

Cookeville Planning Commission

Minutes

February 27th, 2023

The Cookeville Planning Commission met on Monday, February 27th, 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, Judy Jennings, Jim Stafne, Kay Starkweather & Jim Woodford.

Members Absent: None.

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

Staff Members Absent: James Mills & Christopher Phillips.

Others Present: Stephen Raper, J. Laforest, Maxine Frasier, Will Mullins, Hugh Billingsley, Chad Gilbert, Jack & Dianne Gill, Benjamin Armstrong, Terri Ritter, Luke Eldridge & Taylor Dillehay.

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

Consider for Approval the Agenda as Submitted. Mr. Jon Ward stated that the petitioner for action item 6 has asked for the request to be postponed until the March Planning Commission meeting. Jim Cobb 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 January 23rd, 2023. Kay Starkweather made the motion to approve the minutes of January 23rd, 2023. Jim Stafne seconded the motion and the motion carried unanimously. **Approved.**

Consider for action a six (6) month extension of the preliminary plat of Vickery Square, 12 lots located at East Spring Street, Crockett Avenue & Elizabeth Avenue. Mr. Jon Ward stated that Mr. Donnie Suits with Capital Communities, LLC has submitted for approval a six (6) month extension of the preliminary plat of Vickery Square, a 12-lot single-family attached development located on East Spring Street, Crockett Avenue, and Elizabeth Avenue. This proposal was originally granted preliminary plat approval at the February 28, 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. Foundation and utility work is well underway on the site.

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 February 28, 2022.

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

Consider for action a six (6) month extension of the preliminary plat of Lone Oak Townhomes, 15 lots located on Lone Oak Drive (Tax Map 066A, Group A, Parcel 010.00). Request submitted by Chris Shah. Mr. Jon Ward stated that Mr. Chris Shah with KDR3 Inc. has submitted for approval a second six (6) month extension of the preliminary plat of Lone Oak Townhomes, a 15-lot single-family attached development located on Lone Oak Drive. This proposal was originally granted conditional preliminary plat approval at the September 27, 2021 Planning Commission meeting. On September 26, 2022 a six (6) month extension was granted by the Planning Commission.

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 second six (6) month extension of the preliminary plat subject to all conditions as established by the Planning Commission on September 27, 2021.

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

Consider for action amendments to the Official Street Map. Request submitted by staff. Mr. Jon Ward stated that amendments to the Official Street Map are necessary due to the construction of five (5) new streets since 2022. Approximately 4,158 linear feet or 0.79 miles of streets are proposed for addition to the Official Street Map. The purpose of the Official Street Map is to depict the streets for which the City of Cookeville is responsible for maintenance and to reflect the official names of these streets.

Analysis: The recommended amendments are included in your information packet. Acorn Drive was dedicated to the City as part of a new multi-family development. Mickelson Court, Eagle Drive, Links Drive, and Mountain Reserve were constructed as part The Reserve at the Country Club residential subdivision development.

Recommendation: Approval of the amendments to the Official Street Map.

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

Consider for action 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. The developer has requested this item be postponed until the March 27th, 2023 Planning Commission meeting.

Consider for action the resubmission of the preliminary plat of North Ridge Phase I, 10 lots located at North Dixie Avenue and Kenway Street. Request submitted by Aaron Bernhardt. Mr. Jon Ward stated that Mr. Taylor Dillehay, on behalf of Putnam County, has submitted for approval a preliminary plat of Putnam County Bus Garage and Maintenance Department Street Dedication, one (1) lot located on Tennessee Avenue.

Analysis: The subject property is identified as a portion of Parcel 108.05 on Tax Map 055 and total right-of-way and street dedication contains approximately 2.23 acres. The property is zoned CI, "Commercial-Industrial Mixed Use" as are the adjacent properties to the north, east, west, and south. The property is also bordered by RS-20, "Single-Family Residential" to the southeast. The plat depicts construction of a new street proposed as Putnam Parkway that will end in a temporary cul-de-sac. Future extension providing a second connection to Tennessee Avenue is also shown on the plat. The plat needs include right-of-way access to the parcel to the south to accomplish parallel access of adjacent parcels.

Public Works requests all proposed water courses, existing and proposed right-of-way, and applicable easements be shown on the plat. Sidewalks are required for all new street construction in the City of Cookeville. Putnam County does not intend to install sidewalks with construction of this street. Water

Quality Control requests that all proposed public water and sewer be shown on the plat. The Cookeville Fire Department requires a fire hydrant be installed along the access street.

Recommendation: Conditional approval of the preliminary plat subject to the following:

- Proposed water courses, existing and proposed right-of-way, and all applicable easements be shown on the plat.
- Proposed water and sewer be shown on the plat.
- New fire hydrant installation along the access street is to be shown on the plat.
- Extend right-of-way for future development to provide access for the parcel to the south
- Completion of corrections and/or additions to the plat as determined necessary by the Planning Division and/or other appropriate city departments.

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

Consider for action the Final RAO Plan and preliminary plat of Nelson Townhomes, 10 lots located on Montgomery Avenue, North Hickory Avenue & West 2nd Street. Request submitted by Burton Nelson. Mr. Jon Ward stated that Mr. Burton Nelson has submitted for approval the Final RAO Plan and preliminary plat of Nelson Townhomes, a 10-lot single-family attached development located on Montgomery Avenue, North Hickory Avenue, and West 2nd Street. The Preliminary RAO Plan was approved at the September 26, 2022, Planning Commission meeting.

Analysis: The subject properties are identified as Parcels 16.00, 16.12, and 16.13 on Tax Map 053B, Group M and contain approximately 0.74 acres. The City Council, through Ordinance #O22-10-22, established the RAO District through the second and final reading at the November 17th, 2022 meeting. The RAO District became effective on December 1, 2022.

The RAO zoning district was created as a mechanism for the redevelopment, revitalization, rehabilitation, and general improvement of areas within the City of Cookeville as identified within the Cookeville 2030 Plan as needing such action, or other areas within the city as may be determined to need such action. Once the overlay is enacted, a Preliminary Plat/Final RAO Plan must be submitted to and approved by the Planning Commission. The Final RAO Plan must be submitted within six (6) months after the effective date of the enactment of the overlay by the City Council or the overlay zoning action shall become null and void. Extension of no more than 18 months may be granted by the Planning Commission. The Final RAO Plan must substantially conform to the Preliminary RAO Concept Plan. Any substantial modifications to the approved Final RAO Plan must be resubmitted to the Planning Commission. The Final RAO Plan does substantially conform to the previously submitted Preliminary RAO Plan.

The preliminary plat depicts the development of 10 single-family attached dwelling units. Building floor plans and elevations must be added to the preliminary plat or a separate sheet must be provided with floor plans and elevations to record with the Final RAO Plan. New internal sidewalks will be constructed and are shown on the plat. The Water Quality Control Department requests that all public water and sewer be shown on the plat along with the placement of the water meters for the dwelling units. Cookeville Electric requests adequate space to install meters and transformers for the development. No gas has been requested for this development.

Public Works requests that all proposed water courses, drainage systems showing existing and proposed features be shown, utility connections, existing and proposed easements for all water

drainage, slopes, access, etc., to be provided. Pavement base thickness must be provided. Sidewalk details for all street frontages must be submitted and shown on the plat once engineering has begun for the development. Sidewalks and curb details must be submitted to include five (5) foot bump out every 200 feet per ADA requirements as well as 2% cross slope. Prior to start of work a Grading Permit for work disturbing less than one (1) acre and the \$50 fee must be coordinated with Public Works. The Warranty required is \$3000 per acre and is also to be coordinated with Public Works. Public Works also requests that the proposed detention/treatment area location be shown as well as stormwater discharge from the site. This shall include submission of calculations and design to Public Works for review and approval. Public Works also requests that the proposed drives and parking connection to North Hickory Avenue be coordinated with the department.

No portion of the subject property is in a Special Flood Hazard Area according to the current Flood Insurance Rate Maps for the area, nor is there any indication of Sinkhole Retention Areas according to the available GIS data.

Recommendation: Conditional approval of the Final RAO Plan and preliminary plat subject to any revisions and/or corrections as requested by the Planning Department, or any other City department and all condition as included within this recommendation.

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

Consider for action the Final RAO Plan and preliminary plat of West Side Connection, 21 lots located on South Oak Street, South Cedar Avenue & West Spring Street. Request submitted by Aaron Bernhardt. Mr. Jon Ward stated that Mr. Aaron Bernhardt has submitted for approval the Final RAO Plan and preliminary plat of West Side Connection, a 21-lot single-family attached development located on South Oak Street, South Cedar Avenue, and West Spring Street. The Preliminary RAO Plan was approved at the October 24, 2022, Planning Commission meeting.

Analysis: The subject properties are identified as Parcels 001.00, 002.00, 005.01, 011.00, and 011.01 on Tax Map 053G, Group F and contain approximately 2.87 acres. The City Council, through Ordinance #O22-11-27, established the RAO District through the second and final reading at the December 9th, 2022 meeting. The RAO District became effective on December 23, 2022.

The RAO zoning district was created as a mechanism for the redevelopment, revitalization, rehabilitation, and general improvement of areas within the City of Cookeville as identified within the Cookeville 2030 Plan as needing such action, or other areas within the city as may be determined to be in need of such action. Once the overlay is enacted, a Preliminary Plat/Final RAO Plan must be submitted to and approved by the Planning Commission. The Final RAO Plan must be submitted within six (6) months after the effective date of the enactment of the overlay by the City Council or the overlay zoning action shall become null and void. Extension of no more than 18 months may be granted by the Planning Commission. The Final RAO Plan must substantially conform to the Preliminary RAO Concept Plan. Any substantial modifications to the approved Final RAO Plan must be resubmitted to the Planning Commission.

The preliminary plat depicts the development of 20 single-family attached dwelling lots and the construction of four (4) new streets proposed as Ray Street, Turner Avenue, Alan Avenue, and Pointer Street. Building floor plans and elevations must be added to the preliminary plat or a separate sheet must be provided with floor plans and elevations to record with the Final RAO Plan. Putnam County EMS has some concerns with the proposed names and has asked for revisions to be considered. Right-

of-way dedication of 30 feet is shown along South Cedar Avenue and a dedication of 25 feet of right-of-way is shown along South Oak Street. New internal sidewalks will be constructed within the development. Sidewalks will be required along all public street frontages and will be required to be depicted on the plan. The development will require 145 parking spaces. The submitted plat depicts 148 parking spaces provided. Lot 21 is common area and is not a building lot.

Water Quality Control has requested all proposed public water and sewer be shown on the plat. Location of water meters should also be shown. Cookeville Electric Department will provide the conduit layout for the development. No gas has currently been requested for the development. Cookeville Fire Department notes that all existing fire hydrants will provide coverage for the development. Public Works requests that all proposed water courses, utility connections, existing and proposed easements, and sidewalks be shown on the plat once engineering has begun for the development. A landscaping plan will need to be submitted per City of Cookeville requirements. Sidewalks will be required along all street frontages and existing sidewalks shall be replaced and/or brought up to current ADA standards.

Public Works requests that all proposed water courses be shown, storm drainage system be depicted, proposed utility connections and services to be shown, provide existing and proposed easements for water, drainage, slopes, access, etc. Also, provide pavement base thicknesses, include sidewalk and curb details including five (5) foot bump out every 200 feet per ADA requirements. Curb ramps with truncated domes will be required at all street crossings. Public Works requests that a meeting be scheduled to review existing and proposed drainage plan. SWPP report with NOI and \$250 permit fee must be submitted to Public Works. A \$9,000 warranty for 2.87 acres of site disturbance in the form of a cashier's check or letter of credit from a local bank must be submitted to Public Works. In addition, civil plans with stormwater calculations showing detention and treatment for proposed site must be submitted and a Stormwater Maintenance Agreement must be recorded prior to finalization of the final plat. Finally, advise Public Works if TDOT needs to review or be notified of work along West Spring Street.

No portion of the subject property is in a Special Flood Hazard Area according to the current Flood Insurance Rate Maps for the area, nor is there any indication of Sinkhole Retention Areas according to the available GIS data.

Recommendation: Conditional approval of the Final RAO Plan and preliminary plat subject to any revisions and/or corrections as requested by the Planning Department, or any other City department and all condition as included within this recommendation.

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

Consider for action a variance for a flag lot for the property located at 1380 Holladay Road (Tax Map 065, Parcel 067.00). Request submitted by Pamela Thomas & Leanna Thomas. Mr. Jon Ward stated that petitioners Pamela Thomas and Leanna Thomas have submitted a request for a variance to allow the creation of one (1) flag lot and the Final Plat of Thomas & Thomas Division for their property located on 1380 Holladay Road.

Analysis: The subject property is identified as Parcel 067.00 on Tax Map 065 and contains approximately 6.12 acres. The property is zoned RS-20, "Single-Family Residential" as are all adjacent properties. The plat depicts an existing single-family dwelling and one (1) accessory structure located on Lot 2.

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 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 property is served by an existing 10-inch water line located in the Holladay Road right-of-way. Public sewer is not available in the area. Approval for subsurface sewage disposal was granted by TDEC on February 8, 2023, for the newly created Lot 1. Current GIS data indicates that no portion of the subject property is located within a Special Flood Hazard Area and no area of the property is in a Sinkhole Retention Area.

Recommendation: It is in the opinion of the Planning Division that the petitioner has met the criteria for a flag lot and therefore recommends that the variance be granted, and the plat be conditionally approved subject to any additions and/or corrections by the Planning Department or any other City department.

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

Consider for action the final plat of Spring Pointe, Phase I, 12 single-family attached lots located on East Spring Street. Request submitted by Chad Gilbert. Mr. Jon Ward stated that Mr. Chad Gilbert has submitted for approval the final plat of Phase I of Spring Pointe, a 12-lot single-family attached development located on East Spring Street. The preliminary plat received conditional approval at the October 25, 2021, Planning Commission meeting. A six (6) month extension was granted at the October 24th, 2022 meeting.

Analysis: The subject property is identified as Tax Map 052P, Group A, Parcels 003.00, 004.00 and 004.01 and contains approximately 2.30 acres. These parcels were combined by the “Spring Pointe Combination Plat” that was recorded on October 20, 2021. The property is zoned CL, “Local

Commercial” and is bordered by CR, “Regional Commercial” to the west and northwest, RS-20 “Single-Family Residential” to the northeast and east, CL, “Local Commercial” to the east and south. Section 221.3A of the Zoning Code stipulates single-family attached dwellings (townhomes) are allowed in the CL zone as a use permitted on review, subject to the submission of a plat in accordance with the Cookeville Subdivision Regulations.

The Spring Pointe development consists of a total of 33 lots, with 32 single-family attached townhome building lots and an additional lot containing the common areas. Phase I of the development consists of 11 single-family attached building lots and a new private street shown as Spring Point Lane providing access off East Spring Street. The plat depicts new four (4) foot wide sidewalks being constructed internally on the site. All street and utility infrastructure are in place. The development will be served by the existing six (6) inch water line located in the right-of-way of East Spring Street. Sewer ties into the existing eight (8) inch gravity main also located in the East Spring Street right-of-way. A new fire hydrant is shown on the final plat located east of the ingress/egress from East Spring Street as requested by the Cookeville Fire Department. No gas service was requested for the development.

WQC reports that due to supply issues regarding water component availability a letter of credit in the amount of \$12,000 for one (1) year will be required to cover future installation when the components are available. Water Quality Control also requires the proposed water line for the development be shown on the plat. After installation of the components, a copy of the “as-builts” must be submitted to WQC. In addition, since the water infrastructure for the development is to be public, WQC requires a \$10,000 Warranty of Improvements letter of credit for a period of two (2) years.

The developer must coordinate street signage with Public Works. Public Works requests all easement and right-of-way restrictions be added to the plat, per the City of Cookeville Subdivision Regulations. Public Works notes that the developer will have 90 days to complete the project after conditional approval of the Final Plat. They also note that the roadway subgrade, base stone, asphalt, curb, and gutter, and saw cutting and removing the previous entrance apron to the property must be completed within the 90 days. Storm drains and permanent drainage features must also be cleaned of construction silt. A Stormwater Maintenance Agreement must be completed, reviewed, and approved by Public Works then recorded by the developer.

As all infrastructure other than water is private, a Homeowner Association Agreement must be recorded in tandem with the recording of the final plat to cover maintenance and responsibilities for all private infrastructure components.

No portion of the subject property is in a Special Flood Hazard Area according to the current Flood Insurance Rate Maps for the area, nor is there any indication of Sinkhole Retention Areas according to the available GIS data.

Recommendation: Conditional approval of the final plat subject to:

- Submission of a \$12,000 one (1) year letter of credit for water infrastructure components
- Submission of a \$10,000 two (2) year letter of credit as a Warranty of Improvements for the water system
- Submission of “as-builts” as required by Water Quality Control upon completion of water installation
- Coordination and payment for all signage as required by Public Works
- Completion of the Stormwater Maintenance Agreement as required by Public Works

- Recording of the executed Homeowner Association Agreement in tandem with the recording of the Final Plat
- Additions and/or corrections to the plat as requested by the Planning Department or any other City Department

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

Consider for action 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. Mr. Jon Ward stated that Planning Division staff has submitted a request to rezone from RD, “Single-Family and Duplex Residential” to CL, “Local Commercial” property located at 186 South Walnut Avenue.

Analysis: The subject property is identified as Parcel 032.00 on Tax Map 053K, Group A and contains approximately 4.76 acres. The property is currently zoned RD, “Single-Family and Duplex Residential” as are the adjacent properties to the south. The property is bordered by RM8, “Multi-Family Residential” to the west and CL, “Local Commercial” to the north and east. The subject property is the site for the Cookeville Senior Center, the Cumberland Art Society and Walnut Park. The rezoning request was made to allow for a new electronic message sign to be erected on the subject property.

The RD District is intended to provide a moderate density single- and two-family residential environment in areas where public wastewater services are available. The district also permits public parks and public recreational facilities.

The CL District is intended for small and moderate sized offices, personal and business services, and general retail businesses serving the general population of the city. Public parks and public recreation facilities are permitted within the CL District. Municipal, county, state, and federal uses, and public and semi-public uses are also permitted in the district.

Section 207.5 of the Cookeville Zoning Code establishes sign regulations for residential districts. Nameplates, private parking, and temporary signs of public interest are permitted within the districts. Flashing or intermittent illumination, mobile or portable signs, and billboards are prohibited within residential districts. The Cookeville Senior Center has recently raised the funds to purchase a new electronic message board to replace the current monument sign located on the subject property. Electronic message signs are not permitted within residential districts.

Section 207.6 of the Cookeville Zoning Code establishes sign regulations for commercial and industrial districts. Section 207.6, 13a, states “For commercial and industrial premises located in the CL, CG, CR, CBD, PCD, MS, UNV, CI, LM, and HM Districts, one (1) electronic message center attached to a permitted on-premises freestanding sign shall be allowed per premise.”

The Future Land Use Plan designates the area as best suited for mixed density residential and local commercial development. The requested rezoning would extend the current CL Zoning south to include the Senior Center/Art Gallery and Walnut Park. The City of Cookeville owns the subject property. Staff has requested the rezoning to provide the Cookeville Senior Center the opportunity to put up a new sign.

Recommendation: Approval of the rezoning request.

Kay Starkweather asked how big the sign will be.

Maxine Frasier, petitioner, petitioner, stated that the sign will be 3 feet by 5 feet and will be following the guidelines in the sign ordinance.

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

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 and January 23rd, 2023 Planning Commission meetings. 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 and the January 23, 2023 meetings.

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 conditions of Section 206.27 of this Zoning Code.

SECTION 206.27 CAMPGROUNDS AND RV PARKS

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

1. Campgrounds and RV Parks are intended to accommodate transient guests, and are not intended for long term occupancy or long term housing. The facility manager shall maintain updated occupancy lists that shall be made available to the City of Cookeville upon request. All RV's shall have a valid registration.
2. Shall be restricted to parcels having street frontage and access on major arterial streets in the following locations
 - a. West Broad Street, from intersection of West Spring Street west to City Limits
 - b. West Spring Street, from Highway 111 east to City Limits
 - c. South Jefferson Avenue from Interstate 40 south to Highway 111
3. 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.
4. A minimum of three (3) acres is required for all campgrounds and RV parks within the CL District.
5. A maximum of 20 campsites is permitted per acre.
6. Campsites shall be a minimum of 25 ft. wide. Campsite lengths may vary to accommodate a range of Recreational Vehicles.
7. Each RV parking pad shall be a minimum of 12 feet wide. RV parking pad lengths may vary to accommodate a range of Recreational Vehicles.
8. Roadways within a campground and RV park shall be constructed to City of Cookeville Standards, a looped roadway design is encouraged.
9. Bathroom/shower/toilet facilities shall be provided on-site. Portable toilet facilities are not permitted.
10. Trash containers shall be provided.
11. All RV pads shall be surfaced per Section 205.7C of the Zoning Code.
12. A surfaced area to accommodate one (1) off-street parking space shall be provided per five (5) recreational vehicle pads.
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 Ali Bagci stated that short-term rentals are considered to be less than 30 days and asked if the Planning Commission needs to set a time limit.

Mr. Ward stated that it is the Planning Commissions decision on whether to list a time constraint if they are concerned about this turning into long-term rentals.

Councilman Bagci stated that after a certain amount of time there is no longer an occupancy tax and that he would be more comfortable defining time limits.

Mr. Bob Faulhaber stated that he likes the idea of not putting time limits unless there are legal ramifications.

Councilman Bagci stated that the main use isn't intended as long-term so the Planning Commission should define a time limit.

Mr. Ward stated that the main use is different from short-term rentals and staff would need to look into state laws for taxation purposes.

Councilman Bagci stated that he likes how the recommendation is laid out as it protects the city.

Mr. Faulhaber asked Councilman Bagci from a City Council perspective, what his concern is with the occupancy tax.

Councilman Bagci stated that the city always wants to get revenue from travelers.

Chairman Jim Woodford asked if the council could change the recommendation.

Mr. Ward responded yes; the council can change the recommendation.

Mr. Jim Cobb asked if there were any major arterial roads that could qualify as boundaries to protect the city center.

Mr. Ward stated that yes, there are several that could qualify such as North Washington Avenue and North Willow Avenue even though there are limited tracts along the arterial roads that could qualify.

Mr. Faulhaber made a motion to remove item 2C from CG and put in permitted uses on appeal with stipulations in the CL Districts. Councilman Bagci seconded the motion and the motion carried unanimously. **Approved.**

Consider for action 2023 Annual Report & Program Design. Request submitted by staff. Mr. Jon Ward stated that the Planning Division has completed the 2022 Annual Report and Program Design. The purpose of this report is to review the activities of 2022 and to outline proposed activities for 2023.

Analysis: Some of the major tasks completed in 2022 included:

- Approved 75 plats, 12 final plats creating 188 lots (excluding minor plats approved by staff).
- Reviewed 7 preliminary plats, creating 480 lots.
- Considered 23 rezoning requests, 15 approved.
- Floodplain Community Rating System (CRS) recertification completed in 2022.
- Prepared and distributed 45 Zoning Confirmation letters.
- Financial Guarantees totaling \$445,000.00 accepted.
- Updated ArcGIS Server to 10.5.1.
- Assisted with various Economic Development Activities/Projects.
- Departments of Codes and Planning, along with the Economic Development arm of the City, were combined into the new Department of Community Development.

Some of the major work activities proposed for 2023 include:

- Continue work to update the Cookeville 2030 Plan.
- Conduct Citizen Survey for plan update.

- Continue implementation of the Cookeville 2030 Plan.
- Monitor, assist, and review as required implementations of the Major Street Plan including South Jefferson Widening, North Willow Avenue Widening, and East 10th Street Widening Phase II.
- Continue efforts to maintain and improve rating in FEMA’s CRS Program.
- Continue to assist with implementation of TDOT Multimodal Grants for installation of sidewalks (East Spring Street and North Willow Avenue/West 12th Street).
- Prepare as necessary amendments to the Zoning Code.
- Work with West Side downtown property owners to establish West Side Historic District.

Recommendation: Approval of the 2023 Annual Report and Program Design.

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

Study Items:

- (1) Abandoning and declaring as surplus property a parcel located on Hunter Avenue (Tax Map 053-A, Group G, Parcel 008.00). Request submitted by staff.
- (2) Consider for study rezoning property located on Old Sparta Road (Tax Map 096, Parcel 057.01) from RS-20 (Single-Family Residential) to CL (Local Commercial). Request submitted by Katelyn Steakley.
- (3) Consider for study allowing Oil Change as a permitted use within the CR (Regional Commercial) District. Request submitted by Alterman Commercial Real Estate.
- (4) Consider for study the preliminary plat of Callie Square, five (5) lots located on South Jefferson Avenue. Request submitted by Thomas Clark and G & C Properties.

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

Staff Reports:

- (1) Minor Plats Approved and Recorded:
 - Cottages Re-Division of Lots 7 & 23, two (2) lots located on Bishop Lane & Cottage Way – Seth Hudson & Bret Prater (Tax Map 052-O, Group E, Parcels 007.00 & 023.00)

Adjournment: 6:32 P.M.

Submitted for Approval

Submitted for Recording

Haley Dickson
Planning Assistant

Jim Woodford, Chairman
Cookeville Planning Commission