

**MINUTES
PUTNAM COUNTY REGIONAL PLANNING COMMISSION
MAY 10, 2022**

The Putnam County Regional Planning Commission met on May 10, 2022 at the Cookeville Community Center at 6:00 PM. Members attending were Chairman Jere Mason, Vice-Chairman Dale Moss, Secretary Mike Atwood, Jim Martin, Terry Randolph, Ted McWilliams, and Phil Wilbourn. Jeff Jones and David Mattson were absent. Also present were Planning Director Kevin Rush, Planning Commission Engineer Patrick Rinks, Taylor Dillehay with Whittenburg Surveying, Stephen Raper with Vick Surveying.

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 MAY 10, 2022 AGENDA.

Planning Director Rush stated that due to the Putnam County Election being held on our regular meeting date, the venue was not available for the meeting, so the planning commission meeting was rescheduled for May 10th. Terry Randolph moved to approve the agenda for the May 10, 2022, meeting with the addition. Motion was seconded and approved unanimously. Item 3C was added during the meeting.

ITEM 3: MINUTES OF THE APRIL 5, 2022.

Jim Martin moved to approve the April 5, 2022 Minutes. Motion was seconded and approved unanimously.

ITEM 3A: PUBLIC HEARING ON SUBDIVISION REGULATION AMENDMENT (RESOLUTION 2022-001)

Proposed resolution to modify the signing of plats to allow the planning commission to designate others to sign the certificate of approval for recording.

Taylor Dillehay stated that the proposed amendment would make things more convenient to get plats signed and recommended that Kevin Rush be designated to sign plats. Stephen Raper stated that he agreed that this change would be more convenient.

ITEM 3B: SUBDIVISION REGULATION AMENDMENT (RESOLUTION 2022-001)

Resolution to amend the signing of plats to allow the planning commission to designate others to sign the certificate of approval for recording. Jim Martin moved to approve the following resolution. Motion was seconded and approved unanimously.

AMENDMENT 2022-001

**AN AMENDMENT TO THE PUTNAM COUNTY SUBDIVISION REGULATIONS REGARDING
DELEGATION OF PLAT SIGNING AUTHORITY**

WHEREAS, as stated under *Section 13-3-403 of the Tennessee Code Annotated*, inclusive, authorizes the Putnam County Regional Planning Commission to revise the Subdivision Regulations that will protect the health, safety and welfare of the general public; and

WHEREAS, a revision of the subdivision regulations is sometimes required because of changes to state law and/or as a result of court rulings; and

WHEREAS, a revision of the subdivision regulations can be made to clarify the regulations; and

WHEREAS, a public hearing was held on May 10, 2022, with public notice of public hearing published more than 30 days in advance of the public hearing in the Herald Citizen Newspaper; and

NOW, THEREFORE, BE IT RESOLVED by the Putnam County Regional Planning Commission as follows:

SECTION I: The Subdivision Regulations for Putnam County, Tennessee as indicated shall be amended as follows:

Article II is hereby amended to insert '(or designee)' following the text "by the Secretary" in both the first paragraph and section A.1.

SECTION II: The Subdivision Regulations for Putnam County, Tennessee as indicated shall be amended as follows:

Appendix B is hereby amended to insert '/Designee' following the text "Secretary" in form 7 (Certificate of approval for recording).

SECTION III: This amendment shall become effective following adoption by the planning commission:

Chairman, Putnam County Regional Planning Commission	Date

ATTEST:

Secretary, Putnam County Regional Planning Commission	Date

ITEM 3C: PLAT SIGNING DESIGNATION

Mike Atwood moved to designate Kevin Rush, personally and not in his official capacity as Planning Director, to sign the certificate of approval for recording on plats. 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.
- **Forsythia Farms Preliminary Plat**, Whittenburg Surveying. Conditional preliminary approval 3/1/2022.
- **Heathwood South Preliminary Plat**, Whittenburg Surveying. Conditional preliminary approval 4/5/2022.

ITEM 5: OUTSTANDING LETTERS OF CREDIT:

- **Willow Estates-** Jackie Schubert (\$130,000 Money Order, expiring October 9, 2022, for Knox Ln, Jack Dr, Katie Cir, and Sunbright Cir extension) - Final plat approved 10/5/2021
- **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) - Final plat approved 11/2/2021.

• Mike Atwood stated that money orders are the same as cash and we may not be able to take those as surety. Planning Director Rush stated that he would contact the comptroller's office of county audit and report back. It was also suggested that all Letters of Credit be reviewed by Jim Martin. Staff stated that would be a simple matter to send them to Jim for review.

ITEM 6: ACCEPTANCE OF NEW STREETS: NONE

ITEM 7: ADMINISTRATIVELY APPROVED PLATS

A. LOT 22 & 23 OF MEADOW CREEK COMBINATION FINAL PLAT, VICK SURVEYING

Combined parcels 071M A 022.00 and 071M A 023.00 on Clinchfield Drive into one 3.31 acre lot.

B. PALK AND LAIR LINE ADJUSTMENT FINAL PLAT, WHITTENBURG SURVEYING

Adjusted the line between parcels owned by Gary and Nina Palk on Cumby Rd. (028.05, 032.02 and 032.07 on map 029). One parcel was eliminated.

C. LINE ADJUSTMENT STEELE AND WHITLEY FINAL PLAT, WHITTENBURG SURVEYING

Adjusted the line between parcels owned by Angelina and Gregory Whitley on Westgate Rd. (055B-C-005.01 and 055B-C-005.02).

D. REDIVISION OF LOTS 7-9 PEMBROOKE PINES FINAL PLAT, WHITTENBURG SURVEYING

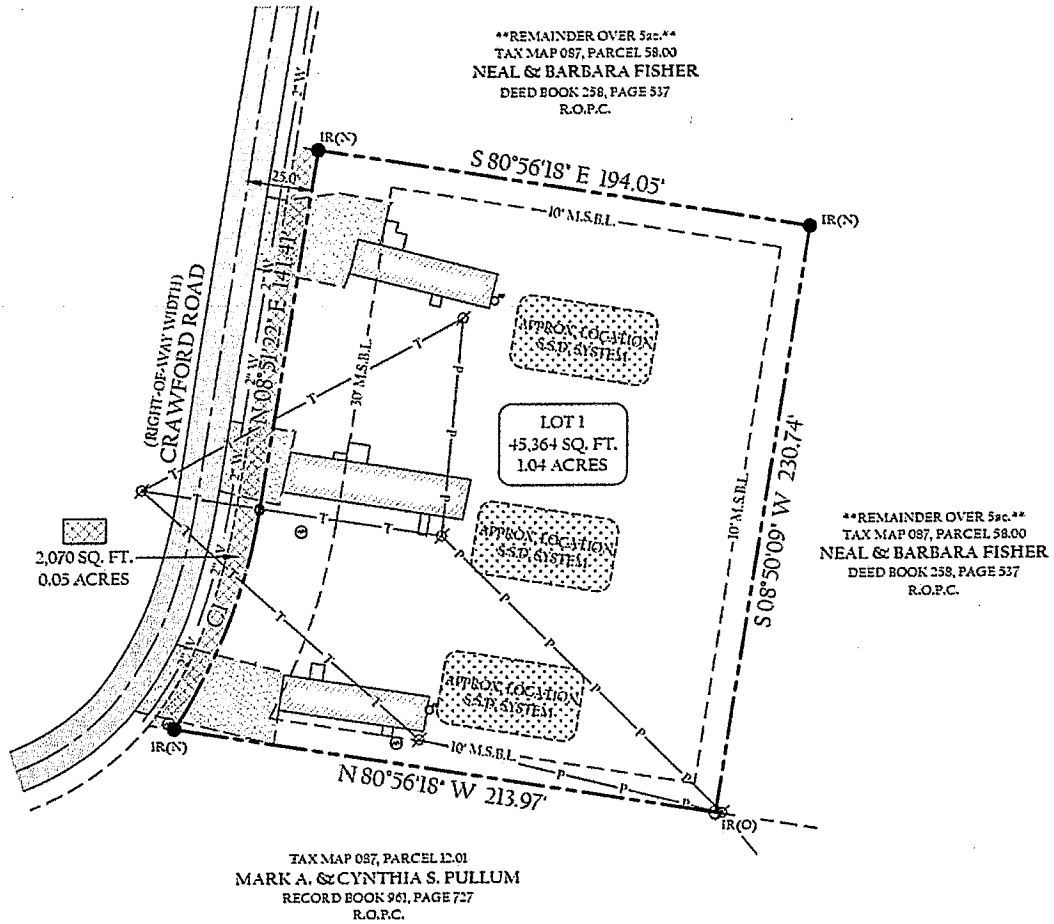
Redivided lots 7-9 of Pembroke Pines into 2 lots.

ITEM 8: SUBDIVISION PLATS:

A. NEAL AND BARBARA FISHER DIVISION FINAL PLAT, WHITTENBURG SURVEYING

This plat is to create one 1.04-acre lot on Crawford Rd. This lot has three existing mobile homes each with an existing septic system. All three homes violate the front setback. All three mobile homes have an individual septic system.

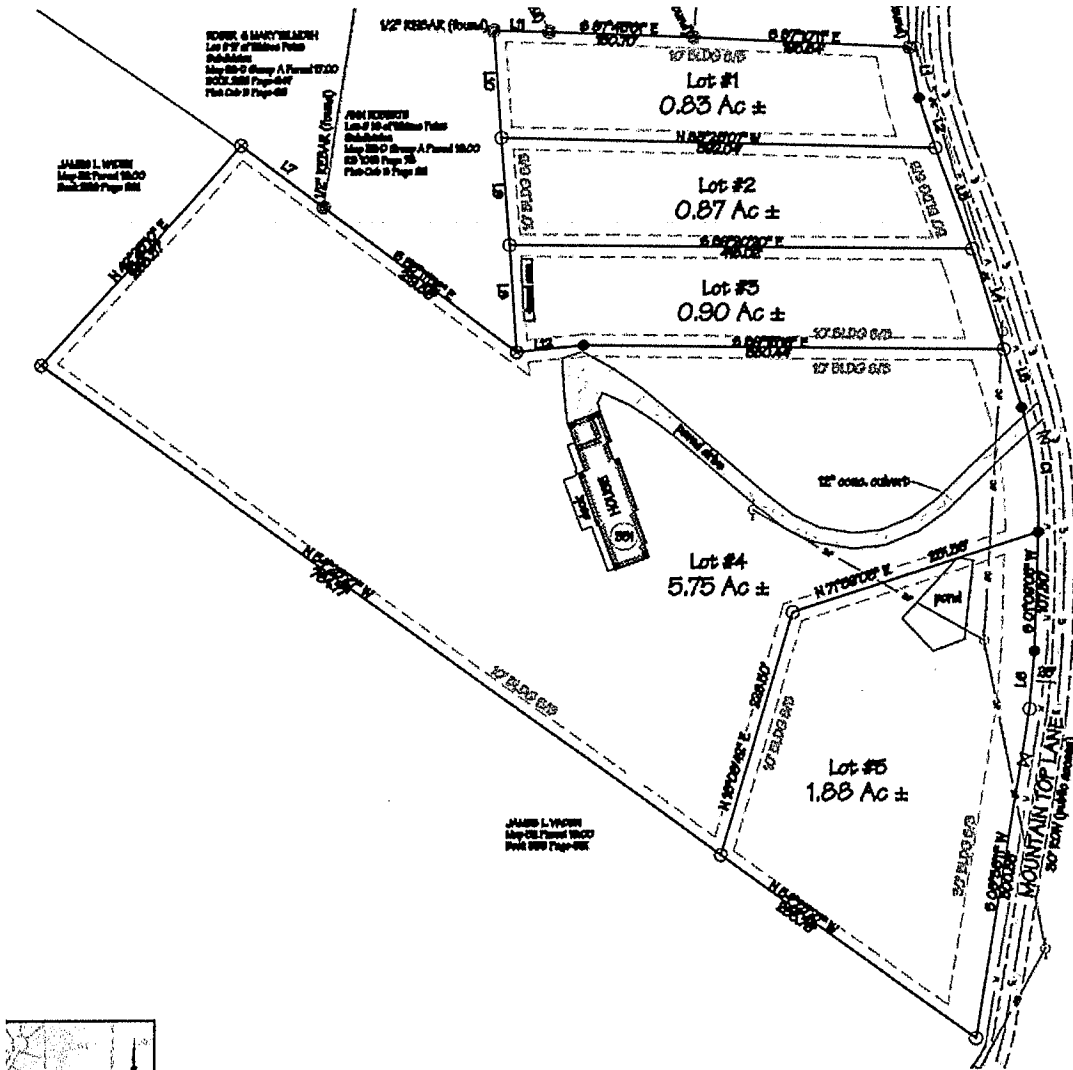
Mike Atwood moved to approve the plat subject with a setback violation note and show drainage tiles under driveways on the plat. Motion was seconded and approved unanimously.



B. JAMES LITTLE SUBDIVISION PRELIMINARY PLAT, VICK SURVEYING

This plat is to create 5 lots (ranging from 0.83 ac to 5.75 ac) on Mountain Top Lane from parcels 051-040.00 and 051-041.00. There is a 6-inch waterline on Mountain Top Lane.

Ted McWilliams stated that he must abstain due to his firm selling the property. Patrick Rinks recommended a drainage easement following ditch contour on lot 5 and adding the water pressure certificate. Jim Martin moved to approve the plat subject to the addition of the missing plat certificate and recommended drainage easement. Motion was seconded and approved unanimously with Ted McWilliams abstaining.




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

6-7-22
Date