



**City of Millersville Planning Commission  
Meeting Minutes  
Tuesday, January 9, 2018 5:00 pm  
Commission Chambers**

1. **Call to Order:** Chairman Fox called the January Meeting of Planning Commission to order at 5:03pm
2. **Pledge of Allegiance:** Lead by Secretary Gregory
3. **Roll Call:** Secretary Gregory called the roll of the Commission; a quorum was present and included the following:

**Commissioners Present:**

**Mr. Frank Fox  
Mr. Larry Petty  
Mr. David Gregory  
Mr. Lee Smith  
Mr. Keith Bell  
Mr. Brent Uldridge**

**New Attendee:**

**Mrs. Deborah Wade**

**Staff Present:**

**Mr. Michael Barr  
Mrs. Michelle Bernard**

- 3a. **Chairman Fox calls a motion to amend the agenda for item #7, to amend the nominations & elections for Commission Chairman, Vice Chairman and Secretary per the TCA State statues:**  
Mr. Bell makes the motion to approve the amendment to the Agenda for item #7 of nominations & elections for Commission Chairman, Vice Chairman and Secretary per the TCA State statues. Secretary Gregory seconded the motion.  
**Motion carried by Unanimous vote. (7-aye, 0-nay)**
4. **Disclosure of Ex-parte Communications:**  
Commissioner Bell disclosed that he had a conversation with an individual about an item not on this agenda but possibly on a future agenda.
5. **Approve the Minutes of the Planning Commission Meeting(s):**
  - a. **October 10, 2017**  
Chairman Fox requests the Commission to approve the October 10, 2017 minutes. Mr. Bell made the motion to “approve the October 10, 2017 meeting minutes as presented.” Mr. Petty seconded the motion.  
**Motion carried. (6-aye, 0-nay, 1-abstained; Deborah Wade)**

**6. Introduction of New Planning Commission Member - Deborah Wade:**

Mr. Barr introduces Mrs. Wade to the Planning Commission as our new attendee. Mrs. Wade thanks the Commissioners for inviting her to the board. Mrs. Wade expresses that she is excited to be a part of this Commission in learning/servicing the City. Mrs. Wade shares that she is a business owner with Wade's Lawn Service and has been working in part with the City since 2004.

**7. Nominations and Election of Commission Vice-Chairman:**

Mr. Fox called for nominations for Chairman. Mr. Petty called to nominate Frank Fox as Chairman. Mr. Fox called to vote on the nomination of himself as Chairman.

**Motion carried by Unanimous vote. (7-aye, 0-nay)**

Chairman Fox called for nominations for Vice Chairman. Mr. Gregory called to nominate Larry Petty as Vice Chairman. Mr. Fox called to vote on the nomination of Larry Petty as Vice Chairman.

**Motion carried by Unanimous vote. (7-aye, 0-nay)**

Chairman Fox called for nominations for Secretary. Mr. Bell called to nominate David Gregory as Secretary. Mr. Fox called to vote on the nomination of David Gregory as Secretary.

**Motion carried by Unanimous vote. (7-aye, 0-nay)**

**Official Results:**

- a) **Chairman: Mr. Frank Fox**
- b) **Vice Chairman: Mr. Larry Petty**
- c) **Secretary: Mr. David Gregory**

**8. Acceptance of the Official Record of Member & Staff Annual Training and Continuing Education per § 13-7-205 T.C.A.:**

Mr. Barr congratulated Mr. Fox, Mr. Gregory, Mr. Uldridge and Mr. Petty for completing this training. One correction was made to include Commissioner Mr. Smith as he was in attendance for this training as well.

**9. Public Comments (Limited to 3 minutes per speaker for items on this agenda):**

No comments were made.

**10. Action Item(s):** None.

**11. Discussion of Commercial & Industrial Accessory Structure Standards:**

Mr. Barr discusses that he has had internal and external questions regarding the lack of Commercial and Industrial accessory building standards in the city. Mr. Barr proposes to the board that over the next month we begin looking through some of our other communities that surround us to see what they do regarding accessory structures for storage and their location.

**12. Development Services Department Report**

**a. Staffing Changes:**

Mr. Barr shares with the board members the recent changes within city staff. Mr. Thomas King resigned from Fire Chief and taking his place is Mr. Brandon Head; who was the Codes Enforcement and served as the assistant volunteer fire chief. Taking Mr. Head's place as Codes Enforcement is Mr. Josh Palmer. Working with Mr. Palmer and Codes, the City contracted Building Inspector Mr. Tony Allers as the city's Chief Building Official. Lastly, Mrs. Michelle Bernard has accepted the position as the new Records Clerk for the city's Police Dept.

**b. Board of Zoning Appeals Meeting Summary:**

Mr. Barr presents that the BZA granted two variances for the Public Works Expansion that adds covered parking and storage buildings. Mr. Barr also presented that the builder on Glenwood Dr. has verbally proposed changes to bring his home into compliance with the Codes & Ordinances.

**c. Other Planning & Zoning Activities:**

Mr. Barr stated the Minor Subdivision of the McMurtry Estates Phase 1 has been signed and recorded. 31-W has begun constructing their third building on Cycle Ln. Mr. Barr stated that the rezoning for Wilson Lane has come to a stop, as the property owner has not provided required documents and is unresponsive to efforts to reach her.

Mr. Barr stated that the board will see two new projects coming in soon. The city has a Communications Tower on Flat Ridge Road that Verizon Wireless will have to submit a site plan. Secondly, we have a new 53 lot subdivision that has been partially submitted. This will be located on the west side of Bethel Road on South Williams and called Bethel Farms.

**13. Commissioners Comments & General Discussion:**

Vice Chairman Petty asks Mr. Barr if the water pressure is up to par on the new subdivision for Bethel Farms. Secretary Gregory wanted to thank the residents and Codes for cleaning up along 1071 Louisville Hwy.

**14. Public Comments (Limited to 3 minutes per speaker for only items not on this agenda):** No comments were made.

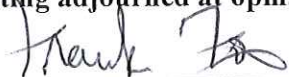
**15. Next Planning Commission Meeting is scheduled for February 13, 2018.**

**16. Adjournment:**

Mr. Bell made the motion to adjourn, seconded by Mr. Uldridge.

**Motion carried by Unanimous vote. (7-aye, 0-nay)**

Meeting adjourned at 6pm.



Chairman Frank Fox



Recording Secretary Michelle Bernard



Board Secretary David Gregory



Approval Date