ANNUAL REPORT AND PROGRAM DESIGN
PLANNING DEPARTMENT
COOKEVILLE, TENNESSEE

2015

I. PURPOSE OF REPORT

This Annual Report and Program Design has four primary purposes. First, it presents the status of memberships of the Planning Commission, Board of Zoning Appeals, and Historic Zoning Commission. Second, it summarizes the meetings of these bodies from the previous year. Third, it provides an annual assessment of the city's planning program, including the activities of the Planning Commission, Board of Zoning Appeals, Historic Zoning Commission, and the Planning Department. Fourth, it establishes a general schedule of future work activities for the Planning Commission and its staff.

II. MEMBERSHIP STATUS

A. Planning Commission (4 year & 5 year terms appointed by City Council)

Member	Term	
Jim Stafne (Chairman)	1/01/2019	5 years
Roy Loutzenheiser (Vice Chairman)	1/01/2018	5 years
Chris Wakefield	1/01/2016	5 years
Judy Jennings	1/01/2017	5 years
Kay Starkweather	1/01/2020	5 years
Leslie Sullins	1/01/2019	5 years
David Webb	1/01/2019	5 years
Jim Woodford (Council Member)	8/01/2018	4 years
AdamRyan/Tracy Cody (Mayor Representative)	8/01/2018	4 years

B. Board of Zoning Appeals (3 year terms appointed by City Council)

Member	Term	
Jane Flatt (Chairman)	1/01/2016	3 years
Sid Gilbreath (Vice-Chairman)	1/01/2017	3 years
James Dial	1/01/2017	3 years
Paul Bonner/John Ward	1/01/2018	3 years
Kay Detwiler/Elwood Ervin	1/01/2018	3 years

C. Historic Zoning Commission (5 year terms appointed by Mayor)

Member	Term	
Greg Stamps (Chairman)	4/5/2016	(Architect)
Calvin Dickinson (Vice Chairman)	4/5/2015	(Local Preservation Organization)
Alma Anderson	4/5/2018	(Community in General)
Julia Woodford	5/3/2017	(Local Patriotic Organization)
Lee Carney	1/1/2016	(Representative East Broad St./Freeze St.)
Cathy Lamb	1/1/2016	(Representative Cream City)
Chris Wakefield	4/5/2019	(Planning Commission Member)

III. 2014 MEETING SUMMARIES

A. Planning Commission (January - December)

Meetings Held	12
Special Called Meetings Held	0
Meetings Cancelled	0
No Quorum Meeting	0

B. Summary of Planning Commission Meetings

January 27, 2014:
Welcomed new members – Leslie Sullins & Adam Ryan.

Election: Chairman Jim Stafne and Vice-Chairman Dr. Roy Loutzenheiser.

Approved: Rezoning 20 South Whitney Avenue (Tax Map Numbers 53G-G-2.00, 2.01 & 3.00) from CL (Local Commercial) to CG (General Commercial); Amendments to the Zoning Code relating to approval of property owners requirement for establishment of HS District Overlay Zoning; and 30 day extension of Final Plat approval of the Pat Allen Division Phase II, 2 lots located on Lovelady Road.

Denied: Closing South Whitney Avenue located between Depot Street and the southern railroad right-of-way and declaring it as surplus.

February 24, 2014:
Approved: 2014 Annual Report and Program Design; and Annexation by Referendum of the Old Stewart Road Area and Plan of Services for same with the establishment of CI Zoning.

Conditional Approval: Final Plat of the Villas at Maple Point, Resubdivision of Lots 1 & 2, 5 lots located on Maple Point Drive.

March 24, 2014:
Approved: Closure and abandonment of a portion of Holly Avenue and declaring it as surplus; Amendments to the Zoning Code pertaining to various uses in CBD, CL. CG. CR, CI, LM & HM Districts, corrections to minimum side yard on street side corner lot requirements in the RS10, RS5, and RD Districts, and modifications of illustrations and other general revisions/updates; and Final Plat of Winter Hill Estates (formerly Draper Heirs Division), 15 lots located on the corner of Fisk Road, Winterhill Drive, and North Pickard Avenue.

April 28, 2014:
Approved: Annexation of 1.3 acres located on the northwest corner of Summerfield Road and Fisk Road, approval of Plan of Services, and Zoning for said property to RM8 (Multi-Family Residential).

Conditional Approval: Final Plat of Lowell R. Ebersol Property, 3 lots located on Mill Drive.

May 19, 2014:
Conditional Approval: Revised Plat of Clark Springs Subdivision, 4 lots located on Brown Avenue and Clark Avenue.

June 23, 2014:
Approved: Rezoning 1100 South Willow Avenue (Tax Map #65-98.00) from LM (Light Manufacturing) to CG (General Commercial); Six (6) month extension of Preliminary Plat approval of the Glen Abbey Subdivision, 21 lots located off Buck Mountain Road; and Preliminary Plat of Downton Square, Phase I (formerly Liberty Place, Phase I)

Denied: Rezoning 420 & 430 Peek Drive and 412 Blake Circle from RS10 (Single Family Residential) to RM8 (Multi-family Residential).

July 28, 2014:
Approved: Annexation of properties located on Bennett Road and identified as Parcels 72.00, 73.00, 73.01 and 74.01on Tax Map #64; Preliminary Plat of Downton Square, Phase II, 22 lots located on East Spring Street; and Final Plat of the Redivision of Lot #1 of the Redivision of Portions of Lots 3-6 of the Messenger Heirs Subdivision, 3 lots located on White Road.

Conditional Approval: Preliminary Plat of River's Edge, 47 lots located off Old Sparta Highway.

August 25, 2014:
Conditional Approval: Final Plat of South Walnut Place, 5 lots located on South Walnut Avenue; Final Plat of Edd & Sallie Mae Eldridge Heirs Property, 3 lots located on Holladay Road; Final Plat of Glen Abbey Subdivision, 21 lots located on Glen Abbey Drive; Final Plat of West Broad Cottages, 37 lots located on West Broad Street; and Preliminary Plat of Carrington Estates, 13 lots located on Bayview Drive, and Extension of financial guarantees for one (1) year for the Reserve at the Country Club Phase I; Carrington Estates, 13 lots located on Bayview Drive; and Extension of Financial Guarantees for one (1) year for the Reserve at the Country Club Phase I.

Denied: Rezoning 1937 North Dixie Avenue from RS10 (Single-Family Residential) to RD (Single Family and Duple Residential); and Rezoning 2082 North Willow Avenue from RS15 (Single Family Residential) to CL (Local Commercial).

September 22, 2014:
Approved: Final Plat of the Revision of Lot 34 and a portion of Lots 1-3 of the SMT Subdivision, 4 lots located on White Road. Final Plat of the revision of lot 34 and a portion of lots 1-3 of the SMT Subdivision, 4 lots located on White Road.

Conditional Approval: Final Plat of Redivision of Lots 1-5 of Ridgecrest North End Division, 5 lots located on Eastgate Circle.

October 27, 2014:
Approved: Rezoning 670 & 740 East 22nd Street from CI (Commercial/Industrial Mixed Use) to CL (Local Commercial) and 411, 435, & 438 Vickers Lane from LM (Light Manufacturing) to CL(Local Commercial); Rezoning 601, 611, & 621 Buffalo Valley Road from RD (Single Family & Duplex Residential) to CL (Local Commercial); Amendments to the Zoning Code pertaining to architectural design requirements; Endorsement of 2014 Multimodal Access Grant Application to Tennessee Department of Transportation (TDOT) for the purpose of installing sidewalks on State Route 24 (East Spring Street); Six (6) month extension of The Cottages of Cookeville, 49 lots located off McCulley Road and Springboro Road; and Moving from study to action Preliminary Plat of Washington Commons, 5 lots located on the corner of North Washington Avenue and East Jere Whitson Road

Conditional Approval: Preliminary Plat of Washington Commons, 5 lots located on the corner of North Washington Avenue and East Jere Whitson Road; and Final Plat of Carrington Estates, 13 lots located on Bayview Drive

November 24, 2014:
Approved: Rezoning 319 & 339 West 8th Street and 340 West 9th Street from RD (Single Family Residential) to CL (Local Commercial).

Conditional Approval: Rezoning 385 East 13th Street (Parcel 4.00, Map 40K, Group H) from RS10 (Single Family Residential) to RM8 (Multi-Family Residential); Granted Final Plat approval of University Square Phase II, 41 lots located on West 7th Street, Chestnut Avenue, and West 8th Street for 90 days, subject to completion of the paving, landscaping, sidewalks, dumpster pad, rain gardens, picnic area, signage installation, submission of HOA agreement and additions/correction as requested by the Planning Department and/or other appropriate city departments.

December 15, 2014:
Approved: Changing the name of a portion of Mine Lick Creek Road located within the Cookeville Corporate Limits for addresses 4076 - 5000 Mine Lick Creek Road to Academy Road effective January 15, 2015.

C. Board of Zoning Appeals (January - December)

Meetings Held	9
Meetings Cancelled	3
No Quorum Meetings	0
Special Called Meetings	0

D. Summary of Board of Zoning Appeals Meetings

January 9, 2014:
Election: Chairman Jane Flatt and Vice-Chairman Sid Gilbreath.

Approved: Variance to reduce the side yard setback requirements from 10' to 4' for a total variance of 6', according to the submitted site plan, for an addition to existing dental office located at 220 North Washington Avenue.

February 13, 2014:
Welcomed new member – James Dial.

Approved: Special Exception to allow a self-storage service facility on the property located at 71 Wesley Drive.

Special Exception to allow a self-storage facility on the property located at 71 Wesley Drive.

March 13, 2014:
Denied: Variance in the parking space requirements from 14 to 11 spaces for a total variance of 3 parking spaces on the property located at 820 South Jefferson Avenue.

April 10, 2014:
Approved: Variance to reduce the front yard setback requirements from 50' to 44' for a total variance of 6' to allow addition to existing dentist office located at 738 East Spring Street, as depicted on submitted site plan; and Variance to reduce the parking/driving lane widths from 30' to 26' for a total variance of 4' for each lane at a proposed self-storage facility to be located at 71 Wesley Drive.

Conditional Approval: Variance to reduce the side yard setback requirements on tract #1 from 10' to 8' for a total variance of 2' to allow for the subdivision of property located at 200 Mill Drive, subject to the removal of the accessory structure on proposed tract #1 from the required setback area; and Special Exception to allow an electronic message center to be attached to a freestanding side located in the CN (Neighborhood Commercial) District at 950 North Washington Avenue, subject to compliance with all applicable provisions of the Zoning Code.

Denied: Administration Review to not allow the operation of a commercial residential care home providing support staff or guardians for residents in Bilbrey Park, Laurel Park, or any property zoned RS in the City of Cookeville and requiring any person or entity seeking to establish such a facility in any RS location in Cookeville to prove to the City by clear and convincing evidence that the facility meets the requirements of TCA #13-204-101 thru 104 in that it serves disabled individuals as defined and is not operating on a commercial basis.

May 8, 2014:
Approved: Variance to reduce the rear yard setback requirements from 20' to 14' for a total variance of 6' to allow a 24' x 28' garage on the property located at 252 East 8th Street; and Variance to reduce the required lot width at setback line in a RD (Single Family and Duplex Residential) District from 75' to 73.79' for a total variance of 1.21' in order to construct a duplex on Lot #1 of the Poston Subdivision, Redivision of Lots 38-41 and 58-61 located at 1974 North Dixie Avenue.

June 12, 2014: The Board did not meet in June.

July 10, 2014: The Board did not meet in July.

August 14, 2014:
Approved: Variance in the reduction of rear yard setback requirements from 10' to 5' for a total variance of 5' and a variance in the reduction of the driveway/entrance separation requirements on the eastern side of the property on North Willow Avenue from 50' to 30' for a total variance of 20', and a variance in the reduction of the southern landscape strip requirement from 10' to 3' for a total variance of 7' along West 4th Street for a distance of approximately 40 feet from the required front setback off North Willow Avenue east to the required landscape yard along North Willow Avenue; and a Variance to reduce the rear yard setback requirement from 25' to 13' for a total variance of 12' for the width of the proposed sunroom (approximately 23 feet) on the property located at 301 East 6th Street.

September 11, 2014:
Approved: Variance to reduce the front yard setback requirements on Terrace Hill Road from 30' to no less than 23' for a total Variance of no more than 7' for a width no greater than as depicted on the submitted site plan (55 square feet) to allow for the construction of a 3 car garage on the property located at 708 Woodlawn Drive.

Conditional Approval: Special Exception for an electronic message center (displaying test only) on the property located at 620 E. 10th Street, subject to compliance with all applicable provisions of the Zoning Code; and a Variance to reduce the rear yard setback requirements from 10' to 9' for a total variance of 1' in the rear yard setback requirements and a 5' variance to reduce the landscape yard requirements from 10' to 5' on North Washington Avenue & East Jere Whitson Avenue as depicted on the submitted site plan. Both variances were conditionally approved subject to the installation of a privacy fence along the western and southern property lines and following the outline of the buildings as shown on the submitted site plan.

October 9, 2014:
Approved: Variance to reduce the minimum lot width of approximately 50 feet, subject to the provision of a minimum of front setback of 40 feet and to compliance with all other applicable Zoning Code requirements on the property located at 113 McClellan Court..

November 13, 2014: The Board did not meet in November.

December 11, 2014:
Approved: Administrative Review that the proposed addition at 1445 East 10th Street complies with the conditions established by the BZA on December 13, 2012.

E. Historic Zoning Commission (January - December)

Meetings Held	5
Meetings Cancelled	7
No Quorum Meetings	0
Special Called Meetings	0

F. Summary of Historic Zoning Commission Meetings

January 14, 2014: There was no meeting in January.

February 11, 2014:
Approved: Certificate of Appropriateness for the addition of a garage, porch, 500 sq. ft. addition for a master bedroom & bathroom, alteration to roof, and renovations to the exterior on the home located at 125 East 4th Street.

Staff Reports: (1) Amendments to the Zoning Code: James Mills reported that the Planning Commission at their January 27, 2014 meeting approved the amendments to the Zoning Code as recommended by the Historic Zoning Commission. The amendments pertaining to the number of property owners required to be in favor of the establishment of a HS, Historic Overlay Zone was changed from 2/3rd to simple majority. The City Council will hold a Public Hearing on March 6, 2014; and (2) Tennessee Historic Preservation Grant Application: James Mills reported that the Tennessee Historic Preservation Grant application for development and production of a walking tour brochure of the Historic Districts has been submitted. Awards will not be made until October.

March 11, 2014: There was no meeting in March.

April 8, 2014: There was no meeting in April.

May 13, 2014: There was no meeting in May.

June 10, 2014: There was no meeting in June.

July 8, 2014:
Approved: Certificate of Appropriateness for changes to the exterior of the building located at 101 West Broad Street.

Staff Reports: (1) Amendments to the Zoning Code Section 232.4, procedure for establishment of HS District Zoning requiring simple majority, became effective on April 4, 2014; (2) The Board requested that the Planning staff look at adding two (2) more Historic Zoning Districts located at the Courthouse and the West Side of Town; (3) Received a letter the Tennessee Historical Commission on May 23, 2014 awarding the City of Cookeville a Tennessee Historic Preservation grant in the amount of $1,200 to work on a brochure showing the three Historic Zoning Districts in the City. The awarded amount is the sixty percent (60%) federal portion of the project budget. The local forty percent (40%) match of $800 will complete the project budget; and (4) The North Dixie Avenue Historic District signs are in the process of being made.

August 12, 2014:
Conditional Approval: Certificate of Appropriateness for changes made to the exterior of the building located at 101 West Broad Street without the approval of the Historic Zoning Commission. Those changes included windows that were replaced on the first floor of the North Cedar side of the building and to allow the louvers to remain on the West Broad Street

side, providing matching louvers are also installed in the upper windows on the North Cedar Avenue side of the structure to provide continuity and harmony in appearance. Additional window louvers have to be installed within 6 months from August 12th meeting.

September 9, 2014:
Approved: Certificate of Appropriateness for changes to the exterior door and columns on the property located at 210 Cherry Avenue.

October 14, 2014:
Approved: Certificate of Appropriateness for a new addition to the property located at 448 East Broad Street.

November 11, 2014: There was no meeting in November.

December 9, 2014: There was no meeting in December.

2014 PLANNING PROGRAM EVALUATION

A. Long Range Planning

1. Comprehensive Plan

- The Cookeville 2030 Plan was completed by the Planning Commission in 2010 and adopted by the City Council through Ordinance No. O10-11-14, effective 12/13/10. It replaced the Cookeville Comprehensive Future Land Use Plan adopted by the City Council through Resolution No. R00-10-29, effective October 5, 2000.
- Amendments to the Future Land Use Element relating to Bennett Road Extension Project adopted by City Council by Ordinance #012-06-08, effective 8/17/12.

2. Major Street Plan

- Revised Major Street Plan adopted and recorded in 2010, replacing 1999 Plan.
- Amended Major Street Plan approved by Planning Commission on 5/12/2012 and recorded on June 12, 2012. Amendments included access points and proposed connecting streets relative to the Bennett Road Extension Project.

B. Strategic Planning

1. Streets and Right-of-Ways

a. Official Street Inventory and Assessment.
   - Updated in 2014.

b. Official Street Map
   - Most recent amendments adopted by Ordinance #O13-02-03 and effective 4/5/2013.

c. Street Construction/Improvement Projects
   - Interstate 40 5th Interchange construction: monitored
   - Bennett Road Extension: monitored, held Public Hearing on ROW acquisition.
   - Ridgedale Drive Realignment: received proposal for ROW dedication.

d. Street Naming
   - Street Name Changes: 1 in 2014 *(4076 - 5000 Mine Lick Creek Rd to Academy Rd)*.
   - Private Drives Named: 1 in 2014 *(Myleigh Avenue)*.
   - New Streets Named: none in 2014.

e. Requests for Street Closure/R.O.W. Closure and Abandonment and Declaring as Surplus.
   - Approved: 1 in 2014 *(Portion of Holly Avenue)*.
   - Denied: 1 in 2014 *(Portion of South Whitney Avenue)*.
   - Pending Council approval: none.

f. Center Hill Rural Planning Organization.
   - Technical Committee Member, elected Chairman of Committee in 2009, reelected 2010-2015.
   - Attended all 2014 RPO meetings.
   - Widening of State Highway 136 (South Jefferson Avenue) recommended as priority for FY12 - FY13 (ROW), project postponed by TDOT in 2014.
   - Construction of I-40 Interchange at Mine Lick Creek Road recommended as priority for FY14 – FY15 (Construction), right-of-way acquisition initiated in 2014.
   - Widening of US 70N (Spring Street) recommended in 2009 for Transportation Planning Report (TPR).

g. Sidewalks
   - Prepared and submitted to TDOT 2014 Multimodal Access Grant Application for installing sidewalks along State Route 24 (East Spring Street) from Broad Street to Neal Street.

2. Annexation

- Annexation Studies prepared: 3 in 2014.
- Plan of Services prepared: 3 in 2014.
- Annexation Ordinances approved: 2 in 2014 *(Summerfield Road & Hall-Bennett Road)*.
- Annexation by Referendum approved: 1 in 2014 *(Old Stewart Road)*.
- Annexation Ordinances pending Council approval: none in 2014.
- Plan of Services Annual Progress Report for 11 annexation areas approved January 16, 2014.
- Plan of Services 6 Months Progress Reports: 1 in 2014 *(Old Stewart Road)*.
- Comprehensive Zoning for Annexation Area: 3 in 2014.
- Served on Tennessee Municipal League (TML) Committee to protect city interest in legislative efforts to amend the state annexation law.

3. Surplus Property Requests

- Request for Declaration of property as surplus: none in 2014.
- Request for Declaration of right-of-way as surplus: 2 in 2014 *(Portions of Holly Avenue and Laurel Avenue).*

4. Deeds

- Quit Claim Deeds prepared: 2 in 2014 *(Portions of Holly Avenue and Laurel Avenue).*
- ROW Deeds: none prepared in 2014.
- Warranty Deeds: 1 prepared in 2014 *(Tennessee Vocational School).*

5. Other
   - Initiated assistance to Westside Business Association for development of vision plan and possible overlay zone.
   - Assisted Retail Strategies Group with development of retail development plan/strategy.
   - Assisted Habitat for Humanity with development of West End Revitalization plan.

C. Land Use Controls

1. <u>Municipal Zoning Code</u>

Current Zoning Code and Map originally adopted by Ordinance # O01-11-15, effective 1/4/02.

a. Amendments - 2014

- Amendments to the Cookeville Zoning Code: 3 approved by Planning Commission in 2014 *(Property owner requirements for establishment of Historic District Overlay Zone; New definitions and various uses in CBD, CL, CG, CR, CI, LM & HM Districts, corrections to minimum side yard on street side corner lots requirements in the RS0-10, RS-5 & RD Districts, revision for accessory structures, and modifications to illustration for queuing requirements; and Architectural Design requirements).*
- Amendments to the Cookeville Zoning Code adopted by City Council: 3 *Ordinance #O14-02-02, effective 4/4/2014, relating to property owner requirements for the establishment of Historic District Overlay Zone; Ordinance #O14-04-05, effective 5/30/14, pertaining to new definitions and various uses in CBD, CL, CG, CR, CI, LM & HM Districts, corrections to minimum side yard on street side corner lots requirements in the RS0-10, RS-5 & RD Districts, revision for accessory structures, and modifications to illustration for queuing requirements; and Ordinance #O14-11-20, effective 1/2/15, pertaining to Architectural Design requirements).*
- Amendments pending approval by City Council: 0.

b. Rezoning Requests

- Rezoning requests approved by Planning Commission: 6 *(20 S. Whitney Avenue, 1100 S. Willow Avenue, 670 & 740 E. 22nd Street, and 601, 611, 621 Buffalo Valley Road, 385 E. 13th Street, and 319 & 339 W. 8th Street & 340 W. 9th Street).*
- RAO (Redevelopment Area Overlay District) Zoning: 0.
- Ordinances adopted by City Council: 3 (*Ordinance #O14-06-12, effective 9/5/14; Ordinance #O14-11-18, effective 1/2/15; and Ordinance #O14-11-19, effective 1/2/15).*
- Ordinance pending City Council approval: 2 *(Ordinance O14-11-20 and Ordinance #O14-11-21).*
- Ordinance denied by City Council: 3 *(20 S. Whitney Ave, 420 & 430 Peek Drive & 412 Blake Circle, and 2082 North Willow Ave.).*
- Requests denied by Planning Commission: 3 *(420 & 430 Peek Drive & 412 Blake Circle, 1937 North Dixie Avenue, and 2082 North Willow Avenue).*
- Requests appealed to the City Council: 3 *(420 & 430 Peek Drive & 412 Blake Circle, 1937 North Dixie Avenue, and 2082 North Willow Avenue).*
- Requests revised by the City Council: 1 *(1937 N. Dixie Avenue).*

c. Zoning Appeals considered:

- Variances: 14 approved; 1 denied.
- Special Exceptions: 3 approved; 0 denied.
- Administrative Interpretations: 1 approved; 1 denied.

d. Historic Zoning

- Requests for Historic Overlay Zoning: none in 2014.
- Proposals for extension of Historic District: none in 2014.
- Proposals for establishment of Historic District: none in 2014.
- Certificates of Appropriateness issued by Board: 5 approved; 0 denied.
- Certificates of Appropriateness issued by Staff: 1 approved; 0 denied.
- Submitted materials to Tennessee Historical Commission to maintain status of Certified Local Government.
- Amendment to the Zoning Code relating to property owner approval percentage required for the establishment of Historic District Overlay Zone.
- North Dixie Avenue Historic District signs installed.
- Awarded Tennessee Historical Commission grant in the amount of $1,200 to work on a brochure showing the three Historic Zoning Districts in the City.

e. Sign Regulations

- Billboard permits issued: 7 in 2014.
- Billboard permit fees: $4,797.00 in 2014.
- Inventory of existing billboards updated.
- Computer database of billboards updated.

f. Flood Plain Regulations

- Current Floodplain Regulations adopted in 2009 by Ordinance #O09-07-13, replacing 2007 regulations.
- Base Flood Elevation determinations completed: 4.
- Elevation Certificates Issued: 0.
- Submitted application to FEMA for participation in the CRS (Community Rating System) Program. City of Cookeville CRS participation approved on May 1, 2014 with Class 9 rating assigned.

g. Zoning Confirmation Letters

- Prepared 40 zoning confirmation letters.

h. Zoning Database

- Rezoning, Board of Zoning Appeals & Historic Zoning activities updated.

2. <u>Subdivision Regulations</u>

Current Subdivision Regulations adopted on 4/24/00 superceding and replacing previous regulations adopted on 9/25/89. Amended 3/25/02, 5/23/05, 3/23/09 and 6/27/11.

a. Amendments - 2014

- Subdivision Regulations amendments: none in 2014.

b. Plats Approved in 2014

- Final Plats: 12 containing 165 lots (excluding minor plats approved by staff).
- Final Plat Denied: none in 2014.
- Final Plat Extension: 1 in 2014.
- Final Plat Revisions: 1 in 2014.
- Preliminary Plats: 5 containing 92 lots.
- Preliminary Plat Extensions: 2 approved
- Revised Preliminary Plats: 1 in 2014.
- Minor plats: 26 containing 43 lots approved.
- Extension of financial guarantee: 1 approved.

c. Financial Guarantees, Warranties, Street Surfacing Fees

- financial guarantees, totaling $131,600 accepted in 2014.
- financial guarantees, totaling $0 released in 2014.
- financial guarantees, totaling $131,600 currently held.
- financial guarantees, totaling $26,500 in default *(Blackwell Road)*.
- warranty of improvements, totaling $0 accepted in 2014.
- warranty of improvements, totaling $0 released in 2014.
- warranty of improvements, totaling $2,650 in default.

- final street surfacing fees, totaling $23,000 received in 2014.
- final street surfacing fees, totaling $0 applied to surfacing in 2014.
- final street surfacing fees, totaling $23,000 currently held.
- final street surfacing fees, totaling $0 in default.

d. Subdivision database developed and maintained.

D. Community Development

1. Completed updates to Average Daily Traffic Count Map.
2. Completed updates to City Owned Property Map.
3. Completed updates to Planning Department website.
4. Established and maintained street closure database.
5. Continued working with Public Works Department for establishment of a local Elevation Control Network.
6. Provided staff support to the Tree Board
   - Attended 8 meetings of the Tree Board.
7. GIS Activities
   - Implemented Enterprise GIS database.
   - Maintained & updated synchronized replications of data between all city departments and Putnam EMA.
   - Updated and maintained Planning Department GIS datasets, including billboards, zoning, streets, building footprints, City of Cookeville Corporate Limits and City of Cookeville owned property.
   - Updated Zoning Map Book.Implemented online mapping services through arcgis.com.
   - Initiated update to online zoning map service.
   - Continued process of synchronizing address and street information across databases from various departments and organizations.
   - Continued maintenance and administration of GIS databases.
   - Continued support of Economic Development activities by developing requested maps and web application services.
   - Continued administration of ArcGIS online organizational account and development of user and public access to GIS resources.
   - Continued implementation and maintenance of mapping applications for web and mobile use across various departments.
   - Continued training and support for GIS applications across various City Departments.
   - Continued professional GIS training and research to improve quality of City's GIS program and stay current with changes in technology.
   - Finished process of migrating GIS System to Microsoft Windows Server.
   - Finished process of migrating GIS Databases to Microsoft SQL database management system.
   - Maintained database replications between City departments and Putnam County.
   - Created and updated miscellaneous printed maps and map books as needed.
   - Hired new GIS Systems Manager- Travis Smith.
   - Assisted Fire Department in utilizing GIS services with Fire Pre-Planning.

- Organized GIS Day event at Leslie Town Centre for participation in National GIS Day on November 19th as an outreach and educational opportunity to demonstrate GIS capabilities to the community.
- Began sharing Arc GIS online groups with Putnam County E911.
- Began building dataset for Historic and current Building Permits (1985-2014).

8. Assisted with various Economic Development Activities/Projects:
   - Project Victor (Academy Sports).
   - Project UNO.

E. PLANNING COMMISSION TRAINING

- Retail Strategies Firm presentation at City Hall on November 5, 2014.
- FEMA Community Rating System Presentation April 24, 2014.
- TDOT 25-year long-range transportation plan focus group session September 9, 2014.
- Habitat Strategic Plan for West Side charette and work sessions October 21 & 23, 2014.

V. 2015 PROGRAM DESIGN

A. Comprehensive Plan

1. Continue implementation of Cookeville 2030 Plan.
2. Monitor, assist and review as required implementation of Major Street Plan, including the following projects:
   - Bennett Road Extension
   - Fifth I-40 Interchange
   - Stevens Street realignment
   - Ridgedale Drive realignment at railroad.

B. Strategic Planning

1. Update Street Inventory and Assessment as necessary.
2. Submit Amendments to Official Street Map as necessary.
3. Continue representation on Center Hill Rural Transportation Planning Organization.
4. Prepare Studies, Plan of Services, Ordinances, and other materials necessary for any Annexations.
5. Complete annual and 6-month progress reports, and schedule Public Hearings for any uncompleted plan of services.
6. Continue to work with TML and other groups to project the rights of cities to annex property.
7. Continue efforts to maintain and improve rating in FEMA's CRS Program.
8. Assist Fire Department with station location study.
9. Work with other City and County entities to identify needed public resources south of Interstate 40, such as parks, fire stations, police stations, playgrounds, etc.
10. Assist with acquisition/preservation of natural area adjacent to Bilbrey Park & Highway III.
11. Assist with implementation of Multimodal Access Grant (State Route 24 sidewalks), if approved by TDOT.

C. Land Use Controls

1. Continue adequate enforcement and administration of regulations.

2. Prepare as necessary, amendments to Zoning Code:
   - Modifications to sign regulations.
   - Standards for columbariums.

3. Complete Zoning Study of Highlands Business-Industrial Park Area and submit recommendations for rezoning if appropriate.
4. Update Zoning Map to reflect 2015 amendments.
5. Update Zoning Atlas as necessary.
6. Maintain Inventory and Database of Billboards.
7. Complete establishment of local Elevation Control Network.

D. Community Development Services

1. Update and maintain Traffic Count Map.
2. Update and maintain Map of City Owned Properties.
3. Maintain and update web site of Planning Department.
4. Continue to provide Tree Board with staff support and assistance as needed.
5. GIS Activities
   - Complete ArcReader training for City Employees.
   - Complete Desktop GIS training for City Employees.
   - Complete update to online zoning map service.
6. Complete Historic District brochure funded through 2014 grant from the Tennessee Historical Commission.

E. Planning Commission Training

Complete required four (4) hours training.

Adopted this 23rd day of February, 2015.

Chairman, Cookeville Planning Commission	**Date**
Cookeville City Manager	**Date**