

**COOKEVILLE PLANNING COMMISSION
MINUTES
FEBRUARY 24, 2014**

The Cookeville Planning Commission met on Monday, February 24, 2014 at 5:30 p.m., in the Council Chambers, 45 E. Broad Street, Cookeville, Tennessee.

MEMBERS PRESENT: Jim Stafne, Dr. Roy Loutzenheiser, Judy Jennings, David Webb, Jim Woodford, Kay Starkweather, Leslie Sullins, and Adam Ryan.

MEMBERS ABSENT: Chris Wakefield.

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

OTHERS PRESENT: Jerry Parris, Mr. & Mrs. Tom Willoughby, Aaron Bernhardt, Mary Johnson, and Megan Trotter.

CONSIDER FOR APPROVAL THE AGENDA AS SUBMITTED. Dr. Roy Loutzenheiser made the motion to approve moving Action Item #5 from Study to Action. Jim Woodford seconded the motion and the motion carried unanimously. **APPROVED.**

Jim Woodford made the motion to approve the agenda as submitted. Kay Starkweather seconded the motion and the motion carried unanimously. **APPROVED.**

CONSIDER FOR APPROVAL THE MINUTES OF JANUARY 27, 2014. Jim Woodford made the motion to approve the minutes of January 27, 2014. Leslie Sullins seconded the motion and the motion carried unanimously. **APPROVED.**

CONSIDER FOR ACTION 2014 ANNUAL REPORT AND PROGRAM DESIGN. REQUEST SUBMITTED BY STAFF. James Mills stated that the Planning Department has completed the 2014 Annual Report and Program Design. The purpose of this report is to review the activities of 2013 and to outline proposed activities for 2014.

Some of the major tasks completed in 2013 included:

- Completed and approved 3 amendments to Zoning Code relative to a new RAO, Redevelopment Area Overlay zone, townhouses and condominiums in the RD and RS-5 districts, and standards for bus shelters and bus stops
- Prepared annual annexation plan of services status report
- Completed Special Census of Bennett Road Extension Annexation area
- Approved 3 and denied 3 rezoning requests
- Approved the creation of 3 RAO zoning districts
- Approved 5 final subdivision plats containing a total of 77 lots and 31 minor plats containing 52 lots

The major work activities proposed for 2014 include:

- Continue implementation of 2030 Plan
- Prepare zoning study of area contiguous with Regional Business Park
- Assist as required with 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
- Work with other City and County units to identify needed public resources south of Interstate 40, such as parks, fire stations, police stations, playgrounds, etc.

Staff recommended approval of the 2014 Annual Report and Program Design.

Jim Woodford made the motion to approve the 2014 Annual Report and Program Design. Kay Starkweather seconded the motion and the motion carried unanimously. **APPROVED.**

CONSIDER FOR ACTION FINAL PLAT OF THE VILLAS AT MAPLE POINT, RESUBDIVISION OF LOTS 1 & 2, 5 LOTS LOCATED ON MAPLE POINT DRIVE. REQUEST SUBMITTED BY JERRY GAW. James Mills stated that Mr. Jerry Gaw has submitted for approval a Final Plat for the Re-subdivision of Lots 1 and 2 of The Villas at Maple Point, a five (5) lot single family attached residential development of his property located on Maple Point Drive.

The development property is identified on Tax Map 66D Group C as Parcels 1.00 and 2.00 and contains a total of 0.61 acres. The 12 lot The Villas at Maple Point subdivision was developed by Burgess Cope-lands LLC. The Final PRD Plan, approved in November 2004, authorized the construction of 28 condominium units, to be developed in groups of two and three units. In addition, the proposed 12 lots depicted on the Final Plat as recorded in November 2005 were to be re-subdivided as the condominiums were developed. This was deemed necessary to determine the exact location of property lines involving shared walls. All infrastructure improvements in the development are pre-existing. The five (5) lots as shown on the plat under consideration will bring the total of the condominiums constructed to date in the development to a final total of 28 units as originally planned.

Staff recommended conditional approval of the Final Plat of the Villas at Maple Point, Resubdivision of Lots 1 & 2 as submitted and subject to the completion of additions or corrections to the plat as requested by the Planning Department and/or other appropriate city departments.

Leslie Sullins made the motion to grant conditional approval of the Final Plat of the Villas at Maple Point, Resubdivision of Lots 1 & 2 as submitted and subject to the completion of additions or corrections to the plat as requested by the Planning Department and/or other appropriate city departments. Jim Woodford seconded the motion and the motion carried unanimously. **CONDITIONAL FINAL PLAT APPROVAL.**

CONSIDER FOR ACTION ANNEXATION, ZONING, AND PLAN OF SERVICES FOR PROPERTIES LOCATED OFF OLD STEWART ROAD. REQUEST SUBMITTED BY STAFF. STAFF HAS REQUESTED THAT THIS ITEM BE MOVED FROM STUDY TO ACTION. MOVING THIS ITEM FROM STUDY TO ACTION REQUIRES THE APPROVAL OF THE PLANNING COMMISSION.

Chairman Jim Stafne opened the Public Hearing.

James Mills stated that the City of Cookeville has received petitions requesting annexation from the owners of a number of parcels located off Old Stewart, Mine Lick Creek, Bennett and Bob Gentry Roads. For identification purposes the territory has been designated as the Old Stewart Road area. The territory is contiguous with the current corporate limits; however, it is located partially outside the Urban Growth Boundary. Since a portion is located outside the Urban Growth Boundary a referendum must be held to facilitate annexation.

The Old Stewart Road annexation area consists of approximately 252 acres, including parcel and street right-of-way acreage. The area consists of three parcels in their entirety: Parcel 74.00 on Tax Map 64 (owned by Willard Dale Moss), Parcel 67.00 on Tax Map 64 (owned by Kenny T. Maynard), and Parcel 66.00 on Tax Map 64 (owned by Max and Carol Carter). Parcel 66.00 was recently combined with three other parcels, Parcels 66.02, 67.02 and 68, to form its current configuration.

The area also includes an estimated 3,357 linear feet or .64 miles of Mine Lick Creek Road. The right-of-way for this local street occupies approximately 2.3 acres of land. It has a right-of-width of 30 feet, a pavement width of 20 feet and has an asphalt surface in good condition. The territory is within the electric service area of the Upper Cumberland Electric Coop and within the natural gas service area of Middle Tennessee Natural Gas. Water service to the territory is divided between the City of Cookeville and the Cookeville Boat Dock Water Utility District.

The proposed annexation territory is located in close proximity to the Highlands Industrial-Business Park and the proposed Interstate 40 interchange at Mine Lick Creek Road. The property owners have indicated that a primary reason for requesting annexation is to increase the development potential of their properties. The area is at least partially identified in the Cookeville 2030 Plan as being best suited for commercial and/or industrial purposes and the Planning Department recommends that the area be zoned as CI, Commercial-Industrial Mixed Use.

A Plan of Services for the territory has been prepared and is included in a Resolution to be considered by the City Council. The proposed Plan of Services for the Old Stewart Road annexation area is as follows:

**Plan of Services
Old Stewart Road Annexation Area**

Police Protection

Patrolling, radio responses to calls, and other routine police services, using present personnel and equipment, will be provided upon the effective date of annexation.

Traffic signals, traffic signs, street markings, and other traffic control devices will be installed as the need is established by appropriate study and traffic standards.

Fire Protection

Fire protection by present personnel and equipment of the fire fighting force, within the limitations of available water and distances from fire stations; will be provided upon the effective date of annexation.

Water

Water service will continue to be provided to the annexation area by the City of Cookeville and the Cookeville Boat Dock Utility District based on current service boundaries. Rates for existing city customers will be reduced to the inside city rate within sixty (60) days after the effective date of annexation.

Sanitary Sewer

Sanitary sewer service will be provided to the annexation area when economically feasible and based on the same criteria, standards and policies used to determine the expansion of sanitary sewer service in the unserved portions of the present corporate limits.

Solid Waste Collection and Disposal

The same regular refuse collection service now provided within the city shall be extended to the annexed area within sixty (60) days after the effective date of annexation.

Streets

Emergency maintenance of streets (repair of hazardous chuckholes, measures necessary for traffic flow, etc.) will begin on the effective date of annexation.

Routine maintenance, on the same basis as the present city, will begin in the annexed area on the effective date of annexation.

Reconstruction and resurfacing of streets, installation of storm drainage facilities, construction of curbs and gutters, and other major improvements will be accomplished under the current policies of the city.

Inspection Services

All inspection services now provided by the city (building, plumbing, gas, housing, fire etc.) will begin on the effective date of annexation.

Planning and Zoning

The planning and zoning jurisdiction of the city will extend to the annexed area on the effective date of annexation. City planning will thereafter encompass the annexed area. An Ordinance establishing zoning for the area as CI, Commercial-Industrial Mixed Use shall be adopted following the referendum on annexation.

Recreational Facilities

Residents of the annexed area may use all existing recreational facilities, parks, etc. on the effective date of annexation. The same standards and policies now used in the present city will be followed in expanding the recreational programs and facilities in the enlarged city.

Electrical Service and Street Lighting

Electric service for domestic, commercial and industrial use to the annexed area will continue to be provided by the Upper Cumberland Electric Membership Cooperative. The City of Cookeville will pay the cooperative for the provision of street lighting in the annexation area and will request that the cooperative provide it within one (1) year after the effective date of annexation.

Natural Gas Service

Natural gas service will continue to be provided to area by Middle Tennessee Natural Gas.

Staff recommended approval of annexation by referendum of the Old Stewart Road area and approval of Plan of Services for same with the establishment of CI zoning

Chairman Jim Stafne closed the Public Hearing.

Jim Woodford made the motion to approve Annexation by referendum of the Old Stewart Road Area and approval of Plan of Services for same with the establishment of CI zoning. Adam Ryan seconded the motion and the motion carried unanimously. **APPROVED ANNEXATION BY REFERENDUM OF THE OLD STEWART ROAD AREA AND PLAN OF SERVICES WITH THE ESTABLISHMENT OF CI ZONING.**

Jim Woodford 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 CLOSURE AND ABANDONMENT OF A PORTION OF HOLLY AVENUE AND DECLARING IT AS SURPLUS. REQUEST SUBMITTED BY PETER METTS.**

- (2) CONSIDER FOR STUDY 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 LOTS REQUIREMENT IN THE RS-10, RS-5, AND RD DISTRICTS, AND MODIFICATIONS TO ILLUSTRATIONS, AND OTHER GENERAL REVISIONS/UPDATES. REQUEST SUBMITTED BY STAFF.**

ADJOURNMENT: 5:50 P.M.

SUBMITTED FOR APPROVAL

SUBMITTED FOR RECORDING

**JAYNE BARNS CPS
PLANNING ASSISTANT**

**JIM STAFNE, CHAIRMAN
COOKEVILLE PLANNING
COMMISSION**