



Design Guidelines

City of Millington, Tennessee



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Adopted by: Millington Planning Commission

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Introduction

The General Assembly of the State of Tennessee enacted Public Chapter No. 1049 (Tennessee Code Annotated, Title 6, Chapter 54-133) which provides the basis for a Design Review Commission. Any municipality may create a design review commission (DRC) having the authority to develop general guidelines for the exterior appearance of nonresidential property, multiple family residential property, and any entrance to a nonresidential development within the municipality. The municipal governing body may designate the planning commission as the DRC.

The Board of Mayor and Aldermen initially designated the Planning Commission have Design Review Authority by Ordinance 1987-5, adopted June 22, 1987. The Board provided that the Planning Commission shall have design review authority of all structures in all commercial districts.

The Board of Mayor and Aldermen further designated the Planning Commission as the Design Review Commission by Ordinance 2021-18 on October 18, 2021, and amended the Millington Zoning Ordinance Section 14-1201 (3) as follows:

(3) Design plan review. The Millington Planning Commission shall be designated as the Design Review Commission (DRC) to develop general guidelines for the exterior of nonresidential property, multiple family residential property, and any entrance to a nonresidential development. Any property owner affected by the guidelines may appeal a decision of the DRC to the municipality's Board of Mayor and Aldermen.

The Planning Commission adopted the Millington Design Guidelines by resolution (Resolution 2022-____) on _____ 2022.

This manual is provided to give developers, citizens, business owners, design professionals, and reviewers the perspective to address the unique conditions of each project, while giving builders flexibility to develop their own designs that meet the intent, principles, and spirit of the guidelines. In the event that there appear to be differences between the guidelines and the Zoning Ordinance or other regulations, the more stringent standard shall apply.

A. Site Guidelines

1. Site Elements

The design of all site elements, such as benches, trash receptacles, railings, bollards, and planters should be incorporated as integral features of any development. These items should be coordinated with the architecture of the building or development, its lighting, and its signage in style, material, and color. All elements associated with one building or development should be of the same color, materials, and design character. The use of treated lumber or unfinished wood is discouraged.

a. Bollards and Fences

- Should be painted to match the associated building, preferably dark colors.
- Bollards should be at least three inches in diameter.

b. Benches, Chairs, and Tables

- Appropriate materials are metal, stone, or wrought iron.
- c. Planters
 - Planters should be compatible with other site and building elements.
 - Planters may not be constructed of unfinished wood or plastic.
 - Alternate materials can be considered on a case-by-case basis.
- d. Trash Receptacles
 - Trash receptacles should be compatible with other site and building elements.
 - Metal, wrought iron, stone, or other durable materials are preferred.

2. Garbage Collection Areas

- a. Dumpster enclosures shall be located on a concrete pad of sufficient size to accommodate the desired number of receptacles.
- b. All garbage collection areas shall be enclosed by opaque material on all sides including doors used to remove cans or front-end commercial dumpsters.
- c. Dumpster enclosures should preferably be made of masonry or wood with metal frames and should be similar to the material from which the principal use was constructed.
- d. The screening off all dumpsters shall be at least two feet taller than the dumpster, but not more than eight feet. Doors shall be in a closed position when the dumpster is not being loaded or emptied and the doors shall have a usable latch to ensure they can stay closed.
- e. For compaction units the concrete pad shall have a floor outside drain which ties directly to the sanitary sewer.
- f. For restaurants, exterior grease collection devices shall be located underground or within an opaque enclosure similar to the dumpster enclosure.



3. Cluster Mail Boxes

Cluster mail boxes (CMB) are required in some commercial and office developments and in multiple family and other residential complexes. Recently the USPS has been requiring these CMB in new single family residential subdivisions. The location of these CMB are subject to site plan review by the Planning Commission. These CMB areas in single family subdivisions shall meet the following requirements.



- a. Each CMB shall serve approximately 50 lots and shall be covered with a roof structure.
- b. The structure shall be setback behind the minimum building setback line as required in the underlying zoning district.

- c. Two off-street parking spaces shall be required for each CMB location and one of the spaces shall be handicap accessible. Subject to Planning approval two on-street parking spaces may be permitted on a cove when in front of common open space.
- d. The CMB shall be located on common open space and shall be maintained by the homeowner's association. Garbage facilities shall be provided at each CMB area.
- e. The CMB area shall be handicap accessible from the street.
- f. Security lighting shall be provided. The lighting should not cast light beyond the CMB site.

4. Building Orientation

- a. Landscaping should be located between buildings and streets so that structures appear to be set in landscaped surroundings.
- b. Orient the front façade and main entrances of new buildings to public streets. If a building does not have public street frontage, it should be oriented to any public space or its most visible side from the public realm.
- c. Buildings should respect the orientation of neighboring buildings and developments. Front façades should face front façades, and sides face sides. A main entrance façade should never face another building's rear or service façade. Exceptions will be made by the Planning staff provided that the rear of the building has appropriate screening.
- d. Avoid orienting the back of a building to the front of another building, especially at a transition between land uses. Front-to-front relationships are preferred.
- e. Use compact building arrangements to reduce the feeling of 'seas' of parking, encourage pedestrian activity, and define space.
- f. Orient service areas to limit their impact on the public realm, on the development, and on any neighboring developments or uses. Coordinate the location and design of service areas with public access to buildings from parking areas.
- g. Provide breaks in large developments and building masses to allow pedestrian connections between developments.
- h. In general, the amount of frontage occupied by parking should be minimized. Where parking lots front on public streets, they should be buffered by landscaping.
- i. When all sides of a building will be seen from the public right-of-way, they should be constructed to screen utilitarian areas. Incorporate loading areas, service areas, and utilities into the design of the building, through the use of screening integral to the building's architecture.



B. Open Space, Landscaping, and Screening

Landscaping plays many roles in a community. It provides scale and enclosure; it provides shade and buffers; and it creates cool, inviting gathering places in commercial districts and residential areas alike. It can tie together the character of a development, reinforce connections between neighborhoods, and provide a barrier to unsightly views. All developments should include well-designed open spaces and landscaping as an integral part of the project to highlight entryways, to soften parking lots and buildings, to buffer the transitions between uses, and to create an image of quality throughout Millington.

1. General Landscaping Guidelines

- a. Landscaped areas shall be located along site boundaries, within parking areas, along unlined drainage or stormwater management structures and retention areas, around buildings, and at building entries. Use combinations of fencing, trees, shrubs, and other landscaping features to provide screens for service areas, parking, and utilities.
- b. Evergreen plantings, which provide effective screening year-round, shall be used and enriched with plants of seasonal color variation.
- c. Landscape zones should be consolidated into areas large enough to give natural character to a site rather than randomly distributed in small and narrow open spaces that do not match the context and scale of the project.
- d. Use street trees along pedestrian routes to provide shade and to define edges.
- e. Open space and landscaped areas shall be covered with a variety of trees, shrubs, ground cover, and sod, or with materials such as mulch.
- f. Use plant species appropriate for site conditions including available sunlight, water, and root and canopy space.
- g. When possible, the use of existing natural features and open spaces can provide an effective transition between uses. Otherwise, the design of a green space or plaza can provide a public amenity and soften a transition.
- h. All planting must be maintained by the respective property owners or owners' associations.
- i. Approved planting plans must be maintained as originally designed. Any diseased, dying, or dead plants should be treated or removed by the property owner and appropriate plants should be installed.
- j. Irrigation systems shall be provided to ensure robust planting areas (including within parking islands and medians, if applicable). Exemptions may be granted on projects seeking LEED certification and shall be reviewed on a case-by-case basis. For smaller projects, the Planning staff may waive the irrigation system requirement.

2. Preservation of Existing Natural Features

- a. The existing topography and vegetation shall be preserved intact as much as possible to minimize disruptions in drainage.
- b. Large existing specimen trees and existing forested areas shall be incorporated into site design to the extent possible, and such features as mature woods and riparian areas shall be retained.

3. Streets and Site Perimeter Landscaping

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.

- a. Street trees should be planted along streets to visually define them, to enhance the pedestrian environment, and to increase pedestrian comfort and safety by providing a barrier between the traffic and the sidewalk.
- b. Trees planted within a sidewalk require a protective grate or planting zone of a minimum of five feet by five feet.
- c. Refer to the landscaping plates in Appendix A for additional landscaping requirements.

4. Entryway Landscaping

- a. All entry signs and features to developments shall be highlighted with ornamental shrubs, ground cover, and small trees in addition to required street tree landscaping.
- b. The design of entryway landscape features should respond in scale to the entry and buildings and in plant materials to the rest of the site, to reinforce the character of the development.
- c. Landscaping at corners of intersections and of driveways should be carefully designed to avoid blocking sight lines, creating a safety hazard for vehicles and pedestrians.



5. Parking Lot Landscaping

The landscaping of the interiors and perimeters of parking lots is required. Landscaping the interiors of parking lots softens the appearance of large expanses of pavement and provides shade for car and pedestrians.

- a. The interiors of surface parking lots should have no more than fifteen spaces without a landscape island, which should be a minimum of ten feet wide to provide adequate space for landscaping.
- b. Perimeter parking lot landscaping shall be provided for all parking lots to screen parking from view from streets, public areas, and adjacent uses. The use of landscaping hedges, low walls, or combination of these techniques are effective screening methods.
- c. All parking lot landscape areas should contain trees as the primary landscape element to provide shade and visual barriers. Trees should be complemented by the use of shrubs, ground cover, and ornamental plants. Use trees of sufficient number and size at maturity to shade a substantial portion of the lot. Consider orientations that will provide the greatest shade during summer months. Smaller, more decorative trees can be used closest to buildings.
- d. All parking lot landscaping should take into consideration the safety and visibility of pedestrians and vehicles, keeping hedges, walls, and groundcover low enough for safe

visibility by pedestrians throughout parking areas, and from within cars, especially at entrances.

6. Stormwater Retention and Detention Basins

Basins may add aesthetic value

- a. Basins shall be regularly maintained by the responsible HOA or property owner. This includes mowing planted grass areas and keeping side slopes and the basin bottom clear of trees and other unplanted vegetation. Maintenance access shall not be blocked by vegetation or landscape screening.



^ Above: Inadequate maintenance with access blocked by overgrowth.

- b. Interior side slopes of 3:1 or shallower shall be planted with drought tolerant turf grass or alternative suitable plantings if approved by the DRC.
- c. Interior side slopes steeper than 3:1 should be treated with geotextile and permanent erosion prevention such as rip rap. Erosion prevention shall be aesthetically suitable to surrounding land uses as determined by the DRC.
- d. Retention basin side slopes shall be treated with geotextile and permanent erosion prevention such as rip rap from the top of the slope to at least 1 ft. below the normal water level.
- e. Retention basins shall have a normal water depth of 5 ft. or greater to discourage algae growth.



Right: Rip rap on the banks of a retention basin extends below normal water level >

f. Retention basins shall have a surface fountain or suitable aeration as approved by City of Millington engineering staff and the DRC. (Below)



C. Streetscape

For the minimum number of parking spaces for specific uses and off-street queuing, refer to §14-1203(2). For the required street right-of-way or curb and gutter measurements, refer to the Subdivision Regulations. All sidewalks and curbs should be ADA compliant and adhere to those technical specification.

1. General Parking Guidelines

- a. All parking should be located and accessed for the most convenience for the user as well as the least impact on the character and image of the town.
- b. The number and width of curb cuts should be the minimum necessary for effective on- and off-site traffic circulation. Whenever possible, curb cuts should be combined with adjacent entrances.
- c. Provide shared parking when feasible to reduce parking lot area. This can be allowed if two businesses have different peak times and is detailed in 14-1203 and have an easement granting use to both businesses.
- d. Use landscaping. Pedestrians, amenities, paving, and site features to achieve this goal, including the use of white striping to designate spaces.

2. Surface Parking Lots

- a. Reduce the scale of parking lots by dividing them into modules, or multiple smaller lots. Use techniques such as the natural topography, logically placed landscaped pedestrian paths to destinations, and linear aisles of plantings to separate parking areas. Large expanses of asphalt shall not be used.



- b. Limit the amount of parking between the street and principal buildings oriented to the street (such as the out-parcels in shopping centers) to no more than one double row of nose-in parking between the building and the street to which it is oriented.
- c. Accommodate pedestrians
 - Provide clear pedestrian paths and crossings from parking spaces to main entrances and to the street.
 - Plan parking so that it least interferes with appropriate pedestrian access and connections to adjoining developments.
 - Walkways within parking areas should be a minimum of five feet wide, not including car overhang space.
 - Orient parking bays perpendicular to building entrances to allow pedestrian movement down, rather than across, rows of parking.

3. Sidewalks

- a. Along major or collector streets in residential and commercial areas, sidewalks are required on both sides.
- b. Sidewalk materials should blend with the natural landscape, avoid slick concrete or asphalt. Examples of acceptable finished are broom finished, colored and exposed aggregate concrete, and brick or unit pavers.
- c. Sidewalk widths should be five feet except along major streets and commercial areas where pedestrian traffic volumes may require additional width. For the technical requirements, reference the Subdivision Requirements.
- d. Where space permits, sidewalks should be set back at least 5 feet from the curb.

D. Fences, Walls, and Screening

Fences and walls help define edges along major roadways and property lines and provide screening when landscaping alone is insufficient. They can serve as screens for service and loading areas. A buffer of landscaping, possible in combination with fence or wall, can serve to screen from undesirable views, noise, and light.

1. Location

- a. Fences should be set back from the street right-of-way to allow a clear area for utilities and landscaping.
- b. Fences, walls, and screens should be located and designed so as not to compromise safety by blocking vision, especially at intersections.
- c. Refer to the Fence Ordinance located in Millington Code Title 13 for specific requirements.

2. Design

- a. Choose high-quality designs and materials, such as brick, stone, metal, and wood to ensure the longevity and reduced cost maintenance for homeowner's associations and property owners.
- b. Use a scale and level of ornateness of the design on any new walls and fences that relate to the scale and ornateness of the building(s) within the site. Use simpler designs on smaller lots.

- c. Design fences to be attractive from the public realm as well as functional for screening. Fence stringers (the structural framing of the fence) shall be located facing the interior of the lot or development, with the finished side facing out toward the public realm. Opaque stains should be used on pressure treated or unpainted wooden fences.
- d. Avoid exceeding the average height of other fences and walls surrounding properties.



3. Screening Between Land Uses

- a. Transitional landscape screening between uses and developments should consist of a densely planted buffer strip to provide an adequate visual screen. The screen should be of appropriate plant materials to form an effective buffer for all seasons. Mature vegetation should be retained in such areas and supplemented as necessary by new vegetation to screen sight lines.
- b. Transitional screening must include an opaque fence six feet in height as detailed in §14-401(15).
- c. Privacy screening may be required in some single-family sites or in multi-family housing areas to separate individual yards from adjacent uses or from streets and pedestrian walkways.
- d. Sound protection in the form of solid masonry walls should be provided where service areas are adjacent to residential areas. Additional planting area may be required to provide for adequate screening.
- e. Transitional screening shall be located outside any easements.

E. Architectural Guidelines

1. General Architectural Guidelines

The choice of materials and textures has great visual significance.

Coordinating materials within a development can tie together buildings of varied sizes, uses, and forms while contrasting materials or textures within a large building may add visual interest and reduce its scale. The choice of materials and colors shall also take into consideration surrounding conforming developments, as elements can help soften transitions between uses.



- a. Choose materials that are high in quality and durable and that offer texture. Avoid monotonous surfaces, corporate and/or franchise designs that use the building as advertising, prefabricated buildings, and highly reflective materials.
- b. Use material and texture changes to help reduce mass and provide visual interest and variety.
- c. Preferred materials include brick, stone, and wood, and new synthetic materials that approximate the look and dimension of these materials, such as cementitious siding, artificial slate, and some artificial stone products. Use these materials on all visible sides of commercial, office, and multi-family residential buildings.
- d. Multi-family residential buildings should have facades that are a minimum of 60% brick. Painted brick is prohibited because of the continued maintenance cost.
- e. Trim and accent building materials are clearly subordinate to the primary building materials on the façade.
- f. Use color variation to break up mass and provide visual interest.
- g. Use consistent or compatible materials on all sides of a building.



h. In industrially zoned districts, materials such as painted metal, tilt-up, and painted block may be acceptable for building elevations. Brick and stone materials are encouraged on front elevations in industrially zones districts and any

elevation facing residential and non-industrial zoned properties.

2. Rooftop Utilities

- a. Screen all rooftop mechanical and communication equipment from public view from adjacent streets and adjoining developments. Exceptions may be allowable when topography or other unchangeable conditions, such as elevated roadways, do not permit services to not be visible.
- b. Rooftop screening shall be integrated into the architecture of the building in terms of massing, materials, and details. Ideally, the screening for rooftop equipment shall be part of the roof form. Rooftop utilities should not be visible from adjacent streets and shall be avoided adjacent to residential and parking areas.

F. Lighting

Lighting creates an inviting environment and can highlight important features in a site. However, excessive lighting can create issues for property owners, drivers, and wildlife. To ensure that Millington has consistent, attractive, and safe lighting, the following guidelines are provided for staff, developers, and property owners.

1. General

- a. Using the minimum level necessary for safety, a lighting plan shall provide appropriate and desirable nighttime illumination for all uses.

- b. Light pollution control is required to minimize the impact of misdirected upward light and trespass light.
- c. Lighting design shall take neighboring uses into consideration especially residential uses. Lights shall not be oriented towards residential areas; parking lot and signage lights shall have a full cutoff.
- d. All pedestrian areas must be well lit. Ground-oriented, pedestrian-scale lighting may be used as an alternative to standard pole-mounted fixtures along pedestrian paths to parking lots and other destinations.
- e. Light poles and accessories should be a neutral color, such as bronze, off-white or black. They should match the aesthetic of the building.
- f. All lighting must be shielded from neighboring properties, sidewalks, pathways, driveways, or public right-of-way in such a manner as to prevent distraction to traffic. No direct lighting is permitted on adjacent properties.

2. Definitions

- a. Foot-candle – One foot-candle is equal to one lumen uniformly distributed over an area of one square foot. It is a quantitative unit of measurement referring to the illumination incident at a single point. For reference, full moonlight is measured at 0.01 foot-candles.
- b. Full cut off luminaire – A lighting fixture that is covered so that all light rays emitted by the fixture are projected below the horizontal plane passing through the lowest point on the fixture from which light is emitted. Also referred to as fully shielded lighting.
- c. Glare – The sensation produced by a bright source within the visual field that is sufficiently brighter than the level to which the eyes are adapted to cause loss of visual performance and visibility.
- d. Lighting – An artificial supply of light.
- e. Lumen – A unit of measurement referring to the amount of light energy emitted by a light source, without regard to the effectiveness of its distribution.
- f. Luminaire – A complete light unit consisting of a lamp or lamps together with the components designed to distribute light on any property, to position and protect lamps, and to connect the lamps to the power supply. A luminaire is also referred to as a fixture.
- g. Photometric Plan – A point-by-point plan depicting the intensity and location of lighting on the subject property.

3. Required Submittals

- a. Location of all post, canopy, supports, and light fixtures including the height of each fixture.
- b. Indicate the means intended for on/off control of exterior lighting fixtures.
- c. For all buildings with site lighting, photometric plans shall be provided by a licensed professional lighting designer or engineer.
- d. All luminaires shall be full cut-off fixtures.
- e. Colors shall be warm white or natural white.
- f. High intensity areas similar to the lighting under the canopy for a service station may be designed to have a maximum of 25 foot-candles under the canopy with no more than 5 foot-candles 5 feet from the edge of the canopy.

- g. All fascia lighting and wall mounted lighting shall provide lighting for the building or the required path of light to meet exit requirements. They shall be approved by the planning commission.

4. Parking

- a. Parking areas shall not be lit by building-mounted light fixtures. All wall-mounted lights shall be directed downward, not outward.
- b. All parking lot lighting shall be cut-off luminaries.
- c. Coordinate the lighting plan with the landscape plan to ensure pedestrian areas are well lit and there are no conflicts between trees and light fixtures.

5. Property

- a. Lighting shall not exceed one foot-candle at the commercial property line or 0.2 foot-candle at a residential property line.
- b. Site lighting shall not exceed 5 foot-candles, except for canopy lighting, (3F. above).

6. Poles

- a. Poles shall be a neutral color, such as bronze, off-white, or black. They should match the aesthetics of the building.
- b. Aluminum, steel, fiberglass, or concrete poles may be used.

7. Sports Lighting

- a. Sports lighting shall be furnished with glare control. The lighting fixtures shall be mounted and aimed so that illumination falls within the primary playing field and immediate surroundings.
- b. The mounting height of the outdoor sports field and outdoor performance area lighting fixtures may not exceed eighty feet from the finished grade unless design approval is given by the Planning Commission.
- c. Lighting for outdoor recreational facilities, or for outdoor performances, must be extinguished by 11p.m. except to conclude the activity or performance. This requirement must be noted on development plans.

APPENDIX A

