



The Town of Coopertown  
2525 Burgess Gower Road  
Springfield, TN 37172  
615 382-4470

**PLANNING COMMISSION  
MEETING  
Monday, August 19, 2013  
6:00 P.M.**

**MEETING MINUTES**

**I. Call to Order**

The meeting was called to order by Chairman, Martha Wall at 7:15 p.m.

**II. Pledge of Allegiance**

**III. Roll Call** was conducted by Secretary, Glen Guyor.

Present:

Barbara Anderson  
Mayor Childs  
Diana Clack  
Glen Guyor  
Peggy Ruth  
Martha Wall  
Ralph White

Also Present:

City Planner, Bryan Collins  
Building Commissioner, Vicky Bumgardner  
Brenda Wilson

**IV. Approve Meeting Minutes from July 15, 2013**

Chairman Wall asked for a motion to approve the meeting minutes of July 15, 2013.

Mayor Childs made the motion to approve the meeting minutes from July 15, 2013.  
Barbara Anderson seconded the motion.

All in favor signified so by saying 'Aye.'

The motion passed unanimously.

**V. Status of Letter(s) of Credit/Surety Instruments**

There are none at this time.

*Due to the extended length of the BZA meeting, New Business agenda item #3 was discussed;  
Brenda Wilson in attendance with questions.*

**3. Greenbelt Program Discussion – Jeff Alsup, Randy Wilson & Sam Childs**

Coopertown citizen, Brenda Wilson, requested information regarding Coopertown's knowledge of the State of Tennessee's greenbelt law.

Mayor Childs advised that his knowledge of the law as it stands in Tennessee dictates that residents who have property in a named subdivision can no longer participate in the Greenbelt Program unless they submit a request to re-plat the subdivision, pay for that subdivision to be surveyed, remove their parcel(s) from that plat and get the Commission's approval. Some discussion occurred regarding the process for removing oneself from a completed subdivision in which the developer no longer owns the lots and in some cases, those properties have had multiple owners over the years. Discussion ended in State Planner, Bryan Collins, stating he'd do some research and get a definitive answer to that question.

## **VI. Old Business**

### **1. Sign Ordinance – Subcommittee Status Report**

Glen Guyor reported for the sub-committee, which is comprised of Glen Guyor, Vicky Bumgardner, Diana Clack and Mayor Childs. Members met Tuesday, August 13, 2013, to complete revisions to a draft version of a new sign ordinance. All Planning Commission members received a copy of those revisions for review and were asked to review and be prepared to share suggestions at the September meeting.

## **VII. New Business**

*At this point in the meeting, Chairman Wall moved to New Business agenda item #2.*

### **2. Create A Master Plan**

Mayor Childs advised he spoke to Tonya Blades, Regional Preservation Planner & Community Development Specialist with GNRC. Her advice included involving the Commission for Culture, History & Art to assist in the creation of a Master Plan. In order to expedite the process, Ms. Blades suggested the Town bring that plan before the Planning Commission to make the proposal. She also recommended the importance of creating a Parks & Recreation Commission which would tie it all together and allow submission for grants. Mayor Childs mentioned Tonya Blades would be invited back to speak to the Commission for Culture, History & Art, the Planning Commission and the Aldermen in September.

Mayor Childs said he has requested the Commission for Culture, History & Art to define the Historical Overlay for the town, what kind of buildings and businesses they would want to see there, and what design specifications they would want for the buildings in that historical area.

*At this point in the meeting Mayor Childs reminded the Commission that New Business agenda item #1 had been overlooked.*

### **1. Amend Subdivision Regulations Discussion**

Mayor Childs reminded the members that many suggestions for improvements to the current Subdivision Regulations have been discussed and recorded. It is now time to put those changes into a new document. The Planning commission members should review the current Subdivision Regulations and make a list of all the items that need to be changed, updated, omitted or revised and be prepared to share those at the September meeting. Those suggestions will then be handed over to Mike Delvizio, City Engineer, for a re-write of the entire manual.

## **VIII. Comments from Members and Citizens**

None

**IX. Adjournment**

Chairman Wall asked for a motion to adjourn the meeting.

Glen Guyor made a motion to adjourn.

Diana Clack seconded the motion.


All in favor signified so by saying 'Aye.'

The motion passed unanimously.

The regular meeting adjourned at 7:55 p.m.

**Original notes generated by Sharon Allen, City Clerk.**

These minutes are respectfully submitted by:



Secretary

9/16/13

Date