



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

JULY 14, 2026

The Putnam County Regional Planning Commission meeting will be July 14, 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 JULY 14, 2026 AGENDA.

ITEM 3: MINUTES OF THE JUNE 9, 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.
- **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.

___ David Mattson (C)
___ Jim Martin

___ Terry Randolph (V-C)
___ Ted McWilliams

___ Dale Moss (Sec)
___ Robert Riddle

___ Adam Johnson
___ Phil Wilbourn

___ Jeff Jones
___ Patrick Rinks



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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.



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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:

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.

B. JOHNSON/SCHWARZ DIVISION FINAL PLAT - VICK SURVEYING

Public Comments:

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.

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.

D. G & C PROPERTIES FINAL PLAT – MAPLES SURVEYING

Public Comments:



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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. They show a proposed fire hydrant in the middle of lot 5. There is a 20-ft utility easement along the front of the lots.

E. 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 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.

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
JUNE 9, 2026

The Putnam County Regional Planning Commission met on June 9, 2026, at the Cookeville Community Center at 5:30 PM.

Members present: Vice-Chairman Terry Randolph, Secretary Dale Moss, Adam Johnson, Jeff Jones, Jim Martin, Ted McWilliams, Phil Wilbourn

Members absent: Chairman David Mattson, Robert Riddle

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

Others present: Charles Whittenburg of Whittenburg Surveying, Stephen Raper of Vick Surveying, Mark Farley of Wild Olive Shoot Land Surveying, Michael Farley of Wild Olive Shoot Land Surveying, Jim Herrin with the Herald Citizen, and Cletus E. (Unreadable last name Cletus E. Long, possibly Long?)

ITEM 1: CALL TO ORDER AND ROLL CALL.

Vice-Chairman Terry Randolph called the meeting to order after a quorum was established.

ITEM 2: APPROVE JUNE 9, 2026, AGENDA.

The agenda was approved by mutual consent of the board.

ITEM 3: MINUTES OF MAY 12, 2026, MEETING

Adam Johnson moved to approve May 12, 2026, meeting minutes. Motion was seconded and approved unanimously.

ITEM 4: REVIEW OF APPROVED PRELIMINARY 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.

Rush reported it has been over a year since any work on the Scott Farm and they had started grading on Trinity Place.

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) None

ITEM 6: OUTSTANDING LETTERS OF CREDIT:

- Planning Director Rush stated that the submittal of LOCs for from Overlook and The Grove have been delayed so plats have not been signed.

ITEM 7: ADMINISTRATIVELY APPROVED PLATS:

A. BENNETT-CRAIG ADJUSTMENT FINAL PLAT, CLINTON SURVEYING

Adjusted boundary between properties on Burgess Falls Road, specifically parcels 094-020.00 and 094E-C-006.00.

B. LUNDHOLM RESUBDIVISION FINAL PLAT, SOUTHEAST SURVEYORS

Re-divided parcels 018N-A-021.00 and 018N-A-023.00 on Winwood Drive and Edgewood Drive into two lots.

C. SUBDIVIDE OF LOT 1 - SEVEN SPRINGS SUBDIVISION FINAL PLAT, GLOBAL SURVEYING

Created two lots from 3.75-ac parcel 082-040.03 on Seven Spring Road in to two lots. Lot 1A is a flag lot and will be 2.55-acres . Lot 1B is will be 1.2-ac and has an existing house. There is an existing fire hydrant within 500-ft of the lots.

D. DIVISION OF LOT 2 OF THE HELMS DIVISION FINAL PLAT, WILLET MOUNTAIN SURVEYING

Created one 0.52-acre lot with a house on Briarstone Drive from 095-022.04 with the remainder being combined with parcel 095-022.00.

E. DIVISION OF THE TAZAR AND DENARO PROPERTY FINAL PLAT, VICK SURVEYING

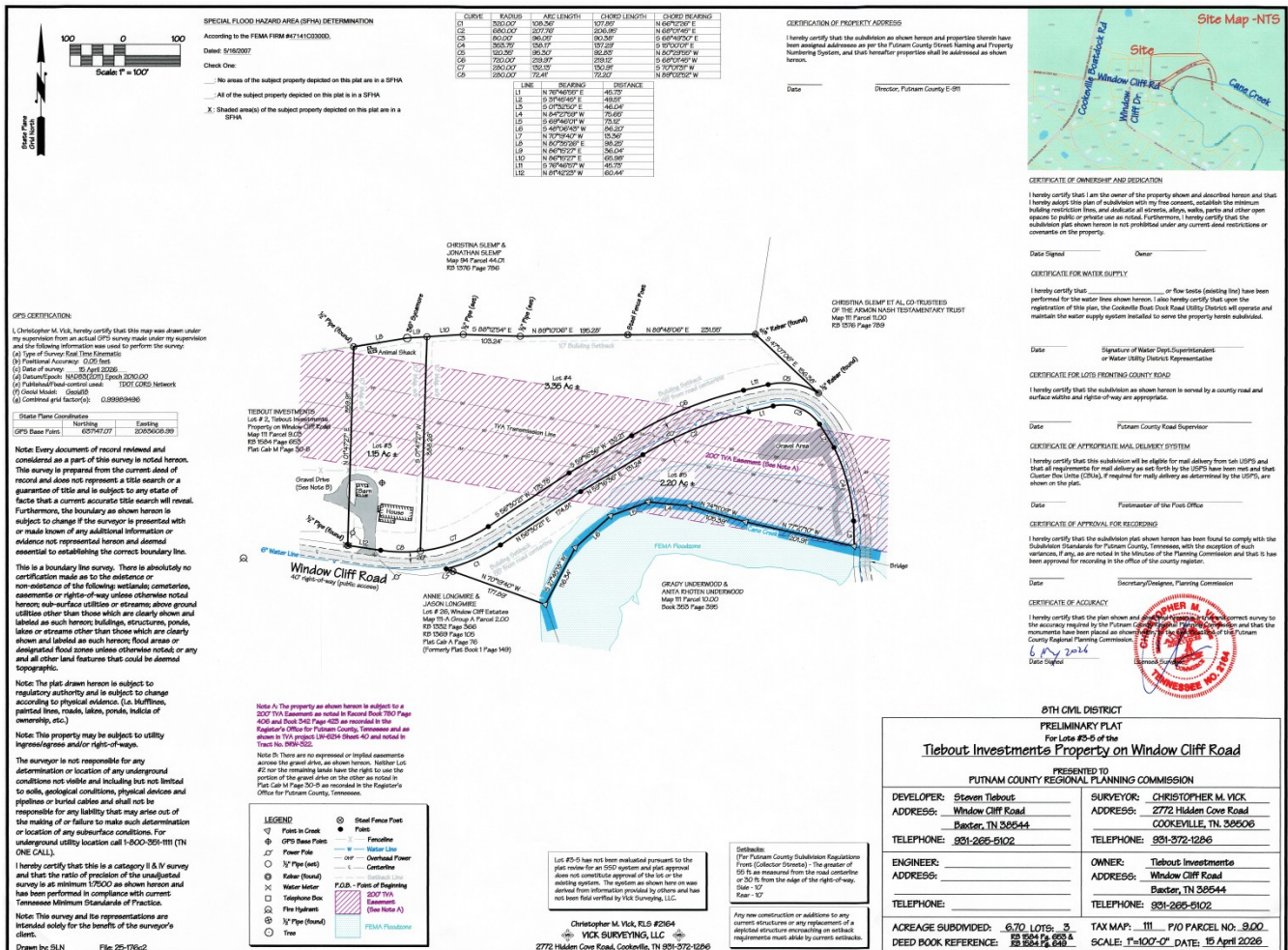
Created two lots from 0174-060.00 on Shipley Road, with the remainder being combined with parcel 017-060.05. Lot 1 will be 0.46-ac and lot 2 will be 0.47-ac.

ITEM 8: SUBDIVISION PLATS (PDF OF EACH PLAT ATTACHED):
A. TIEBOUT INVESTMENT PROPERTY ON WINDOW CLIFF ROAD SUBDIVISION
FINAL PLAT - VICK SURVEYING

Public Comments: None

This plat is for 3 lots on Window Cliff Road from parcel [111-009.00](#). They have previously done a 2-lot subdivision that was administratively approved, so these lots are number 3, 4, and 5. There is an existing fire hydrant with will be within 500-ft of all the lots. There is a 200-ft TVA easement that crosses the lots.

Prior to the meeting, the developer decided to split this 3 lot plat into a single lot plat and a 2 lot plat. Stephen Raper stated that the single lot plat, which has an existing house and they have it under contract to sell with the closing set before they will get the soil approval for the vacant lots from TDEC. Rush did not recommend an unbuildable lot. Raper said they would combine the remaining lots if the soils did not turn out. Dale Moss moved to approve the single lot plat subject to signatures, and approve the 2 lot plat subject to soils and signatures. Motion was seconded and approved unanimously.



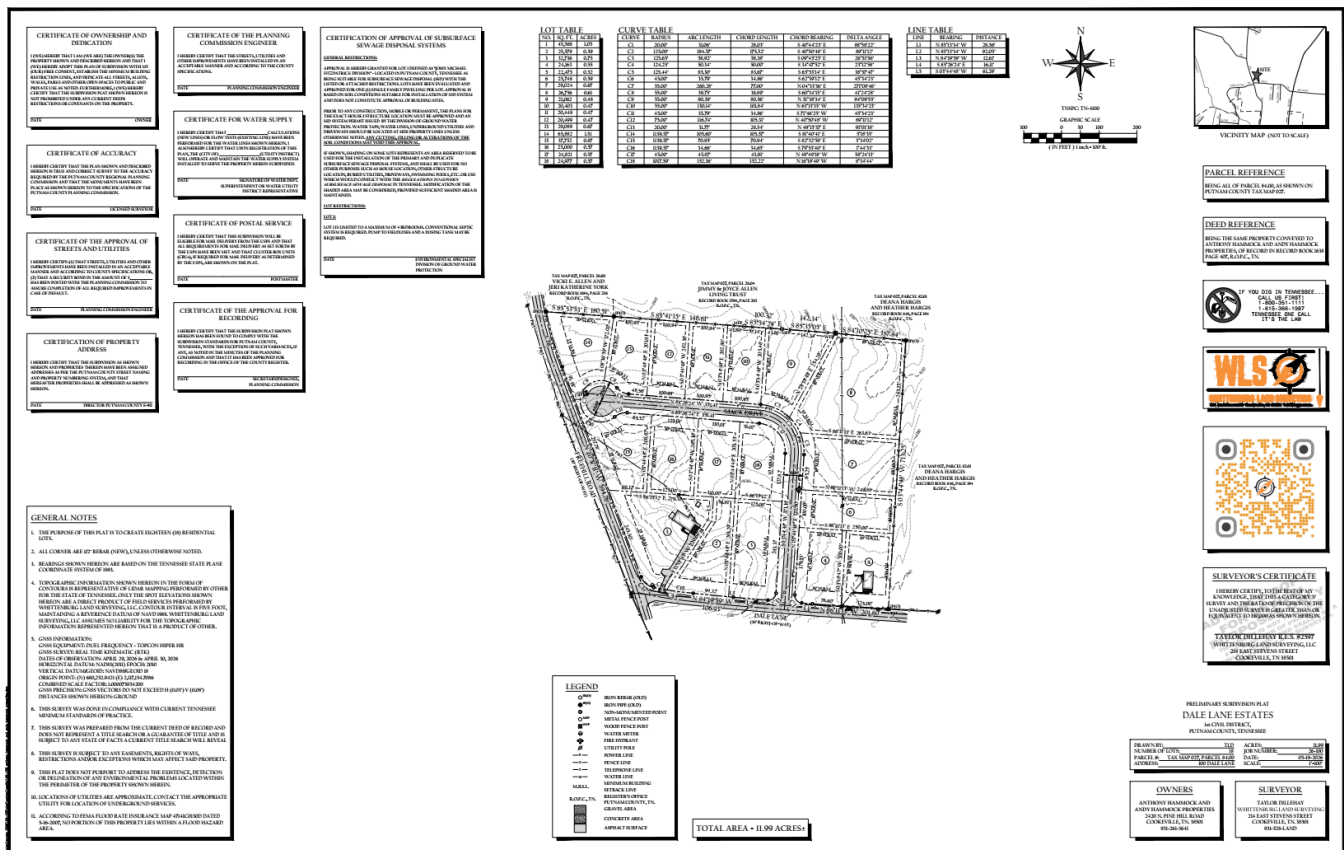
This plat creates 5 lots, all on Old Baxter Road from parcel 092-011.02. This plat was preliminarily approved at the May 12, 2026, meeting. Lots range from 0.95-ac to 1.02-ac. There is a 6-in water main on Old Baxter Road. A fire hydrant will be required. Stephen Raper stated that they show a hydrant on the plat, but the developer has not told them where he wants it. Staff stated that considering the watermain is on the opposite side of the road, it should be on that side of the Old Baxter Road. Stephen Raper stated that the soils have been submitted to TDEC for septic approval but they have not yet gotten TDEC's restrictions back. Dale Moss moved to approve the final plat subject to the TDEC septic approval, all plat signatures, installation of the hydrant, and locating it accurately on the plat. Motion was seconded and approved unanimously.

[illegible]

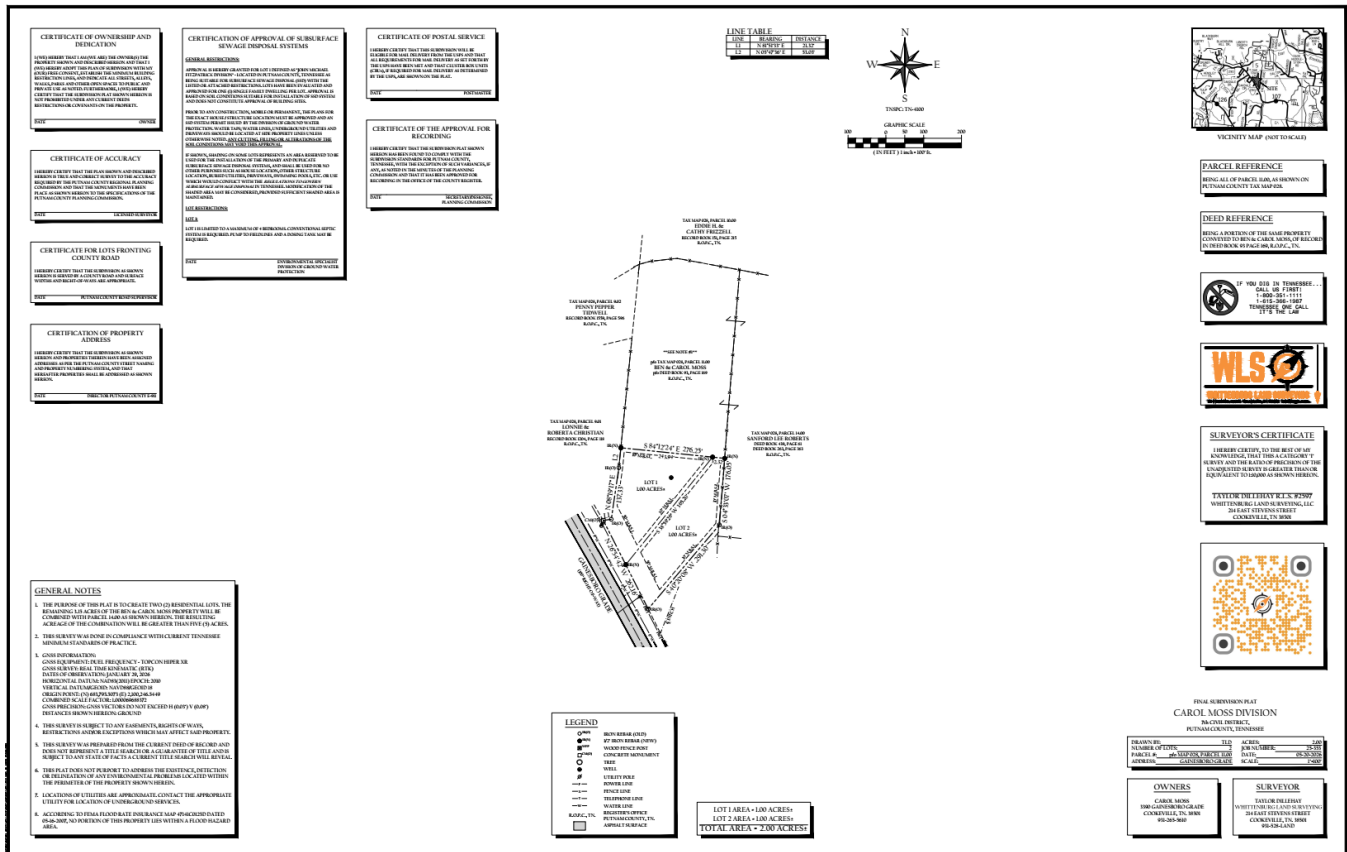
Lots will 20,994 sq st, 1.03-ac, and 3.10-ac in size. There is an existing fire hydrant (93 feet off site) that will serve this development. The subdivision consists of one lot with a house, one flag lot, and one lot that has approximately 25 feet of frontage on Tennessee St. This lot also has access on the public right-of-way of Putnam St., which ends at the western edge of the lot. The county road stops approximately 175 feet before the subject lot, but the right-of-way extends to the property line of the proposed lot and could be used for ingress/egress. Patrick Rinks stated they could remove the water press certification from the plat since it is an existing hydrant. Dale Moss moved to approve the plat subject to signatures. Motion was seconded and approved unanimously.

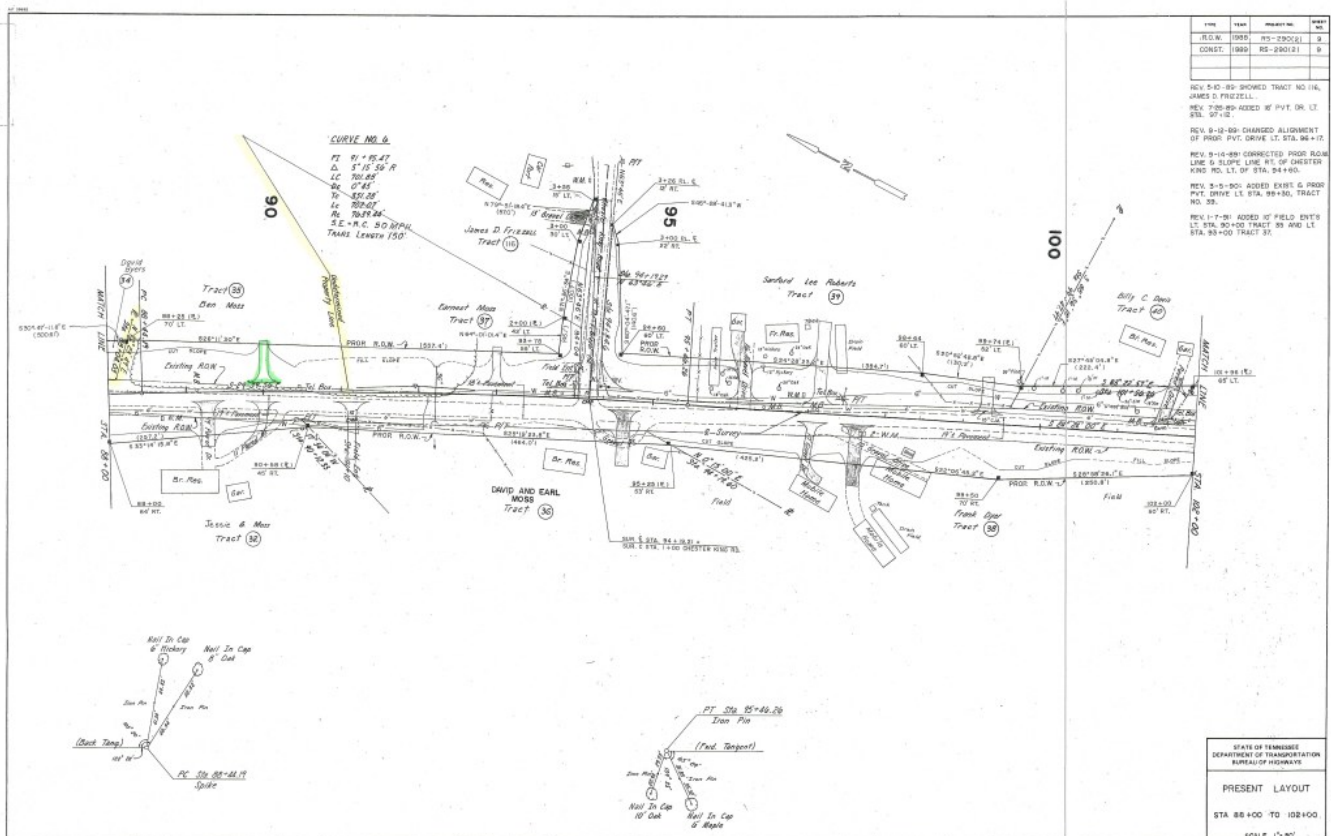
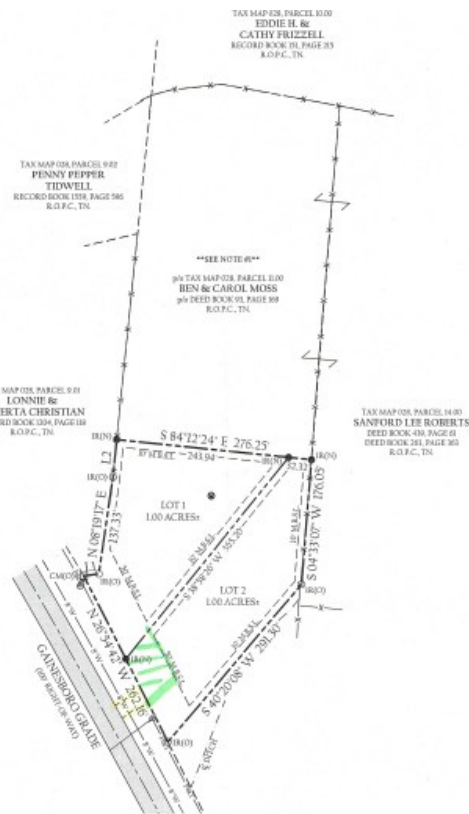
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The plat consists of 18 lots from parcel 027-084.00, seven of which will front on Dale Lane. The remaining 11 lots will front along a new cul-de-sac, Mack Dr, off Dale Lane. There are two proposed hydrants on the new cul-de-sac. As drawn, Planning Director Rush recommends that the cul-de-sac be extended and re-aligned to connect with Free Hill Road where sight distance is better or shortened in length. Discussion focused on sight distance on Free Hill Road along this subdivision. They also plan to restrict the two lots with frontage on Free Hill from putting driveways on Free Hill. Charles Whittenburg asked about either installing bollards at the end of the cul-de-sac or a guard rail to keep them from cutting across to Free Hill from the proposed road. He stated that they also planned to restrict lots 14 and 15 from having a driveway on Free Hill Road. Planning Director Rush recommended getting Road Superintendent Randy Jones' opinion of bollards or a guard rail. Staff was not sure of exact location of proposed road on Dale Lane during a site visit. Mr. Whittenburg reported the new road location had good sight distance. After much discussion, Dale Moss moved to approve the preliminary plat subject to no access on Free Hill Road by the lots or the proposed road, moving the cul-de-sac to the east slightly, and submitting the plan and profile of the proposed road. Motion was seconded and approved unanimously.



Creates two 1.00-ac lots. on Gainesboro Grade from parcel [028-011.00](#). The remainder will be combined with an adjoining tract. This will require TDOT approval of the entrances onto Gainesboro Grade (State Route 290). If required, by TDOT, then an ingress/egress easement may be necessary for a shared driveway. Charles Whittenburg provided the TDOT right-of-way plans for Gainesboro Grade showing this one entrance is all TDOT granted to this property. Charles marked the existing driveway in green on the plat and on the TDOT plans. Considering this is a very busy state route, Planning Director Rush stated he was ok with them sharing a driveway, subject to an easement and maintenance agreement. Jeff Jones moved to approve the plat subject to an easement and maintenance agreement. Rinks recommended the existing drainage structure under the proposed driveway be shown on the plat. Jeff Jones moved to approve the plat subject to an easement, maintenance agreement and showing the existing drainage structure on the plat. Motion was seconded and approved unanimously.





ITEM 9: OTHER BUSINESS

Charles Whittenburg wanted to inform the Planning Commission of a new law taking effect on July 1, 2026. Public Chapter 1097 makes it a Class A misdemeanor for a person to intentionally move without replacing, alter, destroy, or remove a monument the person knows, or reasonably should know, is a property corner monument, historic land surveying monument, or geodetic control monument. Charles stated that prior to this law, there was no law against this in Tennessee.

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