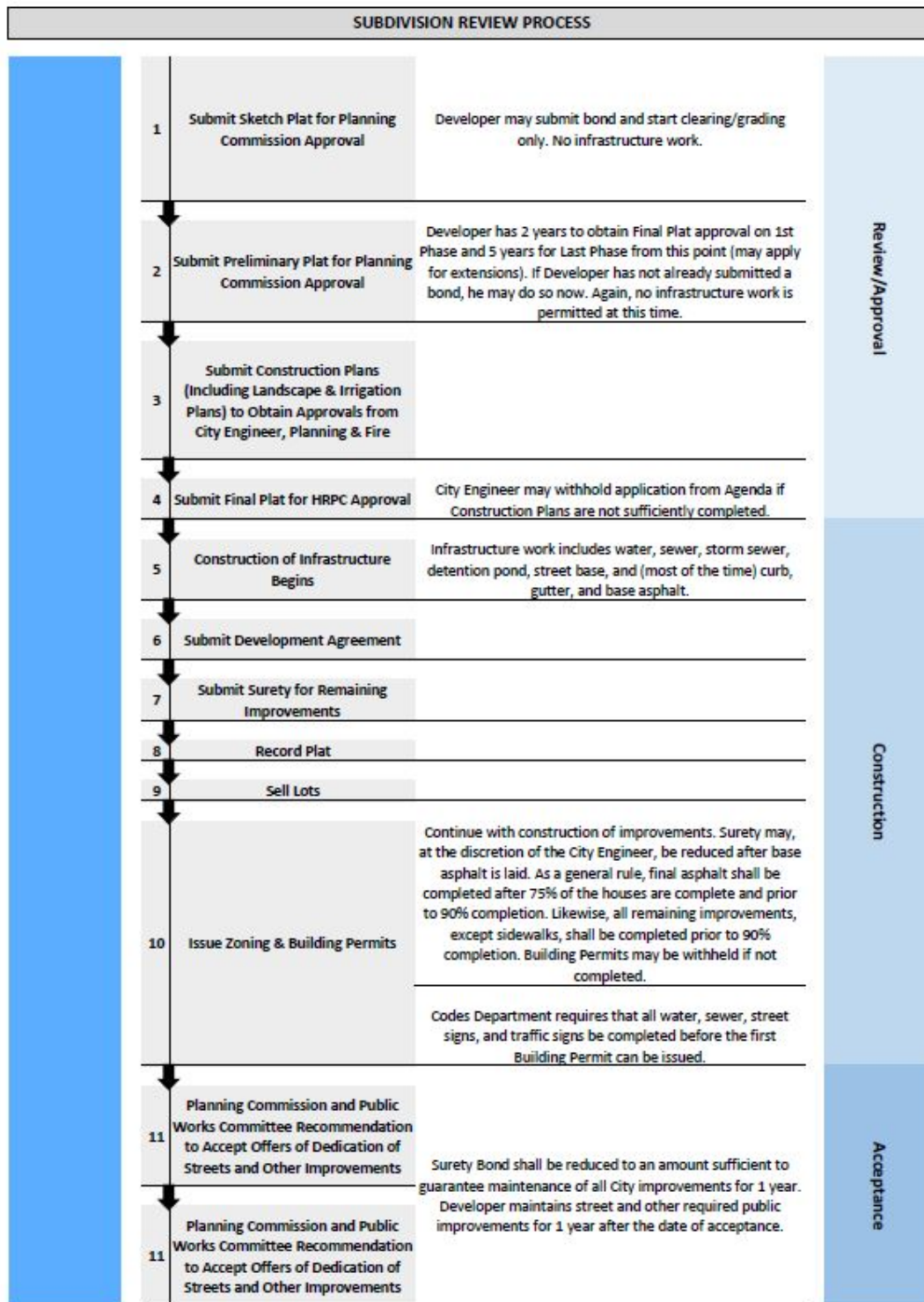
NOTE:

If any discrepancy between this Flow Chart and the Subdivision Regulations, the Subdivision Regulations shall rule. Estimated time frames are based on an optimal flow and assuming approvals – actual timetables may be longer, depending on Project.



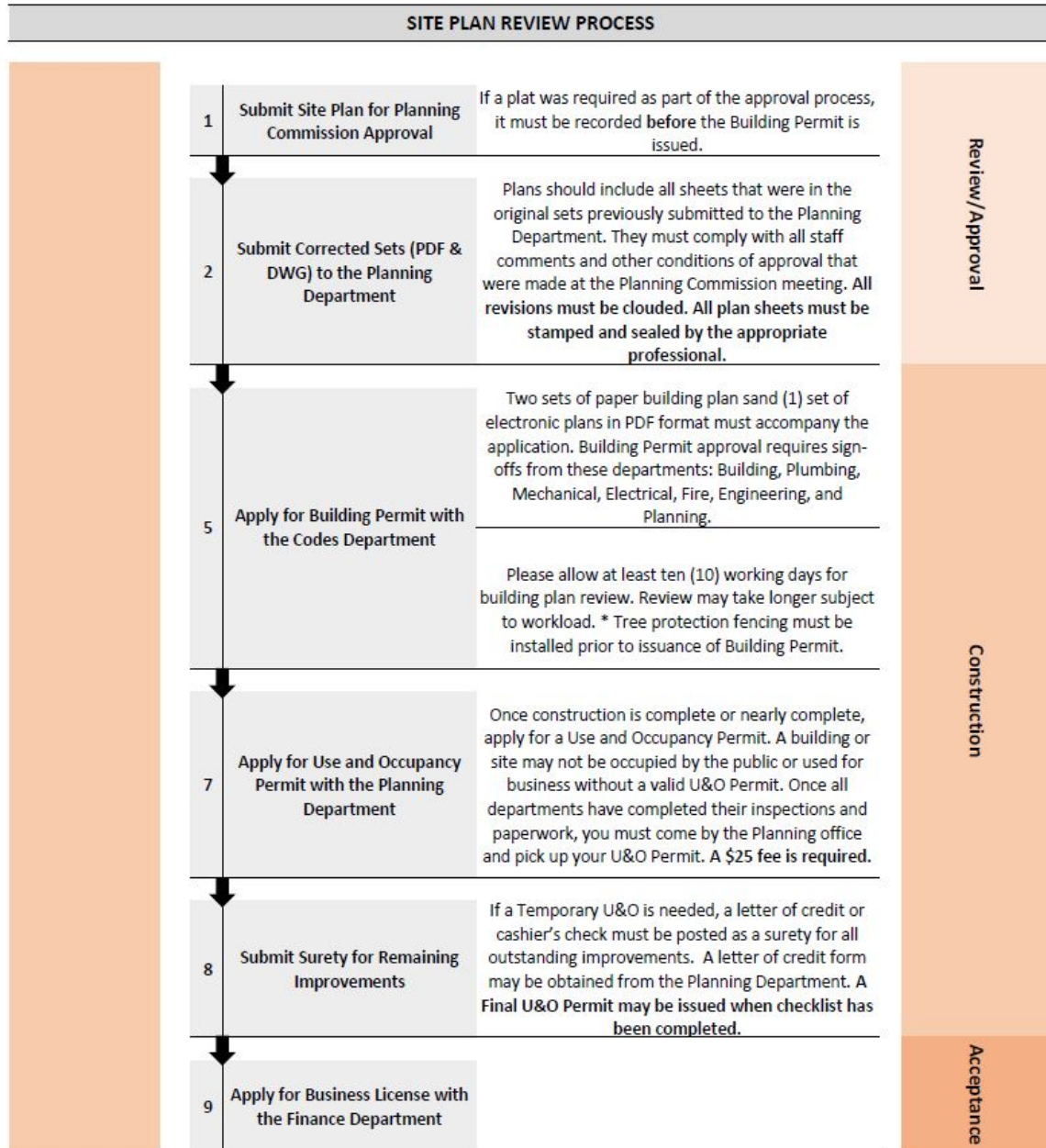
NOTE:

If any discrepancy between this Flow Chart and the Subdivision Regulations, the Subdivision Regulations shall rule. Estimated time frames are based on an optimal flow and assuming approvals – actual timetables may be longer, depending on Project.



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If any discrepancy between this Flow Chart and the Subdivision Regulations, the Subdivision Regulations shall rule. Estimated time frames are based on an optimal flow and assuming approvals – actual timetables may be longer, depending on Project.

APPENDIX B | SUBDIVISION AND SITE PLAN LETTER OF CREDIT INSTRUCTIONS AND TEMPLATE

LETTER OF CREDIT INSTRUCTIONS

1. The Letter of Credit format must follow the template found on the City of Millersville website at: <https://www.cityofmillersville.com/> – Departments – Planning and Zoning – [Letter of Credit](#). Use either the LOC of Site Plan or Subdivision, based on which is needed.
2. The Planning Commission Approval date and the exact Phase/Section (for subdivisions) will need to be incorporated on the first page.
3. On the first page, this exact verbiage must be included:

This Letter of Credit is valid for an initial period of one (1) year and shall be automatically renewed for successive periods of one (1) year without any effort on the part of the City. We reserve the right to revoke this Letter of Credit, but only after providing the Beneficiary with 90 days' notice by certified mail, return receipt requested.

4. The second page of the Letter of Credit is where the City often finds discrepancies. The intention of the verbiage is to either 1) have the Letter of Credit taken to a local bank, or 2) in the event of a larger corporation, provide the option for the City to take the originals to a local bank to call the LOC, and have the corporate office accept it via fax or email from the local branch. Therefore, the Letter of Credit will either need to state:
 - A. We hereby engage with you that all drafts drawn under and in compliance with the Terms of this Credit will be duly honored if drawn and presented for payment on or before the expiration date of this Credit at [FILL IN THE NAME AND ADDRESS OF THE LOCAL BRANCH WITHIN 75 MILES OF CITY HALL, MILLERSVILLE, TN. The bank shall wire the funds to the City's account within two (2) business days.
 - OR**
 - B. (To be utilized when the corporate office is not local & alternate method is necessary). The local branch bank shall simultaneously submit the Certificate of Default and Draft by facsimile or email to EMAIL OR FAX NUMBER OF THE RESPONSIBLE PARTY AT THE CORPORATE OFFICE. The City may elect to submit the Certificate of Default and Draft directly to the Bank at the above stated facsimile number or email address. The bank shall wire the funds to the City's account within two (2) business days.

(MUST BE ON ORIGINAL BANK LETTER HEAD)
IRREVOCABLE STANDBY **SUBDIVISION** LETTER OF CREDIT NO. #

DATE:

IN FAVOR OF (BENEFICIARY):

City of Millersville
Attn: Planning Department
1246 Louisville Highway
Millersville, Tennessee 37072

FOR ACCOUNT OF (APPLICANT):

AMOUNT:

NAME OF DEVELOPMENT:

We hereby establish our Irrevocable Standby Letter of Credit (hereinafter "Credit") in your favor available by your draft(s) drawn at SIGHT on (Name of Bank) and accompanied by the documents specified below:

1. Certificate of default, signed by the Chairman of the Millersville Planning Commission or the Mayor of the City of Millersville, certifying that: The applicant has not completed, in accordance with the Millersville Subdivision Regulations and the attached Development Agreement, the streets, water lines, sewer lines, and/or other improvements required by said subdivision regulations for (name of subdivision including phase and/or section) approved by Millersville Planning Commission on (date approved), which approval was conditioned upon the completion of the said improvements. The certificate shall also state the approximate dollar amount of damage to the City which amount shall be identical to the face amount of the accompanying draft.
2. Original Letter of Credit and Amendments if any.

This Letter of Credit is valid for an initial period of one (1) year and shall be automatically renewed for successive periods of one (1) year without any effort on the part of the City. We reserve the right to revoke this Letter of Credit, but only after providing the Beneficiary with 90 days' notice by certified mail, return receipt requested.

PAGE ONE OF TWO (CONT. ON PAGE TWO)
PAGE TWO OF TWO OF IRREVOCABLE STANDBY LETTER OF CREDIT
NO.# _____

All drafts must be marked: "Drawn under (Name and Address of Bank). Credit No.# _____."

Except so far as otherwise expressly stated this Credit is subject to the International Standby Practices/ISP98, International Chamber of Commerce Publication No. 590 or ICC Publication No. 600.

We hereby engage with you that all drafts drawn under and in compliance with the terms of this Credit will be duly honored if drawn and presented for payment on or before the expiration date of this Credit at **(name and address of local branch bank – must be within 75 miles of City Hall, Millersville, TN).**

{OR: Include the following language if the alternative method of payment described therein is chosen by the Bank}.

The local branch bank shall simultaneously submit the Certificate of Default and Draft by facsimile or e-mail to **(Bank's Letter of Credit Department facsimile number or e-mail address)**. The City may elect to submit the Certificate of Default and Draft directly to the Bank at the above stated facsimile number or e-mail address. The bank shall wire the funds to the City's account within two (2) business days.

Signed by Officer of Bank

Print Name and Title

(MUST BE ON ORIGINAL BANK LETTER HEAD)
IRREVOCABLE STANDBY **SITE PLAN** LETTER OF CREDIT NO. #

DATE:

IN FAVOR OF (BENEFICIARY):

City of Millersville
Attn: Planning Department
1246 Louisville Highway
Millersville, Tennessee 37072

FOR ACCOUNT OF (APPLICANT):

AMOUNT:

NAME OF DEVELOPMENT:

We hereby establish our Irrevocable Standby Letter of Credit (hereinafter "Credit") in your favor available by your draft(s) drawn at SIGHT on (Name of Bank) and accompanied by the documents specified below:

1. Certificate of default, signed by the Chairman of the Millersville Planning Commission or the Mayor of the City of Millersville, certifying that: The applicant has not completed, in accordance with the Millersville Zoning Ordinance, the building and site improvements required by said Zoning Ordinance and the approved Site Plan for (name of business or project) approved by Millersville Planning Commission on (date approved), which approval was conditioned upon the completion of the said improvements. The certificate shall also state the approximate dollar amount of damage to the City which amount shall be identical to the face amount of the accompanying draft
2. Original Letter of Credit and Amendments if any.

This Letter of Credit is valid for an initial period of one (1) year and shall be automatically renewed for successive periods of one (1) year without any effort on the part of the City. We reserve the right to revoke this Letter of Credit, but only after providing the Beneficiary with 90 days' notice by certified mail, return receipt requested.

PAGE ONE OF TWO (CONT. ON PAGE TWO)
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Signed by Officer of Bank

Print Name and Title

APPENDIX C | USE LISTINGS / PARKING REQUIREMENT ASSISTANCE TABLE

A

ADULT-ORIENTED ESTABLISHMENT

A use type with the same meaning as the term “adult-oriented establishment” as used in T.C.A. Section 7-51-1102, and in construing this term, the definition contained in T.C.A. Sections 7-51-1102(1) – (6) and (9) – (26), are likewise incorporated by reference and made a part of this Ordinance.

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
						C		10.3.11

	1 per 100sf GFA
--	-----------------

ANIMAL HOSPITAL

An establishment for the care and treatment of the diseases and injuries of animals and where animals may be boarded during their convalescence. Includes veterinary clinics. An Animal Hospital shall not include Kennel.

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
P	C		P	P	P	P		

	1 per 300sf GFA
--	-----------------

ART GALLERY

A commercial establishment engaged in the sale, loan, and/or display of paintings, sculpture, video art, or other works. Art Gallery does not include Cultural Facility, such as a library, museum or non-commercial gallery that may also display paintings, sculpture, video art, or other works.

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
P	P		P	P	P			

	1 per 800 sf GFA
--	------------------

ASSISTED LIVING FACILITY

A facility that provides daily assistance and long-term residence for disabled or elderly individuals. This includes a combination of housing, supportive services, personalized assistance, and health care designed to respond to the individual needs of those who need help with activities of daily living, such as dressing, grooming, bathing, etc. An Assisted Living Facility shall not include Independent Living Facility, Community Residence or Nursing Home.

RR	ER	SR-1	SR-2	THR ²	WR ²	MXR ^{2,3}	OTR	MFR	OTC ³	MXC ^{2,3}	US
		C	C			P	C	P	C	P	10.3.1

MXR	NC	O	OTC	MXC	GC	HC	I	US
P	C	C	C	P	P			10.3.1

	.2 per bedroom + 1 per 2 employees
--	------------------------------------

B

BANQUET HALL

An establishment which is rented by individuals or groups to accommodate private functions, such as banquets, weddings, anniversaries, and other similar celebrations. Such use may or may not include kitchen facilities for the preparation or catering of food, the sale of alcoholic beverages for on-premises consumption only during scheduled events and not open to the general public, and/or outdoor gardens or reception facilities.

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
		P	P	P	P			

	1 per 4 seats (based on maximum capacity) + 1 per 2 employees (based on largest shift)
--	----------------------------------------------------------------------------------------

BED AND BREAKFAST INN

A residential facility within which not more than five (5) sleeping rooms are provided for rent on an occasional or regular basis to a maximum of two (2) persons or one (1) family unit per room for periods not to exceed twenty-one (21) consecutive days, with breakfast and occasional family style meals provided for registered overnight guests only. Special events may be allowed on a limited basis. A bed and breakfast inn is allowed in a building originally constructed as a one-family dwelling or other pre-existing historic landmark buildings.

RR	ER	SR-1	SR-2	THR ²	WR ²	MXR ^{2,3}	OTR	MFR	OTC ³	MXC ^{2,3}	US
C ⁷	C ⁷	C ⁷	C ⁷		C ⁷	C ⁷	C ⁷	P	C ⁷	P	

	1 per bedroom
--	---------------

BREWERY TAP ROOM AND RETAIL SALES

Retail sale of beer, wine, or liquor manufactured on the premises and the retail sale of shirts, mugs, and other associated products.

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
					P ¹⁵	P ¹⁵	P ¹⁵	

Boarding House (6 or more persons) (no definition or use listing)	1 per bedroom
--------------------------------------------------------------------------	---------------

C

CALL CENTER

(no definition)

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
P ⁴	P ⁴	P	P	P	P	P		

	1 per phone
--	-------------

CAR WASH

A commercial establishment engaged in the washing and cleaning of passenger vehicles, recreational vehicles, or other light duty equipment, whether automatic or by hand.

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
	C			C	P	P		

	1 per 2 employees + 2 stacking spaces per bay
--	-----------------------------------------------

CATERER

(no definition)

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
P	P		P	P	P	P		

	1 per employee
--	----------------

CEMETERY

Land used or dedicated to the burial of the dead, including crematoriums, mausoleums, and necessary sales and maintenance facilities. Mortuaries may be included when operated within the boundary of such cemetery.

RR	ER	SR-1	SR-2	THR ²	WR ²	MXR ^{2,3}	OTR	MFR	OTC ³	MXC ^{2,3}	US
C	C	C	C				C	C			

(and Mausoleum)	1 per 250 sf of office and/or chapel space
-----------------	--------------------------------------------

COMMERCIAL CENTER

(multi-tenant, including retail, office, restaurants)¹ (no definition or use listing)

	1 per 200sf GFA: 1 st 20,000sf 1 per 250sf GFA: next 80,000 1 per 300sf GFA: over 100,000
--	------------------------------------------------------------------------------------------------------------

1. A Commercial Center is a multi-tenant development with a mixture of uses including, but not limited to, retail, service, office, and restaurants. Full-service restaurants within such centers shall be provided with the number of parking spaces required for full-service restaurants rather than the lesser number of spaces required for a commercial center.

COMMUNITY GARDEN

A place where community residents may grow vegetables, fruits, herbs, flowers, and similar plants for their personal consumption.

RR	ER	SR-1	SR-2	THR ²	WR ²	MXR ^{2,3}	OTR	MFR	OTC ³	MXC ^{2,3}	US
P	P	C	C		C	P	C	C			

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
------------------	----	---	-----	------------------	----	----	---	----

Any land or buildings used primarily for the storage of equipment, vehicles (3 or more), machinery, building materials, paints, pipe, or electrical components used by the owner or occupant of the premises in the conduct of any construction trade or craft.

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
						P	P	

	1 per 400sf of office area + 1 per 5000sf of storage yard (indoor + outdoor)
--	---------------------------------------------------------------------------------

COUNTRY CLUB

See Social Club.

CULTURAL FACILITY

A use that is open to the public and provides cultural services and facilities including, but not limited to, museums, cultural centers, historical societies, aquariums and libraries operated by a public, private or non-profit organization.

RR	ER	SR-1	SR-2	THR ²	WR ²	MXR ^{2,3}	OTR	MFR	OTC ³	MXC ^{2,3}	US
						P			P	P	

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
P	P		P	P	P			

	2 per 1000 sf GFA
Community Center (no definition or use listing)	3 per 1000 sf GFA



DATA CENTER

A building, dedicated space within a building, or a group of buildings used to house computer systems and associated components, such as telecommunications and storage systems for the remote storage, processing, or distribution of large amounts of data. Does not include Call Center.

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
		C				P	P	

DAY CARE CENTER, ADULT

A facility, other than within a residential dwelling unit, providing care for more than three (3) elderly and/or functionally impaired adults in a protective setting for less than twenty-four (24) hours per day. Adult Day Care Center does not include a program operated by a Place of Worship that provides care for elderly and/or functionally impaired adults in a protective setting for less than twenty-four (24) hours per day.

RR	ER	SR-1	SR-2	THR ²	WR ²	MXR ^{2,3}	OTR	MFR	OTC ³	MXC ^{2,3}	US
		C	C		C	C	C	P	P	P	10.3.3

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
P	P	P	P	P	P			10.3.3

	1 per employee + 1 per 10 children or adults + 2 passenger loading spaces
--	---------------------------------------------------------------------------

DAY CARE CENTER, CHILD

A facility, other than within a residential dwelling unit, providing care for more than three (3) children in a protective setting for less than twenty-four (24) hours per day. Child Day Care Center does not include a program operated by an Educational Facility (all types) or Place of Worship, that provides care for children three (3) years of age or older for less than twenty-four (24) hours per day.

RR	ER	SR-1	SR-2	THR ²	WR ²	MXR ^{2,3}	OTR	MFR	OTC ³	MXC ^{2,3}	US
		C	C		C	C	C	P	P	P	10.3.3

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
P	P	P	P	P	P			10.3.3

	1 per employee + 1 per 10 children or adults + 2 passenger loading spaces
--	---------------------------------------------------------------------------

DAY CARE HOME, ADULT

A dwelling in which a permanent occupant of the dwelling provides care in a protective setting for up to twelve (12) elderly and/or functionally impaired adults who do not spend the night at the dwelling.

RR	ER	SR-1	SR-2	THR ²	WR ²	MXR ^{2,3}	OTR	MFR	OTC ³	MXC ^{2,3}	US
C	C	C	C		C	C	C	P		C	10.3.4

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
C				C				10.3.3

DAY CARE HOME, CHILD

A dwelling in which a permanent occupant of the dwelling provides care for up to twelve (12), children from multiple households. The number counted includes the family's natural or adopted children and all other persons under the age of twelve (12).

RR	ER	SR-1	SR-2	THR ²	WR ²	MXR ^{2,3}	OTR	MFR	OTC ³	MXC ^{2,3}	US
C	C	C	C		C	C	C	P		C	10.3.4
MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US			
C				C				10.3.3			

DRIVING RANGE

An area equipped with distance markers, clubs, balls, and tees for practicing the striking of golf balls, which may include a snack-bar and pro-shop. (No use listing)

(principal use)	1 per tee
-----------------	-----------

DWELLING, MANUFACTURED

A structure, transportable in one (1) or more sections, which, in the traveling mode, is eight (8) body feet or more in width, or forty (40) body feet or more in length, or, when erected on site, is three hundred twenty (320) or more square feet, and which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities, and includes the plumbing, heating, air conditioning, and electrical systems contained in the structure and commonly referred to as a double-wide mobile home; except that “manufactured home” includes any structure that meets all the requirements of this definition, except the size requirements and with respect to which the manufacturer voluntarily files a certification required by the Secretary of Housing and Urban Development and complies with the standards established under this Tennessee Code Annotated Title 68.

RR	ER	SR-1	SR-2	THR ²	WR ²	MXR ^{2,3}	OTR	MFR	OTC ³	MXC ^{2,3}	US
P	C										

Dwelling, Above the Ground Floor (no definition or use listing)	1 per unit In the OTC District: Efficiency or 1-bedroom unit: 1 per dwelling unit 2-bedroom or more unit: 1.5 per dwelling unit
-----------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------

DWELLING, MULTI-FAMILY

A building containing three (3) or more individual dwelling units with varying arrangements of party walls and entrances where each dwelling unit has an individual entrance to a common hallway or the outdoors. Dwelling, Multi-Family shall not include Dwelling, Townhome.

RR	ER	SR-1	SR-2	THR ²	WR ²	MXR ^{2,3}	OTR	MFR	OTC ³	MXC ^{2,3}	US
					P ⁵	P ⁵	P	P	P ⁴	P ⁵	

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
P			P ³	P				

	Efficiency or 1-bedroom unit: 1.5 per dwelling unit 2-bedroom or more unit: 2 per dwelling unit
--	----------------------------------------------------------------------------------------------------

DWELLING, SINGLE-FAMILY

A building containing one (1) individual dwelling unit, which is located on an individual lot and is not attached to any other dwelling unit (includes Modular Dwelling per § TCA Section 68-126-304). Dwelling, Single-Family shall not include Dwelling, Manufactured, Mobile Dwelling.

RR	ER	SR-1	SR-2	THR ²	WR ²	MXR ^{2,3}	OTR	MFR	OTC ³	MXC ^{2,3}	US
P	P	P	P	P ⁵	P	P	P	P	P ⁴	P	

MXR	NC	O	OTC	MXC	GC	HC	I	US
P			P ³	P				

	2 per dwelling unit
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Dwelling, Two-Family (no definition)	2 per dwelling unit
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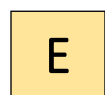
DWELLING, TOWNHOME

A structure consisting of no less than two (2) dwelling units, with no other dwelling, or portion of other dwelling, directly above or below, where each unit has a separate entrance and direct ground level access to the outdoors. These units are connected to other dwelling units by a single party wall with no opening. These units also include what is commonly referred to as duplexes or two-family dwellings. Dwelling, Townhome shall not include Dwelling, Multi-Family. Dwelling, Townhome refers to the design of a building and does not reflect the type of ownership of the individual units.

RR	ER	SR-1	SR-2	THR ²	WR ²	MXR ^{2,3}	OTR	MFR	OTC ³	MXC ^{2,3}	US
	P ⁵	P ⁵	P ⁵	P ⁵	P ⁵	P ⁵	P	P		P ⁵	

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
P			P ³	P				

	2 per dwelling unit
--	---------------------



EDUCATIONAL FACILITY, COLLEGE/UNIVERSITY

A post-secondary institution for higher learning that grants associate or bachelor's degrees. The institution may also have research facilities, and/or professional schools that grant master and doctoral degrees. Also included are residential dormitories, fraternity and sorority houses, student unions, cafeterias, auditoriums, and sporting facilities. Educational Facilities, College/University also includes theological schools for training ministers, priests or rabbis. Educational Facilities, College/University shall not include Educational Facilities, Vocational.

RR	ER	SR-1	SR-2	THR ²	WR ²	MXR ^{2,3}	OTR	MFR	OTC ³	MXC ^{2,3}	US
						C		C	C	C	

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
		P	C	P	P			

	1 per 2 students (based on maximum enrollment) + 1 per classroom
--	------------------------------------------------------------------

EDUCATIONAL FACILITY, PRIMARY/SECONDARY

A public, private, or parochial school offering instruction at the elementary, junior, and/or senior high school levels. In addition to classrooms, other facilities may include auditoriums, cafeterias, and sporting facilities. Boarding facilities may also be allowed.

RR	ER	SR-1	SR-2	THR ²	WR ²	MXR ^{2,3}	OTR	MFR	OTC ³	MXC ^{2,3}	US
C	C	C	C		C	P	C	P	C	P	

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
P		C	C	P	C			

	Primary: 2 per classroom Secondary: 1 per 8 students (based on maximum enrollment) + 2 per classroom
--	---------------------------------------------------------------------------------------------------------

EDUCATIONAL FACILITY, VOCATIONAL SCHOOL

A school established to provide for the teaching of industrial, clerical, managerial or artistic skills. This definition applies to schools that are owned and operated privately for profit and that do not offer a complete educational curriculum. Educational Facilities, Vocational School shall not include Educational Facilities, College/University.

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
		P	C	P	C	P	C	

	1 per 2 students (based on maximum enrollment) + 1 per classroom
--	------------------------------------------------------------------

Educational/Residential Boarding Campus (no definition or use listing)	2 per dwelling unit + 1 per classroom + 1 per employee
-------------------------------------------------------------------------------	--------------------------------------------------------

EQUIPMENT REPAIR

(no definition)

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
	C		C	C		p		

	1 per 500sf GFA
--	-----------------

F

FARM

Land on which the raising of crops or livestock, including orchards, vineyards, nurseries, or animal husbandry, along with any buildings or structures necessary to conduct such activities, but excluding feed lots, stock yards, slaughtering operations and commercial hog farms, poultry houses, silos, grain elevators, plant nurseries, and logging operations.

RR	ER	SR-1	SR-2	THR ²	WR ²	MXR ^{2,3}	OTR	MFR	OTC ³	MXC ^{2,3}	US
P ⁶	P ⁶										

FINANCIAL INSTITUTION

A bank, savings and loan, credit union, mortgage office, or automated teller machine (ATM). A Financial Institution shall not include a payday or title loan agency.

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
P	P	P	P	P	P			

	3 per 1000sf GFA + 2 stacking spaces per lane
--	-----------------------------------------------

FIRE RANGE, INDOOR

(no definition)

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
				C	C	P	C	

FIRING RANGE, OUTDOOR

(no definition)

RR	ER	SR-1	SR-2	THR ²	WR ²	MXR ^{2,3}	OTR	MFR	OTC ³	MXC ^{2,3}	US
	C										

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US

	1 per lane
--	------------

FOOD SERVICE CONTRACTOR

(no definition)

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
					C ⁴	P	P	

	1 per employee
--	----------------

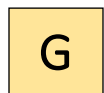
FUNERAL HOME

A building used for the preparation of the deceased for burial display of the deceased and rituals before burial or cremation. A Funeral Home includes chapels located within the building used for the display of the deceased and the conducting of rituals before burial or cremation.

RR	ER	SR-1	SR-2	THR ²	WR ²	MXR ^{2,3}	OTR	MFR	OTC ³	MXC ^{2,3}	US
									P	P	

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
	C		P	P	C			

	1 space per 3 seats
--	---------------------



GENERAL BUSINESS SERVICES

Commercial cleaning, pest exterminating, radio and television production and broadcasting, printing, photo finishing, photographic studios, mailing, interior design services, and similar business services. General Business Services shall not include a payday or title loan agency.

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
P ⁴	P ⁴	P	P	P	P	P		

	3 per 1000sf GFA
--	------------------

GOLF COURSE

A tract of land laid out with at least nine (9) holes for playing a game of golf and improved with tees, greens, fairways, and hazards. A golf course may include a clubhouse, restrooms and shelters as accessory uses. A Driving Range may be included as part of a Golf Course.

RR	ER	SR-1	SR-2	THR ²	WR ²	MXR ^{2,3}	OTR	MFR	OTC ³	MXC ^{2,3}	US
P	P	P	P		P	P		P			

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
P								

	4 per hole
--	------------

GOVERNMENT FACILITY AND OFFICES

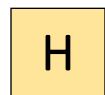
Land, buildings or structures owned, operated and/or occupied by a governmental agency to provide a governmental service to the public including public recreational facilities.

Government Facility and Offices does not include Public Safety Facility or Public Works Facility or school buildings which would be considered Education Facilities.

RR	ER	SR-1	SR-2	THR ²	WR ²	MXR ^{2,3}	OTR	MFR	OTC ³	MXC ^{2,3}	US
P	P	P	P		P	P	P	P	P	P	

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
P	P	P	P	P	P	P	P	

	3 per 1000 sf GFA
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HEALTH/FITNESS CENTER

An establishment that provides exercise facilities such as running, jogging, aerobics, weight lifting, court sports and swimming, as well as locker rooms, showers, massage rooms, saunas, and other related accessory uses.

RR	ER	SR-1	SR-2	THR ²	WR ²	MXR ^{2,3}	OTR	MFR	OTC ³	MXC ^{2,3}	US
						P			P	P	

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
P	P	P	P	P	P			

	4 per 1000 sf of public use area
--	----------------------------------

HEAVY RETAIL, RENTAL, AND SERVICE ESTABLISHMENT.

This use includes retail, rental and/or service establishments that may have permanent outdoor service or storage areas, or partially enclosed structures including, but not limited to, large-scale home improvement centers, building supplies, lumberyards, retail nurseries, garden supply, heavy equipment sales, rental and leasing, truck rental, recreational vehicles, and playground equipment sales and rental.

RR	ER	SR-1	SR-2	THR ²	WR ²	MXR ^{2,3}	OTR	MFR	OTC ³	MXC ^{2,3}	US
										P	

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
				C	C	P		

	4 per 1000sf GFA, including outdoor storage & display areas
--	-------------------------------------------------------------

HELISTOP

Any area used to be used for the landing or take-off of helicopters, or other steep-gradient aircraft capable of hovering, but does not afford refueling, maintenance, or repair facilities, and accommodates only a single helicopter.

RR	ER	SR-1	SR-2	THR ²	WR ²	MXR ^{2,3}	OTR	MFR	OTC ³	MXC ^{2,3}	US
									C	C	

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
		C	C	C	C	C	P	

	2 spaces
--	----------

HIGH IMPACT FACILITY

Public and semi-public facilities and activities which have a high impact upon surrounding land due to nuisance characteristics, traffic generation, and other characteristics. These include airports, energy generating facilities, railroad yards, detention and/or correctional facilities, and similar activities.

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
						C	C	

	1 per employee
--	----------------

HOME FOR THE AGED

Residential home represented and held out to the general public as a home which accepts primarily aged person for relatively permanent, domiciliary care, providing room, board and personal services to four (4) or more non-related persons.

RR	ER	SR-1	SR-2	THR ²	WR ²	MXR ^{2,3}	OTR	MFR	OTC ³	MXC ^{2,3}	US
		C	C			C		P			

HOSPITAL

An institution providing health services primarily for inpatient, or medical or surgical care for the sick or injured, and including the related facilities located within a Hospital, such as laboratories, outpatient departments, training facilities and classrooms, central service facilities and staff offices are integral to the facility.

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
		C	C	C	P	C		

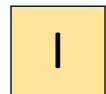
	1 per 2 beds + 2 per 3 employees (based on largest shift)
--	-----------------------------------------------------------

HOTEL/MOTEL

An establishment providing, for a fee, sleeping accommodations and customary lodging services, including maid service, the furnishing and upkeep of furniture and bed linens, and telephone and desk service. Related ancillary uses may include, but shall not be limited to, conference and meeting rooms, restaurants, bars and recreational facilities. Payment is on a daily or weekly basis and the length of stay does not exceed one (1) month for more than twenty-five (25) percent of the rooms. A Hotel/Motel shall not include Multi-Family Dwellings.

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
		P	P	P	P			

	1 per room
--	------------



INDEPENDENT LIVING FACILITY

A residential complex containing dwellings where the occupancy is limited to persons who are fifty-five (55) years of age or older or, if two (2) persons occupy a unit, at least one (1) shall be fifty-five (55) years or older. Such facilities may include common areas for meals and socializing, offer minimal convenience services, but exclude institutional care such as medical or nursing care. An Independent Living Facility shall not include Assisted Living Facility, Community Residence, Nursing Home, or Home for the Aged.

RR	ER	SR-1	SR-2	THR ²	WR ²	MXR ^{2,3}	OTR	MFR	OTC ³	MXC ^{2,3}	US
		C	C		C	C	C	P			10.3.1

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
P	P	P	C	P	P			10.3.1

	1 per dwelling unit + 1 per 2 employees
--	-----------------------------------------

INDOOR ENTERTAINMENT FACILITY

Predominantly spectator uses conducted within an enclosed building including, but not limited to, movie theaters and sport or game matches or exhibitions. An Indoor Entertainment Facility includes accessory uses, such as snack bars or refreshment stands, which are designed and intended primarily for the use of patrons. Indoor Entertainment shall not include Indoor Recreation or Live Entertainment. Indoor Entertainment is distinguished from Indoor Recreation in that the predominant use is spectator-oriented and not participatory.

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
C	C		C	P	P			10.3.5

	4 per 1000 sf of public use area
Movie Theater	1 per 4 seats for first 400 seats + 1 per 6 additional seats after first 400

INDOOR RECREATION FACILITY

Predominantly participant uses where recreational activities or games of skill are conducted within a wholly enclosed building including, but not limited to, a bowling alley, pool hall, miniature golf course, arcade, indoor tennis courts, indoor sports arenas, indoor swimming pools, indoor ice rink, or similar uses. An Indoor Recreation Facility shall include accessory uses, such as snack bars or refreshment stands that are designed and intended primarily for the use of patrons. Indoor Recreation Facility may also include those establishments that maintain a restaurant on-premises for patrons of the establishment. Indoor Recreation Facility shall not include Indoor Entertainment.

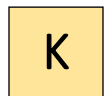
MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
C	C		C	P	P	C	C	10.3.5

	4 per 1000 sf of public use area
Bowling Alley	2 per lane

INTERIOR DESIGN SERVICES

(no definition)

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
P	P ⁴	P	P	P	P			

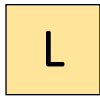


KENNEL

An establishment where pet animals owned by another person are temporarily boarded for pay or remuneration of any sort. Kennel shall include those facilities where pet animals are boarded for the day. Kennel shall not apply to zoos or animal hospitals operated by veterinarians duly licensed under the law where the boarding of animals is accessory to medical treatment.

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
			C		P	P		10.3.7

	1 per 1000sf GFA + 1 per employee
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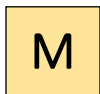


LIVE ENTERTAINMENT

A musical, theatrical, dance, cabaret or comedy act performed live by one (1) or more persons. Restaurants that regularly host such performances shall be considered Live Entertainment uses. Restaurants that include dancing by patrons and guests are considered Live Entertainment uses. A Live Entertainment establishment may possess a beer and liquor license and provide food for consumption on the premises.

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
			P	P	C			

	4 per 1000 sf of public use area
--	----------------------------------



MACHINE SHOP

(no definition)

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
						P	P	

	1 per employee
--	----------------

MANUFACTURING, HEAVY

Manufacturing uses that involve the generation outside the property of noise, odor, vibration, or dust. Examples include, but are not limited to: manufacture or assembly of machinery, equipment, instruments, vehicles, appliances, communications equipment, computer or electronic equipment, precision items and other electrical items; the processing of food and related products, dry cleaning plants, lumber mills, pulp and paper mills, and the manufacture of other wood products; and electric power generation plants. Specifically prohibited are rendering, petroleum refining, and manufacture of chemicals, fertilizers, paint, and turpentine.

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
							C	

	1 per employee
--	----------------

MANUFACTURING, LIGHT

The mechanical transformation of predominantly previously prepared materials into new products, including the assembly of component parts and the creation of products for sale to

the wholesale or retail markets or directly to consumers. Such uses are wholly confined within an enclosed building, do not include processing of hazardous gases and chemicals, and do not emit noxious noise, smoke, vapors, fumes, dust, glare, odor, or vibration. Examples include, but are not limited to: production of small machines or electronic parts and equipment; woodworking and cabinet building; publishing and lithography; computer design and development; research, development, testing facilities and laboratories; apparel production; assembly of pre-fabricated parts, manufacture of electric, electronic, or optical instruments or devices; manufacture and assembly of artificial limbs, dentures, hearing aids, and surgical instruments; manufacture, processing, and packing of food products, cosmetics, and manufacturing of components, jewelry, clothing, trimming decorations, and any similar item.

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
						P ⁸	P	

	1 per employee
--	----------------

MARINA

(no definition)

RR	ER	SR-1	SR-2	THR ²	WR ²	MXR ^{2,3}	OTR	MFR	OTC ³	MXC ^{2,3}	US
C	C	C	C		P	C	C	C	C	C	

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
C	C		C	C	C			

	1 per 2 slips
--	---------------

MEDIA PRODUCTION FAMILY, MAJOR

A pre-production and/or post production studio complex that encompasses the production of audio, television, and movies located on a minimum of ten (10) contiguous acres of property and consisting of various production buildings/stages, production office space, dressing rooms, administrative/executive buildings, dining, shops, and limited on-site residential units that support the studio complex.

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
						P	P	

MEDICAL/DENTAL CLINIC

A facility operated by one (1) or more physicians, dentists, chiropractors or other licensed practitioners of the healing arts for the examination and treatment of persons solely on an outpatient basis. Medical Clinics shall also include alternative medicine clinics, such as acupuncture and physical therapy offices, which provides integrated care in the treatment of permanent or temporary neurologic and musculoskeletal disabilities. Massage establishments where such service is provided by a certified massage therapist or similar licensed professional shall not be considered a Physical Therapy Office, but rather a Personal Services Establishment.

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
P ⁴	P ⁴	P	P	P	P			

	1.5 per exam room or 1 per 300, whichever is greater
--	------------------------------------------------------

MEDICAL/DENTAL LABORATORY

A business establishment engaged in the testing and analysis of material for medical or dental services, or in the construction, alteration or repair of bridges, crowns, dentures, eyewear, contact lenses, orthodontic appliances or any other prosthetic appliances. Direct contact with patients for consultation, treatment or other services are not included as part of the business activities.

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
		C	P	P	P	P	P	

	1 per employee
--	----------------

MEDICAL REHABILITATION, RESIDENTIAL

(no definition)

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
P	P	P	P	P	P			

	1 per 2 beds + 2 per 3 employees (based on largest shift)
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MEETING/EVENT CENTER

(no definition)

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
C		P	P	P	P			

	1 per 4 seats (based on maximum capacity) + 1 per 2 employees (based on largest shift)
--	----------------------------------------------------------------------------------------

MINING AND QUARRYING

Mineral and stone extraction and processing, including blasting, crushing, screening, conveying, stockpiling and sale of stone, sand, gravel, and other similar mineral and natural resources.

RR	ER	SR-1	SR-2	THR ²	WR ²	MXR ^{2,3}	OTR	MFR	OTC ³	MXC ^{2,3}	US
C	C										

MOTOR VEHICLE DEALERSHIP

Any business establishment that sells or leases new or used automobiles, trucks, vans, trailers, recreational vehicles, boats or motorcycles, or other similar motorized transportation vehicles. An automobile dealership may maintain an inventory of the vehicles for sale or lease either on-site or at a nearby location and may provide on-site facilities for the repair and service of vehicles. Stand-alone used car lots are excluded from this definition.

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
				P ⁵	P ⁶	P ⁶		10.3.8

	1 per 1000sf of sales & display area (indoor + outdoor)
--	---------------------------------------------------------

MOTOR VEHICLE OPERATIONS FACILITY

A privately-owned facility for the dispatch, storage and maintenance of emergency medical care vehicles, taxicabs and other livery vehicles. This also includes wreckers, but storage of vehicles is not permitted (See Motor Vehicle Service and Repair, Major). Motor Vehicle Operations Facility shall not include Public Works Facility or Public Safety Facility, where the vehicles of the fire, police or other municipal departments are dispatched, stored, and/or maintained.

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
			C	C		P		10.3.9

	1 per 1000sf GFA
--	------------------

MOTOR VEHICLE RENTAL ESTABLISHMENT

Rental of automobiles and light trucks and vans, including incidental parking and servicing of rental vehicles.

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
			P	C		P		

	1 per 1000sf of display area (indoor + outdoor)
--	-------------------------------------------------

MOTOR VEHICLE SERVICE STATION/FUEL CENTER

A business where flammable or combustible liquids or gases used as fuel for motor vehicles are stored and dispersed from fixed equipment into the fuel tanks of motor vehicles. Accessory uses may include retail sales including food and drinks for off-premise consumption as may be permitted by other laws.

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
C	C			C	P	P		10.3.7

	2 per 1000sf GFA of any accessory convenience retail and /or food service + 2 stacking spaces per bay for any accessory car wash
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MOTOR VEHICLE SERVICE AND REPAIR, MAJOR

Such use includes, but shall not be limited to, establishments involved in engine rebuilding, transmission repair, major reconditioning of worn or damaged motor vehicles or trailers, towing and collision service, including body, frame or fender straightening or repair, and painting of motor vehicles.

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
						P		10.3.10

	2 per service bay + 1 per 500sf of office & waiting area
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MOTOR VEHICLE SERVICE AND REPAIR, MINOR

Such use includes, but is not limited to, minor repairs to motor vehicles, including repair or replacement of cooling, electrical, fuel and exhaust systems, brake adjustments, relining and repairs, wheel servicing, alignment and balancing, repair and replacement of shock absorbers, and replacement or adjustment of mufflers and tail pipes, hoses, belts, light bulbs, fuses, windshield wipers/wiper blades, grease retainers, wheel bearings, and the like. Motor Vehicle Service and Repair, Minor includes establishments where gasoline and/or fuel oil, and oil, grease, batteries, tires and automobile accessories are sold in addition to the repair facilities.

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
				C	C	P		10.3.10

	2 per service bay + 1 per 500sf of office & waiting area
--	----------------------------------------------------------

N

NURSING HOME

A facility providing bed care and inpatient services on a twenty-four (24) hour per day basis for persons requiring regular medical attention. This definition excludes a facility providing surgical or emergency medical services, or a facility providing care for alcoholism, drug addiction, mental disease or communicable disease. A Nursing Home shall not include Independent Living Facility, Assisted Living Facility, Community Residence or Hospital.

RR	ER	SR-1	SR-2	THR ²	WR ²	MXR ^{2,3}	OTR	MFR	OTC ³	MXC ^{2,3}	US
						C	C	C		P	10.3.1

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
P	P	P	C	P	P			10.3.1

	.2 per bed + 1 per 2 employees
--	--------------------------------

O

OFFICE

A use that engages in the processing, manipulation, or application of business information or professional expertise. Such an office may or may not offer services to the public. An Office is not materially involved in fabricating, assembling, or warehousing of physical products for the retail or wholesale market, nor is an office engaged in the repair of products or retail services. It is characteristic of an Office that retail or wholesale goods are not shown on the premises to a customer. Examples include, but are not limited to, professional offices for non-profit organizations, advertising, accounting, investment services, insurance, contracting, architecture, engineering, legal services, and real estate services. Office does not include government offices, which are considered Government Facility and Offices.

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
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P ⁴	P ⁴	P	P ⁴	P	P			
						3 per 1000 sf GFA		

OUTDOOR ENTERTAINMENT FACILITY

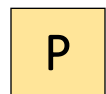
Predominantly spectator uses conducted outdoors in open or only partially enclosed facilities. Typical uses include, but are not limited to, fairgrounds, outdoor stadiums, outdoor theaters, rodeos, music arenas, theme parks and amusement parks. Outdoor Entertainment Facilities shall include accessory uses, such as snack bars or refreshment stands that are designed and intended primarily for the use of patrons. Outdoor Entertainment Facility shall not include Outdoor Recreation Facility.

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
			C	C	C			10.3.5
						2 per 1000 sf of public use area		

OUTDOOR RECREATION FACILITY

Predominantly participant uses that take place outside of a building including, but not limited to, miniature golf courses, golf driving range, swimming pools, tennis courts, ball fields, skateboard parks, and other similar facilities. Outdoor Recreation Facilities shall include accessory uses, such as snack bars or refreshment stands that are designed and intended primarily for the use of patrons. Outdoor Recreation Facilities may also include those establishments that maintain a restaurant on-premises for patrons of the establishment. Outdoor Recreation Facility shall not include Outdoor Entertainment Facility, Parks, Golf Courses and Racetracks.

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
C	C		C	C	P			
						2 per 1000 sf of public use area		



PARKING LOT (PRINCIPAL USE)

An open, hard-surfaced area, other than street or public way, available to the public, to be used for the storage, for limited periods of time, of operable passenger automobiles and commercial vehicles. Such storage may be for compensation, free or as an accommodation to residents of a multi-family dwelling, or clients and customers of a business.

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
		P	P	P	C	P	P	

PARKING STRUCTURE

(no definition)

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
		P	P	P	C	P	P	

PAYDAY/TITLE LOAN AGENCY

Any building, room, space or portion thereof where a business operates that makes loans in exchange for possession of the certificate of title to property or a security interest in titled property, as regulated by Title 45, Chapter 15, of the Tennessee Code Annotated.

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
						P		

PERSONAL SERVICES ESTABLISHMENT

An establishment or place of business primarily engaged in the provision of frequent or recurrent needed services of a personal nature. Typical uses include, but are not limited to, beauty shops, barbershops, tanning salons, massage parlors, shoe repair, laundromats, pet grooming establishments, dry cleaners and tailors.

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
P ⁴	P ⁴	P	P ⁴	P	P			

							3 per 1000sf GFA	
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PLACE OF WORSHIP

A building, together with its accessory buildings and uses, where persons regularly assemble for religious purposes and related social events and which building, together with its accessory buildings and uses, is maintained and controlled by a religious body organized to sustain religious ceremonies and purposes.

RR	ER	SR-1	SR-2	THR ²	WR ²	MXR ^{2,3}	OTR	MFR	OTC ³	MXC ^{2,3}	US
C	C	C	C		C	P	C	P	P	P	

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
P	C	C	P	P	P	P	C	

							1 per 4 seats	
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PLANT NURSERY

The growing, storage and sale of garden plants, shrubs, trees, vines, groundcovers, and other related landscaping materials. Such uses may include greenhouses, outdoor storage of goods, materials, and equipment, irrigation systems, and caretaker's dwellings.

RR	ER	SR-1	SR-2	THR ²	WR ²	MXR ^{2,3}	OTR	MFR	OTC ³	MXC ^{2,3}	US
C ⁶	C ⁶										

							3 spaces per acre	
--	--	--	--	--	--	--	-------------------	--

PRINTING SHOP

(no definition)

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
		P ⁷	P ⁴		P ⁸	P ⁹	P	

	1 per employee
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PUBLIC SAFETY FACILITY

Facilities operated by public safety agencies including fire stations and other fire prevention and firefighting facilities, and police and sheriff substations and headquarters, including interim incarceration facilities. The vehicles of fire and police may be dispatched, stored and/or maintained within the Public Safety Facility.

RR	ER	SR-1	SR-2	THR ²	WR ²	MXR ^{2,3}	OTR	MFR	OTC ³	MXC ^{2,3}	US
P	P	P	P		P	P	P	P	P	P	

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
P	P	P	P	P	P	P	P	

	1 per 600 sf GFA
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PUBLIC WORKS FACILITY AND UTILITY

All production, storage, transmission and recovery facilities for water, sewer, electric, telephone and other similar utilities owned or operated by any public agency or utility. This includes any municipal repair, storage or production facility or public works yard, as well as any accessory office or meeting rooms. Municipal vehicles may be dispatched, stored and/or maintained within the Public Works Facility. Public Works Facility and Utility does not include Public Safety Facility.

RR	ER	SR-1	SR-2	THR ²	WR ²	MXR ^{2,3}	OTR	MFR	OTC ³	MXC ^{2,3}	US
P	P	P	P		P	P	P	P	P	P	

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
P	P	P	P	P	P	P	P	

	1 per 2 employees
--	-------------------

R

RACE TRACKS

(no definition)

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
							C	

	1 per 4 seats for the 1 st 400 + 1 per 6 thereafter
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RADIO & TELEVISION TOWERS & TRANSMISSION FACILITIES

(no definition)

RR	ER	SR-1	SR-2	THR ²	WR ²	MXR ^{2,3}	OTR	MFR	OTC ³	MXC ^{2,3}	US
C	C								C		10.3.12

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
						C	P	10.3.12

	2 spaces
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RECREATIONAL TRAINING SCHOOL

A business establishment which provides training for recreational activities such as martial arts, baseball, soccer, cheerleading, gymnastics and dancing.

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
P	P	C	P	P	P	C	C	

	1 per 250 sf GFA
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RECYCLING DROP-OFF CENTER

(no definition)

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
					C	P	P	10.3.15

RESEARCH AND DEVELOPMENT FACILITY

An establishment where research and development is conducted in the following industries: biotechnology, pharmaceuticals, medical instrumentation or supplies, communications and information technology, electronics and instrumentation, and computer hardware and software. Research and Development Facilities do not involve the manufacture, fabrication, processing or sale of products

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
						P	P	

	3 per 1000sf GFA
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RESTAURANT, CARRY OUT

An establishment that sells ready to consume food or beverages where no provisions are made for consumption on the premises.

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
C	P ¹³	P ^{7,13}	P	P	P			

	1 per 150sf GFA
--	-----------------

RESTAURANT, FULL SERVICE

An establishment where ready to consume food or beverages are prepared, served and primarily consumed on premises. Any facilities for carry-out shall be clearly subordinate to the principal use of providing food for consumption on the premises.

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
C	P ¹³	P ^{7,13}	P	P	P			

	1 per 100sf GFA, plus 1 per 3 outdoor seats
--	---------------------------------------------

RESTAURANT, QUICK SERVICE

An establishment designed for rapid food delivery to customers seated in automobiles or from a counter or drive through window, for consumption on or off the premises. An establishment having a walk-up or drive through window and meeting four (4) or more of the following characteristics shall be deemed a Quick Service Restaurant for zoning purposes:

1. A drive through window with a permanent menu board.
2. Fifty-five percent (55%) or less of the floor area devoted to customer seating.
3. Customers pay for food before consuming it.
4. A self-service condiment bar is provided.
5. Trash receptacles are provided for self-service busing.
6. Packaging of food is done in disposable containers.

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
				C	P			

	1 per 100sf GFA, plus 1 per 3 outdoor seats
--	---------------------------------------------

RETAIL GOODS ESTABLISHMENT

A commercial enterprise that provides physical goods, products or merchandise directly to the consumer, where such goods are typically available for immediate purchase and removal from the premises by the purchaser. Retail Goods Establishment shall not include Heavy Retail, Rental and Service Establishments.

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
P ⁴	P ⁴	P ⁷	P ⁴	P	P			

	4 per 1000sf GFA
--	------------------

REUPHOLSTERY/CUSTOM HOME TEXTILES

(no definition)

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
			P ⁴		P ⁴	P		

	1 per employee
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RIDING STABLE

(no definition)

RR	ER	SR-1	SR-2	THR ²	WR ²	MXR ^{2,3}	OTR	MFR	OTC ³	MXC ^{2,3}	US
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C	C										
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S

SELF-SERVICE STORAGE FACILITY

A facility used only for the storage of property where individual renters control individual storage spaces and no commercial transactions are permitted other than the rental of the storage units.

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
						C	P	

	1 per 100 storage units
--	-------------------------

SHOPPING CENTER

A group of retail and other commercial establishments that is planned, owned and managed as a single property. The center's size and orientation are generally determined by the market characteristics of the trade area served by the center. The two (2) main configurations of shopping centers are malls and strip centers.

	1 per 200sf GFA: 1 st 20,000sf 1 per 250sf GFA: next 80,000sf 1 per 300sf GFA: over 100,000sf
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SIGN-MANUFACTURING/FABRICATING

(no definition)

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
						P	P	

	1 per employee
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SOCIAL CLUB OR LODGE

A membership organization and its premises that holds regular meetings and caters exclusively to members and their guests for social, intellectual, recreational, or athletic purposes. A Social Club or Lodge may, subject to other regulations controlling such uses, maintain dining facilities, possess a liquor license, or engage professional entertainment for the enjoyment of dues-paying members and their guests.

RR	ER	SR-1	SR-2	THR ²	WR ²	MXR ^{2,3}	OTR	MFR	OTC ³	MXC ^{2,3}	US
C	C	C	C		C	C	C	C	C	C	10.3.13

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
C	C	C	P	P	P			10.3.13

	2 per 1000 sf GFA
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SOLAR FARMS, WIND TURBINE FARM & SIMILAR¹⁴

(no definition)

RR	ER	SR-1	SR-2	THR ²	WR ²	MXR ^{2,3}	OTR	MFR	OTC ³	MXC ^{2,3}	US
C											

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
						C	C	

STORAGE SPACE ACCESSORY TO A PRINCIPAL USE – SERVICE, OFFICE, OR RETAIL USE

(no definition or use listing)

	1 per 1000sf GFA (storage space only)
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**TAXIDERMY**

(no definition)

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
			P	P	P	p		

	1 per employee
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(WIRELESS) TELECOMMUNICATIONS FACILITY (TOWER)

Any cables, wires, lines, wave guides, slim pole antennas, and any other equipment or facilities associated with the transmission or reception of communications which a person seeks to locate or has installed upon or near a Tower or Antenna Support Structure, however, Telecommunications Facilities shall not include: any satellite earth station antenna (dish) two (2) meters in diameter or less which is located in an area zoned commercial or industrial; or any satellite earth station antenna (dish) one (1) meter or less in diameter regardless of zoning district.

RR	ER	SR-1	SR-2	THR ²	WR ²	MXR ^{2,3}	OTR	MFR	OTC ³	MXC ^{2,3}	US
C	C	C	C					C			10.3.14

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
						C	P	10.3.14

	2 spaces
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TRUCKING COMPANY/TERMINAL

(no definition)

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
						P	P	

	1 per employee
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U

UTILITY, PRIVATE

(no definition)

RR	ER	SR-1	SR-2	THR ²	WR ²	MXR ^{2,3}	OTR	MFR	OTC ³	MXC ^{2,3}	US

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
P	P	P	P	P	C	P	P	

	1 per 2 employees
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V

VACATION RENTAL

A dwelling unit or other structure rented and/or used exclusively by a person or group of persons for lodging for terms of less than thirty (30) days. Rented means any form of monetary or non-monetary consideration. A Vacation Rental is also a Short-Term Rental.

RR	ER	SR-1	SR-2	WR ²	MXR ^{2,3}	OTR	MFR	OTC ³	MXC ^{2,3}	US
								P		

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
			P		P			

W

WAREHOUSE/DISTRIBUTION

The storage, wholesale and/or distribution of manufactured products, supplies, equipment, and other items.

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
						P ^{9,12}	P ¹²	

	1 per 1000sf GFA
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WELDING SHOP

(no definition)

MXR ²	NC	O	OTC	MXC ²	GC	HC	I	US
						P	P	

	1 per employee
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COMMERCIAL NOTES:

1. The terms in this column ("Use") are defined in [Chapter 16](#) (Definitions).
2. Rezoning to this district requires a Planned Development overlay as per [Chapter 8](#).
3. Dwellings are only permitted above commercial and other permitted non-residential uses.
4. The gross building area used for this use may not exceed 5,000 square feet.
5. New car dealerships only (with accessory used car sales and service).
6. Used car lots must be at least 1,000 feet away from all other used car lots, as measured along the street(s).
7. Retail, Printing, and Restaurant (except drive-through) uses are permitted within the O District within office buildings and in separate buildings within office parks provided the total area of such uses does not exceed fifteen percent (15%) of the total constructed and occupied area within the office building or park.
8. The gross building area used for this use may not exceed 10,000 square feet, except that the Board of Zoning Appeals may grant a conditional use permit to allow up to 25,000 square feet.
9. The gross building area used for this use may not exceed 35,000 square feet.
10. Outside material storage shall be in accordance with [Chapter 10.4.14](#). Heavy equipment such as back hoes, bulldozers, dump trucks, trailers, graders, scrapers, and the like shall be screened from view from all streets by landscaping and/or fencing. See [Chapter 11.4](#).
11. Not exceeding one (1) acre.
12. The storage and warehousing of chemicals, petroleum products, explosives, and other hazardous materials in quantities such that Millersville's building code classifies said storage and warehousing as "hazardous" shall only be allowed with the approval of a Conditional Use Permit.
13. No beer or alcohol sales or consumption. Closed between 9PM and 6AM.
14. See also [Chapter 10.4.22](#) (Solar Panels) for solar panels allowed as an accessory use.
15. See Ordinance 2014-20 for restrictions.

RESIDENTIAL NOTES:

1. The terms in this column ("Use") are defined in [Chapter 16](#) (Definitions).
2. Rezoning to this district shall require a Planned Development overlay as per [Chapter 8](#).
3. See also [Table 5](#): Commercial Districts: Permitted and Conditional Uses.
4. Only permitted above ground floor.
5. Permitted only in Planned Developments. See [Chapter 8.5.5](#) for Use Standards including restriction on maximum number/percent.
6. Ten (10) acres minimum lot size. However, a farm as defined by state law, is exempt from the terms of this Ordinance.
7. Maximum of five (5) bedrooms.

APPENDIX D | LANDSCAPE STANDARDS

AD.1 | IRRIGATION

AD.2 | RECOMMENDED PLANT MATERIALS

AD.3 | TREE SELECTION SPECIFICATIONS

AD.4 | TREE PLANTING SPECIFICATIONS

AD.5 | PLANTING DETAILS

AD.1 IRRIGATION

With the initial Site Plan submittal, a schematic irrigation plan shall be provided which shows the information indicated below:

1. Plans shall be drawn to scale and shall show all existing and proposed physical features and boundaries of areas to be watered.
2. All areas of coverage shall be indicated.
3. Turf, shrub beds, and trees shall be zoned separately.
4. Indicate the type of irrigation (i.e. rotor, spray, drip, etc.) used in each zone.
5. Indicate the point-of-connection.
6. Plan shall be stamped by an IA Certified Irrigation Designer or a registered Landscape Architect.
7. The following note shall be added to the plan: "A detailed irrigation plan complying with all requirements of the Millersville Zoning Ordinance shall be submitted to the City for approval prior to an application for Building Permit."

Prior to application for a building permit, detailed irrigation plans shall be submitted which show the information indicated above, as well as:

1. Indicate piping routes, sizes, classes, and sleeves.
2. Piping shall be installed at a minimum depth of twelve (12) inches.
3. Indicate valve locations, flow and size.
4. Indicate head locations, types and spray patterns. Precipitation rates shall be matched within a zone.
5. Indicate design pressure.
6. Ensure one hundred percent (100%) head-to-head coverage at all times and don't exceed spacing of a nozzle's range.
7. System shall be zoned so as to not exceed the pressure and volume available at the water meter.
8. Zone valves should be located at middle portion on zone and center feed whenever possible.
9. Overspray of paved areas and structures shall be avoided.
10. A rain/freeze sensor shall be installed and located where it can receive direct rainfall.
11. Check valves and pressure regulators shall be employed to control low-head drainage and high pressure.
12. Controller type and location shall be indicated.

13. A backflow preventer shall be installed downstream of the meter and shall have an approved cover.
14. Indicate meter size and location.
15. Plan shall be stamped by an IA Certified Irrigation Designer or a registered Landscape Architect.

As an alternative to submitting a detailed irrigation plan for approval, the developer or contractor may choose to conduct a post-construction field performance audit, using the Irrigation Association's Certified Landscape Irrigation Program. The irrigation system shall meet all performance criteria listed above. The audit shall check the performance of the system for conformance with state and local requirements including meeting standards for the minimum precipitation rate and lower requirement including meeting standards for the minimum precipitation rate and lower quarter distribution uniformity (DU_{LO}) (and where possible, emission uniformity for drip/micro-irrigation systems). In addition, the audit shall also verify the installation of specified water management devices such as a rain shutoff device. Audits shall be performed by an IA Certified Irrigation Auditor.

AD.2 RECOMMENDED PLANT MATERIALS

The following plants are recommended for use in projects submitted to the City. Plants not on this list will be evaluated on a case-by-case basis by the City's landscape architect.

The use of certain cultivars or varieties within a species may be required where needed to obtain a particular growth characteristic. For instance, *Acer rubrum* may be inappropriate to use near powerlines, while *Acer rubrum* 'Armstrong' may fit the available space.

CANOPY TREES

<i>Acer rubrum</i> – Red Maple	<i>Nyssa sylvatica</i> – Black Gum
<i>Acer saccharum</i> – Sugar Maple	<i>Pistacia chinensis</i> – Chinese Pistache
<i>Betula nigra</i> – River Birch	
<i>Carpinus betulus</i> – European Hornbeam	
<i>Carpinus caroliniana</i> – American Hornbeam	
<i>Cercidiphyllum japonicum</i> – Katsuratree	
<i>Cladrastis kentukea</i> – Yellowwood	
<i>Diospyros virginiana</i> - Persimmon	
<i>Ginkgo biloba</i> – Ginkgo	
<i>Liriodendron tulipifera</i> – Tulip Poplar	
<i>Liquidambar styraciflua</i> 'Rotundiloba' - Sweetgum	
<i>Metasequoia glyptostroboides</i> – Dawn Redwood	

Quercus acutissima – Sawtooth Oak
Quercus alba – White Oak
Quercus coccinea – Scarlet Oak
Quercus falcata – Southern Red Oak
Quercus imbricaria – Shingle Oak
Quercus lyrata – Overcup oak
Quercus palustris – Pin oak
Quercus phellos – Willow oak

Quercus prinus – Chestnut oak
Quercus rubra – Red oak
Quercus shubardii – Shumard Oak
Tilia Americana – American Linden
Tilia cordata – Littleleaf Linden
Taxodium distichum – baldcypress
Ulmus parvifolia – Lacebark Elm
Zelkova serrata – Zelkova

ORNAMENTAL/UNDERSTORY TREES

Acer buergerianum – Trident Maple
Acer griseum – Paper Bark Maple
Aesculus pavia – Red Buckeye
Amelanchier arborea – Serviceberry
Cercis Canadensis – Redbud
Chionanthus virginicus – Fringe tree
Cornus florida – Flowering Dogwood
(anthracnose resistant cultivars)
Cornus kousa – Kousa Dogwood
Cornus mas – Cornelian cherry Dogwood
Crataegus viridis ‘Winter King’ – Winter King
Hawthorn
Franklinia alatamaha – Franklin tree
Koeleruteria panucolata – Golden Rain tree
Lagerstroemia indica – Crepe Myrtle
Magnolia x soulangiana – Saucer magnolia

Magnolia stellata – Star magnolia
Magnolia virginiana – Sweetbay Magnolia
Malus cultivars, disease resistant only, e.g.
‘Adirondack’, ‘Callaway’, ‘Centennial’,
‘Donald Wyman’, ‘Prairiefire’, ‘Sugar Tyme’
Ostrya virginiana – American Hophornbeam
Oxydendrum arboreum – Sourwood
Pinus thunbergia – black pine
Prunus campanulata – Okame Cherry
Prunus subhirtella var. autumnalis –
Autumn Flowering Cherry
Prunus yedoensis – Yoshino cherry
Styrax japonica – Japanese Snowball
Syringa reticulata – Lilac Tree

BUFFER TREES

Cedrus atlantica – Atlas cedar
Cedrus deodara – Deodar Cedar
Cryptomeria japonica – Cryptomeria
Ilex attenuata ‘Fosteri’ – Foster holly
Ilex x ‘Nellie R. Stevens’ – Nellie R. Stevens
holly
Ilex opaca – American Holly
Juniperus virginiana – Eastern Red Cedar
Magnolia grandiflora – Southern Magnolia
Magnolia virginiana – Sweetbay Magnolia
Picea abies – Norway Spruce

Pinus nigra – Austrian Pine
Pinus sylvestris – Scots Pine
Pinus taeda – Loblolly Pine
Pinus thunbergii – Black Pine
Pinus virginiana – Virginia pine
Prunus caroliniana – Carolina Cherry Laurel
Thuja occidentalis – Arborvitae
Tsuga canadensis – Canadian Hemlock
Tsuga caroliniana – Hemlock

BUFFER SHRUBS

Eleagnus pungens – Fragrant olive
Ilex aquifolium – English holly
Ilex cornuta ‘Burfordii’ – Burford holly
Ilex cornuta ‘Nellie R. Stevens’ – Nellie R
Stevens holly
Ilex crenata – Japanese Holly

Prunus caroliniana – cherry laurel
Prunus laurocerasis – English laurel
Viburnum rhytidophyllum – leatherleaf
viburnum
Viburnum ‘Pragense’ – Prague viburnum

SUPPLEMENTAL BUFFER SHRUBS

(These should be used in conjunction with buffer shrubs above:)

Aesculus parviflora – Bottlebrush Buckeye
Aesculus pavia – Red Buckeye
Aronia arbutifolia – Red chokeberry
Forsythia x intermedia – Flowering forsythia
Ilex verticillata – Winterberry

Viburnum dentatum – Arrowwood
viburnum
Hamamelis virginiana – Common witchhazel
Hamamelis x intermedia

AD.3 TREE SELECTION SPECIFICATIONS

AD.3.1 | Plants shall be so trained in development and appearance as to be unquestionable superior in form, compactness, and symmetry. They shall be sound, healthy, vigorous, well branched and densely foliated when in leaf, and free of disease and insect adult eggs, pupae, or larvae. They shall have healthy, well-developed root systems and shall be free from physical damage or other conditions that would prevent thriving growth.

AD.3.2 | There shall be no circling or girdling roots. Circling roots should be cut in at least one (1) place.

AD.3.3 | Trees should be rooted into the root ball so that soil or media remains intact and trunk and root ball move as one when lifted, but not root bound. The trunk should bend when gently pushed and should not be loose, so it pivots at or below soil line.

AD.3.4 | The point where the top-most root in the root ball emerges from the trunk shall be within two (2) inches of the soil surface. It can be exposed and visible at the soil surface. If it is not within the top two (2) inches of soil, gently remove the top layer of soil from the root ball until the first major root flare is visible.

AD.3.5 | The relationship between caliper, height, and root ball size shall meet the ANSI Z60.1 standard, latest edition.

AD.3.6 | There should be one (1) dominant leader to the top of the tree with the largest branches spaced at least six (6) inches apart. There can be two (2) leaders in the top ten percent (10%) of the tree if it is otherwise of good quality.

AD.3.7 | The tree canopy should be symmetrical and free of large voids. Clear trunk should be no more than forty percent (40%) of tree height unless otherwise specified in the planting specifications. Clear trunk shall be of sufficient height to clear surrounding uses that may be impacted by the future growth of the tree.

AD.3.8 | Open trunk and branch wounds shall be less than ten percent (10%) of the circumference at the wound and no more than two percent (2%) inches tall. Properly made pruning cuts are not considered open trunk wounds. There should be no conks or bleeding, and there should be no signs of insects or disease on more than five percent (5%) of the tree.

AD.3.9 | If any of the above conditions are not met, trees may be rejected.

AD.4 TREE PLANTING SPECIFICATIONS

AD.4.1 | The depth of the hole dug should be about ten percent (10%) less than the distance from the top-most root (measured where it joins the trunk) to the bottom of the root ball. The width of the hole shall be at least two (2) times the width of the root ball.

AD.4.2 | Cut away burlap and wiring so that at least one-third (1/3) of the root ball is exposed. Synthetic burlap shall be removed entirely. All twine and rope shall be removed from the base of the tree and from any branches.

AD.4.3 | After planting, the topmost root shall be no more than two (2) inches below the soil surface. Additional soil should be removed. The surrounding grade should be even with or slightly lower than the top root.

Please note: some trees will arrive from the nursery with too much soil covering the first major root flare. This soil should be removed. The resulting soil line should be even with or above the surrounding grade.

AD.4.4 | Three (3) inches of mulch shall be applied to cover the sides of the root ball to a point even with the dripline. Do not add any soil to the top of the root ball. Do not add any more than one (1) inch of mulch to the top of the root ball.

AD.4.5 | In poorly drained soil, position the top of the root ball ten percent (10%) or more above the surrounding grade. No more than twenty percent (20%) of the root ball should be above the surrounding grade.

AD.5 PLANTING DETAILS

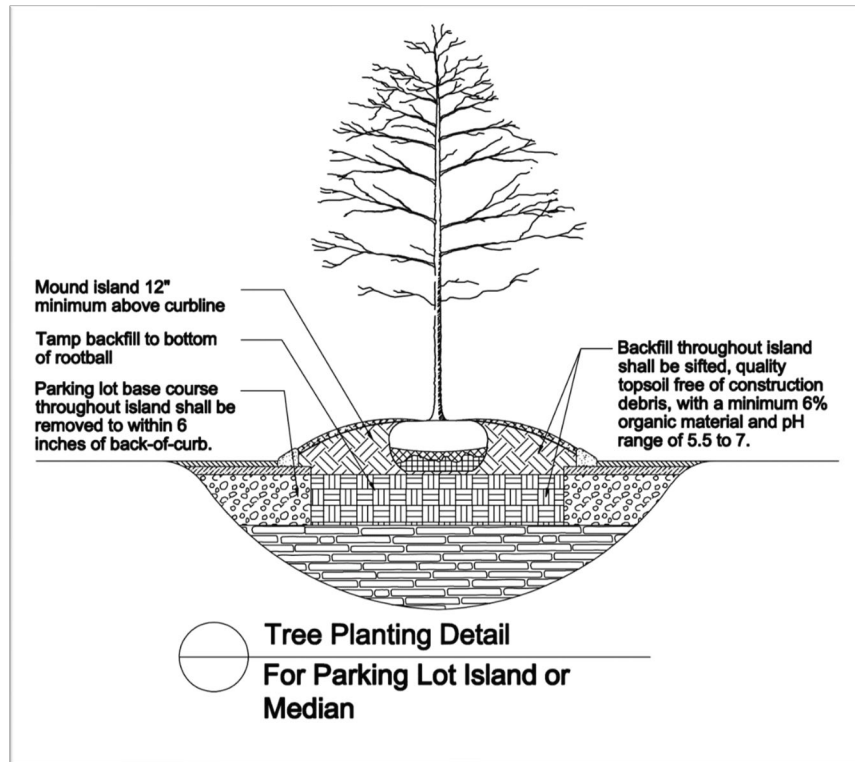


Illustration 1: TREE PLANTING DETAIL

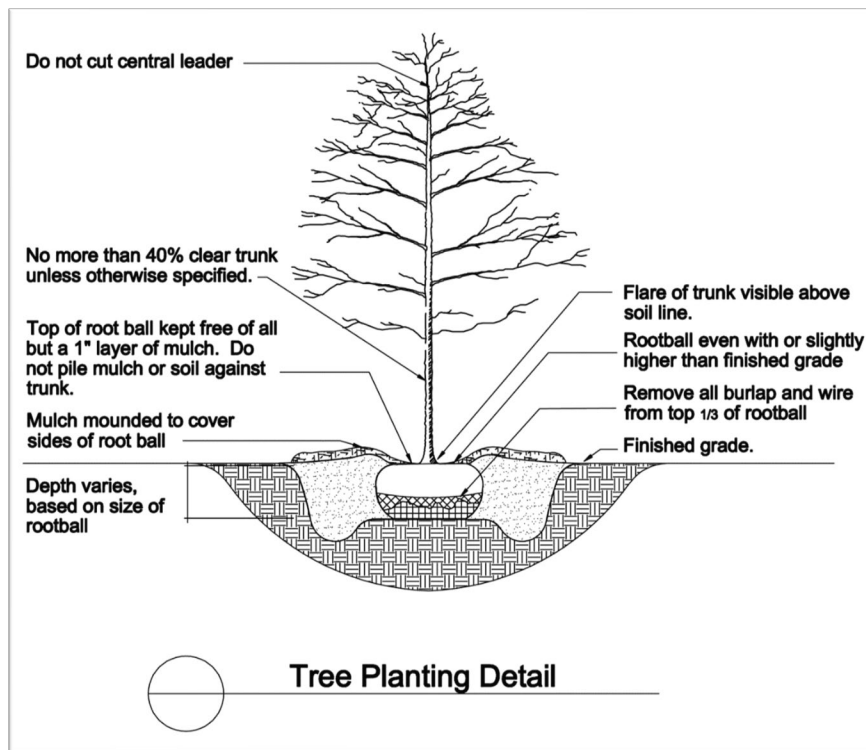


Illustration 2: TREE PLANTING DETAIL FOR PARKING LOT ISLAND OR MEDIAN

Illustration 3: TREE STAKING DETAIL

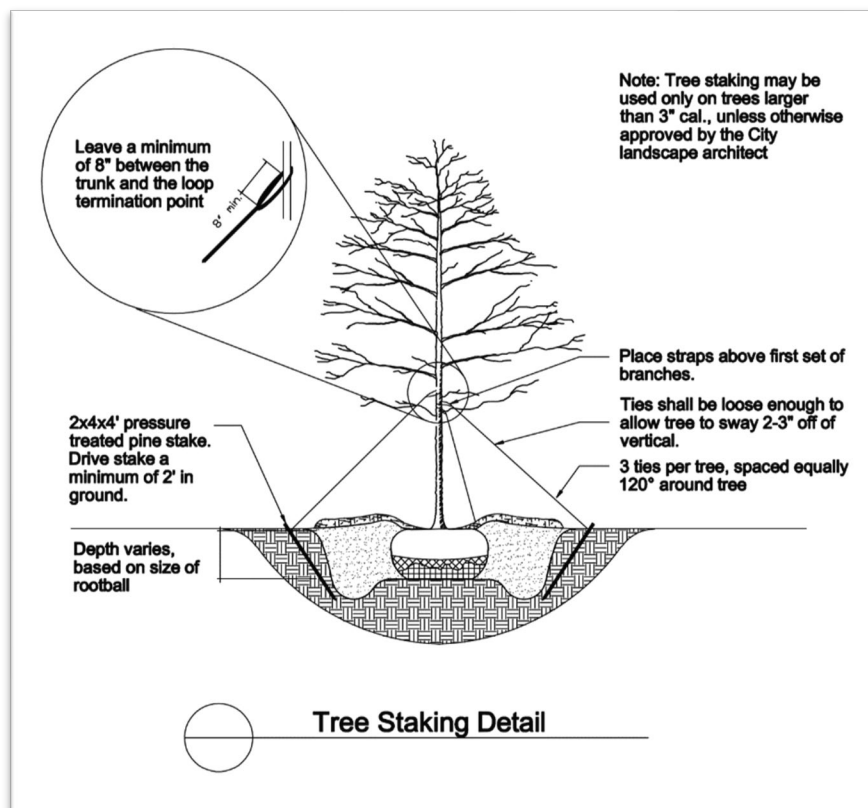


Illustration 4: TREE PIT DRAINAGE DETAIL

Illustration 5:

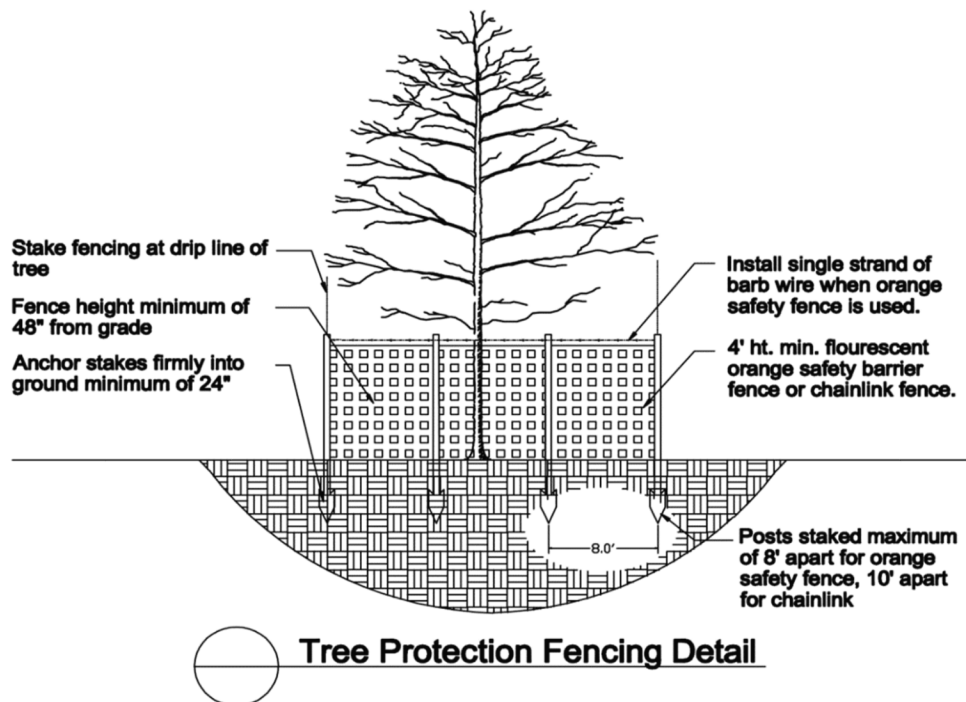
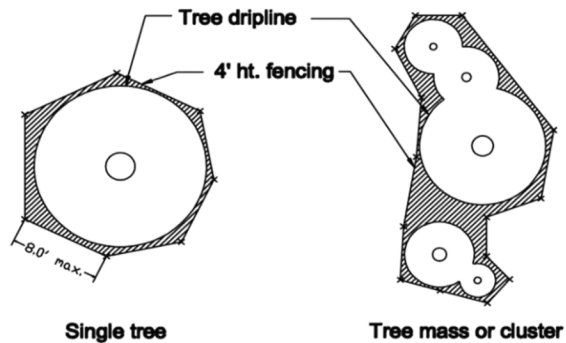


Note: Test all tree pits for drainage by filling with water.

TREE

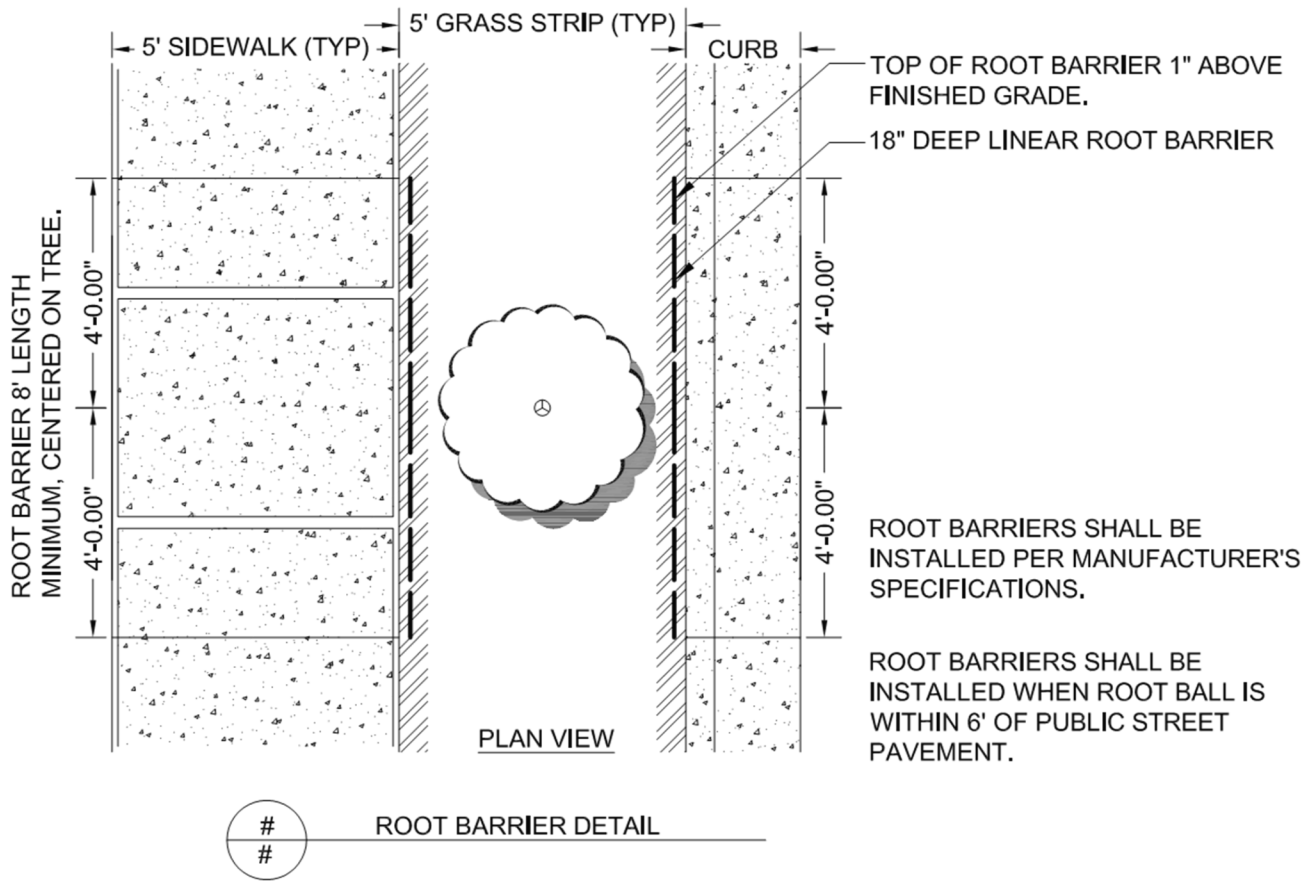
Tree Protection Fencing Notes

1. Tree protection fence shall be minimum of 4' tall and constructed of orange safety fabric or chainlink. Fence shall be mounted on vertical pipes driven 2' in the ground, at a maximum of 8' on center for safety fence or 10' for chainlink.
2. Tree protection fencing shall be erected at the dripline of the tree or 12' from the trunk, whichever is greater. Fence shall be installed prior to the start of any clearing, grading or other construction activity.



e

PROTECTION FENCING DETAIL



APPENDIX E | CONSENT FOR PROPERTY USE FOR MOBILE VENDOR TEMPLATE

CONSENT FOR PROPERTY USE FOR MOBILE VENDOR

I, _____, give permission as the owner of property at
(Property Owner)

_____, Millersville, TN, to allow _____
(Property Address) (Business Owner)
to utilize my property for mobile vendor purposes, also known as the

_____. This permission is contingent on the acknowledgement of the
(Business Name)
City of Millersville restrictions on mobile vendors as stated in the Millersville

Zoning Ordinance, Article 10, Section 6C6, attached. The undersigned does further
agree to comply with these restrictions at all times in regard to the property at

_____, Millersville, TN.
(Property Address)

Property Owner's Signature

Business Owner's Signature

State of Tennessee
County of _____

On this _____ of _____, 2019, before me personally appeared _____,
to me known to be the persons described in and who executed the foregoing instrument, and
acknowledged that they executed the same as their free act and deed.

Notary Signature
Notary Public
State of Tennessee
(SEAL)

My Commission Expires: _____

APPENDIX F | AFFIDAVIT OF PUBLIC NOTICE

AFFIDAVIT OF PUBLIC NOTICE

_____ of _____, 2019

PROJECT NAME: _____

I certify that all required public notice for the above-referenced project have been appropriately advertised via mail, newspaper, and/or signage, per the City of Millersville Zoning Ordinance, Chapter 3.3. A copy of the completed public hearing record is attached.

Planning Director, City of Millersville, Tennessee

STATE OF TENNESSEE

COUNTY OF _____

Personally appeared before me, the undersigned, a Notary Public in and for said County and State, whom I am personally acquainted (or proved to me on the basis of satisfactory evidence) and who acknowledged that he executed the within instrument for the purpose therein contained.

Witness my hand and official seal at Millersville, Tennessee, this _____ of _____, 2019.

(SEAL)

Notary Public

My Commission Expires: _____