

**MINUTES
PUTNAM COUNTY REGIONAL PLANNING COMMISSION
JULY 7, 2020**

Pursuant to Governor's Executive Order No. 16 and in light of the COVID-19 pandemic, the Open, Public Regular Meeting of the Putnam County Regional Planning Commission was conducted via Zoom (and live streams to <https://www.facebook.com/HighlandsPlanning/?ref=bookmarks>) at 6:00 PM on Tuesday, July 7, 2020.

Members attending were Chairman Jere Mason, Vice-Chairman Dale Moss, Secretary Mike Atwood, Jeff Jones, Jim Martin, David Mattson, Ted McWilliams, Phil Wilbourn, and Ron Williamson. Others present were Planning Director Kevin Rush, Planning Commission Engineer Patrick Rinks, Charles Whittenburg (Whittenburg Surveying), Rusty Norrod (Clinton Surveying), Jackie Shubert, Stephen Raper (Vick Surveying), Jim Herrin (Herald-Citizen) and Larry Stone (StoneCom Communications) and David Burnett.

Planning Director Rush stated that some votes may be by roll call vote.

ITEM 1: CALL TO ORDER AND ROLL CALL

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

ITEM 1A: APPROVAL OF USE OF ELECTRONIC MEETING

Ron Williamson moved to approve the use of electronic meeting for the July 7, 2020 meeting. Motion was seconded and approved unanimously.

ITEM 2: APPROVE THE JULY 7, 2020 AGENDA

Staff noted that the surety instrument for the hydrants in Autumn Woods was omitted from item 5 on the agenda. Jim Martin moved to approve the corrected agenda for the July 7, 2020 meeting. Motion was seconded and approved unanimously.

ITEM 3: MINUTES OF THE JUNE 2, 2020 MEETING

Ron Williamson moved to approve the June 2, 2020 Minutes. 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.

Autumn Woods Preliminary Plat, Vick Surveying. Conditional preliminary approval 4/7/2020.

Lee Subdivision Preliminary Plat, Vick Surveying. Conditional preliminary approval 4/7/2020.

ITEM 5: OUTSTANDING LETTERS OF CREDIT:

Larry Hatfield (Pembroke Pines S/D) LOC \$200,000 Expires 8/6/2020. Planning Director Rush reported that they may need to extend Letter of Credit in July. Planning Director Rush stated that the roads are paved and the only should stone was lacking but should be completed by Aug 1st. He asked the planning commission to allow Mr. Hatfield to submit (by August 1) a new LOC or a Certified Check to cover the shoulder stone should that work not be completed by then. Mike Atwood moved to allow Mr. Hatfield to submit (by August 1) a new LOC or a Certified Check to cover the shoulder stone should that work not be completed by August 1. Motion was seconded and unanimously approved.

Autumn Woods Certified Check \$9,000. This is to cover the cost of the fire hydrants that the Utility District asked to delay installation of due to an upcoming water main upgrade project at the site over the next 6 months.

ITEM 6: ACCEPTANCE OF NEW STREETS: NONE

ITEM 7: REPORT ON ADMINISTRATIVELY APPROVED PLATS:**A. WILLIAM SMITH COMBINATION PLAT, WHITTENBURG SURVEYING**

Combined 3 small parcels into one 2.2 acre parcel on Beechwood Road.

ITEM 8: SUBDIVISION PLATS:**A. 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 lane from Gainesboro Grade (HWY 290) into the development. Chairman Wright stated that the reason we asked for the wider entrance was that we look to ensure safety of the residents to get in and out during an emergency.

Jere Mason moved to approve the plat as presented. Motion was unanimously approved with the Chairman Wright abstaining.

The Westowne Subdivision Final Plat shows 60 lots ranging from 0.5 acres to 2.6 ac. The roads have had gravel down for the last few months. The waterlines and fire hydrants are installed.

B. RICHARD HEARD JR DIVISION FINAL PLAT, WHITTENBURG SURVEYING

This plat is to create one 1.25 acre lot on Plantation View from 042-009.00. The remainder of the tract has road frontage on Brotherton Mountain Road and Parragon Road and will be greater than 5 acres. There is a drive next to house to access the farm. The driveway is within a few feet of the house as shown. This will need an easement and maintenance agreement to be recorded.

During site visits, staff noted that house is under construction (only the foundation had been poured). Staff stated that there is a drive to the farm from Parragon Rd. Staff recommended that a plat note be added stating that there is not an ingress/egress/utility easement on this lot to the remainder of the farm. That way, if the house is ever sold, the buyer will not have to worry about the drive being used to access the farm. Planning Commission Engineer Rinks stated that we have always tried to avoid easements especially when there are other suitable alternatives.

After much discussion, Ted McWilliams moved to deny the plat due to the proposed easement being so close to the house. Motion was seconded and unanimously approved.

CERTIFICATE OF OWNERSHIP AND DEDICATION

I (WE) HEREBY CERTIFY THAT I AM (WE ARE) THE OWNER(S) OF THE PROPERTY SHOWN AND DESCRIBED HEREIN AND THAT I (WE) HEREBY ADVERTISE THIS PLAN OF SUBDIVISION WITH MY (OUR) FREE CONSENT, ESTABLISH THE MINIMUM BUILDING RESTRICTIONS, LINES, AND SPECIFY ALL STREETS, ALLEYS, WALKS, PARKS AND OTHER OPEN SPACES TO PUBLIC AND PRIVATE USE AS NOTED, FURTHERMORE, (WE) HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREIN IS NOT PROHIBITED UNDER ANY CURRENT ZONING RESTRICTIONS OR COVENANTS ON THE PROPERTY.

DATE _____ OWNER _____

CERTIFICATE OF APPROVAL OF SUBSURFACE SEWAGE DISPOSAL

APPROVAL IS HEREBY GRANTED FOR THE INSTALLATION AND USE OF AN OTHER DISPOSAL UNIT IN PUTNAM COUNTY, TENNESSEE AS BEING SET OUT FOR THE SAME UNDER SEWAGE DISPOSAL ORDINANCES WITH THE LIMITS OF ATTACHED RESTRICTIONS.

FROM ANY CONSTRUCTION, MOBILE OR PERMANENT, THE PLANS FOR THE EXACT THING TO BE LOCATED MUST BE APPROVED AND AN INSPECTION MADE BY THE DIVISION OF GROUND-WATER PROTECTION, WATER SUPPLY, WATER USE, UNDERGROUND UTILITIES AND PROTECTIVE SERVICES TO BE MADE AT THE PROPERTY UNDER OTHER OTHERWISE NOTED.

DATE _____ ENVIRONMENTAL PROTECTION DIVISION OF GROUND-WATER PROTECTION _____

CERTIFICATE OF THE APPROVAL FOR RECORDING

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREIN HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION STANDARDS FOR PUTNAM COUNTY, TENNESSEE, WITH THE EXCEPTION OF SUCH VARIANCES, IF ANY, AS NOTED IN THE MINUTES OF THE PLANNING COMMISSION, AND THAT IT HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE COUNTY REGISTER.

DATE _____ SECRETARY, PLANNING COMMISSION _____

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY, TO THE BEST OF MY KNOWLEDGE, THAT THIS A CATEGORY 'F' SURVEY AND THE BASIS OF PRECISION OF THE SURVEY REQUIRES TO BE GREATER THAN OR EQUIVALENT TO THAT AS SHOWN HEREIN.

TAYLOR DILLIBRAY R.L.S. #157
WHITTENBURG LAND SURVEYING, LLC
204 EAST STEVENS STREET
COOKVILLE, TN 38501

CERTIFICATE OF ACCURACY

I HEREBY CERTIFY THAT THE PLAN SHOWN AND DESCRIBED HEREIN IS TRUE AND CORRECT SURVEY TO THE ACCURACY REQUIRED BY THE PUTNAM COUNTY REGIONAL PLANNING COMMISSION AND THAT THE MOVEMENTS HAVE BEEN PLACED AS SHOWN HEREIN TO THE SPECIFICATIONS OF THE PUTNAM COUNTY PLANNING COMMISSION.

DATE _____ LICENSED SURVEYOR _____

CERTIFICATE FOR LOTS FRONTING COUNTY OR STATE ROAD

I HEREBY CERTIFY THAT THE SUBDIVISION AS SHOWN HEREIN IS SERVED BY A COUNTY OR STATE ROAD AND RIGHT-OF-WAYS ARE APPROPRIATE.

DATE _____ PUTNAM COUNTY ROAD SUPERVISOR _____

CERTIFICATION OF PROPERTY ADDRESS

I HEREBY CERTIFY THAT THE SUBDIVISION AS SHOWN HEREIN AND PROPERTIES THEREIN HAVE BEEN ASSIGNED ADDRESSES AS PER THE PUTNAM COUNTY STREET NAMING AND PROPERTY NUMBERING SYSTEM, AND THAT HEREAFTER PROPERTIES SHALL BE ADDRESSED AS SHOWN HEREIN.

DATE _____ DIRECTOR OF PUTNAM COUNTY E-911 _____

GENERAL NOTES

- THE PURPOSE OF THIS PLAT IS TO CREATE ONE (1) RESIDENTIAL LOT AS SHOWN HEREIN.
- THIS SURVEY WAS DONE IN COMPLIANCE WITH CURRENT TENNESSEE MINIMUM STANDARDS OF PRACTICE.
- FOR BOUNDARY AND/OR TOPOGRAPHIC DATA OF THIS SURVEY, RTK GPS POSITIONAL DATA WAS OBTAINED ON JUNE 24, 2020 UTILIZING A "TOPCON HYPER V" DUAL FREQUENCY RECEIVER. THE GRID COORDINATES OF THE FIELD STATION SHOWN WERE OBTAINED USING THE CLOSEST RTK GPS CORE STATION REFERENCED TO NAD 83 (2011) (EPNCH 2009) GRID DATA. *POSITIONAL ACCURACY OF THE GPS VECTORS DOES NOT EXCEED 10 CM V 90%.
- THIS SURVEY IS SUBJECT TO ANY EASEMENTS, RIGHTS OF WAY, RESURVEYS AND/OR EXCEPTIONS WHICH MAY AFFECT SAID PROPERTY.
- THIS SURVEY WAS PREPARED FROM THE CURRENT DEEDS OF RECORD AND DOES NOT REPRESENT A TITLE SEARCH OR A GUARANTEE OF TITLE AND IS SUBJECT TO ANY STATE OF FACTS A CURRENT TITLE SEARCH WILL REVEAL.
- THIS PLAT DOES NOT PURPORT TO ADDRESS THE EXISTENCE, DETECTION OR DELINEATION OF ANY ENVIRONMENTAL PROBLEMS LOCATED WITHIN THE PERIMETER OF THE PROPERTY SHOWN HEREIN.
- LOCATIONS OF UTILITIES ARE APPROXIMATE CONTACT THE APPROPRIATE UTILITY FOR LOCATIONS OF UNDERGROUND SERVICES.
- ACCORDING TO FEMA FLOOD HAZARD INSURANCE MAP 47160404D DATED 09-16-2007, NO PORTION OF THIS PROPERTY LIES WITHIN A FLOOD HAZARD AREA.

LEGEND

- IRON-BEAR (NEW)
- WOOD FENCE POST
- POWER LINE
- FENCE LINE
- MINIMUM BUILDING SETBACK LINE
- REGISTERED OFFICER PUTNAM COUNTY, TN
- GRAVEL AREA
- ASPHALT SURFACE

CURVE TABLE

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
C1	64.0'	12.00'	60.00'	N 37° 44' 31"	100° 00'

PARCEL REFERENCE

BEING A PORTION OF PARCELS 042, AS SHOWN ON PUTNAM COUNTY TAX MAP 042.

DEED REFERENCE

BEING A PORTION OF THE SAME PROPERTY CONVEYED TO RICHARD HEARD, JR., OF RECORD IN RECORD BOOK #57 PAGE 450, R.L.P.C., TN.

IF YOU DO IT IN TENNESSEE...

CALL US FIRST!
1-800-381-1111
1-252-286-1307
TOLL FREE CALL
IT'S THE LAW

WHITTENBURG LAND SURVEYING

204 EAST STEVENS STREET
COOKVILLE, TN 38501
931-526-0000

FINAL SUBDIVISION PLAT

RICHARD HEARD, JR. DIVISION

300 CIVIL DISTRICT,
PUTNAM COUNTY, TENNESSEE

DRAWN BY: ASH
NUMBER OF LOTS: 1
PARCEL # : MAP 042 PARCELS 00040
ADDRESS: PLANTATION VIEW, SE 410

DATE: 06/29/2020

OWNERS: RICHARD HEARD, JR., 37 WEST MAIN STREET, COOKVILLE, TN 38506 931-260-4392

SURVEYOR: TAYLOR DILLIBRAY WHITTENBURG LAND SURVEYING 204 EAST STEVENS STREET COOKVILLE, TN 38501 931-526-0000

TOTAL AREA = 54,450 SQ.FT. OR 1.25 ACRES

VICINITY MAP (NOT TO SCALE)

GRAPHIC SCALE
(IN FEET) 1 inch = 50 ft.

LOT 1
54,450 SQ.FT.
1.25 ACRES

REMAINING AREA OVER 5 ACRES**
#01 TAX MAP 042 PARCEL 040
RICHARD HEARD, JR.
#02 RECORD BOOK 49, PAGE 450
R.L.P.C., TN.

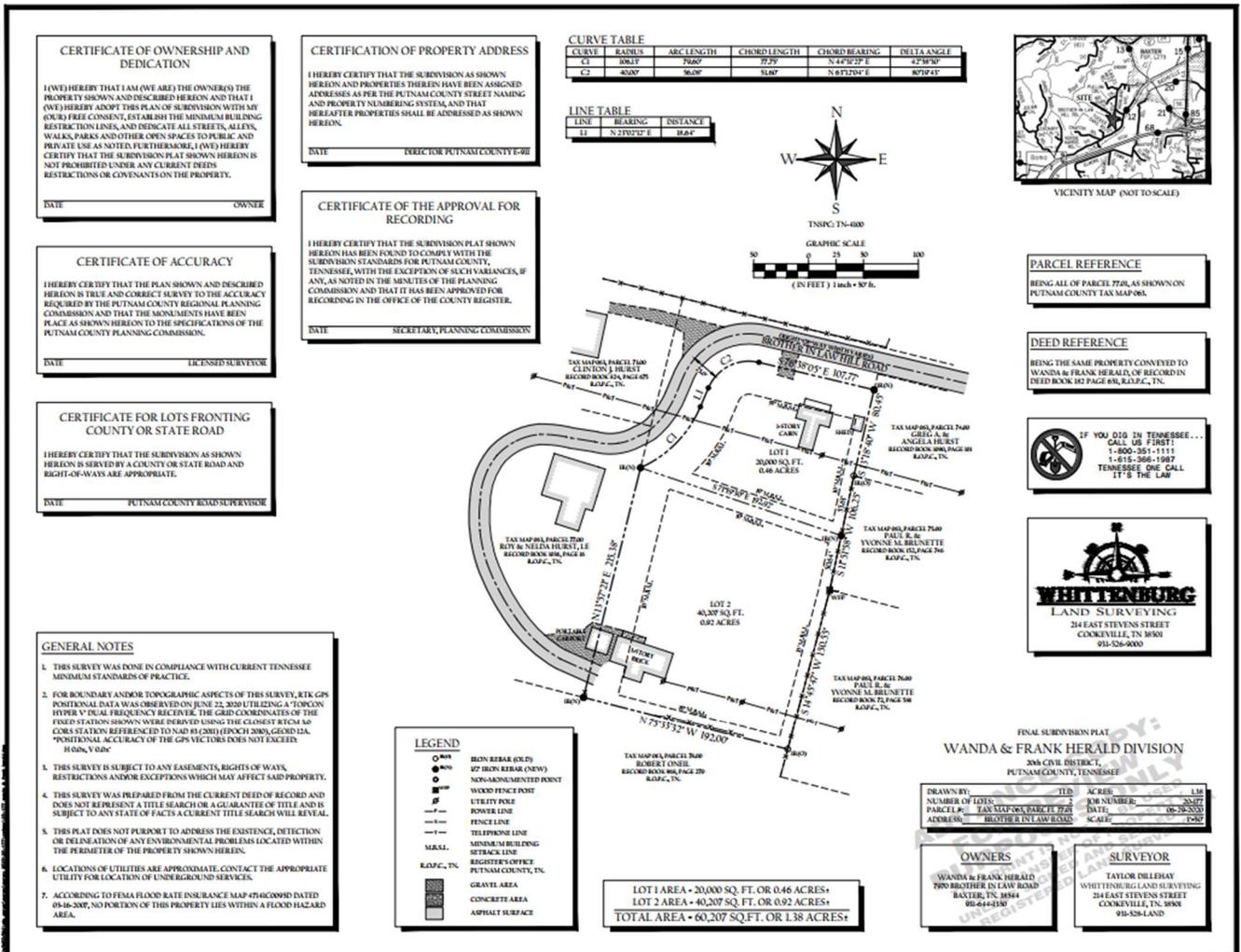
REMAINING AREA OVER 1 ACRE**
#01 TAX MAP 042 PARCEL 040
RICHARD HEARD, JR.
#02 RECORD BOOK 49, PAGE 450
R.L.P.C., TN.

C. WANDA AND FRANK HERALD DIVISION FINAL PLAT, WHITTENBURG SURVEYING

This is divide parcel 063-077.01 (1.38 acres) tract into two lots on Brother In Law Hill Road. Brother In Law Hill Road wraps around lot 1 as shown and crosses around another parcel, then dead ends in lot 2 as shown. Lot 2 will only have the width of the county road as frontage. Brother In Law Hill Road has 24 feet of right-of-way according to the county road list. The existing carport shown on lot 2 is across the property line with an adjoining parcel. The House and shed on lot 1 also violates the setbacks, Staff recommends that the plat be redrawn to make lot 2 a flag lot with more frontage off Brother In Law Hill Rd. The line between the proposed lots could be shifted to maintain the proposed sizes.

After some discussion, Dale Moss moved to approve the plat with variances on the setbacks and road frontage requirements for lot 2, with a plat note stating no future development will be allowed on lot 2, or be redrawn as a flag lot and move carport and if lot 2 is further divided, then a fire hydrant will be required. After some discussion, Dale Moss rescinded his motion.

After more discussion, Mike Atwood moved to approve the plat as presented with setback variances on the houses on both lots and the shed on lot 1 and the carport being moved to comply with the setbacks, with a plat note stating no further development of lot 2. Motion was seconded and unanimously approved.



D. WILLOW ESTATES PRELIMINARY PLAT, CLINTON SURVEYING

This preliminary plat off of Sunbright Circle, divides parcel 085-068.05 into 28 lots on 25.9 acres. Sunbright Circle will be extended into the tract and then two cul-de-sacs will be added to serve additional lots. There are two issues, one is that the only entrance will be extension of Sunbright Circle. Sunbright Circle is a cul-de-sac with a length of approximately 750 feet. The length of the addition cul-de-sacs will add approximately another 1220 linear feet in length from the beginning of Sunbright Circle. Sunbright Cir is off of Neely Road, which is also a dead end street. This additional length would be right at the maximum allowed for a single road, cul-de-sac without considering the length of Sunbright Circle. The other issue is that there may be a couple of spots on the proposed roads where the grade may exceed our maximum percentage, if they extend into the tree lines that are not shown on the plat. The rest of the grades looked fine during the site visit.

Neely Road has a right-of-way of 34 feet. Planning Commission Engineer Rinks stated that he went and measured the width of Neely Road and it ranged from 16 to 18 feet wide with it being mostly 17 feet wide, with no shoulders. The developers know that they will have some wetland issues and have designed the development around them. Sunbright Cir did not appear to be in the best shape and there is concern that it may become damaged during development of the subdivision. Staff stated that the plan and profile of the proposed roads would be needed before they start any construction activity.

A very small development is located in the 1% Annual Risk Floodplain (a 100 year floodplain) as identified by FEMA FIRM. This should be noted on the plat and depicted graphically on the final plat. After some discussion, as to whether or not the Southwind Subdivision (the development which built Sunbright Circle) has any recoded restrictions against further development, staff stated that the county and the planning commission cannot enforce them as they are civil matters. Ted McWilliams recounted a matter in Cookeville where a deed restriction was violated but approved by the city. City Manager James Mills (Planning Director for Cookeville at the time) stated the city could not enforce the restriction.

After some discussion, Jim Martin moved to approve the plat as presented, subject to the following:

1. The plan and profile of the proposed road must be submitted and approved by staff before any construction.
2. Documentation from the UD that they can provide water and fire flow to the development.
3. The developer will be responsible for any further damage to either Neely Rd or Sunbright Circle during construction of the roads within the subdivision.

Motion was seconded and approved with only Phil Wilbourn voting no.

- 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