

Cookeville Planning Commission

Minutes

January 23rd, 2023

The Cookeville Planning Commission met on Monday, January 23rd, 2023, at 5:30 p.m., in the Council Chambers, 45 E. Broad Street, Cookeville, Tennessee.

Members Present: Councilman Ali Bagci, Jim Cobb, Bob Faulhaber, Lauren Metts, Jim Stafne, Kay Starkweather & Jim Woodford.

Members Absent: Judy Jennings.

Staff Members Present: Jon Ward, Christopher Phillips, Ken Young & Haley Dickson.

Staff Members Absent: James Mills.

Others Present: Lindsay Pride, Josh Stites, Terri Ritter, Skip Ritter & Debbie Billings.

Establishment of Quorum: Chairman Woodford announced that a quorum was present for the meeting.

Election Of Chairman & Vice-Chairman. Kay Starkweather made the motion to elect Jim Woodford as Chairman and Judy Jennings as Vice Chairman. Jim Stafne seconded that motion and the motion carried unanimously. **Elected Jim Woodford as Chairman and Judy Jennings as Vice Chairman.**

Consider for Approval the Agenda as Submitted. Jim Cobb made the motion to approve the agenda as amended. Kay Starkweather seconded the motion and the motion carried unanimously. Chairman Woodford made the motion to move Action Item number 5 from tabled to action. **Approved.**

Consider for Approval the Minutes of December 12th, 2022. Jim Cobb made the motion to approve the minutes of December 12th, 2022. Kay Starkweather seconded the motion and the motion carried unanimously. **Approved.**

Consider for action a six (6) month extension of the preliminary plat of Kensington Subdivision, 41 lots located on Buffalo Valley Road. Request submitted by Aaron Bernhardt. Mr. Jon Ward stated that Mr. Aaron Bernhardt has submitted for approval a six (6) month extension of the preliminary plat of Kensington Subdivision, a 41-lot single-family attached development located on Buffalo Valley Road. This proposal was originally granted preliminary plat approval at the July 26, 2021, Planning Commission meeting.

Analysis: As provided in Article II, Section D, Subsection 9 of the Subdivision Regulations, two (2) six (6) month extensions can be applied for by the developer and granted by the Planning Commission provided a \$50.00 fee is submitted with each request. The developer has submitted the fee along with a written request for an extension.

Recommendation: Approval of the request for a six (6) month extension of the preliminary plat subject to all conditions established by the Planning Commission on July 26, 2021.

Jim Stafne made the motion to approve the request recommended by staff. Councilman Bagci seconded the motion and the motion carried unanimously. **Approved.**

Consider for action a six (6) month extension of the preliminary plat of Encore Subdivision, six (6) lots located on East 10th Street. Request submitted by Capital Communities, LLC. Mr. Jon Ward stated that Mr. Donnie Suits, on behalf of Capital Communities, has submitted for approval a six (6) month extension of the preliminary plat of Encore Subdivision, a six (6) lot single-family

attached development located on East 10th Street. This proposal was originally granted preliminary plat approval at the January 24, 2022, Planning Commission meeting.

Analysis: As provided in Article II, Section D, Subsection 9 of the Subdivision Regulations, two (2) six (6) month extensions can be applied for by the developer and granted by the Planning Commission provided a \$50.00 fee is submitted with each request. The developer has submitted the fee along with a written request for an extension. Significant progress has been made with the development.

Recommendation: Approval of the request for a six (6) month extension of the preliminary plat subject to all conditions established by the Planning Commission on January 24, 2022.

Kay Starkweather made the motion to approve the request recommended by staff. Councilman Bagci seconded the motion and the motion carried unanimously. **Approved.**

Consider for action rezoning property located at 216, 222, 314, & 340 North Walnut Avenue and 5 West Second Street (Tax Map 053B, Group H, Parcel 016.00, 017.00, 018.00 & 019.00) from MS (Medical Services) to CL (Local Commercial). Request submitted by Judy Nguyen. This item was tabled at the November 28th, 2022 Planning Commission meeting. The developer has requested this item be withdrawn from the agenda.

Jim Cobb made the motion to approve the request recommended by staff. Jim Stafne seconded the motion and the motion carried unanimously. **Withdrawn.**

Consider for action allowing Campgrounds and RV Parks as a permitted use within the CL (Local Commercial) District. Request submitted by Josh Stites. This item was postponed at the December 12th, 2022 Planning Commission meeting. Mr. Jon Ward stated that Mr. Josh Stites has submitted a request to amend the Cookeville Zoning Code to allow campgrounds and RV parks as permitted uses within the CL, “Local Commercial” Zoning District. This item was taken for study at the November 28, 2022, Planning Commission meeting and postponed at the December 12, 2022 meeting.

Analysis: The Planning Department has prepared for consideration amendments to the Zoning Code pertaining to Campground and RV Parks being permitted within the CL, “Local Commercial” districts. The Planning Department received a request to allow Campgrounds and RV Parks within the CL District. Currently, Campgrounds and RV Parks are only permitted within the CG, “General Commercial” District.

The CG, “General Commercial” District is intended for moderate and larger sized offices, personal and business services, and general retail businesses. The maximum square footage of individual developments is restricted to 120,000 square feet. It is the intent of this district to promote the clustering and development of commercial facilities that are directly dependent on transient patronage or draw users from an area beyond the immediate environs of the city. All uses are to be developed within the district so as to offer convenient ingress and egress to streets of at least Major Collector classification. The CL, “Local Commercial” District is intended for small and moderate sized offices, personal and business services, and general retail businesses serving the general population of the city. The maximum square footage of individual developments is restricted and determined by street classification. Large-scale commercial or service activities designed or intended to draw users from an area beyond the immediate environs of the city are prohibited.

Currently, bed and breakfast homes, motels, and short-term rentals are allowed within the CL District as uses permitted by right. *Tennessee Code Annotated 67-4-1401* defines recreational vehicle campsites and campgrounds along with motels, short-term rentals, inns, and tourist camps as subject to Hotel Occupancy taxes. Planning Division staff analyzed zoning codes from cities throughout Tennessee to observe how they managed campgrounds and RV parks within their zoning districts.

The proposed amendments would remove Campgrounds and RV Parks as a use permitted within the CG District and would permit Campgrounds and RV Parks in the CL District as a Use Permitted Upon Appeal (Special Exception) subject to approval of the Board of Zoning Appeals. The amendment would also establish standards for Campgrounds and RV Parks and provide protections to adjacent properties. Campgrounds and RV Parks would not be permitted on lots adjacent to RS-20, RS-15, RS-10, RS-7.5, and RS-5 Zoning.

SECTION 221.4 USES PERMITTED ON APPEAL (SPECIAL EXCEPTIONS)

221.4F Campgrounds and RV Parks meeting the following requirements:

SECTION 206.27 CAMPGROUNDS AND RV PARKS

The following additional standards shall apply to all campgrounds and RV parks:

1. No Campground and RV Park shall be permitted on lots adjacent to RS-20, RS-15, RS-10, RS-7.5, and RS-5 Zoning unless separated by a public street as shown on the Official Street Map.
2. A minimum of four (4) acres is required for all campgrounds and RV parks within the CL District.
3. A maximum of 20 campsites is permitted per acre.
4. Campsites shall be a minimum of 25 ft. wide and 75 ft. long.
5. Each RV parking pad shall be a minimum of 12 feet wide by 40 feet long.
6. Roadways within a campground and RV park shall be constructed to City of Cookeville Standards, a looped roadway design is encouraged.
7. A minimum of two (2) bathroom/shower/toilet facilities shall be provided on-site for up to 20 camping sites. Two additional bathroom/shower/toilet facilities shall be required on-site for every additional 20 camping sites.
8. Tent camping should be separated from other camp sites.
9. Recreation amenities shall be located outside of any camp loop and near day use area.
10. Trash containers shall be provided.
11. One (1) off-street parking space per recreational vehicle pad shall be provided.
12. All pads shall be surfaced.
13. All Campgrounds/RV Parks shall provide sanitary dump station on site.
14. A site plan shall be submitted to the Codes Division depicting engineered plans for proposed ingress/egress, interior access layout, water, sewer, and electrical service. The proposed plan must be approved by all applicable City Departments.

Recommendation: Approval of the amendment

Councilman Bagci stated that he likes the idea of leaving the use restricted to major arteries.

Mr. Jim Cobb stated that he would like to keep this item for study for 30 more days.

Mr. Bob Faulhaber stated that he likes the idea of leaving this item for study as it gives him more opportunities to review.

Petitioner Mr. Josh Stites stated that he defers to the wisdom of the Planning Commission. Had opportunity to work with staff and appreciates the professionalism of the planning staff.

Mr. Cobb stated that from his perspective the request to allow RVs on this property is a good idea but has to consider the allowance city wide which is why he believes the commission needs more time.

Jim Cobb made the motion to postpone this item until next month's Planning Commission meeting. Councilman Bagci seconded the motion and the motion carried unanimously. **Postponed.**

Study Items:

- (1) Consider for study 2022 Annual Report & Program Design. Request submitted by staff.
- (2) Consider for study amendments to the Official Street Map. Request submitted by staff.
- (3) Consider for study the preliminary plat of Putnam County Bus Garage and Road Maintenance Department Street Dedication, one (1) lot located on Tennessee Avenue (Tax Map 055, portion of Parcel 108.05). Request submitted by Putnam County.
- (4) Consider for study rezoning property located at 186 South Walnut Avenue (Tax Map 053-K, Group A, Parcel 032.00) from RD (Single-Family and Duplex Residential) to CL (Local Commercial). Request submitted by staff.

Jim Stafne made the motion to accept the above items for study. Jim Cobb seconded the motion and the motion carried unanimously. **Approved.**

Staff Reports:

- (1) Minor Plats Approved and Recorded:
 - Village Green Lots 46 & 87 Lot Line Revision, two (2) lots located at 400 Concord Drive & 240 Jamestown Road (Tax Map 052A-B-011.19) – Kenneth Hunter & Carol Borden
 - Highlands Business Park (Revision II) Tract 2, two (2) lots located on Highlands Park Boulevard (Tax Map 064-031.05) – Hollingsworth Investments LLC (Owned by City & County)

Adjournment: 7:45 P.M.

Submitted for Approval

Submitted for Recording

Haley Dickson
Planning Assistant

Jim Woodford, Chairman
Cookeville Planning Commission