



MEMORANDUM

TO: Algood Board of Zoning Appeals (BZA) Members

FROM: Tommy Lee, Staff Planner

DATE: August 21, 2025

SUBJECT: August 28, 2025 BZA Meeting

The Algood Board of Zoning Appeals (BZA) will hold a special meeting on Thursday August 28, 2025 at 5:15 PM in the Algood City Hall. The agenda for the BZA meeting is as follows:

1. Call to order.
2. Approval of June 26, 2025 minutes.
3. Close meeting for public hearing to consider the following:

Request for a three (3) foot side setback variance to establish a carport roof in the R-1 (Low Density Residential) District for the property located at 195 Raines Circle (McClearran request)

4. Re-Open BZA meeting.
5. Consideration of request for a three (3) foot side setback variance to establish a carport roof in the R-1 (Low Density Residential) District for the property located at 195 Raines Circle (McClearran request)
6. Close meeting for public hearing to consider the following:

Request for a special exception to establish a childcare facility in the C-A (General Commercial) District for the property located at 620 East Main Street (VJ Investments request)

7. Re-Open BZA meeting.
8. Consideration of request for a special exception to establish a childcare facility in the C-A (General Commercial) District for the property located at 620 East Main Street (VJ Investments request)
9. Close meeting for public hearing to consider the following:

Chairperson Shawna Whitefield___ Vice-Chairman Bill Bilbrey___ Secretary Bill Benson___ Patt Judd___ Loyd Norris___

City Administrator Keith Morrison___ Building Inspector Bob Lane___

Others: _____

Request for a nine (9) foot height variance to establish a manufacturing facility in the I-1 (Light Industrial) District for the property located at 455 Security Drive (Research Electronics International request)

10. Re-Open BZA meeting.
11. Consideration of request for a nine (9) foot height variance to establish a manufacturing facility in the I-1 (Light Industrial) District for the property located at 455 Security Drive (Research Electronics International request)
12. Adjourn.

McClearran Variance Request

Jennifer McClearran submitted a request for a three (3) foot side setback variance to establish a carport roof in the R-1 (Low Density Residential) District for the property located at 195 Raines Circle. Article V, Section 1, Subsection C, 4, a, of the Algood Zoning Ordinance requires a fifteen (15) feet side setback for structures in the R-1 district. Included for review is the variance application.

VJ Investments Special Exception Request

VJ Investments submitted a request for a special exception to establish a childcare facility in the C-A (General Commercial) District for the property located at 620 East Main Street. Article V, Section 3, Subsection B, 2, a, establishes that a daycare center is a conditional use in the C-A district. Article VI, Section 11 establishes supplementary regulations for a daycare center as a principal use. Included for review is the special exception application and the notification of the adjoining property owners.

Research Electronics International Variance Request

Research Electronics International submitted a request for a nine (9) foot height variance to establish a manufacturing facility in the I-1 (Light Industrial) District for the property located at 455 Security Drive. Article V, Section 6, Subsection D, 4, a, of the Algood Zoning Ordinance establishes a maximum height of nine (9) feet for structures in the I-1 district. Included for review is the variance application.

**REPORT OF MEETING
ALGOOD BOARD OF ZONING APPEALS
JUNE 26, 2025**

MEMBERS PRESENT

Shawna Whitefield
Bill Bilbrey
Bill Benson
Loyd Norris

MEMBERS ABSENT

None

STAFF PRESENT

Tommy Lee, UCDD

OTHERS PRESENT

Landon Ramsey
Bob Lane, Building Inspector
Makayla Ramsey
James Fortunato
Cheyenne Fortunato
Caroline Newton
Danny Newton
Kim Pittman
Scott Roach
David Taylor
Brian Wilmoth
Omar Watkins
Stephanie Lee
Gerald Lee
Chrissie Martinez
Eric Martinez
Taylor Dillehay

ITEM 1: CALL TO ORDER

Upon determining a quorum was present, a meeting of the Algood Board of Zoning Appeals (BZA) was called to order by Chairman Shawna Whitefield at 5:30 p.m. on Thursday June 26, 2025 at Algood City Hall.

ITEM 2: APPROVAL OF THE APRIL 24, 2025 MINUTES

After the meeting was called to order, Chairman Whitefield asked for approval of the minutes for the meeting held on April 24, 2025 minutes. Bill Bilbrey made a motion to approve the minutes as presented. Bill Benson seconded and the motion passed with a vote of all ayes.

Chairman Whitefield closed the BZA meeting in order to open a public hearing on the following BZA request:

Request for a 497-square-foot lot size variance to establish two (2) proposed new lots in the R-2 (Medium Density Residential) District for the property located at 153 McCauley Street (Osborne request)

There were no public comments regarding the aforementioned request. Chairman Whitefield reopened the BZA meeting to take-action on the following request:

ITEM 3: CONSIDERATION OF REQUEST FOR A 497-SQUARE-FOOT LOT SIZE VARIANCE TO ESTABLISH TWO (2) PROPOSED NEW LOTS IN THE R-2 (MEDIUM DENSITY RESIDENTIAL) DISTRICT FOR THE PROPERTY LOCATED AT 153 MCCAULEY STREET (OSBORNE REQUEST)

Building Inspector Bob Lane stated that the applicant withdrew the request.

Chairman Whitefield closed the BZA meeting in order to open a public hearing on the following BZA request:

Request for a 21,257-square-foot lot size variance to establish two (2) proposed new lots for an existing church and an existing residence in the R-2 (Medium Density Residential) District for the property located at 170 4th Avenue (Ramsey request)

James Fortunado stated that he was in favor of the aforementioned variance. There were no public comments regarding the aforementioned request. Chairman Whitefield reopened the BZA meeting to take-action on the following request:

ITEM 4: CONSIDERATION OF REQUEST FOR A 21,257-SQUARE-FOOT LOT SIZE VARIANCE TO ESTABLISH TWO (2) PROPOSED NEW LOTS FOR AN EXISTING CHURCH AND AN EXISTING RESIDENCE IN THE R-2 (MEDIUM DENSITY RESIDENTIAL) DISTRICT FOR THE PROPERTY LOCATED AT 170 4TH AVENUE (RAMSEY REQUEST)

Landon Ramsey submitted a request for a 21,257-square-foot lot size variance to establish two (2) proposed new lots for an existing church and an existing residence in the R-2 (Medium Density Residential) District for the property located at 170 4th Avenue. The purpose of the variance is to subdivide one (1) existing lot into two (2) proposed new lots. One (1) lot would contain an existing residence and an existing accessory structure and one (1) lot would contain the existing church. It is required under Article V, Section 2, Subsection C, 1, d, that churches with access to public sewer have a minimum lot size of 30,000 square feet. Ramsey stated that the purpose of the division is to separate an existing church from its parsonage. After discussion, Bill Benson made a motion to grant the aforementioned variance. Shawna Whitefield seconded and the motion passed with a vote of all ayes.

With no other business to discuss, Shawna Whitefield made a motion to adjourn. Bill Bilbrey seconded and the motion passed with a vote of all ayes.

CTL

Chairperson

Date

Secretary

Date



**ZONING REQUEST
APPLICATION**
Director of Economic &
Community Development
Tommy Lee
Phone: (931) 979-2170
Email: tlee@ucdd.org

215 West Main Street
PO Box 49215
Algood, TN 38506
Phone: (931) 537-9545
Fax: (931) 537-9429

DEADLINE for submitting application for BZA is 15 working days prior to the 4th Thursday of each month in order to be considered at next regular meeting. Deadline for APC is 10 days prior to 4th Thursday each month. The Algood BZA meets the 4th Thursday of each month at 5:15pm and Algood Planning Commission meets the 4th Thursday of each month at 6:00pm at Algood City Hall.

Note: Applicant must be present at meeting to represent their zoning request interest. AN AFFIDAVIT MUST BE FILLED OUT IF THEY ARE ACTING ON BEHALF OF AN OWNER

Owners Name: Jennifer McLearran Phone: (931) 445-5304
Owner's Address: 195 Raines Circle Cookeville, TN 38506
Representative/Developer: Jennifer McLearran Phone: (931) 445-5304
Address of Property under consideration: 195 Raines Circle Cookeville, TN 38506
Location of Property under consideration (Tax Map Number): 026E - Group A - 004.00
Size Property 0.38 acres Current Zone: R-1
Existing Use: Residential

Article VII, Section 11 Planning Fees is hereby created by Ordinance 681-22 and shall be read as follows:
The following fee schedule shall apply to all zoning requests and shall be paid before action is taken on the request:

Please Check The Following Types of Zoning Request (s) Desired?

REZONING: _____ FEE: \$125.00

Desired Zone: _____ Proposed Use: _____

Applicant should provide reasons and information to show why the change is needed, and that the change will benefit the general welfare rather than the vested interests of a few persons.

Rezoning is to be considered by the Algood Planning Commission for a recommendation of approval (or denial). If approved by PC, the Algood City Council will have to approve the rezoning by an ordinance on 2 readings and hold a Public Hearing on 2nd reading.

USE UPON APPEAL/SPECIAL EXCEPTION FOR: _____ FEE: \$125.00

Users Permitted on Appeal include Home occupations and Duplexes, and are considered by Board of Zoning Appeals. Uses Permitted on Appeal are listed in the Zoning Code for each zoning district and are the only uses that can be considered under this category. Generally specific criteria or requirements have to be made.

SITE PLAN REVIEW: _____ FEE: \$125.00

X VARIANCE: Reduction from 15' to 12' (carport roof) FEE: \$125.00
Required: 15' Proposed: 12'

Applicant needs to provide a sketch site plan of property with all dimensions and distances of building (s) from property lines. A variance is usually requested for setbacks, parking lot size, etc. and is reviewed by Board of Zoning Appeals. A variance is used when a property has special or unusual conditions, so that meeting the regular requirements of the Zoning Code would result in undue hardship upon the owner.

_____ ZONING TEXT AMENDMENT _____ FEE: \$125.00

Reason: _____

_____ ADMINISTRATIVE REVIEW OR INTERPRETATION _____ FEE \$125.00

Reason: _____

This is reviewed by the Board of Zoning Appeals, when the zoning map may be unclear or ordinance description is confusing, or when a proposed new use is not specifically listed in the Zoning Code.

Names of Adjoining Property Owners:

North Todd Maynard
East Doyle Bilbrey
South Raines Circle (Street)
West Don Gilbert

Office Use: Date Received _____ Fee Amount: _____

(BZA Notice : _____) Meeting Date _____ Approved? _____

Rezoning: Ordinance Number _____ 1st Reading _____ 2nd Reading _____

Public Hearing Notice Date _____ Public Hearing Date _____

22 July 2025

To: Algood City BZA

From: Don & Darlene Gilbert

RE: Neighbor's request for variance

Our neighbor, (property owner - Jennifer McLearran), is applying for a variance because the distance of the proposed carport roof (McLearran) will be 12 feet from the property line (Gilbert - McLearran) instead of the city required 15 feet.

We (Gilberts) grant the permission for the requested variance of the three feet.

Thank you for your attention to this matter.

x Donald Gilbert

x Darlene Gilbert









**ZONING REQUEST
APPLICATION**
Director of Economic &
Community Development
Tommy Lee
Phone: (931) 979-2170
Email: tlee@ucdd.org

215 West Main Street
PO Box 49215
Algood, TN 38506
Phone: (931) 537-9545
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Note: Applicant must be present at meeting to represent their zoning request interest. AN AFFIDAVIT MUST BE FILLED OUT IF THEY ARE ACTING ON BEHALF OF AN OWNER

Owners Name: VJ Investments Phone: 931-252-0932
Owner's Address: 1930 E. Spring St. Cookeville TN 38506
Representative/Developer: Elaina Morgan Phone: 931-252-0932
Address of Property under consideration: 620 E. Main St. Cookeville TN 38506
Location of Property under consideration (Tax Map Number): Parcel / Tax ID: 026E A 042.00
Size Property .63 of an acre Current Zone: C-A
Existing Use: last use was Advance Propane Office

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The following fee schedule shall apply to all zoning requests and shall be paid before action is taken on the request:

Please Check The Following Types of Zoning Request (s) Desired?

REZONING: _____ FEE: \$125.00

Desired Zone: _____ Proposed Use: _____

Applicant should provide reasons and information to show why the change is needed, and that the change will benefit the general welfare rather than the vested interests of a few persons.

Rezoning is to be considered by the Algood Planning Commission for a recommendation of approval (or denial). If approved by PC, the Algood City Council will have to approve the rezoning by an ordinance on 2 readings and hold a Public Hearing on 2nd reading.

☒ **USE UPON APPEAL/SPECIAL EXCEPTION FOR:** Private Christian Pre School FEE: \$125.00

Users Permitted on Appeal include Home occupations and Duplexes, and are considered by Board of Zoning Appeals. Uses Permitted on Appeal are listed in the Zoning Code for each zoning district and are the only uses that can be considered under this category. Generally specific criteria or requirements have to be made.

SITE PLAN REVIEW: _____ FEE: \$125.00

☒ **VARIANCE:** we have 27,442.8 sqft. of the FEE: \$125.00

Required: 30,000 Proposed: 2,557.2 variance

Applicant needs to provide a sketch site plan of property with all dimensions and distances of building (s) from property lines. A variance is usually requested for setbacks, parking lot size, etc. and is reviewed by Board of Zoning Appeals. A variance is used when a property has special or unusual conditions, so that meeting the regular requirements of the Zoning Code would result in undue hardship upon the owner.

ZONING TEXT AMENDMENT

FEE: \$125.00

Reason: _____

ADMINISTRATIVE REVIEW OR INTERPRETATION

FEE \$125.00

Reason: _____

This is reviewed by the Board of Zoning Appeals, when the zoning map may be unclear or ordinance description is confusing, or when a proposed new use is not specifically listed in the Zoning Code.

Names of Adjoining Property Owners:

North State of TN Hwy 111

East State of TN Hwy 111

South RE & Susie Poteet

West Albert Bilbrey / Honest Abe Log Homes

Office Use: Date Received 8/5/25 4000
8/5/25

Fee Amount: \$ 125.00

(BZA Notice : _____)

Meeting Date _____

Approved? _____

Rezoning: Ordinance Number _____ 1st Reading _____

2nd Reading _____

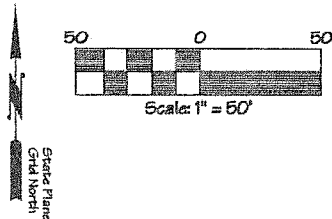
Public Hearing Notice Date _____ Public Hearing Date _____

Little Acorn Academy is a privately owned Christian preschool seeking approval to operate in compliance with local zoning and code requirements. This program will be licensed through the Department of Human Services (DHS) and is designed to serve up to ten children between the ages of 3 and 5. Our mission is to provide a nurturing, faith-based learning environment where children can grow academically, socially, and spiritually during their early formative years.

The preschool will be owned and operated by **Taelor Saunders**, who will also serve as the primary educator. With a strong background in early childhood education and a commitment to Christian values, Taelor will oversee the daily curriculum, classroom management, and individualized student development. One additional staff member will serve as both assistant director and assistant educator, providing instructional support, supervision, and assistance with day-to-day operations to ensure a safe, enriching experience for all enrolled children.

There is a clear and growing need for high-quality childcare in our area, and Little Acorn Academy is designed to help meet that need by offering a small, safe, and values-driven early learning program for local families. The program's limited class size allows for personalized attention, and the low student-to-teacher ratio will meet or exceed DHS licensing standards for preschool care.

We respectfully request that the Code and Zoning Board consider our application to operate Little Acorn Academy in accordance with local ordinances and zoning requirements, recognizing both the community's need for early childhood education options and our commitment to providing high-quality, faith-based care.



Note: The point of beginning is a concrete monument being the southeastern corner of this parcel located in the western right-of-way of East Main Street as well as being located 63°23'07" W 16.66 feet from a water meter and furthermore being located S 24°42'58" W 109.73 feet from a GPS Base Point.

LEGEND	
	GPS BASE POINT
	CONCRETE MONUMENT
	POWER POLE
	WATER METER
	WATER SPIGOT
	REBAR (found)
	FENCELINE
	OVERHEAD POWER
	P.O.B. - POINT OF BEGINNING

Note: Every document of record reviewed and considered as a part of this survey is noted hereon. This survey is prepared from the current deed of record and does not represent a title search or a guarantee of title and is subject to any state of facts that a current accurate title search will reveal. Furthermore, the boundary as shown hereon is subject to change if the surveyor is presented with or made known of any additional information or evidence not represented hereon and deemed essential to establishing the correct boundary line.

This is a boundary line survey. There is absolutely no certification made as to the existence or non-existence of the following wetlands; easements or rights-of-way unless otherwise noted hereon; sub-surface utilities or streams; above ground utilities other than those which are clearly shown and labeled as such hereon; buildings, structures, ponds, lakes or streams other than those which are clearly shown and labeled as such hereon; flood areas or designated flood zones unless otherwise noted; or any and all other land features that could be deemed topographic.

Note: The plat drawn hereon is subject to regulatory authority and is subject to change according to physical evidence, (i.e. bluffs, lines, roads, lakes, ponds, indicia of ownership, etc.)

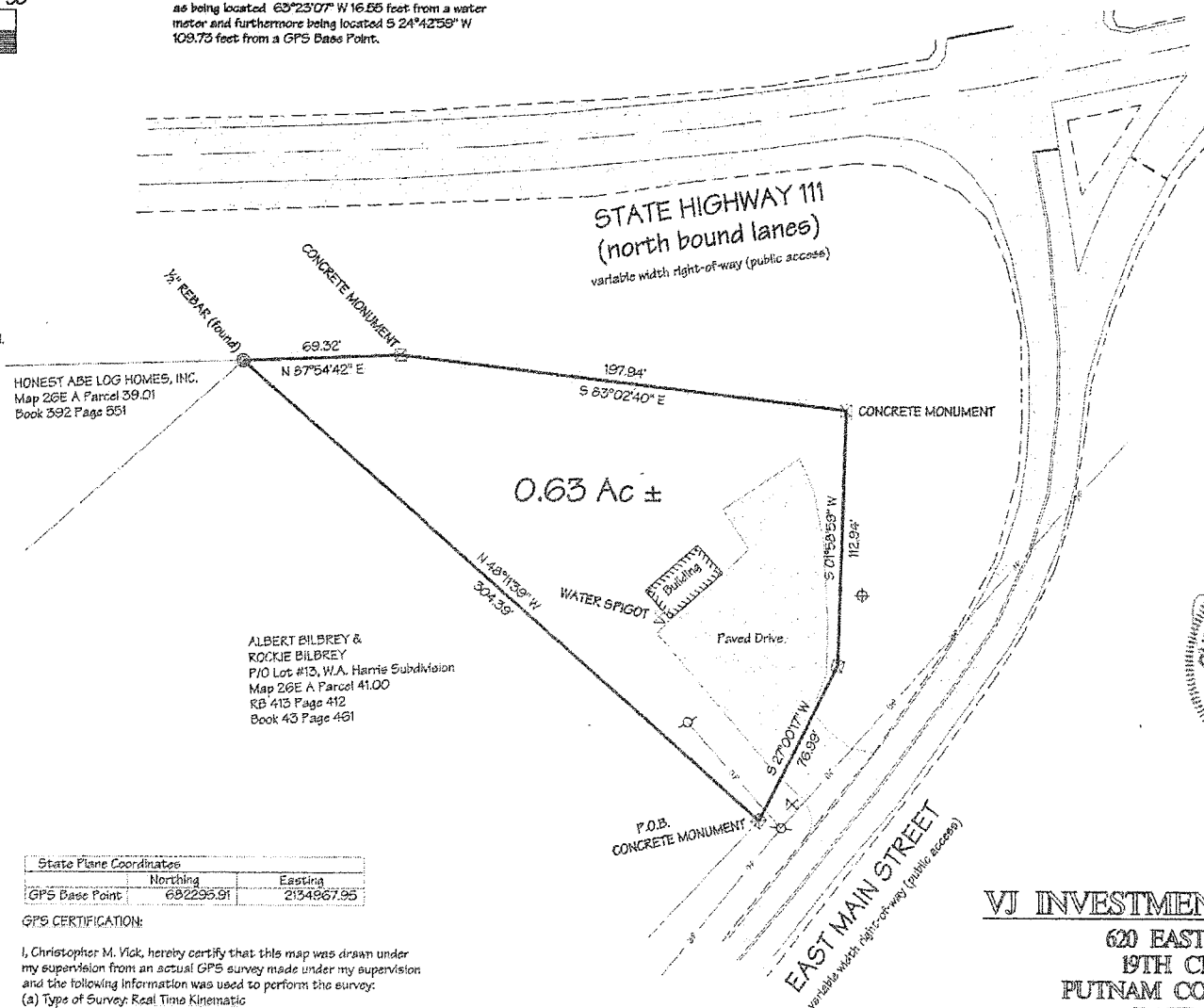
Note: This property may be subject to utility ingress/egress and/or right-of-ways.

The surveyor is not responsible for any determination or location of any underground conditions not visible and including but not limited to soils, geological conditions, physical devices and pipelines or buried cables and shall not be responsible for any liability that may arise out of the making of or failure to make such determination or location of any subsurface conditions. For underground utility location call 1-800-351-1111 (TN ONE CALL).

I hereby certify that this is a category II & IV survey and that the ratio of precision of the unadjusted survey is at minimum 1:7500 as shown hereon and has been performed in compliance with current Tennessee Minimum Standards of Practice.

Note: This survey and its representations are intended solely for the benefit of the surveyor's client.

Drawn by: SLN File: 24-317c1



State Plane Coordinates		
	Northing	Easting
GPS Base Point	692295.91	2134967.95

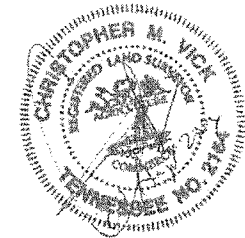
GPS CERTIFICATION:

I, Christopher M. Vick, hereby certify that this map was drawn under my supervision from an actual GPS survey made under my supervision and the following information was used to perform the survey:

- Type of Survey: Real Time Kinematic
- Positional Accuracy: 0.05 feet
- Date of survey: 25 July 2024
- Datum/Epoch: NAD83(2011) Epoch 2010.00
- Published/Fixed-control used: TDOT CORS Network
- Geoid Model: Geoid18
- Combined grid factor(s): 0.99999486

Christopher M. Vick, RLS #2164
VICK SURVEYING, LLC

2772 Hidden Cove Road, Cookeville, TN 38506-1286



VJ INVESTMENTS, INC. PROPERTY

620 EAST MAIN STREET
19TH CIVIL DISTRICT
PUTNAM COUNTY, TENNESSEE

DATE 25 JULY 2024

TOTAL ACRES: 0.63

DEED REF: RB 406 PAGE 754

TAX MAP 26E GROUP A PARCEL 42.00



Letter of Notice of special exception request for property located at 620 East Main Street, Algood TN, 38506

To whom it may concern:

If you are receiving this correspondence, it is due to the fact that a property adjacent to your own is under consideration for a special exception. In this particular case, the property under consideration is owned by VJ Investments and is located at 620 East Main Street. The property is also identified as Tax Map 026E, Group A, Parcel 042.00. The aforementioned owners of this property have submitted a request to establish a stand-alone childcare facility (daycare) at the aforementioned address which is a conditional use in the C-A (General Commercial) District. The Algood Board of Zoning Appeals will have a meeting to review this request at 5:15 PM on Thursday August 28, 2025 at Algood City Hall. If you have any questions or would like to voice your objection or support, please contact me at 931-979-2170 or by email at tlee@ucdd.org.

Tommy Lee
Algood Community Planner



**ZONING REQUEST
APPLICATION**
Director of Economic &
Community Development
Tommy Lee
Phone: (931) 979-2170
Email: tlee@ucdd.org

215 West Main Street
PO Box 49215
Algood, TN 38506
Phone: (931) 537-9545
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Note: Applicant must be present at meeting to represent their zoning request interest. AN AFFIDAVIT MUST BE FILLED OUT IF THEY ARE ACTING ON BEHALF OF AN OWNER

Owners Name: Research Electronics International (REI) Phone: _____

Owner's Address: 455 Security Drive

Representative/Developer: James G Stamps, AIA - Stamps Design Group Phone: 931-252-2400

Address of Property under consideration: 455 Security Drive

Location of Property under consideration (Tax Map Number): Map 41 Parcel 81.11

Size Property 5.00 acres Current Zone: I-1 Light Manufacture

Existing Use: I-1 Light Manufacture

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Please Check The Following Types of Zoning Request (s) Desired?

REZONING: _____ **FEE: \$125.00**

Desired Zone: _____ Proposed Use: _____

Applicant should provide reasons and information to show why the change is needed, and that the change will benefit the general welfare rather than the vested interests of a few persons.

Rezoning is to be considered by the Algood Planning Commission for a recommendation of approval (or denial). If approved by PC, the Algood City Council will have to approve the rezoning by an ordinance on 2 readings and hold a Public Hearing on 2nd reading.

USE UPON APPEAL/SPECIAL EXCEPTION FOR: _____ **FEE: \$125.00**

Users Permitted on Appeal include Home occupations and Duplexes, and are considered by Board of Zoning Appeals. Uses Permitted on Appeal are listed in the Zoning Code for each zoning district and are the only uses that can be considered under this category. Generally specific criteria or requirements have to be made.

SITE PLAN REVIEW: _____ **FEE: \$125.00**

X VARIANCE: Height Restriction **FEE: \$125.00**

Required: 35' Proposed: 44'

Applicant needs to provide a sketch site plan of property with all dimensions and distances of building (s) from property lines. A variance is usually requested for setbacks, parking lot size, etc. and is reviewed by Board of Zoning Appeals. A variance is used when a property has special or unusual conditions, so that meeting the regular requirements of the Zoning Code would result in undue hardship upon the owner.

_____ **ZONING TEXT AMENDMENT** _____ **FEE: \$125.00**

Reason: _____

_____ **ADMINISTRATIVE REVIEW OR INTERPRETATION** _____ **FEE \$125.00**

Reason: _____

This is reviewed by the Board of Zoning Appeals, when the zoning map may be unclear or ordinance description is confusing, or when a proposed new use is not specifically listed in the Zoning Code.

Names of Adjoining Property Owners:

North _____

East _____

South _____

West _____

Office Use: Date Received _____

Fee Amount: _____

(BZA Notice : _____)

Meeting Date _____

Approved? _____

Rezoning: Ordinance Number _____

1st Reading _____

2nd Reading _____

Public Hearing Notice Date _____

Public Hearing Date _____