

## Planning and Sustainability

Vernon Gerth, Assistant City Administrator  
Catherine Powers, Director

The Planning and Sustainability Department works with the Franklin Municipal Planning Commission in providing information and advice to the Board of Mayor and Aldermen and other City officials to assist them in making decisions about growth and development of the City of Franklin. The Department provides the following specific services:

1. Provide expertise and technical assistance to the Franklin Municipal Planning Commission, Board of Zoning Appeals, Franklin Tree Commission, and various ad-hoc committees.
2. Take a leadership role in sustainability efforts for the City, Community, and region, staff the Sustainability Commission.
3. *Act as* staff support for historic preservation including Battlefield Commission, Design Review Committee, and Historic Zoning Commission.
4. Administer and update the Franklin Zoning Ordinance and Land Use Plan, including the update of a specific character area annually.
5. Research and implement revisions to the Zoning Ordinance to provide greater clarification and more efficient process.
6. Oversee performance agreements and sureties and coordinate inspections associated with improvements to new development including but not limited to streets, sidewalks, landscaping, drainage, and water/wastewater.
7. Perform landscape reviews and inspections.
8. Seek Federal and State funding opportunities to assist with desired projects/activities.
9. *Coordinate* with other City Departments to process development applications in a timely and efficient manner.
10. *Facilitate Williamson County Schools and adjacent communities to look at growth patterns and school settings.*
11. *Work with the Williamson County School District and Franklin Special School District to introduce Concepts of Planning, Historic Preservation and energy efficiency to the School Population.*

Measures	2009	2010	2011
Net Acreage Changes	18.51	0	0
<b>Base Zoning Changes</b>			
Acreage Zoned Due to Annexation	18.36	0	0
Acreage Rezoned	80.47	218.72	6.19

<b>Development Process Approval Measures</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>
Concept Plans	5	17	1
Regulating Plans	0	8	7
Site Plans	60	55	61
Plats	29	37	42
Fees Collected	\$21,169	\$60,708	\$54,716
<b>Residential Approvals</b>			
Total Units	1430	756	4

## Sustainable Franklin

The Planning and Sustainability Department will take the following steps to help the City become more sustainable:

1. Provide leadership for sustainable effort within the City organization, in the Community, and throughout the region.
2. Apply for and be awarded various grants, *including but not limited to funding for green initiatives*. Track number of grants and revenue generated by these grants.
3. Encourage energy efficiency measures in new developments and existing redevelopments.
4. Continue to drastically reduce the need for paper plans by use of technology.
5. Begin the process of establishing reduction targets in greenhouse gas emissions for the community.
6. Research methods for use of solar energy in the City and encourage use through revised regulations in private developments.
7. *Pursue additional opportunities to develop solar arrays on municipal properties.*
8. *Provide assistance with implementation of the Greenway and Trails per the Greenway and Open Space Plan.*
9. *Develop clear permitting and zoning standards for energy efficient developments.*
10. *Work with local universities to remove obstacles to sustainability from the Zoning Ordinance and other regulations.*

## 2012-2013 Outlook

The Planning and Sustainability Department recognizes the need to provide expanded services in-house during the coming fiscal year. This will include updates to the Land Use Plan, Revisions of the Zoning Ordinance, Historic Preservation initiatives and Sustainability recommendations.

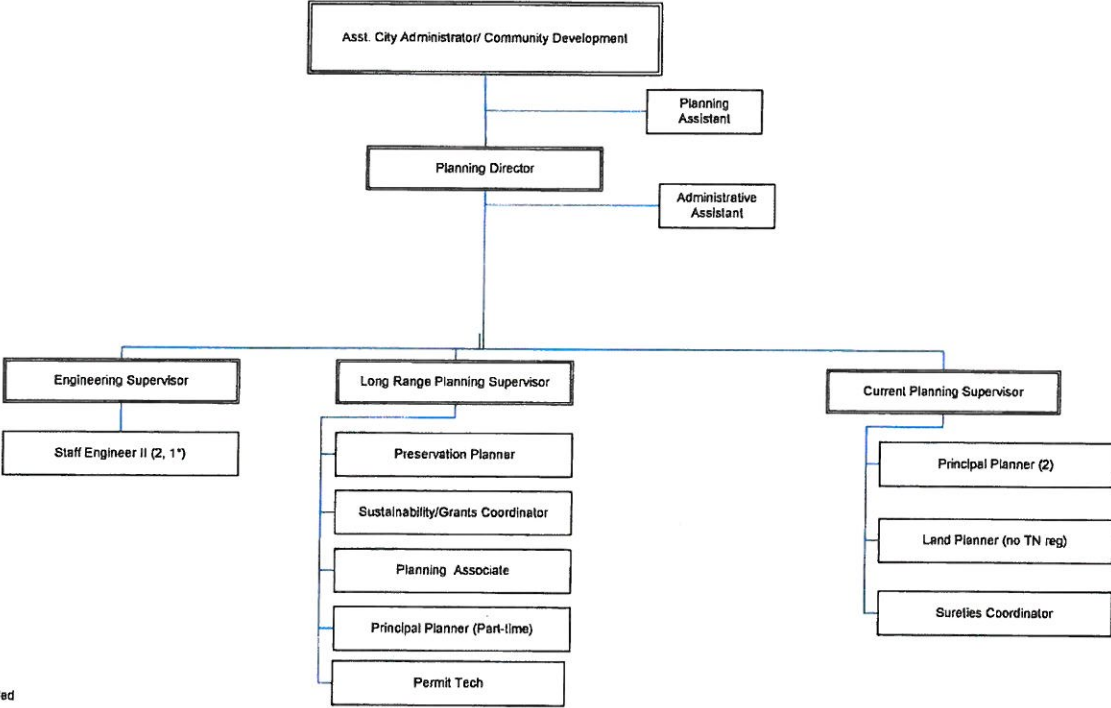
*The Department established an education program to explain Planning to school children this year and anticipates expanding that outreach effort in the next year.*

*The Planning and Sustainability staff will continue to foster greater collaboration with other departments, the Williamson County School District and adjacent communities on subjects of common interests.*

*Finally, Planning will implement the new Development Plan and continue to research methods to streamline processes while assuring quality development.*

# Organizational Chart

## Planning and Sustainability Department City of Franklin, TN



\* = Unfunded

## Staffing by Position

**City of Franklin  
201-2013 Fiscal Year Budget  
General Fund - Planning & Sustainability  
Personnel by Position**

Position	Pay Grade	FY 2012		Not Funded	FY 2013		Not Funded
		Full-Time	Part-Time		Full-Time	Part-Time	
ACA Comm Dev	26	1	0	0	1	0	0
Planning Director	25	1	0	0	1	0	0
Long Range Planning Supervisor	22	1	0	0	1	0	0
Current Planning Supervisor	22	1	0	0	1	0	0
Staff Engineer II	21	1	0	1	0	0	0
Land Planner (TN reg)	21	1	0	0	1	0	1
Principal Planner	21	2	0	0	2	0	0
Preservation Planner	19	1	0	0	1	0	0
Land Planner (No Tn. reg)	19	1	0	0	1	0	0
Sureties Coordinator	17	1	0	0	1	0	0
Sustainability and Grants Coordinator	17	1	0	0	1	0	0
Planning Associate	14	1	0	0	1	1	0
Planning Assistant	14	1	0	0	1	0	0
Administrative Assistant	12	1	0	0	1	0	0
Permit Technician	12	1	0	0	1	0	0
Planner (Part-Time)	---	0	1	0	0	1	0
Intern	---	0	1	0	0	1	0
<b>TOTAL</b>		<b>16</b>	<b>2</b>	<b>1</b>	<b>15</b>	<b>3</b>	<b>1</b>

Narrative of Personnel Changes	New Position		Reclassification		
	Title	Pay Grade	From Job Title	To Job Title	Pay Grade
Add one PT Planning Associate		14			
Engineer Supervisor-eliminated, moved to Engineering					
Engineer II position-eliminated, moved to Engineering					
Staff Engineer II unfunded position eliminated					
Land Planner (TN reg) Unfunded					

## Budget Notes/Objectives *Planning & Sustainability*

*The Planning and Sustainability Department promoted a Principal Planner to the position of Long Range Planning Supervisor in the 2011-12 fiscal year. A new Principal Planner has been hired and the Department is now fully staffed. However, due to an increase in the responsibilities and volume related to Historic Preservation, the opportunity to pursue additional grants and the Department's accelerated Public Outreach; we are requesting a part-time Planning Associate in the 2012-13 Budget. Additionally, the Sustainability and Grants Coordinator position will be fully funded by the City this fiscal year. There are no funds for outside consultants budgeted in the upcoming fiscal year for Character Area update, which will be completed by Franklin Planning staff. With the exception of the request for a part-time Planning Associate, the 2012-13 funding request represents a continuation budget.*



2013 Budget - 11041700 PLANNING & SUSTAINABILITY  
3/8/2012 2:27:05 PM

Account	Label	A2010 Actual 2010	A2011 Actual 2011	B2012 Budget 2012	YTD @ 3/05/12	EA2012 Estid 2012	B2013 Budget 2013	F2014 Forecast 2014	F2015 Forecast 2015
	<b>Personnel</b>								
=	81110 REGULAR PAY	863,440	853,377	781,297	492,199	792,300	866,118	892,105	918,865
	81120 OVERTIME PAY	561	1,291	2,000	667	2,000	2,000	2,000	2,000
	81199 VACANCY ADJUSTMENT			(31,747)			(31,349)		(33,296)
=	XWAGE TOTAL WAGES	864,001	854,668	751,550	492,866	794,300	836,769	861,779	887,570
	81230 PLANNING COMMISSION & BOZA								
=	XOFF TOTAL OFFICIALS FEES	11,100	11,100	14,000	7,900	14,000	14,000	14,000	14,000
	81410 FICA (EMPLOYER'S SHARE)								
=	81420 MEDICAL PREMIUMS	64,636	67,473	58,668	35,685	57,800	65,178	69,470	71,550
	81430 GROUP INSURANCE PREMIUMS	158,743	176,717	125,584	85,990	145,700	149,649	154,140	158,770
	81440 EMPLOYEE INSURANCE CONTRIBUTIONS	13,667	15,192	11,986	8,370	12,700	12,605	13,000	13,375
=	81450 RETIREMENT CONTRIBUTIONS	(31,420)	(33,861)	(26,422)	(17,863)	(27,400)	(27,628)	(26,670)	(29,525)
	81455 DEFERRED COMP MATCH	149,498	138,597	102,698	50,808	100,700	103,730	106,840	110,040
	81460 UNEMPLOYMENT CLAIMS		1,198	2,315	1,476	2,400	2,480	2,550	2,630
	81470 WORKERS COMPENSATION PREMIUMS	897	(3)	200	60	100			
	81475 WORKERS COMPENSATION CLAIMS			4,800	3,046	4,800	4,800	4,800	4,800
	81482 CAR ALLOWANCE	3,231	4,892	4,800	3,046	4,800	4,800	4,800	4,800
	81490 MOVING EXPENSES	5,000							
=	XBEN TOTAL BENEFITS	365,228	370,214	280,329	168,325	297,400	311,233	322,767	332,296
=	XPER TOTAL PERSONNEL	1,240,329	1,235,982	1,045,879	669,031	1,105,700	1,162,002	1,198,546	1,233,866
	<b>Operations</b>								
	82110 MAILING & OUTBOUND SHIPPING SERVICES	2,244	2,544	2,200	1,533	2,301	4,235	4,365	4,495
	82120 FREIGHT FOR INBOUND PURCHASED ITEMS		23		6				
	82130 VEHICLE LICENSES & TITLES	10	10						
=	XTRC TOTAL TRANSPORTATION CHARGES	2,254	2,577	2,200	1,539	2,301	4,235	4,365	4,485
	82210 PRINTING & COPYING SERVICES, OUTSOURCED	1,018	419	2,700	267	2,767	4,900	5,050	5,202
	82250 TESTING & PHYSICALS	606	440	400	260	400	400	420	430
=	XOPSV TOTAL OPERATING SERVICES	1,624	859	3,100	527	3,167	5,300	5,470	5,632
	82310 LEGAL NOTICES	8,670	6,260	10,000	4,679	10,000	10,000	10,610	10,990
	82350 DUES FOR MEMBERSHIPS	8,592	7,516	8,360	2,635	7,000	7,000	7,430	7,430
	82360 PUBLIC RELATIONS & EDUCATION (CITY SPONSORED)	5	54	10,000	160	3,160	5,000	5,150	5,305
	82370 PROMOTIONS & SPECIAL EVENTS (NOT CITY SPONSORED)		6,372	1,000		500	500	1,060	1,090
	82371 EMERGENCY RELIEF	332							
	82373 RECRUITMENT	250							
	82390 PUBLICATIONS, NON-TRAINING	401	462	317	97	350	300	310	320
=	XNSP TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	24,004	20,664	29,677	7,571	21,010	22,800	24,345	25,075
	82450 TELEPHONE SERVICE	1,886	1,524	4,000	1,075	4,000	4,000	4,240	4,370
	82455 CELLULAR TELEPHONE SERVICE	3,548	3,528	4,000	1,592	4,000	4,000	4,240	4,370
	82470 INTERNET & RELATED SERVICES	1,374	1,513	1,900	1,016	1,900	1,900	2,020	2,080
=	XUTIL TOTAL UTILITIES	6,808	6,565	9,900	3,683	9,900	9,900	10,500	10,820
	82510 COMPUTER SERVICES	60	20	240		240	240	260	270
	82530 AUDIT SERVICES		660		10,000	10,000			
	82560 CONSULTANT SERVICES	55,857	660						
=	XCTS TOTAL CONTRACTUAL SERVICES	55,917	680	240	10,000	10,240	240	260	270

2013 Budget - 11041700 PLANNING & SUSTAINABILITY  
3/8/2012 2:27:05 PM

Account	Label	A2010 Actual 2010	A2011 Actual 2011	B2012 Budget 2012	A2012 YTD @ 3/05/12	EA2012 Estid 2012	B2013 Budget 2013	F2014 Forecast 2014	F2015 Forecast 2015
82610	VEHICLE REPAIR & MAINTENANCE SERVICES	589	769	2,090	262	700	3,500	3,605	3,715
82620	EQUIPMENT REPAIR & MAINTENANCE SERVICES	7,641	6,694	8,600	3,360	8,600	8,600	9,130	9,400
=	TOTAL REPAIR & MAINTENANCE SERVICES	8,230	7,483	10,690	3,622	9,300	12,100	12,735	13,115
82750	EMPLOYEE RECOGNITION/RECEPTIONS								
82780	TRAINING, OUTSIDE	124							
82790	TRAINING, IN-HOUSE					575			
=	TOTAL EMPLOYEE PROGRAMS	124		5,000	575	2,500	2,500	2,575	2,655
+ 82810	REGISTRATIONS								
82820	GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	785	7,222	10,695	3,763	10,695	4,825	4,970	5,120
82830	AIR TRAVEL	2,633	1,744	1,340	1,071	2,000	4,190	4,320	4,450
82840	LODGING	5,201	1,770	5,427	1,139	5,000	5,500	5,670	5,350
82850	MEALS (OUTSIDE WILLIAMSON COUNTY)	909	8,166	11,064	2,456	10,000	10,165	10,500	10,800
82890	OTHER TRAVEL EXPENSES	2,436	1,684	2,178	1,107	2,000	4,120	4,245	4,375
82899	TRAVEL OFFSET	150	38	100	57	100	200	210	215
=	TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL	12,114	20,824	30,804	9,593	29,795	29,000	29,915	30,810
83110	OFFICE SUPPLIES	2,485	3,861	6,500	969	5,269	5,500	5,670	5,840
83130	EMPLOYEE BENEVOLENCE ITEMS	194	297	500	4	500	500	540	560
83140	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	2,869	3,077	6,120	2,452	6,120	6,120	6,490	6,660
=	TOTAL OFFICE SUPPLIES	5,548	7,235	13,120	3,425	11,889	12,120	12,700	13,060
83260	UNIFORMS PURCHASED	1,253	1,113	1,904	567	1,800	2,000	2,120	2,180
83299	OTHER OPERATING SUPPLIES		71						
=	TOTAL OPERATING SUPPLIES	1,253	1,184	1,904	567	1,800	2,000	2,120	2,180
83310	GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COUNTY)	1,373	1,243	2,200	963	2,200	2,200	2,340	2,410
83320	MILEAGE (INSIDE WILLIAMSON COUNTY)	16	105	400	103	400	400	420	430
=	TOTAL FUEL & MILEAGE	1,389	1,348	2,600	1,066	2,600	2,600	2,760	2,840
83510	FURNITURE, FIXTURES (<\$25,000)	5,316	176	2,100	53	2,047	2,650	2,750	2,815
83530	MACHINERY & EQUIPMENT (<\$25,000)	167	344						
83540	COMPUTER HARDWARE (<\$25,000)	1,718	5,630	5,857	7,111	7,111	1,000	1,030	1,065
83550	COMPUTER SOFTWARE (<\$25,000)	546		500	313	500	600	620	640
=	TOTAL MACHINERY & EQUIPMENT (<\$25,000)	7,747	6,150	8,457	7,477	9,658	4,250	4,400	4,520
83620	EQUIPMENT PARTS & SUPPLIES		70		63	70			
=	TOTAL REPAIR & MAINTENANCE SUPPLIES		70		63	70			
84952	ARRA#2 - DEPT OF ENERGY	22,062	45,616	31,570	7,322	7,322			
=	TOTAL OPERATIONAL UNITS	22,062	45,616	31,570	7,322	7,322			
85110	PROPERTY & LIABILITY INSURANCE	3,622	5,239	5,209	5,558	5,558	5,370	5,530	5,700
85140	SURETY/NOTARY BONDS		63	100	62	100	100	100	100
=	TOTAL PROPERTY & LIABILITY COSTS	3,622	5,302	5,309	5,620	5,658	5,470	5,630	5,800
85320	STATE FEES	400							
85340	RECORDING & FILING FEES	148							
=	TOTAL PERMITS	548							



2013 Budget - 11041700 PLANNING & SUSTAINABILITY  
3/8/2012 2:27:05 PM

Account	Label	A2010 Actual 2010	A2011 Actual 2011	B2012 Budget 2012	A2012 YTD @ 3/05/12	EA2012 Estid 2012	B2013 Budget 2013	F2014 Forecast 2014	F2015 Forecast 2015
= XOP	TOTAL OPERATIONS	153,244	126,357	154,571	62,673	127,808	112,515	117,775	121,292
	Capital								
89550	COMPUTER SOFTWARE (>\$25,000)				15,000	15,000			
= XME0	TOTAL MACHINERY & EQUIPMENT (>\$25,000)				15,000	15,000			
= XCAP	TOTAL CAPITAL				15,000	15,000			
= XTOT	TOTAL EXPENDITURES	1,393,573	1,362,339	1,200,450	746,704	1,248,508	1,274,517	1,316,321	1,355,157
33920	TN DEPT OF AGRICULTURE	15,000							
= PTHCT	PART-TIME HEADCOUNT						1		