

**Town of Thompson's Station**  
**Municipal Planning Commission**  
**Minutes of the Initial Meeting**  
**On January 20, 2004**

Commission Members Present

Brown Daniel, Chairperson  
Quen Brown  
Sarah Benson  
Cherry Jackson

Absent: Jackie Attkisson

Staff Members Present

Bob Hoge, City Planner  
Larry Craig, City Attorney  
Steve Clifton, City Engineer  
Tom King, City Engineer  
Doug Goetsch, City Recorder

The initial meeting of the Municipal Planning Commission was called to order on January 20, 2004 at 7:00 p.m. at the Thompson's Station Town Hall by City Attorney Craig. He acknowledged the receipt of Ordinance 03-004, which establishes the Municipal Planning Commission of the Town of Thompson's Station. He introduced Mr. Bob Hoge with the Local Planning Office of the State of Tennessee who has been retained as the City Planner for the town. Each of the Planning Commissioners introduced themselves followed by the staff members. The planning commission expressed sympathy to Planning Commissioner Jackie Attkisson who was unable to attend the meeting due to the sudden passing of his brother.

The commissioners first discussed the proposed bylaws. Changes to Section 9 regarding the cutoff for submittal requests to appear on the planning commission agenda were discussed. The commissioners decided that submittals for a meeting date must be made by 5:00 p.m. of the previous months regularly scheduled meeting date. Motion to adopt the bylaws with this change was made by Commissioner Benson, seconded by Commissioner Jackson, and the bylaws were adopted unanimously.

The floor was then opened for nominations for officers. Commissioner Jackson nominated Brown Daniel for Chairperson of the commission, with Commissioner Benson seconding the nomination. Nominations were closed and Brown Daniel was unanimously elected as Chairperson.

Commissioner Jackson nominated Jackie Attkisson for Vice-Chairperson of the commission, with Commissioner Benson seconding the nomination. Nominations were closed and Jackie Attkisson was unanimously elected as Vice-Chairperson.

Commissioner Jackson nominated Quen Brown for Secretary of the commission, with Commissioner Benson seconding the nomination. Nominations were closed and Quen Brown was unanimously elected as Secretary.

City Planner Hoge explained to the commission the need to adopt a Major Thoroughfare Plan. It is required by statute and lists all roadways in the town and designates the type

of roadway – arterial, collector or minor roads. The proposed plan was distributed to the commission and after discussion, motion to adopt the plan was made by Commissioner Jackson, seconded by Commissioner Benson, and the plan was adopted unanimously.

Next presented to the commissioners was a draft of the Subdivision Regulations for the town. Williamson County Planning Director Greg Langeliers assisted in developing these regulations and explained that they were essentially the same as the county regulations that the town had previously adopted. References to Williamson County and various county departments had been removed or replaced with appropriate references to the town. City Attorney Craig stated that a public hearing on the proposed regulations must be held before the Planning Commission could vote on adopting them. After discussion, Commissioner Benson made a motion to set a public hearing for February 17, 2004 at 7:00 p.m. at Town Hall and advertise it in the local newspaper. Commissioner Brown seconded the motion and it was unanimously adopted.

Next the commissioners considered amendments to the zoning ordinance. County Planning Director Langeliers is assisting the town in modifying the Williamson County Zoning Ordinance, which had previously been adopted as the town zoning ordinance, to remove references to the county and county departments while retaining most of the provisions of the current ordinance. City Planner Hoge suggested a six-month moratorium on any new zoning requests until the new zoning ordinance is in place. After discussion, Commissioner Benson motion to recommend to the Mayor and Board of Alderman that a six-month moratorium be placed upon any new zoning requests. Commissioner Brown seconded the motion and it was unanimously adopted.

City Planner Hoge and City Attorney Craig explained the need for the town to set fees and pass-through fees for permits and other actions needed in the planning and inspection process. They expressed the need to balance being fair to developers with the need to generate enough revenue to cover the costs to the town. Chairman Daniel asked the staff to have a copy of a proposed fee schedule ready for the commission to review at the next meeting.

Next the commission discussed a subdivision in Spring Hills that borders Thompson's Station Road East. There has been no contact by Spring Hill officials regarding this subdivision, however the developer has distributed sales literature showing a road connection to Thompson's Station Road East. City Attorney Craig stated that the town must approve any road cut onto Thompson's Station Road East in that area as the roadway belongs to the town. City Planner Hoge suggested directly contacting the developer with this information.

City Attorney Craig stated that he was working with county officials to amend the current interlocal agreement on moving planning and zoning compliance from county officials to town officials.

There being no further business, the meeting was duly adjourned at 8:45 p.m.

Signed: \_\_\_\_\_  
Brown Daniel, Chairperson

Attest: \_\_\_\_\_  
Quen Brown, Secretary