



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

**PLANNING COMMISSION
REGULAR MEETING
Monday, July 20, 2026
6:00 P.M.**

Meeting Minutes

I. Call to Order

The meeting was called to order at 6:00 p.m. by Chairman Shane Gordon.

II. Pledge of Allegiance

III. Roll Call

Secretary Brian Rettaliata called roll.

Members present:

Justin Bahorik
Shane Gordon, Chairman
Tim Mason, Alderman
Brian Rettaliata, Secretary
Peggy Ruth
Jeff Smith, Mayor

Members Absent:

Caleb Johnson

Also present:

Vicky Bumgardner, Building Commissioner
Brian Halma, GNRC Sr. Planning Consultant

IV. Public Forum - No one signed in to speak.

V. Approve Minutes from June 15, 2026

Justin Bahorik motioned to approve the minutes from June 15, 2026.
Tim Mason seconded the motion.

Brian Rettaliata called roll:

Mayor Smith	YES
Shane Gordon	YES
Justin Bahorik	YES
Tim Mason	YES
Peggy Ruth	YES
Brian Rettaliata	YES

The motion passed unanimously

VI. Status of Letter(s) of Credit/Surety Instruments

Derby Meadows Phase 1A maintenance surety and Phase 1B & 2A sureties in place.

VII. New Business

1. Harvester, LLC- Derby Meadows Subdivision, request approval of Phase 2B Final Plat for 46 lots, Map 119, Parcel 48.07 and part of 48.06

Justin Bahorik made a motion to approve Derby Meadows Phase 2B Final Plat.
Tim Mason seconded the motion.

Brian Rettaliata called roll:

Shane Gordon	YES
Justin Bahorik	YES
Tim Mason	YES
Peggy Ruth	YES
Brian Rettaliata	YES
Mayor Smith	YES

The motion passed unanimously.

2. Harvester, LLC- variance request to post performance bonds for all remaining phases of Derby Meadows Subdivision

Tim Mason made a motion to approve Harvester's request to post a performance bond for the remaining phases of Derby Meadows.
Mayor Smith seconded the motion.

Brian Rettaliata called roll:

Justin Bahorik	YES
Peggy Ruth	YES
Brian Rettaliata	YES
Shane Gordon	YES
Tim Mason	YES
Mayor Smith	YES

The motion passed unanimously

3. Harvester, LLC - Set bond amount for Derby Meadows Phase 2B

Noel Amell, Town's Engineer, recommends the performance bond be set at \$604,740, the value of the remaining work to be completed. Brian Halma noted this amount includes the 20% contingency.

Brian Rettaliata made a motion to approve the amount of \$604,740.
Shane Gordon seconded the motion.

Brian Rettaliata called roll:

Justin Bahorik	YES
Peggy Ruth	YES
Brian Rettaliata	YES
Shane Gordon	YES
Mayor Smith	YES
Tim Mason	YES

The motion passed unanimously.

VIII. Old Business

1. Amend Zoning Ordinance and Subdivision Regulations language to accept performance bonds

Members discussed language to be added for performance bonds. Mayor Smith stated this Protects the Town more than a letter of credit because if the contractor fails to complete the work, it's the insurance company who has to complete the work and not the Town. Discussion occurred regarding the option to request a variance for a letter of credit if the developer cannot get a bond. Obtaining a performance bond may be more difficult for a smaller company so they may prefer a cash surety or letter of credit. Members discussed setting a set amount that a cash surety or letter of credit would be set at, if allowed. Discussion ended so that staff can investigate language from the City of Springfield.

Tim Mason made a motion to table until the next meeting.
Brian Rettaliata seconded the motion.

2. Amend Zoning Ordinance Section 2.020 Definitions and Section 4.042, 1. Accessory Apartment to allow for an apartment to be inside or added onto an existing home

Brian Rettaliata made a motion to recommend the new language to the Board of Mayor and Aldermen.
Tim Mason seconded the motion.

Brian Rettaliata called roll:

Brian Rettaliata	YES
Justin Bahorik	YES
Shane Gordon	YES
Tim Mason	YES
Peggy Ruth	YES
Mayor Smith	YES

The motion passed unanimously.

3. Discuss Amendments to current Mixed Use Zoning Districts language

Brian Rettaliata made a motion to approve and recommend adoption to the Board of Mayor and Aldermen.
Justin Bahorik seconded the motion.

Brian Rettaliata called roll:

Tim Mason	YES
Peggy Ruth	YES
Shane Gordon	YES
Justin Bahorik	YES
Mayor Smith	YES
Brian Rettaliata	YES

The motion passed unanimously.

4. Discuss amendments to Zoning Ordinance, Section 4.080, Standards for Signs, Billboards and other Advertising Structures

Members discussed and deferred continued work on the language until the next meeting.

IX. Comments from Members

There will be no regular meeting on August 17; Sam Edwards will be conducting four hours of annual planning and zoning training at Town Hall starting at 6:00 p.m.

X. Adjournment

Tim Mason made a motion to adjourn.
Mayor Smith seconded the motion.

The meeting adjourned at 7:15 p.m.

Original notes generated by Kelly Bohn, City Clerk

These minutes are respectfully submitted by:


Chairman

9/21/26
Date