

**COOKEVILLE PLANNING COMMISSION  
MINUTES  
FEBRUARY 26, 2007**

The Cookeville Planning Commission met on Monday, February 26, 2007 at 5:30 p.m., in the Community Meeting Room, 45 E. Broad Street, Cookeville, Tennessee.

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

**STAFF MEMBERS PRESENT:** Jim Shipley, James Mills, and Jayne Barns.

**OTHERS PRESENT:** See attached Record of Attendance.

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

**CONSIDER FOR APPROVAL THE MINUTES OF JANUARY 22, 2007.** Don Prince made the motion to approve the minutes of January 22, 2007. Dr. Angelo Volpe seconded the motion and the motion carried unanimously. **APPROVED.**

**CONSIDER FOR ACTION PRELIMINARY PLAT OF THE RESERVE AT THE COUNTRY CLUB, PHASE I, 95 LOTS LOCATED OFF SHAG RAG ROAD. REQUEST SUBMITTED BY DOUG SARGENT.** James Mills stated that Mr. Doug Sargent has submitted for approval a Preliminary Plat of the Reserve at the Country Club, Phase I, a proposed 100 lot subdivision of properties located off Beecher Boulevard, Shag Rag Road, and Candyland Drive. The property proposed for subdivision is identified as Parcels 26 and 27 on Tax Map 41 is currently owned by trustees for Glenn W. Ervin. Combined, Parcels 26 and 27 consist of approximately 80 acres. The proposed Phase I of the subdivision consists of approximately 22.95 acres.

The property proposed for subdivision is zoned as RS-5, Single Family Residential. This subdivision will require street and sidewalk construction, the extension of water service and the provision of fire hydrants, the installation of public sewer and the installation of underground electrical service. Due to the number of lots proposed, two (2) means of access are required and the plat indicates a street connection to both Beecher Boulevard and Candyland Drive. Plans for the street, drainage, sidewalk and utility construction have not yet been submitted. An easement must be obtained on contiguous property to the east to access an exiting sewer pump station. The Water Quality Control Department indicates that the pump station is adequate to serve the proposed development.

Staff recommended conditional preliminary approval subject to the following:

- Resubmittal of Preliminary Plat depicting any corrections/revisions as determined by the Planning Department,
- Submittal and approval of water and sewer plans,
- Securing an easement on adjacent property for the provision of sewer,
- Submittal and approval of street profile, and street and sidewalk construction plans,
- Submittal and approval of grading and erosion and sediment control plans and issuance of grading permit,
- Submittal and approval of drainage and storm water plans,
- Coordination with Electric Department for the provision of the electric service and with the Gas Department if natural gas service is desired,
- Submittal and approval of construction master plan depicting the location of all required improvements, and
- Completion of preconstruction meeting prior to initiating any construction.

There were concerns by the Board dealing with the traffic flow and the impact of increased railroad usage and its affect on the future phases of the development. The Board recommended that the Developer prepare a traffic study on the additional phases and suggested that he contact the County Road Department to coordinate access to adjacent county roads and to also contact the Railroad authorities.

Dr. Roy Loutzenheiser made the motion to grant conditional approval of the preliminary plat, subject to staff's recommendation. Dr. Angelo Volpe seconded the motion and the motion carried unanimously. **CONDITIONAL PRELIMINARY PLAT APPROVAL.**

**CONSIDER FOR ACTION 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.** James Mills stated that the Federal Emergency Management Agency (FEMA) has prepared revised Flood Insurance Rate Maps (FIRM) for the City of Cookeville, which will become effective on May 16, 2007. In order to maintain eligibility in the National Flood Insurance Program (NFIP), the City is required to adopt the new maps and new regulations governing development in identified flood hazard areas.

Development in flood hazard areas within Cookeville is regulated by Section 230, Floodplain District, of the Cookeville Zoning Code. The Planning Department has prepared a revised Section 230 to comply with the requirements of FEMA. While most of the proposed revisions can be classified as minor there are some significant changes, which include the following:

- The definition of "manufactured home" has been revised to specify that it includes "recreational vehicle", if such vehicle is placed on site for 180 consecutive days or longer.
- The definition of "substantial improvement" has been revised to state cumulative costs over a 5-year period of repairs, alterations, etc. exceeding 50 % of the market value of the structure. The definition previously stated any improvement, etc. exceeding 50 % of the market value.
- The administrator of the regulations has been revised to include both the Planning Director and Codes Director, previously it was only the Codes Director.
- The elevation requirement for structures located in floodplains where base flood elevations have not been determined has been increased from two (2) feet above the highest adjacent grade to three (3) feet above the highest adjacent grade.
- Elevated structures must be designed to preclude finished living space below the BFE, or highest adjacent grade if no BFE is available, and must be designed to allow for the entry and exit of flood water to automatically equalize hydrostatic flood forces on exterior walls. The new requirements also include specific standards for the portions of structures below the BFE.
- A requirement that all lots within new subdivision developments must have flood free building sites has been deleted in the new regulations. While not required by FEMA, the Planning Department would recommend that the requirement be included in our new regulations.
- Encroachments with unmapped streams are prohibited within an area of at least equal to twice the width of the stream, measured from the top of each stream bank. The previous regulations included the same requirement except they also included the provision of "or 20 feet from the top of each stream bank, whichever is greater". While not required by FEMA, the Planning Department would recommend that the requirement be included in our new regulations.

Staff recommended approval of the amendments.

Dr. Roy Loutzenheiser stated that his house along Pigeon Roost Creek was not in the flood plain before, but now it is in. He wanted to know if it would be a conflict of interest for him to vote on the amendments. Jim Stafne stated that he did not feel that it would be a conflict for him to vote on this issue.

Don Prince made the motion to approve the amendments to the Flood Plain District. Judy Jennings seconded the motion and the motion carried unanimously. **APPROVED AMENDMENTS TO FLOOD PLAIN DISTRICT.**

**CONSIDER FOR ACTION FINAL PLAT ESSEX ROAD SUBDIVISION PHASE II, 5 LOTS LOCATED ON ESSEX COURT. REQUEST SUBMITTED BY MIKE PATTERSON.** James Mills stated that Mr. Mike Patterson has submitted for approval a

Final Plat of the Essex Road Subdivision, Phase II, a five (5) lot subdivision located off Essex Road.

The property proposed for subdivision is zoned as RS-15, Single Family Residential. The first phase of this subdivision consisted of 9 lots located along Essex Road. This phase involved the construction of a street approximately 400 feet in length with a cul-de-sac. It also involved the installation of a water line. Public sewer is not available and the five (5) lots are served by private septic systems. The County Environmentalist has already approved the subdivision plat. Sidewalks were not required due to the lack of public sewer. All required improvements have been completed per the requirements of the city. A Final Street Surfacing Fee in the amount of \$5,500 has been submitted.

Staff recommended conditional approval of the Final Plat subject to the provision of a utility easement 20 feet in width between Lot Nos. 12 and 13.

Dr. Angelo Volpe made the motion to grant conditional approval of the Final Plat, subject to staff's recommendation. Don Prince seconded the motion and the motion carried unanimously. **CONDITIONAL FINAL PLAT APPROVAL.**

**CONSIDER FOR ACTION AMENDMENTS TO OFFICIAL STREET MAP. REQUEST SUBMITTED BY STAFF.** James Mills stated that Amendments to the Official Street Map are necessary due to the construction of new streets and the annexation of several streets in 2006. 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.

A table of the recommended amendments is included in your information packet. A total of approximately 4.59 miles of streets involving 19 new or extended streets are proposed for addition to the city's street inventory. Ten (10) of the additions are the result of annexation, seven (7) are from new subdivision developments, and two (2) are from extensions of existing streets completed by the city.

Staff recommended approval of the amendments.

Tod Williams made the motion to approve the amendments to the Official Street Map. Judy Jennings seconded the motion and the motion carried unanimously. **APPROVED AMENDMENTS TO OFFICIAL STREET MAP.**

**CONSIDER FOR ACTION FINAL PLAT GOODWIN DIVISION, 3 LOTS LOCATED ON THE CORNER OF MITCHELL AVENUE AND CINDERELLA DRIVE. REQUEST SUBMITTED BY JOHNNY GOODWIN.** James Mills stated that Mr. Johnny Goodwin has submitted for approval a Final Plat of the Goodwin Division, a three (3) lot subdivision of his property identified as Parcel 7 on Tax Map 40L, Group A and located on Mitchell Avenue and Cinderella Drive.

The property proposed for subdivision is zoned as RS-10, Single Family Residential. It consists of approximately .82 acre. The plat indicates that each of the proposed lots has access to the required utilities and the required frontage on a public street.

Staff recommended conditional final approval subject to the review and approval of the applicable city departments and the completion of any corrections or additions to the Final Plat as determined necessary by the Planning Department

Don Prince made the motion to grant conditional final plat approval subject to staff's recommendation. Tod Williams seconded the motion and the motion carried unanimously. **CONDITIONAL FINAL PLAT APPROVAL.**

Tod Williams made the motion to take the following items for study. Don Prince seconded the motion and the motion carried unanimously. **STUDY ITEMS.**

- (1) CONSIDER FOR STUDY REZONING 118 EAST 1<sup>ST</sup> STREET FROM RS15 (SINGLE FAMILY RESIDENTIAL) TO CN (NEIGHBORHOOD COMMERCIAL). REQUEST SUBMITTED BY RUTH MITCHELL.**

**THE FOLLOWING STUDY ITEMS WERE ADDED TO THE AGENDA AT THE MEETING:**

- (2) **CONSIDER FOR STUDY DECLARING AS SURPLUS PROPERTY LOT 1 OF WEST JACKSON DIVISION PHASE I. REQUEST SUBMITTED BY REBECCA TING.**
- (3) **CONSIDER FOR STUDY DECLARING AS SURPLUS PROPERTY A PORTION OF THE 20' ALLEY ADJACENT TO 450 WEST 5<sup>TH</sup> STREET. REQUEST SUBMITTED BY REBA ROBERSON.**
- (4) **CONSIDER FOR STUDY DECLARING AS SURPLUS PROPERTY AN UNDEVELOPED STREET RIGHT-OF-WAY ADJACENT TO 1281 WINTERHILL DRIVE. REQUEST SUBMITTED BY STEVEN QUALLS ON BEHALF OF DR'S. JOHN AND BARBARA JACKSON.**

**STAFF REPORTS:**

**(1) MINOR PLAT APPROVALS:**

- VICTORY HILL PLACE COMBINATION PLAT OF LOTS 7 & 8, 1 LOT LOCATED ON LONGSTREET DRIVE – JIM NASH.
- COMBINATION PLAT PARCEL 12 & 12.01 ON TAX MAP 53, GROUP F – 1 LOT LOCATED ON EAST 1<sup>ST</sup> STREET – RUTH MITCHELL.
- JOYCE WRIGHT PHASE III, 2 LOTS LOCATED ON INTERSTATE DRIVE – STEVE RAINS.
- ALDI DIVISION – 1 LOT LOCATED ON SOUTH JEFFERSON AVENUE – MARK PIRTLE AND STEVE WILMORE.
- GARY WELCH DIVISION – 2 LOTS LOCATED ON EAST 6<sup>TH</sup> STREET – GARY WELCH.
- TOM LEE GAW AMENDED PLAT LOTS 1 & 2 – 2 LOTS LOCATED ON EAST 6<sup>TH</sup> STREET – JERRY GAW.

**ADJOURNMENT: 6:20 P.M.**

**SUBMITTED FOR APPROVAL**

**SUBMITTED FOR RECORDING**

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**JAYNE BARNS CPS  
PLANNING ASSISTANT**

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**JIM STAFNE, CHAIRMAN  
COOKEVILLE PLANNING  
COMMISSION**