



The Town of Coopertown
5153 Burgess Gower Rd.
Springfield, TN 37172
(615) 382-4470

**PLANNING COMMISSION
REGULAR MEETING
Monday, June 16, 2025
6:00 P.M.**

Meeting Minutes

I. Call to Order

The meeting was called to order at 6:02 p.m. by Shane Gordon.

II. Pledge of Allegiance

III. Roll Call

Brian Rettaliata called roll.

Members present:

Justin Bahorik, Vice Chairman
Shane Gordon, Chairman
Caleb Johnson
Tim Mason, Alderman
Brian Rettaliata, Secretary
Jeff Smith, Mayor

Members Absent:

Peggy Ruth

Also present:

Vicky Bumgardner, Building Commissioner
Brian Halma, Planning Consultant
Ken Dombroski, Consulting Engineers

IV. Public Forum – Sign-in to speak and limit comments to 3 minutes

V. Approve Minutes from meeting on May 19, 2025

Tim Mason motioned to approve the minutes from May 19, 2025.
Brian Rettaliata seconded the motion.

Brian Rettaliata called roll:

Jeff Smith	YES
Justin Bahorik	YES
Shane Gordon	YES
Caleb Johnson	YES
Tim Mason	YES
Brian Rettaliata	YES

The motion passed unanimously.

VI. Status of Letter(s) of Credit/Surety Instruments
Derby Meadows Phase 1A and 1B Sureties – Active

VII. New Business

1. Martin and Kristen Miller, 1666 McMahan Hollow Rd., Map 136, Parcel 062.02 request a Variance to use the driveway at 1660 McMahan Hollow Rd. to access their property

Kristen Miller explained there is an existing driveway that goes to their parents and grandparents' property. The driveway does not cross a creek. But when they build, they would have to construct a bridge to cross the creek. The bridge will cause issues during flooding which will result in increased flooding on McMahan Hollow. By utilizing the existing driveway there is minimal environmental impact. The owners provided draft agreement they came up with that all property owners would sign. The agreement would require all be a part of the driveway maintenance.

Brian Halma shared staff comments. Because the Miller's are requesting a fourth driveway, they are requesting a variance to the Subdivision Regulations which are in the process of stating up to three property owners can share a driveway.

Justin Bahorik made a motion to approve the variance subject to completing and recording a maintenance agreement with the other property owners using that driveway.

Caleb Johnson seconded the motion.

Brian Rettaliata called roll:

Justin Bahorik	YES
Shane Gordon	YES
Caleb Johnson	YES
Tim Mason	YES
Brian Rettaliata	YES
Jeff Smith	YES

The motion passed unanimously.

2. Damion and Bobby Holt, 1970 Errel Downen Rd., Final Plat request to combine Lots 11 and 13 in Melton Subdivision, Map 128, Parcel 146-148 to create one lot containing 4.15 acres, Zone Rural Residential (RA)

Steve Artz, the surveyor working with the Holt family shared the family's plans. Bobby Holt owns lot 13 and Damion Holt owns lot 11. Lot 12 was re-platted some time ago but today they wish to combine all land together into one large lot. There is only one house on the property. The old trailer was removed some time ago.

Brian Rettaliata made a motion to approve the Final Plat.
Tim Mason seconded

Brian Rettaliata called roll:

Shane Gordon	YES
Caleb Johnson	YES

Tim Mason	YES
Brian Rettaliata	YES
Jeff Smith	YES
Justin Bahorik	YES

The motion passed unanimously.

3. Noah Jones request to Rezone 2.43 acres at 3672 Old Coopertown Road, Map 111, Parcel 128.00 from Agricultural (A) to Rural Residential (RA)

Steve Artz stated this is an existing lot. There was a mobile home at one time but it's been removed. Mr. Jones plans to build a house. There is an easement and additional land was acquired from Steve Wilson so that there's no issue with the septic or setbacks.

Mayor Smith made a motion to recommend the rezone to the Board of Mayor and Aldermen. Shane Gordon seconded the motion.

Brian Rettaliata called roll:

Caleb Johnson	YES
Tim Mason	YES
Brian Rettaliata	YES
Shane Gordon	YES
Justin Bahorik	YES
Mayor Smith	YES

The motion passed unanimously.

4. Recommendation to waive criteria for 75% of homes needed prior to asphalt surface course placement in Derby Meadows Phase 1A, 1B and York Road

Town's engineer Ken Dombroski with Delve Underground presented Staff's recommendation to waive the 75% requirement before asphalt surface course can be placed. He stated this is a procedural matter for Phase 1 but a constructability and functional matter for Phases 2 and 3. Derby Meadows has asked to use the York Road entrance to access Phases 2 and 3 which means they'll have to drive over Phase 1 roads.

Per Coopertown's Subdivision Regulations there is a requirement of a minimum threshold that you need 75% of the homes to be built before the surface course can be placed; there's an out clause that allows us to waive this criterion. It states that when maintenance, safety or an unforeseen problem is created by the absence of paving surface the Town may approve final surface course prior to 75% of the homes. Derby Meadows requests we proceed with placement of the asphalt surface course in Phase 1 so it will facilitate construction access. Ken concurs with this approach for three reasons: 1. By placing the surface course in Phase 1B, it's going to be 1-1/2" in Phase 1A it's going to be 2" that's going to add to the structural capacity of the streets. That capacity will mitigate any potential failure of the subgrade or binder course layer. 2. Placement of surface course will protect the asphalt binder course that's currently there, and 3. By placing the surface course flush with the gutter plate you now facilitate proper drainage in Phase 1.

Delve suggests you approve Derby Meadows request to waive the 75% threshold, with 3 conditions: 1. That the construction access off York Road (see green dash line shown in the map) be confined to what's shown in green.

2. Another condition is two-fold from October 4, 2022 Planning Commission meeting. The previous Town engineer prescribed remediation in Phase 1A, including a full-depth pavement repair in places in Phase 1A and also a gutter grind to allow for a 2" surface course in 1A.
3. All sureties in place for Phase 1 and in the future for Phases 2 and 3 are meant to cover any pavement repair that might be necessary on construction access roads.

Justin Bahorik made a motion to approve waiving the 75% criteria so the surface course can be placed. Tim Mason seconded the motion.

Brian Rettaliata called roll:

Shane Gordon	YES
Jeff Smith	YES
Brian Rettaliata	YES
Justin Bahorik	YES
Caleb Johnson	YES
Tim Mason	YES

The motion passed unanimously.

5. Roles of Planning Commission, Presentation only

Mayor Smith stated that because of new members and comments being made on social media there was a need to share with everyone what the roles and responsibilities are for the Planning Commission based on T.C.A. code. How members voted last month was not illegal.

Brian Halma stated the State of Tennessee created the Municipal Technical Advisory Service (MTAS) to aid municipalities. When they look at the Planning Commission they identify roles of that body. Brian read some of the Tennessee Code which states the Planning Commission has the responsibility for any decision made that involves roads and building placement. If tied to rezoning of land, the Board of Mayor and Aldermen also review the request. The Town's General Plan (i.e. Land Use and Transportation Policy Plan) has multiple chapters with 14 illustrations. With regard to Illustration 13, the Planning Commission may send it to the Board but does not have to since only one map was being updated. The Town has adopted Illustration 13 twice; both adoptions were approved by the Planning Commission via Resolution. When the General Plan in its entirety is updated by the Planning Commission, they will recommend it to the Board for adoption. Mayor Smith stated the amendment of Illustration 13 by the Planning Commission in March was handled legally. There was a lot of public notice over Illustration 13; records show two pages worth of public meetings, social media posts and in-paper ads.

Brian Rettaliata stated that by not having the Board officially adopt Illustration 13 allows for more flexibility at the Planning Commission level to make decisions as to whether a given set of circumstances warrants some deviation from what the Planning Commission has adopted as the land use plan. According to Marshall Albritton some cities do not adopt a formal plan so that they aren't restricted in zoning and land use decisions.

Mayor Smith stated we adopted Illustration 13 the right way based on TCA and our regulations. Brian Halma agreed saying Illustration 13 does not rezone land, it just creates guidance for someone who wants to know what they can do on their property. The rezone still goes to the Board.

TCA clarifies that the subdivision process go through the Planning Commission. A zoning map and zoning ordinance are recommended by the Planning Commission who then sends it to the Board. This process also applies to PUD master plans and mixed-use master plans. Why? Because both involve rezoning the land.

6. Discuss Imposing Impact Fees on New Development

Mayor Smith asked if we can have impact fees and if so, what can we do with those funds. Brian Halma said new uses that cause more traffic, more policing, are reasons for setting an impact fee. The goal of the fees is to offset the cost of development to the Town. Brian Rettaliata asked if we didn't need to have some type of formula for setting these fees? Brian Halma said you'd have to contract with someone to create that data. There must be a clear connection between the cost of development and what financial impact that development would have on the Town. Members asked Ken Dombroski if Delve Underground could provide this type of study. He said Delve can facilitate getting this information. They will pull construction numbers together but a third party would need to do the overall study. Shane Gordon asked Ms. Bumgardner to investigate Robertson County's impact fees and the consultant they hired to create their fees. Mayor Smith said we need to think about whether or not we want to adopt impact fees. We need income to maintain infrastructure. Discussion to resume at the July meeting.

7. Discuss Possible Creation of a Farmhouse Cluster Zone

Brian Halma shared Coopertown's Zoning Ordinance Section 3.030 (E) which is similar to the County's Farm House Cluster zone. Members discussed amending Coopertown's current regulations to include portions of what may be preferred out of the County's regulations. The biggest difference being, Robertson County allows houses to be built side-by-side whereas Coopertown requires 5 acres lots. Mayor Smith stated he'd like to hear from farmers - what do they want? What makes sense to them? Discussion to be continued.

VIII. Old Business

1. Amend Subdivision Regulations Regarding Surety Reductions - Article VII, Definitions, Final Reading/Public Hearing, Resolution SR2025-007

This Resolution has been through the 30-day public comment period; no comments received.

Tim Mason made a motion to approve Resolution SR2025-007.
Shane Gordon seconded the motion.

Brian Rettaliata called roll:

Shane Gordon	YES
Jeff Smith	YES
Brian Rettaliata	YES
Justin Bahorik	YES
Tim Mason	YES
Caleb Johnson	YES

The motion passed unanimously.

IX. Comments from Members

Reminder, the July 21 meeting will be used for planning and zoning training from 6:00 -10:00 p.m.

X. Adjournment

Tim Mason made a motion to adjourn the meeting.


Brian Rettaliata seconded the motion.

All in favor signified by saying, "Aye".

The meeting adjourned at 7:35 p.m.

Original notes generated by Kelly Bohn, City Clerk

These minutes are respectfully submitted by:


Chairman

8/18/25
Date