

**COOKEVILLE PLANNING COMMISSION
MINUTES
DECEMBER 17, 2012**

The Cookeville Planning Commission met on Monday, December 17, 2012 at 5:30 p.m., in the Council Chambers, 45 E. Broad Street, Cookeville, Tennessee.

MEMBERS PRESENT: Jim Stafne, Dr. Angelo Volpe, Dr. Roy Loutzenheiser, Judy Jennings, Chris Wakefield, Aaron Bernhardt, Randy Dalton, David Webb, and Jim Woodford.

STAFF MEMBERS PRESENT: James Mills, Jayne Barns, and Ken Young.

STAFF MEMBERS ABSENT: Jim Shipley.

OTHERS PRESENT: Amye Wright

CONSIDER FOR APPROVAL THE AGENDA AS SUBMITTED. Dr. Angelo Volpe made the motion to approve the agenda as submitted. Chris Wakefield seconded the motion and the motion carried unanimously. **APPROVED.**

CONSIDER FOR APPROVAL THE MINUTES OF NOVEMBER 26, 2012. Randy Dalton made the motion to approve the minutes of November 26, 2012. Jim Woodford seconded the motion and the motion carried unanimously. **APPROVED.**

CONSIDER FOR ACTION RENAMING PORTION OF LEE SEMINARY ROAD FROM HARDING ROAD NORTH TO NEW EXTENSION OF LEE SEMINARY ROAD TO LEE SEMINARY COURT. REQUEST SUBMITTED BY STAFF. James Mills stated that earlier this year the city completed an eastern extension of Lee Seminary Road to State Highway 135 (Burgess Falls Road) to serve as eastern access to the Highlands Business Park. As a result of the new street construction, an older portion of Lee Seminary Road intersecting with State Highway 135 near Harding Road north to the new extension needs to be renamed. Plans are currently being developed by the city to construct a cul-de-sac and close this portion of Lee Seminary Road where it intersects with Harding Road and State Highway 135.

The portion of Lee Seminary Road proposed for renaming is approximately 1,025 feet in length. There are eight (8) structures currently addressed off this portion of the street that would be affected by the renaming. The Planning Department has notified the owners of these properties regarding the proposed street name change to Lee Seminary Court. Additionally Putnam County Emergency Services has been notified about the potential name change. No opposition to the name change has been indicated.

Staff recommended approval of renaming of a portion of Lee Seminary Road to Lee Seminary Court.

Aaron Bernhardt made the motion to approve renaming of a portion of Lee Seminary Road to Lee Seminary Court. Chris Wakefield seconded the motion and the motion carried unanimously. **APPROVED RENAMING LEE SEMINARY ROAD TO LEE SEMINARY COURT.**

CONSIDER FOR ACTION AMENDMENT TO ZONING CODE ESTABLISHING A NEW ZONING DISTRICT ENTITLED RAO, REDEVELOPMENT AREA OVERLAY. REQUEST SUBMITTED BY STAFF. James Mills stated that the Planning Department has prepared provisions for a new zoning district, the RAO, Redevelopment Area Overlay district.

The proposed RAO district is intended to provide a method for encouraging development in areas in need of redevelopment or revitalization. In the Cookeville 2030 Plan, three areas in the city were specifically identified as being in need of special emphasis for redevelopment or revitalization. These three areas, consisting of several blocks each, are generally located north of West 12th Street along North Willow Avenue, west of North Willow Avenue between West Broad Street and East Ninth Street, and along West Broad Street westward from West Spring Street to the city limits. The 2030 Plan also describes the need for the establishment of incentives to encourage redevelopment in these areas.

The RAO district would function as an overlay zone that would be superimposed in addition to existing zoning classifications. The RAO district does not apply to multi-family residential. Within established RAO districts the Planning Commission and City Council may waive or modify certain minimum development requirements to encourage or incentivize new, converted or renovated residential or mixed use development. The process for RAO district approval would be similar to that for the existing PRD, Planned Residential Development and PCD, Planned Commercial Development zoning districts. The establishment of a RAO district would be contingent on the submittal and approval of development plans, which would include site, floor and elevation plans. The incentive for the developer is increased density and greater flexibility in design. The city would have the authority to allow significantly higher density (potentially up to 20 units per acre), reduce setbacks, reduced parking and other modifications to encourage redevelopment. The developer would be required to commit to and adhere to a detailed plan for development as a condition for approval.

Specific components of the proposed RAO zoning district are as follows:

- Criteria for RAO District
Properties proposed for RAO zoning must meet specific criteria to qualify. While the district is intended for the redevelopment/revitalization areas identified in the Cookeville 2030 Plan, the city may approve other areas if significant public benefit can be demonstrated.
- Uses permitted
Only the uses in the underlying zoning district are permitted.

- Minimum size
Minimum of 1 acre within an area identified in the 2030 Plan and 2 acres outside such an area is required. Smaller areas can be considered if significant public benefit is demonstrated.
- Maximum density
Up to 20 units per acre, however, multi-family residential developments are not eligible for increased density.
- Minimum yard requirements
Setbacks, lot size and lot coverage would be established based on the individual project.
- Minimum parking requirements
May be modified.
- Sidewalk requirements
May be modified.

The approval process involves several steps consisting of the following:

1. The developer must first meet with the Director of Planning and/or the City Manager to determine if the proposed property would be appropriate for RAO zoning.
2. The developer must submit a written request for rezoning and a written statement specifying details about the project.
3. The developer must submit a preliminary RAO concept plan that includes site plans, floor plans and elevation plans.
4. Planning Commission must approve the rezoning request and the preliminary RAO concept plan.
5. City Council must approve the rezoning and the preliminary RAO concept plan.
6. Final RAO Plan and Preliminary Subdivision Plat must be approved by the Planning Commission. The Final RAO Plan cannot significantly deviate from the Preliminary RAO Concept Plan. Approval of the Final RAO Plan is required before construction can begin or building permits issued. Final RAO Plan must be recorded. The Final RAO Plan may be constructed in stages or phases.
7. Minor modifications of the Final RAO Plan can be approved by the Planning Director and significant modifications shall be considered amendments requiring the approval of the Planning Commission.
8. Final Subdivision Plan must be approved by the Planning Commission.
9. Failure to obtain Final RAO Plan approval within 18 months after the effective date of rezoning shall render the rezoning null and void.
10. No Certificate of Occupancy shall be issued until all requirements of the Final RAO Plan have been completed.

Staff recommended approval of amendment to the Zoning Code to establish provisions for the RAO zoning district.

Dr. Angelo Volpe made the motion to approve the amendments to the Zoning Code to establish provisions for the RAO zoning district. Chris Wakefield seconded the motion and the motion carried unanimously. **APPROVED AMENDMENTS TO THE ZONING CODE TO ESTABLISH PROVISIONS FOR THE RAO ZONING DISTRICT.**

STAFF REPORTS:

(1) MINOR PLAT APPROVALS:

- MESSENGER HEIRS SUBDIVISION – REDIVISION OF PORTION OF LOT 3, AND LOTS 4, 5, & 6 - 2 LOTS LOCATED ON WHITE ROAD – IVAN BILBREY.

Chairman Jim Stafne announced that Aaron Bernhardt has resigned as a member of the Cookeville Planning Commission and that this would be his last meeting.

ADJOURNMENT: 5:45 P.M.

SUBMITTED FOR APPROVAL

SUBMITTED FOR RECORDING

**JAYNE BARNS CPS
PLANNING ASSISTANT**

**JIM STAFNE, CHAIRMAN
COOKEVILLE PLANNING
COMMISSION**