

**COOKEVILLE PLANNING COMMISSION
MINUTES
AUGUST 24, 2015**

The Cookeville Planning Commission met on Monday, August 24, 2015 at 5:30 p.m. in the Council Chambers, 45 E. Broad Street, Cookeville, Tennessee.

MEMBERS PRESENT: Jim Stafne, Dr. Roy Loutzenheiser, Judy Jennings, Chris Wakefield, David Webb, Jim Woodford, Kay Starkweather, Leslie Sullins, and Tracy Cody.

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

OTHERS PRESENT: Susan Dalton, Kay Detwiler, Mike & Brenda Jared, Letcher & Brenda Dishman, Ricky & Samantha Sherrell, Sam Tays, Kyle Therriault, Dave Allmon, Chloe Johnson, Connie Sircy, Steve Garrett, Heather Hayes, Skip Bartlett, Gary Brewington, Jane Flatt, Scott Copeland, Bob Jett, Jerry Gaw, and Laura Militana.

CONSIDER FOR APPROVAL THE AGENDA AS SUBMITTED. Dr. Roy Loutzenheiser made the motion to approve the agenda as submitted. Jim Woodford seconded the motion and the motion carried unanimously. **APPROVED.**

James Mills stated that the agenda needs to be amended to add Study Item #2: Consider for study Preliminary Plat of Steven's Point, 10 lots located on West Stevens Street and Buffalo Valley Road. Request submitted by Jerry Gaw.

CONSIDER FOR APPROVAL THE AGENDA AS AMENDED. Dr. Roy Loutzenheiser made the motion to approve the agenda as amended. Kay Starkweather seconded the motion and the motion carried unanimously. **APPROVED.**

CONSIDER FOR APPROVAL THE MINUTES OF JULY 27, 2015. Dr. Roy Loutzenheiser made the motion to approve the minutes of July 27, 2015. Chris Wakefield seconded the motion and the motion carried unanimously. **APPROVED.**

CONSIDER FOR ACTION REZONING A PORTION OF 1061 SALEM CHURCH ROAD CONSISTING OF 3.41 ACRES FROM RS-15 (SINGLE FAMILY RESIDENTIAL) TO CR (REGIONAL COMMERCIAL). REQUEST SUBMITTED BY SUSAN DALTON ON BEHALF OF LETCHER & BRENDA C. DISHMAN. James Mills stated that Ms. Susan Dalton of Heritage Pointe, on behalf of property owners Letcher and Brenda Dishman, has submitted a request to rezone from RS-15, Single Family Residential to CR, Regional Commercial a portion of the Dishman property located at 1061 Salem Church Road.

The subject property is identified as a portion of Parcel 39.05 on Tax Map 66. The parcel in its entirety consists of approximately 12.1 acres and the portion proposed for rezoning consists of approximately 3.41 acres. The property is contiguous with properties zoned as RS-15 to the north, south and east and as CR to the west. The Future Land Use Concept Plan element of the Cookeville 2030 Plan indicates that the property would be best suited for mixed use commercial/residential purposes.

Heritage Pointe is a senior/assisted living facility located off South Maple Avenue. The facility's property is identified as Parcel 39.14 on Map 66 and is contiguous with the portion of the Dishman property proposed for rezoning. The owners of Heritage Pointe wish to purchase the subject portion of the Dishman property for the purpose of expanding their operation. Senior/assisted living facilities are a permitted use in the CR district subject to compliance with the requirements of Section 206.10 of the Zoning Code. Section 206.10 requires that all parking and drives be paved, a Type 2 Screen and Buffer Yard be provided along on property lines shared with properties zoned or use for single or two-family residential, and a minimum of 2,000 square feet of lot area be provided for each boarding room or dwelling unit.

Staff recommended conditional approval subject to the combination of the portion of Parcel 39.05 with Parcel 39.14 on Map 66.

Dr. Roy Loutzenheiser was concerned about the access from South Maple Avenue to the property in question.

Susan Dalton, Executive Director of Heritage Pointe and one of the owners, stated that they are in the process of purchasing a portion of the property to the south of their facility in order to provide access to the expansion. Mrs. Dalton added that the new addition will be a gated community.

Kay Starkweather made the motion to grant conditional approval of the rezoning of a portion of 1061 Salem Church Road consisting of 3.41 acres from RS-15 (Single-Family Residential) to CR (Regional Commercial), subject to the combination of the portion of Parcel 39.05 and 39.14 on Map 66. Judy Jennings seconded the motion and the motion carried unanimously. **CONDITIONAL APPROVAL, SUBJECT TO THE SUBMITTAL OF A COMBINATION PLAT OF PARCELS 39.05 AND 39.14 ON MAP 66.**

CONSIDER FOR ACTION REZONING THE REMAINDER OF HIGHLANDS BUSINESS PARK PROPERTIES FROM RS-20 (SINGLE FAMILY RESIDENTIAL) TO CI (COMMERCIAL-INDUSTRIAL MIXED USE). REQUEST SUBMITTED BY STAFF. STAFF REQUESTED THAT THIS ITEM BE MOVED FROM STUDY TO ACTION. MOVING THIS ITEM FROM STUDY TO ACTION REQUIRES THE APPROVAL OF THE PLANNING COMMISSION. James Mills stated that a portion of properties within the Highlands Business Park jointly owned by Putnam County and the City of Cookeville need to be rezoned from RS-20, Single Family Residential to CI, Commercial-Industrial Mixed Use.

The current zoning of the area in which the Highlands Business Park is located was established in 2003 through Ordinance Number O03-01-01. At the time the zoning was established the exact boundaries of the Business Park properties were not known. Construction of the Highlands Business Park is now nearly complete and portions of the parcels acquired by the city and county for the construction of the park remain zoned for single family residential use. To allow these portions of parcels to be developed as a part of the business park they should be placed in the same zoning classification as the remainder of the properties. The Future Land Use Concept Plan element of the Cookeville 2030 Plan

indicates that these properties would be best suited for mixed use commercial/industrial purposes.

A subdivision plat of the Highlands Business Park property was approved and recorded in 2011. The plat included the dedication of right-of-way for Highlands Park Boulevard and Venture Drive. The property was also divided into multiple tax parcels.

A total of six (6) separate portions of parcels and three (3) segments of right-of-way are currently zoned as RS-20 and need to be rezoned to CI. These areas are identified and are described as follows:

Area 1 is a portion of Parcel 31.05 on Tax Map 64 consisting of approximately 0.87 acre located at the northeast intersection of Bennett Road and Highland Park Boulevard. Area 2 is a portion of Parcel 114.11 on Tax Map 65 consisting of approximately 7.3 acres located off Highlands Park Boulevard and Lee Seminary Road just east of Bennett Road. Area 3 is a portion of Parcel 114.11 on Tax Map 65 consisting of approximately 2.6 acres located off Highlands Park Boulevard and Lee Seminary Road east of Area 2. Area 4 is also a portion of Parcel 114.11 on Tax Map 65 consisting of approximately 4.4 acres located at the northwest intersection of Lee Seminary Road and Venture Drive. Area 5 is a portion of Parcel 118.02 on Tax Map 65 consisting of approximately 13.7 acres located at the southwestern intersection of Lee Seminary Road and Highlands Park Boulevard. Area 6 is a portion of Parcel 112.00 on Tax Map 65 consisting of approximately 37.5 acres located at the northeastern intersection of Lee Seminary Road and Highlands Park Boulevard.

The first segment of right-of-way consists of approximately 3.7 acres and is located at the western end of Highlands Park Boulevard. The second segment of right-of-way consists of approximately 1.8 acres and is located at the southern end of Venture Drive. The last segment of right-of-way consists of approximately 5.6 acres and is located at the eastern end of Highland Park Boulevard.

Staff recommended approval of rezoning of the described six (6) parcel portions and three (3) segments of right-of-way from RS-20 to CI.

Dr. Roy Loutzenheiser made the motion to approve rezoning the remainder of the Highland Business Park properties consisting of a portion of six (6) parcels and three (3) segments of right-of-way from RS20 (Single-Family Residential) to CI (Commercial Industrial Mixed Use). Kay Starkweather seconded the motion and the motion carried unanimously.

APPROVED.

CONSIDER FOR ACTION PRELIMINARY PLAT OF WEST END NEIGHBORHOOD, PHASE III, 25 LOTS LOCATED ON WEST END STREET. REQUEST SUBMITTED BY HABITAT FOR HUMANITY. James Mills stated that Pam Ealey of Habitat for Humanity has submitted for approval a Preliminary Plat of West End Neighborhood Phase III, a 26 lot subdivision of a portion of their property located on West End Street adjacent to Phases I and II of the development.

The subject property is identified on Tax Map 53H Group A as Parcel 42.00 and Phase III contains approximately 13.08 total acres and is zoned RD (Single-Family and Duplex Residential). Adjacent properties to the north, northwest and east are zoned as RS-10 (Single family Residential). All other contiguous properties (across the railroad right-of-way) are zoned CI, (Commercial-Industrial Mixed Use). The 26 lots consist of 25 building lots and the remaining lot is a common area.

Three (3) new unnamed streets are proposed with a right-of-way 40 feet in width as approved by the Planning Commission at the July meeting. Public Works and the utility departments agreed to the reduction provided that all the easements bordering along the new street frontages be increased from 10 feet to 15 feet as shown on the plat. Habitat intends for the new streets to be dedicated to the city. New sidewalks five (5) feet in width are proposed to run the length of one side of all the new streets. The current available GIS data does not indicate that there are any sinkholes or wetlands on the property, nor is the parcel located in a FEMA NFIP Special Flood Hazard Area. However, there is an unnamed stream on the property as shown on the plat. The Public Work Department has requested that a 30 feet wide riparian buffer along this stream be added to the drawing. There are three (3) detention basins shown on the plat. Although these are to be physically located within the area intended for Phase III, detention basin #1 is an infiltration area for storm water from Phase II and detention basin #2 is an infiltration area for storm water from Phase III. Detention basin #3 will hold the overflow water from basins #1 and #2 on a more permanent basis. The common areas and storm water facilities are to remain private and are to be maintained in accordance with a Homeowner's Association agreement that must be submitted in a timely manner after the final plat is recorded.

Staff recommended conditional preliminary plat approval subject to the following:

- Developer must schedule and attend a pre-construction meeting with all the appropriate city departments
- Developer understands and agrees that all right-of-ways must be cleared prior to any installation of utilities
- Developer must submit a street plan and profile with storm sewer and sidewalk details to the Department of Public Works for all new streets. Plan shall include typical road section, subgrade, base width and asphalt width
- Developer shall submit a Storm Water Pollution Prevention Plan (SWPPP) to the Department of Public Works
- Developer must submit water (including fire hydrants) and low pressure sewer plans to the Water Quality Control Department
- Developer shall submit plans for the installation of underground electric per the Electric Department design requirements
- Developer to submit plans for the installation of natural gas to the Gas Department
- Developer to provide all conduit for underground communications facilities, CAD files and electrical layout plan to Frontier Communications
- Completion of corrections or additions to the plat as determined necessary by the Planning Department and/or other appropriate city departments

David Webb made the motion to grant conditional Preliminary Plat approval of West End Neighborhood, Phase III, subject to staff's recommendation. Tracy Cody seconded the motion and the motion carried unanimously. **CONDITIONAL PRELIMINARY PLAT APPROVAL.**

CONSIDER FOR ACTION FINAL PLAT OF WASHINGTON COMMONS, 5 LOTS LOCATED ON THE CORNER OF NORTH WASHINGTON AVENUE AND EAST JERE WHITSON ROAD. REQUEST SUBMITTED BY CHAD GILBERT ON BEHALF OF M & S PROPERTIES. James Mills stated that Mr. Chad Gilbert on behalf of M & S Properties has submitted for approval a Final Plat of Washington Commons Subdivision, a five (5) lot single family attached residential development of their property located at the southwest corner of East Jere Whitson Road and North Washington Avenue. The preliminary plat of the development was conditionally approved by the Planning Commission on October 27, 2014.

The property proposed for development is identified on Tax Map 40F, Group H, as Parcel 33.00 and consists of approximately 0.29 acres. The parcel is zoned as CL, (Local Commercial) as are properties to the north, east and south. The property adjacent to the western boundary of the parcel is zoned RS-10 (Single Family Residential). Section 221.31 of the Zoning Code states in part that single family attached dwellings (townhouses) are a use permitted on review in the CL district subject to conditions which include submittal and approval by the Planning Commission of a site plan depicting the location of all proposed structures and improvements. On September 11, 2014 the Board of Zoning Appeals conditionally approved a reduction of the rear yard setback from 10 feet to 9 feet and the requested reduction of the landscape yard as per the submitted site plan. Both were subject to the condition that a wood privacy fence be constructed along the southern and western boundaries of the property corresponding to the footprint of the proposed structures. The privacy fence has been constructed as required and is shown on the drawing.

The plat depicts Lots 1-4 as attached building lots. Lot 5 is the total area of the parcel excluding Lots 1-4 and is not a building lot. A private permanent vehicular access easement is shown on the plat to serve the new building lots. All of the infrastructure on the property is private and will be maintained under a Homeowner Association Agreement that is to be submitted and recorded in tandem with the final plat. There are 12 parking spaces shown on the plat which meets the required 1.25 parking spaces per bedroom. Public Works Director Greg Brown granted the developer's request to waive the requirement to construct a new five (5) foot wide sidewalk along East Jere Whitson Road. Mr. Brown advised the Planning Department that there was a five (5) foot wide paved shoulder already in place that would serve the same purpose as a new sidewalk.

Water has been connected to the existing eight (8) inch water line located in the right-of-way of North Washington Avenue. Sewer has been installed by connecting to the existing eight-inch sewer line located in both street frontages. A fire hydrant located at the northwest corner of the intersection is within the required proximity for fire protection. Sanitation carts will be utilized for solid waste collection. There are no Special Flood Hazard Areas or sinkholes identified in the available GIS data for the property. Finally, the landscape elements have not

been installed as required and the developer has indicated they may wish to ask the Codes Director for a deferral subject to the submittal of an approved financial guarantee.

Staff recommended conditional approval of final plat subject to any additions or corrections as requested by the Planning Department and/or other appropriate city departments, a decision regarding the landscaping and the submission of the Homeowner Association Agreement in a timely manner as determined by Planning Staff.

Leslie Sullins made the motion to grant conditional final plat approval of Washington Commons, subject to staff's recommendation. Jim Woodford seconded the motion and the motion carried unanimously. **CONDITIONAL FINAL PLAT APPROVAL.**

CONSIDER FOR ACTION VARIANCE FOR A FLAG LOT AND FINAL PLAT APPROVAL OF THE STEVE AND PAULA GARRETT PROPERTY, 2 LOTS LOCATED ON PIGEON ROOST CREEK ROAD. REQUEST SUBMITTED BY STEVE AND PAULA GARRETT. James Mills stated that property owners Steve and Paula Garrett have submitted a request for a variance to allow the creation of one flag lot and final plat approval of the Steve & Paula Property subdivision, a proposed two (2) lot single family residential development of their property located on Pigeon Roost Creek Road.

The property proposed for this development is identified as Parcels 7.00 on Tax Map 96 and consists of approximately 5.00 acres. The site is zoned RS-20 (Single Family Residential) as are all adjacent properties. The parcel contains two (2) existing single family residential structures and accessory buildings. As previously stated, the owners have requested that the Planning Commission consider granting a variance to allow one flag lot. A flag lot is defined in the Subdivision Regulations as "a lot which is accessed by a strip of land of a width less than the required street frontage and which is located behind another lot which meets the required street frontage." Article X Section G of the Subdivision Regulations specifies that flag lots shall be permitted only for existing lots of record and upon the approval of a variance by the Planning Commission subject to the following conditions:

- a. The parcel of land proposed for subdivision to include a flag lot shall have depth to width ratio exceeding 2:1.
- b. No access strip shall be less than 25 feet in width for its entire length.
- c. The access strip shall provide access for only one lot and shall be deeded and platted as a part of the building site. No building or structure shall be located in the access strip.
- d. The access strip shall not exceed 500 feet in length and no more than two access strips shall be located side-by-side.
- e. The point where the access strip abuts the public street shall be safe for vehicular ingress and egress as far as visibility and grade are concerned since, unlike conventional lots, flag lots have no other alternatives for driveway locations.
- f. All required building setbacks shall apply and be measured from the boundaries of the portion of the lot excluding the access strip.
- g. The developer shall restrict the flag lot from further subdivision unless a street meeting all requirements, including right-of-way, is constructed. Said restriction shall be placed on the Final Plat.

In no case shall a flag lot be used to avoid constructing a street to the required standards.

The lots are currently served by the existing six (6) inch waterline located in the street right-of-way and there is an existing hydrant in front of Lot 1 as shown on the plat. The Water Quality Control Department has requested that the houses at 171, 179 and 185 Pigeon Roost Creek Road currently sharing one (1) water meter be separated into three (3) individual meters. There is no current access to public sewer and both houses have existing subsurface septic systems. The plat certificate states that no portion of the subject property is located in a Special Flood Hazard Area. No area of the property is indicated as being in a sinkhole retention area according to the Sinkhole Floodplain Report prepared by TTU and adopted by the City. Finally, as shown on the plat, the property boundary adjacent to Pigeon Roost Creek Road is 25 feet from the road centerline and therefore no additional property dedication is required.

Staff recommended approval of the variance request for a flag lot and conditional Final Plat approval, subject to the installation of separate water meters as requested and completion of corrections or additions to the plat as determined necessary by the Planning Department and/or other appropriate city departments

Kay Starkweather made the motion to approve the variance for the flag lot and to grant conditional final plat approval of the Steve and Paul Garrett Property, subject to staff's recommendation. Jim Woodford seconded the motion and the motion carried unanimously. **APPROVED VARIANCE FOR A FLAT LOT AND CONDITIONAL FINAL PLAT APPROVAL.**

CONSIDER FOR ACTION FINAL PLAT OF FARRIS HILLS AT FALLING WATER, 20 LOTS LOCATED ON BOYD FARRIS ROAD. REQUEST SUBMITTED BY THE CLAY & LENA FARRIS FAMILY LIMITED PARTNERHIP. James Mills stated that the Clay and Lena Farris Family Limited Partnership has submitted a final plat of Farris Hills at Falling Water River, a 20 lot single family detached residential development located on Boyd Farris Road. The preliminary plat was granted conditional final approval by the Planning Commission at the February 23, 2015 which included approval of Lots 10 and 11 as two (2) flag lots.

The subdivision development property is identified on Tax Map 83 as a portion of Parcel 144.01 and all of Parcel 144.02 and consists of approximately 35.88 total acres. The remainder of Parcel 144.01 is significantly greater than five (5) acres. The property is zoned RS-20 (Single Family Residential), as are all adjacent properties that lie within the corporate limits. Properties east of Falling Water River are in the unincorporated area of Putnam County. Parcel 144.02 contains a single family dwelling and is proposed as Lot 16 of the development. All of the lots front Boyd Farris Road and the plat shows the existing right-of-way of Boyd Farris Road is 50 feet, therefore no additional property dedication for right-of-way is required.

The lots will be served by the existing four-inch waterline located in the street right-of-way. There are two (2) existing fire hydrants located within the 500 feet required distance for fire protection. Sewer is not currently available to the site therefore each lot must be individually evaluated for subsurface waste disposal systems and approved by the Wastewater Division of the Tennessee Department of Environment and Conservation (TDEC). Portions of proposed

Lots 6 through 11 are shown on FIRM # 47141C0305D as being within a FEMA designated Special Flood Hazard Area along the Falling Water River as depicted on the plat. A Base Flood Elevation of 940 feet has been established by the Planning Department for these lots. Furthermore, these lots will require that a Certified Surveyor, Engineer or Architect complete a pre-construction Elevation Certificate before a building permit can be issued. Finally, the Public Works Department has requested that the plat depict a 60 feet wide riparian buffer on Lots 6-11 that are adjacent to the Falling Water River.

Staff recommended conditional final plat approval subject to TDEC approval for subsurface waste disposal systems and completion of corrections or additions to the plat as determined necessary by the Planning Department and/or other appropriate city departments.

Dr. Roy Loutzenheiser asked if the Boyd Farris Road was going to be widened.

Sam Tays stated that they have dedicated a 50' right-of-way for future road expansion.

Leslie Sullins stated that they need to mark the lines on the road.

James Mills stated the he would talk to Greg Brown in the Public Works Department.

Dr. Roy Loutzenheiser made the motion to grant conditional final plat approval for the Farris Hills at Falling Water, subject to staff's recommendation. Chris Wakefield seconded the motion and the motion carried unanimously. **CONDITIONAL FINAL PLAT APPROVAL.**

CONSIDER FOR ACTION PRELIMINARY PLAT OF DOWNTON SQUARE PHASE III, 12 LOTS LOCATED ON BOWERWOOD CIRCLE. REQUEST SUBMITTED BY JERRY GAW AND AARON BERNHARDT. STAFF REQUESTED THAT THIS ITEM BE MOVED FROM STUDY TO ACTION SINCE THESE 12 LOTS WAS ORIGINALLY PART OF PHASE I. MOVING THIS ITEM FROM STUDY TO ACTION REQUIRES THE APPROVAL OF THE PLANNING COMMISSION. James Mills stated that Jerry Gaw and Aaron Bernhardt have submitted for approval the Preliminary Plat of Downton Square Phase III, a 13 lot single family attached development of their property located off East Spring Street.

The subject property is identified on Tax Map 53M, Group B, as Parcel 2.00. The property is zoned CG (General Commercial) and the entire development site consists of approximately 9.18 total acres. Phase III comprises 1.02 acres with 12 building lots and Lot 13 encompassing the remaining common area of this phase. All of these lots will front a new street, Bowerwood Circle, and will have rear garage access from a new alley named Branson Alley. Both the new street and new alley were financially guaranteed for completion in conjunction with the approval of Phase I of the development. All of the dwelling units are being outfitted with sprinkler systems that meet the National Fire Protection Association design standard 13D. In addition, a new fire hydrant has been installed in this phase. A rain garden approved as part of the Final Phase I plat is in place to provide storm water detention for this additional phase and is shown on this plat as well. All of the property including the streets, common areas and infrastructure components are private. Repair and maintenance of

the common elements will be covered under a Homeowner's Association agreement that is to be submitted in a timely manner after the plat is recorded.

Staff recommended conditional approval of the preliminary plat as submitted, subject to the any additions and corrections to the plat as requested by the Planning Department and/or other appropriate city departments.

Chris Wakefield made the motion to grant conditional preliminary plat approval of Downton Square, Phase III, subject to staff's recommendation. Jim Woodford seconded the motion and the motion carried unanimously. **CONDITIONAL PRELIMINARY PLAT APPROVAL.**

CONSIDER FOR ACTION REZONING 346 WEST 9TH STREET AND 349 WEST 8TH STREET FROM RD (SINGLE-FAMILY & DUPLEX RESIDENTIAL) TO CL (LOCAL COMMERCIAL). REQUEST SUBMITTED BY AARON BERNHARDT. THE PROPERTY OWNERS HAVE REQUESTED THAT THIS REZONING REQUEST BE WITHDRAWN. James Mills stated that the owners of the properties at 346 West 9th Street and 349 West 8th Street, Mr. Aaron Bernhardt, Jerry Gaw and Paul Gaw, have requested that their request to rezone these properties from RD, (Single Family and Duplex Residential) to CL (Local Commercial) be withdrawn.

Staff recommended approval of request to withdraw the rezoning request.

Dr. Roy Loutzenheiser made the motion to approve withdrawal of the rezoning request. Kay Starkweather seconded the motion and the motion carried unanimously. **REZONING REQUEST WITHDRAWN.**

CONSIDER FOR ACTION EXTENSION OF FINANCIAL QUARANTEES FOR SIDEWALKS, RAIN GARDENS, AND WATER & SEWER FOR ONE (1) YEAR FOR THE RESERVE AT THE COUNTRY CLUB PHASE I. REQUEST SUBMITTED BY TOM SERGIO. James Mills stated that Mr. Tom Sergio, on behalf of Design Development LLC, has submitted a request for a one (1) year extension of the three (3) Letters of Credit submitted initially in September 2008 to financially guarantee the infrastructure improvements at The Reserve at the Country Club Phase I. The development was first financially guaranteed in September 2008 and in September 2009, the Planning Commission granted a two (2) year extension of the guarantees. In August 2011 the Planning Commission approved the extension of the guarantees in the reduced amounts as approved by the appropriate departments for a period of one (1) year. In August 2012 the Planning Commission approved another one (1) year extension as per the amounts approved in 2011. In August of 2013 the Planning Commission approved Mr. Sergio's requested renewal of the letters of credit and approval of granting an additional five (5) years to complete the sidewalks. In August of 2014 the Planning Commission approved Mr. Sergio's request for a one (1) year renewal of the guarantees.

The Letters of Credit submitted on September 4, 2014 are all drawn on Citizens Bank. A \$55,600.00 Letter of Credit was submitted for the remaining sidewalk construction and a \$60,000 Letter of Credit was submitted for the remaining drainage facilities, including the rain gardens. Lastly, a Letter of Credit in the amount of \$5,000 was submitted for the

maintenance of water and sewer improvements. Planning staff has been advised by the Water Quality Control that the amount for the maintenance of water and sewer improvements should remain at \$5,000.00 for one (1) year. Public Works Director, Greg Brown, has advised that the amount of the guarantee for the drainage improvements will remain the same for one (1) year at \$60,000. He further advised that the amount for the sidewalks can be reduced to \$41,500.00 for one (1) year.

Staff recommended conditional approval of the request for one (1) year extension of the financial guarantees, subject to the submission of appropriate financial guarantees in the amount of \$41,500.00 for sidewalks, \$60,000 for drainage facilities and \$5,000 for water and sewer infrastructure. All extended financial guarantees shall be submitted to Planning Staff no later than Noon on Tuesday, September 1, 2015.

Chris Wakefield made the motion grant conditional approval of the request for a one (1) year extension of the financial guarantees for the Reserve at the Country Club Phase I, subject to staff's recommendation. Jim Woodford seconded the motion and the motion carried unanimously. **CONDITIONAL APPROVAL OF ONE (1) YEAR EXTENSION OF THE FINANCIAL GUARANTEES.**

Kay Starkweather made the motion to take the following items for study. Leslie Sullins seconded the motion and the motion carried unanimously. **STUDY ITEMS.**

(1) CONSIDER FOR STUDY CLOSURE AND ABANDONMENT OF AN UNDEVELOPED ALLEY RIGHT-OF-WAY LOCATED SOUTH OF EAST 6TH STREET AND BETWEEN NORTH DIXIE AVENUE AND NORTH JEFFERSON AVENUE. REQUEST SUBMITTED BY L & J CONSTRUCTION ON BEHALF OF DR. BRENT D. STATON MD. AND ADJOINING PROPERTY OWNERS SARAH HOLLOWAY, BRANDY PARKER, GUS HOUSE, RAY ABEL, BETTY LOWE, AND WILLIAM HABERCAMP.

James Mills amended the Planning Commission agenda to add the following Study Item:

(2) CONSIDER FOR STUDY PRELIMINARY PLAT OF STEVEN'S POINT, 10 LOTS LOCATED ON THE CORNER OF BUFFALO VALLEY ROAD AND WEST STEVENS STREET. REQUEST SUBMITTED BY JERRY GAW.

ADJOURNMENT: 6:10 P.M.

SUBMITTED FOR APPROVAL

SUBMITTED FOR RECORDING

**JAYNE BARNS CPS
PLANNING ASSISTANT**

**JIM STAFNE, CHAIRMAN
COOKEVILLE PLANNING
COMMISSION**