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**MINUTES OF THE WORK SESSION  
BOARD OF MAYOR AND ALDERMEN  
FRANKLIN, TENNESSEE  
CITY HALL BOARDROOM  
TUESDAY, FEBRUARY 14, 2012 - 5:00 P.M.**

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**Board Members**

Mayor Ken Moore	P		
Alderman Brandy Blanton	P	Alderman Margaret Martin	A
Alderman Clyde Barnhill	P	Alderman Dana McLendon	P
Alderman Pearl Bransford	P	Alderman Ann Petersen	P
Alderman Beverly Burger	P	Alderman Michael Skinner	P

**Department Directors/Staff**

Eric Stuckey, City Administrator	P	Shirley Harmon, HR Director	P
Vernon Gerth, ACA Community & Economic Dev.	P	Mark Hilty, Water Management Director	P
Russell Truell, ACA Finance & Administration	P	Paul Holzen, Interim Engineering Director	P
David Parker, CIP Executive/City Engineer	P	Catherine Powers, Planning/Sustainability Director	P
Shauna Billingsley, City Attorney	P	Joe York, Streets Director	P
Rocky Garzarek, Fire Chief	P	Brad Wilson, Facilities Project Manager	P
David Rahinsky, Police Chief	P	Kristen Corn, Staff Attorney	P
Fred Banner, MIT Director	P	Steve Sims, Assistant City Recorder	P
Chris Bridgewater, Interim BNS Director	P	Mike Proctor, Communications Systems Manager	P
Becky Caldwell, Solid Waste Director	P	Lanaii Benne, Assistant City Recorder	P
Lisa Clayton, Parks Director	P	Linda Fulwider, Board Recording Secretary	P

**1. Call to Order**

Mayor Ken Moore called the Work Session to order at 5:00 p.m.

**2. Citizen Comments**

- ◆ Eric Stuckey gave an update on the water main break on Lewisburg Pike between Carnton Lane and Carriage Park. It was necessary to shut off the water line to the Heath Place neighborhood. TDOT and City crews are working to repair the line as quickly as possible. The road was closed at 6:00 p.m. and will remain closed until the line is repaired and the road is repaved.
- ◆ Jack Wheeler, a volunteer for the Pediatric Brain Tumor Foundation for Ride For Kids Event to be held at Jim Warren Park on May 20, 2012, addressed questions raised by Alderman Barnhill during the January 24, 2012 Work Session, and subsequently published in the newspaper. Mr. Wheeler gave a brief history of the foundation that began in 1984 and has expanded through the United States. Duke University is the main recipient of funds and the university in turn shares the funds with hospitals in the U.S. and Canada, St. Jude being one. Honda, GEICO, and Dunlop are among large corporate sponsors. Honda gives away a bike at each event, and the other sponsors provide items as well. This is the fourth year for the Franklin ride. Alderman Barnhill commented that the issues he brought up at the last meeting had been resolved; a gentleman from Murfreesboro provided the documentation in question.

## WORK SESSION DISCUSSION ITEMS

### **3. Presentation by Franklin Tomorrow Regarding Community Visioning Process Update Franklin Tomorrow**

Mindy Tate, Executive Director, and Kathy Moore, Board President, presented the organizations goals and strategies from the Vision Fair process.

#### Top Strategies in Each Area

1. Business: promoting a business-friendly environment
2. Community Character: Enhance and preserve the physical character of existing neighborhoods
3. Education: Facilitate support for the further development of the Williamson County Center for Higher Education on the Columbia State Community College's Franklin Campus
4. Environment: Encourage continued development of connected greenways for walking and bicycling
5. Government: Improve coordination between and among government entities, schools, private utilities and their respective staffs to discuss how to better facilitate the delivery of essential services and infrastructure
6. Growth & Development: Contextual design that embraces Franklin's historic and natural characteristics
7. Housing: Support efforts to eliminate barriers to the development of affordable, workforce, senior, and special-needs housing
8. Recreation: Implement the Greenway and Open Space Master Plan and Streetscape
9. Transportation: Promote improved traffic signal timing, ridesharing, telecommuting, flexible work arrangements, and other transportation demand management programs.

They concentrated on the top five with connectivity being the top priority, transportation in three areas - synchronization of traffic signals at peak traffic hours, business development, and transportation. They will further analyze the strategies and goals.

Franklin Tomorrow's sister group, Friends of Franklin Parks and Greenways is working closely with the City to obtain grants. People continue to sign up for project teams. Franklin Tomorrow is working with City Administrator Eric Stuckey and Leadership Franklin. Franklin Tomorrow is now located at 198 East Main Street on the second floor of the Cadence Bank building.

The nine top strategies listed above were not in priority order. Mayor Moore asked that a priority list be provided.

### **4. Presentation of Commercial Building Plan Review Overview and Process Improvement Recommendations**

**Vernon Gerth, ACA Community & Economic Development**

**Chris Bridgewater, Interim Director Building/Neighborhood Services**

The following persons participated in the presentation of the Commercial Building Plan Review Process Overview and Recommendation: Vernon Gerth, Chris Bridgewater, Allen Lewis, Building Official, Rodney Prince, Fire Plans Examiner, Doug Bornick, Building Plans Examiner, Amanda Ray, Permit Tech, and Shanna McCoy, Interim Zoning Development Coordinator.

#### **WHY IS PROCESSING PERMIT APPLICATIONS IN A TIMELY MANNER IMPORTANT?**

- Businesses need to be operational ASAP
- Moving employees, furniture, and technology can be overwhelming
- Time is ticking on leases and loans - small businesses and entrepreneurs have limited resources
- Scheduling and coordinating construction is critical
- Business owners face different challenges and delays - at least the City can provide a predictable permit application process

THEREFORE...

It is the goal of the City of Franklin Building and Neighborhood Services and Fire Departments to complete the review of

Commercial Building Permit Applications and Plans thoroughly and within prescribed timeframes 100% of the time.

HOW ARE WE DOING?

Over the past three years the Plans Examiners and Permit Techs have processed permit applications within prescribed timeframes, and typically in advance of deadlines, in excess of 99% of the time!

WHAT ARE THE CITY'S COMMERCIAL BUILDING PERMIT & PLAN REVIEW PROCESS TIMEFRAMES?

- Permit Applications are processed and reviewed on a first-in, first-out basis and as quickly as possible
- Initial Plan Reviews are completed within twenty (20) Working Days – Applicants have expressed concerns that this initial review period is too long, and staff believes we can improve with a little help
- Subsequent Reviews are completed within ten (10) Working Days

PLANS EXAMINERS

“We Do Much, Much More Than Review Plans”

- Number one objective is customer service!
- Meeting with current and potential business owners
- Working with Architects, Engineers, Contractors and Inspectors
- Addressing Issues often on-site, for resolution
- Receive many phone calls during the day
- Reviewing projects
- Researching questions
- Calculating fees
- Continuing education requirements

PROPOSED GOAL:

To Become More Efficient in Plan Review and Remain Responsive to Customers

HOW WILL ACHIEVE OUR GOAL:

FOR STARTERS...

Complete the processing of permit applications for non-restaurant tenant build-out and alterations, remodeling, and building additions less than 5,000 sq. ft. within:

- Ten (10) Working Days – Initial & Subsequent Reviews

HOW TO INCREASE PRODUCTIVITY WHILE MAINTAINING GREAT CUSTOMER SERVICE?

Use of Plan Review Consultants for Time Intensive Projects

- All new buildings and structures and building additions greater than 10,000 square feet will be sent to a pre-qualified Third Party Plan Review Consultant
  - Applicant chooses consultant from pre-qualified list
  - Applicant pays all consultant plan review fees
  - Applicant submits Building Permit Application and Plans to the BNS Department and the consultant simultaneously
  - City charges the plan review fee for municipal code and zoning review as well as inspection & permitting fees
  - Upon completion of consultant's review, applicant submits approved plan to City
  - Permit ready within five (5) working days upon receipt of consultant approved plans

Discussion:

- Third Party looking at code issues
- How to resolve a mistake made by a third party
- Is there enough department manpower to meet these goals
- What is the extra financial burden
- Ultimate goal is to give better customer service
- City adopts International Building Code
- Eventually, will convert from paper to digital

## 5. Status Update of FFO (Flood Fringe Overlay) Non-Residential-Zoned Property Owner Informational Meeting

### Vernon Gerth, ACA Community & Economic Development

Three informational meetings are scheduled for property owners in the non-residential zoned Flood Fringe Overlay: February 27, February 29 and March 5, 2012. Letters will be sent inviting each property owner to one of the meetings. Information will be brought to BOMA for direction.

**6.\* Consideration of Request for Property Tax Exemption on Franklin Theatre**  
**Eric Stuckey, City Administrator**

County Commissioner Brian Beathard, Heritage Foundation Executive Director Mary Pearce, Heritage Foundation President Cyril Stewart, and Franklin Theatre Director Dan Hayes addressed the request and asked for a non-binding vote from BOMA.

Alderman Burger posed a question from one of her constituents, “why should they not pay taxes”. The response was because they are not a money-making entity. Under Tennessee law (TCA 67-5-223), non-profit community and performing arts organizations are eligible for property tax exemption under certain conditions with the approval of a two-thirds vote from the county legislative body (County Commission). In considering this request, Williamson County has sought input from both the City of Franklin and the Franklin Special School District, other local government entities that receive property tax revenue.

Discussion:

- Alderman Skinner: The approximate \$2,000 per year in property tax is a real bargain to get people downtown.
- The theatre is a big draw for tourists
- Opportunity for local students to experience professional live theater
- Movies, live music performances, charity events
- Alderman Blanton: The Heritage Foundation and the Franklin Theatre make movies affordable to everyone with the \$5.00 per ticket cost
- Alderman Burger: Most of her constituents encouraged her to support this resolution. One comment she received was that the value goes way beyond the monetary.

**7. Discussion of Capital Investment Program**

**Eric Stuckey, City Administrator**  
**David Parker, City Engineer/CIP Executive**

Mayor Moore stated that he wanted to reach a conclusion on this program. Eric Stuckey noted the Board looked at funding modeling and took a physical tour of the projects. Staff is looking for guidance on these projects. A number are funded by pay as you go capital. There is sufficient tax money to do the fire station design for the Westhaven and Goose Creek areas. That is a viable option. He asked if there was a consensus.

- Alderman Petersen referred to staff recommended scenarios and the funding sources. The new Public Works Facility came to be #1. She prefers the projects that don't require more bond funds. She doesn't support South Carothers because it requires borrowing a sufficient amount of money. The debt/affordability ratio is of concern.
- Alderman Bransford asked what the \$100,000 at the Park at Harlinsdale Farm included. Mr. Stuckey responded preservation of the house and barn requires a new roof for each. This will be funded through Hotel/Motel Tax.
- Alderman Burger: South Carothers is listed as #2 on the priority list. Does that mean they are ready to go? She doesn't want that road to slip away because of the development in that area.
- David Parker responded that the developer indicated they are ready. It is an integral part of the project itself. Mr. Stuckey added there is a decision point on this as well. Phasing north to south or south to north. South to north is longer and more expensive.
- Alderman Petersen commented that the South Carothers project would mean borrowing an extra \$3,500,000 and the road would cost \$70,000 per year.

- Alderman Barnhill advocated for South Carothers Parkway, saying it would be short-sighted not to include it because of the development already there and development that is coming. It would not be good planning to eliminate the Goose Creek area as that is the next boom area. He asked to have the project split out and to provide BOMA with cost information.
- Eric Stuckey said the McEwen connector that would help bridge McEwen III is important in terms of flow and to prolong the life of what is out there. \$2.5 million to make the connection.
- Alderman Burger said she would like the information as soon as possible to discuss at a work session.
- Alderman Skinner said if the main concern is traffic flow not working, redo the roundabout and make it a signaled intersection. What would that cost?

Mayor Moore said he thought BOMA had given staff good direction.

**8. Consideration of Proposed ORDINANCE 2012-13, An Ordinance to Amend Section 14-202 of the Franklin Municipal Code Relative to Fees for the Planning Review Process**

**Catherine Powers, Planning & Sustainability Director**

This is a technical change regarding the \$600 fee. It is eliminated from Section 14-202 and placed in Title 22 (refer to Item 9 below).

**9. Consideration of Proposed ORDINANCE 2012-14, An Ordinance to Amend the City of Franklin Municipal Code, Title 22 - Comprehensive Fees and Penalties, Chapter 14 Relative to Fees for the Planning Review Process**

**Catherine Powers, Planning & Sustainability Director**

See Item #8

**10. Consideration of COF Contract Amendment 2010-103B with Community Housing Partnership, A Community Based Development Organization**

**Vernon Gerth, ACA Community & Economic Development**

**Kathleen Sauseda, Interim Housing Development Coordinator**

Since CBDO's receive minimal CDBG funds and utilize other funding sources to acquire, construct, rehabilitate, and sell a low-income single-family residence, staff recommends the City allow CDBO's to utilize income toward an additional HUD-approved activity with the City's oversight.

**11. Consideration of Proposed ORDINANCE 2012-03, To Be Entitled, "An Ordinance to Rezone ± 40.35 Acres From High Residential District (R-3) To Civic and Institutional District (CI) for the Property Located at 608 Mount Hope Street**

**Alderman Ann Petersen, FMPC Representative**

This is a request from Hard Bargain so they can use a house on the property as an office.

**12. Consideration of Proposed RESOLUTION 2012-08, A Resolution Authorizing the Adoption and Implementation of Amendments to the Historic District Design Guidelines**

**Alderman Ann Petersen, FMPC Representative**

Amanda Hall explained this is a resolution to approve and implement proposed amendments to the Franklin Historic District Design Guidelines.

**13. Consideration of RESOLUTION 2012-02, A Resolution to Affirm Compliance with Federal Title VI Regulations**

**Eric Stuckey, City Administrator**

Mr. Stuckey noted it is important to affirm compliance with Federal Title VI Regulations.

**14. Consideration of Memorandum of Understanding (MOU) with Williamson County Regarding Recycling**

**Becky Caldwell, Solid Waste Director**

No questions or comments

- \* Mayor Moore asked for a motion to enter Executive Session.

*Alderman Barnhill moved to enter Executive Session. Seconded by Alderman Skinner. Motion carried unanimously.*

Entered Executive Session at 6:40 p.m.

**ADJOURN**

Work Session adjourned 6:40 p.m.

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Mayor Ken Moore

Minutes prepared by: Linda Fulwider, Board Recording Secretary, City Administrator's Office - 4/23/2012 1:14 PM