

**MORRISTOWN REGIONAL PLANNING COMMISSION**  
**Agenda**  
**January 11<sup>th</sup>, 2022**



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**Call to Order**

**I.** Approval of December 14<sup>th</sup>, 2021 Minutes

**II.** Old Business: none

**III.** New Business:

TEXT-2579: Text Amendment: USPS Cluster Box Regulations

**IV.** Departmental Reports: None

**Adjournment**

*The next meeting of the Morristown Regional Planning Commission is scheduled for February 8<sup>th</sup>, 2022, at 4:00 pm.  
The deadline to submit applications for this meeting is January 17<sup>th</sup>, 2022.*

**Morristown Regional Planning Commission  
Minutes  
December 14, 2021**

**Members Present**

Chairman Frank McGuffin  
Vice-Chairman Jack Kennerly  
Secretary Roni Snyder  
Mayor Gary Chesney  
Commissioner Ventrus Norfolk  
Commissioner Bill Thompson  
Commissioner Amy Hancock

**Others Present**

Steve Neilson, Development Director  
Lori Matthews, Senior Planner  
Josh Cole, Planner  
Tina Allison, Admin Assistant  
Debra Williams

**Members Absent**

Councilmember Robert (Bob) Garrett  
Commissioner Wanda Neal

Chairman Frank McGuffin called the meeting to order.

**I. Approval of November 9<sup>th</sup>, 2021 minutes:**

Vice-Chairman Jack Kennerly made a motion for approval of the November 9<sup>th</sup>, 2021 minutes seconded by Mayor Gary Chesney.

Voting Results upon voice vote all Ayes. Motion carries.

**II. Old Business:**

None

**III. New Business:**

**REZN-2575: UGB Rezoning from C-1 to I-1  
Old Witt Road**

Senior Planner Lori Matthews discussed a request from Mr. David Rouse to rezone a portion of his property located at 1205 Old Witt Road. This property is inside the City's Urban Growth Area (UGB).

The subject property is just over 6.5 acres and is currently zoned commercial. There is a house on the property. The applicant wishes to rezone the commercially zoned property to industrial. The applicant did not tell Staff his reason for requesting the rezoning.

Because Staff considered this to be "spot zoning", Staff recommended the Planning Commission recommend to the Hamblen County Commission the request be denied.

Ms. Matthews stated she received multiple phone calls in opposition to the rezoning from adjoining neighbors.

Secretary Roni Snyder made a motion to deny the request seconded by Commissioner Ventrus Norfolk.

Voting Results 7 yes, 0 no. Motion carries.

There being no further business, the meeting was adjourned.

Respectfully submitted,

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Roni Snyder, Secretary

RS/ta

DRAFT

# The City of Morristown

## Community Development & Planning



TO: Morristown Regional Planning Commission  
FROM: Lori Matthews  
DATE: January 11<sup>th</sup>, 2022  
REQUEST: Amendment to Subdivision Regulations  
Installation of USPS Cluster Box Units

The United States Postal Service has adopted regulations regarding mail delivery to residential developments. In lieu of the typical singular mailbox at the curb of every household, the regulations warrant the use of “cluster mailboxes “. These cluster mailbox locations must be accessible to all, which includes standard parking for vehicles and specialized portions set up for those handicapped. The Postal Service has not made this optional, but rather it is now a requirement.

Below are some images of cluster boxes –



### **RECOMMENDATION:**

Staff seeks approval from the Planning Commission for the following changes to be made to the Subdivision Regulations:  
(\*Changes to the Subdivision Regulations are approved by the Planning Commission; they will not go to City Council)

### **City of Morristown Subdivision Regulations Section 2 Section 2.2**

#### **DEFINITIONS**

**CLUSTER BOX UNIT (cbu)** - Centralized grouping of individually locked and keyed compartments in which a mail carrier may access.

**City of Morristown Subdivision Regulations**

**Section 5 MINIMUM STANDARDS OF DESIGN FOR SUBDIVISION CONSTRUCTION PLANS APPROVAL**

**5.20** - Installation of Cluster Box Units (CBU's) are required for residential developments and shall meet the following regulations:

- 1) Cluster box units or kiosk improvements, to include all parking, shall be prohibited within the public right-of-way or, within any utility easement.
- 2) Cluster box units shall be located along a public sidewalk.
- 3) Off-street parking or stacking to be provided as follows:
  - i) One (1) standard parking space for every fifty (50) cluster box units.
  - ii) One (1) handicapped accessible parking space for every fifty (50) cluster box units.
- 4) The cluster box or kiosk area will be lighted for night-time use.
- 5) The cluster box or kiosk area will be constructed pursuant to USPS regulations.
- 6) All cluster box units or kiosks shall be constructed and/or landscaped in such a manner as to discourage any criminal activity.
- 7) A site plan drawn to scale of the mail area shall be submitted with the preliminary subdivision plat for review.