

DESIGN REVIEW MANUAL



TOWN OF

SMYRNA



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1. INTRODUCTION

The character of Smyrna's natural and built environment has endured as one of the Town's most important assets in attracting and retaining residents and businesses. In order to enhance and maintain this character, Design Review was adopted in January 1999. Since that time, the population of the Town has grown from 24,000 to over 40,000 in just over a decade. To keep pace with the flourishing population, the building stock has grown as well. In the time that Design Review has been implemented, the quality of development in the Town has advanced notably. The purpose of this manual is to set forth a set of design standards for new and substantially modified development, with the hope that Smyrna's natural and built environment continue to live up to its residents' aspirations.

2. GENERAL PROVISIONS

2.1 BASIS FOR THE STANDARDS

Article I of Smyrna's Zoning Ordinance outlines several basic purposes of zoning that are relevant to design review such as the following:

1. enhancing the character and stability of residential, business, commercial, and industrial areas, and promoting the orderly and beneficial development of such areas;
2. conserving the value of land and buildings;
3. minimizing traffic hazards and congestion;
4. providing for adequate light, air, privacy, and sanitation;
5. reducing hazards from fire, flood, and other dangers;
6. assisting in the economic provision, utilization, and expansion of all services provided by the public, including but not limited to roads, water and sewer services, recreation, schools, and emergency services; and
7. enhancing the natural, man-made and historical amenities of Smyrna, Tennessee.

The standards, which follow, translate these purposes into guidelines for design. This manual also outlines the process which applicants must follow to seek approval of their projects by the Smyrna Municipal Planning Commission.

2.2 ACTIONS SUBJECT TO DESIGN REVIEW

1. Development within the Town limits, which includes any buildings, structures or physical improvements or changes to land, is subject to design review if approval of the development is conditioned upon one of the following:

- (A) Site plan or plot plan approval under Article III of the Zoning Ordinance involving either a new structure or external modification to an existing structure totaling an increase of more than 50% of gross floor area.
- (B) Final planned unit development master development plan approval, unless the plan envisions the construction of only one- and two-family dwellings.
- (C) The development is a public building costing in excess of twenty-five thousand dollars (\$25,000) which may be regulated by the Town of Smyrna under applicable law. Any other governmental entity will be strongly encouraged to comply.
- (D) Any development which requires approval by the Planning Commission which the planning staff determines to possess design characteristics that merit review under this article. Reasons for the planning staff's determination must be clearly stated in writing. Appeals from the staff's determinations shall be filed with the Planning Commission within sixteen (16) days thereof, and resolved by the commission within sixty (60) days of said filing.

2. Reconstruction or repairs required for immediate public health or safety reasons, as determined by the Town Manager or his designee, are expressly exempted from the requirements of this article.

2.3 INTENT AND PURPOSE

This Manual sets forth the goals and standards which the Planning Commission will apply in the Design Review process. The specific requirements stated in the Zoning Ordinance, Subdivision Regulations, or other applicable development standards and regulations adopted by the Town Council or Planning Commission are not reproduced herein. Applicants are advised to consult all such documents prior to preparing plans. This Manual is intended to complement these ordinances and regulations. In the event that there are differences between this manual and other standards adopted by the Town Council or Planning Commission, the more stringent standard shall apply.

The purpose of this article is to conserve property values within the Town of Smyrna by establishing procedures for the design review of development henceforth erected, reconstructed or altered, and thereby

- (A) To promote qualities in the environment that sustain the community's economic well-being.
- (B) To foster the community's attractiveness and functionality as a place to live and to work.
- (C) To preserve the community's heritage by maintaining the integrity of any area(s) enjoying a discernible character contributing to this heritage.
- (D) To safeguard public investment within the community.
- (E) To raise the level of citizen expectations favoring the quality of the community's visual environment.

2.4 ROLE OF THE SMYRNA MUNICIPAL PLANNING COMMISSION

Per TCA 6-54-133, the Planning Commission has been appointed the Design Review Commission by the Town Council and shall administer the provisions of this article including, without limitation:

- (A) Certification that proposed development comports with the design standards set forth herein.
- (B) Recommendation of amendments, as necessary, to the Design Review Manual.
- (C) Consultation with municipal and other appropriate agencies on matters addressed in this article.
- (D) Adoption of such rules of procedure as the Planning Commission may deem necessary.

2.5 DESIGN REVIEW MANUAL

To further the purposes of this article as set forth herein, there is hereby adopted a Design Review Manual. Amendments to the Design Review Manual shall be made by ordinance approved by a majority of the entire membership of the Smyrna Town Council, with appropriate input from the Smyrna Municipal Planning Commission.

2.6 GOALS FOR COMMUNITY APPEARANCE AND CHARACTER

Certain attitudes about Smyrna's appearance and character are widely shared by its residents. These provide the basis for the specific standards included in this manual:

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

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

3. **Orderly Public Realm.** The town's character is largely formed by the appearance of its transportation infrastructure. The relationship between public and private elements of the streetscape provides a sense of order. Streetscape elements may include 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 landowners' discretion.

4. **Restrained Communications.** Private signage and advertising should be restrained and not detract from the sense of a 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 strongly landscaped surrounding can be more effective than a cacophony of uncontrolled messages.

5. **Diversity of Opportunity.** Smyrna wishes to continue 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 are economically viable as well as harmonious with the community environment.

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 maximum privacy of individual units.

7. **History.** References to Smyrna's past -- both its natural and settlement history -- should be preserved wherever possible. These include: artifacts such as rock fences, walls, areas of formal landscape, historic cemeteries and archaeological sites; structures more than 50 years old; and traces of prior fields and land subdivision.

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, dumpster enclosures, electric wiring and service areas.

3. DESIGN REVIEW STANDARDS

3.1 SITE LAYOUT

1. Site Coverage

Sites should not be covered completely with impermeable surfaces which prevent percolation of water back into the soil and can cause erosion, street flooding, or overloading of storm sewer systems. A minimum of 15% of the site shall be devoted to permeable surfaces, with 10% of the sites vehicular use area or parking area being devoted to landscaping. This will also ensure that buildings are set in a strong landscape.

2. Building Setbacks

Building setbacks provide dimension to the public realm along streets. In areas where there is a consistent setback line, new structures should conform to it. In areas where setbacks vary, buildings should be set back the average distance of adjacent buildings within 100 feet of the proposed structure.

Large unbroken expanses of paving between the street and building are discouraged. Required side yard areas should also be landscaped.

3. Streets, Entries and Curb Cuts

Entries to sites from public streets should be clear, controlled and safe. Continuous curb cuts confuse circulation of automobiles, destroy the pedestrian environment, and reduce opportunities for landscaping. Smyrna's Zoning Ordinance establishes specific standards for the location and design of curb cuts and site entries.

The number and width of curb cuts along a property should be the minimum necessary for effective on and off-site traffic circulation. As a guide, no more than one curb cut should occur in each 100 feet of frontage. Combined or shared entries between properties are encouraged on all collector streets, and required on all arterial streets. If two entries are needed, a one-way system should be considered to reduce curb cut area and maximize parking area.

Curb cuts should be no wider than needed to meet standards. They should be limited to 30 feet for residential uses and non-residential uses.

Greater detail pertaining to the design of ingress/egress points is contained in Section 3.090 of the Smyrna Zoning Ordinance.

3.2 GRADING, DRAINAGE, AND TOPSOIL PRESERVATION

1. Topography

Building, parking and service areas should be sited in a manner which minimizes disruption of the existing topography. Where there is mature existing vegetation on a site, changes in topography and runoff patterns should be minimized.

The volume of cuts and fills on a site should be balanced, so that transportation of soil off or onto the site will be minimized.

The maximum allowable landscaped slope created by cut or fill is 1:3 vertical to horizontal. To provide a stable slope for soil and plant materials, less steep slopes or terracing is necessary.

2. Overland Drainage and Detention

Overland drainage and detention are encouraged to recharge groundwater and minimize loads on stormwater facilities.

The rate of peak runoff at site boundaries shall not increase from that prior to development.

Landscaped retention/detention areas shall be created where possible to collect runoff from paved areas. Such areas must be treated as visual amenities for the site, and not as utilitarian or unkept areas. If retention is chosen, then the area shall be considered as an amenity and must be landscaped. If detention is chosen, then the area shall be considered a service area and be screened from view.

Refer to the Town of Smyrna Stormwater Management Ordinance for more information regarding stormwater management requirements and alternative design methods.

3. Topsoil Stabilization

Topsoil shall not be removed from sites or used in spoil, unless the amount of excess topsoil is not needed for landscaping. Topsoil shall be saved during construction and then placed over landscaped areas at a depth of at least 6".

3.3 PRESERVATION OF EXISTING TREES AND SITE FEATURES

1. Protection of Vegetation Surroundings

The surroundings of healthy, mature trees and vegetation shall not be disrupted by grading, construction, or materials storage which may endanger their vitality. Within the drip line of mature trees, the ground elevation should not be altered, and disturbance of the ground surface should be minimized without Planning Commission Approval.

2. Retention of Existing Trees

Tree Identification:

Existing trees are to be shown on site plan submitted for approval. Existing trees are divided into two categories:

- Isolated trees: All trees having an 18-inch or greater caliper shall be delineated along with caliper size and species.
- Forested Areas: General outline of forest stand shall be delineated.

When the site layout makes it necessary to remove a tree having a caliper of 18-inch or more, a tree of similar species must be planted on site as near as practical to the original location of the existing tree that was removed.

3. Retention of Site Features

A natural setting is one of Smyrna's attractive qualities. Streams, wetlands, large rock outcrops, stands of native vegetation, fence rows, rock walls, cemeteries and other notable natural features must be located on the site plan and preserved wherever possible.

Bands of trees, such as fence rows, that would not otherwise be wind-firm when left as individuals shall be maintained as an effective screen and wind buffer.

3.4 ARCHITECTURAL CHARACTER

1. Compatibility with Surroundings

Building forms should be tailored to fit within the existing topography and site features as much as possible.

In most cases, buildings are not viewed in isolation, but rather in the context of other buildings. While architectural style may vary, buildings of a proposed development shall be compatible with surrounding buildings with regard to massing, scale, proportion of openings, roof types, types of glazed openings, and degree of detail.

The use of materials and colors compatible with buildings adjacent to a site is required.

The use of materials and colors on buildings and structures, which are along arterial streets, are to create a unified appearance. The elevation of the buildings and structures visible from the arterial street shall not include standard block, metal siding and vinyl.

The following are acceptable as exterior materials: brick, limestone, tile, plaster, stucco, glass and glazing, and EIFS architectural pre-cast. Ground face masonry and engineered fiber cement products (e.g. James Hardie products) may be used as an accent only.

For multi-family developments, engineered fiber cement products may be used as the primary material only when other materials such as brick or stone are used as accent materials.

Tilt panel concrete may be allowed in Industrial Zones. Metal siding may be allowed in Industrial Zones where the building is not visible from an arterial street.

The Planning Commission may vary from the materials listed above on a case-by-case basis as long as the decision does not contradict the goals set forth in this Manual.

2. Adapting Prototypical Designs to Particular Sites

National "standard" designs should be adapted to reflect the Smyrna context, by careful siting, use of compatible materials, and landscaping of the site so that it blends with its' surroundings.

3. Relationship to Streets

Buildings shall be oriented such that their main entrances are visible from streets, unless the characteristics of the site and/or surrounding structures cause this to be an unnecessary hardship.

"Stage-set" facades on the street are not allowed. The materials and colors of the street face shall continue on the sides and rear of structures.

Building service areas or loading areas shall be located away from streets and/or be adequately screened. Screening shall meet criteria identified in Section 3.7 of this Manual.

Mechanical equipment on roofs or sides of buildings shall be adequately screened.

Landscaping with generous planting shall define the street edge and entries of a development, as well as building entries.

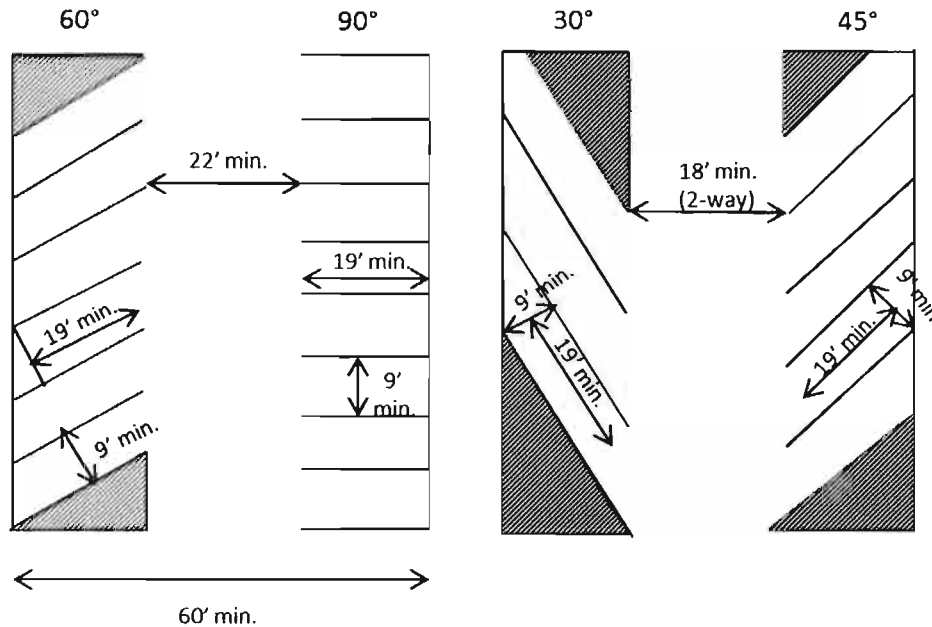
3.5 PARKING CONFIGURATIONS

1. Efficiency of Parking Areas

To allow space for landscaping and site improvements without significantly reducing the potential number of parking spaces on a site, efficient configuration of entries, circulation, and layout is required.

In 90 and 60 degree parking configurations, the dimension of two bays of parking and a moving lane shall be 60 feet minimum. Angled parking dimensions of 30 and 45 degrees shall have 12 foot driving lanes for one way movement, and 18 foot driving lanes for two-way movement. However, if driving lanes also serve as designated fire lanes, they must be a minimum of 22 feet in width.

Parking Configurations



Not to scale

Small lots or those with narrow front yards shall be required to develop one-way angled parking configurations, with curb cuts narrower than the maximums noted above for entry and exit lanes as long as such cuts are not less than 25 feet apart per Section 3.090 of the Municipal Zoning Ordinance.

2. Reduce Apparent Size and Visibility of Parking Areas

Parking areas shall be split between the front and back of a lot, or along the side of a building to reduce the paving at the street face if possible.

To mitigate the heat island effect and visual impact of parking areas, a minimum of 10% of a site's vehicular use area must be landscaped. This landscaping shall be located immediately adjacent to or within the vehicular use area.

There shall be no more than 15 contiguous parking spaces between landscaped islands within all zones except where specifically allowed in this Manual.

Retention of existing trees located in parking areas is strongly encouraged. Tree wells may be used if necessary, to allow for changes in grade while protecting the tree.

The minimum width of a landscaped zone is 5 feet, excluding curb dimensions. The pooling of such landscaped areas to create more significant landscape zones shall be required.

The minimum area of a landscaped zone is 75 square feet. For every 250 square feet of landscape area, one tree must be planted. These 250 square feet landscaped areas or zones shall be saturated with profuse groundcover and/or brushes and shrubs. Grass in and of itself shall not be considered as meeting these landscaping requirements.

3. Design of Parking Configuration Within A-1, I-1, I-2 and I-3 Districts:

Within Industrial Districts there is no requirement for interior landscape islands or a limit on rows of continuous parking spaces. The ratio of landscaped area per square foot of paved area is 8%. Basic plantings around the foundation of the building and at all entrances into the site are required. For every 250 square feet of landscaped area one tree must be planted.

4. Fit Parking Areas to Site Topography

On sloping sites, lines of parking spaces should run parallel to site contours, with planted medians taking up any excessive slope. Paved parking areas or vehicular space areas shall not exceed a 5% slope.

The detention of runoff within parking areas or in adjacent landscaped areas is encouraged. Runoff from parking areas shall not sheet onto public streets or sidewalks.

3.6 LANDSCAPE

1. Landscape Areas

Landscape beds or areas which meet the 10% requirement as referenced in Section 3.5 should be located immediately adjacent to or within the parking area. In addition, all sides of a building visible from public streets shall have some foundation plantings. Planting beds shall be consolidated into areas large enough to give a natural character to a site, rather than distributed in thin ribbons. The minimum area of a landscape bed or zone shall be 75 feet. These beds or zones shall be clearly delineated on site plan with square footage provided.

Areas with natural vegetation should be preserved along property boundaries, whenever possible.

On sites with challenging topography, alternate landscaping configurations may be considered at the discretion of the Planning Commission. Such alternate configurations shall adhere to the goals set forth in these guidelines as best as possible.

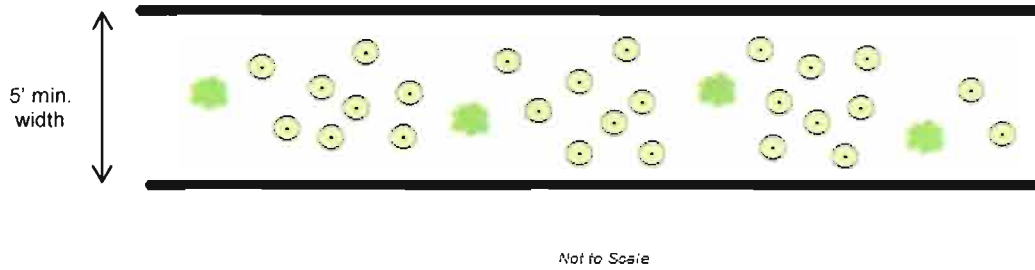
2. Streetscape

A consistent landscape treatment along public streets enhances the appearance of the public domain, and provides an attractive unified setting for variations among individual developments. Landscaped areas shall dominate the frontage of any site, where entries are the only interruptions.

All site boundaries fronting onto streets must have a landscape zone, with a minimum width of 5 feet. It is required that a mixture of shrubs and trees be planted in this zone. Trees shall be planted behind the sidewalk unless the sidewalk is set back at least 5 feet from the back of the curb and there are no imminent plans for street widening.

Trees shall be planted along streets at least 40-feet on center with relatively even spacing. If frontages exceed a multiple of 40-feet, an additional tree should be planted along the street, (i.e. a frontage of 50-feet shall contain two trees, a frontage of 130-feet shall have four trees, etc.). All trees located in Heavy Industrial (I-3) Districts shall be on 60-foot centers. In addition, shrubs shall be planted 5-feet on center within the streetscape zone.

Streetscape Zone - 130' Segment



Trees planted in sidewalk zones must be surrounded by a protective grate or, a planted zone must be provided to allow water to reach the roots, with minimum dimensions of 5 feet by 5 feet.

3. Plant Materials

a. General

Smyrna displays a robust ecosystem, with a variety of native plant materials. The use of these hardy and attractive native species in developments is encouraged.

Plant materials shall be installed at a reasonable size, to provide a sense of presence and to mitigate microclimate impacts caused by development.

All landscape zones and plantings installed by the developer shall be in compliance with all planting notes. Size and species identified in the required planting list shall be as specified on the approved landscaping plan.

All species and size of species shall be in conformance with the American Standard for Nursery Stock developed by the American Association of Nurserymen, Inc.

All landscape beds shall have a minimum of 6" of topsoil. If 6" is not present, topsoil shall be brought on site and placed on landscape beds.

b. Trees

Street trees shall be large enough when installed to have some presence while allowing views to sites and branching above pedestrians walking along the sidewalk. Trees along arterial streets are to be no smaller than 3 - 3 1/2" caliper. Trees along collector and minor streets shall be no smaller than 2 - 2 1/2" caliper. All caliper measurements are taken at least

one foot above the ground level.

Within a site, deciduous shade trees shall be 2 - 2 1/2" caliper; evergreen trees shall be 5' - 6' in height and heavily sheared; deciduous ornamental trees shall have a caliper of at least 1 1/4". No more than 25% of site trees may be comprised of ornamental trees.

For streetscape plantings located within or near power lines, refer to Middle Tennessee Electric's list of approved trees:
http://www.mtemc.com/pages.cfm/name/bd04_z1_approvedtrees.

No trees shall be planted within any Town of Smyrna easement for utility mains or services.

To provide a consistent effect along Smyrna's arterial street the preferred street tree species is Sugar Maple.

To provide a consistent effect along all other collector and local (minor) streets, the preferred street tree species are Marshalls Seedless Ash, Willow Oak, London Plan, Red Maple, and Sawtooth Oak.

c. Shrubs

Upright shrubs shall be at least 24-inches high; spreading shrubs shall have a minimum spread of 18".

In an effort to minimize the visual impact of parking areas in commercial, professional and office, multi-family, and planned unit development zones, shrub rows shall be planted at a minimum height of 24" along the boundaries of any parking area visible from public streets, 5' on centers. Species used shall be evergreen.

No shrubs shall be planted within 5 feet of Town of Smyrna utility mains or services.

d. Grasses

Sod is required on 2:1 slopes or greater which are clearly visible from the street or public parking areas. All areas proposed to be covered with grass either must be seeded and strawed or covered with sod at the time of the issuance of the Certificate of Occupancy. It is the responsibility of the developer and/or property owner to ensure that grass areas are properly established and maintained.

3.7 SCREENING

1. Conditions for Screening

Screening requirements vary by their purpose. Three types of screening conditions are distinguished:

- Transitions between land uses;
- Privacy separations between streets and individual sites, such as on double-fronted lots and multifamily yards; and
- Nuisance screening for service and loading areas, dumpsters, materials storage areas, utility boxes, etc.

2. Performance Criteria

Screens are intended to provide visual and physical separation of conflicting uses, and should be designed to fit within their surroundings, not dominate the view.

Screens should not compromise safety by blocking vision at intersections. They shall not be placed within 75 feet of any street intersection as referenced in Section 3.080 of the Smyrna Zoning Ordinance and shall not be placed so as to obstruct visibility of vehicles entering or leaving driveways.

Screens shall not block access to any above ground pad mounted transformer, and should provide 15 feet of clear access to the transformer doors. Screens shall not impede or divert the flow of water in any drainage way.

Fence screening of service areas shall be opaque and at least 6 feet in height.

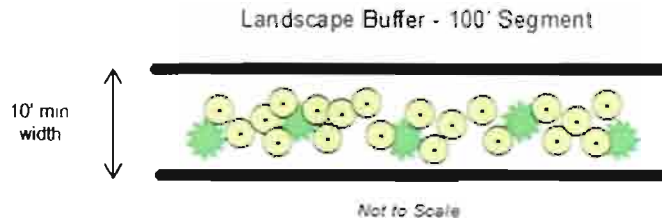
3. Design Standards

A. Transitional Screening. Transitional screening is required where commercial or industrial uses adjoin residential areas, where multi-family residential or mobile home sites adjoin one or two family housing zones, and within Planned Unit Developments with similar adjacencies.

Transitional screening shall consist as a densely planted buffer strip at least 10 feet in width, designed to form an effective buffer in all seasons. Wherever possible, mature natural vegetation shall be retained in such areas and, if necessary, supplemented by new vegetation to screen sight lines. Consideration shall be given on a site by site basis for the removal of existing vegetation.

At the discretion of the Planning Commission, an opaque barrier 6 feet in height may be required to be located within the buffer strip. This shall

consist of a fence or wall of opaque or translucent materials resistant to deterioration by natural causes, or it shall be of continuous evergreen plant materials. Within the buffer strip, trees shall be planted on 20' centers with 3' offset. See definition for "Buffer Strip" in the Smyrna Zoning Ordinance.



Where areas adjoining residential zones are likely to be used for truck loading, storage or driveways, the transitional zone must provide protection through use of earth berms or solid masonry materials.

Where lighted parking areas are located adjacent to residential zones, lighting shall be designed to minimize illumination across the boundary, and the transitional buffer must screen headlights.

B. Nuisance Screening. To reinforce the sense of natural surroundings and a consistent streetscape, auto service functions such as areas to store cars while they are being repaired, auto or truck work areas, truck loading docks, and garage door areas in commercial or retail areas shall be screened from public view.

Garbage collection areas shall be enclosed by opaque materials on all four sides, with doors to remove containers. The materials and colors used for the dumpster enclosure shall match that of the primary structure on the lot except in the case of a structure with metal siding; in the case of structures with metal siding, the materials and colors to be used for the dumpster enclosure shall be determined by the Planning Commission. Where dumpsters are enclosed, the screening shall be at least 2 feet taller than the dumpster. Where topography may expose interiors of garbage collection areas to view, screening shall be correspondingly taller.

Water meters, gas meters, electric meters, and ground-mounted air conditioning or mechanical units shall be hidden from public view by screening.

At the discretion of the Planning Commission screening requirements may, however, be relaxed where areas are located so they are not visible from public streets or adjacent properties.

4. Required Plant Materials for Screening

Evergreen plants are recommended for effective year-round screening. Required evergreen trees and shrubs include: Arborvitae, Hetzi Juniper, White Pine, Red Pine, and Yew. Required broadleaf evergreen shrubs include: Red-Tipped Photinia, Euonymus, and Holly (Notably Foster Holly).

A limited number of ornamental shrubs and trees may also be used for screening, preferably in combination with evergreen plantings or fencing. Suggested ornamental shrubs include: Red-Tipped Photinia, Willowood Viburnum, upright Hollies, and large flowering shrubs. Suggested ornamental tree species include: Bradford Pear, Flowering Crab, Dogwood, Magnolia, and Purple Leaf Plum.

3.8 PEDESTRIAN CIRCULATION

1. Sidewalks shall be provided on all streets if any portion of the commercial subdivision is located within one-thousand (1,000) feet of any public facility, i.e. library, school, recreational area, or adjacent to residential areas.

3.9 LIGHTING

1. Design Criteria

To reduce adverse impacts on adjacent sites and minimize energy consumption, lighting shall be carefully located and its intensity shall be the minimum necessary for safety.

Lighting levels shall be as even as possible.

Light fixtures, which cast light primarily downward, shall be used.

Warm lighting colors are required; blue-white color is prohibited.

2. Site and Parking Area Lighting

Site or parking area lighting shall not cast light beyond property boundaries. Cut-off devices shall be used to avoid throw onto adjacent sites, and the performance standards cited in the Smyrna Zoning Ordinance as apply to off-site glare shall be followed.

Lighting levels within commercial sites should vary according to the land use, fixture height and spacing. A range 0.5 - 1.0 foot candles is required for commercial developments.

The total height of fixtures should be in proportion to the building mass, preferably no more than 22 feet.

Ground-oriented, pedestrian scale lighting should be considered as an alternate to pole-mounted fixtures along sidewalks.

Lighting fixtures should be compatible in style with associated buildings.

4. A DESIGN REVIEW CHECKLIST

The checklist indicates items which must be addressed in the application for design approval. The items may be dealt with in drawings and exhibits, or in a written narrative which accompanies the application and notes how the design standards have been met.

1. Site Layout

- Site plan includes all the necessary information (see Submission Requirements).
- Percentage of site devoted to permeable surfaces calculated distances between curb cuts and their width noted.
- Conformance of all road widths with the Major Thoroughfare Plan noted.
- Frontage road shown as required.

2. Grading, Drainage and Topsoil Preservation

- Existing and proposed topography shown at 2-foot intervals.
- Estimates of the amounts of material to be exported or imported to and from the site.
- Runoff calculated and detention planned.

3. Preservation of Existing Trees and Site Features

- Existing trees and vegetation areas noted, with all trees over 18", diameter located precisely with tree type.
- Replacement trees for large trees to be removed shown Special site features noted, with plan for their protection.
- Important views across the site to lakes or landmarks shown.

4. Architectural Character

- Building and dumpster enclosure elevations shown with materials noted, and colored to accurately represent built appearance.
- For prototype designs, indicate how they have been adapted to Smyrna setting.
- Location of building service areas noted, with screening provided.
- Location of exterior mechanical equipment noted, with plans for screening.

5. Parking Configurations

- Capacity of parking areas, lane and bay widths noted on plans.
 - Directions of movement shown.
 - Runoff locations and detention areas shown.
 - Computation of landscaped area within parking areas made and noted.
6. Landscape
- Location, size and species of all planting noted on plans.
 - Note conformance of plans to minimum landscape standards.
7. Screening
- Locations of all screening shown on plans, along with designs for screening and materials.
 - Note how screening plans conform to design standards.
8. Pedestrian Circulation
- Indicate location of sidewalks along street and pedestrian connections to sidewalk.
 - Locate pedestrian areas on adjacent sites and indicate how connections have been made to them.
9. Lighting
- Locate lighting sources and illustrate design of standards including height of poles.
 - Calculate lighting levels and evenness ratio indicates any special provisions to shield light from adjacent properties.

5. ADMINISTRATIVE PROVISIONS

5.1 Design Review Process

1. Pre-application Conference

Any prospective applicant for a development approval permit that may require design certification under this article may request a preliminary conference with the planning staff by filing a written request no later than sixteen (16) days prior to the planning staff meeting at which the pre-application conference is sought. Accompanying the request shall be ten (10) copies of such preliminary exterior drawings, site plans, and related materials as the applicant wishes to bring to the planning staff's attention. Viewpoints expressed by the planning staff shall be advisory only; no legally enforceable rights or expectations of any kind shall vest until the applicant's formal application for design review has been processed in accordance with all the provisions of this article.

2. Review by Staff

Design review will occur concurrently with other reviews of a project mandated by present requirements. Where site plan review is required, Design Review will occur at the same time. Where the applicant is requesting final master plan approval under PUD regulations, plans will also be simultaneously subject to the standards of Design Review.

Applicants for design review certification shall submit to the Planning Staff, the photographs, site plans, site landscaping plans and schematic building plans referenced in Section 3.1, of the Design Review Manual, adopted by the Town of Smyrna, concurrent with the adoption of this article. The Planning Staff will review all submittals. Written comments of all planning staff members will be made available to developers at least one (1) week prior to the Planning Commission meeting, in which their project will be heard after determining that the application comports with the requirements of Section 3.1, the Planning Staff shall transmit the application with all written staff comments and recommendations to the Planning Commission members.

3. Review by Planning Commission

The Planning Commission shall approve, approve with conditions, or disapprove an application for design review certification within sixty (60) days of the application's initial review by the Smyrna Municipal Planning Commission, unless the Commission and the applicant agree to a greater time period. Absent such an agreement, all applications not acted upon by the Planning Commission within sixty (60) days shall be deemed approved. Minutes shall be kept of the Planning Commission's proceedings and reasons for its decisions shall be clearly stated in this record. An approved application and its supporting exhibits shall be endorsed as approved by the Commission or its authorized representative.

4. Appeal of Planning Commission Actions

Applicants may appeal the decisions of the Planning Commission to the Town Council per TCA 6-54-133. Any appeal shall be made by the property owner within 60 days of the date of the Planning Commission decision. The appeal will be heard by the Town Council at the next available meeting.

5. Implementation of and Changes to Approved Plans

The Town Planner in conjunction with the Building Official will be responsible for ensuring that any conditions imposed at the time of design approval are met in final plans submitted for building permits, and that final plans submitted are in substantial accord with plans submitted for approval. During construction, the landscaping plan may be amended by the planning staff with the provision that no more than 25% of the planting list be relocated on site or no more than 25% of the planting list can be substituted with other species. In the event that plans

depart in significant ways, they may require the resubmission of plans to the Planning Commission for further review.

5.2 SUBMISSION REQUIREMENTS

Design review occurs in the context of review of the required Site Development Plan or plot plan (see Section 3.120 of the Zoning Ordinance). The Smyrna Municipal Planning Commission is required to review a project prior to issuance of a building permit. A site plan or plot plan must be submitted, drawn to scale of sufficient size on a sheet not to exceed 24" x 36", to show clearly the following:

- The dimensions, orientation and acreage of each lot to be built upon
- The layout of the entire project and its relationship to adjacent properties
- The location and dimensions of present and proposed streets and highways
- The location of points of entry and exit for vehicles and internal circulation patterns
- The location and layout of all paved areas including off-street parking and loading facilities.
- All existing and proposed topography, with contours at intervals of no more than 2-feet in areas that are disturbed
- The size, shape and location of existing and proposed construction with uses noted.
- Please see Section 3.120 of the Zoning Ordinance for additional information.
- The seal of a civil engineer or surveyor licensed in the State of Tennessee.

A separate landscaping plan showing the following:

- The location of existing vegetation including all trees of over 18-inch diameter to be retained or removed.
- Proposed site landscaping with size, species, and numbers noted.
- The location of all walls, fences, and railings with indication of their height and construction materials
- The location of exterior lighting and types of illumination sources including fixture details, adequate to determine its character and enable review of possible hazards and disturbances to the public and adjacent properties.
- The location of exterior freestanding signs.
- The location of all service areas.

Schematic building plans drawn to scale, including:

- Exterior building and dumpster enclosure elevations indicating materials to illustrate their appearance.

The Planning Commission may waive any of the above submissions that it believes are unnecessary. It may also require such other information or exhibits, including samples of proposed building materials, as may be considered

necessary to reach an informed decision on the acceptability of the project.

5.3 DESIGN REVIEW STANDARDS

In reviewing applications, the Planning Commission shall ensure that the proposed development satisfies the criteria for the applicable category or type of development as these criteria are set forth, by category or type, in the Town of Smyrna Design Review Manual, and in any pertinent Town of Smyrna land use or building regulations and ordinances. In the case of a conflict between these ordinances, the more stringent shall govern.

5.4 PUBLIC WORKS

In reviewing the design of public buildings as specified in Section 8-201, (B), of Design Review Article VIII in the Smyrna Zoning Ordinance, undertaken by governmental agencies, other than the Town of Smyrna, the Planning Commission shall make recommendations to the agency proposing to construct the public project and seek to the extent permitted under applicable law or through communication with the agency to secure such modifications in the work's design as comport with the standards of this article.

5.5 APPLICATION; VESTED RIGHTS

The provisions of this article shall not be applicable to any property owner whose actions prior to the article's effective date have created a vested right to develop under applicable state or federal law. All other development or proposed development shall be subject to the article's provision.

5.6 CONTINUING MAINTENANCE

Following the construction or modification of any development, the design of which is approved pursuant to these guidelines, the development shall be maintained in accordance with the following standards:

- (A) Buildings and appurtenances, including signs, shall be cleaned and painted or repaired as required to maintain an attractive appearance.
- (B) Illuminated elements of buildings and signs shall be replaced as required to maintain the effect for which designed.
- (C) Landscape materials, other than plantings, which have deteriorated shall be reconstituted or replaced to the same specifications as shown on the approved site plan.
- (D) Plantings shall be kept watered, fed, cultivated, and pruned to give a healthy appearance during all seasons. Plant materials which have deteriorated shall be replaced with healthy plantings. Excessive pruning of

site and street trees or the removal thereof without prior approval is strictly prohibited.

- (E) Parking areas shall be kept in an orderly state, properly marked, and clear of litter and debris.
- (F) Vacant property shall be kept free of refuse and debris, and the existing vegetation shall be cut periodically during the growing season as referenced in Smyrna Municipal Code.

Failure to comply with the requirements of this section, after a notice of noncompliance has been issued by the Town Planner with a stated time frame for compliance, shall be deemed a violation of this zoning ordinance and shall be subject to the sanctions set forth in ARTICLE VII, SECTION 7.100 of the Smyrna Zoning Ordinance as well as to the revocation of any permit, license, certificate or other approval initially issue by the city as a basis for construction and/or occupancy of the development on which the violation has occurred.

5.7 PROHIBITIONS

No building permit, license, certificate, or other approval or entitlement shall be issued or given by the Town with respect to any development subject to design review, until the development has been approved pursuant to this article. No certificate of use or occupancy shall be given for any such development until the Planning Staff has certified that the development has been completed in accordance with the design approved by the Planning Commission; provided, however, that the Planning Staff, in its discretion, may elect to grant a Certificate of Occupancy subject to a reasonable bond guaranteeing that the applicant will complete the development in accordance with the approved design within a time certain. This procedure is detailed in ARTICLE VII, of the Zoning Ordinance.

6. EFFECTIVE DATE

This ordinance shall take effect and be in force from and after the date of its adoption, the public welfare demanding it.

Certified by the Smyrna Municipal Planning Commission.

Date
Edwin Davenport
Chairman, Smyrna Municipal Planning Commission

Approved and adopted by the Smyrna Town Council.

Date
Mary Esther Reed, Mayor
Smyrna, Tennessee

ATTEST:

Dianne Waldron, Town Clerk