

**MINUTES
PUTNAM COUNTY REGIONAL PLANNING COMMISSION
MARCH 1, 2022**

The Putnam County Regional Planning Commission met on March 1, 2022 at the Cookeville Community Center at 6:00 PM. Members attending were Chairman Jere Mason, Vice-Chairman Dale Moss, Secretary Mike Atwood, Jeff Jones, David Mattson, Terry Randolph, and Phil Wilbourn. Ted McWilliams and Jim Martin were absent. Also present were Planning Director Kevin Rush, Planning Commission Engineer Patrick Rinks, Eric Cherry, Stephen Raper with Vick Surveying, Taylor Dillehay, Jim Herrin with Herald-Citizen and Betsy Scarisbrick with Stonecom.

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 MARCH 1, 2022 AGENDA.

Phil Wilbourn moved to approve the agenda for the March 1, 2022 meeting. Motion was seconded and approved unanimously.

ITEM 3: MINUTES OF THE FEBRUARY 1, 2022. THERE WAS NOT A MEETING IN JANUARY 2022

Dale Moss moved to approve the February 1, 2022 Minutes. Motion was seconded and approved unanimously.

ITEM 3B: Amendment of By-laws

Staff stated there were a couple issues with our bylaws and sent the following proposed amendments for consideration more than the 5 days required for bylaw amendments. Current Language quotes TCA sections using an old TN Code numbering system that has not been used in TN Code in over 30 years. One proposal considers language to delegate signing of plats to staff or another designee. Planner Rush reported County Attorney Jeff Jones had reviewed all proposed changes and changes do not have to be approved by the Putnam County Commission. The proposed language changes are as follows:

Current language:

SECTION 1.

The Commission shall consist of nine (9) members nominated by the chief administrative officer of the county and **approved by the Local Government Planning Advisory Committee** as provided in **Section 13-201** of Tennessee Code Annotated.

Proposed language:

SECTION 1 MEMBERSHIP

The Commission shall consist of nine (9) members. The members of the regional planning commission shall be appointed by the county mayor, subject to confirmation by the county legislative body in accordance with TCA § 13-3-101.

David Mattson moved to approve the amendment to Section 1 of the bylaws as presented. Motion was seconded and approved unanimously.

Current language:

SECTION 12. VACANCIES

Should any vacancy occur among the members of this Planning Commission by reason of death, resignation, disability or otherwise, immediate notice thereof shall be given to the county mayor by the Secretary. Should any vacancy occur among the officers of the Planning Commission, the vacant office shall be filled in accordance with **Section 13-501 of the Tennessee Code Annotated**, such officer to serve the unexpired term of the office in which such vacancy shall occur.

Proposed language:

SECTION 12. VACANCIES

Should any vacancy occur among the members of this Planning Commission by reason of death, resignation, disability or otherwise, immediate notice thereof shall be given to the county mayor for appointment of a new member, subject to confirmation by the county legislative body in accordance with TCA § 13-3-101. Should any vacancy occur among the officers of the Planning Commission, the Planning Commission shall fill the vacant office from among the membership, in accordance with TCA § 13-3-103, such officer to serve the remainder of the unexpired term of the office.

Mike Atwood moved to approve the amendment to Section 12 of the bylaws as presented. Motion was seconded and approved unanimously.

Proposed addition to Section 11 Duties of Officers

D. The planning commission may delegate the signing of the certificate of approval for recording on plats to a designee chosen by the planning commission in accordance with TCA § 13-3-402.

Chairman and Secretary can currently sign plats. Current certificate will have to be modified. Mike Atwood moved to approve the amendment to Section 11 of the bylaws as presented. Motion was seconded and approved unanimously.

ITEM 3C: Election of Officers

- Election of Chairman: Mike Atwood moved to reappoint Jere Mason as chairman. Motion was seconded and approved unanimously.
- Election of Vice-Chairman: Dave Mattosn moved to reappoint Dale Moss aas Vice-Chairman. Motion was seconded and approved unanimously.
- Election of Secretary: Motion by Phil Wilbourn to reappoint Mike Atwood as Secretary. Motion was seconded and approved unanimously.

ITEM 4: REVIEW OF APPROVED PRELIMINARY PLATS

- **Autumn Woods Preliminary Plat (All Phases)**, Vick Surveying. Conditional preliminary approval 4/7/2020. Phases I & II have been approved for final. Phases III & IV remaining.
- **Mountain Brooke Subdivision Preliminary Plat**, Vick Surveying. Conditional preliminary approval 12/8/2020.
- **Glen Oaks Preliminary Plat**, Whittenburg Surveying. Conditional preliminary approval 6/1/2021. Phase I was a single lot approved administratively. Phase II remaining.
- **Pippin Estates Preliminary Plat**, Maples Surveying. Conditional preliminary approval 12/7/2021. Phase II remaining.
- **The Cliffs Preliminary Plat**, Goad Surveying. Conditional preliminary approval 12/7/2021.

ITEM 5: OUTSTANDING LETTERS OF CREDIT:

Minutes of the Putnam County Regional Planning Commission March 1, 2022 Meeting

- **Willow Estates-** Jackie Schubert (\$130,000 Money Order, expiring April 25, 2022, for Knox Ln, Jack Dr, Katie Cir, and Sunbright Cir extension) - Final plat approved 10/5/2021
Staff stated that we need to keep an eye on this one since it expires fairly soon and that he would contact the developer about submitting an extension.
- **Autumn Woods Phase II-** Gene Alred & Ron Brown (two \$125,000 LOCs Expiring October 22, 2022 for Autumn Trail, Winter Haven Drive, Spring Arbor Court, Summer Pointe, \$50,000 Certified Check for Electric) - Final plat approved 11/2/2021
- **ITEM 6: ACCEPTANCE OF NEW STREETS: NONE.** Naming of streets was briefly discussed. 911 assigns addresses. Planner and Road Supervisor Randy Jones may tweak naming of roads. Planning Commission sees proposed road names first on preliminary plats.

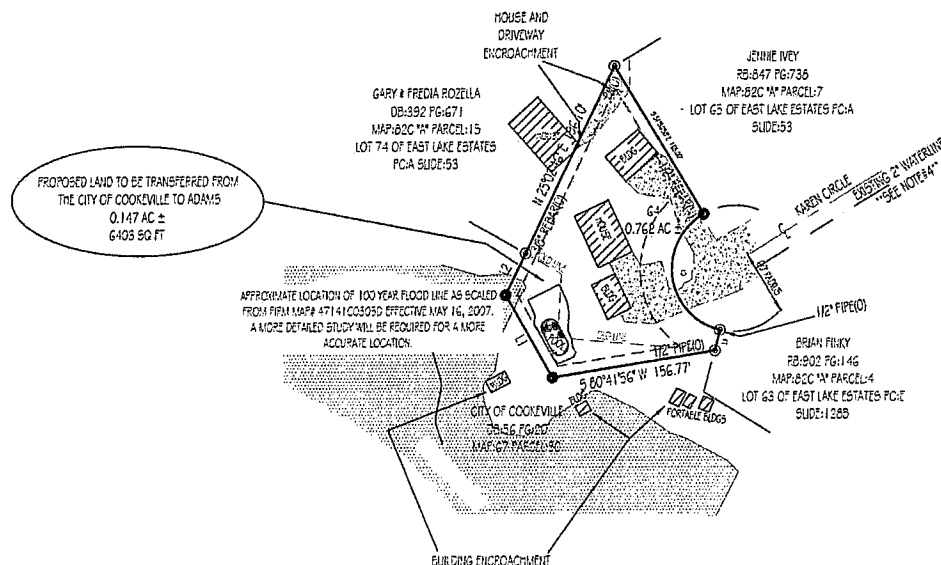
ITEM 7: ADMINISTRATIVELY APPROVED PLATS

- A. **KEVIN AND SHERRI ALLEN HILL ROAD DIVISION FINAL PLAT, WHITTENBURG SURVEYING**
Created on 2.00-acre lot from parcel 010-037.00 on Hill Road.
- B. **JOYCE NASH DIVISION FINAL PLAT, WHITTENBURG SURVEYING**
Created two 2.00-acre lots on Cookeville Boat Dock Road from 112-084.00 with over 5 acres remaining.
- C. **PATRICIA APPLE FINAL PLAT, VICK SURVEYING**
Created one 0.85-acre lot from parcel 063M-A-009.00 on Tennessee St.
- D. **2 LOT SUBDIVISION OF TRACT 3 OF THE JOHN T. WRIGHT SUBDIVISION FINAL PLAT, VICK SURVEYING**
Created one 0.91-acre lot from parcel 006-009.01 on Hilham Road.
- E. **HOWARD AND MARGARET BUCKNER DIVISION FINAL PLAT, MAPLES SURVEYING**
Created one 1.35-acre parcel from 068-061.00 on Rocky Point Rd with over 5 acres remaining.

ITEM 8: SUBDIVISION PLATS:

A. CHARLES ADAMS DIVISION FINAL PLAT, MAPLES SURVEYING

This plat is to correct an encroachment of a pool built into city property surrounding City Lake in the Eastlake Estates. Property is located at the end of Karen Circle. The city has agreed to sell to 6,403 sq ft to Mr. Adams to remedy the encroachment issue. However, there is an encroachment into the Adams lot by an adjoining property. The Rozella's own 082C-A-015.00, which is off Lakewood Ct. The house and a driveway encroach into the Adams lot.

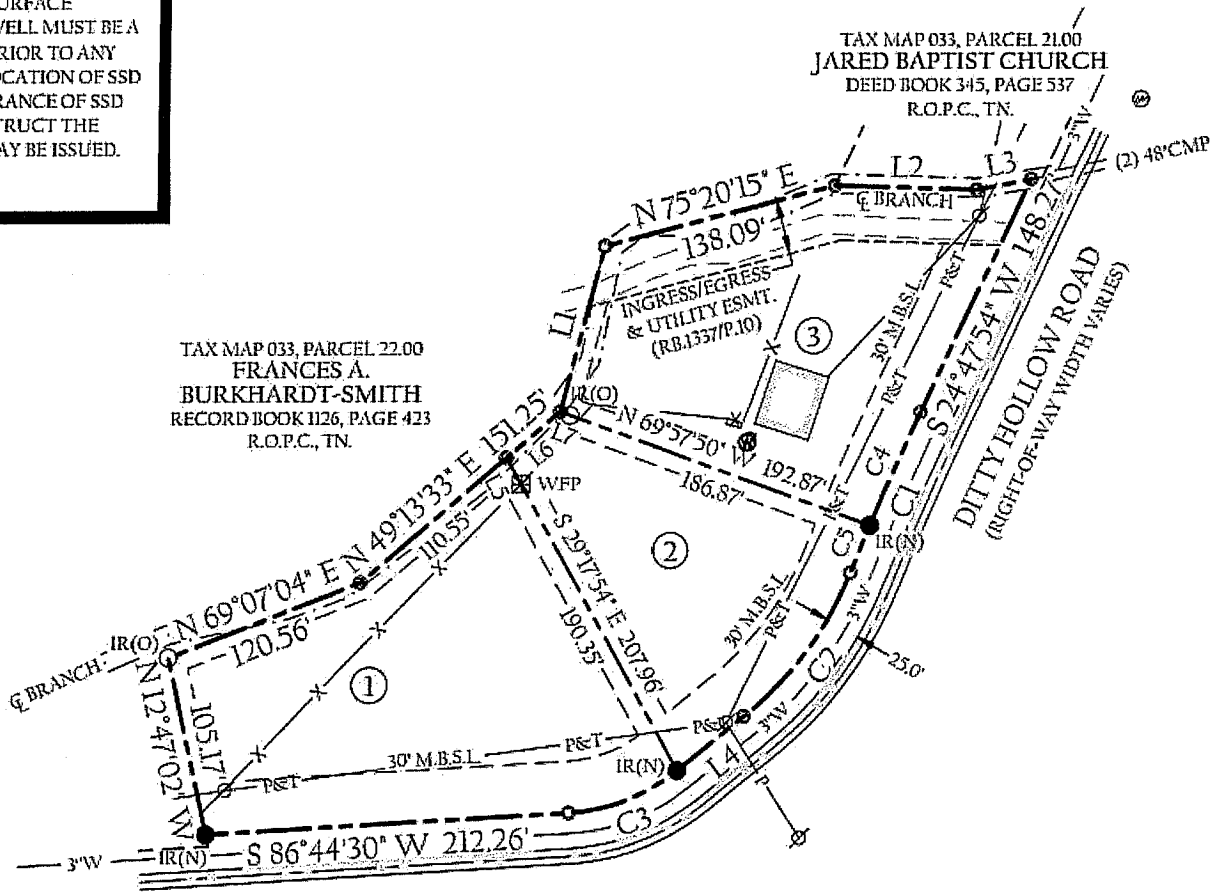


intersection to allow staff to review site distance adjust as per staff. Motion was seconded and approved unanimously.

C. DITTY HOLLOW ESTATES PLAT, WHITTENBURG SURVEYING

This plat is to create 3 lots on Fitzpatrick Rd from parcel 033-023.00. Lot 3 has a building on it. The lots will be served by a 3-inch main. This plat will require the installation of sprinklers and the sprinkler note on the plat.

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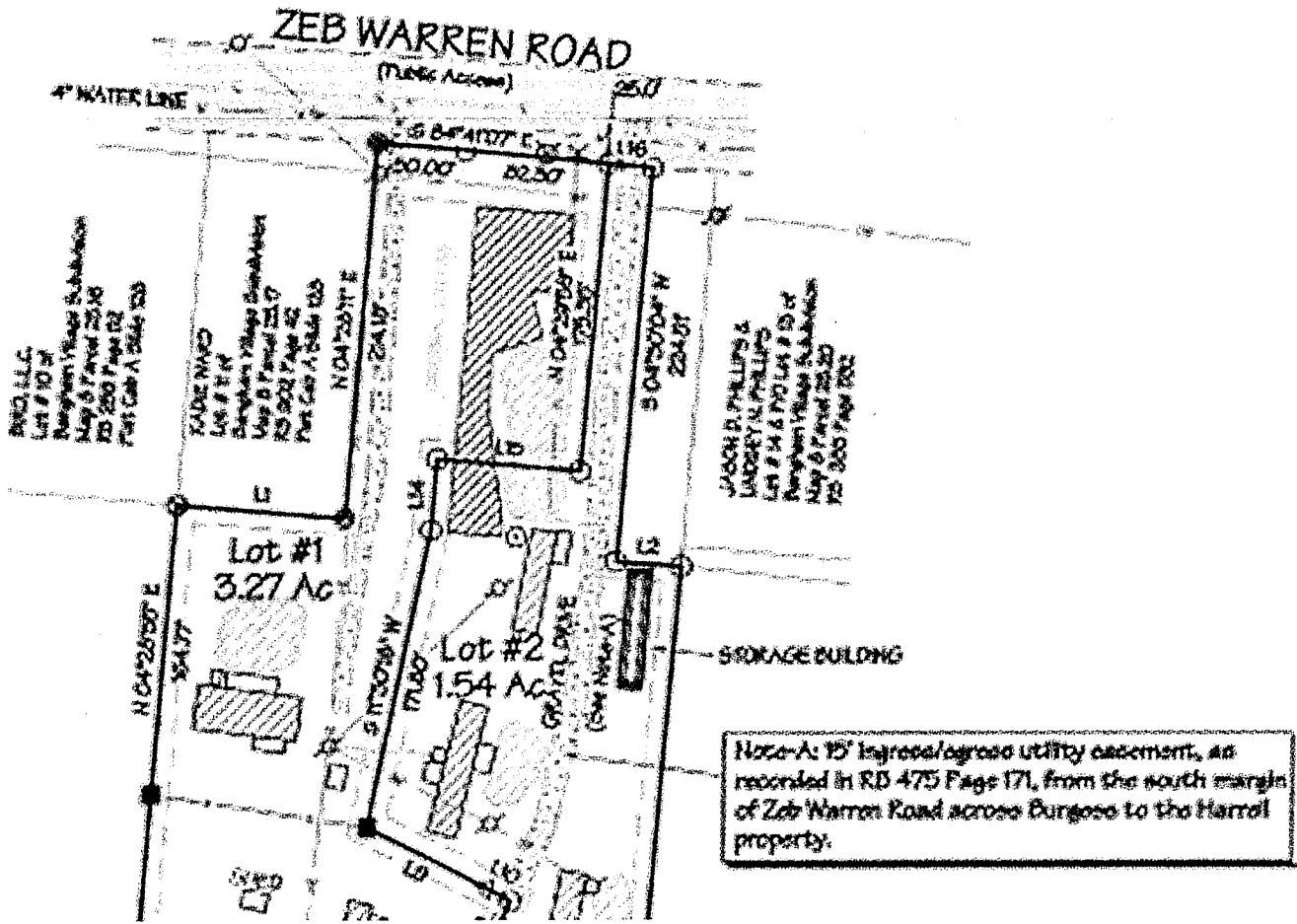


Mike Atwood moved to approve the final plat as presented subject to the road name being corrected to Fitzpatrick on the plat, soil approval for septic on each lot, the addition of the Planning Commission Engineer plat certificate, correcting 25' dimension to centerline of road, and the addition of a 10-foot drainage easement along the rear property line. Motion was seconded and approved unanimously.

D. REVISED 2 LOT SUBDIVISION OF THE BURGESS PROPERTIES FINAL PLAT, VICK SURVEYING

This plat was deferred at the meeting last month. Per Stephen at Vick Surveying, this plat may be withdrawn by the developers.

This plat is to revise the lot lines between 2 parcels on Zeb Warren Road. Parcels 008-025.18 and 008-025.19 both have multiple mobile homes. As depicted below, lot one is parcel 025.19 (and was a flag lot) and lot 2 is parcel 025.18 and will become a flag lot with 25 feet of road frontage. Lot 2 has a gravel drive with and ingress/egress/utility easement to a tract owned by Zackary Harrell to the south of these lots. The easement partially on lot 1 near the rear of the property and is used by five homes on lot 1. Since the original subdivision, a mobile home has been added to the front of lot 2. The proposed boundary will put most of the septic field lines and duplicate area to the new home on lot 1 and the developers would like to place an easement for the septic on the shaded areas depicted on lot 1 on the plat for the house on lot 2.



Dale Moss moved to approve the final plat as presented since the mobile home and its septic system have been placed on the same lot and are not being split and no easement is required. Motion was seconded and approved unanimously.

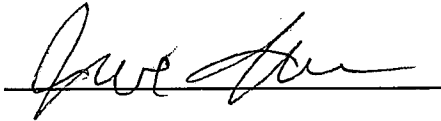
ITEM 9: STAFF REPORTS

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

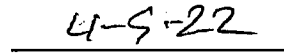
- Report from other Members: None

ITEM 10: ADJOURNMENT

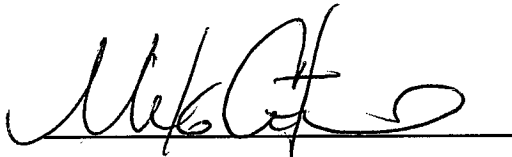
With no further business to discuss, the meeting was adjourned by mutual consent.



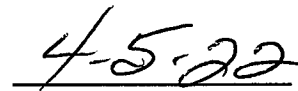
Chairman



Date



Secretary



Date