

Annual Report & Program Design

City of Cookeville Planning Department

2022

I. PURPOSE OF REPORT

This Annual Report and Program Design has four primary purposes. First, it presents the status of memberships of the Planning Commission, Board of Zoning Appeals, and Historic Zoning Commission. Second, it summarizes the meetings of these bodies from the previous year. Third, it provides an annual assessment of the city’s planning program, including the activities of the Planning Commission, Board of Zoning Appeals, Historic Zoning Commission, and the Planning Department. Fourth, it establishes a general schedule of future work activities for the Planning Commission and its staff.

II. MEMBERSHIP STATUS

A. Planning Commission 4-year & 5-year terms appointed by City Council

<u>Member</u>	<u>Term</u>	
Jim Stafne, <i>Chairman</i>	1/2024	5 years
Judy Jennings, <i>Vice-Chairman</i>	1/2027	5 years
Jim Cobb	1/2023	5 years
Chad Gilbert (<i>Mayor’s Representative</i>)	8/2022	4 years
<i>Finishing Tracy Cody’s Term</i>		
Lauren Metts	1/2026	5 years
Kay Starkweather	1/2025	5 years
Leslie Sullins Draper	1/2024	5 years
Eric Walker (<i>Council Member</i>)	8/2022	4 years
Jim Woodford	1/2024	5 years
<i>Finishing Daniel Odom’s Term</i>		

B. Board of Zoning Appeals 3-year terms appointed by City Council

<u>Member</u>	<u>Term</u>	
James Dial, <i>Chairman</i>	1/2023	3 years
Elwood Ervin, <i>Vice-Chairman</i>	1/2024	3 years
Nancy Bohannon	1/2024	3 years
Michael Detwiler	1/2023	3 years
<i>Finishing Sid Gilbreath’s Term</i>		
Connie McCormick	1/2025	3 years
<i>Finishing Jane Flatt’s Term</i>		

C. Historic Zoning Commission 5-year terms appointed by Mayor

<u>Member</u>	<u>Term</u>	
Alma Anderson, <i>Chairman</i>	4/2023	Community in General
Cathy Lamb, <i>Vice Chairman</i>	1/2026	Cream City Representative
Calvin Dickinson	4/2026	Local Preservation Organization
Peter Metts	4/2026	Architect
Susan Vandergriff	4/2022	Local Patriotic Organization
Lee Carney	1/2026	E. Broad St/Freeze St Representative
Chris Wakefield	4/2024	Planning Commission Member

III. 2021 MEETING SUMMARIES

A. Planning Commission (January - December)

Meetings Held	12
Special Called Meetings Held	0
Meetings Cancelled	0
No Quorum Meeting	0

B. Summary of Planning Commission Meetings

January 25th, 2021:

The Planning Commission welcomed new members Chad Gilbert, Lauren Metts, & Jim Woodford. The Planning Commission elected Jim Stafne as Chairman and Judy Jennings as Vice-Chairman.

Approved:

- Six (6) month extension of the preliminary plat of Highlands Residential Road Dedication, one (1) lot located at 761 Buffalo Valley Road.
- Six (6) month extension of the preliminary plat of Westbrook Farms Phase II Subdivision, 30 lots located on Cora Road.

Conditional Approval:

- Final plat of Revised Lots 82, 83 & 84 of Green Acres Subdivision, three (3) lots located at Fairbanks Street & Southgate Drive.
- Resubmission of the preliminary plat of Claremont Subdivision, 11 lots located at 507 West Stevens Street.
- Final plat of University Park, 18 lots located on Chestnut Avenue.
- Final plat of Downton North Phase I, eight (8) lots located on East Hudgens Street.

Removed:

- Resolution determining that due to the COVID-19 pandemic, meetings of the Cookeville Municipal Planning Commission shall be by electronic means as permitted by Executive Order No. 16, No. 32, No. 51, No. 60, No. 65, No. 71 & No. 73.

February 22, 2021:

Approved:

- Amendments to the Official Street Map.
- Six (6) month extension of the preliminary plat of Landmark Court, 20 Single-Family Attached lots located on East 10th Street.
- Amendment to the Future Land Use Concept Plan of the Cookeville 2030 Plan to depict an area located along West Broad Street in the vicinity of County Farm Road and Royal Oak Drive from being classified as appropriate for Lower Density Residential to being appropriate for Local Commercial.
- Rezoning of 1639, 1681, 1691, 1727, 1729, 1743, 1771 and 1797 West Broad Street & 10 Royal Oak Drive from RS-20 (Single-Family Residential) to CL (Local Commercial).
- 2020 Annual Report & Program Design.

Conditional Approval:

- Variance for a flag lot for Stevens Rentals, LLC, two (2) lots located on Whitson Ave.

- Final plat of Raelyn Court, 13 lots located off Bay View Drive.
- Final plat of Brighton Park, 14 lots located at 625 East 10th Street.
- Preliminary plat for North Ridge Phase I, 10 lots located at North Dixie Avenue & Kenway Street.

Removed:

- Resolution determining that due to the COVID-19 pandemic, meetings of the Cookeville Municipal Planning Commission shall be by electronic means as permitted by Executive Order No. 16, No. 32, No. 51, No. 60, No. 65, No. 71 & No. 73.

March 22, 2021:

Approved:

- Six (6) month extension of the preliminary plat of West Towne Village, 50 Single Family detached lots located off Broadway Avenue.
- Six (6) month extension of the preliminary plat of Scenic Bluffs, eight (8) lots located off South Jefferson Avenue and Interstate Drive.

Removed:

- Resolution determining that due to the COVID-19 pandemic, meetings of the Cookeville Municipal Planning Commission shall be by electronic means as permitted by Executive Order No. 16, No. 32, No. 51, No. 60, No. 65, No. 71, No. 73, No. 77 & No. 78.

April 26, 2021:

Approved:

- Six (6) month extension of The Reserve at the Country Club preliminary plat Phases II, III, and IV, 101 single family detached residential lots.
- Six (6) month extension of the preliminary plat of Brook View Subdivision, 16 lots located off Brook View Drive & Cora Road.
- Rezoning of 1368 West Broad Street and 20 CC Camp Road from CL (Local Commercial) to LM (Light Manufacturing).

Postponed:

- Close, abandon and declare as surplus property a portion of an undeveloped right-of-way located off Polly Drive.

Removed:

- Resolution, determining that, due to the COVID-19 pandemic, meetings of the Cookeville Municipal Planning Commission shall be by electronic means as permitted by Executive Order No. 16, No. 32, No. 51, No. 60, No. 65, No. 71 & No. 73.

May 24, 2021:

Approved:

- Final plat of Holladay Heights Subdivision, three (3) lots located at Clay Avenue and Freedom Avenue.
- Six (6) month extension of the revised preliminary plat of Downton North, 19 lots located on East Hudgens Street.
- Preliminary plat of Reeser Place, five (5) lots located off Mine Lick Creek Road and Reeser Lane.

- Rezoning of one parcel located on Buffalo Valley Road (Tax Map 054 093.03) from RS-10 (Single-Family Residential) to RS-5 (Single-Family Residential).

Postponed:

- Close, abandon and declare as surplus property a portion of an undeveloped right-of-way located off Polly Drive.

June 28, 2021:

Approved:

- Six (6) month extension of the preliminary plat of Kacie Avenue Division, six (6) lots located at 621 West Stevens Street.
- Rezoning of 439 East 6th Street and a portion 535 North Washington Avenue (Tax Map 053-C D 007.00) and 439 East 6th Street (Tax Map 053-C D 006.00) from RS-15 (Single-Family Residential) to RS-10 (Single Family Residential).

Conditional Approval:

- Resubmission of the preliminary plat of Concord subdivision, 18 lots located on East Jere Whitson Road.
- Final plat of Reserve Phase II, six (6) single family detached residential lots.

Postponed:

- Close, abandon and declare as surplus property a portion of an undeveloped right-of-way located off Polly Drive.

July 26, 2021:

Approved:

- Six (6) month extension of the preliminary plat of Prescott Heights Division, seven (7) lots located at West Cemetery Road and White Road.
- Six (6) month extension of the preliminary plat of Cabot Lane Subdivision (previously submitted as W.P. Brown Subdivision), 16 lots located at 1501 Bunker Hill Road.
- Close, abandon, and declare as surplus property a portion of undeveloped Joff Drive.
- Readoption and revisions to the Cookeville Zoning Code Section 208A, Architectural Design Requirements, Section 208A.4B. Materials Standards.

Conditional Approval:

- Preliminary plat of Highlands Residential Road Dedication, one (1) lot located at 761 Buffalo Valley Road.
- Preliminary plat of Kensington Subdivision, 41 lots located on Buffalo Valley Road.
- Preliminary plat of Michael Cunningham South Jefferson Avenue Division, eight (8) lots located at South Jefferson Avenue and Old Sparta Road.
- Final plat of The Villages on Broad Phase II (previously submitted as West Towne Village), 22 lots located on Broadway Avenue.
- Final plat of Concord subdivision, 19 lots located on East Jere Whitson Road.

Postponed:

- Preliminary plat of Encore Subdivision, six (6) lots located on East 10th Street.

Withdrawn:

- Close, abandon and declare as surplus property a portion of an undeveloped right-of-way located off Polly Drive.

August 23, 2021

Approved:

- Rezoning of property located on Salem Church Road and England Drive (Tax Map 066 Parcel 036.00) from CR (Regional Commercial) and RS-15 (Single-Family Residential) to CG (General Commercial).

Conditional Approval:

- Resubmission of the preliminary plat of Westbrook Farms Phase II, 30 Single-Family Detached lots located off Cora Road.
- Resubmission of preliminary plat of Landmark Court, 20 Single-Family Attached lots located on East 10th Street.

Postponed:

- Preliminary plat of Encore Subdivision, six (6) lots located on East 10th Street.

September 27, 2021:

Approved:

- Rezoning of 315 Scott Avenue (Tax Map 053 Parcel 019.00) from RS-10 (Single-Family Residential) to CG (General Commercial).
- Rezoning of 2414 North Washington Avenue (Tax Map 027 Parcel 012.00) from CL (Local Commercial) to RS-20 (Single-Family Residential); reopening connection of Salem Church Road and England Drive.

Conditional Approval:

- Preliminary plat of Lone Oak Townhomes, 15 lots located on Lone Oak Drive.
- Preliminary plat of Magnolia East, 20 Single-Family Attached lots located at 1011 East 10th Street.
- Final plat of Downton North Phase II, 11 lots located on East Hudgens Street.
- Final plat of Redivision of Lot 8 of Midway Heights Subdivision, seven (7) lots located at East 10th Street & Wall Avenue.

Postponed:

- Consider for action the preliminary plat of Encore Subdivision, six (6) lots located on East 10th Street.
- Preliminary plat of The Reserve Phases V, VI & VII, 121 total lots located off Shag Rag Road.

October 25, 2021:

Approved:

- Six (6) month extension of the preliminary plat of Westfield Court, six (6) lots located at 461 West Stevens Street.
- Six (6) month extension of The Reserve at the Country Club preliminary plat Phases III & IV, 95 single family detached residential lots.

- Amendments to the Subdivision Regulations, Article VI, Streets – Construction Procedures and Specifications, Section J, Sidewalks.

Conditional Approval:

- Preliminary plat of The Reserve at the County Club, Phase V, 54 lots located off Reserve Drive.
- Preliminary plat of The Reserve at the County Club, Phase VII, 23 lots located off Reserve Drive.
- Preliminary plat of Brook View Subdivision, Phase I, four (4) lots located on Cora Road.
- Preliminary plat of Brook View Subdivision, Phase II, 12 lots located on Cora Road.
- Preliminary plat of Spring Pointe, 33 lots located on East Spring Street.
- Preliminary plat of Ridgedale Townhomes, eight (8) lots located at West Broad Street & Ridgedale Drive.

Postponed:

- Preliminary plat of Encore Subdivision, six (6) lots located on East 10th Street.
- Preliminary plat of The Reserve at the County Club, Phase VI, 34 lots located off Reserve Drive.

November 22, 2021:

Approved:

- Variance for a flag lot and the final plat of Gantt Property on Mine Lick Creek Road Division, two (2) lots located on Mine Lick Creek Road.
- Final plat of West Cookeville Subdivision, two (2) lots located on West Broad Street.
- Final plat of Redivision of Lot 8 of Midway Heights Subdivision, seven (7) lots located at East 10th Street & Wall Avenue.

Conditional Approval:

- Preliminary plat of Churchview Division, seven (7) lots located on West Stevens Street & Scott Avenue.
- Preliminary plat of Glenview Division, 11 lots located on Lone Oak Drive.
- Preliminary plat of Pemberton Subdivision, 27 lots located on England Drive & Highway 111.
- Preliminary plat of Liberty Subdivision, 67 lots located on Salem Church Road.
- Final plat of Cabot Lane Subdivision, 16 located on Bunker Hill Road.
- Final plat of The Reserve at the Country Club Phase IV, 15 lots located off Reserve Drive.

Withdrawn:

- Preliminary plat of Encore Subdivision, six (6) lots located on East 10th Street.
- Preliminary plat of The Reserve at the County Club, Phase VI, 34 lots located off Reserve Drive.

December 13, 2021:

Conditional Approval:

- Preliminary plat of Highbury Subdivision, 147 lots located on Neal Street & East Veterans Drive.

C. Board of Zoning Appeals (January - December)

Meetings Held	7
Meetings Cancelled	5
No Quorum Meetings	0
Special Called Meetings	0

D. Summary of Board of Zoning Appeals Meetings

January 14, 2021 The Board did not meet in January.

February 11, 2021:

Approved:

- Special exception to allow a Bed & Breakfast Home in a RS-10 (single-family) zone on the property located at 1217 North Maple Avenue.

March 11, 2021:

Approved:

- Special exception to allow a Hospice Residence Home/Assisted Living Facility on the property located at 570 State Street.

April 8, 2021:

Approved:

- Variance to reduce the rear yard setback requirement on 561 Freeze Street from 20' to 19' for a total variance of one (1) foot to build a garage addition.
- Special exception to allow a Bed & Breakfast Home in the RS-15 (single-family) zone on the property located at 140 Breen Lane.

May 13, 2021: The Board did not meet in May.

June 10, 2021: The Board did not meet in June.

July 8, 2021:

Approved:

- Variance to reduce the parking requirements from 129 to 124 for a total variance of five (5) parking spaces for the property located at the northeast intersection of Broadway Avenue and West Broad Street.

August 12, 2021:

Approved:

- Variance to the surfacing requirements for a heavy track machinery sales yard located at 667 Horace Lewis Road (Tax Map 096 Parcels 0018.01 & 0018.02 and Tax Map 083 Parcel 114.00).
- Special exception to allow a Bed & Breakfast Home in the RS-10 (Single-Family) zoning district on the property located at 4 North Ferguson Avenue (Tax Map 053F Parcel 001.00).
- Variance to the grades for parking lots to allow portions of parking areas to exceed five percent (5%) for the property located at 777 South Jefferson Avenue (Tax Map 066C, Group B, Parcel 007.00).
- Variance to the maximum width of driveways to allow a driveway width of 50 feet on the property located at 777 South Jefferson Avenue (Tax Map 066C, Group B, Parcel 007.00).

September 9, 2021:

Approved:

- Special exception to allow a used car lot on the property located at 1062 East Spring Street (Tax Map 053L Group C Parcel 019.02).
- Variance to reduce the side yard setback from 30 feet to 20 feet for a total variance of 10 feet on the property located at 2095 Fountain Circle (Tax Map 040D Group C Parcel 001.00).

October 14, 2021:

Approved:

- Change of a nonconforming use to another nonconforming use of the same classification to allow apartments to be converted to condominiums on the property located at 508 East Broad Street.

November 11, 2021:

The Board did not meet in November.

December 13, 2021:

The Board did not meet in December.

E. Historic Zoning Commission (January - December)

Meetings Held	1
Meetings Cancelled	11
No Quorum Meetings	0
Special Called Meetings	0

F. Summary of Historic Zoning Commission Meetings

January 12, 2021: There was no meeting in January.

February 9, 2021: There was no meeting in February.

March 9, 2021: There was no meeting in March.

April 13, 2021: There was no meeting in April.

May 11, 2021: There was no meeting in May.

June 8, 2021: There was no meeting in June.

July 13, 2021: There was no meeting in July.

August 24, 2021:

Approved:

- Certificate of Appropriateness for exterior alterations to the property located at 506 Freeze Street.

September 14, 2021: There was no meeting in September.

October 12, 2021: There was no meeting in October

November 9, 2021: There was no meeting in November.

December 14, 2021: There was no meeting in December.

2021 PLANNING PROGRAM EVALUATION

A. Long Range Planning

1. Comprehensive Plan

- The Cookeville 2030 Plan was completed by the Planning Commission in 2010 and adopted by the City Council through Ordinance No. O10-11-14, effective 12/13/10. It replaced the Cookeville Comprehensive Future Land Use Plan adopted by the City Council through Resolution No. R00-10-29, effective October 5, 2000.
- Amendments to the Future Land Use Element relating to Bennett Road Extension Project adopted by City Council by Ordinance #012-06-08, effective 8/17/12.
- Resolution R17-12-18 accepting Cookeville Corridor Analysis and Major Street Plan update prepared by WSP and funded with TDOT Transportation Planning Grant 2017.
- Amendments to the Future Land Use Element relating to the 10th Street Planned Commercial Development, including a new classification, Commercial-Planned, adopted by the City Council by Ordinance #O18-11-31.
- Resolution R20-01-01 accepting Cookeville Bicycle and Pedestrian Circulation Plan update prepared by Gresham Smith and funded with TDOT Transportation Planning Grant 2019.
- Amendments to the Future Land Use Element relating to an area located north of West Broad Street in the vicinity of County Farm Road and Royal Oak Drive as being appropriate for Local Commercial development, adopted by the City Council by Ordinance #O21-03-05, effective May 21, 2021.

2. Major Street Plan

- Revised Major Street Plan adopted and recorded in 2010, replacing 1999 Plan.
- Amended Major Street Plan approved by Planning Commission on 5/12/2012 and recorded on June 12, 2012. Amendments included access points and proposed connecting streets relative to the Bennett Road Extension Project.

3. Envision Cookeville

- Status Report prepared in 2017.

4. Putnam County Multi-Jurisdictional Hazard Mitigation Plan adopted by Resolution R17-07-09 is current remains in effect

- Completed City's participation is five (5) year update plan, pending adoption of the updated plan for 2021.

5. Putnam County Multi-Jurisdictional Transportation Plan

- Assisted in development a Top 10 list for improvements on state routes.
- Submitted Community Transportation Planning Request to TDOT for the following Cookeville projects:
- South Jefferson Avenue (HWY 136) Bunker Hill Road intersection improvements
- South Jefferson Avenue (Hwy 136) - Interstate 40 intersection improvements – Provide dual eastbound left-turn lanes at the eastbound ramp; Improve channelization of the two right-turn lanes, implement no right-turn on red. Consider converting inner right-turn lane to share right-left turn lane.

- South Jefferson Avenue (Hwy 136), from I-40 intersection to Interstate Drive-Neal Street intersection –Add dual northbound left-turn lanes on South Jefferson Avenue
- South Jefferson Avenue (Hwy 136)-Interstate Drive-Neal Street, intersection improvements – Add dedicated southbound right-turn lane on Jefferson Avenue; Add dual eastbound turn lanes on Interstate Drive; Add dual westbound left-turn lanes on Neal Street.
- South Willow Avenue (SR 135) from Gould Drive to West Cemetery Road. Widen from two (2) lanes and three (3) lanes to five (5) lanes.
- New east-west route north of Cookeville, including grade separated interchange at SR 111/Quinland Lake Road to Hilham Rd (SR 136)
- East Spring Street (Hwy 70N) widen from two (2) lanes to three (3) or five (5) lanes from East Broad Street to Highway 111.
- East 10th Street at SR 111 northbound ramp. Provide additional northbound right-turn lane. Restrict right turns on red.
- New Route to connect Hwy 70 at the Tennessee Ave to Gainesboro Grade (Hwy 290)

B. Strategic Planning

1. Streets and Right-of-Ways

a. Official Street Inventory and Assessment.

- Updated in 2020, new streets added in 2021, the Official Street Inventory will be updated in March 2022.

b. Official Street Map

- Most recent map adopted by Ordinance #O21-03-04 and effective 5/21/2021.

c. TDOT Community Transportation Planning Grant

- Cookeville Corridor Analysis and a Major Street Plan update completed by WSP and approved in 2017.
- Cookeville Bicycle and Pedestrian Circulation Plan Update completed by Gresham Smith and approved 2019

d. Street Construction/Improvement Projects

- Assist with East 10th Street improvement project relative to the 10th Street PCD

e. Street Naming

- Street Name Changes: *None (0)*
- Private Drives Named: *Two (2)*
- New Streets Named: *Three (3)*

f. Requests for Street Closure/R.O.W. Closure and Abandonment and Declaring as Surplus

- Approved: *One (1), a portion of undeveloped Joff Drive.*
- Withdrawn: *One (1), a portion of undeveloped Polly Drive.*

g. Center Hill Rural Planning Organization.

- Technical Committee Member (City Manager), guest (Planning Director)
- Attended all 2021 RPO meetings

- Widening of State Highway 136 (South Jefferson Avenue) recommended as priority for FY12 - FY13 (ROW), project currently in construction phase, project bid has been let and completion estimated in 2024.
- Widening of US 70N (Spring Street) recommended in 2009 for Transportation Planning Report (TPR).
- North Willow Avenue widening endorsed by RPO in 2016, currently in the Preliminary Engineering Phase.
- Continued follow-up of Top 10 projects from Putnam County Joint Transportation Committee 2019.

h. Sidewalks/Multimodal

- Continued implementation of TDOT Multimodal Access Grant Application for installing sidewalks along State Route 24 (East Spring Street) from Broad Street to Neal Street, grant approved in 2015, construction to begin 2022
- Provided technical assistance for sidewalk installation along Interstate Drive and South Jefferson Avenue, ROW acquisition completed in 2021, awaiting ROW certification, no timetable for construction.
- TDOT Community Transportation Planning Grant to update Pedestrian and Bicycle Circulation Plan awarded, Plan Update completed 2019.
- Awarded TDOT Multimodal Access Grant (MAG) for installation of sidewalks along North Willow Avenue and West 12th Street 2018, currently in NEPA evaluation phase.
- Sidewalk project on East Spring Street broken into phases, submitted a TDOT Multimodal Access Grant (MAG) application in 2021 for a second phase of the sidewalk project for State Route 24 (East Spring Street). Grant application was awarded in January 2022 for \$950,000.00 to construct sidewalks along the north-side of East Spring Street.

i. Downtown Parking

- Study completed in 2016 updating inventory & analysis of parking prepared in 2004.
- Parking Utilization Study completed in 2018.

j. MPO Designation

- Continue to work with TDOT and monitor potential transition to an MPO

2. Annexation

- Annexation Studies prepared: *None*.
- Plan of Services prepared: *None*.
- Annexation by Referendum approved: *None*.
- Comprehensive Zoning for Annexation Area: *None*.
- Plan of Services Annual Progress Report prepared & published in January 2021 for 13 areas annexed from 2000 - 2018.

3. Surplus Property Requests

- Request for Declaration of right-of-way as surplus: *None*.
- Request for Declaration of undeveloped right-of-way as surplus: *One (1), (request withdrawn)*:
 - A portion of undeveloped Polly Drive (Polly Drive request withdrawn).
- Request for Declaration of alley as surplus: *None*.

- Request for Declaration of streets as surplus: *One (1)*
 - A portion Joff Drive
- Request for City Property as surplus: *One (1), 1948 Karen Circle, City Lake Property outside the City Limits*

4. Deeds

- Quit Claim Deeds prepared: *Two (2)*
 - Joff Drive
 - City Lake Property, not yet recorded
- ROW Deeds prepared: *None.*
- Warranty Deeds prepared: *None.*
- Deed of Correction: *None.*

C. Land Use Controls

1. Municipal Zoning Code

Current Zoning Code and Map originally adopted by Ordinance #001-11-15, effective 1/4/02.

a. Amendments

- Amendments to the Cookeville Zoning Code:
 - *One (1) approved by Planning Commission*
 - Consider for action readoption and revisions to the Cookeville Zoning Code Section 208A, Architectural Design Requirements, Section 208A.4B. Materials Standards. Request submitted by staff. Planning staff has requested that this item be moved from study to action. Moving this item from study to action requires the approval of the Planning Commission. THE PROPOSED ORDINANCE REQUIRES CERTAIN MATERIALS TO BE RESTRICTED IN THE CONSTRUCTION OF BUILDINGS.
- Amendments to the Cookeville Zoning Code adopted by City Council: *Two (2)*
 - *O21-08-17 & O21-08-18*
- Amendments to the Cookeville Municipal Code: *None.*
- Amendments to the Cookeville Municipal Code adopted by City Council: *None.*
- Amendments pending approval by City Council: *None.*

b. Rezoning Requests

- Rezoning requests approved by Planning Commission: *Seven (7)*
 - O21/03/06: 1639, 1681, 1691, 1727, 1729, 1743, 1771 and 1797 West Broad Street & 10 Royal Oak Drive.
 - O21-05-07: 1368 West Broad Street & 20 CC Camp Road.
 - O21-06-14: One Parcel Located on Buffalo Valley Road.
 - O21-09-20: 439 East 6th Street & a portion of 535 North Washington Avenue
 - O21-09-20: Property located on Salem Church Road & England Drive.
 - O21-10-21: 315 Scott Avenue.
 - O21-10-22: 2414 North Washington Avenue.
- Rezoning requests conditional approval: *None.*
- RAO'S (Redevelopment Area Overlay District): *None.*
- RAO's Withdrawn: *None.*
- Rezoning requests postponed: *None.*

- Rezoning requests withdrawn: *None*.
- Requests denied by Planning Commission: *None*.
- Ordinances adopted by City Council: *14*
 - O21-03-04, O21-03-05, O21-03-06, O21-05-07, O21-06-14, O21-07-15, O21-08-16, O21-08-17, O21-08-18, O21-09-20, O21-10-21, O21-10-22, O21-10-23
- Ordinance pending City Council approval: *None*.
- Ordinance denied by City Council: *None*.
- Requests appealed to the City Council: *None*.
- Requests revised by the City Council: *None*.
- Expiration of PRD Zoning: *None*.
- Rezoning Repealed: *None*.
- PCD Planned Commercial Development: *None*.

c. Zoning Appeals considered:

- Variances: *Six (6) approved; None (0) denied*
- Special Exceptions: *Five (5) approved; None (0) denied.*
- Administrative Interpretations: *None (0) approved; None (0) denied.*
- Nonconforming Use Changes: *One (1) approved; None (0) denied.*

d. Historic Zoning

- Requests for Historic Overlay Zoning: *None*.
- Proposals for expansion of Historic District: *None*
- Certificates of Appropriateness issued by Board: *One (1) approved; None (0) denied.*
- Certificates of Appropriateness issued by Staff: *None (0) approved; None (0) denied.*
- Submitted materials to Tennessee Historical Commission to maintain status in Certified Local Government Program.
- Updated Historic Zoning Inventory, October 2021

e. Sign Regulations

- Billboard permits issued: *2*
- Billboard permit fees: *\$1,508*

f. Flood Plain Regulations

- Current Floodplain Regulations adopted in 2009 by Ordinance #O09-07-13, replacing 2007 regulations.
- Floodplain Regulations (Section 230 Zoning Code) amended in 2018 by Ordinance #O18-03-05
- CAV (Community Assessment Visit) completed by FEMA 2018.
- Base Flood Elevation determinations discontinued 2018 at direction of TEMA/FEMA
- Elevation Certificates Issued: *None*
- Staff earned four (4) credit hours for CFM Certification
- CAC (Community Assistance Call) completed by FEMA/State of TN NFIP Coordinator on November 1, 2021
- Completed CRS (Community Rating System) recertification, October 15, 2021

g. Zoning Confirmation Letters

- Zoning confirmation letters prepared: *28*

h. Zoning Database

- Rezoning, Board of Zoning Appeals & Historic Zoning activities updated.

2. Subdivision Regulations

Current Subdivision Regulations adopted on 4/24/00 superseding and replacing previous regulations adopted on 9/25/89. Amended 3/25/02, 5/23/05, 3/23/09, 6/27/11, 6/26/17 and 10/25/2021.

a. Amendments

- Subdivision Regulations amendments: *One (1)*
- Plats Approved: *51*
- Final plats: *15 containing 150 lots (excluding minor plats approved by staff).*

	Plat Name	Number of Lots	Date of Approval
1	University Park RAO	18	January 25 th , 2021
2	Green Acres, Lots 82-84	3	January 25 th , 2021
3	Downtown North, Phase I	8	January 25 th , 2021
4	Raelyn Court	13	February 22 nd , 2021
5	Brighton Park	14	February 22 nd , 2021
6	Holladay Heights Re-division	3	May 24 th , 2021
7	Reeser Place	5	May 24 th , 2021
8	Reserve, Phase II	6	June 28 th , 2021
9	Villages on Broad, Phase II	22	July 26 th , 2021
10	Downtown North, Phase II	11	September 27 th , 2021
11	Midway Heights Lot 8 Redivision	7	September 27 th , 2021
12	Cabot Lane Subdivision	16	November 22 nd , 2021
13	Reserve, Phase IV	15	November 22 nd , 2021
14	West Cookeville Resub 1/2	2	November 22 nd , 2021
15	Midway Heights Lot 8 Redivision	7	November 22 nd , 2021
		150	

- Final plats denied: *None (0).*
- Final plat extension: *None (0).*
- Final plat revisions: *None (0).*
- Preliminary plats: *15 containing 477 lots.*

	Plat Name	Number of Lots	Date of Approval
1	Kensington Subdivision	41	July 26 th , 2021
2	Cunningham S. Jefferson	8	July 26 th , 2021
3	Lone Oak Townhomes	15	September 27 th , 2021
4	Magnolia East	20	September 27 th , 2021
5	Reserve Phase V	54	October 25 th , 2021
6	Reserve Phase VII	23	October 25 th , 2021
7	Brook View Phase I	4	October 25 th , 2021
8	Brook View Phase II	12	October 25 th , 2021

9	Spring Pointe	33	October 25 th , 2021
10	Ridgedale Townhomes	8	October 25 th , 2021
11	Churchview Division	7	November 22 nd , 2021
12	Glenview Division	11	November 22 nd , 2021
13	Pemberton Subdivision	27	November 22 nd , 2021
14	Liberty Subdivision	67	November 22 nd , 2021
15	Highbury Subdivision	147	December 13 th , 2021
		477	

- Preliminary plat extensions: *14 approved containing 404 lots.*

	Plat Name	Number of Lots	Date of Approval
1	Highlands Residential	1	January 25 th , 2021
2	Westbrook Farms	30	January 25 th , 2021
3	Landmark Court	19	February 22 nd , 2021
4	West Towne Village	50	March 22 nd , 2021
5	Scenic Bluffs	8	March 22 nd , 2021
6	Reserve Phases II, III & IV	101	April 26 th , 2021
7	Brook View	16	April 26 th , 2021
8	Downtown North Phase II	19	May 24 th , 2021
9	Kacie Avenue	6	June 28 th , 2021
10	Prescott Heights	7	July 26 th , 2021
11	Cabot Lane Subdivision	16	July 26 th , 2021
12	Westbrook Farms PH II	30	August 23 rd , 2021
13	Westfield Court	6	October 25 th , 2021
14	Reserve Phases II & III	95	October 25 th , 2021
		404	

- Revised preliminary plats: *One (1) approved containing 10 lots.*

	Plat Name	Number of Lots	Date of Approval
1	North Ridge Phase I	10	February 22 nd , 2021
		10	

- Minor plats: *45 containing 74 lots approved.*

	Plat Name	Number of Lots	Date of Approval
1	Garrett, Steve & Paula Division	2	January 25 th , 2021
2	Eich, Daniel & Cynthia Division	1	January 25 th , 2021
3	Allen, Pat Phase II Lot 1 & 2 Redivision	2	January 25 th , 2021
4	Commerce Avenue Lot Line Division	2	January 25 th , 2021
5	Commerce Avenue Lot #1 2-Lot Division	2	January 25 th , 2021

6	Stites, Jack CC Camp Road Lot Line Adjustment	2	January 25 th , 2021
7	Burchett/Peek/Gentry Combination Plat	1	January 25 th , 2021
8	Dealmakers – Willow Avenue Tract 1 Revision #1	1	January 25 th , 2021
9	Smith/Gaw Lot 1 Final Plat	2	February 22 nd , 2021
10	Willow Properties Phase II Re-Division of Lots 1 & 2	2	February 22 nd , 2021
11	ECOM / J & S Lot Line Adjustment	2	February 22 nd , 2021
12	Glover Addition Re-Division Lot 1 & Lot 2 (P/O)	2	February 22 nd , 2021
13	Willow Properties Phase II Re-Division of Lots 1 & 2 Amended	2	March 22 nd , 2021
14	Johnson, Laura I. Lot Line Adjustment	2	March 22 nd , 2021
15	Auxin Development Lot Line Adjustment	2	March 22 nd , 2021
16	Hadden, Lucas Property Lot #1	1	March 22 nd , 2021
17	Woodlands at Forest Oaks Re-Division Lots 2-4	2	April 26 th , 2021
18	Windsor Hill Re-Division of Lot 7	2	April 26 th , 2021
19	Bartlett – Phelps Lot Line Revision	2	May 24 th , 2021
20	Gentry, John & Eulah Mine Lick Creek Road Division	1	May 24 th , 2021
21	Ellis, Steven & Kay Division Combination Plat	2	May 24 th , 2021
22	Mine Lick – Holladay Division	2	May 24 th , 2021
23	Keifer, Melinda Stone Trust Combination Plat	1	June 28 th , 2021
24	855 East 10th Combination Plat	1	June 28 th , 2021
25	Pigeon Roost Lots 6 & 7 Re-combination Plat	1	June 28 th , 2021
26	Ellis, Kay & Steven Re-Division	2	June 28 th , 2021
27	Smith, James L. Lot Line Revision	2	June 28 th , 2021
28	Judd Property	1	June 28 th , 2021
29	AMP Partnership Division	2	June 28 th , 2021
30	Greystone Lot 1 Re-subdivision	1	July 26 th , 2021
31	Gregory – DHS Combination Plat	1	July 26 th , 2021
32	Dealmakers Property Lot 3 & 4 Re-subdivision	2	July 26 th , 2021
33	City of Cookeville Tennessee Avenue Division	1	August 23 rd , 2021
34	Cherry-Palk Combination Plat	1	August 23 rd , 2021
35	Fairland Subdivision Lots 19 & 20 Revised Plat	2	September 27 th , 2021
36	Villages on Broad Phase I	2	September 27 th , 2021
37	Flanigan, Wendy Division	2	September 27 th , 2021

38	Speedway Subdivision	2	September 27 th , 2021
39	Cathey 2-Lot Subdivision	2	September 27 th , 2021
40	Borg, Anthony Combination Plat	1	October 25 th , 2021
41	Re-Division of Lots 4-6, Block A of Arnold Lacy Subdivision	2	October 25 th , 2021
42	Spring Pointe Combination Plat	1	October 25 th , 2021
43	Loftis, Ray & Barbara Re-Division of Lots 3 & 4	2	November 22 nd , 2021
44	West Cookeville Subdivision	2	December 13 th , 2021
45	Walter Whitson Carlen Jr. Combination Plat	1	December 13 th , 2021
		74	

- Extension of financial guarantee: *One (1) approved*
- Variance for a Flag Lot: *Two (2) approved containing four (4) lots.*
 - Two (2) lots located on Whitson Avenue
 - Two (2) lots located on Mine Lick Creek Road
- Resubmittal of preliminary plat: *Four (4) approved containing 50 lots.*
 - Claremont Subdivision, 11 lots located at 507 West Stevens Street
 - Concord Subdivision, 18 lots located on East Jere Whitson Road
 - Highlands Residential Road Dedication, one (1) lot located at 761 Buffalo Valley Road
 - Westbrook Farms, Phase II, 30 Single-Family Detached lots located off Cora Road
 - Landmark Court, 20 Single-Family Attached lots located on East 10th Street
- RAO Redevelopment Concept Plan: *None.*
- Site Plans: 35 Site Plans Reviewed

Site Plan Name	
1	687 South Willow Avenue
2	855 East Tenth Street
3	1545 East Tenth Street Suite C
4	Broad Street Warehouse (Jack Stites)
5	Cambridge Square (Donnie Suits) East Spring Street
6	Cookeville Best Choice Storage
7	Cookeville Distribution Facility 4767 Tennessee Avenue
8	Dollar General Tenth Street
9	Dollar General 1493 West Broad Street
10	FedEx
11	First Bank Revised
12	Food City
13	Garrot Brothers Concrete Plant
14	Holston Gases – 761 Blackwell Park
15	Highway 111 Travel Center
16	Jason Ray Mini Storage Phase II

17	Justice Center
18	Lone Oak Town Homes
19	Lowe's
20	North Ridge Revised
21	Paul Gaw – Old Walton Road
22	PCSW-West Jackson Phase II
23	Peachtree & Third
24	Raising Canes – 1100 Interstate Drive
25	Ridgedale Townhomes
26	River Bluff Townhomes
27	Ruby Lane Storage Buildings
28	Slade Stroud Salem Road Browns Mill Road
29	Sparrow Garbage Project
30	Speedway
31	Spring Pointe
32	Store Smart Phase II
33	TTU Engineering Building
34	Warehouses Browns Mill Road
35	Westgate Apartments

c. Financial Guarantees, Warranties, Street Surfacing Fees

- Financial guarantees, totaling \$670,125 accepted
- Financial guarantees, \$3,700 released
- Financial guarantees, totaling \$670,125 currently held
- Financial guarantees, totaling \$26,500 in default.
- Warranty of improvements, totaling \$69,650 accepted
- Warranty of improvements, totaling \$88,000 currently held
- Warranty of improvements, \$20,000 released
- Warranty of improvements, totaling \$0 in default
- Final street surfacing fees received: \$69,650
- Final street surfacing fees, totaling \$338,000 currently held.

d. Subdivision database maintained

D. Community Development

1. Completed updates to Average Daily Traffic Count Map, map published on the Planning Department website.
2. Updated Major Street Plan Map
3. Updated Cookeville Regional Medical Center property map
4. Completed updates to City Owned Property Map.
5. Implemented electronic meetings through Zoom software as authorized by Tennessee Governor Bill Lee's Executive Orders
6. Maintained and updated street closure database.
7. Completed updates and maintenance of Planning Department section of Civic Plus website.
8. Maintained and updated street closure database
9. Served on Putnam County Census Committee, coordinated outreach efforts for the 2020 Census
10. Coordinated with Upper Cumberland Human Resource Agency on the replacement and addition to total ten (10) bus shelters on public transportation routes. Five (5) of these shelters were installed in 2021.
11. Submitted Community Development Block Grant for sewer improvements in the West End sewer basin. Grant application was awarded for \$580,675.
12. Provided staff support to the Tree Board
 - Attended four (4) meetings of the Tree Board.
13. GIS Activities
 - Upgrade ArcGIS Server to 10.8.1.
 - Reconfigure replicas from utilities and county servers to better safeguard against future replica breaks.
 - Update and maintain Planning Department GIS datasets, including billboards, zoning, streets, building footprints, City of Cookeville Corporate Limits, edge of pavement and sidewalks.
 - Publish online maps from our local server to serve City employees and the general public.
 - Provide Economic Development support with web applications and paper maps upon request
 - Administer ArcGIS online organizational account by managing user accounts and troubleshooting issues when they arise.
 - Use Phantom 4 quadcopter to take aerial photos in preparation for Board of Zoning Appeals, City Council, Planning Commission and other meetings.
 - Digitize features like street pavement, line striping and building footprints from aerial photographs on Google Maps.
 - Continued implementation of data sharing agreement and a non-disclosure agreement to ensure a consistent product including AutoCAD, shapefiles and hard copy formats are delivered in a timely fashion to contractors, developers and government entities.

- Produce maps for seasonal events (Fall Fun Fest, Cooking on the Square, Slide the City, all cancelled for 2020) and other events that require road closures and emergency personnel presence.
- Renew three (3) year Enterprise License Agreement with ESRI (2020)
- Use Network Analyst to find best location for a potential fire station by analyzing the service locations and drive time to residences and businesses 1.5 miles from the potential location.
- Use LIDAR to determine road elevations and building heights.
- Provide finance department with taxable businesses in the city limits and locations of public housing.
- Export data collection for Codes department to use in a form auto fill application
- Rezoning of various properties.
- Update annual daily traffic map & database.
- Update subdivision plats database.
- Assisted with tornado damage mapping, assisted with web apps and coordination of field data collection, assisted with management of ArcGIS Online aspects.
- Worked on Comp Plan Updates and Illustrations
- Assisted Leisure Services with grant maps
- Assisted other departments with data familiarization for newly hired GIS staff.

14. Assisted with various Economic Development Activities/Projects.

D. Planning Commission Training

- Completed four (4) hours of required annual training thru MTAS and/or the Tennessee Chapter of the American Planning Association (TAPA)

E. Department Staff

- Filled two (2) vacant positions of Planner and GIS Specialist

V. 2022 PROGRAM DESIGN

A. Comprehensive Plan

1. Continue implementation of Cookeville 2030 Plan.
2. Monitor, assist and review as required implementation of Major Street Plan, including the following projects:
 - South Jefferson Avenue widening
 - North Willow Avenue widening
 - East 10th Street Widening (Fisk Road to Highway 111)
 - East Stevens Street widening
3. Continued work activities directed at preparing update to the Cookeville 2030 Plan

B. Strategic Planning

1. Update Street Inventory and Assessment as necessary.
2. Submit Amendments to Official Street Map as necessary.
3. Continue representation on Center Hill Rural Transportation Planning Organization.
4. Prepare Studies, Plan of Services, Resolutions, and other materials necessary for any other Annexations.
5. Complete annual and 6-month progress reports, and schedule Public Hearings for any uncompleted plan of services.
6. Continue efforts to maintain and improve rating in FEMA's CRS Program.
7. Assist with implementation of TDOT Multimodal Access Grant (State Route 24, Highway 70 sidewalks and N. Willow Ave (Highway 135) and W. 12th Street Sidewalks).
8. Continue to prepare for expected transition from participating in the Rural Transportation Planning Organization (RPO) to Metropolitan Transportation Planning Organization (MPO)
9. Additional staff may be necessary with expected increased work activities.

C. Land Use Controls

1. Continue adequate enforcement and administration of regulations.
2. Prepare as necessary, amendments to Zoning Code.
3. Provide an analysis of current high-density single-family residential developments (townhomes, condominiums, and cluster developments); provide recommendations for any identified changes to the current standards.
4. Update Zoning Map to reflect 2021 amendments.
5. Update Zoning Atlas as necessary.
6. Maintain and Update Inventory and Database of Billboards.

D. Community Development Services

1. Update and maintain Traffic Count Map.
2. Update and maintain Map of City Owned Properties.
3. Maintain and update Planning Department section on City of Cookeville website.
4. Continue to provide Tree Board with staff support and assistance as needed.
5. Continue to assist UCHRA with locations for addition of new bus shelters along Cookeville Go Upper Cumberland fixed route public transportation.
6. Provide support for TDOT Grants and CDBG Grant Administration
7. GIS Activities

- Continue development and maintenance of GIS system
- Assist with transition to ArcGIS Pro software

E. Planning Commission Training

- Complete required four (4) hours of annual training.

Adopted this ____ day of _____ 2021.

Chairman, Cookeville Planning Commission

Date

Cookeville City Manager

Date