

**COOKEVILLE PLANNING COMMISSION
MINUTES
JANUARY 22, 2007**

The Cookeville Planning Commission met on Monday, January 22, 2007 at 5:30 p.m. in the Community Meeting Room, Cookeville Municipal Building, 45 E. Broad Street, Cookeville, Tennessee.

MEMBERS PRESENT: Judy Jennings, Dr. Roy Loutzenheiser, Don Prince, Jim Stafne, Dr. Angelo Volpe, Chris Wakefield, and Ryan Williams.

MEMBERS ABSENT: Nina Lunn and Tod Williams.

STAFF MEMBERS PRESENT: James Mills, and Jayne Barns.

STAFF MEMBER ABSENT: Jim Shipley.

OTHERS PRESENT: Dr. Steve Johns, Mike Chappell, Tom Lee & J. D. Parks.

ELECTION OF CHAIRMAN AND VICE-CHAIRMAN. Don Prince made the motion to re-elect Jim Stafne as Chairman and Tod Williams as Vice-Chairman. Dr. Roy Loutzenheiser seconded the motion and the motion carried unanimously. **JIM STAFNE ELECTED AS CHAIRMAN AND TOD WILLIAMS ELECTED AS VICE-CHAIRMAN.**

CONSIDER FOR APPROVAL THE AGENDA AS SUBMITTED. Don Prince made the motion to approve the agenda as submitted. Judy Jennings seconded the motion and the motion carried unanimously. **APPROVED.**

CONSIDER FOR APPROVAL THE MINUTES OF DECEMBER 18, 2006. Dr. Angelo Volpe made the motion to approve the minutes of December 18, 2006. Don Prince seconded the motion and the motion carried unanimously. **APPROVED.**

CONSIDER FOR ACTION DECLARING AS SURPLUS PROPERTY A PORTION OF SOUTH WASHINGTON AVENUE RIGHT-OF-WAY LOCATED AT THE INTERSECTION OF SOUTH WASHINGTON AVENUE AND REAGAN STREET. REQUEST SUBMITTED BY J. D. PARKS AND TOM LEE ON BEHALF OF THE MADDUX HARDWARE BUILDING PARTNERS AND DR. STEPHEN AND MARY JOHNS. (THIS ITEM WAS POSTPONED AT LAST MONTH'S MEETING.) James Mills stated that Mr. J. D. Parks and Mr. Tom Lee, owners of property identified as Parcel 3.00 on Tax Map 53F, Group G, and Drs. Stephen and Mary Johns, owners of property identified as Parcel 2.00 on Tax Map 53F, Group G, have submitted requests that a portion of the right-of-way of South Washington Avenue, contiguous to the east with their properties, be declared as surplus property and made available for purchase. The portion of right-of-way proposed for surplus declaration consists of approximately 8,310 square feet with an estimated average depth of 65 feet and average width of 175 feet.

The subject portion of the South Washington Avenue right-of-way is located south of Reagan Street and is currently used as public parking. Mr. Parks and Mr. Lee are the owners of the former Maddux Hardware property, including the associated private parking area located adjacent to the west of the property requested for surplus declaration. The Johns are the owners of the former bus depot property also located adjacent to the west of the property requested for surplus declaration. Both groups of property owners have indicated that if they can acquire the property proposed for surplus it would be used as private parking.

Should the requests be approved the portion of the right-of-way proposed for surplus declaration would be divided between the two (2) petitioners and would become portions of Parcels 2.00 and 3.00. The exact division of the right-of-way has not been determined and is subject to a survey being submitted by the petitioners.

There is some possibility that the city may need a portion of the subject right-of-way for widening South Washington Avenue in the future. A utility easement with a minimum width of 10 feet along both sides of any existing utilities should be retained if the property is declared as surplus. Due these factors the value of the property proposed for surplus declaration may be significantly reduced.

Staff recommended conditional approval of the declaration of a portion of the South Washington Avenue right-of-way as surplus property and sale at an amount established by the City Council subject to the following:

- Submittal of a survey, including legal description, of the portion of the right-of-way proposed surplus declaration indicating the desired division between Parcels 2.00 and 3.00 on Tax Map 53F, Group G. The cost of the preparation of said survey and legal description to be paid by the petitioners.
- The inclusion in the deed that the city retains a utility easement 10 feet in width on either side of any existing utilities.
- The inclusion in the deed that the city retains the right to repurchase at a later date any portion of the right-of-way determined by the city as necessary for widening South Washington/South Lowe Avenues at the same price per square foot for which the property is sold.
- The costs for the preparation of the deeds shall be paid by the petitioners.
- The submittal of subdivision plats combining the portions of the right-of-way declared as surplus with Parcels 2.00 and 3.00 on Tax Map 53F, Group G. The costs for the preparation and approval of these plats shall be paid by the petitioners.

Mike Chappell reviewed the site plan for the right-of-way closure for Dr. Johns property.

Dr. Angelo Volpe made the motion to grant conditional approval subject to staff's recommendation. Don Prince seconded the motion and the motion carried unanimously.

CONDITIONAL APPROVAL.

CONSIDER FOR ACTION 2007 ANNUAL REPORT AND PROGRAM DESIGN. REQUEST SUBMITTED BY STAFF. James Mills stated that the Planning Department has completed the 2007 Annual Report and Program Design. The purpose of this report is to review the activities of 2006 and to outline proposed activities for 2007.

The major tasks completed in 2006 included:

- Completed Citizen Survey, no decision made to distribute
- Prepared and approved Master Plan for the Medical Services District and UCRMC
- Prepared 3 Annexation Studies, all 3 areas annexed
- Completed several amendments to the Zoning Code, including significant revisions to the General Sign Regulations

The major work activities proposed for 2007 include:

- Complete Analysis of Existing Land Use Inventory and Prepare Revised Future Land Use Plan
- Complete City Survey, if requested by City Council
- Prepare and adopt amendments to Floodplain Regulations to maintain eligibility in the National Flood Insurance Program
- Complete Special Census of annexed areas and submit to State for certification

Staff recommended approval of the Report.

Don Prince made the motion to approve the 2007 Annual Report and Program Design. Dr. Angelo Volpe seconded the motion and the motion carried unanimously. **APPROVED.**

Don Prince made the motion to take the following items for study. Dr. Angelo Volpe seconded the motion and the motion carried unanimously. **STUDY ITEMS.**

- (1) **CONSIDER FOR STUDY PRELIMINARY PLAT OF THE RESERVE AT THE COUNTRY CLUB, PHASE I, 95 LOTS LOCATED OFF SHAG RAG ROAD. REQUEST SUBMITTED BY DOUG SARGENT.**
- (2) **CONSIDER FOR STUDY AMENDMENTS TO THE ZONING CODE SECTION 230 FL, FLOOD PLAIN DISTRICT, FOR THE PURPOSE OF MAINTAINING THE ELIGIBILITY OF THE CITY OF COOKEVILLE IN THE NATIONAL FLOOD INSURANCE PROGRAM. REQUEST SUBMITTED BY STAFF.**

STAFF REPORTS:

(1) MINOR PLAT APPROVALS:

- JAMES MURPHY DIVISION – 2 LOTS LOCATED ON WALL AVENUE – JAMES MURPHY.
- GREEN ACRES RESUBDIVISION LOT #41 – 2 LOTS LOCATED ON GREENLAND AVENUE – DUSTIN GENTRY.

- PARK WEST PHASE I, COMBINATION PLAT OF LOTS 53 & 53 – 1 LOT LOCATED ON PARK WEST DRIVE – ROBERT LUTTMAN.
- PUTNAM DIVISION RESUBDIVISION OF LOT #2 OF HENLEY DIVISION – 2 LOTS LOCATED ON SOUTH WALNUT AVENUE – PUTNAM PROPERTIES.
- JOSEPH F. DYER JR. RESUBDIVISION LOT #1 – 2 LOTS LOCATED ON SOUTH MAPLE AVENUE.

ADJOURNMENT: 6:10 P.M.

SUBMITTED FOR APPROVAL

SUBMITTED FOR RECORDING

**JAYNE BARNS CPS
PLANNING ASSISTANT**

**JIM STAFNE, CHAIRMAN
COOKEVILLE PLANNING
COMMISSION**