

**MINUTES
PUTNAM COUNTY REGIONAL PLANNING COMMISSION
FEBRUARY 4, 2020**

The Putnam County Regional Planning Commission met at 6:00 p.m. on Tuesday, February 5, 2020, in the conference room of the Putnam County Courthouse at 300 E. Spring Street in Cookeville. Members present were Chairman Jere Mason, Vice-Chairman Dale Moss, Secretary Mike Atwood, Jeff Jones, David Mattson, Ted McWilliams, Phil Wilbourn, and Ron Williamson. Jim Martin was absent. Others present were Planning Director Kevin Rush, Planning Commission Engineer Patrick Rinks, Taylor Dillehay (Whittenburg surveying), Rafferty Cleary of Stonecom Communications and Jim Herrin of the Herald-Citizen.

ITEM 1: CALL TO ORDER AND ROLL CALL

Chairman Jere Mason called the meeting to order after a quorum was established.

ITEM 2: APPROVE THE FEBRUARY 4, 2020 AGENDA

The meeting agenda was approved by mutual consent after noting item 8.C (Westowne Estates) was withdrawn by the developer.

ITEM 3: MINUTES OF THE JANUARY 7, 2020 MEETING

Phil Wilbourn moved to approve the January 7, 2020 Minutes with the correction that Jon Roberts attended the meeting. Motion was seconded and approved unanimously.

ITEM 3A: ADMENDMENT/ADDENDUM TO MINUTES OF THE FEBRUARY 2019 MEETING.

This was the meeting where the planning commission reviewed and approved the grant for the soccer complex as required by TDEC. TDEC wants language to be added to those minutes, specifically, adding "Dawn Kupferer and Randy Porter gave a PowerPoint presentation concerning the improvements at the Putnam County Sports Complex. The team shared that the project is being funded through the 2018 Local Park and Recreation Fund (LPRF) and is being administered through TDEC's Recreation Educational Services Department. The team showed the plans for two new soccer fields and the improvement of the existing entrance road, giving the planning commission the opportunity to review and approve the proposed plans."

Mike Atwood moved to amend the minutes of the February 2019 to add the language as requested. Motion was seconded and approved unanimously.

ITEM 4: REVIEW OF APPROVED PRELIMINARY PLATS

Revised Westowne Estates Preliminary Plat, Whittenburg Surveying. Conditional preliminary approval 7/10/18.

ITEM 5: OUTSTANDING LETTERS OF CREDIT: Larry Hatfield (Pembroke Pines S/D) LOC \$200,000 Expires 8/6/2020

ITEM 6: ACCEPTANCE OF NEW STREETS: NONE

ITEM 7: REPORT ON ADMINISTRATIVELY APPROVED PLATS:

A. BRANDON AND SARA SHAW DIVISION, WHITTENBURG SURVEYING

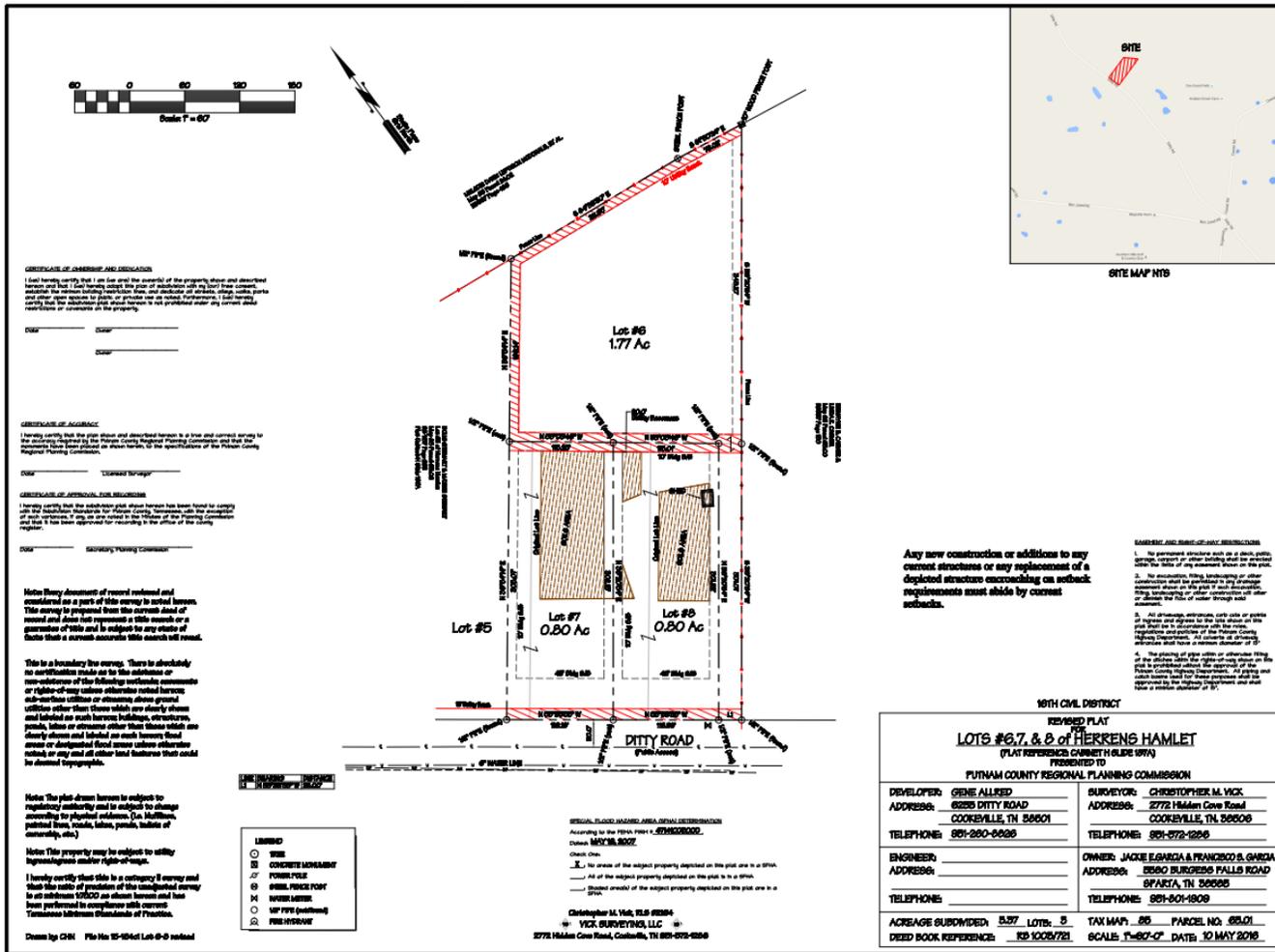
Created one flag lot with on Baxter Road from parcel 112-053.00. Administratively approved 12-19-19.

ITEM 8: SUBDIVISION PLATS:

A. REVISED PLAT OF LOTS 6, 7, & 8 OF HERRENS HAMLET, VICK SURVEYING

This plat is to reconfigure lots 6-8 of Herrens Hamlet subdivision. Lot 6 was a flag lot that sat behind lots 7 & 8 with the "pole" on the northwest side of lot 7. They want to move the pole portion of lot 6 to the southeast side of lot 8 and move the share lot 7/8 boundary line to make them equal in size.

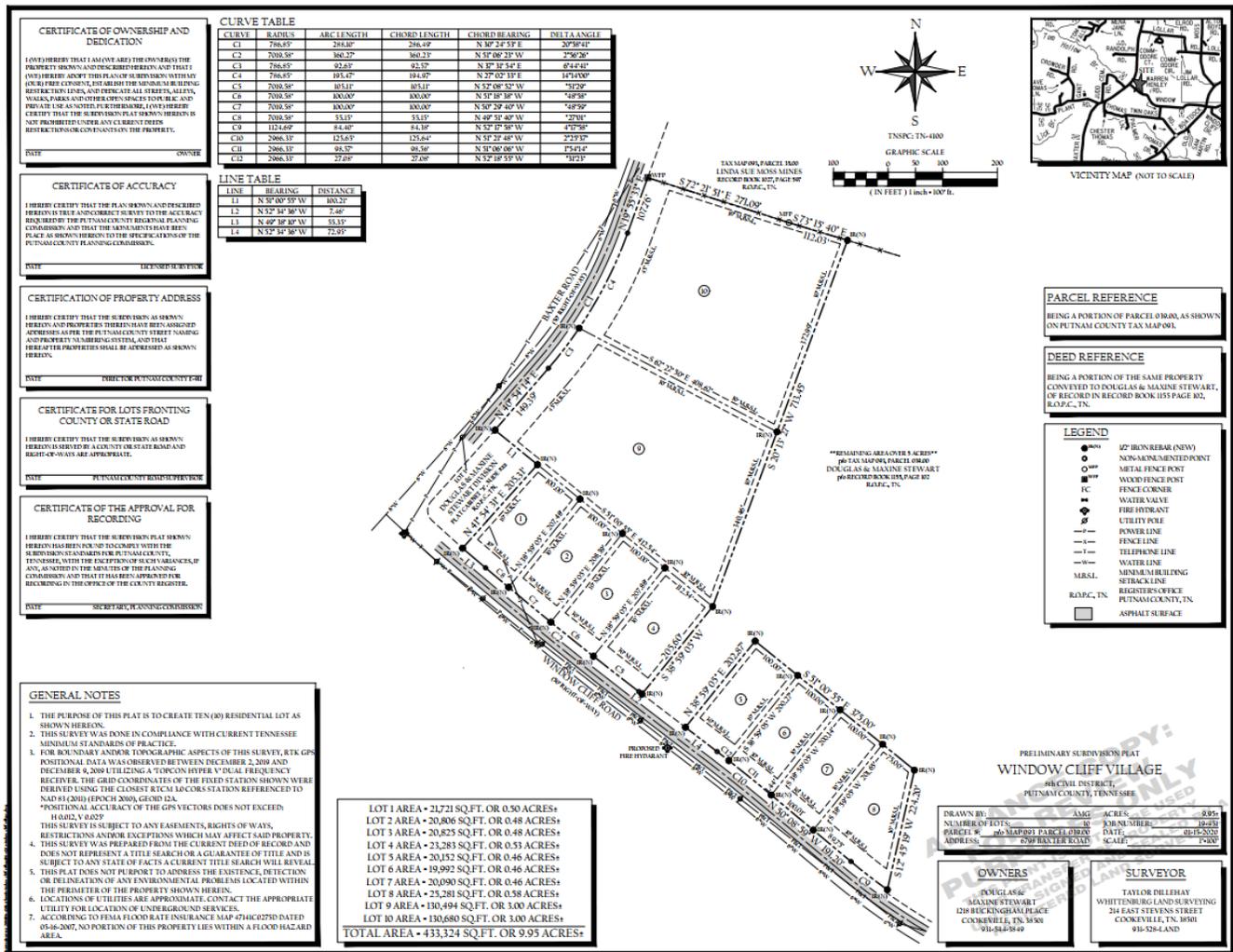
Mike Atwood moved to grant final approval of the proposed change. Motion was seconded and approved unanimously.



B. WINDOW CLIFF VILLAGE PRELIMINARY PLAT, WHITTENBURG SURVEYING

This is a plat to create ten lots at the corner of Baxter Road and Window Cliff Rd from parcel 093-039.00. Lots 1-8 will front on Window Cliff Rd and lots 9 and 10 will front on Baxter Road. Lots 1-8 will range in size from 0.46 ac to 0.58 ac. Lots 9 & 10 are 3.0 ac. There is a fire hydrant installed at the corner of Baxter Road and Window Cliff Rd. There is a second proposed hydrant on Window Cliff Rd, across from lot 5.

After some discussion, Phil Wilbourn moved to table the plat for the topographic contour lines to be added as required in the subdivision regulations. Motion was seconded and approved unanimously.



C. WESTOWNE ESTATES FINAL PLAT, WHITTENBURG SURVEYING

The revised preliminary plat of this subdivision was approved in July of 2018. From those minutes:

REVISED WESTOWNE ESTATES PRELIMINARY PLAT, WHITTENBURG SURVEYING, COOKEVILLE, TN

The preliminary plat has been revised. They are moving the streets from the original proposed locations, eliminated one proposed street and have lost 9 lots.

From the May 2017 minutes:

“This preliminary plat is to subdivide Parcels 006.00 and 006.07 on Tax Map (63.91 acres) into 69 lots. The plat shows four proposed new streets: Westowne Avenue (which will be 1561 linear feet long), Westowne Court (which will be 545 linear feet long), Westowne Way (which will be 450 linear feet long), and Westowne Circle (which will be 3700 linear feet long). This plat is shown on three sheets. The cover sheet shows the entire subdivision at a 1” = 200” scale. Sheet 2 shows 19 lots on Westowne Avenue and Westowne Court at a 1” = 100’ scale. Sheet 3 shows the remaining 50 lots on Westowne Circle and Westowne Way at a 1” = 100’ scale. Six-inch waterlines will be installed throughout the subdivision. Hydrants are not shown on the plat. This subdivision will require several hydrants. The roads are all shown with 50’ of right-of-way. Planning Director Rush is concerned that the traffic generated by this subdivision will require a turning lane at the entrance for those turning north.

Chairman Wright stated that this was a large number of lots coming off a single entrance and was concerned about ingress/egress of emergency vehicles. Charles Whittenburg stated that the developers would be willing to make the entrance three lanes and add a turnaround at Westowne Court. Planning Director Rush asked if they wanted to do the development in phases or all at once. The developers stated that they would be completing the development in one phase. There is an 8-inch waterline on Gainesboro Grade. The developer does not plan to install curb and gutters in the development.

It was noted that the developer will have to work with TDOT on getting approval for the entrance and that TDOT may require additional improvements on the state right-of-way.

John Donnelly moved to approve the preliminary plat with the cul-de-sac turn around added to the intersection of Westowne Avenue and Westowne Court; the entrance being made three lanes, and submittal of the plan and profile of all the roads. Motion was seconded and approved unanimously with Chairman Wright abstaining.”

Westowne Court has been eliminated and replaced with a couple of flag lots. TDOT did not want the wider entrance, so they have narrowed it back to 2 lanes. They do show the cul-de-sac turn around where the old Westowne Court intersected Westowne Ave. TDOT is going to require that the developers install a northbound left turning

ITEM 9: Discussion Items: Training exercise and general zoning discussion.

It was suggested at the last meeting the planning commission have a work session to discuss the zoning draft. Planning Director Rush could not get the usual meeting room as it was booked. The planning commission then decided to send a letter to the county commission to determine if the county commission would be willing to even consider countywide zoning or not and if not they did not want to waste their time. Planning Director Rush stated that he would draft a letter for review at the next meeting.

ITEM 10: Other Business: None

ITEM 11: STAFF REPORTS

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

ITEM 12: ADJOURNMENT

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

Chairman

Date

Secretary

Date