

**Regular Meeting of the
Cornersville Planning
Commission
Tuesday, October 28, 2025,
6:30pm
Minutes**



Those Participating: Alderman Doris Arthur, Mayor John Luna, Secretary Greg Venable, Sharon Pennington, and Chris Kiser.

Absent: Chairperson Trina Rios

1. Kiser (Acting Chair) called the meeting to order.

Those present were noted above.

2. Discussion of Minutes

No minutes were available to discuss.

3. Citizens' Comments

Kiser asked if anyone from the public had signed up to speak.

a. Mike Logelin, 2705 McConnell, stated he wants to emphasize how important the Planning Commission is and that planning is the future of the town. Poor planning will destroy it. He shared that he bought a home in a development that was not engineered and described flooding issues. He stated good planning and engineering would prevent those situations. He referenced recent issues related to the Hartley subdivision and encouraged the Commission to maintain strong rules, clear responsibilities, and good use of technology. He thanked the Commission.

Kiser asked if anyone else wished to speak. No additional comments were noted.

4. Old Business

None was recommended for discussion.

5. Officer Discussion

Pennington asked if Trina was still the Chairperson and who the officers were. It was discussed that Trina was still the Chairperson but was stuck in traffic and would not make the meeting and that Greg Venable was the Secretary. There is currently no Vice Chairperson.

Venable made a motion to nominate Chris Kiser as Vice Chairperson. Luna seconded the motion.

Vote: All in favor say “aye.”

All Commissioners Present: Aye.

No opposed.

Motion carries. Kiser voted in as Vice Chairperson.

6. Report from the Planning Manager

Arthur read the Report from the Zoning Administrator provided via e-mail:

- Zoning compliance certificates issued for single family dwellings at 2781 McConnell Rd (Lot 9), 129 East Hill Ave, 131 East Hill Ave, 133 East Hill Ave.
- Zoning compliance certificate for a fence at 131 Lawton Ln.
- Final zoning compliance certificate issued for 2745 McConnell Rd (Lot 3).
- No applications received for Planning Commission approval.

7. Discussion of Proposed By-Laws

Luna raised the question of which document holds precedence—the Municipal Code or the Planning Commission By-Laws. He noted inconsistencies regarding whether the Town Recorder must serve as Secretary or whether the Commission elects the Secretary.

Kiser stated that he reviewed the emails and confirmed the draft by-laws are in alignment with both the Municipal Code and state requirements. He stated the Secretary is elected by the Commission and administrative duties can be assigned to the Zoning Administrator.

The draft includes responsibilities already assigned to the Zoning Administrator in other documents such as record keeping, agendas, and notices.

Luna stated the 1993 bylaws said “secretary,” then the 1998 Municipal Code said “Town Recorder.” He asked which one controls.

Kiser stated by-laws cannot conflict with state or local law, so the Municipal Code controls. He stated the language in the town code was updated in 2025 to align with the Secretary being elected from the Planning Commission. He noted the Zoning Administrator already has enforcement and administrative duties under Title 14. (Exact citations to be added to the final minutes.)

Venable asked whether the Zoning Administrator’s roles and responsibilities were fully defined and whether the by-laws align with that role.

Kiser presented the list of duties he drafted as follows:

- Administrative staff to the Planning Commission (non member, non voting).
- Attendance at meetings; provide staff recommendations; answer technical questions.
- Agenda & notices: prepare/distribute agendas; issue public notices and postings as required by law and bylaws.
- Records: maintain official records (minutes, agendas, staff reports) and ensure availability under the Tennessee Public Records Act.
- Coordination: route applications; transmit to other agencies; schedule hearings.
- Signatures/certifications: sign staff certifications/transmittals as allowed by ordinance; Commission officers sign Commission actions.

- Finance: administer commission related fees consistent with town policy; no independent spending authority without ordinance.

- Ethics/conflicts: disclose and recuse per TCA and town policy.

Arthur asked what enforcement/recourse exists if the Zoning Administrator does not perform those functions.

Kiser stated this is a personnel matter handled by BOMA/HR. The Commission may set expectations in by-laws but cannot hire or fire.

Arthur stated meetings should occur even if there is “no new business” to preserve public participation and avoid cancellations without notice.

Pennington stated historically meetings were called only when there was business. She also stated the by-laws should be reviewed more frequently.

All agreed this should be added to the by-laws.

Venable stated that growth has changed circumstances and regular monthly meetings make sense.

Kiser stated the current by-laws say regular meetings are on the 4th Tuesday monthly and that he updated the draft to 6:30 PM to match current practice and added a cancellation rule requiring Chair concurrence and public notice stating “no new business.”

Arthur stated minutes need to be consistently filed with the Administrator.

Kiser stated the Administrator maintains official records and the Secretary takes minutes. Luna stated he agrees the Secretary should take minutes and the Administrator retain the records. He stated minutes should be provided to the Administrator. He also stated to update Robert’s Rules to The New Robert’s Rules of Order.

Kiser noted the following edits were added:

1. Section 4 – Annual Organization Meeting: add an annual by-laws review requirement.
2. Section 11 – Parliamentary Authority: update to “The New Robert’s Rules of Order.”
3. Section 13 – Secretary (5): “Take meeting minutes and provide them to the Zoning Administrator for editing and retention.”

Venable stated the Commission also discussed transparency, including audio/video recording and publishing.

Kiser stated Tennessee records retention for audio/video needs review before codifying recording in the by-laws and noted minutes are permanent.

Kiser asked if there were any remaining changes to the by-laws draft. None were heard. He requested if there was a motion to approve.

Motion on By-Laws

Luna made a motion to approve the by-laws as submitted with the revisions discussed. Venable seconded the motion.

Vote: All in favor say “aye.”

All Commissioners Present: Aye.

No opposed.

Motion carries. By-Laws approved.

8. Discussion of Building Permits During Water Moratorium

Venable stated builders limited to three permits at a time may be phasing a larger subdivision (three + three + three), potentially avoiding subdivision standards.

Kiser stated the ordinance contemplates intent and totality and that if the larger intent exceeds thresholds, full subdivision standards apply. He stated this should be added to the next meeting agenda and that the Commission should consider a recommendation to BOMA clarifying review/approval during the moratorium.

Venable agreed and stated a recommendation should be drafted. He also stated a Comprehensive Plan process should start, with town hall meetings and an interactive zoning map. He referenced Mr. Logelin's earlier comments about aligning business growth with community needs and revenue.

9. Discussion of Next Month's Meeting

Kiser stated the next agenda should include:

- (1) Phased builds vs. subdivision standards (during moratorium)
- (2) Comprehensive Plan kickoff and Town Hall
- (3) Transparency/recording policy options
- (4) Data/reporting expectations from the Zoning Administrator

10. Adjournment

Venable motioned.

Luna seconded.

All voted Aye.

Meeting Adjourned

Approved Trina Rios 11/25/2025