

**COOKEVILLE PLANNING COMMISSION
MINUTES
FEBRUARY 25, 2013**

The Cookeville Planning Commission met on Monday, February 25, 2013 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, Randy Dalton, David Webb, Jim Woodford, and Kay Starkweather.

MEMBERS ABSENT: Chris Wakefield.

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

STAFF MEMBERS ABSENT: Jim Shipley.

OTHERS PRESENT: Aaron Bernhardt and Laura Militana.

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

CONSIDER FOR APPROVAL THE MINUTES OF JANUARY 28, 2013. Dr. Angelo Volpe made the motion to approve the minutes of January 28, 2013. Kay Starkweather seconded the motion and the motion carried unanimously. **APPROVED.**

CONSIDER FOR ACTION 2013 ANNUAL REPORT AND PROGRAM DESIGN. REQUEST SUBMITTED BY STAFF. James Mills stated that the Planning Department has completed the 2013 Annual Report and Program Design. The purpose of this report is to review the activities of 2012 and to outline proposed activities for 2013.

Some of the major tasks completed in 2012 included:

- Amended Future Land Use Plan Element of the 2030 Plan,
- Amended Major Street Plan,
- Completed and approved 7 amendments to Zoning Code relative to automobile manufacturing in CI zone, townhouses and condominiums in CN zone, hospice homes, sinkhole retention regulations, assisted living/residential care facilities in PRD and CL zones, parking requirements and a new RAO, Redevelopment Area Overlay zone,
- Prepared annexation study and plan of services for Bennett Road Extension Annexation area,
- Prepared annual annexation plan of services status report,
- Completed Special Census of South Willow Avenue Annexation area,
- Approved 3 and denied 2 rezoning requests,
- Approved 3 final subdivision plats containing a total of 16 lots and 31 minor plats containing 56 lots,

- Initiated with Public Works Department establishment of a local Elevation Control Network,
- Initiated application to FEMA for CRS participation, and
- Implemented Enterprise GIS database.

The major work activities proposed for 2013 include:

- Continue implementation of 2030 Plan,
- Complete special census of Bennett Road Extension annexation area,
- Prepare zoning study of area contiguous with Regional Business Park,
- Assist as required implementation of the Major Street Plan including the Bennett Road extension, 5th I-40 Interchange and Stevens Street realignment projects,
- Assist Fire Department with station location study,
- Complete establishment of local Elevation Control Network,
- Complete application to FEMA for CRS participation,
- Review & evaluate regulations for on-premise signs, and
- Consider feasibility of citizen's survey.

Staff recommended approval of the Annual Report and Program Design.

Dr. Angelo Volpe made the motion to approve the Annual Report and Program Design. Jim Woodford seconded the motion and the motion carried unanimously. **APPROVED.**

CONSIDER FOR ACTION AMENDMENTS TO THE ZONING CODE RELATING TO BUS SHELTERS AND BUS STOPS. REQUEST SUBMITTED BY STAFF. Dr. Roy Loutzenheiser made the motion to postpone action on this item until March 25, 2013. Jim Woodford seconded the motion and the motion carried unanimously. **ITEM POSTPONED.**

CONSIDER FOR ACTION FINAL PLAT OF OLD KENTUCKY COURTYARDS, 19 LOTS LOCATED ON THE CORNER OF OLD KENTUCKY ROAD AND EAST HUDGENS STREET. REQUEST SUBMITTED BY JERRY GAW. James Mills stated that Mr. Aaron Bernhardt has submitted for approval a Final Plat of Old Kentucky Court Yards, a 19 lot single family attached (townhouse) development, located at the corner of Old Kentucky Road and East Hudgens Street. The Planning Commission granted conditional preliminary plat approval for the project on June 25, 2012.

The subdivision development property is identified on Tax Map 52I Group C as Parcels 6.00 and 7.00 and consists of approximately 1.18 total acres. The property is zoned CG, General Commercial, as are all adjacent properties. The properties to the north of East Hudgens Street are zoned RS-10, Single Family Residential. All of the building lots have frontage on driveways and parking areas in the development that are located within a private permanent vehicular easement. The common areas were not assigned lot numbers on the preliminary plat, which totaled sixteen (16) building lots. At the request of the Planning Department, all of the common areas are now shown on the plat as Lots 17-19 and are denoted on the plat as unbuildable lots. The access easements are required to be

constructed to city street standards, and must be approved by the Public Works Department. The property is served by the ten-inch waterline located in the right-of-way of East Hudgens Street. The sewer is connected to the six-inch gravity main located at the southeast corner of the property. There are three (3) existing fire hydrants located within the 500' required distance for fire protection. Repair and maintenance of all common elements, including the permanent vehicular access easement will be covered under a homeowner's association agreement that must be submitted prior to recordation of the Final Plat.

Several infrastructure components are incomplete as of this date. These include the sidewalk on East Hudgens Street, paving of all driveway and parking areas, landscaping, and construction of the retention pond. The developer understands that if these are not completed and approved as of March 20th the plat must be resubmitted for consideration at the March 25th Planning Commission meeting. No Warranty of Improvements will be required for the drive and parking areas due to the private nature of these components. Warranty of Improvements for the new sidewalk and possibly drainage structures may be required by the Department of Public Works.

Staff recommended conditional final plat approval subject to the following:

- 1) Completion and approval of work by March 20, 2013; if work is not completed, plat must be submitted no later than 9:00 AM on March 21st for reconsideration at the March 25, 2013 Planning Commission meeting,
- 2) Submission of financial guarantees as specified by the Department of Public Works for the Warranty of Improvements related to the sidewalk and drainage structure,
- 3) Submission of the Homeowner's Association Agreement, and
- 4) Completion of corrections or additions to the plat as determined necessary by the Planning Department and/or other appropriate city departments.

Randy Dalton made the motion to grant conditional final approval. Jim Woodford seconded the motion and the motion carried unanimously. **CONDITIONAL FINAL PLAT APPROVAL.**

Dr. Angelo Volpe made the motion to take the following items for study. Dr. Roy Loutzenheiser seconded the motion and the motion carried unanimously. **STUDY ITEMS.**

- (1) **CONSIDER FOR STUDY REZONING 225 KENWAY STREET FROM RS10 (SINGLE FAMILY RESIDENTIAL) TO CL (LOCAL COMMERCIAL). REQUEST SUBMITTED BY RONALD & RONDA GAW.**
- (2) **CONSIDER FOR STUDY REQUEST TO DECLARE CITY OWNED PROPERTY LOCATED AT 215 WEST SEVENTH STREET AS SURPLUS PROPERTY. REQUEST SUBMITTED BY JIM COBB ON BEHALF OF TENNESSEE TECH UNIVERSITY.**

- (3) CONSIDER FOR STUDY PRELIMINARY PLAT OF REDBUD SUBDIVISION PHASE II, 23 LOTS LOCATED OFF BUCK MOUNTAIN ROAD. REQUEST SUBMITTED BY DONNIE SUITS ON BEHALF OF CAPITAL COMMUNITIES LLC.
- (4) CONSIDER FOR STUDY REQUEST FOR RAO (REDEVELOPMENT AREA OVERLAY DISTRICT) ZONING FOR 319 WEST 7TH STREET. REQUEST SUBMITTED BY AARON BERNHARDT ON BEHALF OF BERNHARDT LLC AND JERRY C. GAW INC. THE PROPERTY OWNERS HAVE REQUESTED THAT THIS ITEM BE ADDED AS A STUDY ITEM SUBJECT TO THE ORDINANCE BECOMING EFFECTIVE IN MARCH.

STAFF REPORTS:

(1) MINOR PLAT APPROVALS:

- OAKLEY DIVISION – 2 LOTS LOCATED ON BLACKWELL ROAD – MICHAEL DRIVER.
- WHITSON & DYER COMBINATION PLAT OF LOTS 1 & 4 AND P/O LOTS 2 & 3 – 1 LOT LOCATED AT 203 WEST 2ND STREET - MIDDLE TENNESSEE SURGICAL PROPERTIES.
- YOUNG DEVELOPMENT – 2 LOTS LOCATED ON SOUTH JEFFERSON AVENUE – JEFF YOUNG.
- COMBINATION PLAT OF LOT 7 & 40 OF DEBERRY HEIGHTS SUBDIVISION – 1 LOT LOCATED ON NORTH DIXIE AVENUE AND KENWAY – FREDDIE HOLLOWAY.
- REVISED PLAT OF BUFFALO CAMP DIVISION – 2 LOTS LOCATED ON THE CORNER OF BUFFALO VALLEY ROAD AND CC CAMP ROAD – STEVE GARRETT.
- BURGESS, BURNETT & ELKINS SUBDIVISION – 2 LOTS LOCATED ON WEST BROAD STREET – LARRY BURGESS, DAVID BURNETT, AND DONNIE ELKINS.

ADJOURNMENT: 5:39 P.M.

SUBMITTED FOR APPROVAL

SUBMITTED FOR RECORDING

**JAYNE BARNS CPS
PLANNING ASSISTANT**

**JIM STAFNE, CHAIRMAN
COOKEVILLE PLANNING
COMMISSION**