

## **Section 1101 T. – Cluster Box Unit (CBU) Regulations**

- a. Installation of CBUs, as well as any associated improvements (e.g. shelters, lighting, and other related amenities), hereinafter CBU related improvements, shall be the responsibility of the developer.
- b. Approval and installation of all CBU related improvements must be completed prior to the initial final plat being recorded for the development creating residential building lots.
- c. The establishment of a homeowners’ association is required in developments with CBU related improvements. Maintenance of all CBU related improvements shall be the responsibility of the homeowners’ association.
- d. CBU related improvements may be on their own lot. Lot area does not have to meet the minimum area of the district, nor do typical setbacks or lot frontage apply, subject to Sections 404 B., 1101 C.1., and 1101 H. of this Ordinance, respectively.
- e. CBU related improvements shall be prohibited within the public right-of-way or in any utility easement unless written permission is granted by the easement holder.
- f. CBU related improvements shall not be located within the vision triangle as defined in this Ordinance (Appendix A), as determined by the Rutherford County Planning and Engineering Department.
- g. Provisions for CBU related improvements shall be determined prior to preliminary plan approval. A site plan for the CBUs shall be submitted simultaneous with preliminary plan submittal for review and approval. Site plans CBUs in designated amenity areas can be submitted simultaneously with a site plan for the amenity area, consistent with Section 1404 of this Ordinance.

Site plans not within designated amenity areas shall include the following elements:

- a. Landscaping: Improvements shall be landscaped consistent with Section 1104 F. Landscaping Requirements for Parking and Vehicular Use Areas
- b. Lighting Plan: Security lighting is required and should be designed consistent with Section 1106 B.7. of this Ordinance
- c. Parking: These improvements shall be located in areas that will best allow for vehicle stacking or parking without creating pedestrian safety or vehicle safety issues. Access and parking shall be designed consistent with the regulations in Section 1102 of this Ordinance.

Required parking shall be provided according to the chart below:

<b>Number of Lots/Mailboxes</b>	<b>Parking Spaces Required</b>
50 or fewer	2
51 to 100	3
101 to 200	4
201 and above	5

Parking spaces may be provided in a dedicated parking area or within a bulb-out along the right-of-way, subject to approval by the Rutherford County Planning and Engineering Department and Highway Superintendent, or a combination of both. CBU related improvements that are located in designated amenity areas may utilize the off-street parking provided. Parking areas and access to the CBUs shall be compliant with current Americans with Disabilities Act (ADA) standards.

- h. CBUs and associated improvements shall be exempt from the normal setback requirements prescribed in this Ordinance.
- i. CBUs and associated improvements must be installed according to USPS standards and must meet all applicable building and fire codes.
- j. Address numbering on each dwelling unit shall comply with the adopted building code for Rutherford County. A monument, pole, or other sign depicting the street address is also strongly encouraged, the location of which shall be consistent with Chapter 12 of this Ordinance.

## **Related Zoning Ordinance Amendments**

### **Section 403 A.2.b. – Use and Structure Provisions**

Amend as follows (New text is **bolded and underlined**):

Recreation **and Cluster Box Unit (CBU)/Mail Kiosk** facilities exclusively for the use of the residents. This provision includes subdivision amenities including but limited to clubhouses, pools and tennis courts on lots identified on an approved and recorded final plat subject to the provisions for site plans found in Section 1404 C. of this Ordinance. **CBUs are subject to the provisions found in Section 1101 T of this Ordinance.**

### **Section 404B (New Section) – Variable Lot Sizes for Specific Uses**

Lots created for the following uses may be less than the prescribed minimums in this Article:

- CBU for centralized mail delivery, consistent with the regulations in Section 1101 T.

### **Section 404 – Table 1. Residential Districts – Bulk Regulations**

- Add the following note in the table under “Minimum Lot Area:”  
(See 404 A. and B. for Exceptions)

### **Chapter 11 – Supplementary District Regulations**

Replace “T. Fireworks Displays, Open Air Burning, and Illegal Burning” with “Cluster Box Unit (Mail Kiosk) Regulations”

### **Section 1101 C.1. – Permitted Obstructions in Required Yards**

- CBU for centralized mail delivery
- HVAC equipment (Possibly in 2), provided they are no closer than 18 inches to a property line

### **Section 1101 H – Structures to Have Access**

First paragraph, new sentence – This rule shall not apply for lots created for the purpose of providing a Cluster Box Unit/Mail Kiosk for centralized mail delivery.

### **Appendix A – Definitions and Rules for Construction of Language**

Add the following definition:

Cluster Box Unit (CBU) - A centralized grouping of individually locked and keyed compartments or mailboxes, such as a wall-mounted unit in an apartment building or a free-standing neighborhood delivery and collection box unit. The carrier can generally access the individual compartments at one time by using a special key to unlock a facing or rear flat panel (front- or back-loading) or, for vertical

boxes, (top-loading) an entire row of boxes that swing away from the wall to expose the tops of each box ([https://about.usps.com/publications/pub32/pub32\\_terms.htm](https://about.usps.com/publications/pub32/pub32_terms.htm)). Also known as mail kiosks.