

**COOKEVILLE PLANNING COMMISSION  
MINUTES  
July 27<sup>th</sup>, 2020**

The Cookeville Planning Commission met on Monday, July 27, 2020 at 5:30 p.m., in the Council Chambers, 45 E. Broad Street, Cookeville, Tennessee.

**MEMBERS PRESENT:** Jim Cobb, Tracy Cody, Judy Jennings, Jim Stafne, Kay Starkweather, Leslie Sullins, and Chris Wakefield and Eric Walker.

**MEMBERS ABSENT:** Daniel Odom.

**STAFF MEMBERS PRESENT:** Jon Ward, Ken Young, and Haley Dickson.

**STAFF MEMBERS ABSENT:** James Mills.

**OTHERS PRESENT:** Susan & Greg Vandergriff, Douglas Airhart, Steve Harris, Patricia Pitts, Ben Wheeler, Harold Brown, Douglas Airhart, Jason Fowler, Russ Fowler, Taylor Dillehay, Carol & John Bartlett, Kris & Dale Ballanger and Isaac Zuercher.

**ESTABLISHMENT OF QUORUM:** Chairman Stafne announced that a quorum was present for the meeting.

**CONSIDER FOR APPROVAL THE AGENDA AS SUBMITTED.** John Ward recommended to remove Action Item 3 due to no electronic meeting being held. Eric Walker made the motion to approve the agenda as submitted. Jim Cobb seconded the motion and the motion carried unanimously. **APPROVED.**

**CONSIDER FOR APPROVAL THE MINUTES OF JUNE 22, 2020.** Leslie Sullins made the motion to approve the minutes of June 22, 2020. Chris Wakefield seconded the motion and the motion carried unanimously. **APPROVED.**

**CONSIDER A RESOLUTION DETERMINING THAT, DUE TO THE COVID-19 PANDEMIC, THE JULY 27TH, 2020 MEETING OF THE COOKEVILLE MUNICIPAL PLANNING COMMISSION SHALL BE BY ELECTRONIC MEANS AS PERMITTED BY EXECUTIVE ORDER NO. 16, EXECUTIVE ORDER NO. 34 AND EXECUTIVE ORDER 51.** Item removed from agenda.

**CONSIDER FOR ACTION THE PRELIMINARY PLAT OF CABOT LANE SUBDIVISION (PREVIOUSLY SUBMITTED AS W.P. BROWN SUBDIVISION) , SIXTEEN LOTS LOCATED AT 1501 BUNKER HILL ROAD. REQUEST SUBMITTED BY WILLOW PARK PARTNERS.**

Jon Ward stated that Mr. Jack Lynn with Willow Park Partners has submitted for approval a Preliminary Plat of Cabot Lane Subdivision, a 16 lot single family detached development of their property located in the 1500 block of Bunker Hill Road west of the intersection of Bunker Hill Road, White Road and Messenger Road.

**Analysis:** The property proposed for development is identified on Tax Map 083 as Parcel 009.00 and contains approximately 5.90 acres. This property is zoned RS-10, (Single Family Residential) and all adjacent properties are zoned RS-15, (Single Family Residential). An existing house at 1501 Bunker Hill Road is to be removed as well as an existing shed. The plat depicts the creation of a new cul-de-sac approximately 367 feet in length. The length of the new street and the number of lots is well within the requirements for streets with one (1) point of access. A new four (4) foot wide sidewalk is proposed to be installed along the southern right-of-way of the new street. Public Works requires that the plat and street plans must depict a five (5) foot passing lane on the proposed sidewalk every 200 feet to comply with current ADA requirements. No new sidewalk is required along Bunker Hill Road as it is an existing street. The typical road section depicted on the plat also shows a curb and gutter profile with a two (2) foot grass strip between the curb and the sidewalk. Public Works requires that the developer submit street plans including a road profile, drainage plans to include storm water detention, water quality and grading plans.

The Water Quality Control Department requires the submittal of State approved engineered plans for the provision of water and sewer. Water will connect to the six (6) inch line located in the Bunker Hill right-of-way. Sewer will tie in to the existing eight (8) inch gravity main also located in the right-of-way. There is an existing fire hydrant located at the southeast corner of Lot 3 in the Bunker Hill Road right-of-way and one (1) new hydrant is proposed at the terminus of the new cul-de-sac to provide adequate coverage for fire protection. The Electric Department requires that all electric is to be installed underground per CED specifications and easements shall be established as needed.

The USFW GIS wetland area data indicates that a freshwater pond is located on the property in the area of the closed contour shown primarily on Lot 8. Whittenburg Surveying reports that a ground topography survey they completed on the site recently for the purposes of developing the property confirmed there is not a pond there and that the ground is dry. Public Works has verified the former pond area is dry and there is no wetland.

**Recommendation:** Conditional approval of the preliminary plat 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 provide easements as required by the utilities
- Developer must submit State approved water (including fire hydrants) and 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 provide all conduit for underground communications facilities, CAD files and electrical layout plan to Frontier Communications
- Developer accepts responsibility to make arrangements with the USPS for mail delivery
- Completion of corrections or addition to the plat as determined necessary by the Planning Department and/or other city departments

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

**CONSIDER FOR ACTION THE PRELIMINARY PLAT OF PRESCOTT HEIGHTS, SEVEN (7) LOTS LOCATED AT WEST CEMETERY ROAD AND WHITE ROAD. REQUEST SUBMITTED BY FOWLER & SONS CONSTRUCTION, LLC.**

Jon Ward stated that Mr. Russ Fowler with Fowler and Sons Construction, LLC has submitted for approval a Preliminary Plat of the Prescott Heights Division, a seven (7) lot single family detached development located on West Cemetery Road and White Road. Although the proposed development has less than 10 lots and has frontage on existing streets a preliminary plat is required because sewer will have to be extended to serve the lots fronting West Cemetery Road.

**Analysis:** The subject property is identified on Tax Map 083J Group C as Parcel 005.00. The property contains approximately 3.39 acres and is zoned RS-10 (Single Family Residential) as are all adjacent parcels. Lots 2-7 will front West Cemetery Road and Lot 1 will front White Road.

Water will be served by an existing eight (8) inch water line in the right-of-way of West Cemetery Road and a six (6) inch water line located in the right-of-way of White Road. There is an existing eight (8) inch gravity sewer main located in the right-of-way of White Road that will serve Lot 1. An eight (8) inch gravity sewer main in the right-of-way of West Cemetery Road terminates at a manhole located near the southwest corner of the subject property. The developers will be required to extend this sewer line to serve Lots 2-7. State approved water and sewer line plans must be submitted to the Department of Water Quality Control. In addition, there are three (3) existing fire hydrants located within the required proximity for fire protection.

The Cookeville Electric Department requires that the developer provide utility easements as needed and that they open and close all underground electric ditches per C.E.D. specifications. There are no topographic constraints indicated by available GIS data, such as sinkholes, wetlands or FEMA special flood hazard areas on the site. However, Public Works has noted that there will be significant grading required for the lots fronting West Cemetery Road.

**Recommendation:** The Planning Department recommends conditional approval of the preliminary plat subject to the following:

- Developer must submit State approved water and sewer plans to the Water Quality Control Department
- Developer accepts responsibility to make arrangements with the USPS for mail delivery
- 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 request recommended by staff. Chris Wakefield seconded the motion and the motion carried unanimously.

**CONSIDER FOR ACTION AMENDMENTS TO THE COOKEVILLE MUNICIPAL CODE, TITLE 15, "MOTOR VEHICLES, TRAFFIC & PARKING", INSERTING A NEW CHAPTER 9, "RESIDENTIAL PARKING DISTRICTS". REQUEST SUBMITTED BY STAFF.** Jon Ward stated that City of Cookeville representatives have heard concerns from residents regarding student parking along East 8<sup>th</sup> Street. These concerns are specifically with Tennessee Tech students utilizing East 8<sup>th</sup> Street for on-street parking. The proposed Municipal Code Amendment would establish a means to establish Residential Parking Districts within the City of Cookeville.

**Analysis:** The proposed Ordinance would amend in Title 15, "Motor Vehicles, Traffic, and Parking", by adding a new Chapter 9, entitled "Residential Parking Districts". The Residential Parking District Chapter will establish provisions for the Cookeville City Council to authorize Residential Parking Districts along city streets within the City Limits of Cookeville. The ordinance would establish a process for residents to petition to establish a Residential Parking District and obtain Residential Parking Permits for resident vehicles and two (2) guest permits per household, and will also include penalties for any non-permitted vehicle parking on the street during days/times when parking is prohibited by any non-resident motorist.

A summary of the proposed ordinance is as follows:

- Residential Parking Districts will be authorized by Resolution by the City Council.
- A petition must be submitted to the Planning Department containing two-thirds or 66% of the dwelling units in the proposed area, defined as minimum of two (2) adjacent block faces and the block faces on the opposite side of the street. A Block Face is defined as all the properties on one (1) side of a given street existing between two (2) consecutive intersecting streets.
- Upon receipt of a valid petition, the Planning Department will conduct a parking study to evaluate parking utilization during peak periods.

- The Planning Department will make a recommendation to the City Council based on the petition and results of the study on whether or not to designate an area as a Residential Parking District and the hours to authorize such restrictions.
- The City Council will hold a public hearing and approve or reject the petition to establish a Residential Parking District.
- The City Council, by resolution to establish a Residential Parking District, will establish permit fees associated with establishment of the district.

The motivation for the proposed ordinance results from residents of East 8<sup>th</sup> Street who have concerns about student commuter parking. East 8<sup>th</sup> Street is utilized by Tennessee Tech students for on street parking when classes are in session. City of Cookeville representatives have had multiple meetings with Mrs. Susan Vandergriff on behalf of the residents. Mrs. Vandergriff claims that escalated student parking produces significant increased congestion and decreased driving safety. East 8<sup>th</sup> Street has a wide pavement width to accommodate on-street parking, however, some who utilize on-street do not adhere to required parking standards. The Planning Department is not aware of any other streets in the City where commuter parking along a residential street is as prevalent as it is on East 8<sup>th</sup> Street. However, it is important to note that the Ordinance would establish a means for residents in other areas of the City to petition to implement Residential Parking Districts.

On-street parking is regulated in Title 15, Chapter 6 of the Cookeville Municipal Code. The Planning Commission reviewed and recommended approval of revisions to parking requirements at the September 25, 2017 Planning Commission meeting. These amendments were approved by the City Council and became effective in December 2017. East 8<sup>th</sup> Street is classified as a local street as included in the Classification of Thoroughfares. On-street parking is permitted on East 8<sup>th</sup> Street based on provisions of the Cookeville Municipal Code.

The Planning Department analyzed on-street parking along East 8<sup>th</sup> Street. From our analysis, we determined that 47 parking spaces can be accommodated along the street that meet City of Cookeville established parking guidelines. The Cookeville Police Department has also provided a summary of vehicle accident data for East 8<sup>th</sup> Street from North Jefferson Avenue to North Washington Avenue. From a period from January 1, 2012 through June 30, 2020, (8years, 6 months) accident data for this street segment shows four (4) reported accidents, all of which were property damage only. Including the intersection of North Jefferson Avenue and East 8<sup>th</sup> Street and North Washington Avenue and East 8<sup>th</sup> Street there were three (3) additional accidents, again, all of which were property damage only.

There are 19 residential properties with street frontage along East 8<sup>th</sup> Street. Mrs. Vandergriff submitted a petition with signatures from 12 property owners requesting that residential only parking be instituted Monday through Friday from 8:00 AM to 5:00 PM. Since accepting the petition, one (1) resident has contacted the planning department and asked for their name be removed from the petition. Mrs. Vandergriff has asked that the Ordinance only require a petition of a simple majority of the properties. The Planning Department recommends a super majority, (2/3 majority or 66%) to avoid a scenario where the change of ownership of one or two residents could result in a petition to remove an area from an established parking district. Also, Mrs. Vandergriff has asked to provide permits on a three (3) year basis. The Planning Department consulted with the City Clerk's Office and the proposed Ordinance includes Residential Parking Permits issued on a calendar year basis.

Costs estimates associated with establishing a District are included below. Using East 8<sup>th</sup> Street as an example, Mrs. Vandergriff has requested eight (8) signs be installed within the District. The Public Works Department has confirmed that sign costs are \$150 per sign (8x\$150=\$1,200). Also, estimated permit label costs for 19 households range from approximately \$193 to \$328 dollars per year and guest tag costs range from \$170 to \$245 per year. Permit fees will be determined by City Council by the same

Resolution that would establish a Residential Parking District based on the conditions of the area under consideration.

The proposed Ordinance would restrict commuter use of the public right-of-way for nonresidents along city streets. Also, once established any resident or their guests who are parked in a defined District that have not obtained a Residential Parking Permit would be in violation and cited accordingly. Although an analysis of East 8<sup>th</sup> Street has been provided, this Ordinance would apply to any city streets that legally permit on-street parking. Also, if the Ordinance is approved, residents of East 8<sup>th</sup> Street must satisfy the conditions of the Ordinance in order to establish a Residential Parking District.

**Recommendation:** The proposed Ordinance would address issues of nonresident commuter parking along City Streets.

Jim Cobb asked if households with driveway parking have to purchase parking permits.

Jon Ward stated that the permits are for street parking and if the homeowner wants to park on the street that they will need to purchase a permit.

Eric Walker stated that those who do not want to participate in the Residential Parking Program will still need to abide by the ordinance.

Jim Cobb asked if the residents will be held responsible for the signage costs.

Jon Ward stated that per the ordinance, residents will pay for the permits, signage and administration fees through the permit costs.

Jim Cobb asked why would the city pay for the Historic Zoning signs but would require residents to pay for the Residential Parking Program.

Jon Ward stated that the ordinance can be revised. If there is no fee for the residents, the cost burden is passed on to the tax payers for the residents on that street. If the ordinance is approved and the 8<sup>th</sup> Street District comes to the board to set up a Residential Parking District, the Planning Commission can determine if the cost be covered by the residents or the city.

Kay Starkweather asked if those who do not participate will still have to pay.

Jon Ward stated that the permit fees would cover the costs and if they do not participate in the program then they do not pay.

Eric Walker stated that permit costs would cover the program. He brought up the idea of a temporary guest pass instead of a yearly pass in order to decrease the chance of someone selling their guest parking pass. Mr. Walker asked if the Planning Commission would determine how many parking spaces would be used by the Residential Parking District.

Jon Ward stated that the parking study would determine the implementation of the program.

Eric Walker stated that alternate remedies might be a possible solution for the parking issue such as painting parking spaces and that the Residential Parking Program alone won't fix the parking issue. He stated that the parking spots need to be painted in order to be enforced.

Jim Cobb stated that in the ordinance, it mentions that a participant must prove that their parking pass had been stolen and how do they go about proving that.

Jon Ward stated that according to the ordinance, the participant must file a police report to report the tag as missing or stolen.

Kay Starkweather asked if the city plans on painting the parking spaces on 8<sup>th</sup> Street.

Jon Ward stated that painting parking spaces creates an ongoing maintenance issue but the painting could happen if Public Works is directed to by the City Manager.

Kay Starkweather asked the audience if just painting parking spaces would suffice.

Susan Vandergriff of 298 East 8<sup>th</sup> Street stated that painting parking spaces would be nice but it would not prevent students from parking there.

Kris Ballanger of 287 East 8<sup>th</sup> Street echoed her families support for the ordinance and stated that the parking situation has gotten out of hand since Tennessee Tech has implemented their parking permit fees.

Douglas Airhart stated that he owns the property at 322 East 8<sup>th</sup> Street but does not live there. He mentioned that he faculty of Tennessee Tech and has to park in front of his property when he commutes to work due to parking on campus being so bad. He understands that he is contributing to the problem and would like to see a solution.

Greg Vandergriff of 298 East 8<sup>th</sup> Street stated that the proposed Residential Parking Area only includes Single-Family Residential zoning and has no adverse effect on businesses.

Isaac Zuercher of 271 East 8<sup>th</sup> Street stated that the neighborhood is old and was designed for street parking and that the driveways are single lane which forces residents who park in their driveway have to shuffle around their cars in order to leave. Mr. Zuercher also stated that if you leave your home in the middle of the day that you are not going to be able to park in the vicinity of your home due to Tech students taking the parking spot.

John & Carol Bartlett of 262 East 8<sup>th</sup> Street stated that the trash pickup is a problem. There has been times where the trash cannot be picked up due to cars being parked too close to their driveway and the garbage truck cannot get close enough to pick it up.

Eric Walker stated that the proposed ordinance allows one way for Residential Parking Districts to be set up and maybe there are alternative ways to go about it. He recommended that the Planning Commission needs more time to iron out the details of the ordinance. He stated that the ordinance doesn't immediately fix the problem on 8<sup>th</sup> Street and that they would need to submit another petition and go under a parking study before the district is designated.

Jim Cobb made the motion to postpone the request until the August 24<sup>th</sup> Planning Commission meeting. Leslie Sullins Draper seconded the motion and the motion carried unanimously. **POSTPONED UNTIL AUGUST 24<sup>TH</sup> PLANNING COMMISSION MEETING.**

**CONSIDER FOR ACTION SIX (6) MONTH EXTENSION OF THE PRELIMINARY PLAT OF UNIVERSITY CENTER TOWNHOMES PHASE II, 14 SINGLE FAMILY ATTACHED LOTS LOCATED AT EAST 12TH STREET, AUTUMN AVENUE AND BRANDON DRIVE. REQUEST SUBMITTED BY JERRY C. GAW.**

Jon Ward stated that Mr. Jerry Gaw has submitted a request for a six (6) month extension of his University Center Townhomes Phase II Preliminary Plat, which is a 16 lot single family attached subdivision located off of W. 12<sup>th</sup> Street and Autumn Avenue. The Preliminary Plat was approved by the Planning Commission on July 22, 2019 for a period of one (1) year.

**Analysis:** As provided in Article II, Section D, Subsection 9 of the Subdivision Regulations, a six (6) month extension can be applied for by the developer and granted by the Planning Commission provided a \$50.00 fee is submitted with the request. Mr. Gaw submitted the fee along with his written request for an extension. Substantial improvements have been made on the site but have not quite reached the point of final plat consideration. In addition, there have not been any changes made to the plat since the preliminary plat was approved.

**Recommendation:** Approval of the request for a six (6) month extension of the preliminary plat subject to all conditions as established by the Planning Commission on July 22, 2019.

Chris Wakefield made the motion to approve the request recommended by staff. Jim Cobb seconded the motion and the motion carried unanimously.

**CONSIDER FOR ACTION SIX (6) MONTH EXTENSION OF THE PRELIMINARY PLAT OF CLAREMONT SUBDIVISION, 12 LOTS LOCATED AT 507 WEST STEVENS STREET. REQUEST SUBMITTED BY AARON BERNHARDT.**

Jon Ward stated that Mr. Aaron Bernhardt has submitted a request for a second six (6) month extension of his Claremont Preliminary Plat, which is a 12 lot single family attached subdivision located off of West Stevens Street. The Preliminary Plat was approved by the Planning Commission on January 27, 2019 for a period of one (1) year. On January 27, 2020 the Planning Commission granted an initial six (6) month extension.

**Analysis:** As provided in Article II, Section D, Subsection 9 of the Subdivision Regulations, a total of 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 the request. Mr. Bernhardt submitted the fee with his request for an extension. No work has begun to install improvements on the site, nor have any changes been made to the plat since the preliminary plat was approved.

**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 January 27, 2019 and reaffirmed on January 27, 2020.

Leslie Sullins Draper made the motion to approve the request recommended by staff. Chris Wakefield seconded the motion and the motion carried unanimously. **APPROVED.**

**CONSIDER FOR ACTION SIX (6) MONTH EXTENSION OF THE PRELIMINARY PLAT OF WESTBROOK FARMS PHASE II SUBDIVISION, 30 LOTS LOCATED ON CORA ROAD. REQUEST SUBMITTED BY HAROLD BROWN.**

Jon Ward stated that Mr. Harold Brown with ERB Properties has submitted a request for a six (6) month extension of his Westbrook Farms Preliminary Plat, which is a 30 lot single family detached subdivision located off of Cora Road. The Preliminary Plat was approved by the Planning Commission on July 22, 2019 for a period of one (1) year.

**Analysis:** As provided in Article II, Section D, Subsection 9 of the Subdivision Regulations, a six (6) month extension can be applied for by the developer and granted by the Planning Commission provided a \$50.00 fee is submitted with the request. Mr. Brown submitted the fee along with his written request for an extension. No work has begun to install improvements on the site, nor have any changes been made to the plat since the preliminary plat was approved.

**Recommendation:** Approval of the request for a six (6) month extension of the preliminary plat subject to all conditions as established by the Planning Commission on July 22, 2019.

Chris Wakefield 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 PLAT OF SPRING HILL TOWN HOUSES, 9 LOTS LOCATED ON EAST SPRING STREET. REQUEST SUBMITTED BY BERNHARDT CONSTRUCTION.**

Jon Ward stated that Developer Aaron Bernhardt has submitted for approval the Final Plat of Spring Hill Town Houses, a nine (9) lot single family attached development of his property located in the 1500 block of East Spring Street. The plat was submitted and taken for study at the May 2019 Planning Commission meeting and was initially approved on June 24, 2019. On June 22, 2020 the Planning Commission granted Mr. Bernhardt's request for a six (6) month extension.

**Analysis:** The subject property is identified on Tax Map 052P Group C as Parcel 001.07. The property is zoned CL, "Local Commercial" and consists of approximately 0.58 acres. Adjacent properties to the east and west are also zoned CL. The adjacent property to the north is zoned RS-20, (Single Family Residential). A Type 1 Screen/Buffer has been installed as shown on the plat which was required along the common boundary with the development property and the RS-20 property to the north. There are no evident topographic constraints indicated on the site.

The development consists of eight (8) building lots and Lot 9 encompasses the remaining common areas. All of these lots front a new private interior parking and ingress/egress named Electric Avenue that terminates in a dead end. The plat depicts the turnaround area constructed toward the front of the property which allows for turning movements for individual cart trash collection and emergency vehicles. A trash cart laydown area has been completed. A central mailbox unit receptacle (CBU) has been installed as shown on the plat for mail pickup and delivery as required by the USPS. All landscaping on the site has been completed.

The units all contain two (2) bedrooms. Off street parking was calculated at the rate of 1.25 spaces per bedroom for a minimum total of 20 required parking spaces. All parking and drive surfaces have been completed, inspected and approved by Public Works. A new five (5) foot wide east-west sidewalk has been constructed along the East Spring Street frontage and a new four (4) foot wide north-south sidewalk has been constructed internally in front of the units. A striped crosswalk has been created along the Spring Street drive opening. The developer must pay Public Works \$150 total for a stop sign and a street name sign.

Each dwelling unit has been outfitted with sprinkler systems that meet the National Fire Protection Association design standard 13D. In addition, an existing fire hydrant (1500+ GPM) is approximately 340' from the site which is within the required proximity for fire protection. Water and sewer connects to the eight (8) inch sewer line and six (6) inch water line located in the street right-of-way. Water Quality Control requires that "as-built" plans be submitted for the water and sewer components. There is an existing 20' wide utility easement running east/west along the front of the parcel as shown on the plat. The Electric Department required that all electric was installed underground per CED specifications. Solid waste management is with individual canisters. A detention pond has been constructed, inspected and approved by Public Works. The developer is required to submit a "Detention Pond Maintenance Agreement" to Public Works.

All of the property including the driveway, parking areas and other common areas and infrastructure components are private with the exception of water which will be public. A two (2) year "Warranty of Improvements" in the amount of \$8,000 is required to cover the public water system. 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 final plat is recorded.

**Recommendation:** The Planning Department recommends conditional approval of the final plat subject to the following:

- Developer must submit "as-built" water and sewer plans to the Water Quality Control Department
- Developer shall submit a "Detention Pond Maintenance Agreement" to Public Works
- Developer shall submit \$150 to Public Works for signs
- Developer shall submit a two (2) year "Warranty of Improvements" in the amount of \$8,000
- Completion of corrections or additions to the plat as determined necessary by the Planning Department and/or other appropriate city departments
- Submittal of the recorded Homeowner Association Agreement in a timely manner after the final plat is recorded

Eric Walker made the motion to approve the request recommended by staff. Chris Wakefield seconded the motion and the motion carried unanimously. **APPROVED.**

**STUDY ITEMS:**

- (1) Consider for study rezoning of 1940 East Spring Street from CG (General Commercial) to QM (Quarry & Mining). Request submitted by RQ Development, LLC.
- (2) Consider for study the rezoning of two parcels located at South Maple Avenue & Neal Street (Parcels 066D A 001.02 & 066 032.02) from CR (Regional Commercial) to CG (General Commercial). Request submitted by Bernhardt Construction.

Kay Starkweather made the motion to accept the items for study. Chris Wakefield seconded the motion and the motion carried unanimously. **APPROVED.**

**STAFF REPORTS:**

(3) Minor plats approved & recorded:

- Granted six (6) month extension of the preliminary PCD plan for the East 10<sup>th</sup> Street PCD (Planned Commercial Development) – Justin Cumby of Titan Development
- Roberson Division Re-Division of Lot 1, two (2) lots located at 1035 & 1045 Interstate Drive – Hariohm Partnership
- Brantly/Birdwell Combination Plat, two (2) lots located at Freeze Street & Denton Avenue – Amanda Brantley & Birdwell Trustee
- Sparrow Ventures 2 Lot Subdivision Plat, two (2) lots located at West Broad Street and West Jackson Street – Sparrow Ventures, GP (Jack Stites)
- Sparrow Ventures 2 Lot Subdivision Plat Redivision of Lot 1, two (2) lots located at West Broad Street and West Jackson Street – Sparrow Ventures, GP (Jack Stites)

**ADJOURNMENT: 6:46P.M.**

**SUBMITTED FOR APPROVAL**

**SUBMITTED FOR RECORDING**

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**HALEY DICKSON  
PLANNING ASSISTANT**

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**JIM STAFNE, CHAIRMAN  
COOKEVILLE PLANNING  
COMMISSION**