

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	2010	2011	2012
Net Acreage Changes	0	0	5.56
Base Zoning Changes			
Acreage Zoned Due to Annexation	0	0	5.56
Acreage Rezoned	218.72	6.19	245.2

Development Process Approval Measures	2010	2011	2012
Concept Plans	17	1	0
Regulating Plans	8	7	3
Development Plans	0	0	18
Site Plans	55	61	32
Plats	37	42	43
Fees Collected	\$60,708	\$54,716	\$107,170.55
Residential Approvals			
Total Units	756	4	1,033



Sustainable Franklin

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

1. Provide leadership for sustainable efforts within the City organization, in the Community, and throughout the region.
2. Support the efforts of the Sustainability Commission and the approval of the 2013 Sustainability Action Plan.
3. Participate in the newly established TVA Sustainable Communities Program.
4. Support City efforts to reduce street light costs and improve lighting quality throughout the community.
5. Pursue additional opportunities for the City to host renewable energy projects.
6. Provide assistance with implementation of the Greenways and Trails Master Plan.
7. Pursue funding opportunities and partnerships that are appropriate for the City as they arise.
8. Continue to pursue technologies and conservation efforts to reduce municipal utility costs.
9. Assist in the implementation of the TDOT Litter Reduction Grant to increase participation in the Blue Bag recycling program and also for the removal of debris from the Harpeth River.

2013-2014 Outlook

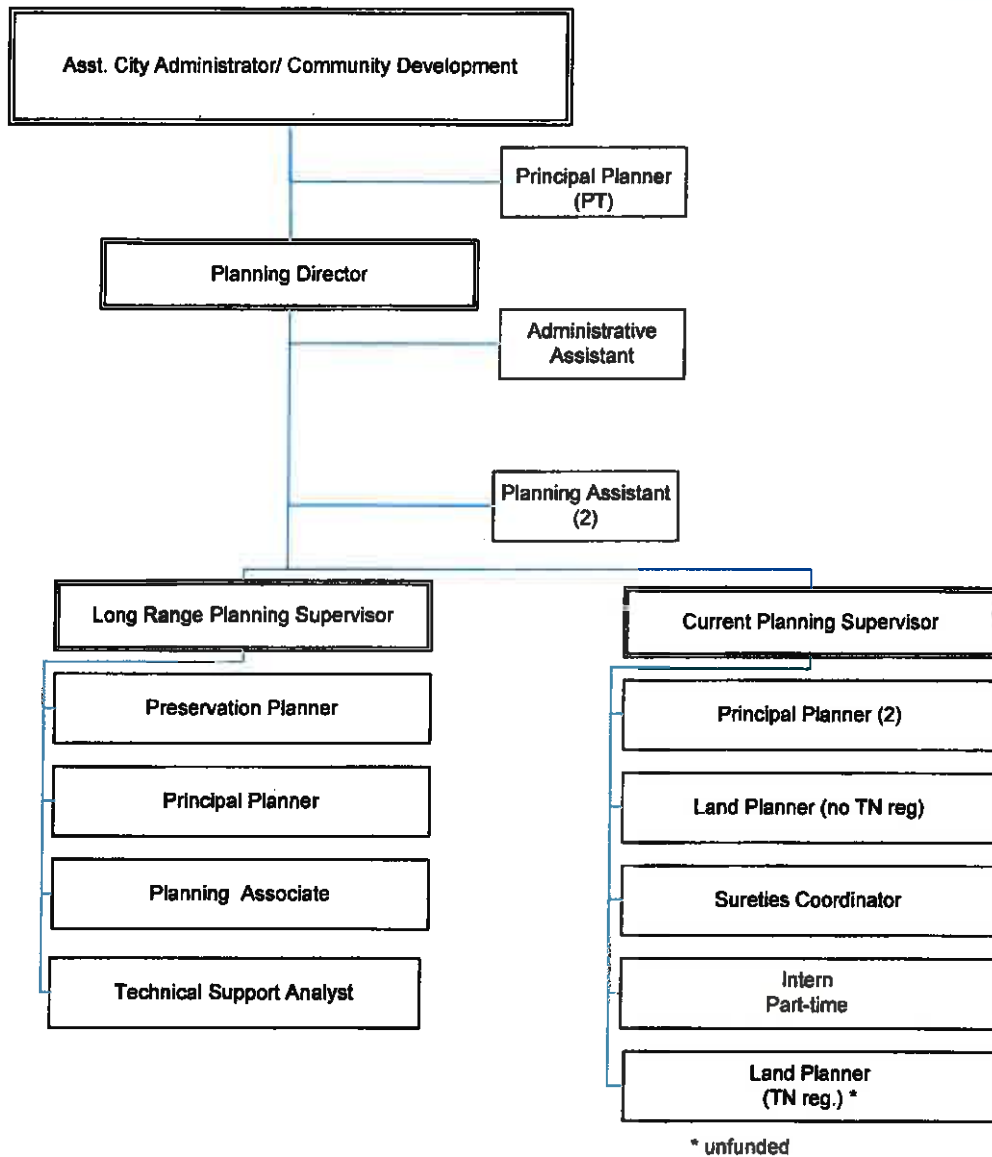
The Planning and Sustainability Department will experience increased development requests in the coming fiscal year. This will include more demand for annexations to support new development in the current Urban Growth Boundary (UGB).

The Department will also oversee a study of the Floodway Fringe and a Character Area Update, as well as a Special Census.

The Planning staff will work with a taskforce of elected and appointed officials and Design Professionals to research alternatives to the current RX Zoning.

As development continues to expand to new areas, collaboration with the Williamson County School District will remain a priority. Finally, staff will continue to explore methods to streamline processes while assuring quality development.

Organizational Chart



Staffing by Position

City of Franklin
 2013-2014 Fiscal Year Budget
 General Fund - Planning & Sustainability
 Personnel by Position

Position	Pay Grade	FY 2013		Not Funded	FY 2014		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	0	0	0	0	0	0
Land Planner (TN reg)	21	1	0	1	1	0	1
Principal Planner	21	2	0	0	3	0	0
Preservation Planner	19	1	0	0	1	0	0
Land Planner (No Tn. reg)	19	1	0	0	1	0	0
Operational Analyst	TBD	0	0	0	1	0	0
Sureties Coordinator	17	1	0	0	1	0	0
Sustainability and Grants Coordinator	17	1	0	0	0	0	0
Technical Support Analyst	15	0	0	0	1	0	0
Planning Associate	14	1	0	0	1	0	0
Planning Assistant	14	1	1	0	2	0	0
Administrative Assistant	12	1	0	0	1	0	0
Permit Technician	12	1	0	0	0	0	0
Planner (Part-Time)	—	0	1	0	0	1	0
Intern	—	0	1	0	0	1	0
TOTAL		15	3	1	17	2	1

Narrative of Personnel Changes	New Position		Reclassification		
	Title	Pay Grade	From Job Title	To Job Title	Pay Grade
Reclassify 1 Sustainability and Grants Coordinator (PG 17) to 1 Principal Planner (PG21)					
Reclassify 1 Permit Technician (PG 12) to 1 Technical Support Analyst (PG 15)					
Reclassify 1 PT Planning Assistant to 1 FT Planning Assistant					
Add 1 FT Operational Analyst-(PG-TBD)					
Land Planner (TN reg) Unfunded					

Departmental Career Development Path	Pay Grade	Requirements		
		Degree	Experience	Certifications
Principal Planner (Planner III)	21	Bachelors Degree in Planning or Related (Masters Degree preferred but not Required if AICP cert with exp)	3 or more	AICP Certification Req
Sr. Planner (Planner II)	19	Master Degree in Planning or Related	3 or more	
Planner (Planner I)	17	Bachelors Degree in Planning or Related	3 or more	
Planning Associate	16	Bachelors Degree in Planning or Related	1 or more	
Planning Assistant	14	Bachelors or Assoc. Degree in Planning or Related	At least 1 year planning or related exp preferred	

Budget Notes/Objectives

Planning & Sustainability

The Planning and Sustainability Department has almost tripled the number of Development Plans processed in 2012 from 2011. Additionally, acreage rezoned has increased substantially from 2011 and has grown from 2010. Finally, revenue has doubled over the amount collected in 2011. Given the current trend, we anticipate continued growth in 2013 and will very likely exceed the number of development reviews in any year since 2008.

The Department is requesting approval to proceed with a Special Census that should provide the City greater income, based on population growth since 2010. We are also participating in CPAT, which will bring experts from the American Planning Association (APA) to Franklin for an in-depth appraisal of the Floodway Fringe areas, particularly on Fifth Street. Staff will also perform the Character Area Update to the Land Use Plan.

In order to provide timely, accurate and efficient reviews as the workload increases and perform those studies needed to assure the best planning practices, the Department is requesting changes in positions.

We are requesting that the part-time Planning Assistant be made a full-time position to provide support for the entire department. Also, we are requesting that the Sustainability and Grants Coordinator be upgraded to a Principal Planner. This position will continue to advocate for Sustainability initiatives and pursue grant opportunities but also assist in Long-Range Plans and reviews, as needed. Finally, Planning is requesting the upgrade of a Permit Technician to Technical Support Analyst to act as the point person for all technology related activities in the Department.

All of the staff revisions represent less than a \$50,000 increase to the Personnel budget.

At this time, staff is estimating the Special Census at \$80,000 to cover part-time census takers, office supplies, and related expenses. This expenditure will; however, result in substantial new income.

Finally, Planning is requesting additional funds for computer-related equipment to make reviews more efficient.



2014 Budget - 11041700 PLANNING & SUSTAINABILITY
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Account	Label	Actual 2011	Actual 2012	Budget 2013	Est'd 2013	Budget 2014	Forecast 2015	Forecast 2016
	Personnel							
=	81110 REGULAR PAY	853,377	789,157	852,774	822,927	947,568	975,995	1,005,275
	81120 OVERTIME PAY	1,291	1,220	2,000	2,000	2,500	2,575	2,652
	81198 VACANCY ADJUSTMENT			(29,847)		(33,165)	(34,160)	(35,185)
=	XWAGE TOTAL WAGES	854,668	800,417	824,927	824,927	916,903	944,410	972,742
=	81230 PLANNING COMMISSION & BOZA	11,100	11,600	14,000	14,000	14,420	14,853	15,288
=	XOFF TOTAL OFFICIALS FEES	11,100	11,600	14,000	14,000	14,420	14,863	15,298
=	81410 FICA (EMPLOYER'S SHARE)	67,473	59,377	64,557	64,157	71,217	73,354	75,554
=	81420 MEDICAL PREMIUMS	176,717	145,480	149,849	149,649	162,633	167,512	172,537
=	81430 GROUP INSURANCE PREMIUMS	15,192	12,914	12,605	12,605	13,437	13,840	14,255
=	81440 EMPLOYEE INSURANCE CONTRIBUTIONS	(33,851)	(27,984)	(27,828)	(27,828)	(28,845)	(29,710)	(30,602)
	81450 RETIREMENT CONTRIBUTIONS	138,597	106,903	103,730	103,730	115,281	118,716	122,280
	81455 DEFERRED COMP MATCH	1,198	3,386	2,480	3,100	3,200	3,296	3,395
	81460 UNEMPLOYMENT CLAIMS	9						
	81470 WORKERS COMPENSATION PREMIUMS	(3)	60	541	541	541	567	574
	81475 WORKERS COMPENSATION CLAIMS		573					
	81482 CAR ALLOWANCE	4,892	4,892	4,800	4,800	4,800	4,944	5,092
	81480 MOVING EXPENSES							
=	XBEN TOTAL BENEFITS	370,214	305,299	310,134	310,764	342,243	352,511	363,085
=	XPER TOTAL PERSONNEL	1,235,982	1,117,316	1,149,061	1,149,681	1,273,566	1,311,774	1,351,125
	Operations							
	82110 MAILING & OUTBOUND SHIPPING SERVICES	2,544	2,528	4,235	3,500	4,235	4,362	4,493
	82120 FREIGHT FOR INBOUND PURCHASED ITEMS	23	6		60	100	103	106
	82130 VEHICLE LICENSES & TITLES	10	10					
=	XTRC TOTAL TRANSPORTATION CHARGES	2,577	2,544	4,235	3,560	4,335	4,465	4,599
	82210 PRINTING & COPYING SERVICES, OUTSOURCED	419	2,748	4,900	6,110	6,400	6,592	6,790
	82250 TESTING & PHYSICALS	440	571	400	400	400	412	424
=	XOPSV TOTAL OPERATING SERVICES	859	3,319	5,300	6,510	6,800	7,004	7,214
	82310 LEGAL NOTICES	6,260	8,032	10,000	12,118	13,000	13,360	13,792
	82350 DUES FOR MEMBERSHIPS	7,516	6,329	7,000	5,500	7,000	7,210	7,427
	82360 PUBLIC RELATIONS & EDUCATION (CITY SPONSORED)	54	187	5,000	1,000	10,000	10,300	10,609
	82370 PROMOTIONS & SPECIAL EVENTS (NOT CITY SPONSORED)	6,372		500	100	500	515	530
	82371 EMERGENCY RELIEF							
	82373 RECRUITMENT							
	82385 SPECIAL CENSUS							
	82390 PUBLICATIONS, NON-TRAINING	482	228	300	530	450	464	477
=	XNSIP TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	20,654	14,176	22,800	19,248	110,950	31,878	32,835
	82450 TELEPHONE SERVICE	1,524	1,681	4,000	1,905	4,000	4,120	4,244
	82455 CELLULAR TELEPHONE SERVICE	3,528	3,655	4,000	2,260	4,200	4,326	4,456
	82470 INTERNET & RELATED SERVICES	1,513	1,672	1,900	1,362	1,900	1,957	2,016
=	XUTIL TOTAL UTILITIES	6,565	7,008	9,900	5,527	10,100	10,403	10,716
	82510 COMPUTER SERVICES	20		240	500	500	515	530

2014 Budget - 11041700 PLANNING & SUSTAINABILITY
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Account	Label	Actual 2011	Actual 2012	Budget 2013	Est'd 2013	Budget 2014	Forecast 2015	Forecast 2016
82520	LEGAL SERVICES							
82530	AUDIT SERVICES		10,000					
82560	CONSULTANT SERVICES	660						
=	TOTAL CONTRACTUAL SERVICES	680	10,000	240	500	10,000	10,300	10,609
								11,139
82610	VEHICLE REPAIR & MAINTENANCE SERVICES	789	2,387					
82620	EQUIPMENT REPAIR & MAINTENANCE SERVICES	8,694	7,216	8,600	5,600	2,200	2,266	2,334
82699	OTHER REPAIR & MAINTENANCE SERVICES					8,600	8,698	9,124
=	TOTAL REPAIR & MAINTENANCE SERVICES	7,483	9,603	10,800	6,050	10,800	11,124	11,458
82750	EMPLOYEE RECOGNITION/RECEPTIONS		150		300	350	361	371
82780	TRAINING, OUTSIDE		575					
82790	TRAINING, IN-HOUSE			2,500	100	2,500	2,575	2,652
=	TOTAL EMPLOYEE PROGRAMS		725	2,500	400	2,850	2,936	3,023
+	REGISTRATIONS	7,222	7,408	4,825	7,425	6,700	6,901	7,108
1	various	7,222	7,408	4,825	7,425	6,700	6,901	7,108
2	Amount missing from detail		3,645					
82820	GROUND TRANSPORTATION (OUTSIDE WILLIAMSON COUNTY)	1,744	1,743	4,190	1,000	4,200	4,326	4,458
82830	AIR TRAVEL	1,770	3,417	5,500	3,500	6,400	6,592	6,790
82840	LODGING	8,168	4,512	10,165	7,800	10,300	10,609	10,927
82850	MEALS (OUTSIDE WILLIAMSON COUNTY)	1,684	1,977	4,120	1,400	6,200	6,386	6,578
82880	OTHER TRAVEL EXPENSES	38	116	200	50	200	206	212
82899	TRAVEL OFFSET							
=	TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL	20,624	19,173	29,000	21,175	34,000	35,020	36,071
83110	OFFICE SUPPLIES	3,661	3,278	5,500	3,000	5,500	5,665	5,835
83120	OFFICE DÉCOR ITEMS (OTHER THAN FURNITURE)		113		100	100	103	106
83130	EMPLOYEE BENEVOLENCE ITEMS	297	9	500		500	515	530
83140	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	3,077	4,620	6,120	3,250	6,120	6,304	6,490
=	TOTAL OFFICE SUPPLIES	7,235	8,020	12,120	6,350	12,220	12,587	12,961
83260	UNIFORMS PURCHASED	1,113	1,436	2,000	2,000	2,000	2,060	2,122
83299	OTHER OPERATING SUPPLIES	71						
=	TOTAL OPERATING SUPPLIES	1,184	1,436	2,000	2,000	2,000	2,060	2,122
83310	GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COUNTY)	1,243	1,688	2,200	1,125	2,200	2,266	2,334
83320	MILEAGE (INSIDE WILLIAMSON COUNTY)	105	103	400	100	200	206	212
=	TOTAL FUEL & MILEAGE	1,348	1,791	2,600	1,225	2,400	2,472	2,546
83510	FURNITURE, FIXTURES (<\$25,000)	176	770	2,650	700	1,200	1,236	1,273
83530	MACHINERY & EQUIPMENT (<\$25,000)	344			116	12,687	103	106
1	Various							
2	Smartboard - CQCR				116	879	103	106
3	Smartboard - PCR					9,018		
4	Amount missing from detail	344				4,000		
+	COMPUTER HARDWARE (<\$25,000)	5,650	7,111	1,000	5,650	15,180	7,000	4,000
1	Various							
2	Monitors				5,650	7,000	7,000	4,000
3	Computers (PAD)					9,000		
4	Amount missing from detail	5,650	7,111	1,000		6,180		
83550	COMPUTER SOFTWARE (<\$25,000)			600	11,300	2,100	2,163	2,228

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Account	Label	Actual 2011	Actual 2012	Budget 2013	Estid 2013	Budget 2014	Forecast 2015	Forecast 2016
= XMEU	TOTAL MACHINERY & EQUIPMENT (-\$25,000)	6,150	8,194	4,250	17,766	31,167	10,502	7,607
83620	EQUIPMENT PARTS & SUPPLIES	70	63		718	1,000	1,030	1,061
83660	BUILDING MAINTENANCE SUPPLIES				24			
83699	OTHER REPAIR & MAINTENANCE PARTS & SUPPLIES							
= XRMS	TOTAL REPAIR & MAINTENANCE SUPPLIES	70	63		742	1,000	1,030	1,061
84650	GRANT PROGRAMS							
84952	ARRA#2 - DEPT OF ENERGY	3,167			1,583			
= XOPU	TOTAL OPERATIONAL UNITS	45,616	7,322		1,583			
		45,616	10,489					
85110	PROPERTY INSURANCE	5,239	5,558	1,357	1,286	1,857	1,913	1,970
85111	FRAUD INSURANCE				40	40	41	42
85112	INLAND MARINE INSURANCE				575	575	592	610
85113	AUTO PHYSICAL DAMAGE				224	224	231	238
85115	LIABILITY INSURANCE			4,597	1,089	4,597	4,735	4,877
85116	E&O LIABILITY INSURANCE				846	846	871	898
85117	VEHICLE LIABILITY INSURANCE				1,336	1,336	1,376	1,417
85118	LAW ENFORCEMENT LIABILITY INSURANCE				1,120	1,120	1,154	1,189
85119	UMBRELLA LIABILITY				406	406	418	431
85140	SURETY/NOTARY BONDS	63	62	100		100	103	106
= XPLC	TOTAL PROPERTY & LIABILITY COSTS	5,302	5,620	6,554	6,924	11,101	11,434	11,778
85260	VEHICLE RENTAL (INSIDE WILLIAMSON COUNTY)							
= XRENT	TOTAL RENTALS							
85320	STATE FEES							
85340	RECORDING & FILING FEES		23					
= XPERM	TOTAL PERMITS		23					
85540	BILLING SERVICES							
= XFLF	TOTAL FINANCIAL FEES							
85990	MISCELLANEOUS							
= XODE	TOTAL OTHER BUSINESS EXPENSES							
= XOP	TOTAL OPERATIONS	126,357	102,784	112,299	99,560	250,323	153,834	155,236
	Capital							
= XTOT	TOTAL EXPENDITURES	1,362,339	1,220,100	1,261,360	1,249,241	1,523,889	1,465,608	1,506,362



**DEPARTMENT
OF
PLANNING AND SUSTAINABILITY**

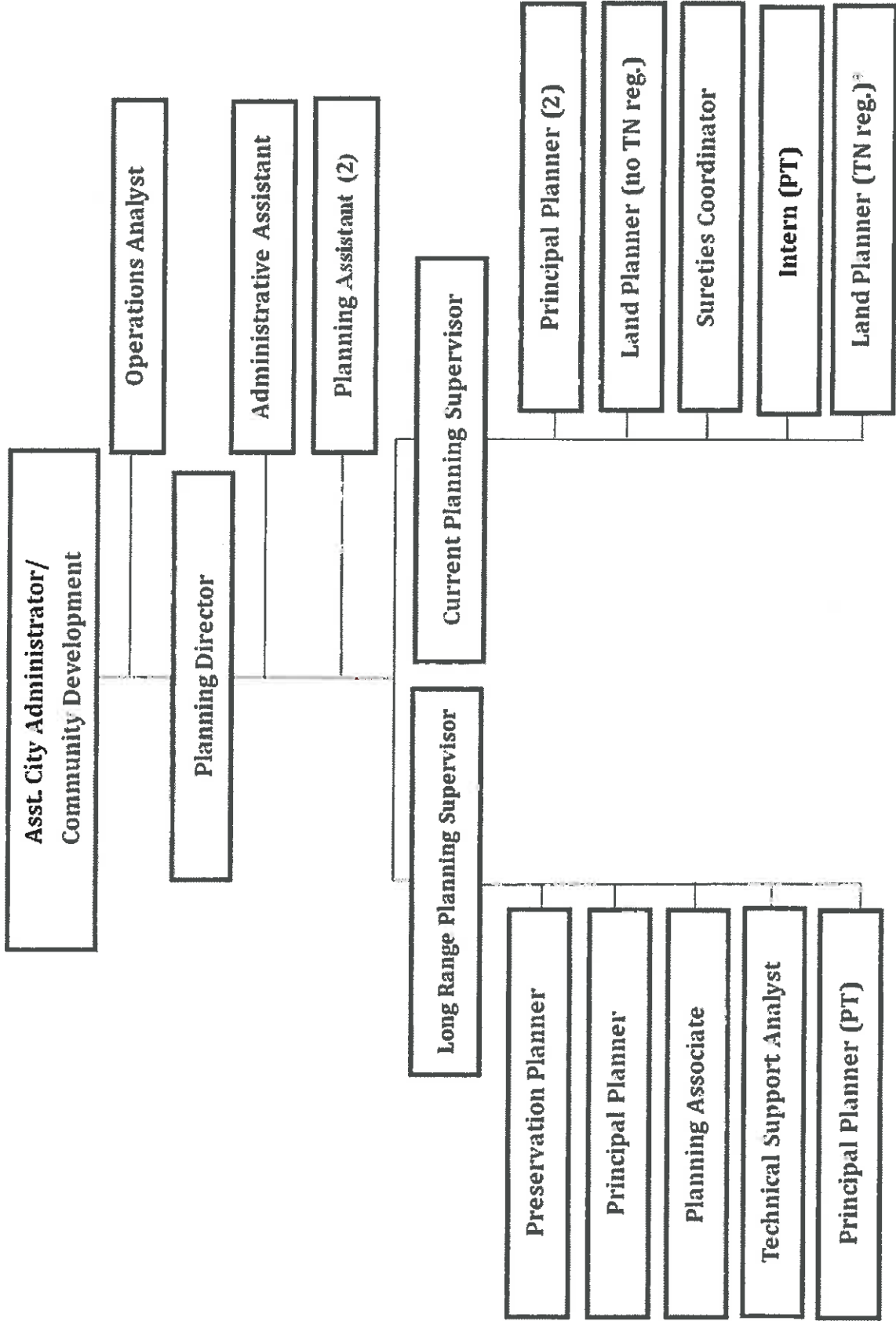
BUDGET FOR FY 2013-2014

Organizational Chart

Planning and Sustainability Department

City of Franklin, TN

FY 2013-2014



* Unfunded

PERSONNEL

New Request:

- Operations Analyst - \$46,000

This position will report to the ACA for Community Development and work with 5 Departments.

- Change Planning Assistant from Part-Time to Full-Time -

\$17,000

- Upgrade from Sustainability Grant Coordinator to Principal Planner -

-

\$ 7,000

- Upgrade from Permit Technician to Technical Support Analyst -

\$ 5,000

PLANNING TOTAL \$29,000



FY 2013-2014 MAJOR CHANGE OPERATIONS

Area	FY 2012-2013 Budget Request	FY 2013-2014 Budget Request	Change
Special Census	\$0	\$ 80,000	+ \$ 80,000
Computer Hardware (<\$25,000)	\$1,000	\$ 15,180 (Five computers + Nine 27" monitors)	+ \$ 14,180
Machinery & Equipment (<\$25,000)	\$0	\$ 12,687 (Two Smartboards for Conference Rooms)	+ \$ 12,687
Consultant Services	\$0	\$ 10,000 (CPAT)	+ \$ 10,000
Legal Notices	\$10,000	\$ 13,000	+ \$ 3,000
Public Relations & Education	\$ 5,000	\$ 10,000	+ \$ 5,000
TOTAL	\$16,000	\$140,867	\$124,867

FY 2013-2014

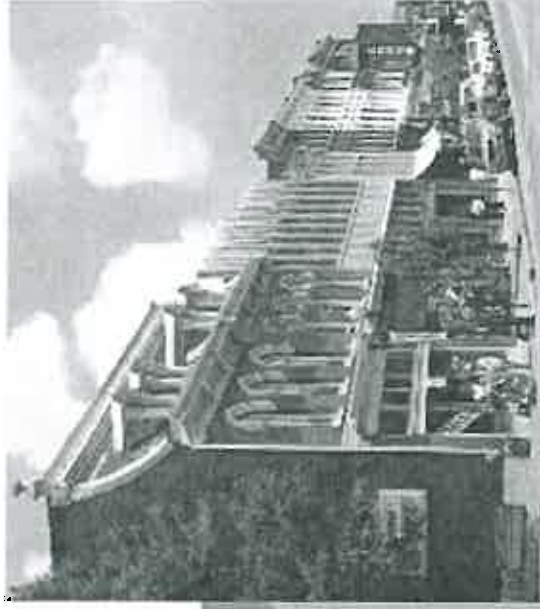
PLANNING AND SUSTAINABILITY ACCOMPLISHMENTS

- **Revised Fourteen (14) Text Amendments to the Zoning Ordinance**
- **Processed 112 Certificates of Appropriateness for Historic properties**
- **Acquired a \$212,284 grant for Safe Walk to School**
- **Held Goal Setting sessions with the Planning Commission to define priorities for the near future**
- **Was awarded a CPAT (APA) Technical Assistant Grand for experts to study the Floodway Fringe**
- **Annexed 5.67 acres into the City**



FY 2012-2013 (CONTINUED) PLANNING AND SUSTAINABILITY ACCOMPLISHMENTS

- **Obtained National Register Status for Rest Haven and City Cemetery**
- **Implemented the Development Plan, which combines the Concept and Regulating Plans to streamline approval process**
- **Executed IDT for paperless transmittal to review plans**



FY 2013-2014 PLANNING AND SUSTAINABILITY GOALS

- **Revise the regulations governing the RX Zoning district to better facilitate desired quality development**
- **Update West Harpeth Character Area**
- **Complete “green” audit of the Zoning Ordinance to assure there are no barriers to sustainability and energy savings for development**
- **Produce a minimum of 12 text amendments to refine and revise the Zoning Ordinance**
- **Research opportunities for appropriate in-fill development**
- **Complete Phase II of the Historic Resource Inventory**
- **Complete Special Census**
- **Hold Public Information sessions in support of consultants from APA related to the Floodway Fringe**
- **Continue to explore methods to streamline approvals while assuring quality development**



QUESTIONS?

