

**ANNUAL REPORT AND PROGRAM DESIGN
PLANNING DEPARTMENT
COOKEVILLE, TENNESSEE**

2019

I. PURPOSE OF REPORT

This Annual Report and Program Design has four primary purposes. First, it presents the status of memberships of the Planning Commission, Board of Zoning Appeals, and Historic Zoning Commission. Second, it summarizes the meetings of these bodies from the previous year. Third, it provides an annual assessment of the city’s planning program, including the activities of the Planning Commission, Board of Zoning Appeals, Historic Zoning Commission, and the Planning Department. Fourth, it establishes a general schedule of future work activities for the Planning Commission and its staff.

II. MEMBERSHIP STATUS

A. Planning Commission 4 year & 5 year terms appointed by City Council

<u>Member</u>	<u>Term</u>	
Jim Stafne (Chairman)	1/01/2024	5 years
Judy Jennings (Vice Chairman)	1/01/2022	5 years
Chris Wakefield	1/01/2021	5 years
Kay Starkweather	1/01/2025	5 years
Leslie Sullins Draper	1/01/2024	5 years
Daniel Odom	1/01/2024	5 years
Jim Cobb	1/01/2023	5 years
Eric Walker (Council Member)	8/01/2022	4 years
Tracy Cody (Mayor Representative)	8/01/2022	4 years

B. Board of Zoning Appeals 3 year terms appointed by City Council

<u>Member</u>	<u>Term</u>	
Sid Gilbreath (Chairman)	1/01/2023	3 years
Connie McCormick	1/01/2022	3 years
James Dial	1/01/2023	3 years
Elwood Ervin	1/01/2021	3 years
Nancy Bohannon	1/01/2021	3 years

C. Historic Zoning Commission 5 year terms appointed by Mayor

<u>Member</u>	<u>Term</u>	
Alma Anderson (Chairman)	4/5/2023	Community in General
Cathy Lamb (Vice Chairman)	1/1/2021	Representative Cream City
Calvin Dickinson	4/5/2020	Local Preservation Organization
Greg Stamps	4/5/2021	Architect
Susan Vandergrif	4/5/2022	Local Patriotic Organization
Lee Carney	1/1/2021	Representative E Broad St/Freeze St
Chris Wakefield	4/5/2024	Planning Commission Member

III. 2018 MEETING SUMMARIES

A. Planning Commission (January - December)

Meetings Held	12
Special Called Meetings Held	0
Meetings Cancelled	0
No Quorum Meeting	0

B. Summary of Planning Commission Meetings

January 28, 2019:

Welcome new member: Daniel Odom.

The Planning Commission elected Jim Stafne as Chairman and Judy Jennings as Vice-Chairman.

Approved: Six (6) month extension of the preliminary plat of “The Cottages”, 49 lots located off McCulley Road & Springboro Road; Six (6) month extension of the preliminary plat of the “Johnny Hammock Division”, 16 lots located off Huddleston Drive; Six (6) month extension of the “Preliminary PRD Plan/Plat of The Aerie”, one (1) lot located on West 9th Street and North Franklin Avenue

Conditional Approval: Variance to amend the final plat of the “Revision of Lot 2 of the Thomas Randolph Division” to allow the installation of a residential sprinkler system in lieu of the installation of a fire hydrant in order to construct a single family house on Lot 1; Preliminary plat of “Claremont Subdivision”, 12 lots located at 507 West Stevens Street; Preliminary plat of “Westview Subdivision”, four (4) lots located at 620 Hughes Street

Denied: Rezoning 515 South Walnut Avenue from RM-8 (Multi-Family Residential) to CG (General Commercial)

Postponed: Rezoning 420 & 430 Peek Drive and 412 Blake Circle from RS-10 (Single Family Residential) to RM-8 (Multi-Family Residential)

February 25, 2019:

Approved: Annual Report and Program Design

Conditional Approval: Preliminary plat of “Raelyn Court Subdivision”, 13 lots located off Bay View Drive; Preliminary plat of “Washington Court Subdivision”, nine (9) lots located on the corner of North Washington Avenue and Vickers Lane; Preliminary plat of “Brighton Park”, 14 lots located at 625 East 10th Street; Final plat of “Bilbrey and Tenth Subdivision”, four (4) lots located on the southeast corner of East 10th Street and Bilbrey Avenue

Denied: Rezoning 420 & 430 Peek Drive and 412 Blake Circle from RS-10 (Single Family Residential) to RM-8 (Multi-Family Residential); Rezoning 10 Royal Oak Drive from RS-20 (Single Family Residential) to CL (Local Commercial)

March 25, 2019:

Approved: “Final PRD Plan for The Aerie”, property located at 1000 North Franklin Avenue (Tax Map 40I-D-1.00 & 2.00); Six (6) month extension of the preliminary plat of “Franklin Court”, 5 lots located on South Franklin Avenue (Between Hughes Street & Short Street)

Conditional Approval: Final plat for “Re-subdivision of Lot #167-170 of D. C. Wilhite Addition”, five (5) lots located on Crockett Avenue and a request to change the name to “The Enclave at Crockett”; Final plat of “Re-subdivision of Lot 4 of 10th & Fisk Properties, LLC Division”, 10 lots located at 1020 Fisk Road; Final plat “Re-division of Tract 2, Phase III, Revised Plat of the Eye Centers of Cookeville”, one (1) lot located on Old Walton Road

Continue Study: Preliminary plat of “Krishna Hospitality Partners Property”, two (2) lots located at 970 South Jefferson Avenue

April 22, 2019:

Approved: Amendments to the Official Street Map; Preliminary plat of “Krishna Hospitality Partners Property”, two (2) lots located at 970 South Jefferson Avenue; Resubmittal of the Preliminary plat of “Hudgens Court”, five (5) lots located at 438 East Hudgens Street

Conditional Approval: Final plat of “B & F Investments”, three (3) lots located at 1555 Interstate Drive; Final plat of “Windsor Isle Phase II”, 11 lots located off Nottingham Drive

May 20, 2019:

Approved: Abandoning and declaring as surplus property available for acquisition by the adjoining property owner a portion of the northern right-of-way of Whitson Avenue and a portion of the eastern right-of-way of Arthur Drive; Design concept for improvements to North Dixie Avenue from 8th Street to 12th Street and North Mahler Avenue from 6th Street to 8th Street; Variance for a Flag Lot on the property located 4295 Old Bridge Road

Conditional Approval: Variance for a flag lot and final plat of “Dawson & Edna Choate Property”, two (2) lots located on Old Bridge Road; Final plat of “Eagle Point”, eight (8) commercial lots located off Interstate Drive & South Walnut Avenue

Denied: Rezoning 1551 Bunker Hill Road from RS-15 (Single Family Residential) to RS-5 (Single Family Residential)

June 24, 2019:

Approved: Rezoning 50 Broadway Avenue and a portion of 1493 West Broad Street from RS-20 (Single Family Residential) to RS-5 (Single Family Residential); Variance for a flag lot and a final plat of “Lot Line Adjustment and Division for Tommy & Connie Winningham”, three (3) lots located at 323, 328 & 330 Sycamore Street; Six (6) month extension of the “Preliminary 10th Street PCD Plan”

Conditional Approval: Preliminary plat of “Spring Hill Townhouses”, nine (9) lots located between 1546 & 1590 East Spring Street; Preliminary plat of “North Ridge”, 19 lots located at 1973 North Dixie Avenue; Preliminary plat of “Downton North”, 19 lots located at 1180 East Spring Street and 1227 & 1235 East Hudgens Street; Preliminary plat of “Highlands Residential Road Dedication”, one (1) lot located at 761 Buffalo Valley Road; Resubmittal of the preliminary plat of “The Reserve at the Country Club Phase II”, 23 lots located off Reserve Drive

Withdrawn: Preliminary plat of “Maple Crossing”, 41 lots located at 835 South Maple Avenue

July 22, 2019:

Approved: Rezone from CI (Commercial Industrial Mixed Use) to RS-20 (Single Family Residential), property located at 1715 and 1733 Lee Seminary Road and a vacant tract located on Lee Seminary Road; Amendments to the Zoning Code Sections 218, 224 & 232A; Renaming recorded final plat of “Laurel Hills Phase I” to “Westbrook Farms Phase I”, 10 single family detached lots located off Cora Road; Six (6) month extension for “Magnolia Creek Phase II RAO”

Conditional Approval: Preliminary plat of “University Center Townhomes Phase II”, 14 lots on West 12th Street, Autumn Avenue & Brandon Drive; Resubmittal of “The Cottages” preliminary plat, 49 single family detached lots located off McCulley Road and Springboro Road; Preliminary plat of “Westbrook Farms Phase II”, 30 single family detached lots located off Cora Road; Preliminary plat of “W.P. Brown Subdivision”, seven (7) single family detached lots located in the 1500 block of Bunker Hill Road

Postponed: Amendments to Zoning Code Sections 213 & 214

Denied: Amendments to Zoning Code Section 207

August 26, 2019

Welcomed: New Staff Member Planning Assistant Haley Dickson

Approved: One (1) year extension of reduced financial guarantees for the “Reserve at the Country Club Phase I”; Amendments to Zoning Code Sections 213 & 214; Recommendation to increase the sidewalks in lieu of construction fee

Conditional Approval: Resubmission of “Landmark Court” preliminary plat, 20 single family attached lots on East 10th Street; Final plat of “Hudgens Court”, five (5) single family attached lots on East Hudgens Street; Final plat of “Westview”, four (4) single family attached lots on Hughes Street

Postponed: Preliminary plat of “West Towne Village”, 55 single family detached lots located off Broadway Avenue

September 23, 2019:

Approved: Rezoning of 225 West Jackson Street and Polly Drive from RS-10 (Single Family Residential) to CG (General Commercial); Six (6) month extension of the preliminary plat of Edgington Court, 25 lots on West Broad Street; Variance for a flag lot on the property at 1240 Boyd Farris Road and a final plat of “Lot Line Adjustment and Division for Melrose Properties”, one (1) lot at 1240 Boyd Farris Road; Preliminary plat of “Scenic Bluffs Subdivision”, eight (8) Lots on South Jefferson Avenue and Interstate Drive

Conditional Approval: Preliminary plat of “West Towne Village”, 50 single family detached lots on Broadway Avenue; Six (6) month preliminary plat extension of “700 Broad,” 43 lots on East Broad Street

October 28, 2019:

Approved: Rezoning of Property at 2090 and 2070 Fountain Circle from CI (Commercial-Industrial) to HM (Heavy Manufacturing); Amendment to Zoning Code by removing Section 3 from 212.4D

Conditional Approval: Preliminary plat of “Brook View Subdivision”, 16 lots Located off Brook View Drive and Cora Road

Withdrawn: Establishment of RAO “Redevelopment Area Overlay” District for Properties on 1919, 1913, & 1901 North Washington Avenue, 420, 430, 502, 512 & 518 East Jere Whitson Avenue

November 25, 2019:

Approved: Request to Close, Abandon & Declare as Surplus Property a portion of West 14th Street located west of Autumn Avenue; Rescheduling the December 23rd meeting date to December 16th

Conditional Approval: Final plat of “Krishna Hospitality Partners Property”, two (2) lots located at 970 South Jefferson Avenue; Preliminary plat of “Downton North”, 20 lots located at 1180 East Spring Street and 1227 & 1235 East Hudgens Street;

December 16, 2019:

Approved: Closure of the Eastern Portion of an Alley Located Between 64 East 1st Street and 204 Cherry Avenue; Revised preliminary plat/Final RAO Plan of “Magnolia Creek”, 56 lots located off Freehill Road; Six (6) month extension of the Preliminary “10th Street PCD Plan”; Accept and recommend the Cookeville Pedestrian and Bicycle Plan Update

C. Board of Zoning Appeals (January - December)

Meetings Held	7
Meetings Cancelled	5
No Quorum Meetings	0
Special Called Meetings	1

D. Summary of Board of Zoning Appeals Meetings

January 10, 2019

Election: Chairman Sid Gilbreath and Vice-Chairman Jane Flatt.

Approved: Variance for the reduction of a Type 3 Buffer Yard from 30 feet to two (2) feet on the property located at 1730 East Spring Street

February 14, 2019:

Approved: Variance to reduce the front yard setback requirements on the property located at 412 North Willow Avenue from 50’ to 28’ for a total variance of 22’ for the expansion of a nonconforming structure

March 14, 2019: The Board did not meet in March

April 11, 2019: The Board did not meet in April

May 14, 2019 – Special Called Meeting:

Approved: Variance for the height allowed for a wall from 8’ to 20’ for a total variance of up to 12’ on the properties located at 135 East 1st Street and 68 North Dixie Avenue

June 13, 2019:

Approved: Variance to reduce the rear yard setback requirements from 25’ to 12’ for a total variance of 13’ on the property located at 978 Stonebridge Circle

July 11, 2019:

Approved: Variance to reduce the side yard on street side corner lot setback requirement of property located at 531 North Maple Avenue from 30’ to 20’

August 15, 2019:

The Board did not meet in August

September 12, 2019:

Approved: Special Exception to allow self-storage facilities in a CR (Regional Commercial) District on property located on Highway 111 and Oxford Place; Administrative review to determine whether the Planning Department erred in its decision that property located on Rockwell Drive is not a legal lot of record

October 10, 2019:

The Board did not meet in October

November 14, 2019:

The Board did not meet in November

December 12, 2019:

Approved: Special Exception to allow mini storage facilities in a CG (General Commercial) District on property located on Arthur Drive, Commerce Avenue and Whitson Avenue

E. Historic Zoning Commission (January - December)

Meetings Held	4
Meetings Cancelled	8
No Quorum Meetings	0
Special Called Meetings	1

F. Summary of Historic Zoning Commission Meetings

January 8, 2019:

There was no meeting in January.

February 12, 2019:

Approved: Certificate of appropriateness for an addition and exterior alterations on the property located at 452 Freeze St; Design guidelines for East 8th Street Historic District

March 12, 2019:

There was no meeting in March.

April 9, 2019:

There was no meeting in April.

May 14, 2019:

There was no meeting in May.

June 11, 2019:

Approved: Revised Bylaws and Administrative Rules and Procedures for the Historic Zoning Commission

July 9, 2019:

Approved: Application for Certificate of Appropriateness at 351 North Dixie Avenue for the addition of a 16' by 10' screen porch; Recognition of Century old homes by the Historic Commission as they turn 100 years old with a symbolic certificate and a photo in the Herald-Citizen; Creating a City of Cookeville Historic Commission Logo to be used in newspaper articles and where appropriate in online information and consider asking local Historic District members, local artists and high school art classes to submit suggestions for the project

Postponed: Application for Certificate of Appropriateness for the primary structure at 531 North Dixie Avenue for additions and alteration of the front roof

August 13, 2019:

There was no meeting in August

September 10, 2019:

There was no meeting in September

October 8, 2019:

There was no meeting in October

November 12, 2019 – Special Called Meeting

Approved: Certificate of Appropriateness for the Primary Structure at 531 North Dixie Avenue for additions and alteration of the front roof

December 10, 2019:

There was no meeting in December

2019 PLANNING PROGRAM EVALUATION

A. Long Range Planning

1. Comprehensive Plan

- The Cookeville 2030 Plan was completed by the Planning Commission in 2010 and adopted by the City Council through Ordinance No. O10-11-14, effective 12/13/10. It replaced the Cookeville Comprehensive Future Land Use Plan adopted by the City Council through Resolution No. R00-10-29, effective October 5, 2000.
- Amendments to the Future Land Use Element relating to Bennett Road Extension Project adopted by City Council by Ordinance #012-06-08, effective 8/17/12.
- Resolution R17-12-18 accepting Cookeville Corridor Analysis and Major Street Plan update prepared by WSP and funded with TDOT Transportation Planning Grant 2017.
- Amendments to the Future Land Use Element relating to the 10th Street Planned Commercial Development, including a new classification, Commercial-Planned, adopted by the City Council by Ordinance #O18-11-31.
- Resolution R20-01-01 accepting Cookeville Bicycle and Pedestrian Circulation Plan update prepared by Gresham Smith and funded with TDOT Transportation Planning Grant 2019.

2. Major Street Plan

- Revised Major Street Plan adopted and recorded in 2010, replacing 1999 Plan.
- Amended Major Street Plan approved by Planning Commission on 5/12/2012 and recorded on June 12, 2012. Amendments included access points and proposed connecting streets relative to the Bennett Road Extension Project.

3. Envision Cookeville

- Status Report prepared in 2017.

4. Putnam County Multi-Jurisdictional Hazard Mitigation Plan adopted by Resolution R17-07-09 is current remains in effect

5. Putnam County Multi-Jurisdictional Transportation Plan

- Representing City of Cookeville on newly formed committee to develop joint transportation plan for the county and its municipalities.
- Assisted in development a Top 10 list for improvements on state routes.
- Submitted Community Transportation Planning Request to TDOT for the following projects:

SOUTH JEFFERSON AVENUE IMPROVEMENTS, INTERSECTION IMPROVEMENTS

South Jefferson Avenue (HWY 136) Bunker Hill Road intersection improvements
South Jefferson Avenue (Hwy 136) - Interstate 40 intersection improvements – Provide dual eastbound left-turn lanes at the eastbound ramp; Improve channelization of the two

right-turn lanes, implement no right-turn on red. Consider converting inner right-turn lane to share right-left turn lane.

South Jefferson Avenue (Hwy 136), from I-40 intersection to Interstate Drive-Neal Street intersection –Add dual northbound left-turn lanes on South Jefferson Avenue

South Jefferson Avenue (Hwy 136)-Interstate Drive-Neal Street, intersection improvements – Add dedicated southbound right-turn lane on Jefferson Avenue; Add dual eastbound turn lanes on Interstate Drive; Add dual westbound left-turn lanes on Neal Street.

SOUTH WILLOW AVENUE/BURGESS FALLS ROAD (SR 135) IMPROVEMENTS

South Willow Avenue/Burgess Falls Road (SR 135) from Gould Drive to West Cemetery Road. Widen from two (2) lanes and three (3) lanes to five (5) lanes.

NORTHERN EAST-WEST CONNECTOR

New east west route north of Cookeville, including grade separated interchange at SR 111/Quinland Lake Road to Hilham Rd (SR 136)

EAST SPRING STREET (US HWY 70N)

East Spring Street (Hwy 70N) widen from two (2) lanes to three (3) or five (5) lanes from East Broad Street to Highway 111.

HIGHWAY 111 NORTHBOUND RAMP/EAST 10TH STREET INTERSECTION IMPROVEMENTS

East 10th Street at SR 111 northbound ramp. Provide additional northbound right-turn lane. Restrict right turns on red.

NEW ROUTE TO CONNECT HWY 70 AT THE TENNESSEE AVE TO GAINESBORO GRADE (HWY 290)

New Route to connect Hwy 70 at the Tennessee Ave to Gainesboro Grade (Hwy 290)

INTERSTATE 40 FROM MM 291 TO MM 300

Install truck lane on Interstate 40 from MM 291 to MM 300

SR 136, COOKEVILLE CITY LIMITS TO COUNTY LINE

SR 136, Cookeville City limits north to County Line

SR 135, COOKEVILLE CITY LIMITS TO COUNTY LINE

SR 135, Cookeville City limits north to County Line

HWY 56 AT I-40 TO 1ST AVE

Putnam County, City of Baxter, Hwy 56 at I-40 to 1st Ave, 1.) Improve east bound turn lane on Highway 56 onto I-40, 2.) Improve turn lane under I-40 on Highway 56 Old Gainesboro Road (Hwy 56), 3.) I-40 Intersection Improvements: Install center turn lane on Highway 56 at Interstate 40 Gainesboro Highway (Hwy 56), 4.) 1st Avenue Intersection Improvements- Improve intersection on 1st Ave at the west bound turn from 1st to I-40.

B. Strategic Planning

1. Streets and Right-of-Ways - 2019
 - a. Official Street Inventory and Assessment.
 - Updated in 2019.
 - b. Official Street Map - 2019
 - Most recent map adopted by Ordinance #O19-05-02 and effective 7/5/2019.
 - c. TDOT Community Transportation Planning Grant - 2019
 - Cookeville Corridor Analysis and a Major Street Plan update completed by WSP and approved.
 - Cookeville Bicycle and Pedestrian Circulation Plan Update completed by Gresham Smith and approved.
 - d. Street Construction/Improvement Projects - 2019
 - West Stevens Street/Buffalo Valley Road realignment: completed in 2017.
 - North Willow Avenue widening: proposal prepared and submitted to TDOT in 2016.
 - North Jefferson Avenue/East 7th Street realignment right-of-way acquired in 2017, prepared and sponsored agreement to acquire agreement.
 - Acceptance of Tennessee Avenue north of Interstate 40 as a street for City maintenance upon completion of construction and establishing restrictions for access.
 - Prepared Ordinance #O17-11-22 Accepting Tennessee Avenue as a public street and establishing access restrictions, adopted by Council 2018.
 - Assisted with Old Walton Road Improvements and development of new street, Guardian Way to serve future Police Station.
 - Assisted with creation of agreement with Titan Development for participation in widening of East 10th Street from Highway 111 west to Doris Drive.
 - Assisted with project for West Jackson Street/South Willow Avenue intersection improvements, completed right-of-way exchange for the project.
 - Completed right-of-way exchange for Commerce Avenue extension project
 - Developed a prioritization matrix and facilitated development of street improvement projects list for local streets, presented to the City Council.
 - e. Street Naming - 2019
 - Street Name Changes: None
 - Private Drives Named: 4 (*Dansby Drive, Windsor Isle Drive, Hudgens Court, Westview Court*)
 - New Streets Named: 1 (*Guardian Way*)
 - f. Requests for Street Closure/R.O.W. Closure and Abandonment and Declaring as Surplus - 2019
 - Approved: 2, West 14th Street, undeveloped alley at Cherry Avenue and East 1st Street, both pending approval by the City Council
 - g. Center Hill Rural Planning Organization.
 - Technical Committee Member

- Attended all 2019 RPO meetings.
- Widening of State Highway 136 (South Jefferson Avenue) recommended as priority for FY12 - FY13 (ROW), project currently under ROW phase, scheduled for bid letting 12/2020.
- Construction of I-40 Interchange at Mine Lick Creek Road recommended as priority for FY14 – FY15 (Construction), right-of-way acquisition initiated in 2014, construction substantially completed in 2017.
- Widening of US 70N (Spring Street) recommended in 2009 for Transportation Planning Report (TPR).
- North Willow Avenue widening endorsed by RPO in 2016.
- Submitted Top 10 projects from Putnam County Joint Transportation Committee.
- South Jefferson Avenue and North Willow Avenue reapproved as top-priority projects for Center Hill RPO 2019.

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h. Sidewalks/Multimodal

- Initiated implementation of TDOT Multimodal Access Grant Application for installing sidewalks along State Route 24 (East Spring Street) from Broad Street to Neal Street, grant approved in 2015, construction to begin 2020
- Provided technical assistance for sidewalk installation along Interstate Drive and South Jefferson Avenue, construction to begin in 2020.
- Awarded and initiated implementation of TDOT Community Transportation Planning Grant to update Pedestrian and Bicycle Circulation Plan. Plan Update completed 2019.
- Awarded TDOT Multimodal Access Grant (MAG) for installation of sidewalks along North Willow Avenue and West 12th Street.
- Prepared resolution approved by Planning Commission and City Council to increase sidewalk fees paid in lieu of construction. Resolution Number 19-09-17

i. Downtown Parking

- Study completed in 2016 updating inventory & analysis of parking prepared in 2004.
- Parking Utilization Study completed in 2018.
- Coordinated with First Baptist Church for 20 year lease of property to provide public parking at the southeast intersection of East Spring Street and South Walnut Avenue, construction initiated in 2017.
- Assisted with preparation of parking lot lease on North Hickory Avenue with Dr. Anuju Mendiratta
- Assisted with property acquisition at 31 N. Cedar Avenue, currently occupied with a ministorage facility. Plan to construct parking lot on this site in 2020.

2. Annexation - 2019

- Annexation Studies prepared: None
- Plan of Services prepared: None

- Annexation by Referendum approved: None
 - Plan of Services Annual Progress Report prepared & published in 2019 for 12 areas annexed from 2000 - 2014.
 - Plan of Services 6 Months Progress Reports: 1 (*Mackie Farm Annexation Area, 1/9/2019*)
 - Comprehensive Zoning for Annexation Area: None
 - Submitted request to State Representative Williams for amendment to State annexation law to reduce the number of owners consent required to annex by resolution, Bill approved in 2018 to allow annexation by owner consent for 9 or less parcels.
3. Surplus Property Requests - 2019
- Request for Declaration of right-of-way as surplus: none
 - Request for Declaration of undeveloped right-of-way as surplus: 1 (*Dr. Donovan, undeveloped alley off Cherry Ave, pending final approval by City Council*)
 - Request for Declaration of alley as surplus: 1 (*Dr. Donovan, undeveloped alley off Cherry Ave*)
 - Request for Declaration of streets as surplus: 1 (*Donnie Elkins, portion of terminus of W. 14th Street, pending final approval by City Council*)
4. Deeds
- Quit Claim Deeds prepared: 4 (*City of Cookeville to Teresa M. McNabb Irrevocable Real Estate Trust for Arthur Dr. Whitson Ave, Commerce Ave ROW Exchange, City of Cookeville to McNabb Family Partnership for Arthur Dr. Whitson Ave, Commerce Ave ROW Exchange, City of Cookeville to SAI RAM Partnership, Polly Dr., West Jackson Street ROW exchange*)
 - ROW Deeds prepared: 1 (*SAI RAM Partnership to City of Cookeville, Polly Dr, West Jackson Street ROW exchange*)
 - Warranty Deeds prepared: 1 (*McNabb Family Properties to City of Cookeville for Arthur Dr. Whitson Ave, Commerce Ave ROW Exchange*)
 - Deed of Correction: 1 (*City of Cookeville to Cook House Properties, Holly Avenue ROW closure 2014*)

C. Land Use Controls

1. Municipal Zoning Code

Current Zoning Code and Map originally adopted by Ordinance # 001-11-15, effective 1/4/02.

- a. Amendments – 2019
- Amendments to the Cookeville Zoning Code: 2 approved by Planning Commission, 1 denied relative to digital on premise signs.
 - Amendments to the Cookeville Zoning Code: None denied by City Council.
 - Amendments to the Cookeville Zoning Code adopted by City Council: 2 (*019-09-13 & 019-11-16*)
 - Amendments pending approval by City Council: None

- b. Rezoning Requests
 - Rezoning requests approved by Planning Commission: 5 (*1545 E 10th St, 50 Broadway Ave, 1715 & 1733 Lee Seminary Rd, 225 W Jackson St, 2070 & 2090 Fountain Circle*)
 - Rezoning requests conditional approval: None
 - RAO'S (Redevelopment Area Overlay District): 1 (*Magnolia Creek Revised*)
 - RAO's Withdrawn: 1 (*N Washington Ave & East Jere Whitson Ave*)
 - Rezoning requests postponed: 1 (*420 & 430 Peek Dr & 412 Blake Cir*)
 - Rezoning requests withdrawn:
 - Requests denied by Planning Commission: 4 (*515 S Walnut Ave, 420 & 430 Peek Dr & 412 Blake Cir, 10 Royal Oak Dr, 1551 Bunker Hill Rd*)
 - Ordinances adopted by City Council: 5 (*O18-12-32, O19-07-09, O19-08-11, O19-10-14, O19-11-15*)
 - Ordinance pending City Council approval: None
 - Ordinance denied by City Council: None
 - Requests appealed to the City Council: None
 - Requests revised by the City Council: None
 - Expiration of PRD Zoning: None
 - Rezoning Repealed: None
- c. Zoning Appeals considered:
 - Variances: 5 approved; 0 denied
 - Special Exceptions: 2 approved; 0 denied
 - Administrative Interpretations: 1 approved
- d. Historic Zoning
 - Requests for Historic Overlay Zoning: None.
 - Proposals for expansion of Historic District: None
 - Certificates of Appropriateness issued by Board: Three (3) approved; None denied;
One (1) postponed and none withdrawn.
 - Certificates of Appropriateness issued by Staff: Two (2) approved; None denied.
 - Adopted Design Guidelines for East 8th Street Historic District
 - Adopted Revised Bylaws and Administrative Rules and Procedures for the Historic Zoning Commission
 - Submitted materials to Tennessee Historical Commission to maintain status in Certified Local Government Program.
 - Developed and introduced interactive Historic Zoning Application on Planning Department website.
- e. Sign Regulations - 2019
 - Billboard permits issued: 8
 - Billboard permit fees: \$4,294.00
 - Inventory of existing billboards updated.

- Computer database of billboards updated.
- f. Flood Plain Regulations
- Current Floodplain Regulations adopted in 2009 by Ordinance #O09-07-13, replacing 2007 regulations.
 - Floodplain Regulations (Section 230 Zoning Code) amended in 2018 by Ordinance #O18-03-05
 - CAV (Community Assessment Visit) completed by FEMA 2018.
 - Base Flood Elevation determinations discontinued in 2018 at direction of TEMA/FEMA
 - Elevation Certificates Issued: None
 - Staff Completed FEMA continued education in Hazard Mitigation Plans & Grants and Floodplain Development Process, March 2019
- g. Zoning Confirmation Letters - 2019
- Zoning confirmation letters prepared: 19
- h. Zoning Database
- Rezoning, Board of Zoning Appeals & Historic Zoning activities updated.
2. Subdivision Regulations
- Current Subdivision Regulations adopted on 4/24/00 superseding and replacing previous regulations adopted on 9/25/89. Amended 3/25/02, 5/23/05, 3/23/09, 6/27/11, and 6/26/17.
- a. Amendments – 2019
- Subdivision Regulations amendments: None
 - Plats Approved: 46
 - Final plats: 13 containing 81 lots (excluding minor plats approved by staff).
 - Final plats denied: None
 - Final plat extension: None
 - Final plat revisions: None
 - Preliminary plats: 16 containing 227 lots.
 - Preliminary plat extensions: Six (6) approved containing 115 lots
 - Revised preliminary plats: Two (2) containing 76 lots
 - Minor plats: 40 containing 69 lots approved.
 - Extension of financial guarantee: One (1) approved
 - Variance for a Flag Lot: Three (3) approved containing seven (7) lots
 - Resubmittal of preliminary plat: Four (4) containing 97 lots
 - RAO Redevelopment Concept Plan: Two (2)
- c. Financial Guarantees, Warranties, Street Surfacing Fees - 2019
- Financial guarantees, totaling \$9,550 accepted.
 - Financial guarantees, None released.
 - Financial guarantees, totaling \$262,900 currently held.
 - Financial guarantees, totaling \$26,500 in default.
 - Warranty of improvements, totaling \$10,000 accepted.
 - Warranty of improvements, totaling \$60,000 currently held.

- Warranty of improvements, 10,000 released.
- Warranty of improvements, totaling \$2,650 in default.
- Final street surfacing fees received: None.
- Final street surfacing fees due: One (1) totaling \$37,500 (McCulley Farms)
- Final street surfacing fees, totaling \$196,500 currently held.

d. Subdivision database maintained.

3. Municipal Code Amendments – 2019

- None

4. Site Plans Reviewed for Zoning Compliance

35 total site plans reviewed:

- Medical Clinic, West 1st Street and North Hickory Avenue
- River Community Church
- The Gables, Phase V
- Hudgens Court Townhomes
- Infinite Entertainment
- Texas Road House
- Faith Baptist Church
- Putnam County Solid Waste, West Jackson Street
- Brighton Park, East 10th Street
- Caldemeyer Dentist Office, Veterans Drive and Neal Street
- Washington Court, North Washington Ave and Vickers Lane
- Westview, Hughes Street
- Claremont Court, West Stevens Street
- The Aerie
- CHC, shop addition, East Stevens Street
- Oak Tree Towers, Highlands Residential Services, Buffalo Valley Road
- Super 8 parking area, Neal Street
- Tennessee Heart parking lot expansion
- Spring Hill Townhomes
- University Center Townhomes, West 12th Street
- Regions Bank, South Willow Ave, Interstate Drive
- Stevens Street Baptist Church
- University Park, Chestnut Avenue
- South Jefferson Auto
- Downton North, East Spring Street
- Project XYZ, Genco Drive
- Donnie Elkins Apartments, North Washington Avenue
- BCM, North Cedar Ave, West 7th Street
- Putnam County Solid Waste, Phase II, West Jackson Street
- Warehouse, Holiday Road

- Cookeville Police Department, Neal Street, Guardian Way, Old Walton Road
- Jig Head Brewery
- Holiday Inn, South Willow Avenue
- North Ridge Townhomes, North Dixie Ave, Kenway Street
- Project VacMax

D. Community Development

1. Completed updates to Average Daily Traffic Count Map.
2. Completed updates to City Owned Property Map.
3. Transitioned to new “CivicPlus” website software and completed updates and maintenance of Planning Department section.
4. Maintained and updated street closure database.
5. Assisted with identification/acquisition of property for new police station.
6. Worked with various individuals and groups to develop plan to address homeless issues.
7. Prepared, distributed and tabulated surveys for 4 selected neighborhoods and selected neighborhood for implementation of Pilot Curbside Recycling Program. Pilot initiated 12/2017.
8. Provided staff support to the Tree Board
 - Attended four (4) meetings of the Tree Board.
9. GIS Activities
 - Upgraded ArcGIS Server to 10.6.1.
 - Reconfigured replicas from utilities and county servers to better safeguard against future replica breaks.
 - Updated and maintain Planning Department GIS datasets, including billboards, zoning, streets, building footprints, City of Cookeville Corporate Limits.
 - Published online maps from our local server to serve City employees and the general public.
 - Provided Economic Development with web applications and paper maps upon request
 - Administered ArcGIS online organizational account by managing user accounts and troubleshooting issues when they arise.
 - Drew up building interiors to provide the fire department with preplans that illustrate exit, inside rooms, flammables and other information pertinent to firefighting.
 - Used Phantom 4 quadcopter to take aerial photos in preparation for Board of Zoning Appeals, City Council, Planning Commission and other meetings.
 - Used ESRI Drone2Map in coordination with DroneDeploy to capture aerial photographs of Tennessee Avenue, Cane Creek Park and Rivers Edge Subdivision and incorporate these images into shared maps via ArcGIS Online and ArcReader documents.

- Digitized features like street pavement, line striping and building footprints from aerial photographs on Google Maps.
- Begun crafting a data sharing agreement and a non-disclosure agreement to ensure a consistent product including AutoCAD, shapefiles and hard copy formats are delivered in a timely fashion to contractors, developers and government entities.
- Developed Emergency Management map to coordinate Putnam County emergency personnel with City police, utility and other associated groups by displaying real time 911 calls and calls to City Hall requesting service during severe weather and other emergency situations.
- Produced maps for seasonal events like Fall Fun Fest, Cooking on the Square, Slide the City and other events that require road closures and emergency personnel presence.
- Collected parking data by counting the number of occupied spaces at specified time intervals over a period of 4 weeks.
- Renewed three (3) year Enterprise License Agreement with ESRI.
- Used Network Analyst to find best location for a potential fire station by analyzing the service locations and drive time to residences and businesses 1.5 miles from the potential location.
- Used LIDAR to determine road elevations and building heights.
- Provided finance department with taxable businesses in the city limits and locations of public housing.
- Exported data collection for Codes department to use in an form auto fill application
- Shared data with Kimley Horn to facilitate plan to bring Cookeville to full ADA compliance.
- Hosted annual GIS Day event in coordination with Tennessee Tech University, USFWS, Upper Cumberland Development District and others.
- Rezoning of various properties.
- Street & alley closures at Tennessee Tech and future Hotel/Convention Center (Wilson property).
- TNGIC Conference in Knoxville.
- Updated annual daily traffic map & database.
- Updated subdivision plats database.

10. Assisted with various Economic Development Activities/Projects.

E. PLANNING COMMISSION TRAINING

- Completed four (4) hours of required annual training thru MTAS, July 16, 2019

V. 2019 PROGRAM DESIGN

A. Comprehensive Plan

1. Continue implementation of Cookeville 2030 Plan.
2. Monitor, assist and review as required implementation of Major Street Plan, including the following projects:
 - Fifth I-40 Interchange/Tennessee Avenue construction
 - South Jefferson Avenue widening
 - North Willow Avenue widening
3. Continue implementation of Envision Cookeville.
4. Prepare and consider for adoption amendments to the Development Plan Element of the 2030 Plan to identify area in need of redevelopment/revitalization along Stevens Street.
5. Considerable work will be directed at preparing the update the Cookeville 2030 Plan.

B. Strategic Planning

1. Update Street Inventory and Assessment as necessary.
2. Submit Amendments to Official Street Map as necessary.
3. Continue representation on Center Hill Rural Transportation Planning Organization.
4. Prepare Studies, Plan of Services, Resolutions, and other materials necessary for any other Annexations.
5. Complete annual and 6-month progress reports, and schedule Public Hearings for any uncompleted plan of services.
6. Assist with implementation of findings from 2017 Signalization and Traffic Flow Study funded through a TDOT Community Transportation Planning Grant.
7. Continue to monitor parking in the downtown area as relative to Downtown Parking Utilization Study.
8. Continue efforts to maintain and improve rating in FEMA's CRS Program.
9. Assist with implementation of Multimodal Access Grants (East Spring Street, North Willow Avenue sidewalks).
10. Continue participation on Putnam County Multijurisdictional Transportation Planning Committee and provide assistance for the development of joint transportation plan.
11. Monitor adoption of SB2680/HB2125 amending TCA 6-51-104 reducing the number of owners required to consent to annex by resolution.

C. Land Use Controls

1. Continue adequate enforcement and administration of regulations.
2. Prepare as necessary, amendments to Zoning Code:
3. Update Zoning Map to reflect 2019 amendments.
4. Update Zoning Atlas as necessary.
5. Maintain Inventory and Database of Billboards.

D. Community Development Services

1. Update and maintain Traffic Count Map.
2. Update and maintain Map of City Owned Properties.
3. Maintain and update Planning Department section on City of Cookeville wesbsite.
4. Monitor implementation of Pilot Curbside Recycling Program, prepare evaluation upon completion.
5. Continue to provide Tree Board with staff support and assistance as needed.
6. GIS Activities
 - Complete ArcReader training for City Employees.
 - Complete Desktop GIS training for City Employees.
 - Complete update to online zoning map service.

E. Planning Commission Training

Complete required four (4) hours of annual training.

Adopted this ____ day of _____ 2020.

Chairman, Cookeville Planning Commission

Date

Cookeville City Manager

Date