



Highlands Planning Department

Serving: Putnam County and the town of Monterey

Kevin Rush, Planning Director

67 South Elm Ave. Cookeville, TN 38501

Tel: (931) 372-0070 Fax: (931) 372-0071

Kevin.rush@putnamcountyttn.gov

AGENDA

PUTNAM COUNTY REGIONAL PLANNING COMMISSION

AUGUST 11, 2026

The Putnam County Regional Planning Commission meeting will be August 11, 2026, at the Cookeville Community Center, located at 240 Carlen Dr, Cookeville at 5:30 PM.

ITEM 1: CALL TO ORDER AND ROLL CALL.

ITEM 2: APPROVE AUGUST 11, 2026 AGENDA.

ITEM 3: MINUTES OF THE JULY 14, 2026 MEETING

ITEM 4: REVIEW OF APPROVED PLATS

- **Hwy 70 Baxter Sketch Plat**, Legacy South. Conditional concept approval 05/14/2024.
- **Cane Creek Farms at Window Cliff Subdivision Phase II**, Vick Surveying. Conditional preliminary approval 05/14/2024.
- **Scott Farm Concept Plan**, M2 Group. Conditional approval 08/13/24.
- **Revised Horizon Hills Preliminary Plat**, Vick Surveying. Conditional approval 03/11/25.
- **The Reese Subdivision Preliminary Plat**, Clinton Surveying. Conditional approval 05/13/25.
- **Town Creek Subdivision Preliminary Plat**, Maples Surveying. Conditional approval 07/08/25.
- **Trinity Trace Subdivision Preliminary Plat**, Vick Surveying. Conditional approval 01/16/2026.
- **Spring Valley Subdivision Preliminary Plat**, Vick Surveying. Conditional approval 02/10/2026.
- **Dale Lane Estates Preliminary Plat**, Whittenburg Surveying. Conditional approval 06/09/2026.

ITEM 5: ACCEPTANCE OF NEW STREETS:

- A. Road(s) with submitted documentation (ready for acceptance)
 - a) None
- B. Road(s) awaiting completion and/or documentation (NOT ready for acceptance)
 - a) Overlook @ the Waterfalls

___ David Mattson (C)
___ Jim Martin

___ Terry Randolph (V-C)
___ Ted McWilliams

___ Dale Moss (Sec)
___ Robert Riddle

___ Adam Johnson
___ Phil Wilbourn

___ Jeff Jones
___ Patrick Rinks



Highlands Planning Department

Serving: Putnam County and the town of Monterey

- i) Waterfall Drive
- ii) Misting Way
- iii) Kayak Loop
- b) The Grove Subdivision
 - i) Reed Lane

ITEM 6: OUTSTANDING LETTERS OF CREDIT:

- The Grove Subdivision
 - Roads: \$65,000 on Wilson Bank, LOC # 1832 Exp 6/2/27
- Overlook @ The Waterfalls Subdivision
 - Roads: \$270,000 on OneBank, LOC # 2026-640 Exp 6/17/27
 - Electric: \$301,882 on OneBank LOC # 2026-641 Exp 6/17/27

ITEM 7: ADMINISTRATIVELY APPROVED PLATS:

A. RE-DIVISION OF JONATHAN & CONSTANCE KEY DIVISION FINAL PLAT, MAPLES SURVEYING

Created two lots on Southfork Road, specifically parcel from parcel 086-044.07 with more than 5-ac remaining. Originally approved as a three-lot subdivision by the Planning Commission in May 2026, subject to the installation of a fire hydrant. Developer decided to do lots instead of installing a hydrant. The three-lot plat was withdrawn.

B. TAYLOR AND TONYA QUALLS DIVISION FINAL PLAT, MAPLES SURVEYING

Divided one 2.629-ac lot on White Cemetery Road, specifically parcel 038-045.00, into two lots, a vacant 1.270-ac lot and a 1.359-ac lot with an existing house.

C. TERRY FOUTCH DIVISION FINAL PLAT, GOTRO SURVEYING

Created one 2.00-ac lot on Mount Pleasant Road at Rockwell Hollow Road specifically parcel from parcel 051-034.02 with more than 5-ac remaining.

D. LINE ADJUSTMENT FOR LOT 31 & 32 OF CREEKWOOD SUBDIVISION PHASE II FINAL PLAT, VICK SURVEYING

Adjusted the rear boundaries of lots 31 & 32 (parcels 008P-A-031.00 and 008P-A-032.00 respectively) and parcel 008-062.00.

E. 3345 GLADE CREEK ROAD FINAL PLAT, MID-STATE SURVEYING

Amended the boundary line between parcels (124-009.01 and 124-009.02) on Glade Creek Road.



Highlands Planning Department

Serving: Putnam County and the town of Monterey

F. JAMES NELSON DIVISION FINAL PLAT, CLINTON SURVEYING

Created one 0.50-ac lot with an existing house on Hawkins Crawford Road, specifically parcel from parcel 064-019.00 with more than 5-ac remaining.

G. MICHAEL AND PATRICIA JACKSON DIVISION FINAL PLAT, VICK SURVEYING

Created one 1.04-ac lot on Shipley School Road, specifically parcel from parcel 028-025.00 with more than 5-ac remaining.

H. TRACY ANDERSON DIVISION FINAL PLAT, VICK SURVEYING

Divided one 4.53-ac flag lot on Tightfit Road, specifically parcel from parcel 062-027.00 in to one 2.53-ac lot with a house and one vacant 2.00-ac lot.

ITEM 8: SUBDIVISION PLATS (PDF OF EACH PLAT ATTACHED):

A. PENDEL DIVISION FINAL PLAT - VICK SURVEYING

Public Comments:

This plat is for 2 lots (1.45-ac and 3.61-ac) on Zeb Warren Road, specifically parcel [008-019.07](#). Both proposed lots have an existing house with a driveway on an existing and recorded 55-ft wide access easement on a driveway on and adjoining parcel. One lot (3.61-ac) will be a flag lot with 26-ft of frontage on Zeb Warren Road but use the driveway on the access easement. The "pole" will be 299-ft long before it starts to flare out to the rest of the lot.

B. WILLIAM BASS DIVISION FINAL PLAT - WHITTENBURG SURVEYING

Public Comments:

This plat is for 2 lots (0.61-ac 2.31-ac) on Academy Road, specifically parcel [064-062.01](#). The 0.61-ac lot will be a flag lot with a 202-foot "pole". There is a metal barn on the 2.31-ac lot that encroaches into the adjoining parcel (064-062.02). There is a fence running along that property line (through the metal barn).

C. LOTS 1 & 2 OF THE GARRY FLATT DIVISION FINAL PLAT – WILLETT MOUNTAIN SURVEYING

Public Comments:

This plat is for 2 lots (0.92-ac each) on Flatt Wheeler Road, specifically parcel [038-082.00](#). There is an existing septic system on 1 that the developer would like to use for lot 2.



Highlands Planning Department

Serving: Putnam County and the town of Monterey

ITEM 9: OTHER BUSINESS

ITEM 10: STAFF REPORTS

- Report from Chairman:
- Report from Planning Commission Engineer
- Report from Planning Director:
- Report from other Members

ITEM 11: ADJOURNMENT

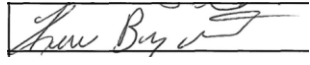
MINUTES
PUTNAM COUNTY REGIONAL PLANNING COMMISSION
JULY 14, 2026

The Putnam County Regional Planning Commission met on July 14, 2026, at the Cookeville Community Center at 5:30 PM.

Members present: Chairman David Mattson Vice-Chairman Terry Randolph, Secretary Dale Moss, Adam Johnson, Jeff Jones, Jim Martin, Ted McWilliams, Robert Riddle

Members absent: Phil Wilbourn

Staff present: Planning Director Kevin Rush, Planning Commission Engineer Patrick Rinks

Others present: Charles Whittenburg of Whittenburg Surveying,  Ken Bryant, Stephen Raper of Vick Surveying, Jacob Maples with Maples Surveying, Rusty Norrod with Clinton Surveyin, Jim Herrin with the Herald Citizen.

ITEM 1: CALL TO ORDER AND ROLL CALL.

Chairman David Mattson called the meeting to order after a quorum was established.

ITEM 2: APPROVE JULY 14, 2026, AGENDA.

The agenda was approved by mutual consent of the board.

ITEM 3: MINUTES OF JUNE 9, 2026, MEETING

Adam Johnson moved to approve June 9, 2026, meeting minutes. Motion was seconded and approved unanimously.

ITEM 4: REVIEW OF APPROVED PLATS

- **Hwy 70 Baxter Sketch Plat**, Legacy South. Conditional concept approval 05/14/2024.
- **Cane Creek Farms at Window Cliff Subdivision Phase II**, Vick Surveying. Conditional preliminary approval 05/14/2024.
- **Scott Farm Concept Plan**, M2 Group. Conditional approval 08/13/24.
- **Revised Horizon Hills Preliminary Plat**, Vick Surveying. Conditional approval 03/11/25.
- **The Reese Subdivision Preliminary Plat**, Clinton Surveying. Conditional approval 05/13/25.
- **Town Creek Subdivision Preliminary Plat**, Maples Surveying. Conditional approval 07/08/25.
- **G & C Properties Subdivision Preliminary Plat**, Maples Surveying. Conditional approval 11/18/25.
- **Trinity Trace Subdivision Preliminary Plat**, Vick Surveying. Conditional approval 01/16/2026.

- **Spring Valley Subdivision Preliminary Plat**, Vick Surveying. Conditional approval 02/10/2026.
- **Dale Lane Estates Preliminary Plat**, Whittenburg Surveying. Conditional approval 06/09/2026.

ITEM 5: ACCEPTANCE OF NEW STREETS:

- A. Road(s) with submitted documentation (ready for acceptance)
 - a) None
- B. Road(s) awaiting completion and/or documentation (NOT ready for acceptance)
 - a) Overlook @ the Waterfalls
 - i) Waterfall Drive
 - ii) Misting Way
 - iii) Kayak Loop

ITEM 6: OUTSTANDING LETTERS OF CREDIT:

- Overlook @ The Waterfalls
 - Roads: \$270,000 on OneBank, LOC # 2026-640
 - Electric: \$301,882 on OneBank LOC # 2026-641
- Still waiting on submittal of LOC from The Grove so plat has not been signed.

ITEM 7: ADMINISTRATIVELY APPROVED PLATS:

A. LOT 1 OF THE RANDOLPH DIVISION FINAL PLAT, WILLET MOUNTAIN SURVEYING

Created one 2.33-ac flag lot on Elmore Town Road, specifically parcel from parcel 087-048.01 with more than 5-ac remaining.

B. CINDY LAFEVER DIVISION FINAL PLAT, VICK SURVEYORS

Created one 0.50-ac lot on Village Road from parcel 018-060.00 with more than 5-ac remaining.

C. CHARLES JACKSON PROPERTY FINAL PLAT, VICK SURVEYING

Created one 2.01-ac lot on Tennessee Street from parcel 063M-A-011.00 with more than 5-ac remaining.

D. CHRISTIE LYNN SULLIVAN DIVISION FINAL PLAT, VICK SURVEYING

Re-divided 2 parcels at the Putnam/White County line on Bunker Hill Road, specifically Putnam parcel 110-024.01 and White parcel 002-007.08 (which was landlocked) into two lots with frontage on Bunker Hill Road. The parcels are physically within Putnam but one was assessed in White County.

E. COMBINATION OF LOTS 13, 14, & 15 OF DEER CREEK SUBDIVISION FINAL PLAT, SOUTHEAST SURVEYORS

Combined Lots 13, 14, and 15 (specifically parcels 084I-A-013.00, 084I-A-014.00, and 084I-A-015.00, respectively) into one 3.66-ac lot on Cane Creek Road.

F. BEAGLE CLUB DIVISION FINAL PLAT, VICK SURVEYING

Divided one 5.19-ac tract (019-017.00) on Bear Creek Road into one 2.73-acre lot and one 2.46-ac lot.

G. HODUM DIVISION FINAL PLAT, VICK SURVEYING

Divided one 5.68-ac tract (019-017.05) on Bear Creek Road into one 2.23-acre lot and one 3.45-ac lot.

H. JUDY ELAINE RIGGSBEE DIVISION FINAL PLAT, VICK SURVEYING

Created one 0.76-ac lot on Clemons Ridge Road from parcel 114-003.00 with more than 5-ac remaining

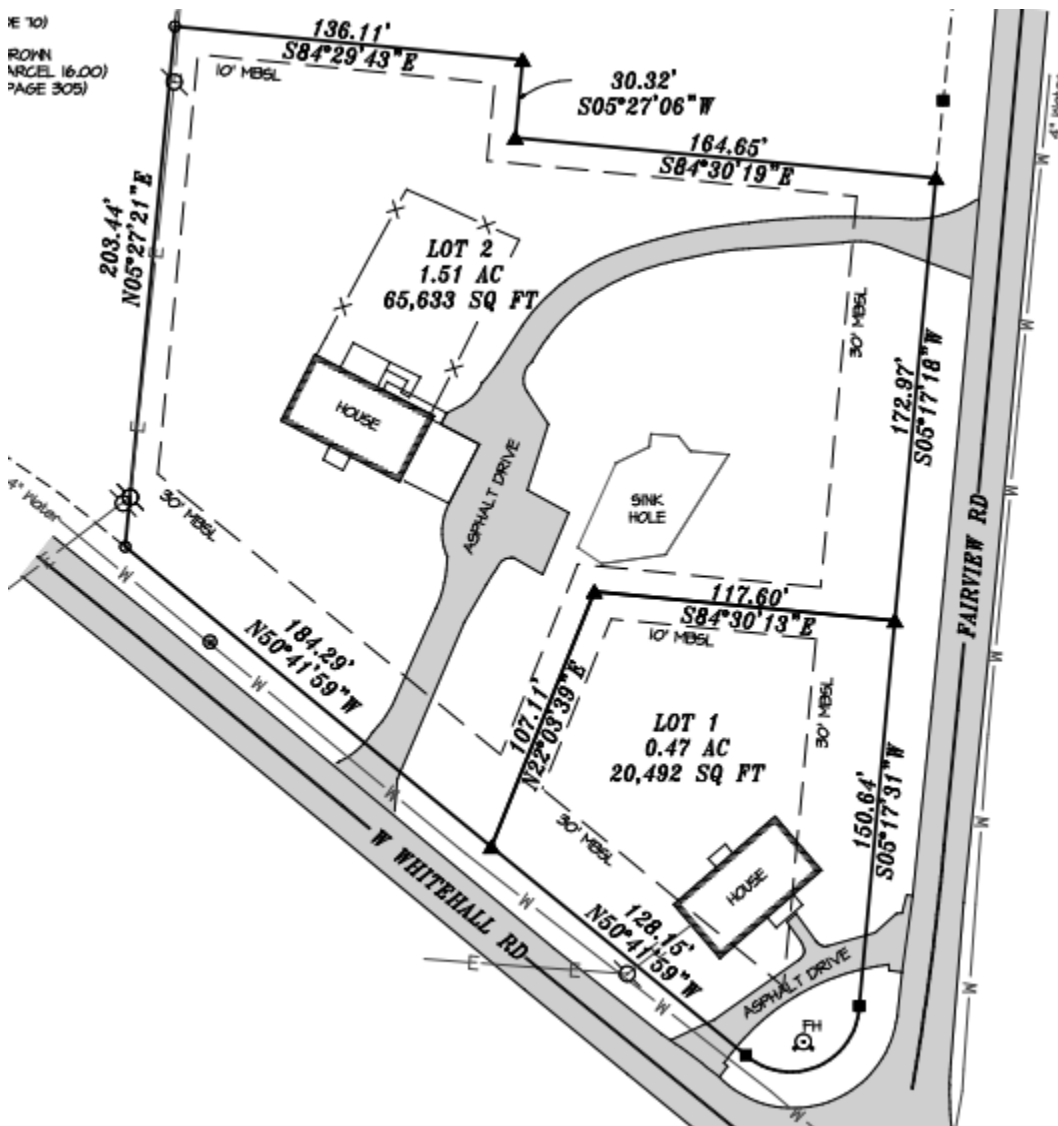
ITEM 8: SUBDIVISION PLATS (PDF OF EACH PLAT ATTACHED):

A. WHITEHALL – FAIRVIEW DIVISION FINAL PLAT - CLINTON SURVEYING

Public Comments: None

This plat is for 2 lots at the northwest corner of the W Whitehall Road - Fairview Road intersection, specifically parcel [005M-A-013.00](#). Both proposed lots have an existing house with a driveway connected to both streets. The house on lot 1 encroaches in the front setback along both streets. Lot one will be 0.47-ac and lot 2 will be 1.51-ac.

Planning Director Rush noted that there were some tiles under the road and driveways that need to be added to the plat and the setback note as well. Rusty Norrod stated the septic for each lot should be on that lot. Ted McWilliams moved to approve the plat with a variance on the house being in the setback, subject to showing the tiles and setback note being added to the plat. Motion was seconded and unanimously approved.

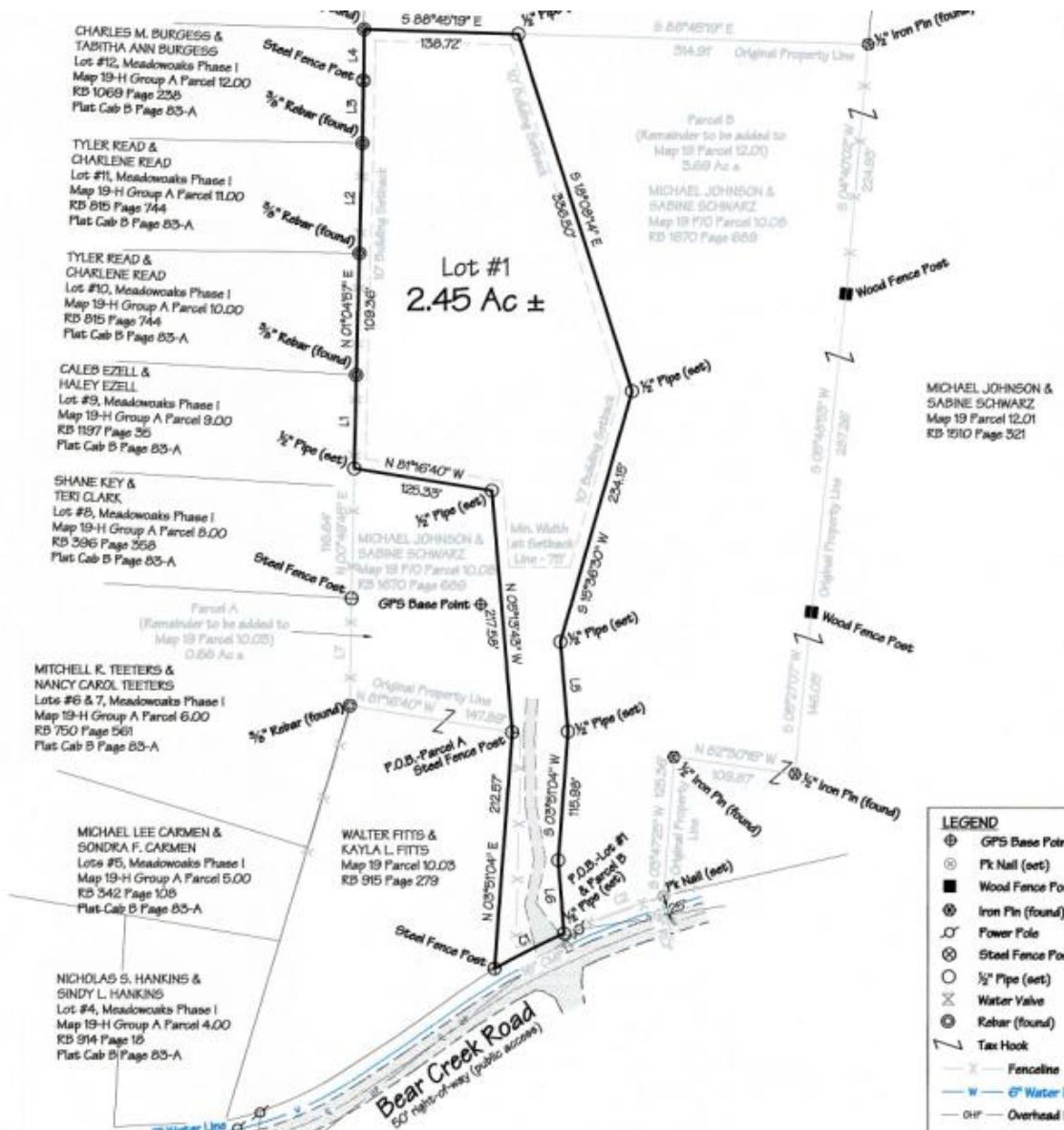


B. JOHNSON/SCHWARZ DIVISION FINAL PLAT - VICK SURVEYING

Public Comments: None

This plat is to create a 2.45-ac flag lot from a 6.8-ac parcel (019-010.08) on Bear Creek Road with the remaining acreage being added to adjoining parcels. The length of the "flag pole" will exceed 400 feet. The maximum length is 300-ft.

Stephen Raper stated that the strip was greater than 50 feet but was 388 feet long before it widened to 75-ft wide. The east line shown on the plat was based on an agreement between the owners, but not along a natural feature such as a creek. Dave Mattson stated that they could revise the plat and make the lot comply with the 300-foot maximum length and not require a variance. Ted McWilliams moved to conditionally approve the plat, subject to it being reconfigured with a 75-ft strip and not require a variance. Motion was seconded and unanimously approved.

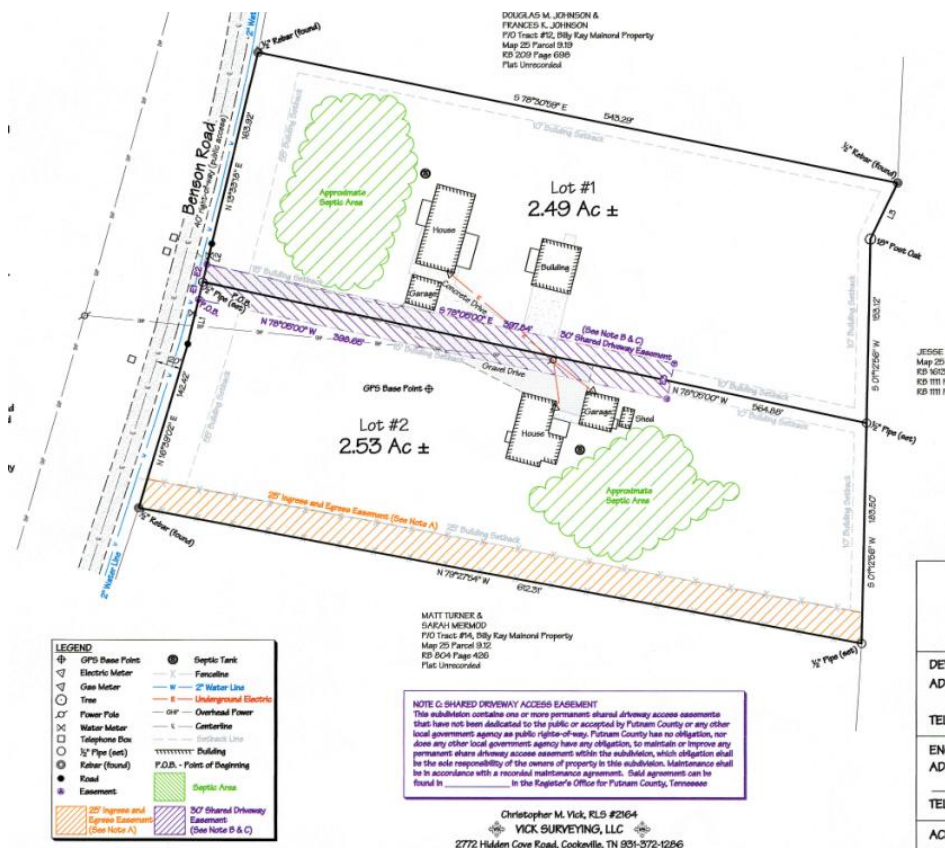


C. DIVISION OF TRACT 13 OF THE BILLY RAY MAINORD PROPERTY FINAL PLAT - VICK SURVEYING

Public Comments:

This plat divides a 5.02-ac tract (parcel [025-009.13](#)) on Benson Road into two lots. Lot 1 will be 2.49-ac and lot 2 will be 2.53-ac. The tract has two houses that share a driveway. They propose using a driveway easement with maintenance agreement. There is an existing 25-ft ingress-egress easement on lot 2 for another tract. This existing easement does not affect the proposed easement.

Stephen Raper stated that this is currently owned by a mother and son. Planning Director Rush stated that there is plenty of room on each lot where a drive could be built without using an easement. Stephen Raper stated that the owners could agree to no easement, but if one tract were to be sold, they could still add an easement at that time. Planning Director Rush stated if they did that, then no maintenance agreement would be required and recorded, so that would be one protection for future owners, if the easement is allowed by the Planning Commission. Stephen Raper stated by being on the plat, the easement is defined as to specific location on the lot, which would also reduce potential confusion verses an easement added later. Ted McWilliams moved to approve the plat with the easement, subject to a maintenance agreement being recorded and noted on the plat. Motion was seconded and unanimously approved.



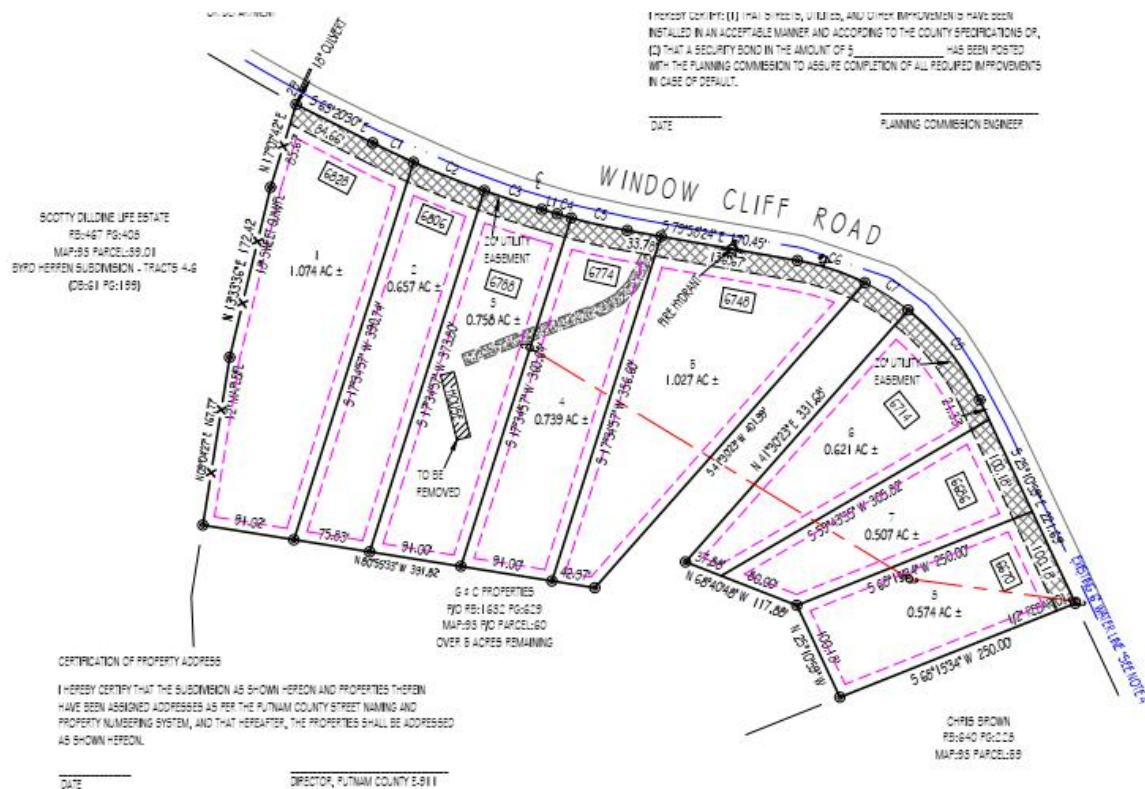
D. G & C PROPERTIES FINAL PLAT – MAPLES SURVEYING

Public Comments:

The preliminary approval of this 8-lot subdivision on Window Cliff Road of parcel [093-060.00](#) was in November of 2025. The eight lots will range in size from 0.507-ac to 1.074-ac. One of the conditions of preliminary approval was the location of the road frontage to the remainder. The November minutes state "... Planning Director Rush and Planning Commission Engineer Rinks were concerned with the location of the access strip to the remainder not having enough sight distance, for future development, if a road were built on that strip. Allen Maples stated they can probably reconfigure lots 5, 6 and 7 and the access strip to improve sight distance.

Phil Wilbourn moved to grant preliminary approval subject to the developer improving sight distance for any access to the remainder. Motion was seconded and approved unanimously."

The access strip has been moved and those lots have been reconfigured for better sight distance for the remainder. The fire hydrant has been installed in the middle of lot 5. There is a 20-ft utility easement along the front of the lots. Jim Martin Moved to approve the plat as presented. Motion was seconded and unanimously approved.

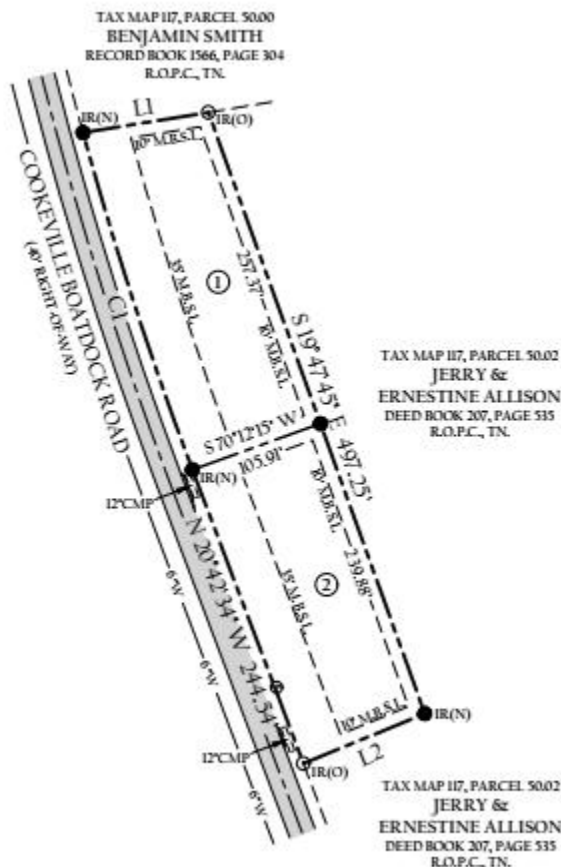


M & K DIVISION FINAL PLAT - WHITTENBURG SURVEYING

Public Comments:

The plat consists of 2 lots on Cookeville Boatdock Road from parcel [117-050.03](#). Cookeville Boatdock Road is a collector street and the required front setback is 75-ft from the center of the street. This 1.21-ac parent parcel is very wide but very shallow. The lot 1 will be approximately 270-ft wide by 100-ft deep, 0.64-ac. Lot 2 is 244-ft wide and 102-ft deep, 0.58-ac. They are asking for a 35-ft setback from the edge of the right-of-way as the required setback would make the parent tract unbuildable.

Charles Whittenburg stated that the 1.21 acre lot was created in the 1970's, before the subdivision regulations were enacted. There have been two mobile homes on the tract. Ken Bryant now owns the tract and plans to replace the mobile homes with new homes. The proposed setback will allow 50 feet of depth for construction. Planning Director Rush stated some relief is on order since the lot was created in the 1970's, but the question is how much the setbacks should be reduced. Cookeville Boat This variance would set the setback as the same as a local street (55 feet from the center of the road) and reduce the front setback by 20 feet. Robert Riddle moved to approve the plat with the variance as presented. Motion was seconded and unanimously approved.



ITEM 9: OTHER BUSINESS

None.

ITEM 10: STAFF REPORTS

- Report from Chairman: None
- Report from Planning Commission Engineer: None
- Report from Planning Director: None
- Report from other Members: None

ITEM 11: ADJOURNMENT

With no further business to discuss, the meeting was adjourned by mutual consent.

Chairman

Date

Secretary

Date