MINUTES
PUTNAM COUNTY REGIONAL PLANNING COMMISSION
DECEMBER 8, 2020

The Putnam County Regional Planning Commission met at 6:00 p.m. on Tuesday, December 8, 2020 in the County Commission Chambers in the Putnam County Courthouse.

Members attending were Chairman Jere Mason, Vice-Chairman Dale Moss; Secretary Mike Atwood, Jeff Jones, David Mattson, Jim Martin, Ted McWilliams, Ron Williamson and Phil Wilbourn. Others present were Planning Director Kevin Rush, Planning Commission Engineer Patrick Rinks, Ralph Mullins, Kevin Tucker, Dennis Chaffin, Jim Herrin (Herald-Citizen) and Taylor Dillehay (Whittenburg 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 DECEMBER 8, 2020 AGENDA
Ron Williamson moved to approve the agenda for the December 8, 2020 meeting. Motion was seconded and approved unanimously.

ITEM 3: MINUTES OF THE NOVEMBER 3, 2020 MEETING
David Mattson moved to approve the November 3, 2020 Minutes. 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.
Lee Subdivision Preliminary Plat, Vick Surveying. Conditional preliminary approval 4/7/2020.
Willow Estates Subdivision Preliminary Plat, Clinton Surveying. Conditional preliminary approval 7/7/2020.

ITEM 5: OUTSTANDING LETTERS OF CREDIT:

- **Autumn Woods Certified check $9,000 for hydrant installation**
  Developer has installed two hydrants and asked to have the check released. Staff stated that one hydrant was located in a different spot than shown on the final plat. The Final plat showed a hydrant between lots 10 and 11. The hydrant was installed between lots 8 and 10 (lot 9 does not exist as it was combined with lot 8). This will make lot 15 and possibly lot 14 out of compliance with the distance to a hydrant requirement. However they have completed engineering on the rest of the water system to serve the other phases and the plans show that all lots will be within 500 foot of a hydrant. Ron Williamson moved to release the check back to the developer. Motion was seconded and approved unanimously.

ITEM 6: ACCEPTANCE OF NEW STREETS: NONE

ITEM 7: ADMINISTRATIVELY APPROVED PLATS

A. LEWIS SCOTT DIVISION FINAL PLAT, CLINTON SURVEYING
Created one 0.69 acre lot from parcel 086-044.00 with the remainder being more than 5 acres on Southfork Rd.

B. MAYBERRY-WILSON FINAL PLAT, MAPLES SURVEYING
Created one 1.550 acre lot from parcel 009-026.00 with the remainder being more than 5 acres on West Whitehall Rd.

C. 2ND REDIVISION OF LOTS 6 & 11, HEATHWOOD SUBDIVISION PHASE 2 FINAL PLAT, WHITTENBURG SURVEYING
Adjusted the boundary between lots 6 & 11 of Heathwood Subdivision, Phase 2. Parcels 083H-A-005.00 and 083H-A-010.00.

D. HUDDLESTON & NESMITH DIVISION II PLAT, WHITTENBURG SURVEYING
Created one 1.48 acre lot from 067-068.00 on Poplar Grove Rd.

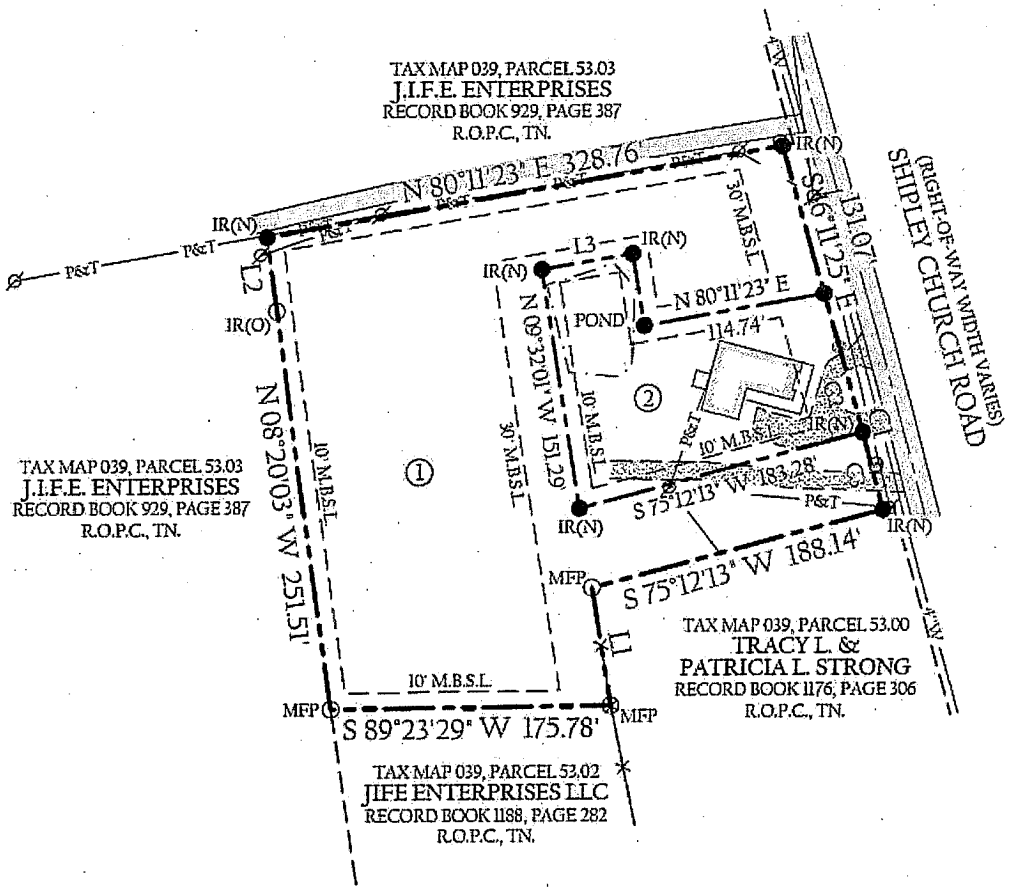
E. RESUBDIVISION OF TRACT 4 HUTCHESON ESTATE PLAT, RON TAYLOR SURVEYING
Divided parcel 018-080.05 into one 0.965 acre lot and one 4.206 acre lot on Hutcheson Road.

F. TOMMY ALLEN AND GRACIE ROBERTS DIVISION PLAT, WHITTENBURG SURVEYING
Created one 2.68 acre lot from 087-113.00 on Roberts Rd.

ITEM 8: SUBDIVISION PLATS:

A. WILLOWTREE PROPERTIES DIVISION FINAL PLAT, WHITTENBURG SURVEYING

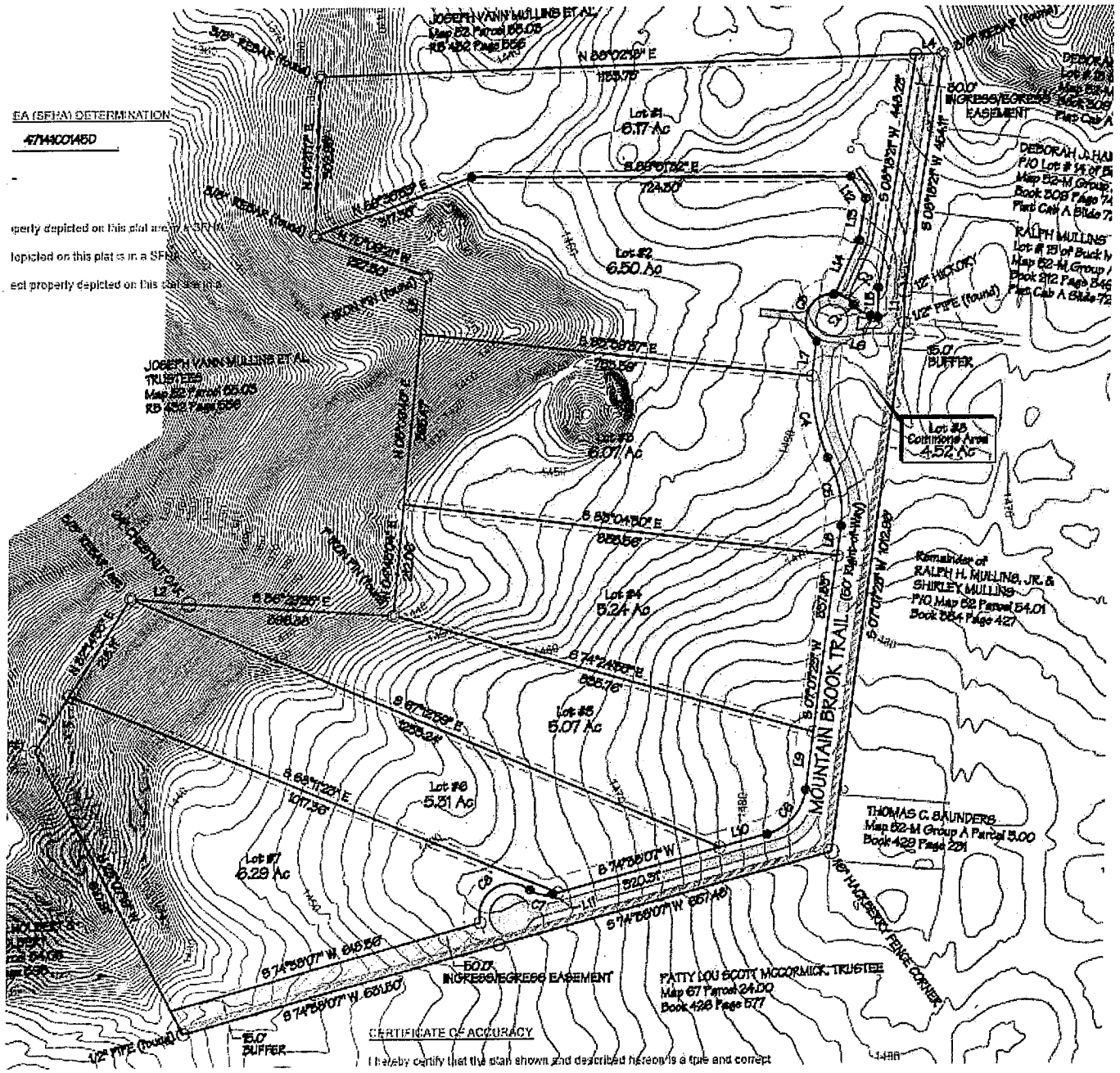
This subdivision plat is to divide parcel 039-053.01 on Shipley Church Road into two lots. The house on lot 2 encroaches into the front setback, and one driveway crosses part of lot 1 into lot 2.



Staff noted that there were a couple of shed type structures on the property that are not shown. These either need to be removed or depicted on the plat. Planning Director Rush recommended that either a shared driveway agreement and easement be shown on the plat for both lots to use the driveway that crosses lot 1 into lot 2, or a plat note be added stating that there is not an easement for either lot to use the portion of the driveway on the other lot. David Mattson moved to approve the plat subject to adding the sheds to the plat (or removing them from the lot) and the addition of the plat note or easement. Motion was seconded and approved unanimously.

B. MOUNTAIN BROOKE SUBDIVISION PRELIMINARY PLAT, VICK SURVEYING

Dr. Mullins plans to develop this into a private, gated subdivision. He will build the street to the standards within the subdivision regulations but will not be seeking county acceptance of the street. The new street will connect to Mountain Top Ln. We will need the plan and profile of the proposed street.



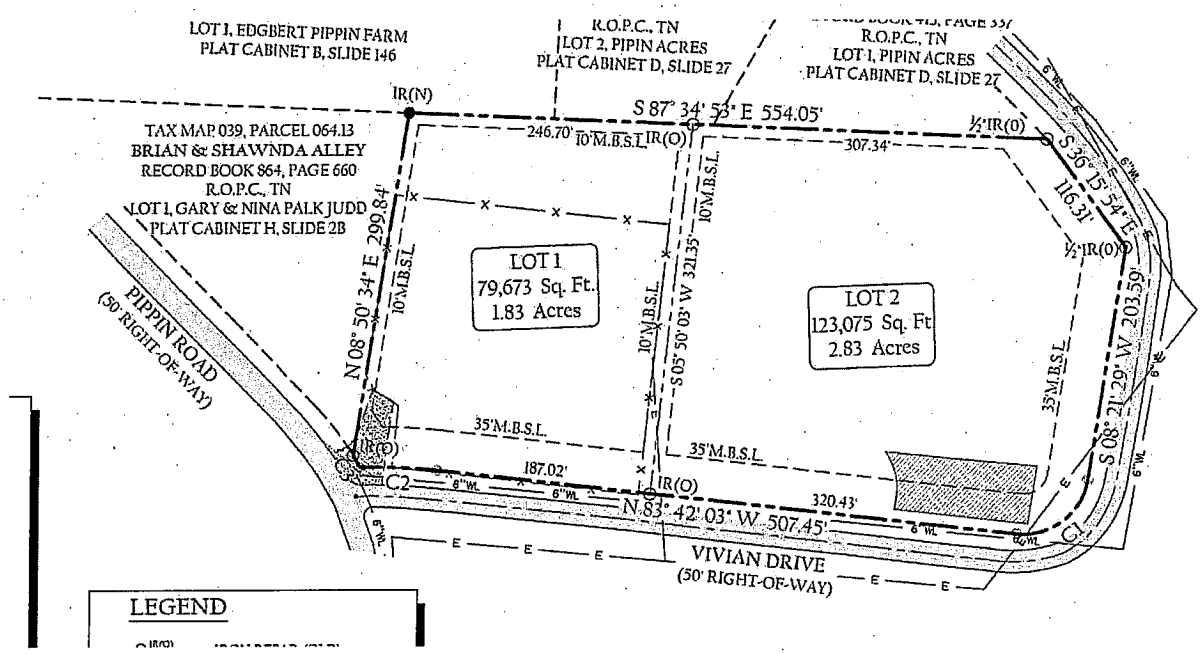
Kevin Tucker explained that this development will be 7 lots, all of which will be over 5 acres in size. This is intended to be a gated community with the road being a private drive to be maintained by a homeowners association. The property currently has deeded easements to adjoining

property on both the north and south sides. The private road will be built to the road standards within the subdivision regulations so that in the future, the home owners could petition the county to accept the street and upon inspection and removal of the gate. The road as well as the common area and easements to the adjoining parcels will be owned and maintained by the HOA. The roundabout will be curb and gutters with the rest of the private road ditched. Planning Commission Engineer Rinks pointed out curb and gutter would require storm drains and Regulations did not allow extruded curbs with curb cuts for drainage. Roundabouts would need to be large enough for emergency vehicles. Each resident will have remote access to the gate to allow guest. There will be two backup emergency access systems in place. One will be a sensor on the gate that will open automatically when a siren is detected at a certain decibel level (when the siren is close, this is primary system for entry for emergency responders. A Knox box is secondary and the crash gate will have a special type of hinge that will allow emergency vehicles to tap the gate and it will fall flat and be driven over. They also plan on installing a 15 wide buffer along the road. The HOA will maintain the road, the gate, the buffer area, the easement areas, and the Cluster Box Units as required by the USPS.

Mike Atwood moved to approve the preliminary plat subject to the submittal of the plan and profile of the road and adequate water for domestic use and fire protection. Motion was seconded and approved unanimously.

C. GARY AND NINA PALK JUDD PROPERTY PLAT, WHITTENBURG, SURVEYING

This plat is to divide parcel 039-064.02 into one 1.83 acre lot and one 2.83 acre lot on Vivian Drive. This plat had been administratively approved subject to TDEC soil approval. However, lot 1 is mostly cut and fill and cannot be approved for septic. They would like to restrict it as unbuildable. It is currently being used for tractor trailer storage. The buyer of lot 2 (which has somewhat better soils) plans to subdivide it into 4 lots.



This plat was submitted in 2015 as part of a three lot subdivision with the Alley parcel as shown. The creation of an unbuildable lot was not approved and it was required to be part of the either lot that would be buildable. This plat is exactly what was requested and turned down in 2015. Dennis Chaffin wants to buy lot 2 as shown on the plat and plans to re-subdivide lot 2 into 4 lots.

Mr. Chaffin has had a high intensity soils map completed for the four future lots. Mr. Chaffin stated that the owner, Mr. Palk told him that lot 1 was going to be sold as well and continue to be used as tractor trailer storage.

Taylor Dillehay stated that TDEC will not approve lot 1 for building purposes and that the planning commission has approved plats with unbuildable lots and referenced the Smith and Jennings plat approved in 2009. Planning Director Rush stated that he did not recommend approval of unbuildable lots, but if the planning commission voted to approve the subdivision, then a very large plat note needed to be added so that if the plat is reduced and printed on letter paper, that the note will still be legible. Jeff Jones moved to accept the plat with the addition of the plat note. Motion failed with 3 aye votes (Jere Mason, Jeff Jones, and David Mattson) and 5 nay votes (Mike Atwood, Jim Martin, Ted McWilliams, Phil Wilbourn, and Ron Williamson), and Dale Moss abstaining. After more discussion, the plat was deferred until the January meeting so that Mr. Palk could attend to discuss the plat as presented and the sale of the unbuildable lot.

ITEM 9: STAFF REPORTS

- Report from Chairman – None
- Report from Planning Commission Engineer - None
- Report from Planning Director: Meeting location for 2021 meetings. The multi-purpose room at the Cookeville Community Center has been booked for the first Tuesday of every month in 2021. It should be large enough for members to spread out and be socially distant. Ron Williamson moved to set the meeting location for calendar year 2021 to the Cookeville Community Center. Motion was seconded and approved unanimously.
- Report from other Members

ITEM 10: ADJOURNMENT

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

Chairman — Date: 4-4-21

Secretary — Date: 4-9-21

MINUTES
PUTNAM COUNTY REGIONAL PLANNING COMMISSION
NOVEMBER 3, 2020

The Putnam County Regional Planning Commission meeting met at 6:00 p.m. on Tuesday, November 3, 2020 in the County Commission Chambers in the Putnam County Courthouse.

Members attending were Chairman Jere Mason, Vice-Chairman Dale Moss, Secretary Mike Atwood, Jeff Jones, David Mattson, and Phil Wilbourn. Jim Martin, Ted McWilliams, and Ron Williamson were absent. Others present were Planning Director Kevin Rush, Planning Commission Engineer Patrick Rinks, Jim Herrin, Anthony Leonard, Charles Whittenburg, Patricia Qualls, Bill Grimes, Shirley Billingsley, and Wayne Russell.

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 NOVEMBER 3, 2020 AGENDA
Dale Moss moved to approve the agenda for the November 3, 2020 meeting. Motion was seconded and approved unanimously.

ITEM 3: MINUTES OF THE OCTOBER 6, 2020 MEETING
Jeff Jones moved to approve the October 6, 2020 Minutes. 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.
Lee Subdivision Preliminary Plat, Vick Surveying. Conditional preliminary approval 4/7/2020.
Willow Estates Subdivision Preliminary Plat, Clinton Surveying. Conditional preliminary approval 7/7/2020.

ITEM 5: OUTSTANDING LETTERS OF CREDIT:
- **Autumn Woods Certified check $9,000 for hydrant installation**

ITEM 6: ACCEPTANCE OF NEW STREETS: NONE

ITEM 7: ADMINISTRATIVELY APPROVED PLATS

A. ROSE HANEY DIVISION FINAL PLAT, MAPLES SURVEYING
Created one 3.385 acre lot from parcel 023-001.00 with the remainder being more than 5 acres on Morgan Hanley Rd.

B. LINE REVISION AND 2 LOT SUBDIVISION BOBBY JOHNS HEIRS PROPERTY, VICK SURVEYING
Adjusted line between parcels (038M-A-012.00 and 038M-A-011.00) at the corner of McBroom Chapel Rd and Eaton Rd. And divided revised parcel 038M-A-012.00 into two lots of 0.48 and 0.51 acres.

C. SCOTT DAVENPORT DIVISION FINAL PLAT, MAPLES SURVEYING
Created one 4.2 acre lot from parcel 095-111.04 with the remainder being more than 5 acres on Burgess Mill Rd.

D. LOTS 2 AND 3 WINDOW CLIFF VILLAGE SUBDIVISION COMBINATION PLAT, WHITTENBURG SURVEYING

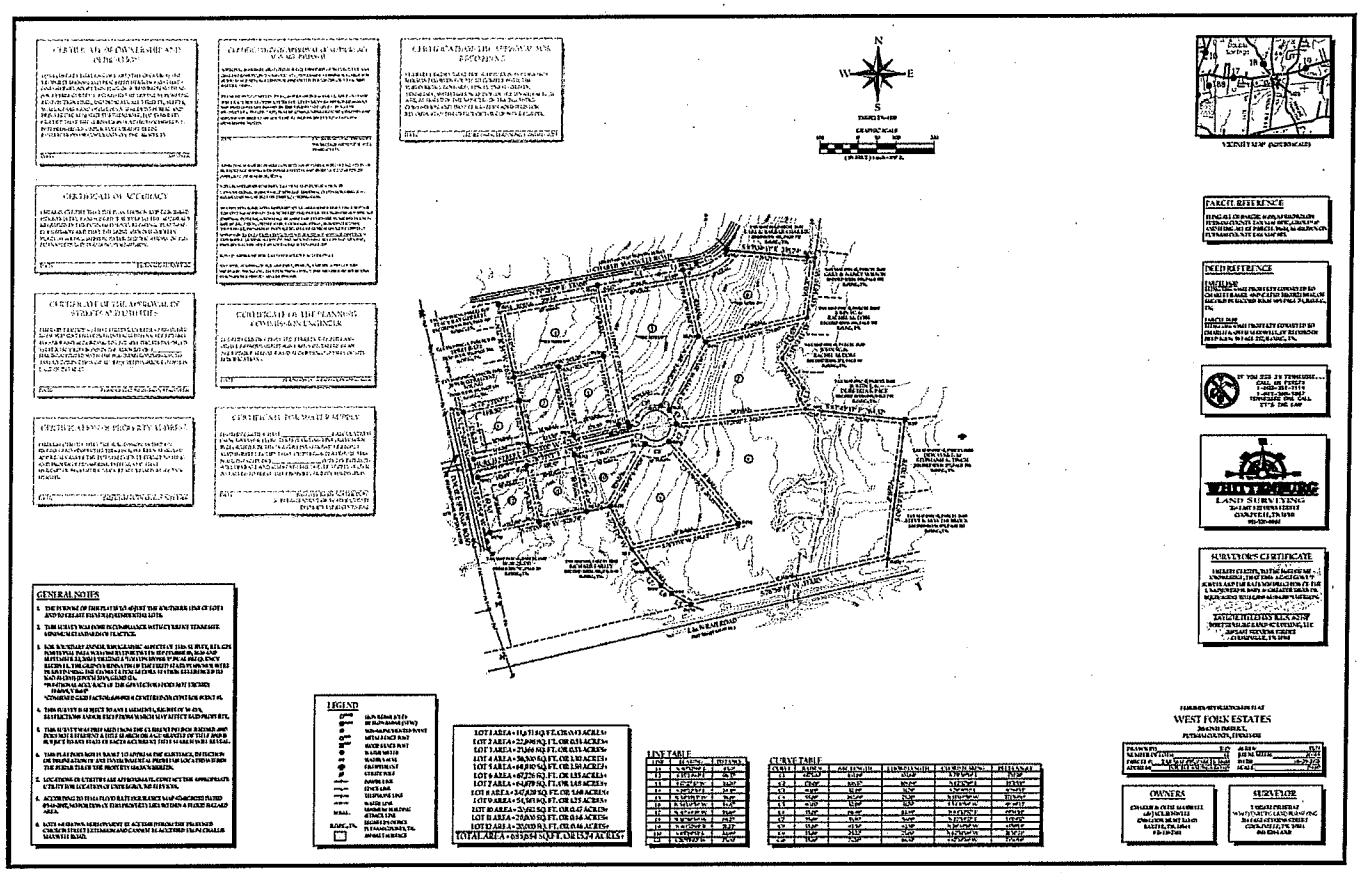
Combined Lots 2 and 3 (parcels 093N-A-002.00 and 093N-A-003.00) in the Window Cliff Village Subdivision on Window Cliff Rd.

ITEM 8: SUBDIVISION PLATS:

A. WEST FORK ESTATES DIVISION PRELIMINARY PLAT, WHITTENBURG SURVEYING

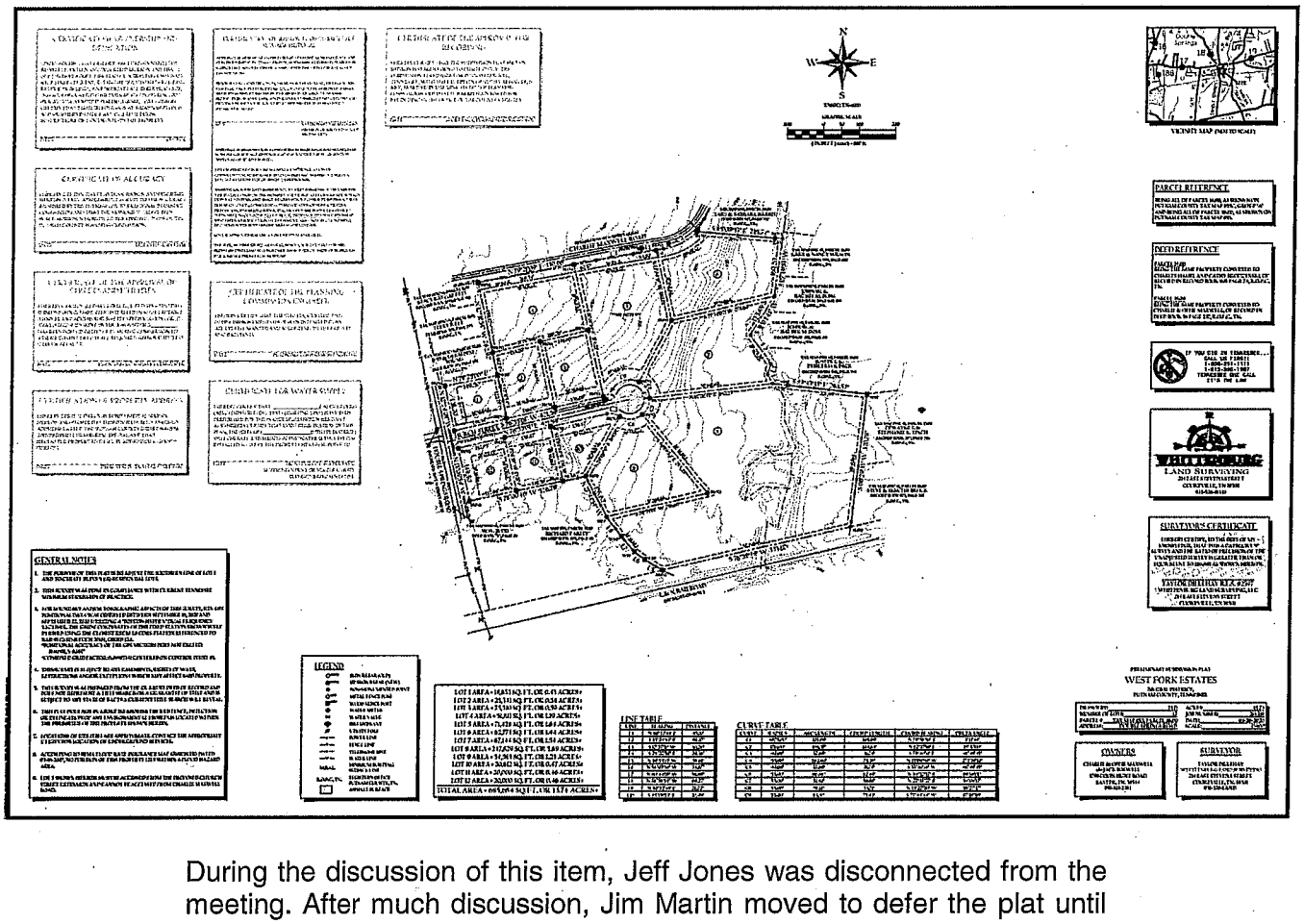
This plat to create 12 lots on 15.74 acres on Double Springs Rd and Charlie Maxwell Rd, across from Church St, specifically from parcel 055-038.00 was deferred at the last meeting. From the minutes of last month:

> This plat is to create 12 lots on 15.74 acres on Double Springs Rd and Charlie Maxwell Rd, across from Church St, specifically from parcel 055-038.00. There is one new road proposed to serve the lots. All lots will have frontage on the new street, which is tentatively called Church St. Two lots (4 and 6) will be flag lots. Lots 4, 5, and 6 will also have frontage on Charlie Maxwell Rd but are restricted from using Charlie Maxwell Rd for ingress and egress. Only a small portion lot 1 as shown is from the parent tract. The house was built across the property line and this plat will give the house a 10 foot strip to fix the encroachment. The road will have a slight offset from the current portion of Church St. There may be a 12 inch main on Charlie Maxwell Rd that serves the UT estates subdivision on Hawkins Crawford Rd.



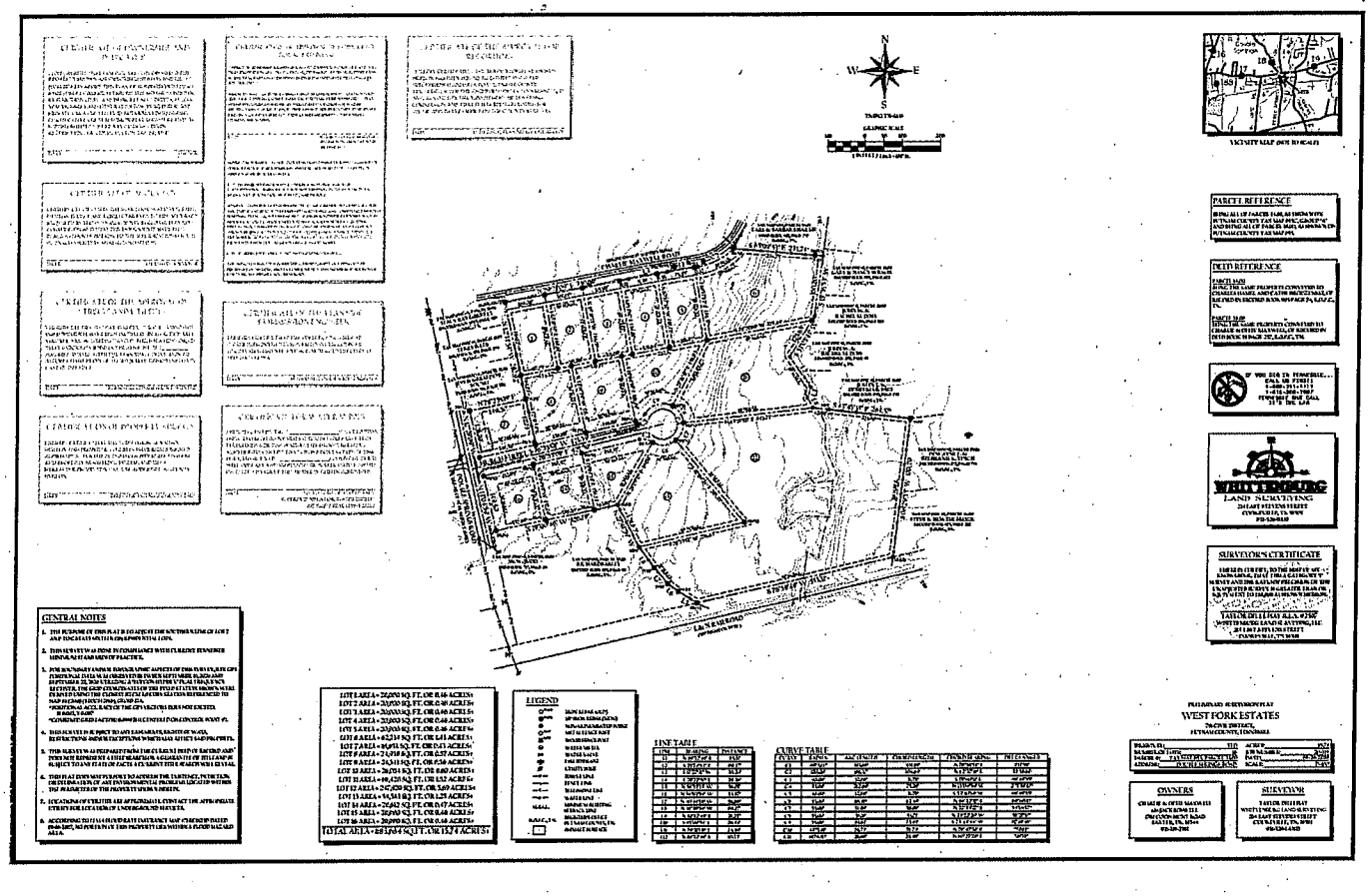
Anthony Leonard, developer, asked the planning commission to consider approving an alternate design of the subdivision. Mr. Leonard would like to have two of the lots (lots 4 and 6) to front on Charlie Maxwell Rd and not be flag lots. He stated that there is a 12 inch water main on Charlie Maxwell Rd and that he would add a fire hydrant on Charlie Maxwell Rd to cover

lots 4 and 6 as well as some of the other houses on Hwy 70 end of Charlie Maxwell Rd. He stated that he will be building the houses in this subdivision. Planning Director Rush stated that by using the flag lots, the lots would all use the new street. This would eliminate the need to use the very narrow Charlie Maxwell Road, which has 36 feet of right-of-way and a single travel lane width of 12 feet of tar and chip surfacing. There was much discussion of the current state of Charlie Maxwell Rd. Planning Director Rush recommended not allowing lots using Charlie Maxwell as it is very substandard. Discussion centered on safety issues with more houses on Charlie Maxwell Rd. Planning Director Rush showed photos of the road. Anthony Leonard stated that if he is required to use the flag lots, he may not develop the subdivision. He stated that the plans to close on the property on December 15, 2020.



During the discussion of this item, Jeff Jones was disconnected from the meeting. After much discussion, Jim Martin moved to defer the plat until the November meeting so that the members could conduct a site visit if they want. Motion was seconded and approved unanimously.

Now a revised plat has been submitted with 6 lots fronting on Charlie Maxwell Rd. Plat now shows 16 lots in total. For six lots to front on Charlie Maxwell Rd, the road will need to be improved and widened. Charlie Maxwell Rd has 36 feet of right-of-way, and 12 foot of tar and chip surfacing. Developer will need to upgrade and widen within the existing 36 foot right-of-way off site and 43 foot right-of-way on site to the following standards: 26' Wide Base (6" thick), Surfacing Width of 20', and 2" minimum Thick Asphalt Surfacing (hot mix). Note that lot seven as shown is a line adjustment to correct an encroachment into this tract.
Here is the revised plat:



Staff stated that when the developer first discussed this division with him, it had six lots on Charlie Maxwell Rd. The developer was informed that with six lots, the planning commission would probably require that Charlie Maxwell Rd be widened at developer's expense for that many lots. Surveyor discussed having two lots front on Charlie Maxwell Rd, and staff suggested an alternate plat with flag lots off of new road.

Jere Mason stated that Earl and Barbara Harris, owners of a below grade home adjoining this subdivision to the north, are concerned about water runoff onto their property.

Mike Atwood stated that he had been called about potential graves being on the site. State law requires access by family to all grave sites. Bill Grimes, descendant of Joseph Ray, stated that Joseph Ray and wife are buried in proposed lot 6 in unmarked graves and there may be a slave cemetery on lot 1. He stated that Glenn Jones, county archivist, told him that the graves may have been marked at one time. He stated that the graves could possibly be moved to closer to the road or to a cemetery. Mike Atwood stated that he was involved with moving graves sites for the Providence Shopping center in Mount Juliet and that process took over two years.

Mr. Grimes presented the following information to the planning commission: "Joseph A. Ray was one of the most prominent and active leaders in the early history of Putnam County. He was the first County Court Clerk of the county after it was first established. He was an officer in the Mexican War. After the Civil War, he was elected Circuit Court Clerk. He was a large landowner, living from early adulthood until his death, five miles west of Cookeville on the Nashville road. His residence was the Double Springs, before there was a village or railroad by that name. Through his active life, he was the proprietor of a general store, located a short distance east of his residence. For many years, the Double Springs post office was at his store. He was an active life stock trader and before the Civil War was a prosperous

businessman. The Civil War freed his slaves and he lost heavily on account of debts owing him for livestock by Southern planters and traders were rendered insolvent by the Civil War. His wife, Lucinda F. Hawes Ray, was a daughter of Daniel W. Hawes and granddaughter of William Quarles, the owner of White Plains plantation. Mr. Ray and his wife are buried off Charlie Maxwell Road in unmarked graves. There is a multitude of his descendants in the Putnam County area."

Mr. Leonard said that he is buying the parcel from the granddaughter of Charlie Maxwell, who says that there are no graves on the site. He stated that widening the road would put the graves, if they exist, under the road.

Rush reported Road Supervisor Randy Jones recommended widening road to 18 feet. Planning Director Rush recommended approval subject to Charlie Maxwell Rd to eastern edge of Lot 6 widened to 18 feet of surfacing, all gravesite issues being addressed on the final plat as required by TCA 46, and submittal of the plan and profile of the new street. The planning commission required the developer to participate in the widening of San Hall Rd as part of approving Penhook Acres.

Anthony Leonard asked the planning commission to consider not requiring Charlie Maxwell Rd to be widened as he considered this to be a different situation than Pen Hook Acres.

Mike Atwood stated that we have rejected subdivisions on substandard county streets. He then moved to approve the preliminary plat subject to Charlie Maxwell Rd being widened to 18 feet of surfacing, all gravesite issues being addressed on the final plat as required by TCA 46, and submittal of the plan and profile of the new street. Motion failed due to a lack of a second.

Phil Wilbourn moved to approve the preliminary plat subject to all gravesite issues being addressed on the final plat as required by TCA 46, and submittal of the plan and profile of the new street. Motion was seconded. Patrick Rinks stated there could be a safety issue without the improvements to Charlie Maxwell Rd. Mr. Leonard stated that he is improving the situation with the house encroachment issue (onto lot 7), adding a fire hydrant to protect more houses than just his development, that there have been zero (0) accidents on Charlie Maxwell Rd., zero (0) accidents at Charlie Maxwell Rd at Double Springs Rd, and only 1 accident at the Hwy 70/Charlie Maxwell Rd intersection.

Motion failed with a roll call vote of 2 yes, 4 no, and 3 absent. Members voting yes were Mike Atwood and Phil Wilbourn. Members voting no were Jere Mason, Dale Moss, Jeff Jones, and David Mattson. Jim Martin, Ted McWilliams, and Ron Williamson were absent.

Rush suggested Planning Commission might want to re-consider 2 lots on Charlie Maxwell Rd. as proposed last month, but Mr. Leonard did not want to consider that option at this time.

B. PATRICIA QUALLS DISCUSSION ON SELLING A TRACT VIA DEED

Patricia Qualls would like to discuss dividing a tract of off parcel 025-009.16 on Benson Road. Ms. Qualls says that a 3 plus acre tract is on a separate deed. This tract does not have any road frontage and is accessed via an easement. The three acre tract was not supposed to be combined with the 7 acres. She would like to survey it and create a new parcel from that land locked deed. https://tnmap.tn.gov/assessment/?GISLink=071025++++00916

Patricia Qualls stated that they had 14 acres on the east side of Benson Road, and bought 3 acres on the west side, then an adjoining 7 acres on the west side of Benson Road. She

stated she had 3 separate deeds. In 2007, the 14 acres on the east side were sold. She is trying to get the 3 acre tract surveyed for estate planning purposes

Mike Atwood suggested she contact Putnam Assessor of Property, Steve Pierce, to see what he can do since she did not ask to have it combined, even for tax purposes. Might also be beneficial to involve Skip Bartlett, who had background information on the situation, and Planner Director Rush in meeting. No action was taken.

ITEM 9: STAFF REPORTS

- Report from Chairman
- Report from Planning Commission Engineer
- Report from Planning Director: Discussion on meeting date. The commission chambers are available on the 2nd, 3rd, and 4th Tuesdays if we want to meet then in the commission chambers so we can meet in-person and social distance. The Commission decided to meet on the second Tuesday in December.
- Report from other Members

ITEM 10: ADJOURNMENT

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

Chairman — Date: 12-8-20

Secretary — Date: 12-8-20

MINUTES
PUTNAM COUNTY REGIONAL PLANNING COMMISSION
OCTOBER 6, 2020

Pursuant to Governor's Executive Orders 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, October 6, 2020.

Members attending were Chairman Jere Mason, Vice-Chairman Dale Moss, Secretary Mike Atwood, Jeff Jones, Jim Martin, Ted McWilliams, and Phil Wilbourn. David Mattson and Ron Williamson were absent. Others present were Planning Director Kevin Rush, Planning Commission Engineer Patrick Rinks, Jim Herrin, Bob Young, Anthony Leonard, Gillen and Michele Young, Darrell Hall and Stone Com.

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
Jim Martin moved to approve the use of electronic meeting for the October 6, 2020 meeting. Motion was seconded and approved unanimously.

ITEM 2: APPROVE THE OCTOBER 6, 2020 AGENDA
Staff noted that the Willow Estates Subdivision had been inadvertently omitted from the list of previously approved preliminary plats on the agenda. Jim Martin moved to approve the corrected agenda for the October 6, 2020 meeting. Motion was seconded and approved unanimously.

ITEM 3: MINUTES OF THE JULY 7, 2020 MEETING
Ted McWilliams moved to approve the July 7, 2020 Minutes. Motion was seconded and approved unanimously. Meetings were not held in August or September due to lack of business.

ITEM 4: REVIEW OF APPROVED PRELIMINARY PLATS

Autumn Woods Preliminary Plat (All Phases), Vick Surveying. Conditional preliminary approval 4/7/2020.
Lee Subdivision Preliminary Plat, Vick Surveying. Conditional preliminary approval 4/7/2020.
Willow Estates Subdivision Preliminary Plat, Clinton Surveying. Conditional preliminary approval 7/7/2020.

ITEM 5: OUTSTANDING LETTERS OF CREDIT:

- **Autumn Woods Certified check $9,000 for hydrant installation**

ITEM 6: ACCEPTANCE OF NEW STREETS:

- **WESTOWNE ESTATES ROADS: WESTOWNE AVE, WESTOWNE CIR, AND WESTOWNE WAY**
- **PEMBROOKE PINES ROADS: PEMBROOKE PINE LN, PEMBROOKE PINE CIR, GOOLSBY LN (EXTENSION)**

Staff noted that the roads listed above had been constructed according to the standards within the subdivision regulations. The developers will have to submit a warranty contract as well as other road documentation. Mike Atwood moved to send the roads to the county commission with a recommendation that they be accepted as county roads, once the required documents are submitted. Motion was seconded and approved unanimously.

ITEM 7: REPORT ON ADMINISTRATIVELY APPROVED PLATS:

A. GEORGE CONLEY AND LOUISE CONLEY PROPERTY FINAL PLAT, VICK SURVEYING
Created one 0.97 acre lot from parcel 051-021.01 with remainder being added to an adjoining tract on Canada Flatt Rd.

B. JONES-MORRIS DIVISION FINAL PLAT, CLINTON SURVEYING
Created one 3.22 acre lot from parcel 029-024.07 with remainder being added to an adjoining tract on Pippin Rd.

C. DONNATH & BILLIE SAVAGE DIVISION FINAL PLAT, WHITTENBURG SURVEYING
Created one 1.85 acre lot from parcel 051-063.00 on Poplar Grove Rd.

D. DEBERRY SUBDIVISION COMBINATION PLAT, VICK SURVEYING
Combined Lots 33, 34, and a portion of 35 in the Deberry Subdivision on Flatt Wheeler Rd.

E. MATTHEW & JACLYN SLIGER FINAL PLAT, WHITTENBURG SURVEYING
Created two lots from parcel 008-043.05 on Burgess Allen Rd.

F. COMBINATION PLAT OF LOT 6 AND 7 OF MOCKINGBIRD HILL SUBDIVISION, VICK SURVEYING
Combined parcels 038M-B-004.00 and 038M-B-005.00 on Mockingbird Hill Circle.

G. KOCH-KING/ENGLAND PROPERTY FINAL PLAT, GLOBAL SURVEYING
Line adjustment between parcels 133-032.01 and 133-031.01 on Glade Creek Rd.

H. SOLON & JOANNA RUTH WHITEFIELD AND CHARLES & KELLY STIRIZCONLEY AND LOUISE CONLEY PROPERTY FINAL PLAT, WHITTENBURG SURVEYING
Line adjustment between parcels 062-029.00 and 062-029.01 on Lowetown Rd and Tightfit Rd.

I. WHITEHALL-SMITH CHAPEL DIVISION FINAL PLAT, CLINTON SURVEYING
Split parcel 009-033.00 into two lots on Smith Chapel Rd and Whitehall Rd.

J. GEORGE CONLEY AND LOUISE CONLEY PROPERTY FINAL PLAT, VICK SURVEYING
Created two lots lot from parcel 051-023.00 on Canada Flatt Rd.

K. HIGGENBOTHAM DIVISION, WHITTENBURG SURVEYING
Created one 1.27 acre lot from parcel 018-029.00 on Fox Ridge Rd.

L. LINE REVISION OF LOT 6 AND 7 OF SOUTHWIND SUBDIVISION AND JB DAVIS PROPERTY FINAL PLAT, VICK SURVEYING
Divided lot 7(085N-A-007.00) between adjoining parcels (085N-A-006.00 and 085-068.02) on Sunbright Circle.

M. PAUL BYRNE AND CARLEEN BYRNE PROPERTY FINAL PLAT, VICK SURVEYING
Split one 2.83 acre lot in one 0.91 acre lot and one 1.92 acre lot from parcel 084-005.06 with on Herbert Garrett Rd.

N. ROY CARMACK PROPERTY FINAL PLAT, VICK SURVEYING
Combined four parcels (055B-B-008.00, 055B-B-010.00, 055B-B-010.01, and 055B-B-011.00) into two lots on Church Street and Front Street at Lemings St.

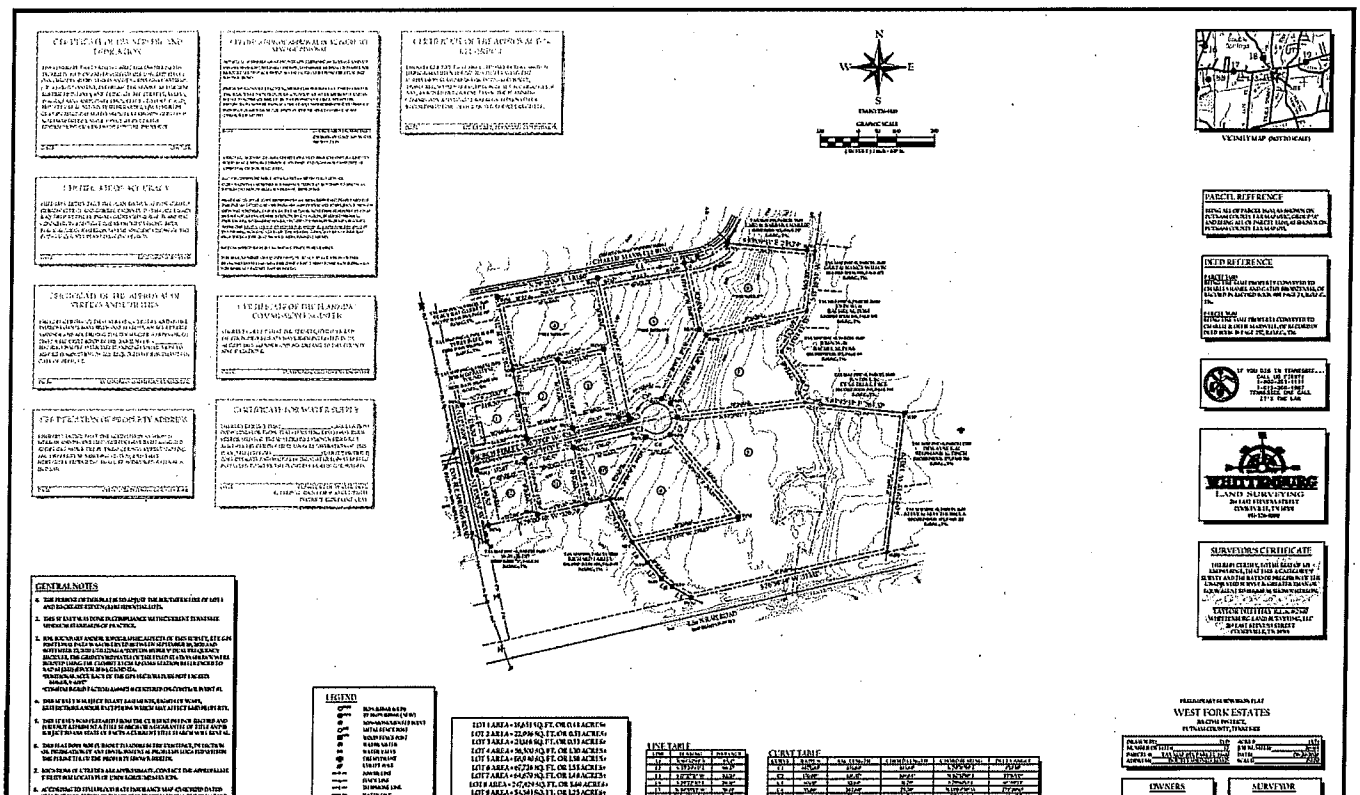
O. PRESLEY INVESTMENTS PROPERTY FINAL PLAT, VICK SURVEYING

Created one 2.70 acre lot from parcel 113-019.00 with remainder being across the street on Henley Rd.

ITEM 8: SUBDIVISION PLATS:

A. WEST FORK ESTATES DIVISION PRELIMINARY PLAT, WHITTENBURG SURVEYING

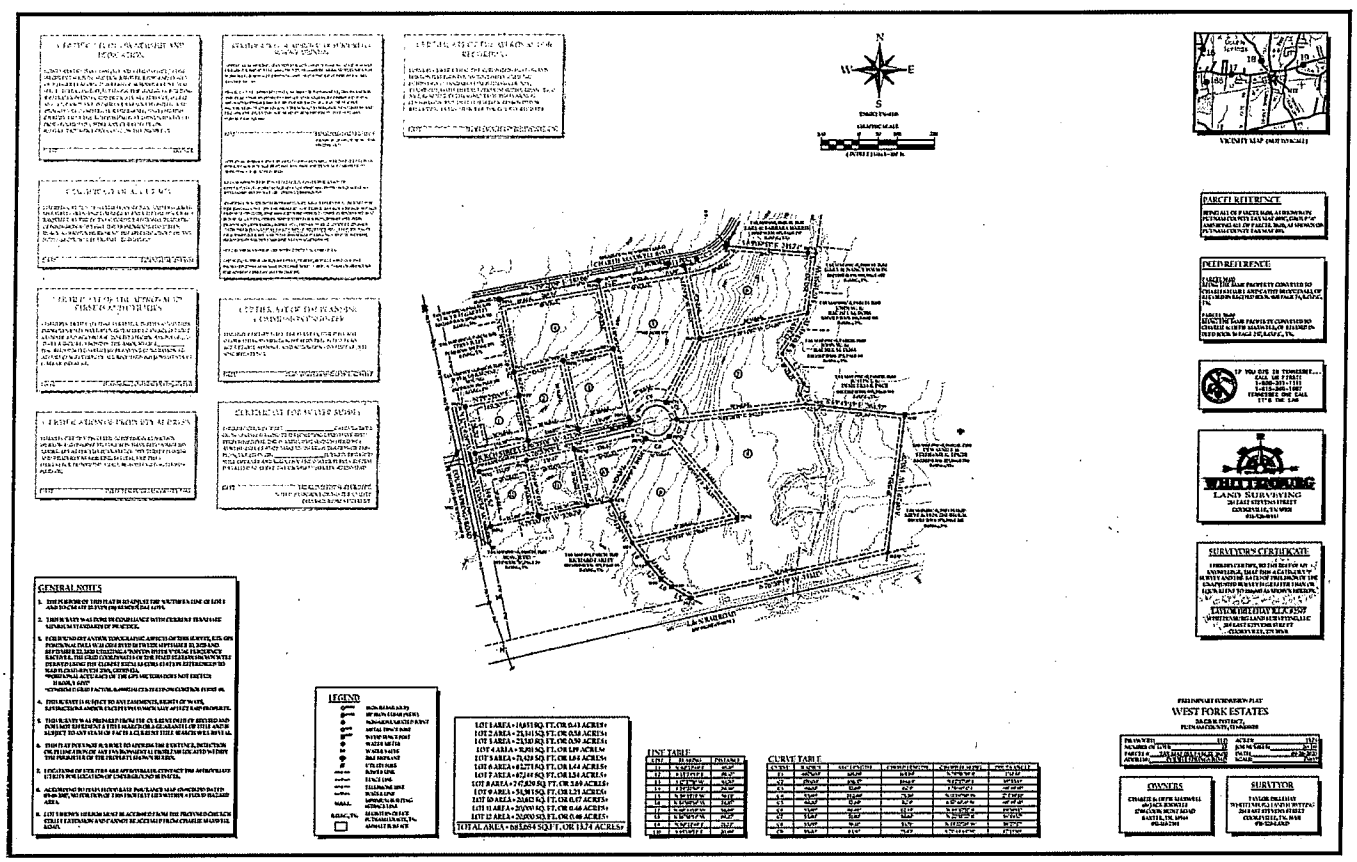
This plat is to create 12 lots on 15.74 acres on Double Springs Rd and Charlie Maxwell Rd, across from Church St, specifically from parcel 055-038.00. There is one new road proposed to serve the lots. All lots will have frontage on the new street, which is tentatively called Church St. Two lots (4 and 6) will be flag lots. Lots 4, 5, and 6 will also have frontage on Charlie Maxwell Rd but are restricted from using Charlie Maxwell Rd for ingress and egress. Only a small portion lot 1 as shown is from the parent tract. The house was built across the property line and this plat will give the house a 10 foot strip to fix the encroachment. The road will have a slight offset from the current portion of Church St. There may be a 12 inch main on Charlie Maxwell Rd that serves the UT estates subdivision on Hawkins Crawford Rd.



Anthony Leonard, developer, asked the planning commission to consider approving an alternate design of the subdivision. Mr. Leonard would like to have two of the lots (lots 4 and 6) to front on Charlie Maxwell Rd and not be flag lots. He stated that there is a 12 inch water main on Charlie Maxwell Rd and that he would add a fire hydrant on Charlie Maxwell Rd to cover lots 4 and 6 as well as some of the other houses on Hwy 70 end of Charlie Maxwell Rd. He stated that he will be building the houses in this subdivision. Planning Director Rush stated that by using the flag lots, the lots would all use the new street. This would eliminate the need to use the very narrow Charlie Maxwell Road, which has 36 feet of right-of-way and a single travel lane width of 12 feet of tar and chip surfacing. There was much discussion of the current state of Charlie Maxwell Rd. Planning Director Rush recommended not allowing lots using Charlie Maxwell as it is very substandard. Discussion centered on safety issues with more houses on Charlie Maxwell Rd. Planning Director Rush showed photos of the

road. Anthony Leonard stated that if he is required to use the flag lots, he may not develop the subdivision. He stated that the plans to close on the property on December 15, 2020.

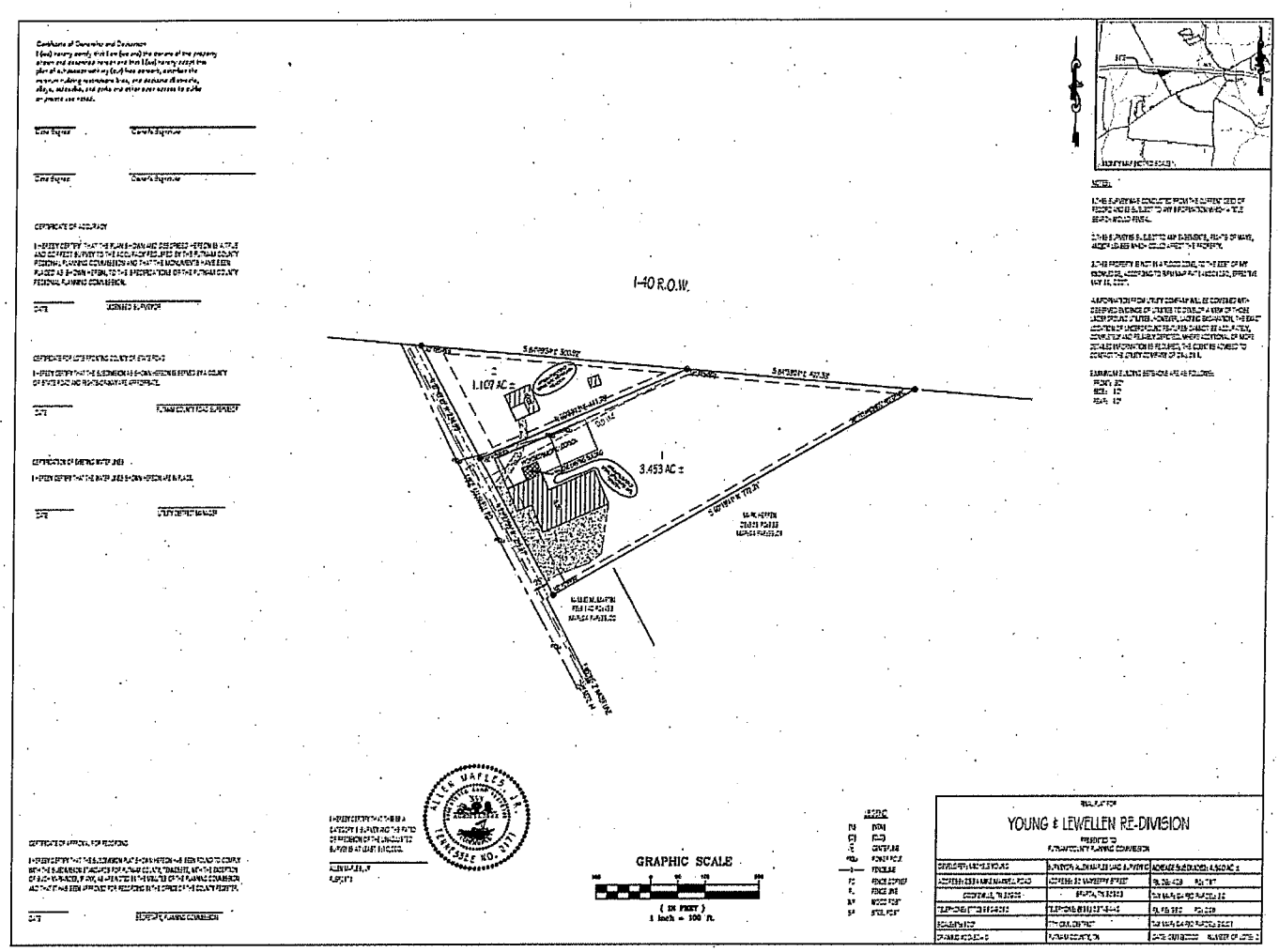
During the discussion of this item, Jeff Jones was disconnected from the meeting. After much discussion, Jim Martin moved to defer the plat until the November meeting so that the members could conduct a site visit if they want. Motion was seconded and approved unanimously.



B. YOUNG AND LEWELLEN RE-DIVISION FINAL PLAT, MAPLES SURVEYING

This plat is to adjust the property lines between lots on Mike Maxwell Rd. On Lot 1, there is a business (Custom Tool) that is looking to expand. Their existing building violates the front setback. They are asking for a variance from the setback for the expansion to follow the front of the existing building. They stated that the flow of the building will not work for their tow motors if the building has to be offset due to the setback.

Developer stated driveway would be re-routed to house and they have first dibs on house lot that may be used for further expansion. After discussion, Jim Martin moved to approve the plat with a variance on the proposed expansion encroaching in the setback upon finding that the variance would be not significantly impact traffic due to the site being at the end of a dead end street. Motion was seconded and approved unanimously.

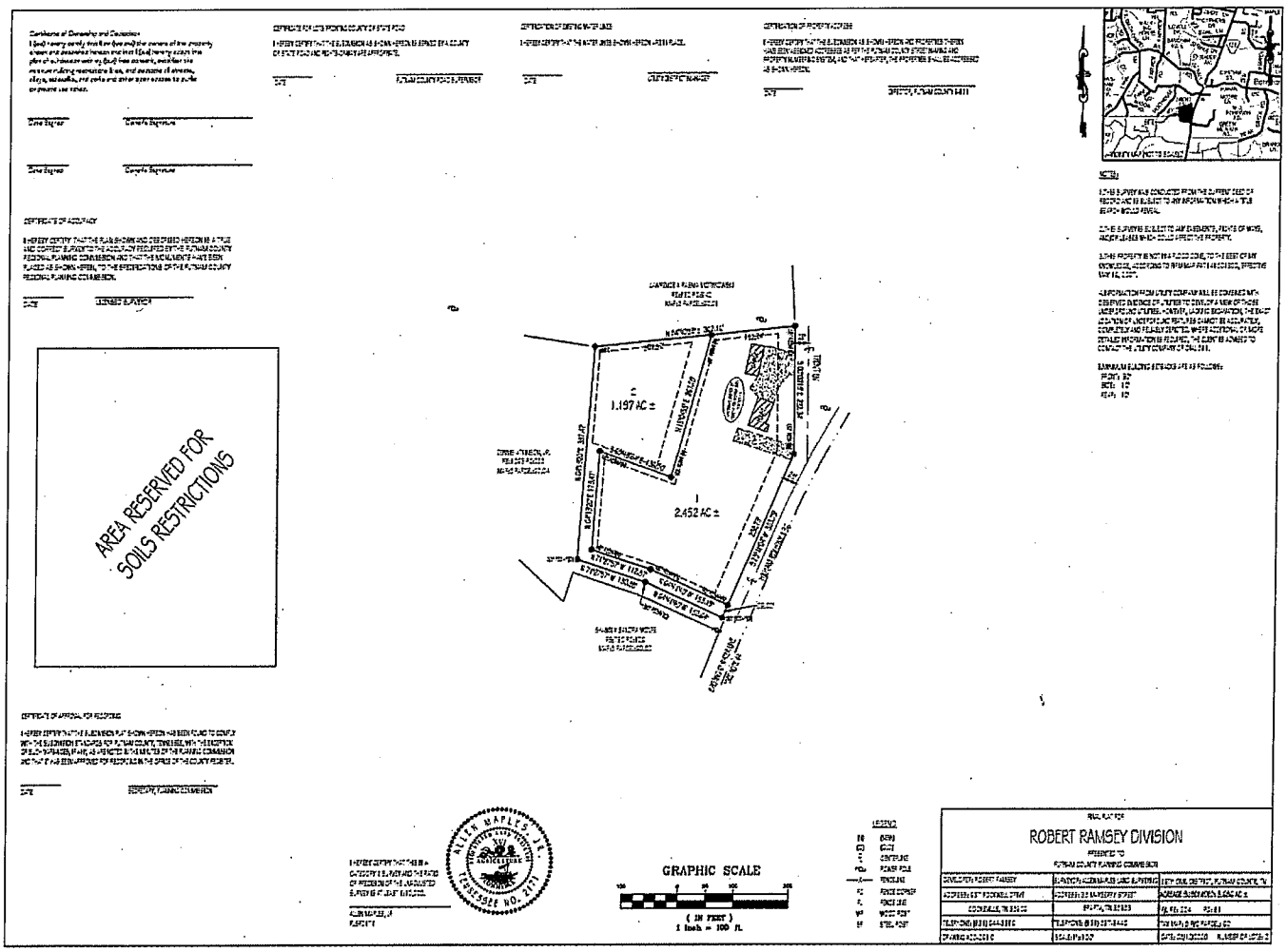


C. ROBERT RAMSEY DIVISION FINAL PLAT, MAPLES SURVEYING

This plat is to create one 1.197 acres flag lot from parcel 008-060.00 on Hilham Rd at Trent Ln. As the pole portion of the proposed lot will exceed our maximum length for flag lots. This will need TDOT approval of any subdivision as Hilham Rd is a state route.

The discussion on this item centered on the "pole" portion of the proposed flag lot. Planning Director Rush stated that the length of the pole exceeds the maximum length in the subdivision regulations and therefore he did not recommend approval. Staff described options that would remove the need to have such a long "pole".

After discussion, Phil Wilbourn moved to deny the plat stating that the pole portion of the flag exceeded the maximum length. 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: 12-8-20

Secretary — Date: 12-8-20

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 Wiliamson 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 (Pembrooke 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.

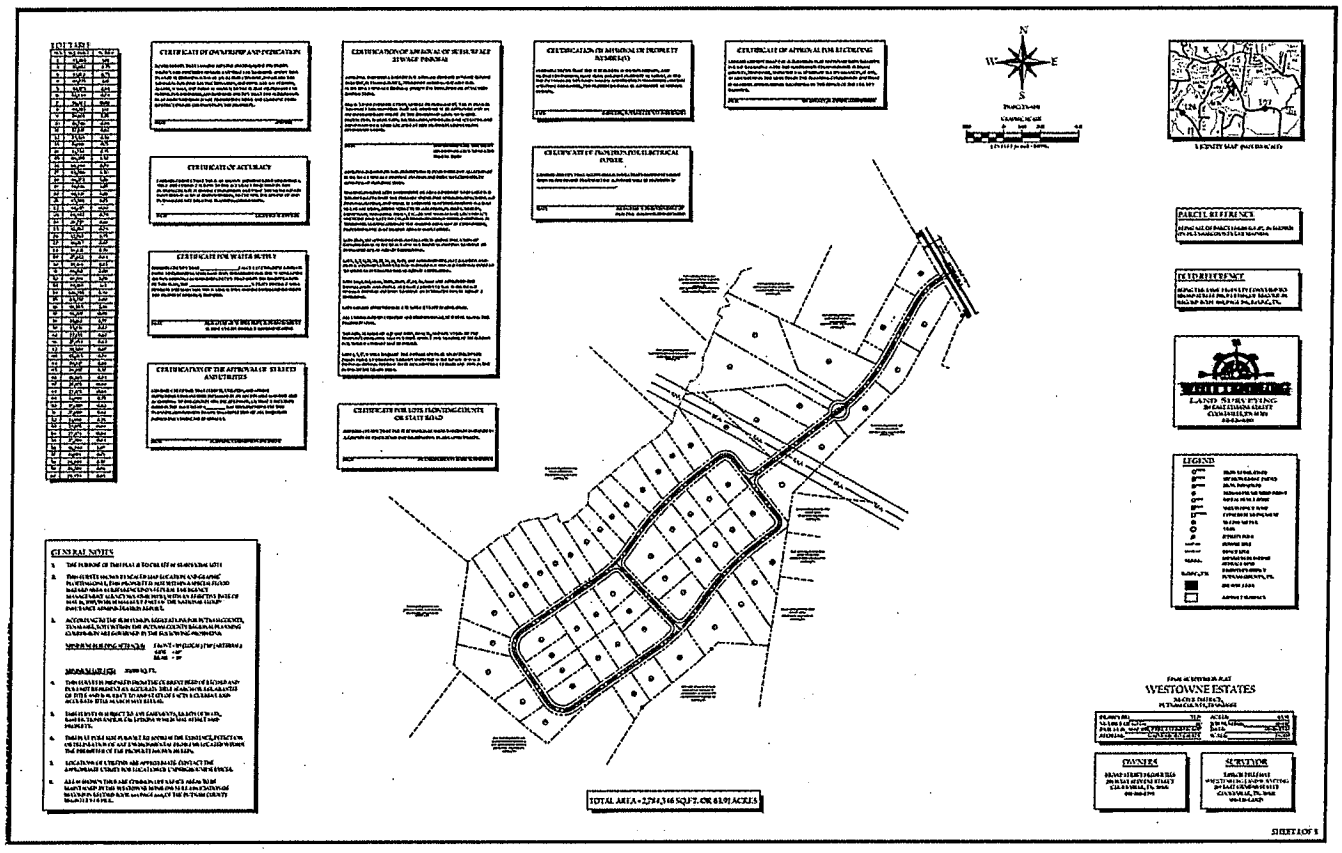
John Donnelly moved to approve the preliminary plat with the cul-de-sac turn around added to the intersection of Westowne Avenue and Westowne Court; the entrance being made three lanes, and submittal of the plan and profile of all the roads. Motion was seconded and approved unanimously with Chairman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

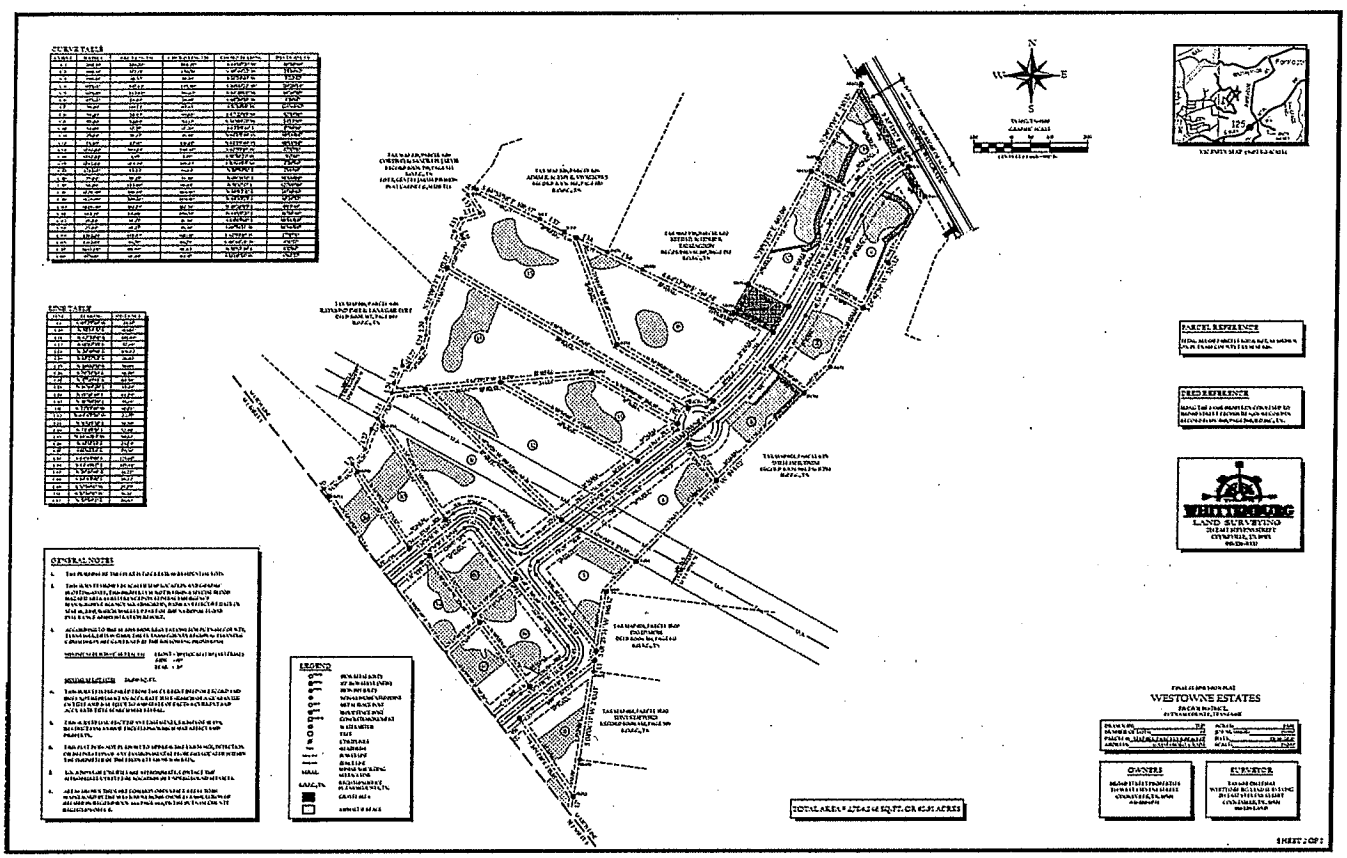
Westowne Court has been eliminated and replaced with a couple of flag lots. TDOT did not want the wider entrance, so they have narrowed it back to 2 lanes. They do show the cul-de-sac turn around where the old Westowne Court intersected Westowne Ave. TDOT is going to require that the developers install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

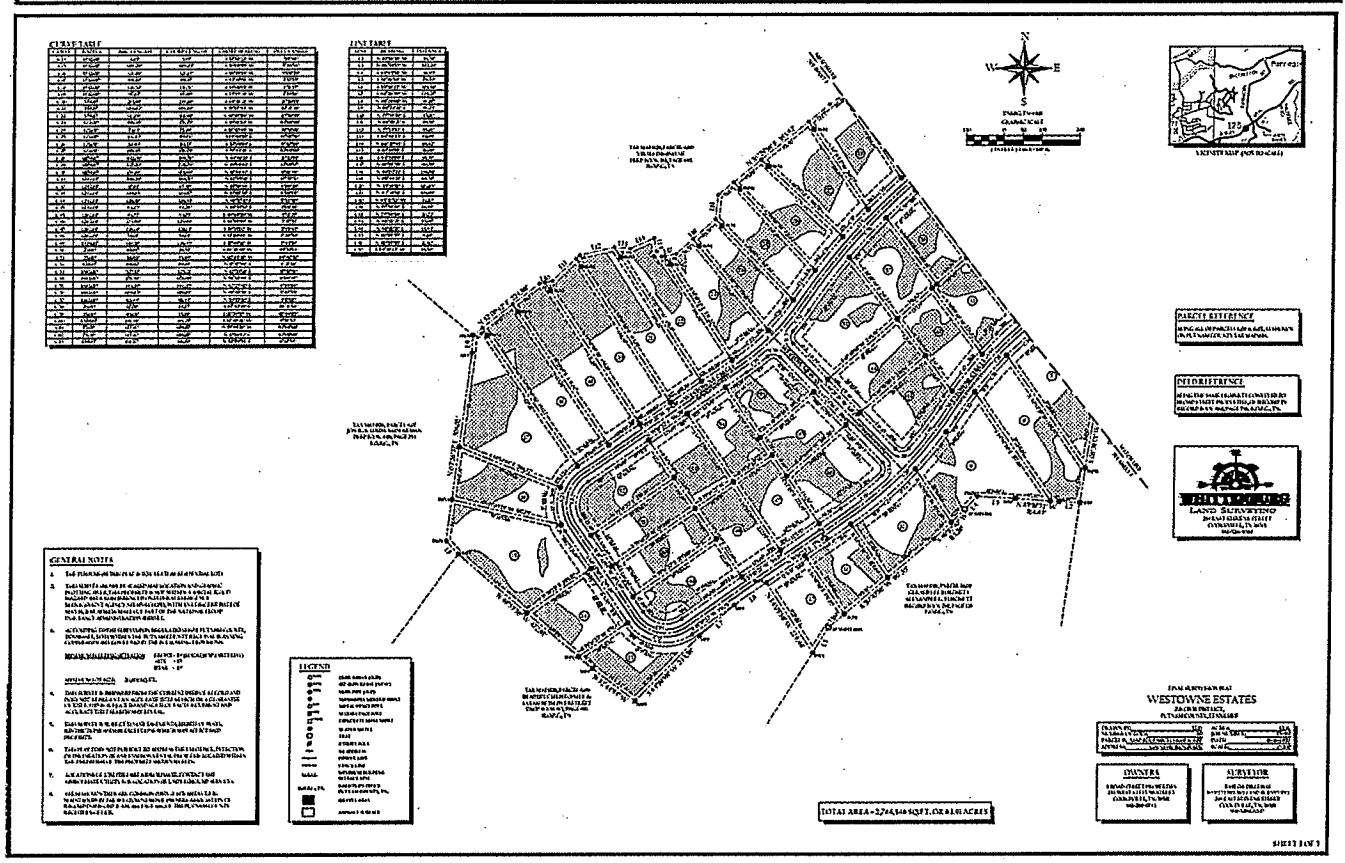
Jere Mason moved to approve the plat as presented. Motion was unanimously approved with the Chairman Wright abstaining.

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.

Staff stated that the paving of the roads started today and should be completed within a couple of days and then the shoulder stone will installed. This should be done in the next couple of weeks. The developers have submitted a certified check in the amount of $165,000 to cover the roads completion of the roads. Staff noted a few technical deficiencies with plat such as all fire hydrants, tiles, and drainage easements need to be shown, and that once corrected, the plat will be ready for signatures and should be approved. Planning Commission Engineer Rinks agreed. Mike Atwood moved to approve the final plat subject to the corrections noted by staff and accept the $165,000 certified check as surety for the completion of the roads. Motion was seconded and unanimously approved.




CURVE TABLE
LINE TABLE
GENERAL NOTES
LEGEND
PARCEL REFERENCE
DEED REFERENCE
WHITTENBURG
LAND SURVEYING
WESTOWNE ESTATES
OWNERS
SURVEYOR

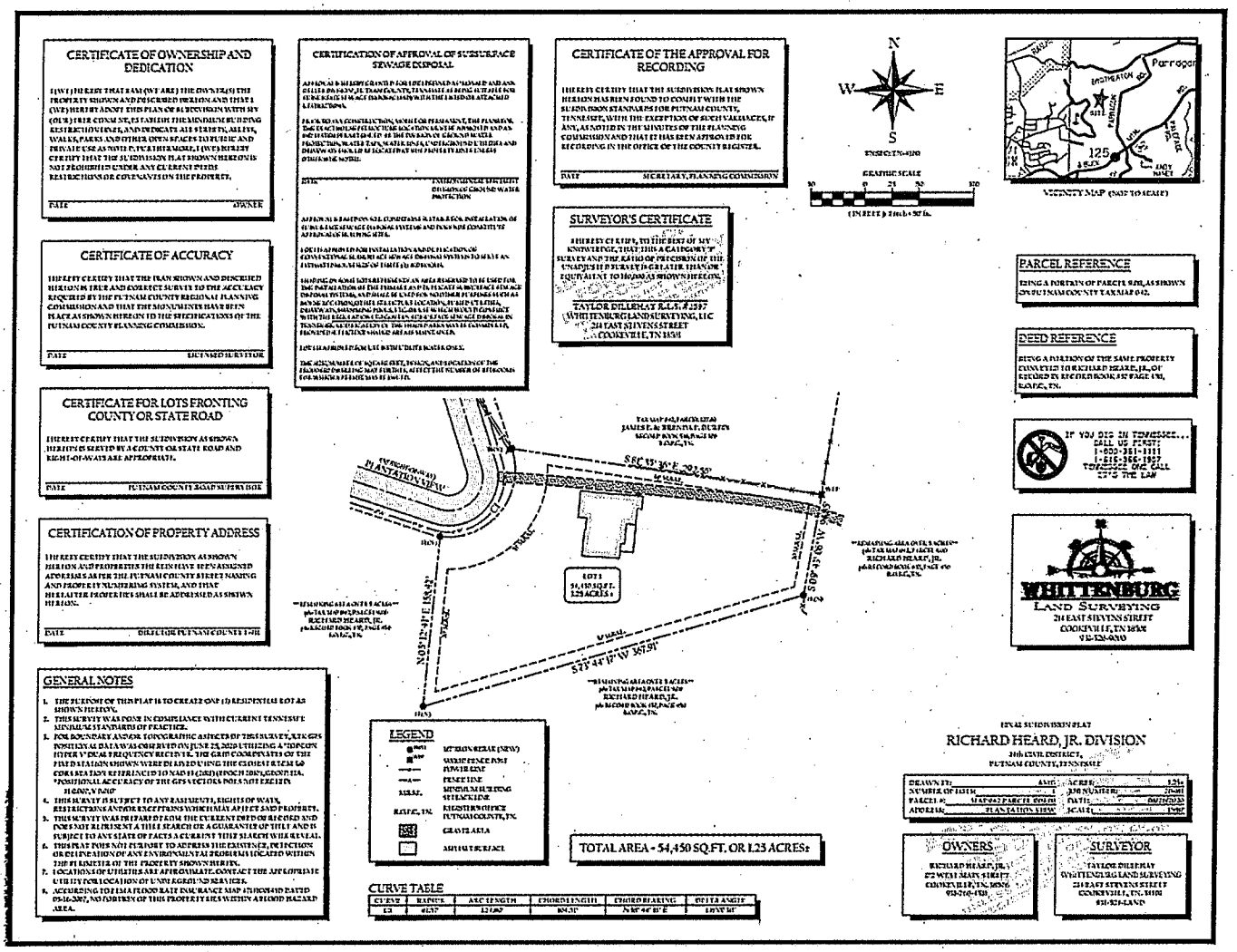

CURVE TABLE
LINE TABLE
GENERAL NOTES
LEGEND
PARCEL REFERENCE
DEED REFERENCE
WHITTENBURG
LAND SURVEYING
WESTOWNE ESTATES
OWNERS
SURVEYOR

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.

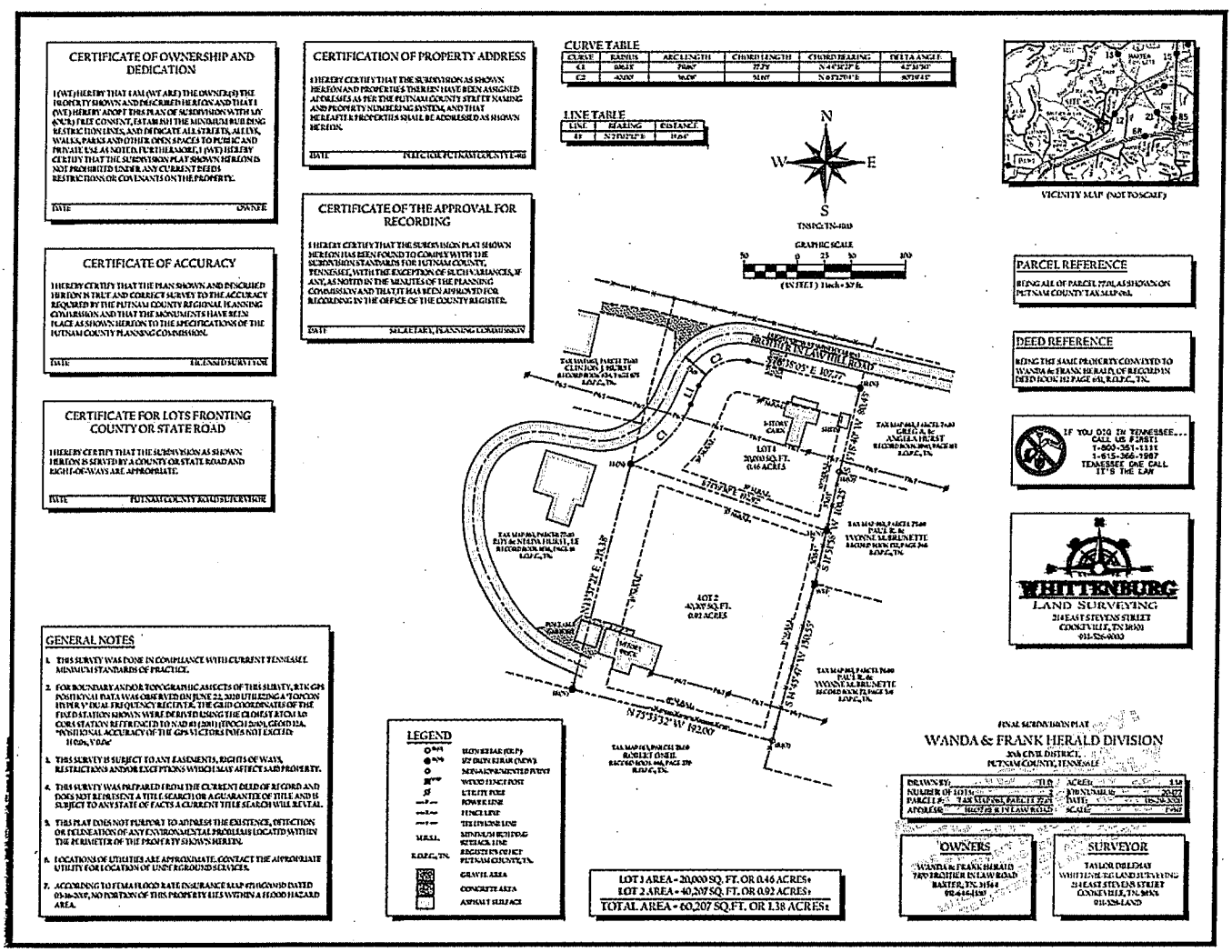


C. WANDA AND FRANK HERALD DIVISION FINAL PLAT, WHITTENBURG SURVEYING

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.

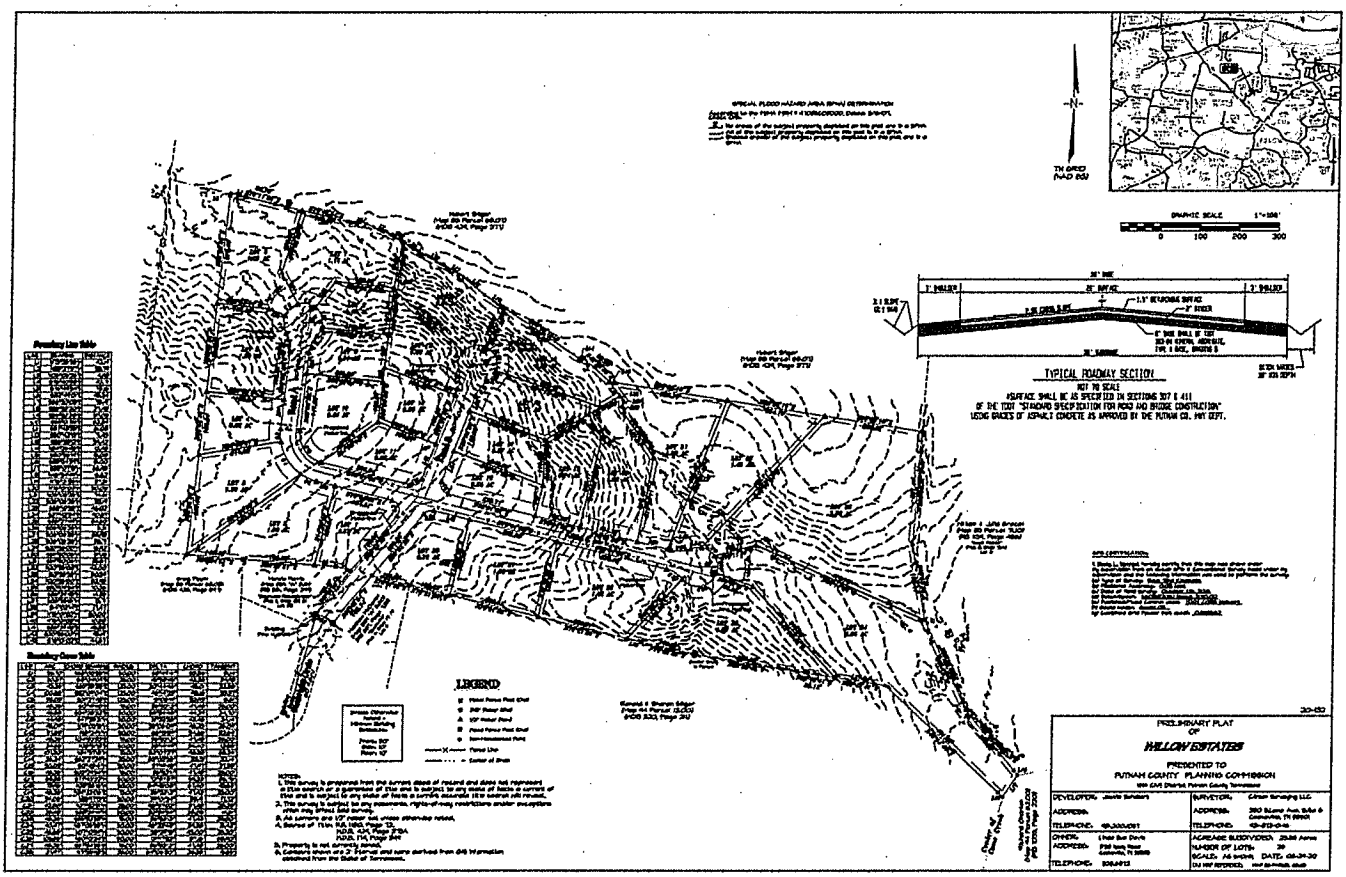
Neely Road has a right-of-way of 34 feet. Planning Commission Engineer Rinks stated that he went and measured the width of Neely Road and it ranged from 16 to 18 feet wide with it being mostly 17 feet wide, with no shoulders. The developers know that they will have some wetland issues and have designed 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.

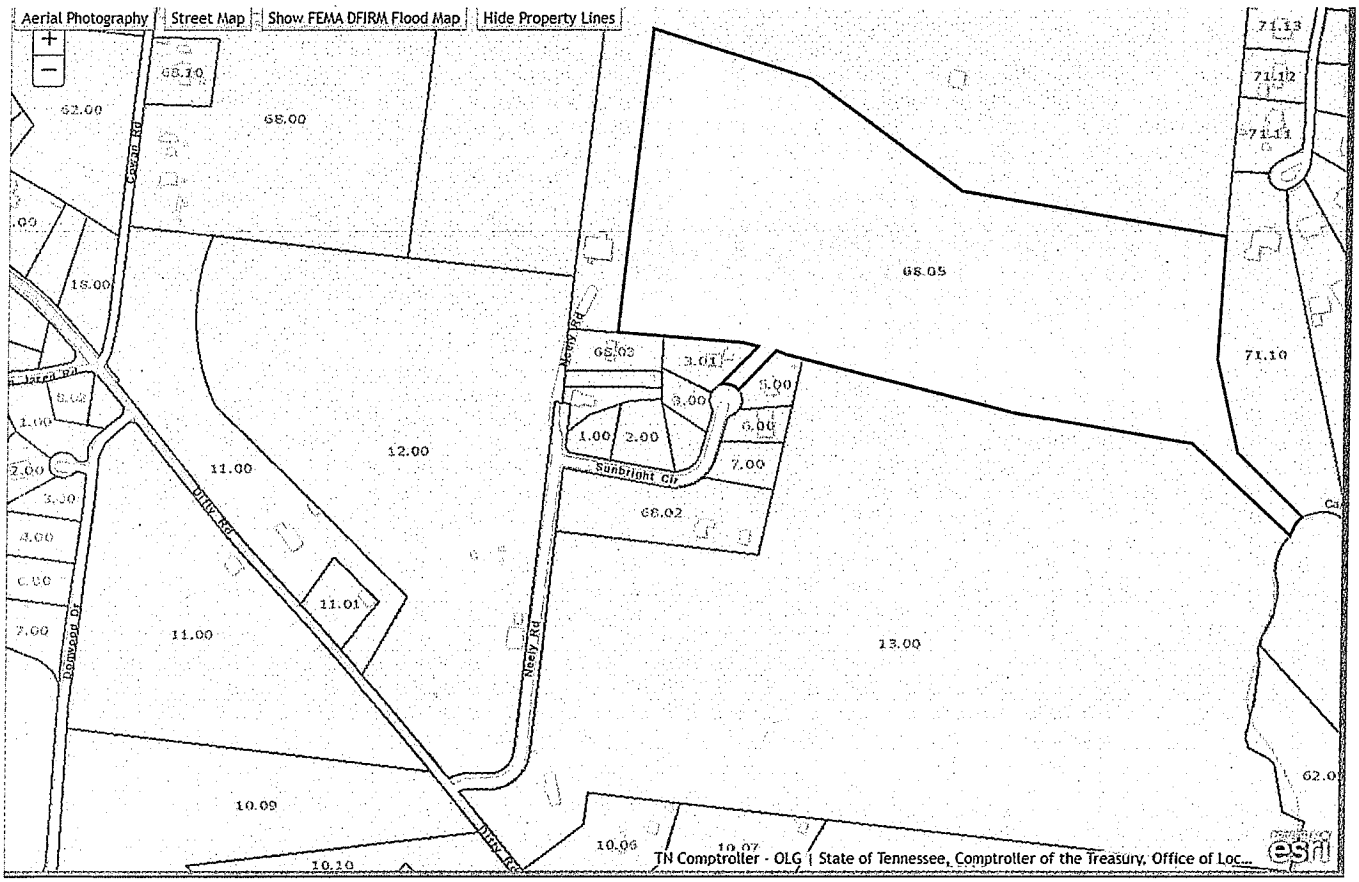
A very small development is located in the 1% Annual Risk Floodplain (a 100 year floodplain) as identified by FEMA FIRM. This should be noted on the plat and depicted graphically on the final plat. After some discussion, as to whether or not the Southwind Subdivision (the development which built Sunbright 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.


TYPICAL ROADWAY SECTION
LEGEND
PRELIMINARY PLAT
OF
WILLOW ESTATES
PRESENTED TO
PUTNAM COUNTY PLANNING COMMISSION


Aerial Photography
Street Map
Show FEMA DFIRM Flood Map
Hide Property Lines
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62.00
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Cowan Rd
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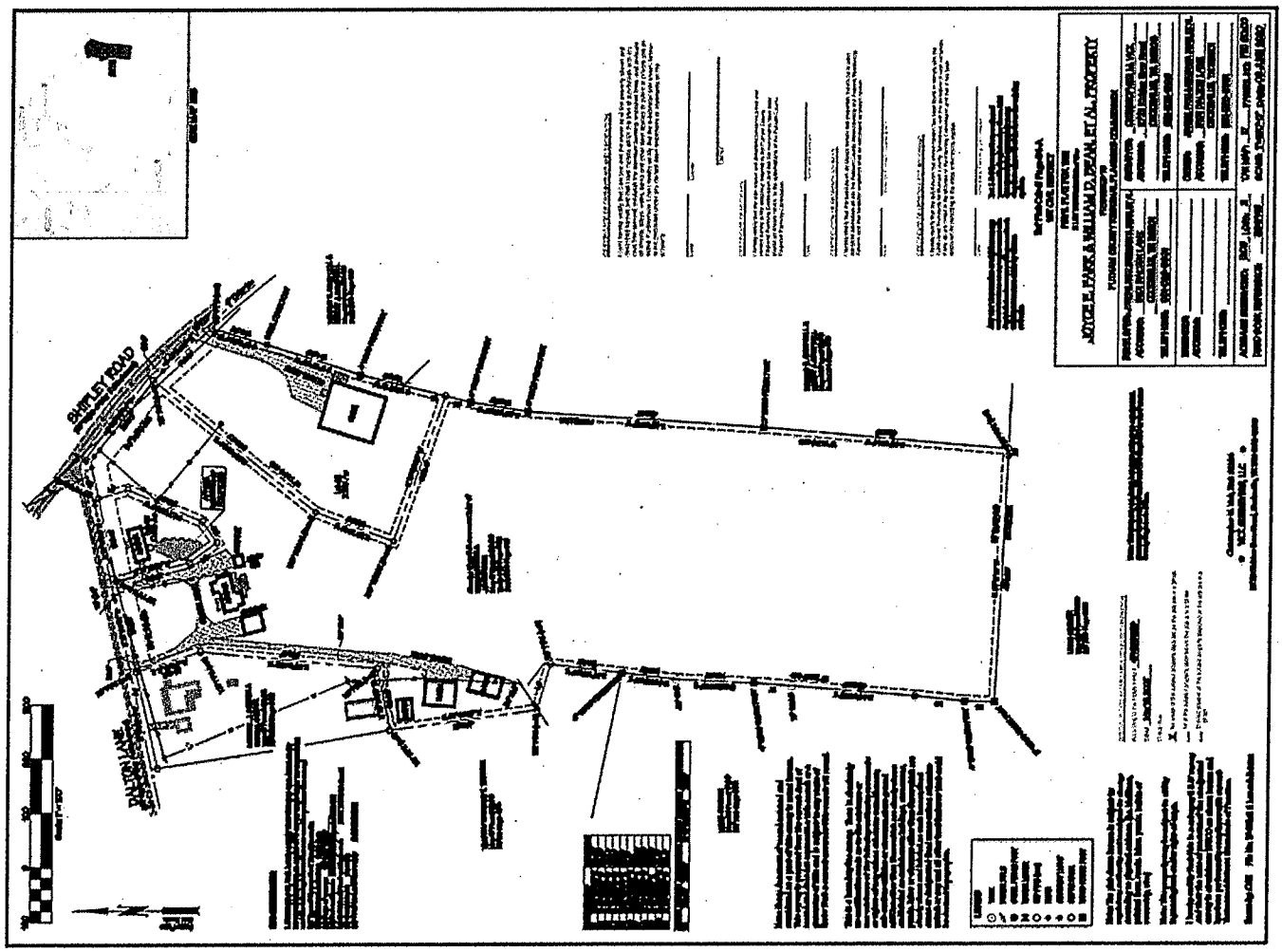
TN Comptroller - OLG | State of Tennessee, Comptroller of the Treasury, Office of Loc...

E. JOYCE FARR & WILLIAM DEAN, ET AL PROPERTY FINAL PLAT, VICK SURVEYING

This plat creates two lots on Shipley Road and Dalton Lane from 017-060.00. Lot 2 has a barn and was previously subdivided off. That plat was recorded in Plat Cab G Slide 64-A. It was then recombined with this property. There is a house on the proposed lot (labeled lot 3) that will share a drive way with the remainder.

Planning Director Rush and Planning Commission Engineer Rinks talked to the owners during a site visit and they are going to widen the existing driveway to lot 3 and remainder to avoid and easement. A plat note will be adding stating there is not a shared drive and no easement exists.

Ron Williamson moved to approve the plat with the note, once the drive is widened. Motion was seconded and unanimously approved



ITEM 9: Discussion Items: Jim Martin wanted to discuss instead of electronic meetings that we consider meeting in the upstairs county commission for socially distance meeting. Staff stated that the Republican Committee meets on our nights in that room. It was suggested that we could meet at another date and time or in the E911 education room. Planning Director Rush stated that he would look at alternatives.

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: 12-8-20

Secretary — Date: 12-8-20

MINUTES
PUTNAM COUNTY REGIONAL PLANNING COMMISSION
MAY 5, 2020

Pursuant to Governor's Executive Order No. 16 and in light of the COVID-19 pandemic, the Open, Public Regular Meetings of the Putnam County Regional Planning Commission was conducted via a zoom meeting (Meeting ID: 834 6698 1649 Password: 002571) at 6:00 PM on Tuesday, May 5, 2020. For public access, the meeting was recorded and the video uploaded to https://www.facebook.com/HighlandsPlanning.

Members attending remotely were Chairman Jere Mason, Vice-Chairman Dale Moss, Secretary Mike Atwood, Jeff Jones, Jim Martin, Ted McWilliams, and Phil Wilbourn. David Mattson and Ron Williamson were absent. Others present were Planning Director Kevin Rush, Planning Commission Engineer Patrick Rinks, Chris Vick (Vick Surveying), Craig Eicholtz, and members of the media.

Planning Director Rush stated that Chairman Mason, Vice Chair Moss, Planning Commission Engineer Rinks and he were in his office using two laptops and Chairman Mason would run the meeting. All votes would 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
Jim Martin moved to approve the use of electronic meeting for April and May Meetings. Motion was seconded and approved on a roll call vote with Chairman Jere Mason, Vice-Chairman Dale Moss, Secretary Mike Atwood, Jeff Jones, Jim Martin, Ted McWilliams, and Phil Wilbourn voting yes. David Mattson and Ron Williamson were absent.

ITEM 2: APPROVE THE APRIL 7, 2020 AGENDA
The meeting agenda was approved by voice vote upon a motion by Jim Martin.

ITEM 3: MINUTES OF THE APRIL 7, 2020 MEETING
Planning Director Rush stated that there was a correction to the minutes that were sent out. The description of item 8A should have stated the subdivision had a total of 9 lots, with 2 on Baxter Road and 7 lots on Window Cliff Road.

Ted McWilliams moved to approve the April 7, 2020 Minutes with the correction. Motion was seconded and approved on a roll call vote with Chairman Jere Mason, Vice-Chairman Dale Moss, Secretary Mike Atwood, Jeff Jones, Jim Martin, Ted McWilliams, and Phil Wilbourn voting yes. David Mattson and Ron Williamson were absent.

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.
Window Cliff Village Preliminary Plat, Whittenburg Surveying. Conditional preliminary approval 4/7/2020.
Blackburn Farms Preliminary Plat, Whittenburg Surveying. Conditional preliminary approval 4/7/2020.

ITEM 5: OUTSTANDING LETTERS OF CREDIT: Larry Hatfield (Pembrooke 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. LINE ADJUSTMENT LOTS 10 AND 11 PINNACLE VIEW SUBDIVISION, VICK SURVEYING

Line adjustment in Pinnacle View Subdivision.

B. DOLLAR GENERAL-SILVER POINT, BEGINNING POINT LAND SURVEYING

Line adjustment of the new Dollar General site in Silver Point on Hwy 56.

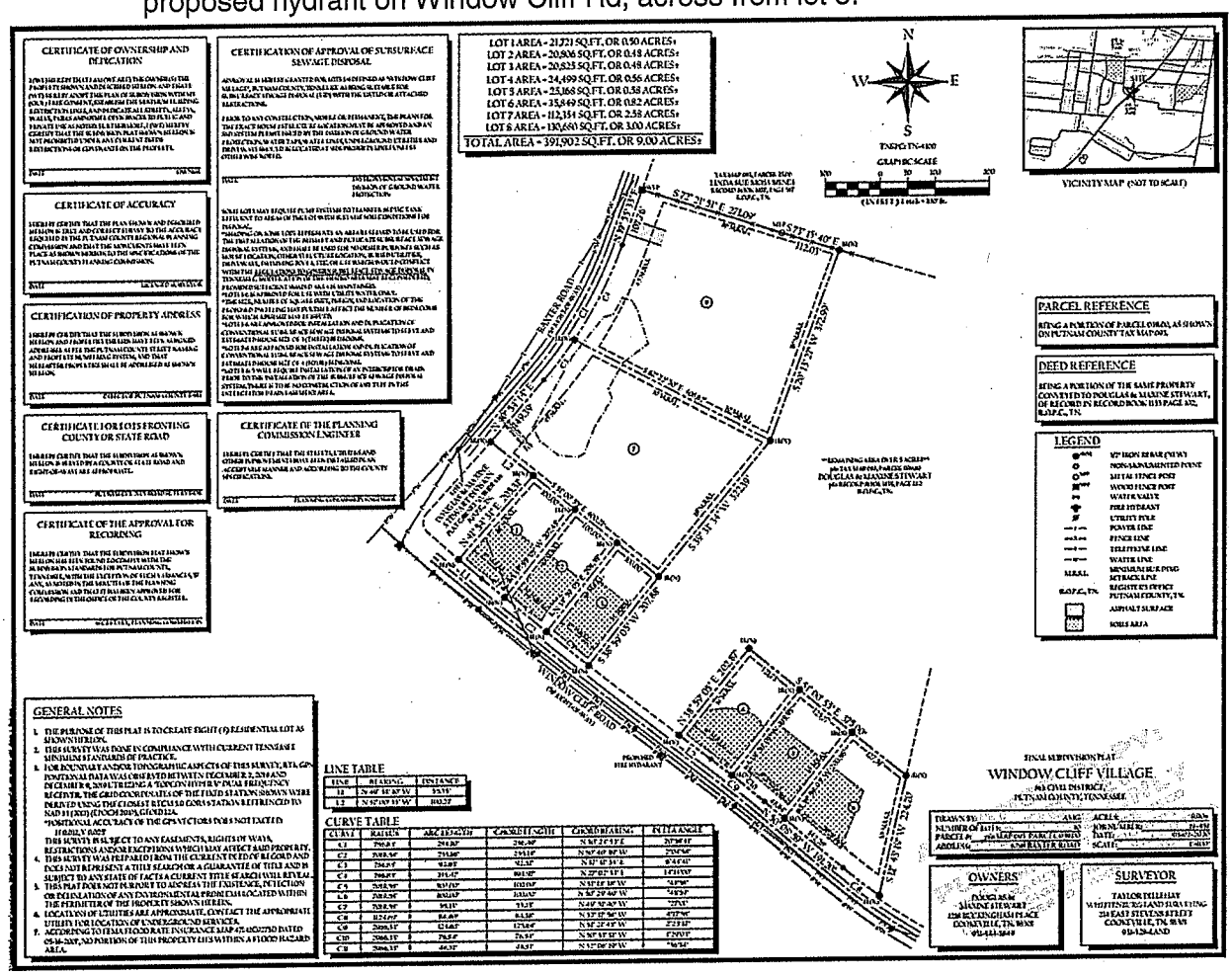
C. NEWBERRY NORTH SUBDIVISION, VICK SURVEYING

Created 2 lots with existing houses on Bunker Hill Road at S Lovelady Rd from Parcel 095-106.00.

ITEM 8: SUBDIVISION PLATS:

A. WINDOW CLIFF VILLAGE FINAL 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.

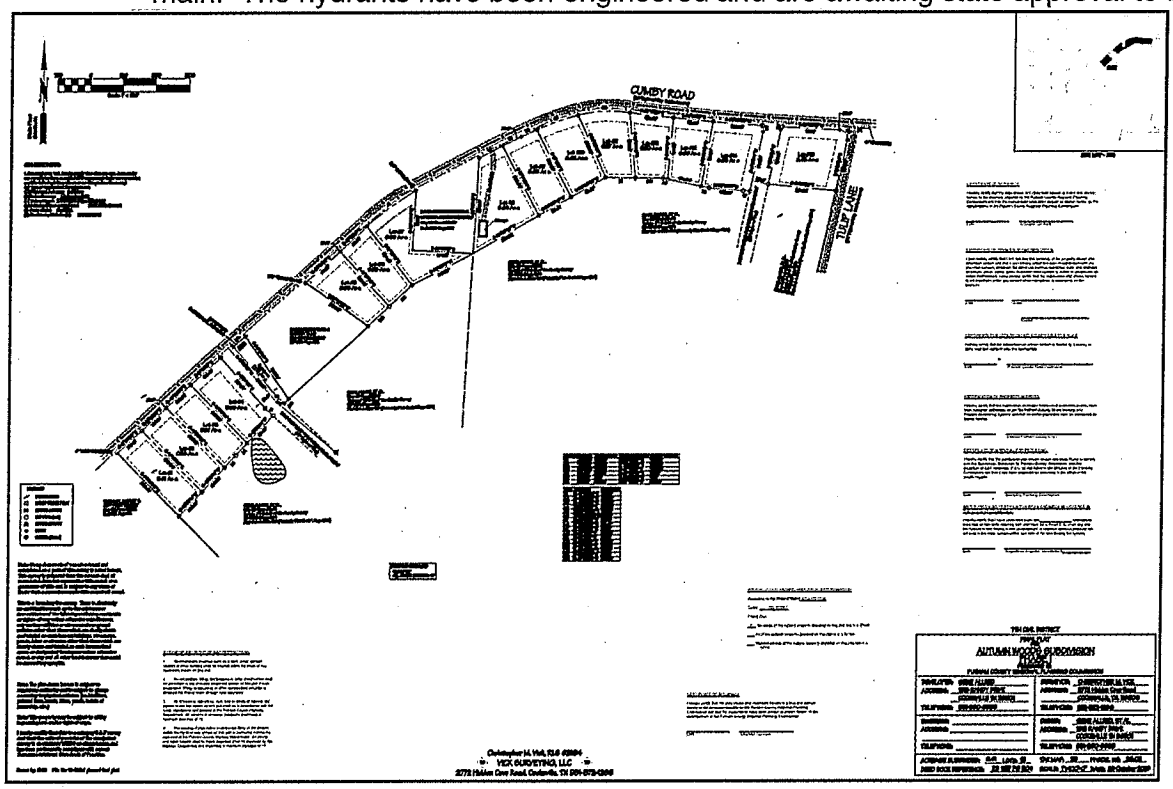


Staff stated that during a site visit, the lots were incorrectly staked. This caused staff some confusion. Planning Director Rush stated that he had talked to Taylor Dillehay and that the plat is correct and the lots had not yet been re-staked but would be shortly. Staff reported fire hydrant has been installed.

Jim Martin moved to approve the plat, subject to two tiles and location of fire hydrant being shown on plat, staff review and all applicable plat certificates being signed. Motion was seconded and approved on a roll call vote with Chairman Jere Mason, Vice-Chairman Dale Moss, Secretary Mike Atwood, Jeff Jones, Jim Martin, Ted McWilliams, and Phil Wilbourn voting yes. David Mattson and Ron Williamson were absent.

B. AUTUMN WOODS PHASE 1 SUBDIVISION FINAL PLAT, VICK SURVEYING

The Autumn Woods Phase 1 Subdivision Final Plat shows 15 lots ranging from 0.50 acres to 0.83 acres all fronting on Cumby Road. This phase will be served by an existing 6 inch water main. The hydrants have been engineered and are awaiting state approval to be installed.



Here is the letter from the Utility District engineer that was asked for at the last meeting:

JAMES C. HAILEY & COMPANY
Consulting Engineers

1619 Galleria Boulevard
Brentwood, TN 37027
Telephone: 615-883-4933
Fax: 615-883-4937

JAMES C. HAILEY, P.E.

ROBERT RAMSEY, P.E.
MATTHEW R. TUCKER, P.E.
MICHAEL N. GREEN, P.E.

April 27, 2020

Mr. Phil Staton
Clinton Engineering
[VIA EMAIL]

RE: Old Gainesboro Road Utility District
Autumn Woods Subdivision
Water Service Availability

Dear Mr. Staton:

I am writing this letter on behalf of the Old Gainesboro Road Utility District (OGRUD) with respect to their ability to provide water service to the proposed residential development. Based on a preliminary review, it appears that OGRUD has the ability to serve the proposed development at the minimum domestic level required by the State of Tennessee's design guidelines. Unfortunately, I am not confident that fire flow at a level of 500 gpm will be available without reducing the minimum pressure within the distribution system below 20 psi within one (1) mile of the proposed development. Therefore, the proposed hydrants will be "red-top".

With that said, there are improvements proposed that will provide additional flow to this area. Within the next three (3) years, we expect that fire flow will be available with flow rates greater than 500 gpm, while maintaining a system pressure in excess of 20 psi system wide.

Please let us know if you have any questions, or require any further information.

Sincerely,

JAMES C. HAILEY & COMPANY
Consulting Engineers

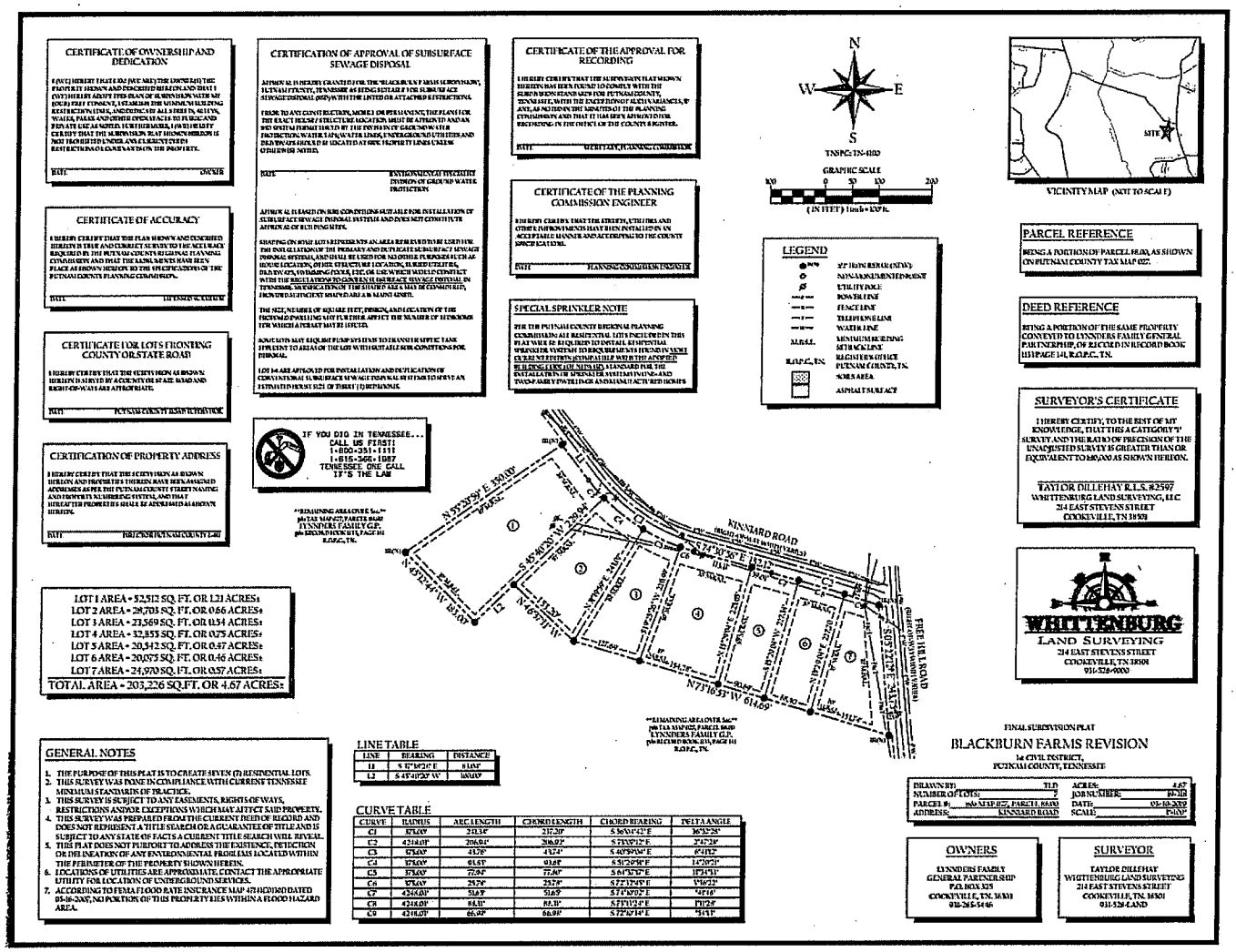
Michael N. Green, P.E.

Cc: Old Gainesboro Road Utility District

Discussion revolved around the letter from the utility district engineer and whether it should be revised to be only for phase 1 or not. Chris Vick stated that the rest of the development will be done in a single phase. Phil Wilbourn moved to approve the final plat of Phase 1 of Autumn Woods subject to the letter being revised to specifically state it is for phase 1, the installation of the fire hydrants, and the all required plat certificates being signed. Motion was seconded and approved on a roll call vote with Chairman Jere Mason, Vice-Chairman Dale Moss, Secretary Mike Atwood, Jeff Jones, Jim Martin, Ted McWilliams, and Phil Wilbourn voting yes. David Mattson and Ron Williamson were absent.

C. REVISED BLACKBURN FARMS FINAL PLAT, WHITTENBURG SURVEYING

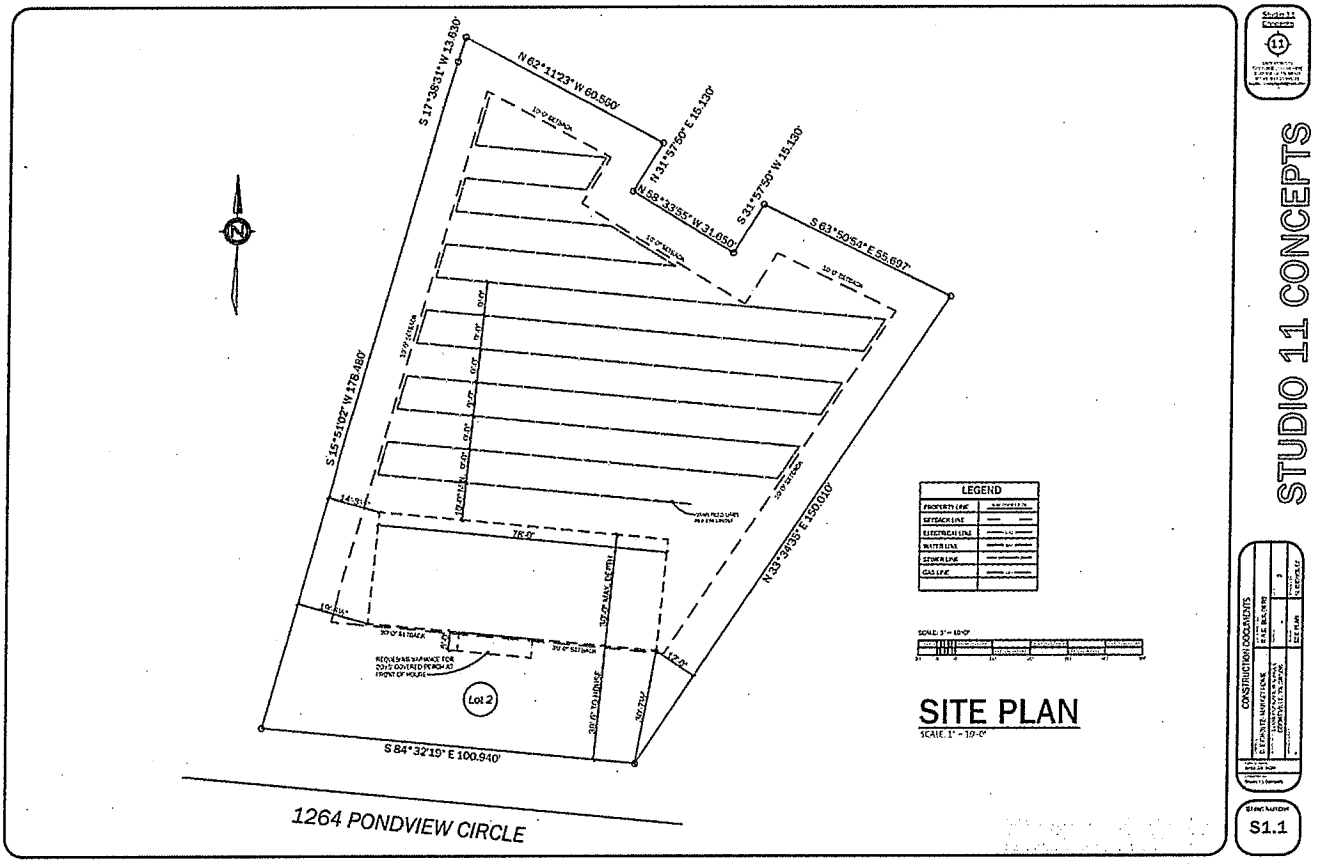
The revised preliminary was approved at the April 2020 meeting. They have submitted a final plat. They are waiting on final soil shading and restrictions from TDEC. These seven lots will be sprinkled as the nearest six inch water main is more than half a mile away.



After some discussion, Dale Moss moved to approve the final plat subject to TDEC approval of the soils and all other signatures. Motion was seconded and approved on a roll call vote with Chairman Jere Mason, Vice-Chairman Dale Moss, Secretary Mike Atwood, Jeff Jones, Jim Martin, Ted McWilliams, and Phil Wilbourn voting yes. David Mattson and Ron Williamson were absent.

ITEM 9: SETBACK VARIANCE REQUEST CRAIG EICHOLTZ.

Craig and Freida Eicholtz are requesting a 5 foot variance from the front setback. The septic must be behind the house and takes up more room than anticipated. The encroachment will not be livable space but rather a covered porch (20 foot wide by 5 foot deep). Request is for parcel: 026A-B-015.01 on Pondview Cir.



Mr. Eicholtz stated that TDEC is only allowing them 30 feet from the setback line for the house and the rest of the lot is being required as septic area for the house they are going to build. He emphasized that the porch will not be enclosed living space, but a covered 20 foot wide by 5 foot deep concrete porch.

Mike Atwood moved to approve the variance as presented. Motion was seconded and approved on a roll call vote with Chairman Jere Mason, Vice-Chairman Dale Moss, Secretary Mike Atwood, Jeff Jones, Jim Martin, Ted McWilliams, and Phil Wilbourn voting yes. David Mattson and Ron Williamson were absent.

ITEM 9: Postponed Discussion Items. Drainage discussion amendment.

ITEM 10: Postponed OTHER BUSINESS: Letter to county commissioners with regard to zoning.

ITEM 11: Postponed STAFF REPORTS

- Report from Chairman- None.

- Report from Planning Commission Engineer: Patrick Rinks stated that he had been contacted by the developers of Westowne Estates about them changing the roads from standard ditching to curb and gutter similar to Hickory Flats Subdivision. Patrick stated

the regulations require a developer to declare his intentions to install curb and gutters when the preliminary plat is submitted. Mike Atwood asked if the road department would be responsible for maintaining the curbs. Patrick stated yes the county would. Patrick stated the only real benefit to the county of subdivisions with curb and gutters is generally more expensive houses are built generating more property tax. Staff informed the planning commission of an issue that has arisen in the Pinnacle Point Subdivision with the curbs and gutters. One of the drains was installed in the wrong location and water was backing up onto the road and one driveway. Mike Atwood stated there have been issues with the curbs in White Plains Subdivision.

Discussion centered on maintenance of the road. One option that was discussed was requiring a maintenance bond. Planning Director Rush stated that we normally require a maintenance contract for 1 year after the road is accepted, but since they are changing to curb and gutters after preliminary plat approval, a maintenance bond could be required since they are the ones making the change to the road. Mike Atwood moved to approve the change to curb and gutters on the condition that they submit a maintenance bond good for 1 year after the road was accepted of such amount determined by Patrick Rinks (or an amount that he agrees to). Motion was seconded and approved on a roll call vote with Chairman Jere Mason, Vice-Chairman Dale Moss, Secretary Mike Atwood, Jim Martin, Ted McWilliams, and Phil Wilbourn voting yes. Jeff Jones voted no. David Mattson and Ron Williamson were absent.

- Report from Planning Director: Planning Director Rush asked the planning commission if they would want to extend the emergency action to temporarily have him sign plats instead of Mike during the COVID-19 pandemic that was enacted by email vote in March. Mike said that would be fine with him. Jim Martin moved to extend the temporary provision until the June meeting. Motion was seconded and approved on a roll call vote with Chairman Jere Mason, Vice-Chairman Dale Moss, Secretary Mike Atwood, Jeff Jones, Jim Martin, Ted McWilliams, and Phil Wilbourn voting yes. David Mattson and Ron Williamson were absent.

- 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

MINUTES
PUTNAM COUNTY REGIONAL PLANNING COMMISSION
JUNE 2, 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 (Meeting ID: 834 6698 1649 Password: 002571) at 6:00 PM on Tuesday, June 2, 2020.

Members attending were Chairman Jere Mason, Vice-Chairman Dale Moss, Jim Martin, David Mattson, Phil Wilbourn, and Ron Williamson. Secretary Mike Atwood, Jeff Jones, and Ted McWilliams were absent. Others present were Planning Director Kevin Rush, Planning Commission Engineer Patrick Rinks, Taylor Dillehay (Whittenburg Surveying), Thomas Crawford, and members of the media.

Planning Director Rush stated that Chairman Mason, Planning Commission Engineer Rinks and he were in his office using two laptops and Chairman Mason would run the meeting. Some votes were 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
Jim Martin moved to approve the use of electronic meeting for the June 2, 2020 meeting. Motion was seconded and approved unanimously.

ITEM 2: APPROVE THE JUNE 2, 2020 AGENDA
Ron Williamson moved to approve the Agenda for the June 2, 2020 meeting. Motion was seconded and approved unanimously.

ITEM 3: MINUTES OF THE MAY 5, 2020 MEETING
Jim Martin moved to approve the May 5, 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 (Pembrooke 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.

ITEM 6: ACCEPTANCE OF NEW STREETS: NONE

ITEM 7: REPORT ON ADMINISTRATIVELY APPROVED PLATS:

A. CHARLES AND TAMARA WILLIAMS COMBINATION PLAT, WHITTENBURG SURVEYING
Combined parcels 038-113.00 and 038-113.04 on Plunk Whitson Road.

B. LOTS 7 AND 8 HENSLEY PLANTATION COMBINATION PLAT, MAPLES SURVEYING
Combined parcels 038L-F-007.00 and 038L-F-008.00 on Hensley Drive.

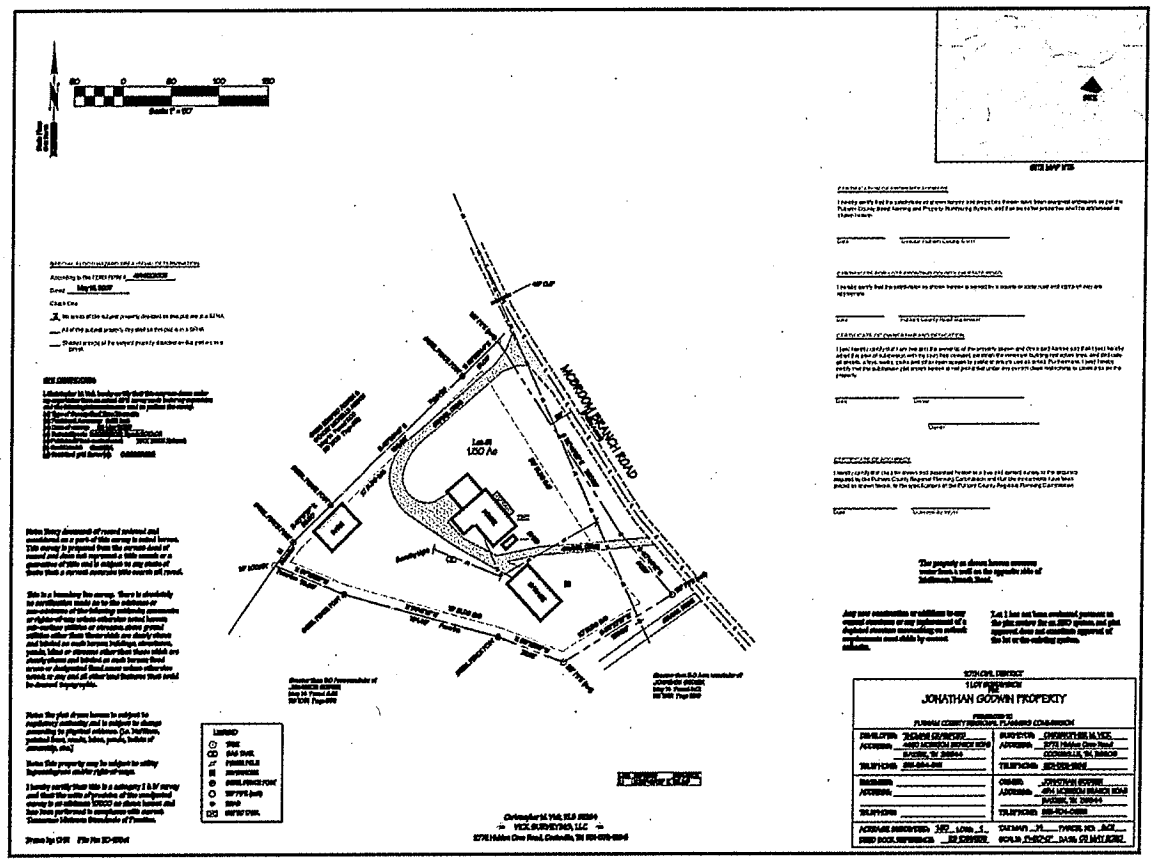
C. COMBINATION OF LOTS 1, 2, AND 3 BLOCK 59 UNIT 7 CUMBERLAND COVE SUBDIVISION, MID-STATE SURVEYING
Combined parcels 104-242.00, 104-243.00, and 104-244.00 on Sawmill Road.

D. GARY BUSH DIVISION PLAT, MAPLES SURVEYING
Created one flag lot on Fairview Rd from parcel 004-026.01.

ITEM 8: SUBDIVISION PLATS:

A. JONATHAN GODWIN PROPERTY PLAT, VICK SURVEYING
This is a plat to create one lot with a house, garage, and barn, with more than 5 acres remaining on McBroom Branch Road. The house and garage comply with all setbacks. The barn slightly encroaches into the side yard. This lot is served by a well on the other side of McBroom Branch Rd. There is a plat note stating "The property as shown hereon accesses water from a well on the opposite side of McBroom Branch Road." I asked the surveyor to if there was a permanent easement for the access to the well. Stephen Raper at Vick Surveying emailed me saying "Their deed makes reference to a "permanent non-exclusive water rights and easement to a Spring, and or sell (sic) on the North side of McBroom Branch." Sell should have been well as it's the same language in the previous deed, just misspelled" I asked him to add the recording info to the note.

Thomas Crawford, an adjoining neighbor, stated that he helped dig the well and it is 50 foot deep. After some discussion, Dale Moss moved to approve the plat with a variance for using a well instead of being on public water, a variance for the barn being in the setback and showing the well on the plat. Motion was seconded and approved on a roll call vote with Chairman Jere Mason, Vice-Chairman Dale Moss, Jim Martin, David Mattson, Phil Wilbourn, and Ron Williamson voting yes. Secretary Mike Atwood, Jeff Jones, and Ted McWilliams were absent.



B. AUTUMN WOODS SUBDIVISION PHASE 1 HYDRANT INSTALLATION ISSUE

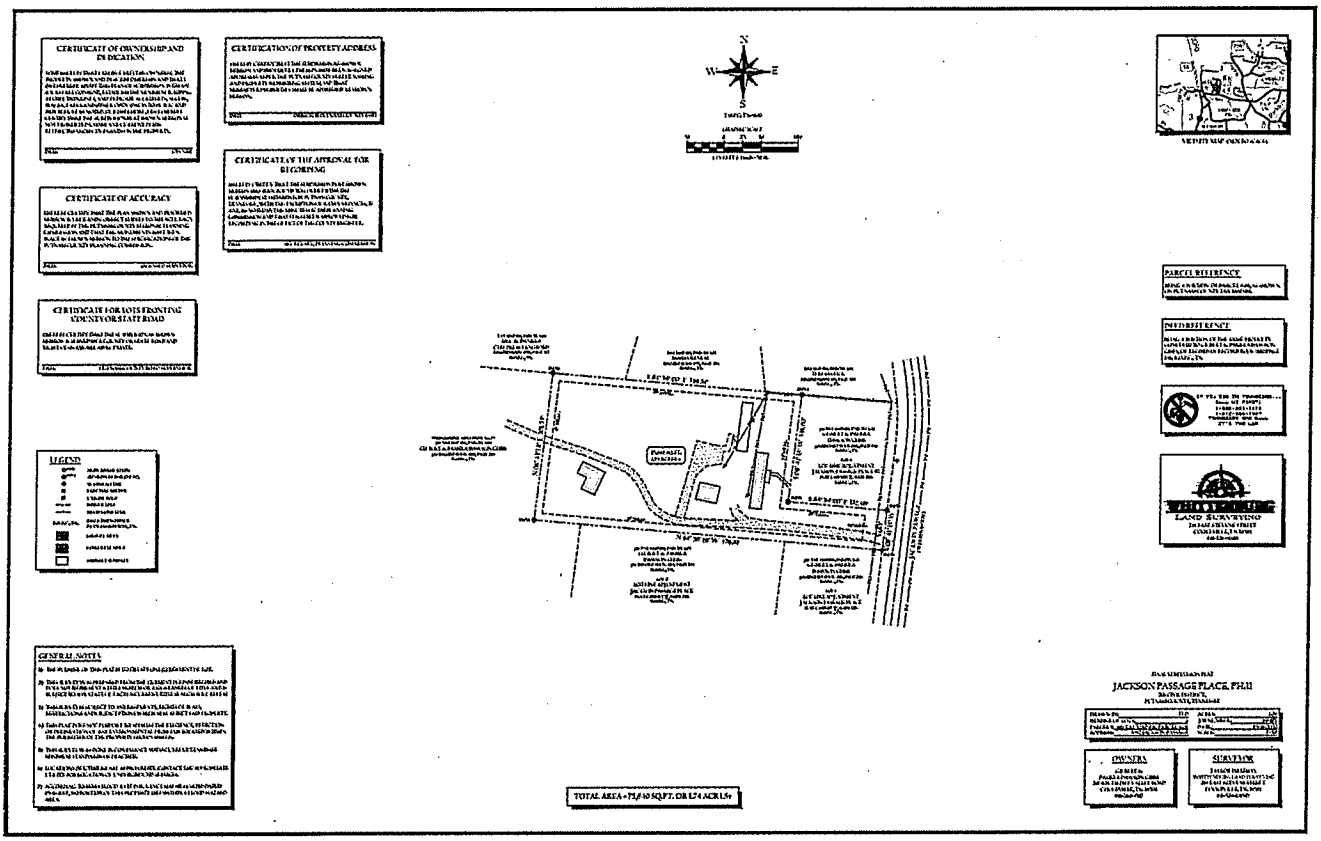
The Autumn Woods Subdivision Plat for Phase 1 was approved last month with the condition that the hydrants be installed before the plat was signed and recorded. The Utility District manager contacted me to inform me that they were going to be upgrading to a 12 inch water main in the next few months. He would like to delay installation of the hydrants until they complete the new line. They plan on installing the new line along these lots in the next couple of months before any houses are completed and landscaping is installed. Since approval of the plat was conditional on the hydrants being installed, the planning commission will have to approve accepting a bond for the hydrants in order for the plat to be signed before the hydrants are installed. He has submitted a certified check in the amount of $9,000.00.

Patrick Rinks stated that we don't usually allow bonds for water infrastructure, but this appeared to be out of the Developer's control. Jim Martin moved to approve the use of the $9.000 certified check to be used as a bond until the hydrants are installed within 6 months, as per the Utility District. Motion was seconded and approved on a roll call vote with Chairman Jere Mason, Vice-Chairman Dale Moss, Jim Martin, David Mattson, Phil Wilbourn, and Ron Williamson voting yes. Secretary Mike Atwood, Jeff Jones, and Ted McWilliams were absent.

C. JACKSON PASSAGE PHASE 1

This is create one 1.74 acre lot on Jackson Passage from 016 004.06 with more than 5 acres remaining. Remainder will not have any road frontage. In March of 2019, the developer adjusted the lot lines in a plat that was administratively approved. Staff informed surveyor that even though the one of the lots would be over 5 acres, the way that the new lines were drawn, no further subdivision would be allowed without the developer building a road. Developer now wants to re-divide in one 5 acre tract and one 1.74 acre tract with an easement for ingress/egress to the 5 acre tract. This was submitted in December with a 2.56 acre tract and then withdrawn.

Planning Director Rush recommended that the plat be denied as is but that the plat might be redrawn as a flag lot to comply with the subdivision regulations. Jim Martin moved to deny the plat as presented upon finding that the proposed subdivision would create a land locked tract. Motion was seconded and approved on a roll call vote with Chairman Jere Mason, Vice-Chairman Dale Moss, Jim Martin, David Mattson, Phil Wilbourn, and Ron Williamson voting yes. Secretary Mike Atwood, Jeff Jones, and Ted McWilliams were absent.



ITEM 9: Discussion Items: None

ITEM 10: Postponed STAFF REPORTS

- Report from Chairman- None.
- Report from Planning Commission Engineer: None
- Report from Planning Director: Planning Director Rush asked the planning commission if they would want to extend the emergency action to temporarily have him sign plats instead of Mike during the COVID-19 pandemic that was enacted by email vote in March. Jim Martin moved to extend the temporary provision until the next in-person non-remote meeting. Motion was seconded and approved on a roll call vote with Motion was seconded and approved on a roll call vote with Chairman Jere Mason, Vice-Chairman Dale Moss, Jim Martin, David Mattson, Phil Wilbourn, and Ron Williamson voting yes. Secretary Mike Atwood, Jeff Jones, and Ted McWilliams were absent.
- Report from other Members: None

ITEM 11: ADJOURNMENT

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

Chairman — Date: 12-8-20

Secretary — Date: 12-8-20

MINUTES
PUTNAM COUNTY REGIONAL PLANNING COMMISSION
APRIL 7, 2020

Pursuant to Governor's Executive Order No. 16 and in light of the COVID-19 pandemic, the Open, Public Regular Meetings of the Putnam County Regional Planning Commission was conducted via teleconference at 6:00 p.m. on Tuesday, April 5, 2020. The meeting was also broadcast live stream on the following Facebook page: https://www.facebook.com/HighlandsPlanning.

Members on the teleconference were Chairman Jere Mason, Vice-Chairman Dale Moss, Secretary Mike Atwood, Jeff Jones, David Mattson, Jim Martin, Phil Wilbourn, and Ron Williamson. Ted McWilliams was absent. Others present were Planning Director Kevin Rush, Planning Commission Engineer Patrick Rinks, Charles Whittenburg (Whittenburg surveying), Chris Vick (Vick Surveying), unnamed representative of Stonecom Communications and Jim Herrin of the Herald-Citizen.

Planning Director Rush stated that once Chairman Mason called the meeting to order, that he would facilitate the meeting as he was the one running the teleconference software. All votes would 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 2: APPROVE THE APRIL 7, 2020 AGENDA
The meeting agenda was approved by voice vote upon a motion by Jim Martin.

ITEM 3: MINUTES OF THE FEB 4, 2020 MEETING
Jeff Jones moved to approve the February 4, 2020 Minutes after noting that the March meeting was cancelled due to the early morning March 3rd tornado that severely damaged the Double Springs area of the county. 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 (Pembrooke 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. DONNA BUSSELL GAW DIVISION, WHITTENBURG SURVEYING
Line adjustment on Burgess Falls Road from parcel 084-072.02.

B. ALAN & SARAH CUNNINGHAM DIVISION, WHITTENBURG SURVEYING
Created one flag lot with on Nashville Hwy from parcel 056-016.00 with a portion being in the city of Baxter. This was administratively approved by both jurisdictions.

C. COMBINATION OF LOTS 90, 92, AND 93 OF THE BLUFFS AT CUMBERLAND COVE, MID-STATE SURVEYING
Combined into one lot parcels 105L-A-090.00, 105L-A-092.00, and 105L-A-093.00 on Eastridge Pass.

D. DARRIN NELSON PROPERTY, VICK SURVEYING
Created one lot with on Paran Road from parcel 008-053.03 with remainder being added to adjoining tract.

E. KELLY BRYANT DIVISION, MAPLES SURVEYING
Created one lot with on Cumby Road from parcel 029-014.08.

F. POSTON – VILLAGE ROAD DIVISION, CLINTON SURVEYING
Created one lot with on Village Road from parcel 018-060.00.

G. WHITSON DIVISION, WHITTENBURG SURVEYING
Created one flag lot on Clemmons Road from parcel 038-022.02.

H. TENNA FLAT AND TAMMY DAVIS DIVISION FINAL PLAT, WHITTENBURG SURVEYING
This two lot subdivision is from parcel 017-035.00 on Dyer Long Road. The mobile home on lot 2 violates the front setback.

I. ALLISON JARED DIVISION FINAL PLAT, WHITTENBURG SURVEYING
This is creating one lot from part of parcel 036-032.00 on Bryant Ridge Road. There are two mobile homes on the lot.

J. LOT 1 OF BEN HERRON PROPERTY FINAL PLAT, VICK SURVEYING
This is a 0.92 acre lot from parcel 031-016.01 on McBroom Chapel Rd. The house violated the front setback. There will be more than 5 acres remaining.

K. LOT 1 OF CARL M CREEL PROPERTY FINAL PLAT, VICK SURVEYING
This is a 0.73 acre lot from parcel 020-035.00 on Forrest Hill Rd. There were two sheds that violated the side setback. There will be more than 5 acres remaining.

L. JONATHAN & JENNA MEDLEY AND KENT & HELEN HARE FINAL PLAT, WHITTENBURG SURVEYING
This is a line adjustment between parcels 029-075.09 and 029-075.11 on Carlisle Rd.

M. SHIRLEY LUNSFORD DIVISION FINAL PLAT, WHITTENBURG SURVEYING
This is a line adjustment between parcels 095-046.07 and 095-043.03 on Long Lane Rd.

N. LOT LINE ADJUSTMENT, LOTS 5 AND 6 OF OAK WOOD EAST SUBDIVISION FINAL PLAT, WHITTENBURG SURVEYING
This is a line adjustment between lots 5 and 6 of Oak Wood Ease Subdivision (parcels 086-034.13 and 086-034.12 on Maxwell Landing.

O. TIM NASH DIVISION FINAL PLAT, VICK SURVEYING
This is a 0.92 acre lot from parcel 017-048.04 on Chester King Rd. There will be more than 5 acres remaining.

P. FARLEY DIVISION FINAL PLAT, MAPLES SURVEYING
This created a 1.442 ac lot with house and building from 082-055.00 on Seven Springs Rd.

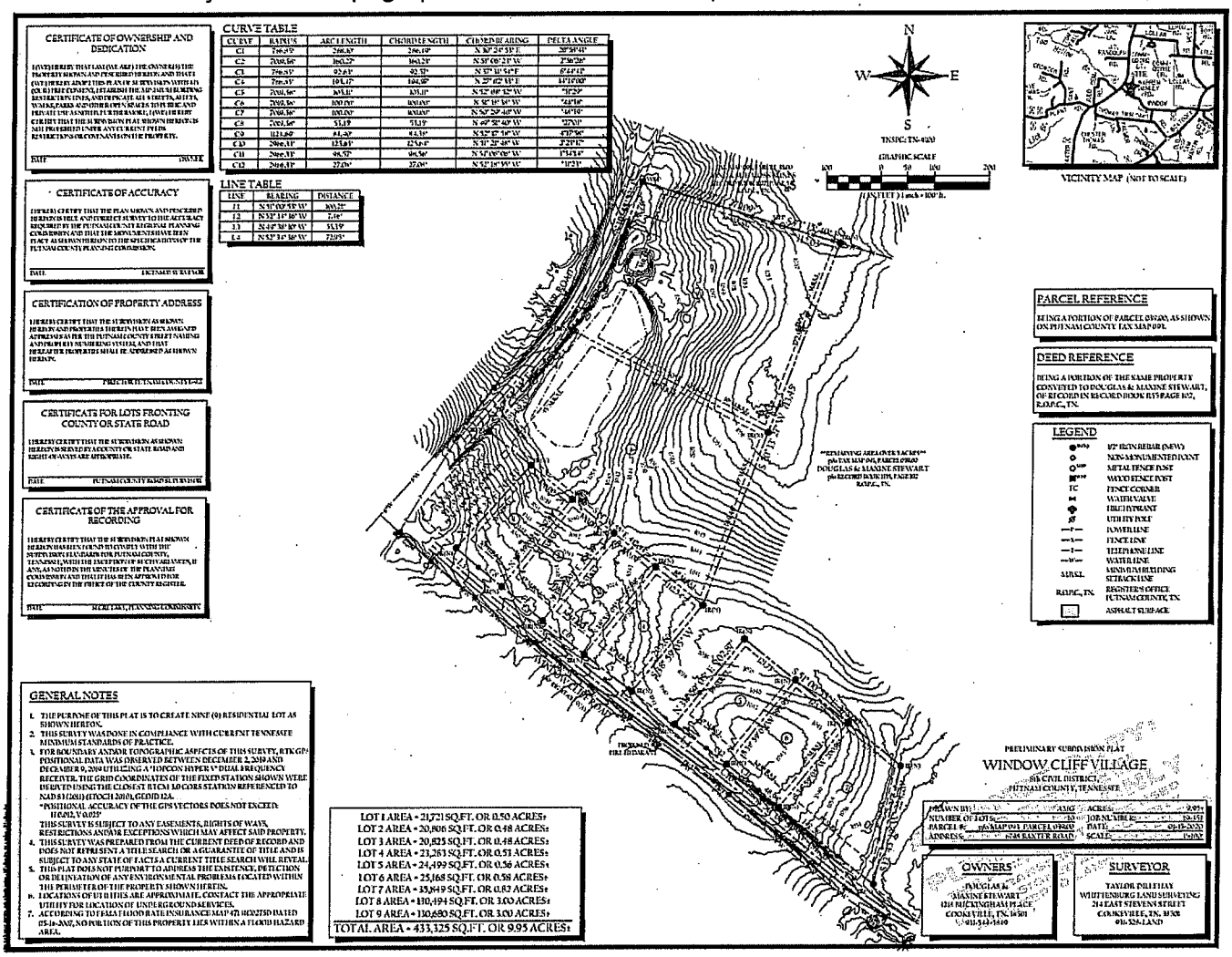
Q. EDWARD AND CANDY HENLEY DIVISION FINAL PLAT, WHITTENBURG SURVEYING
This is a 0.90 acre lot from parcel 112-026.03 on Warren Henley Rd. There will be more than 5 acres remaining.

R. GARY BUSH DIVISION FINAL PLAT, MAPLES SURVEYING
This is a 2.00 acre flag lot from parcel 004-026.01 on Fairview Rd. There will be more than 5 acres remaining.

ITEM 8: SUBDIVISION PLATS:

A. WINDOW CLIFF VILLAGE PRELIMINARY PLAT, WHITTENBURG SURVEYING

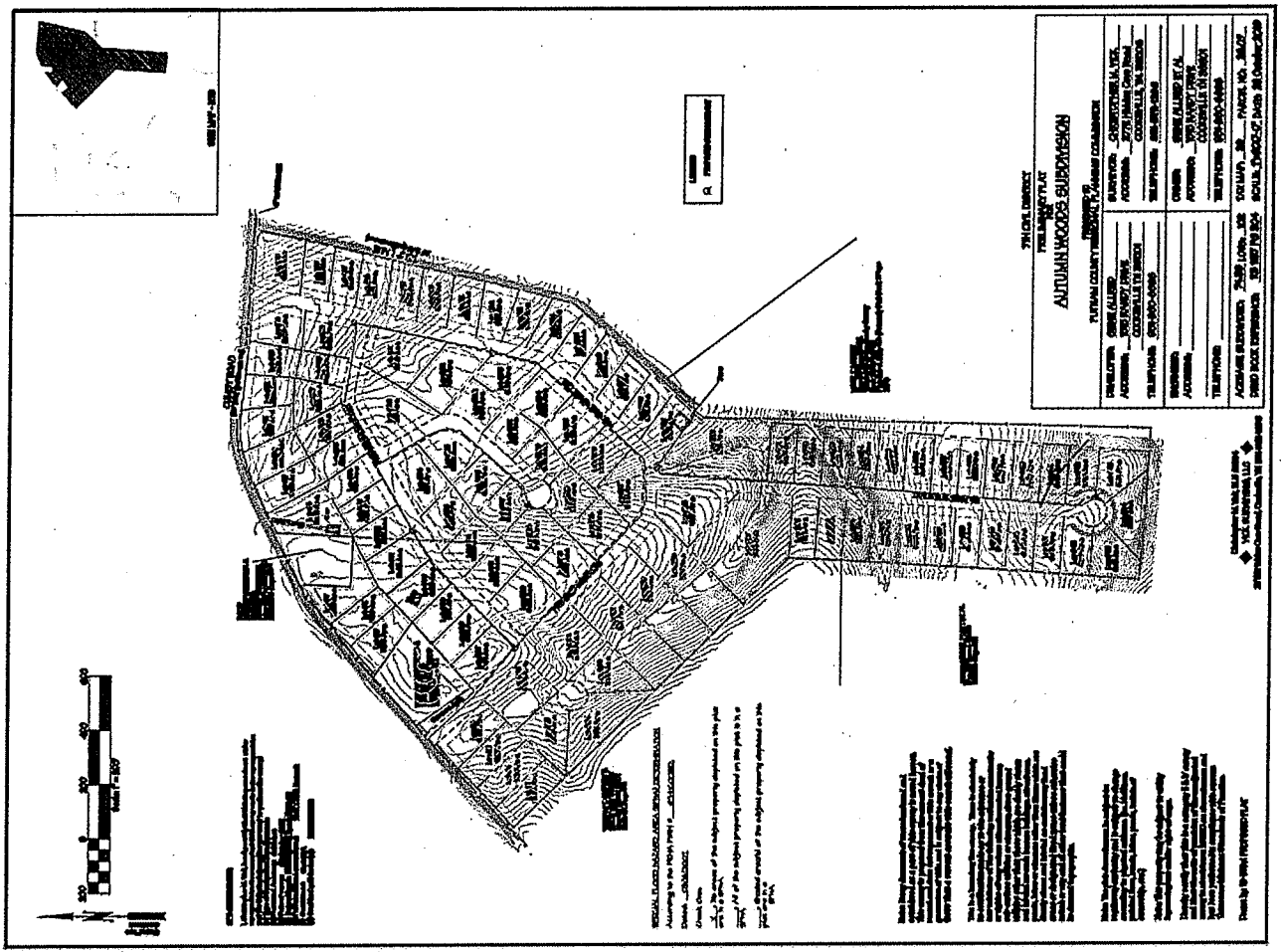
This is a plat to create ten lots at the corner of Baxter Road and Window Cliff Rd from parcel 093-039.00. Lots 1-7 will front on Window Cliff Rd and lots 8 and 9 will front on Baxter Road. Lots 1-7 will range in size from 0.46 ac to 0.58 ac. Lots 8 &8 are 3.0 ac. There is a fire hydrant installed at the corner of Baxter Road and Window Cliff Rd. There is a second proposed hydrant on Window Cliff Rd, across from lot 5. This was deferred at the last meeting for the surveyor to add topographic contour lines to the plat.



Patrick Rinks stated that there may need to be a drainage easement on the final plat. After some discussion of other subdivisions that contained ponds that became an issue later, Dale Moss moved to grant preliminary plat approval. Motion was seconded and approved on a roll call vote with Chairman Jere Mason, Vice-Chairman Dale Moss, Secretary Mike Atwood, Jeff Jones, David Mattson, Jim Martin, Phil Wilbourn, and Ron Williamson voting yes. Ted McWilliams was absent.

B. AUTUMN WOODS SUBDIVISION PRELIMINARY PLAT, VICK SURVEYING

The Autumn Woods Subdivision Plat shows 102 lots ranging from 048 acres to 2.3 acres on 74.59 acres on Cumby Road. This subdivision will most likely be a phased development. There will be four new roads with two entrances off Cumby Road. One of the proposed road will be a cul-de-sac that exceeds the maximum length allowed. It will be approximately 1600 feet, which is 400 feet longer than allowed.

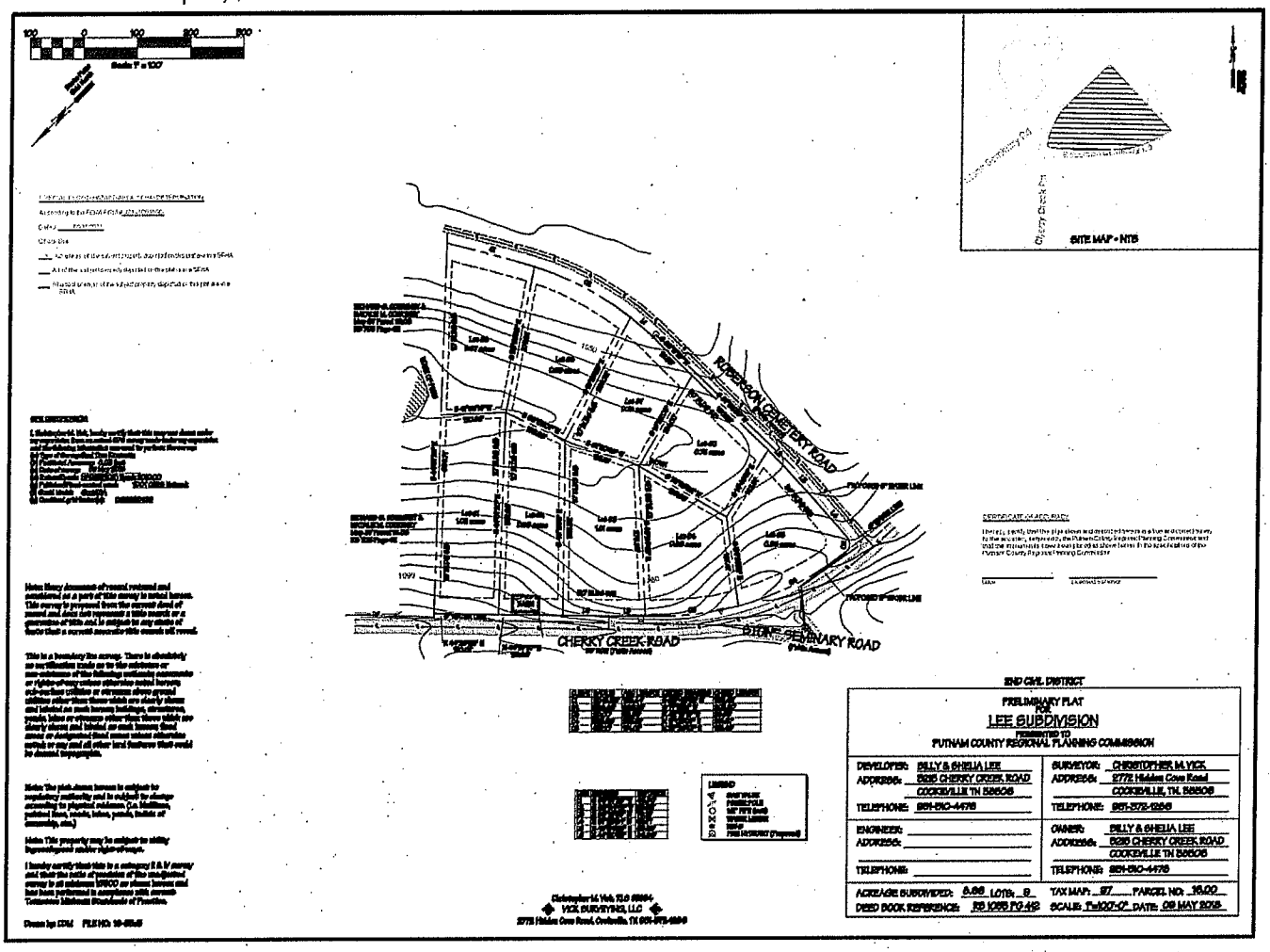


Discussion on this subdivision revolved around the length of the cul-e-sac on the southern part of the subdivision. Patrick Rinks stated that we have required a cul-de-sac turnaround on cul-de-sacs longer than 1200 feet. There was also some concern about the utility district being able to provide water to an additional 100 lots. Chris Vick stated that they are working on soils of the proposed lots and this would be done in phases.

Phil Wilbourn moved to grant preliminary plat approval subject to the plan and profile of the roads being submitted, and an additional cul-de-sac turnaround on the long dead end street shown. Phil Wilbourn amended the motion to add documentation from the utility district that they can adequately water supply for domestic use and fire protection to all the lots shown. Amended motion was seconded and approved on a roll call vote with Chairman Jere Mason, Vice-Chairman Dale Moss, Secretary Mike Atwood, Jeff Jones, David Mattson, Jim Martin, Phil Wilbourn, and Ron Williamson voting yes. Ted McWilliams was absent.

C. LEE SUBDIVISION PRELIMINARY PLAT, VICK SURVEYING

The Lee Subdivision Preliminary Plat shows 9 lots ranging from 0.75 acres to 1.02 ac. From parcel 097-016.00 at the Cherry Creek Road – Roberson Cemetery Rd intersection. The roads have had gravel down for the last few months. The plat shows a 6 inch waterline on Cherry Creek Road and a proposed 6 inch waterline along Roberson Cemetery Road. Two proposed fire hydrants are shown on the plat, one on each road.



Patrick Rinks stated that this subdivision might have water drain to a pond on the neighbor to the west (the natural flow of the site) and a drainage easement may be needed along the swale shown on the plat, as water appears to stand in low area draining to pond. Chris Vick stated that the pond is not for cattle and the addition of houses to the lots would probably not greatly change the amount of water flowing off site and into the pond since these lots are all above an acre in size.

Jeff Jones moved to accept the preliminary plat as presented. Motion was seconded and approved on a roll call vote with Chairman Jere Mason, Vice-Chairman Dale Moss, Secretary Mike Atwood, Jeff Jones, David Mattson, Jim Martin, Phil Wilbourn, and Ron Williamson voting yes. Ted McWilliams was absent.

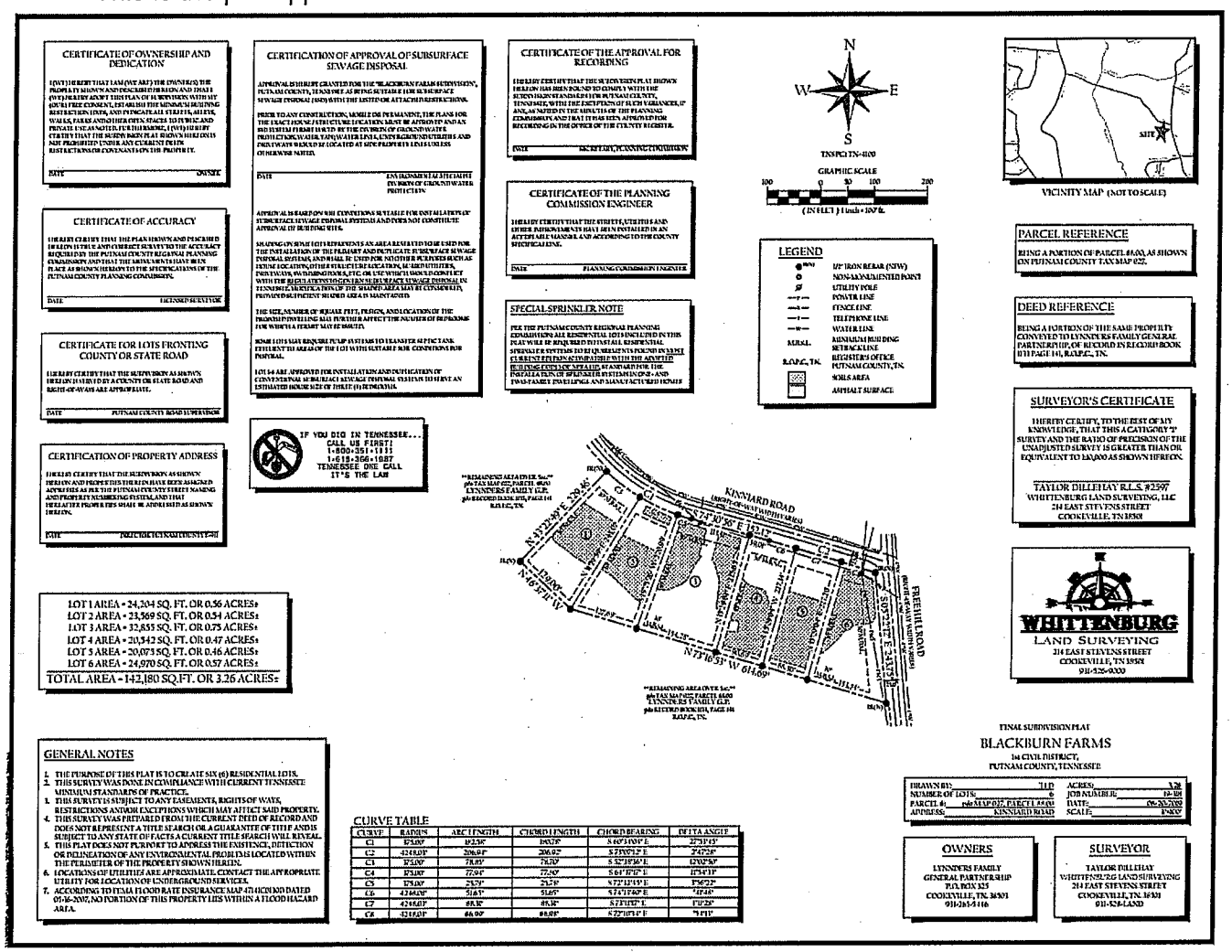
D. REVISED BLACKBURN FARMS PRELIMINARY PLAT, WHITTENBURG SURVEYING

From the December 2019 minutes:

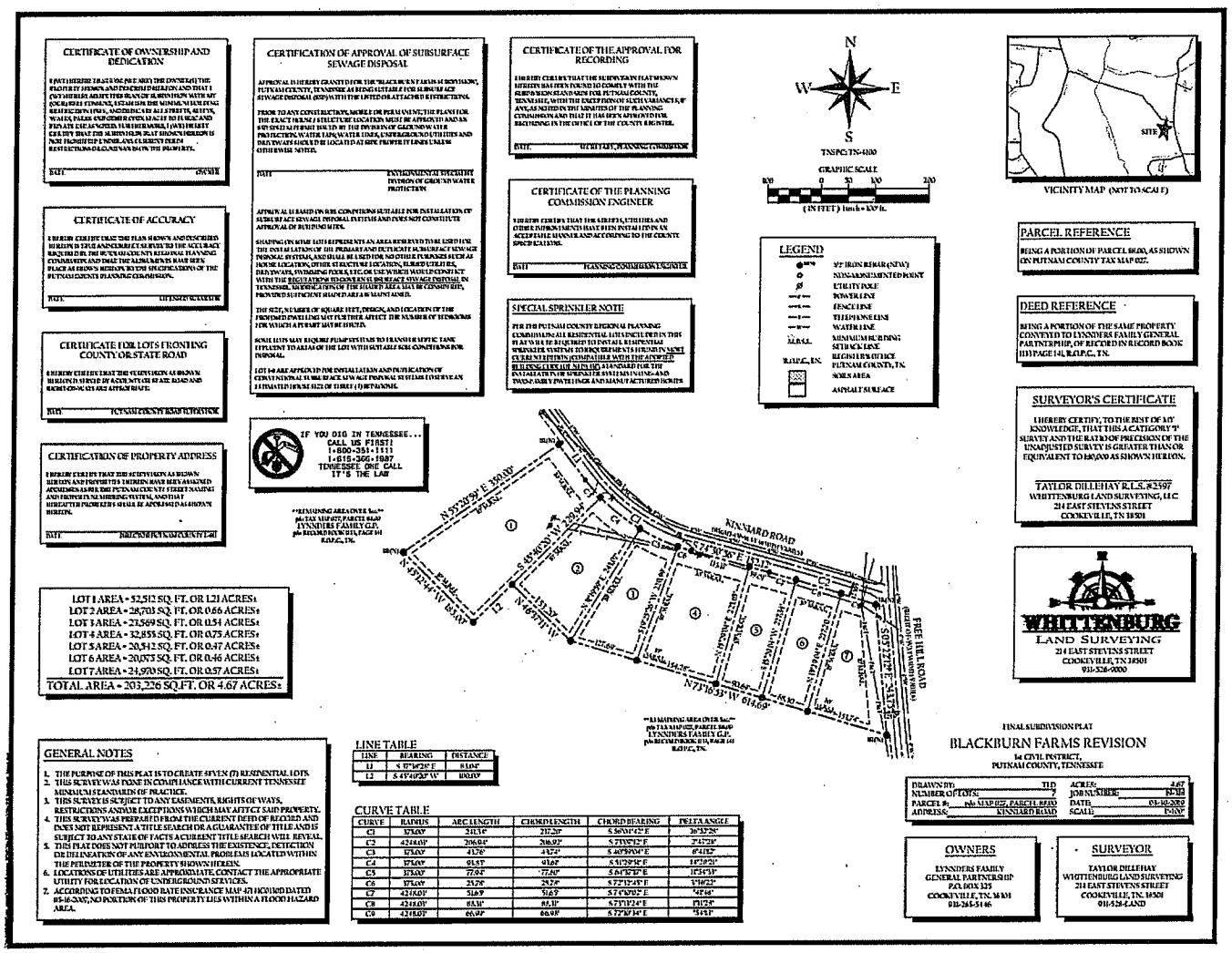
The subdivision consists of 6 lots on 3.26 acres at the corner of Kinniard Rd and Free Hill Rd. from 027-088.00. The lots will be served by 4 inch water lines and will require sprinklers. Lots will range 0.47 ac to 0.70 acres. The remainder of the tract will be over 5 acres. The lots have been soil approved, by TDEC.

Mike Atwood moved to approve the final plat as presented, subject to all signatures. Motion was seconded and approved unanimously.

This is the plat approved in December:



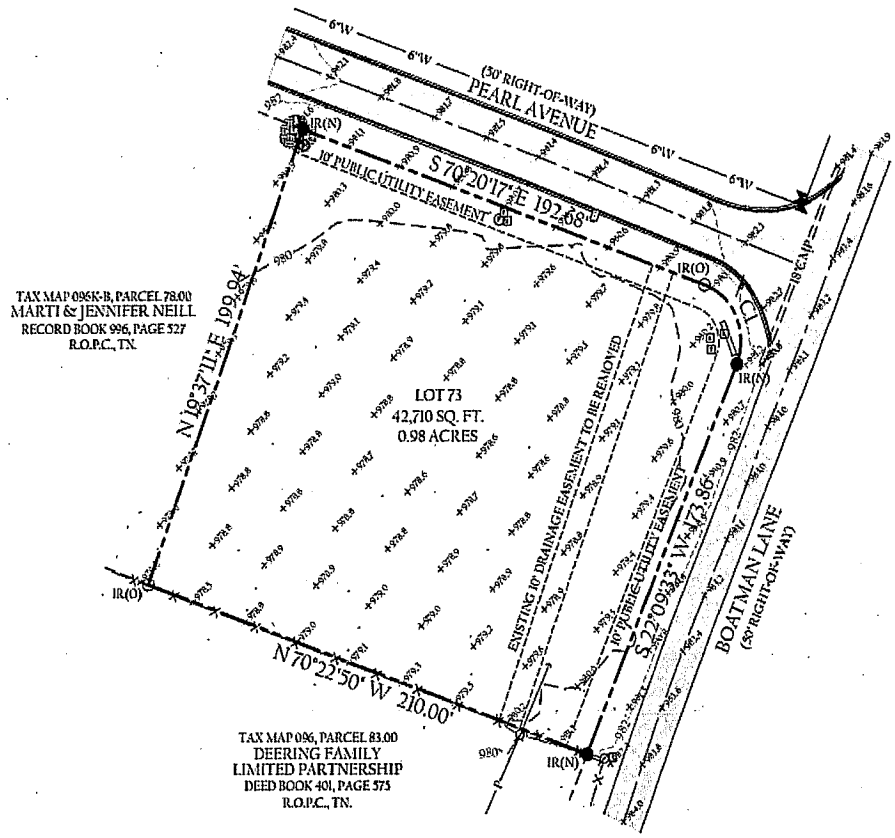
They have run into some soil issues with TDEC. The plat has now been revised by adding some to the rear of the lots and a lot to the northwest for a total of 7 lots. Due to the changes, this plat will need preliminary approval again.



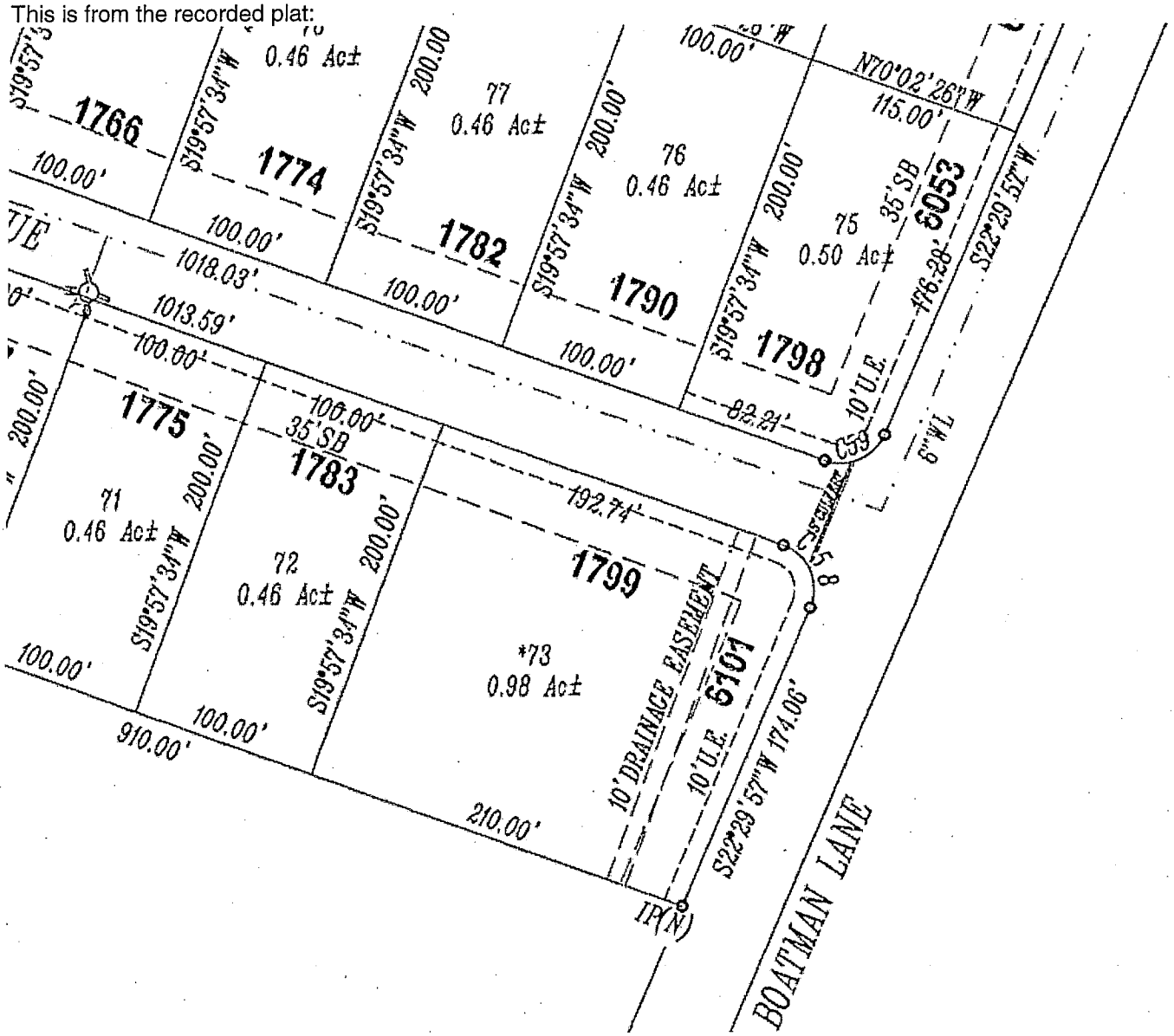
Charles Whittenburg stated previously approved plat had not been recorded. Mike Atwood moved to accept the revised preliminary plat as presented. Motion was seconded and approved on a roll call vote with Chairman Jere Mason, Vice-Chairman Dale Moss, Secretary Mike Atwood, Jeff Jones, David Mattson, Jim Martin, Phil Wilbourn, and Ron Williamson voting yes. Ted McWilliams was absent.

E. DRAINAGE EASEMENT REMOVAL LOT 73 OF HICKORY FLATTS SUBDIVISION, WHITTENBURG SURVEYING

This request is to remove a drainage easement from lot 73 of Hickory Flatts Subdivision.
Neither the minutes of the April 2006 meeting, where the preliminary plat was approved, nor the April 2007 meeting, where the final plat was approved, specifically noted a need for a drainage easement on this lot. Based on the elevation data provided on this revised plat, I am not sure that the easement actually functions to move water across the lot in either direction. The absolute high point is on the NW corner of the lot on Pear Ave while the absolute low point is on the SW corner with Marti and Jennifer Neill.



This is from the recorded plat:

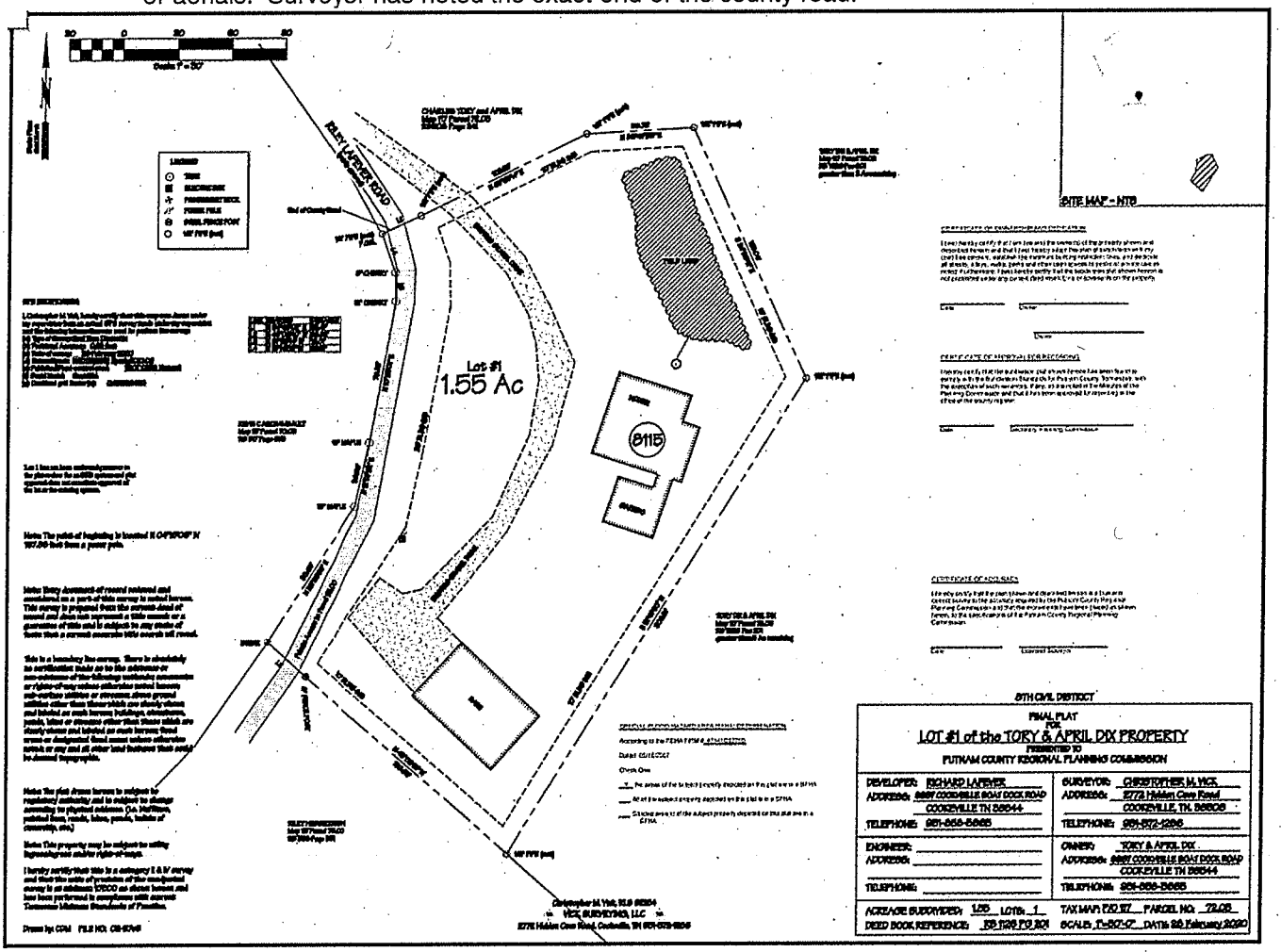


Staff sent pictures of the site to the members before the meeting. The request is to allow the drainage easement to be moved into the setback and the developer be required to create a small swale to accommodate the flow of water. Patrick Rinks stated that in 2006 the drainage easement was located on the plat before the curb cut was installed on Pearl Ave. Based on the topography shown on the plat and based on a site visit, this lot is the lowest area of all the surrounding area and the drainage easement is not functioning as intended and will not move water across the lot nor store water on the lot. Patrick Rinks stated that in his opinion, this lot would be better off with no house being built on it as it may have standing water when it rains, depending on the amount and duration of the precipitation. Discussion centered on removing the drainage easement but requiring a prominent plat note stating the lot may be subject to standing water.

Phil Wilbourn moved to approve the revised plat to remove the drainage easement but add a plat note stating the lot may be subject to standing water. Motion was seconded and approved on a roll call vote with Chairman Jere Mason, Vice-Chairman Dale Moss, Secretary Mike Atwood, Jeff Jones, David Mattson, Jim Martin, Phil Wilbourn, and Ron Williamson voting yes. Ted McWilliams was absent.

F. LOT 1 OF THE TORY AND APRIL DIX PROPERTY, VICK SURVEYING

This is to create one lot at the end of Riley Lafever Rd. The county road ends near or at the property line. No water line is shown on the plat. The house shown on the plat is not yet shown on the tax maps or aerials. Surveyor has noted the exact end of the county road.



Chris Vick stated that they are creating this lot from the farm for financing purposes. The house shown on the plat is under construction and almost complete. They purchased an adjoining lot to the north so the farm has access to the county road. The discussion centered on the private drive being used by another property owned by Riley Hedgecough. Chris Vick stated that there is not a recorded ingress/egress easement to the Hedgecough parcel.

Mike Atwood moved to approve the plat subject to adding all of the driveway to the house onto the lot, the addition of an ingress/egress easement and recording of a maintenance agreement for the easement. Motion was seconded and approved on a roll call vote with Chairman Jere Mason, Vice-Chairman Dale Moss, Secretary Mike Atwood, Jeff Jones, David Mattson, Jim Martin, Phil Wilbourn, and Ron Williamson voting yes. Ted McWilliams was absent.

ITEM 9: Postponed Discussion Items. Drainage discussion amendment.

ITEM 10: Postponed OTHER BUSINESS: Letter to county commissioners with regard to zoning.

ITEM 11: Postponed STAFF REPORTS

- Report from Chairman
- Report from Planning Commission Engineer
- Report from Planning Director
- Report from other Members

ITEM 12: ADJOURNMENT

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

Chairman — Date: 12-8-20

Secretary — Date: 12-8-20

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 (Pembrooke Pines S/D) LOC $200,000 Expires 8/6/2020

ITEM 6: ACCEPTANCE OF NEW STREETS: NONE

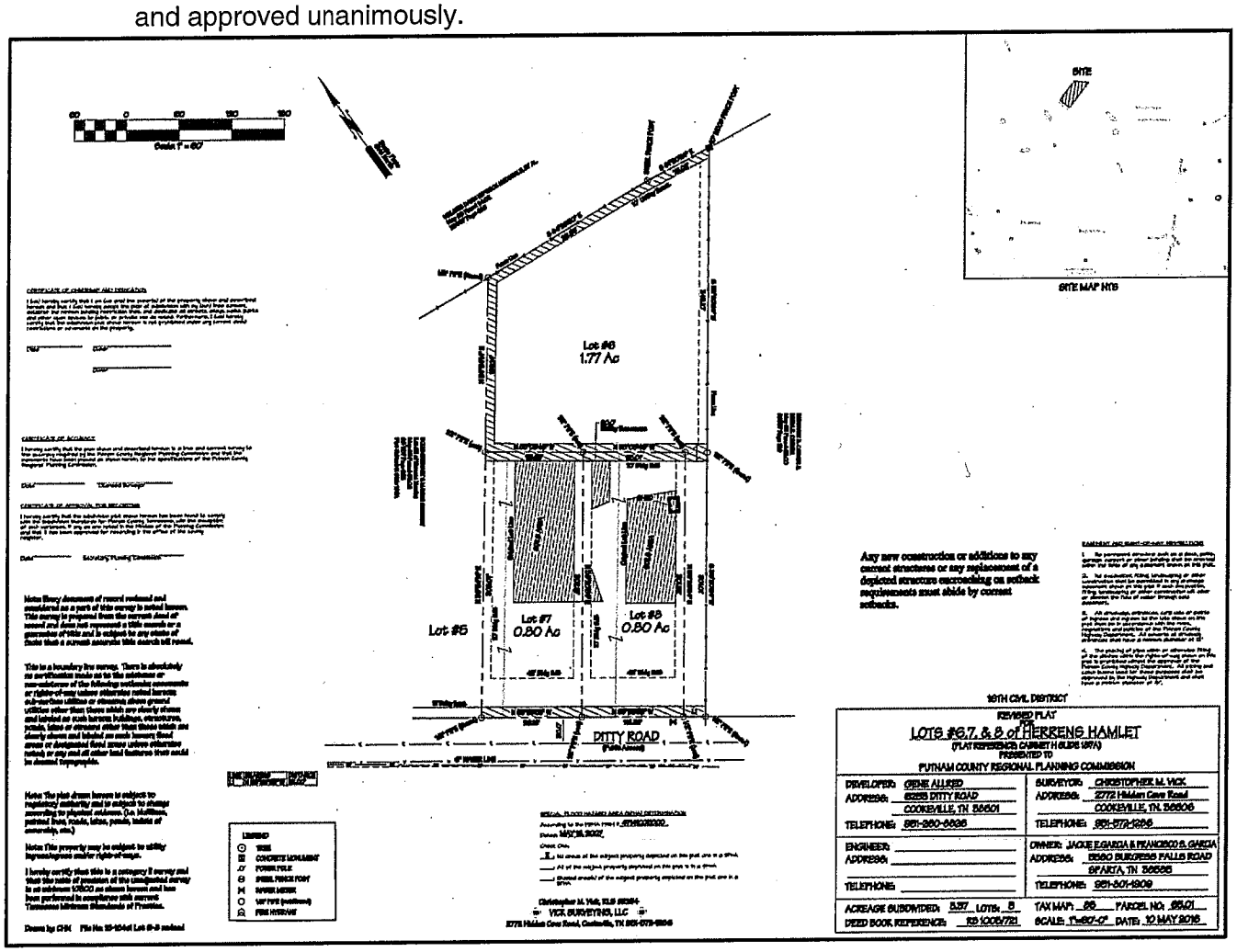
ITEM 7: REPORT ON ADMINISTRATIVELY APPROVED PLATS:
A. BRANDON AND SARA SHAW DIVISION, WHITTENBURG SURVEYING

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.

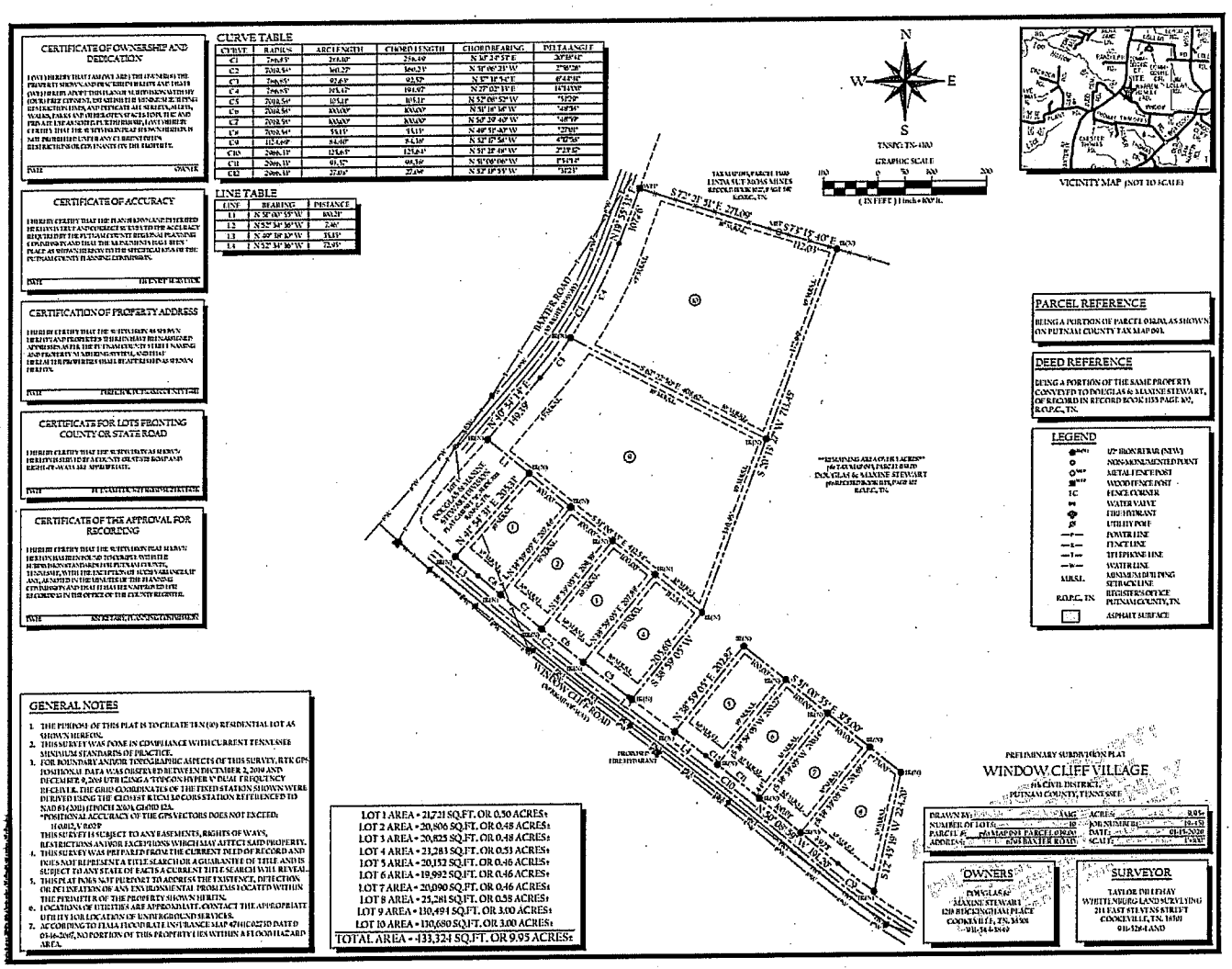
Mike Atwood moved to grant final approval of the proposed change. Motion was seconded and approved unanimously.



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."

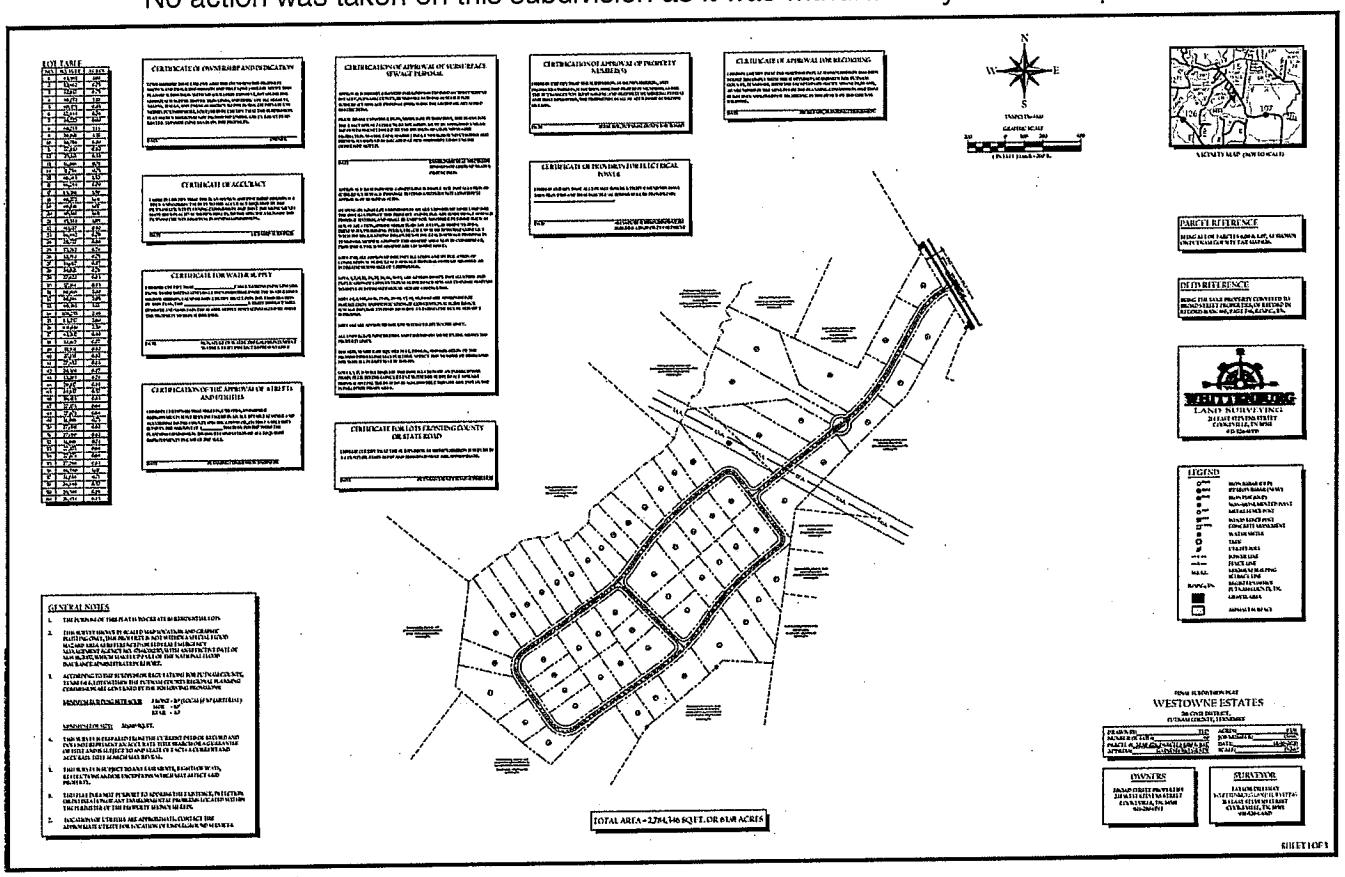
Westowne Court has been eliminated and replaced with a couple of flag lots. TDOT did not want the wider entrance, so they have narrowed it back to 2 lanes. They do show the cul-de-sac turn around where the old Westowne Court intersected Westowne Ave. TDOT is going to require that the developers install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

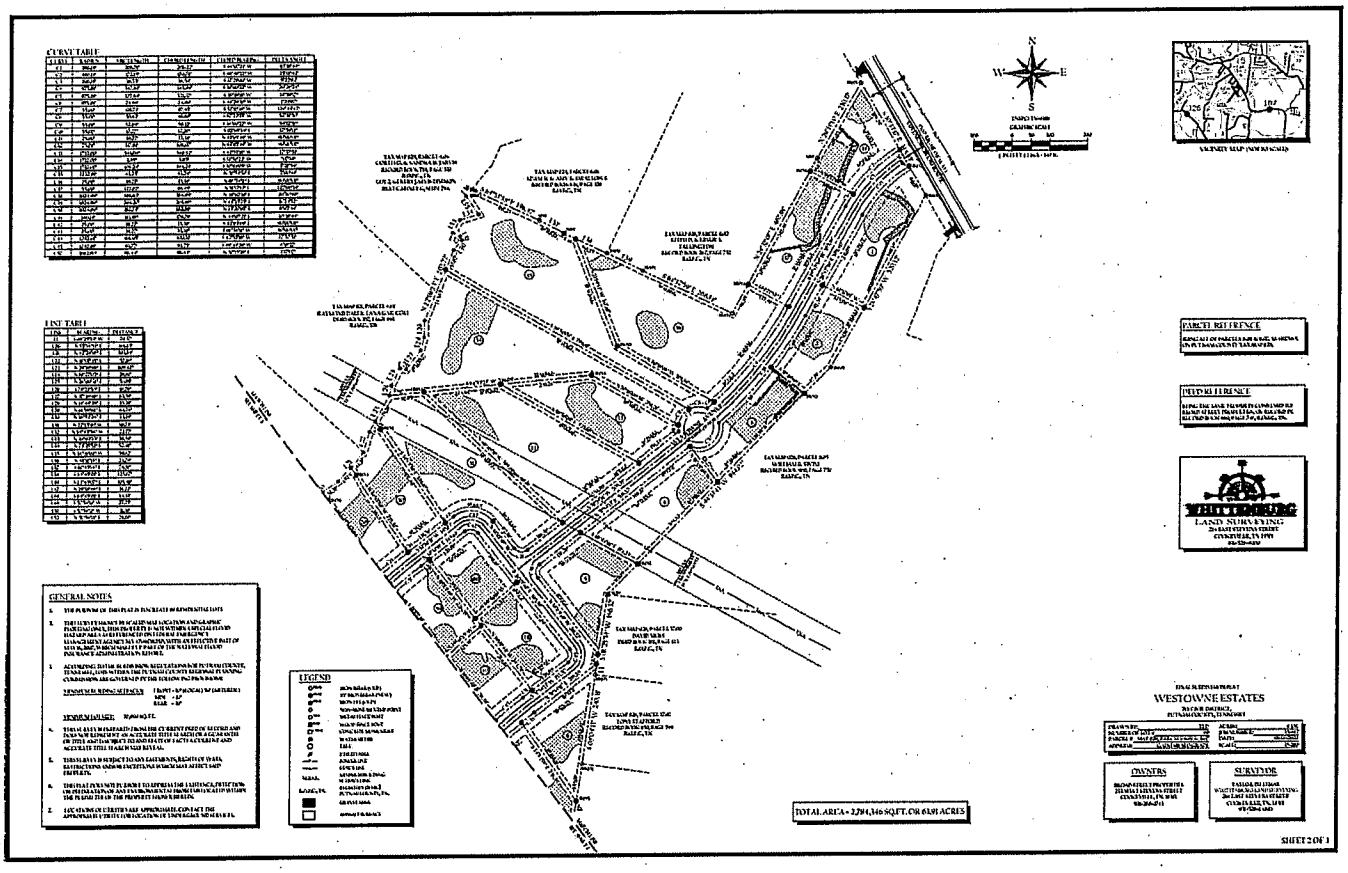
lane from Gainesboro Grade (HWY 290) into the development. Chairman Wright stated that the reason we asked for the wider entrance was that we look to ensure safety of the residents to get in and out during an emergency.

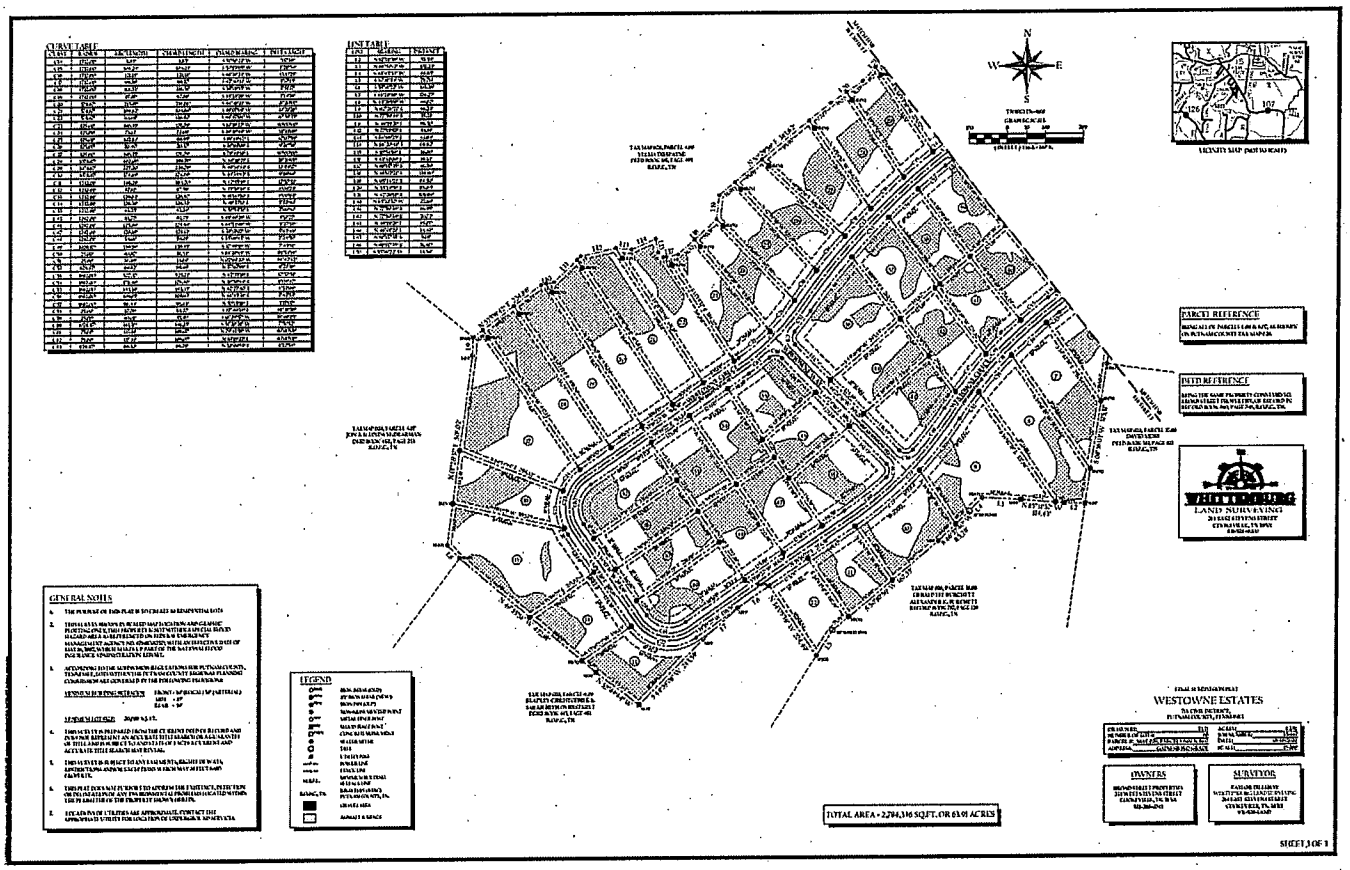
Jere Mason moved to approve the plat as presented. Motion was unanimously approved with the Chairman Wright abstaining.

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.

No action was taken on this subdivision as it was withdrawn by the developer.




CURVE TABLE
LINE TABLE
GENERAL NOTES
LEGEND
TOTAL AREA = 2,794,346 SQ.FT. OR 63.91 ACRES
PARCEL REFERENCE
DEED REFERENCE
WHITTENBURG
LAND SURVEYING
WESTOWNE ESTATES
OWNERS
SURVEYOR
SHEET 2 OF 1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PARCEL REFERENCE
DEED REFERENCE
WHITTENBURG
LAND SURVEYING
WESTOWNE ESTATES
OWNERS
SURVEYOR
SHEET 1 OF 1

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: 12-8-20

Secretary — Date: 12-8-20

MINUTES
PUTNAM COUNTY REGIONAL PLANNING COMMISSION
JANUARY 7, 2020

The Putnam County Regional Planning Commission met at 6:00 p.m. on Tuesday, January 7, 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, Phil Wilbourn, and Ron Williamson. Members Jim Martin and Ted McWilliams were absent as was Planning Commission Engineer Patrick Rinks. Others present were Planning Director Kevin Rush, Brian McMeans (Global Surveying), Robyn Jickling, Tom Jickling, Charles Whittenburg and Taylor Dillehay (Whittenburg surveying), Chad Crouch, Barbara Rosensteel, Rafferty Cleary of Stonecom Communications and Jim Herrin of the Herald-Citizen and Jon Roberts.

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 JANUARY 7, 2020 AGENDA
The meeting agenda was approved by mutual consent after noting item 8.B (Stockton Division) was withdrawn by the developer.

ITEM 3: MINUTES OF THE DECEMBER 3, 2019 MEETING
Phil Wilbourn moved to approve the December 3, 2019 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.

ITEM 5: OUTSTANDING LETTERS OF CREDIT: Larry Hatfield (Pembrooke 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.

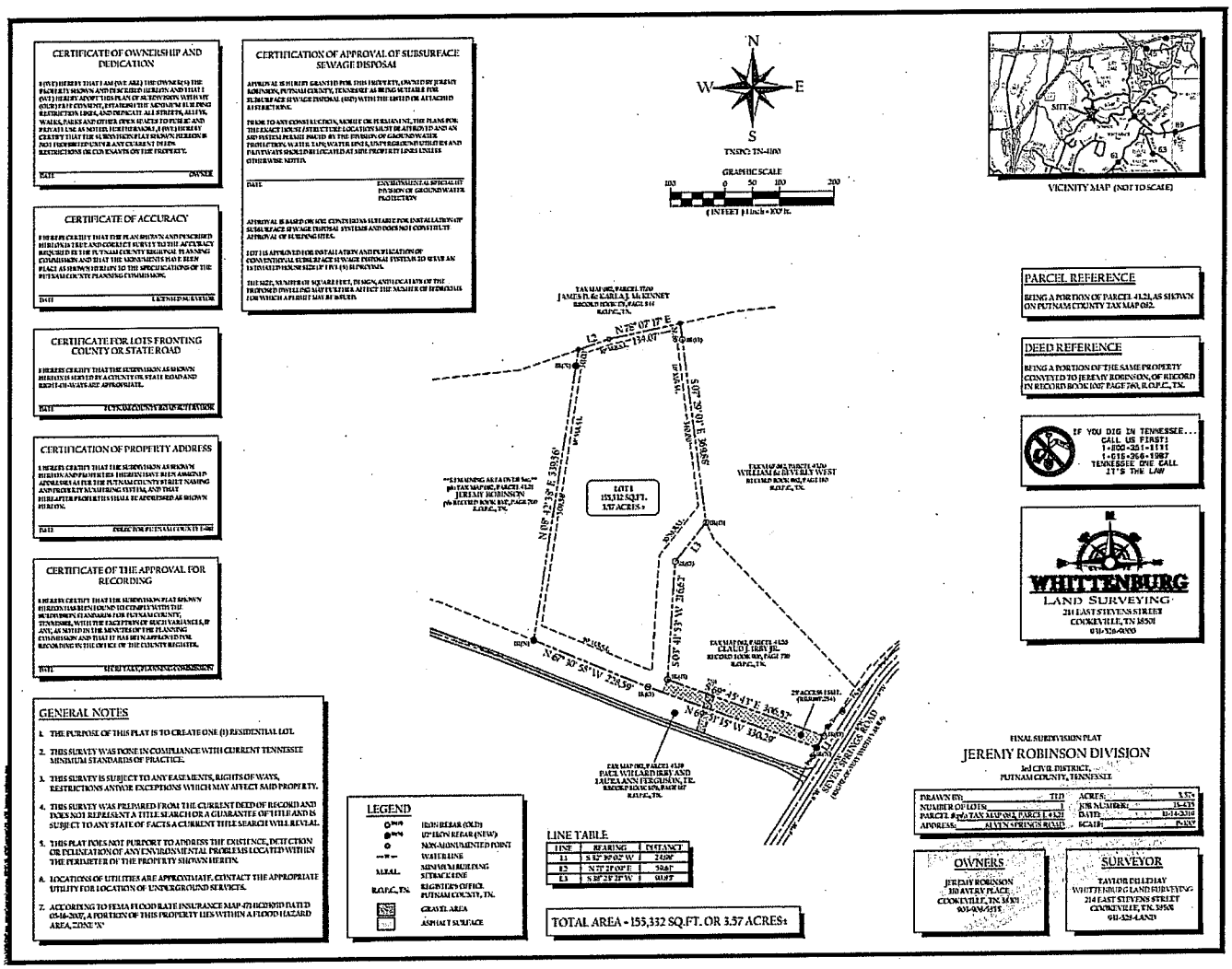
ITEM 8: SUBDIVISION PLATS:

A. JEREMY ROBINSON DIVISION FINAL PLAT, WHITTENBURG SURVEYING

This plat was deferred at the last meeting to allow surveyor to determine if the other tract (owned by Mr. Robinson) adjoins this proposed subdivision or not. This is create one 3.57 acre lot (082 043.21) on Seven Springs Road with more than 5 acres remaining. The lot will be a flag lot with 24.98 ft of road frontage. Remainder is not shown with any road frontage. They may be wanting to share a driveway with an adjoining property. The lot in front of this lot (between this lot and the road, 082 043.20) has a drive that cross the pole portion of this lot onto a driveway on another parcel (082 043.19).

There is a 50 foot strip that separates this tract Mr. Robinson is asking to subdivide from the tract that he owns to the south. This strip is a fee simple part of 082 043.19, making it a flag lot and this strip its "pole." The existing driveway that is currently shared is built upon the southern line of this strip and on Mr. Robinson's tract to the south. The proposed subdivision is so that the buyers can build on one lot and give their son a lot to build on as well.

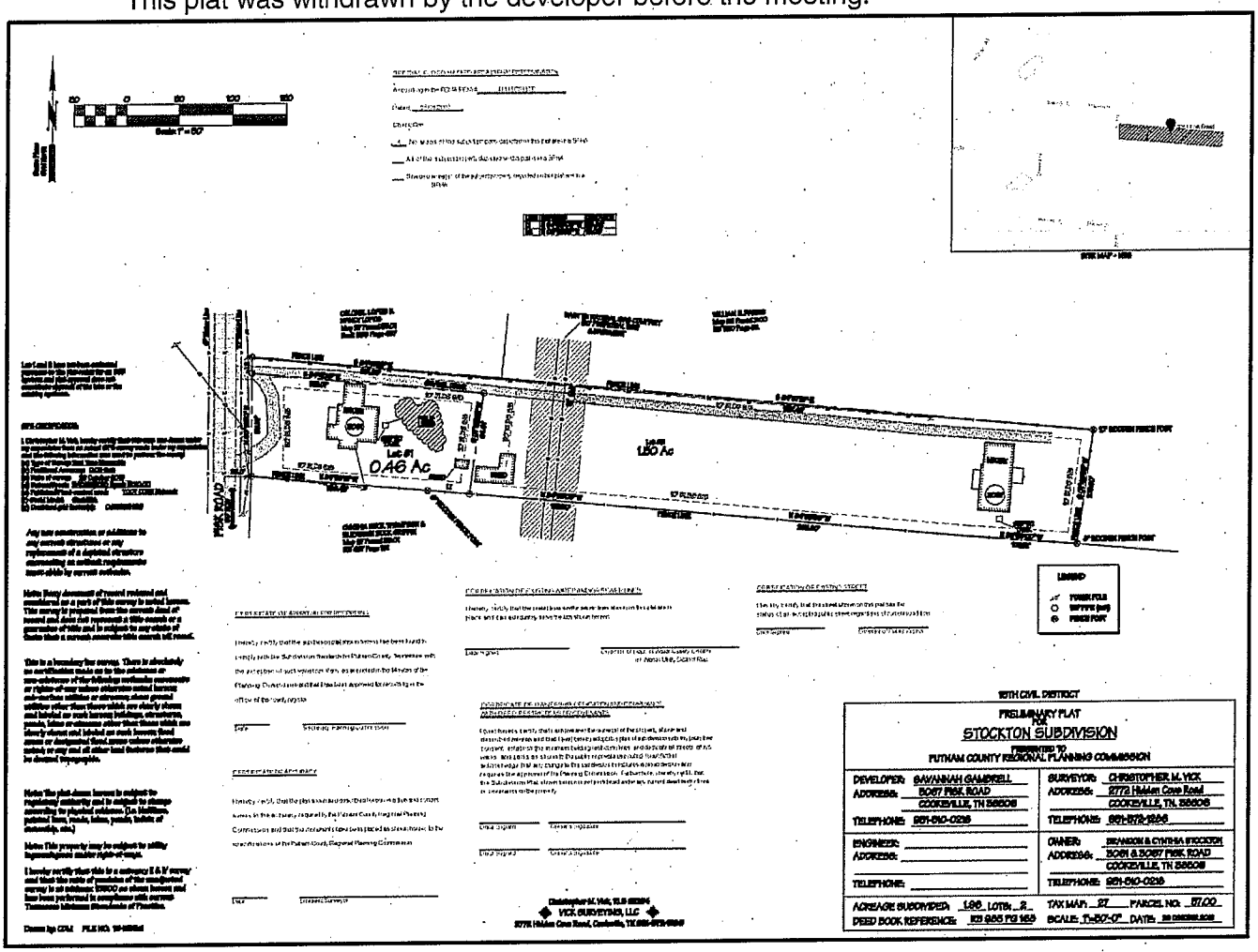
Dave Mattson moved to approve the plat with a variance to allow the subdivision off of an easement, subject to the following conditions: 1) A plat note being added stating that there will be no further subdividing until the shared drive is brought up the current road standards; 2) showing the entire remaining acreage (of 082-043.21) on the plat; 3) Plat note being added on the recorded maintenance agreement, and all required plat certificates being signed. Motion was seconded and approved unanimously.



B. STOCKTON DIVISION FINAL PLAT, VICK SURVEYING

This plat was deferred at the last meeting. This is divide one 1.96 acre lot (parcel 027-057.00) on Fisk Road into two lots. The lots currently share a driveway on the north side of the existing lot. There will be a house on each lot. Lot 1 will be 0.46 acres. Lot 2 will be a flag lot behind lot 1 and will be 1.50 acres. The pole portion of lot 2 will be within 2 feet (1.4 feet surveyed) of the existing house on lot 1. During discussion of moving the access to the southern portion line of the lots, it was noted that the house on lot 1 was going to be demolished. Staff recommended to the developers that they finalize the plans and if the house is demolished, then bring the plat back to the planning commission.

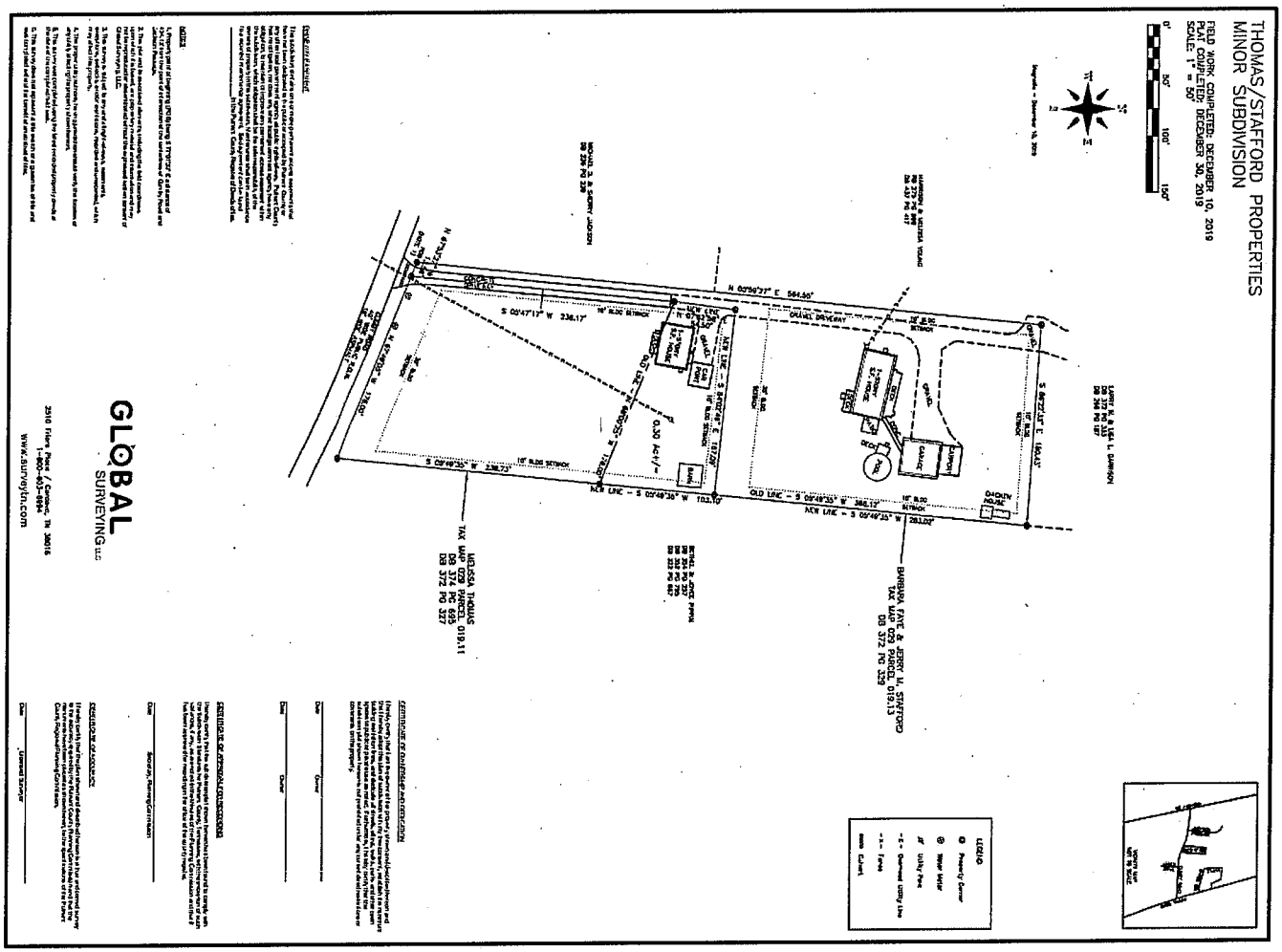
This plat was withdrawn by the developer before the meeting.



C. THOMAS-STAFFORD DIVISION FINAL PLAT, BRIAN MCMEANS OF GLOBAL SURVEYING

This is a plat to change the lot lines between two lots on Cumby Road, specifically parcels 029-019.11 (Thomas) and 029-019.13 (Stafford). These two lots (as well as a lot not affected by this plat) share a common driveway. Surveyor stated that there is not a recorded easement for the shared driveway. Thomas built a house but it was mostly on Stafford's lot. That is an issue they are trying to correct. Staff told the surveyor that they need to document the easement and record a maintenance agreement.

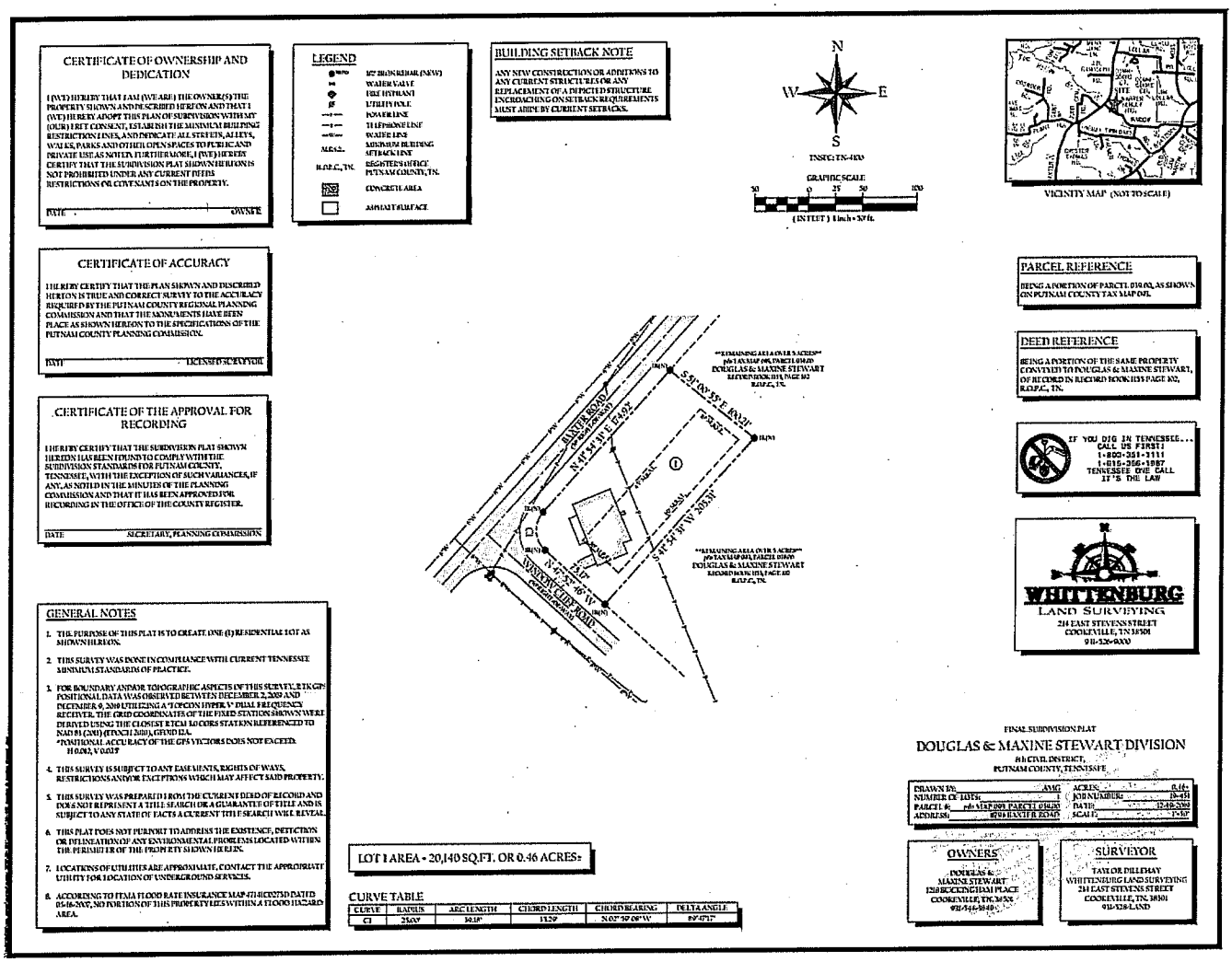
Phil Wilbourn moved to approve the plat subject to the easement and maintenance agreement being recorded and the addition of a plat note with the recording information of the easement and agreement. Motion was seconded and approved unanimously.



D. DOUG & MAXINE STEWART DIVISION FINAL PLAT, WHITTENBURG SURVEYING

This is a plat to create one lot at the corner of Baxter Road and Window Cliff Rd from parcel 093-039.00. There is a house on the lot that violates the setback from both roads. The setback from Baxter Road is 45 feet and the setback from Window Cliff Rd is 30 feet. There is a fire hydrant installed across the Window Cliff Rd from this lot. The setback note is already on the plat.

Dale Moss moved to approve the plat with a variance, subject to signatures. Motion was seconded and approved unanimously.



ITEM 9: OTHER BUSINESS:

A. **Jon Roberts Discussion:** Mr. Roberts wanted to discuss the Four Oaks Subdivision. He has accepted a job out of state and is going to be selling his house in the subdivision. He was looking for guidance from the planning commission on what would be acceptable to clean the subdivision up. For example, his driveway is not within the pole portion of his flag lot. Planning Director Rush pulled the following from the minutes of the planning commission. Planning commission agreed to consider the changes requested once it is re-platted and submitted.

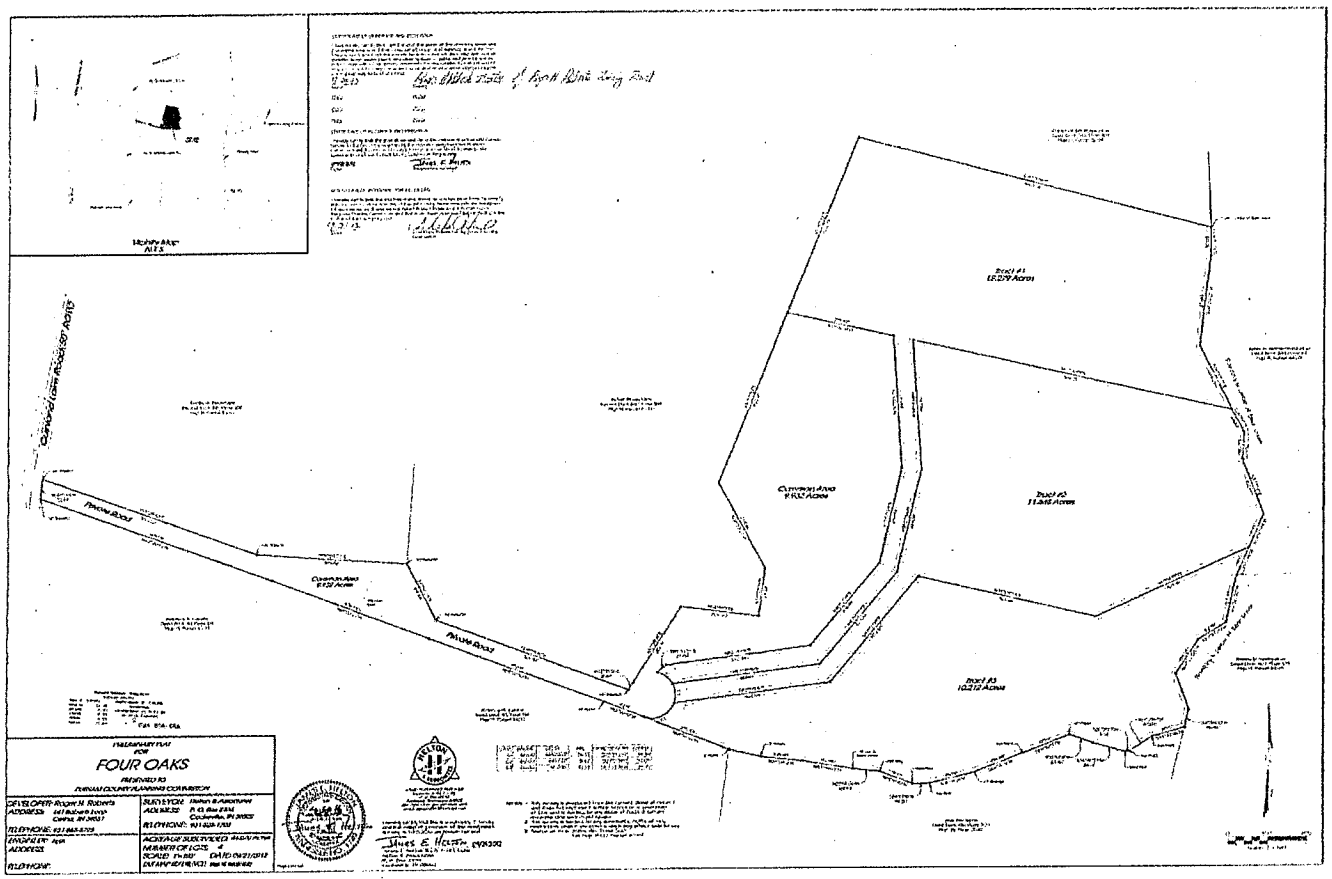
CONSIDERATION OF PRELIMINARY PLAT, FOUR OAKS

Jon Roberts provided a preliminary plat for Roger H. Roberts, 141 Roberts Loop, Celina, TN 38551, (931) 2655723 prepared by Helton & Associates, P.O. Box 2533, Cookeville, TN 38502, (931) 525-1707 to be considered by the Planning Commission. Jon Roberts was initially in attendance at the April 3, 2012 Planning Commission meeting to discuss subdividing this property. The plat consists of four (4) lots on approximately 44.070 acres located off North Quinland Lake Road (tax map 019, parcel 062.03). The plat depicts approximately 1,700 feet of common area consisting of approximately 2.759 acres platted as access to the proposed four (4) lots off North Quinland Lake Road. The common area is depicted as ending in a cul-de-sac with four (4) proposed tracts subdivided off this common area. The plat depicts a water line running along North Quinland Lake Road to serve the properties. Jon Roberts stated that he had contacted the utility district to discuss options for installing a water line along the proposed common area to serve the proposed tracts, or setting meters at North Quinland Lake Road and running individual service lines for the proposed tracts. Mr. Roberts stated that the Bangham Utility District, at their last meeting, had approved individual meters to be set at North Quinland Lake Road, with separate water lines ran to each individual parcel. Jon Roberts further stated that he had plans to combine proposed tract one (1) of approximately 7.176 acres with the depicted common area of access of approximately 2.759 acres into one common owned tract with ownership of this split equally between the lot owners. The property is currently owned under the Roger H. Roberts Trust. The trust involves Jon Roberts and his two brothers, Greg Roberts and Jeff Roberts. Jon Roberts is requesting to use this dedicated common area to access the proposed tracts. All remaining acreage would be over ten (10) acres. Jon Roberts provided a private road maintenance agreement to be recorded with the ownership of the proposed tracts. Access to these proposed lots is off a 1,700 foot access easement. Planning Director Jonathan Ward stated that he had concerns with future proposals where a potential developer/property owner may bring this action an example of precedent. Ward also stated that road construction to county standards had been required in the past to subdivided property located just north of the Four Oaks site, on North Quinland Lake Road. Planning Director Jonathan Ward also brought up sight distance issues at the intersection of the access if this were to be constructed as a county road, as North Quinland Lake Road turns southeast with a high bank at the intersection.

The proposed plat depicts a right-of-way ending in a cul-de-sac in case a county road was required or built. Jon Roberts estimated construction cost at approximately $100,000 to construct a road to county road standards. Members discussed issues with the Robert H. Roberts Trust wondering if the trust could be dissolved to accomplish individual ownership for the current owners of the trust. With this proposal, all lots would be over five (5) acres and no public water or utility construction would be required. A motion was made by John Donnelly to grant preliminary approval of the Four Oaks preliminary plat. The motion was seconded, and after further discussion amended by Jim Martin, with approval subject to confirmation that the trust is extinguished, and ownership is split between evenly for the three eastern lots with the western tract including the access held in common by the trust, with a common maintenance agreement recorded with all deeds of ownership. The motion passed unanimously.

DISCUSSION CONCERNING FOUR OAKS, JON ROBERTS

Planning Director Jonathan Ward contacted Jon Roberts concerning the Four Oaks property. Mr. Roberts stated that he is in the process of abolishing the trust the property is currently held under. This property was granted preliminary approval at the June 5, 2012 meeting, contingent on abolishing the trust and requiring maintenance agreements to be recorded with the properties. Mr. Roberts had provided staff with the maintenance agreement for the access to the property. Planning Director Ward requested clarification on how the Planning Commission wanted Mr. Roberts to proceed. The Planning Commission agreed by mutual consent for Planning Director Jonathan Ward to review the dissolved trust and maintenance agreements for the access drive and handle this matter administratively.



B. Training exercise and general zoning discussion.

The training exercise using the last zoning draft was postponed. It was suggested that the planning commission have a work session to discuss the zoning draft. Planning Director Rush stated that he would look and date and see when the meeting is available.

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: 2-4-20

Secretary — Date: 2-4-20