

## Planning and Sustainability

*Vernon Gerth, Assistant City Administrator*  
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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. Provides expertise and technical assistance to the Franklin Municipal Planning Commission, Board of Zoning Appeals, Franklin Tree Commission, and various ad-hoc committees.
2. Takes a leadership role in sustainability efforts for the City, Community, and region, staff the Sustainability Commission.
3. Acts as staff support for historic preservation including Battlefield Commission, Design Review Committee, and Historic Zoning Commission.
4. Administers and updates the Franklin Zoning Ordinance and Land Use Plan, including the update of a specific character area annually.
5. Researches and implements revisions to the Zoning Ordinance to provide greater clarification and more efficient process.
6. Implements processes to streamline development review.
7. Oversees 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.
8. Performs landscape reviews and inspections, as required.
9. Seeks Federal and State funding opportunities to assist with desired projects/activities.
10. Coordinates with other City Departments to process development applications in a timely and efficient manner.
11. Facilitates Williamson County Schools and adjacent communities to look at growth patterns and school settings.
12. Works 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.

## Planning and Sustainability

<b>Measures</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>
Net Acreage Changes	0	5.56	5.28 (ROW)
<b>Base Zoning Changes</b>			
Acreage Zoned Due to Annexation	0	5.56	0
Acreage Rezoned	6.19	245.2	306.00
<b>Development Process Approval Measures</b>			
Concept Plans	1	0	0
Regulating Plans	7	3	0
Development Plans	0	18	27
Site Plans	61	32	95
Plats	42	43	87
<b>Residential Approvals</b>			
Total Units	4	1,033	1,041



## 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.
2. Support the efforts of the Sustainability Commission and work to implement the 2013 Action Plan.
3. Develop new LED street light standards and support efforts to retrofit existing City owned lights to LEDs.
4. Work with Energy Source Partners to facilitate the construction of the approved 1 MW solar array at the wastewater treatment plant.
5. Continue to assist with the completion of the TDOT Special Litter Reduction Grant to increase participation in Blue Bag recycling and for the Harpeth River clean up.
6. Work collaboratively with the Parks Departments to provide input on their Comprehensive Parks Master Plan.
7. Pursue funding opportunities and partnerships that are appropriate for the City as they arise.

## 2014-2015 Outlook

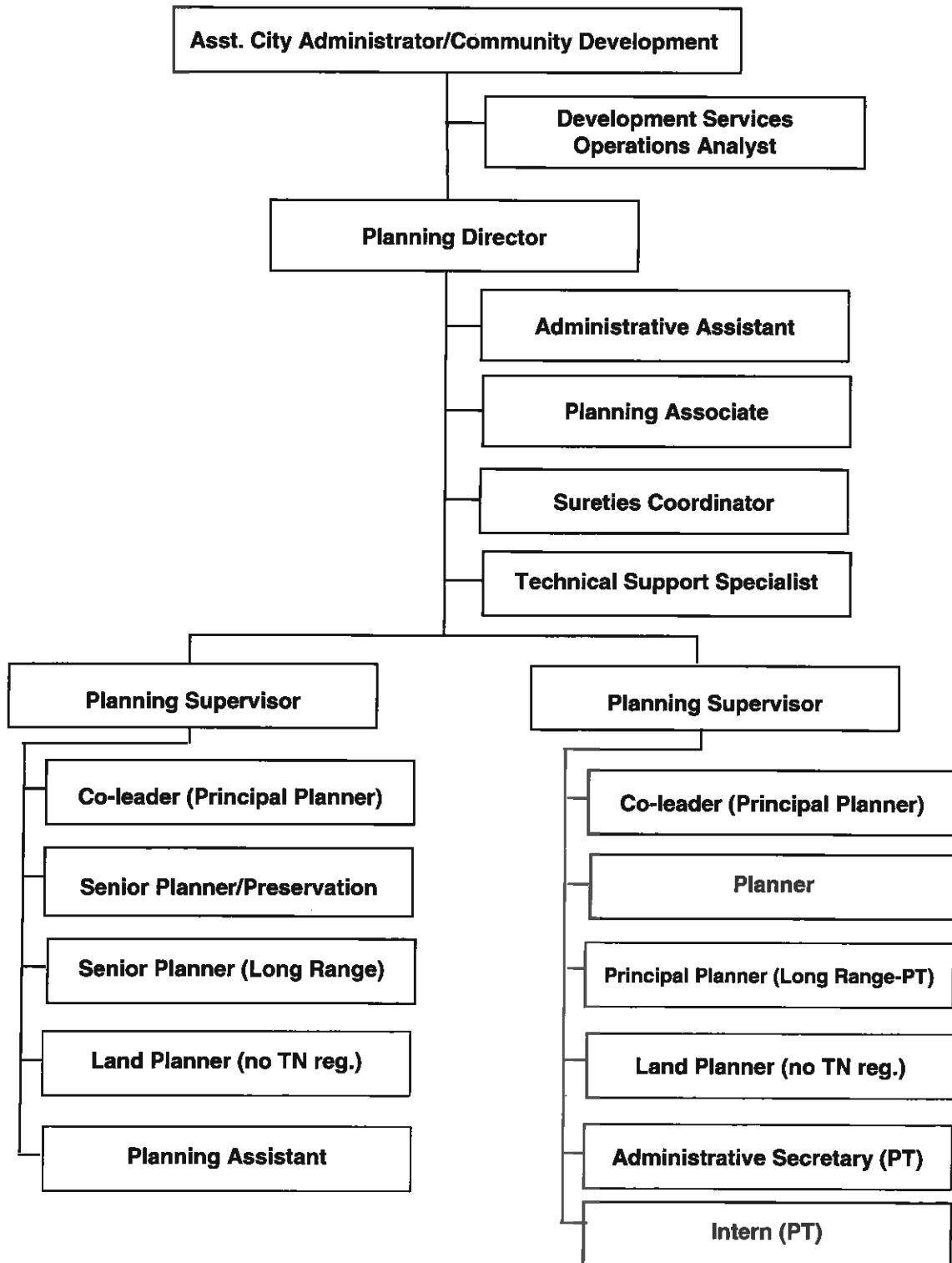
The Planning and Sustainability Department is in the process of reorganization to place more emphasis on long-range planning initiatives while continuing to assure quality review of current development

In the next fiscal year, Planning and Sustainability will begin the process of reviewing and implementing the recommendation of the Community Planning Assistance Team (CPAT) for the 5<sup>th</sup> Avenue Floodway Fringe Overlay (FFO). Planning staff will also work with consultants and the public to update substantial portions of the Land-Use Plan and study the Height Overlay Districts.

Staff will begin the implementation of the proposed Special District Zones tying densities to property rezoning and allowing for three by-right multi-family dwelling zoning districts in selected geographic areas.

Given the trends of the last two years, it is anticipated that the number and complexity of development requests will increase. Staff will continue to explore methods to streamline processes.

# Organizational Chart



# Staffing by Position

City of Franklin  
 2014-2015 Fiscal Year Budget  
 General Fund - Planning & Sustainability  
 Personnel by Position

Position	Pay Grade	FY 2014		Not Funded	FY 2015		Not Funded
		Full-Time	Part-Time		Full-Time	Part-Time	
ACA Community Development	N	1	0	0	1	0	0
Planning Director	L	1	0	0	1	0	0
Planning Supervisor	I	2	0	0	2	0	0
Principal Planner/Co-leader	H	2	1	0	2	1	0
Land Planner (TN Reg)	G	1	0	1	0	0	0
Planner Sr	G	2	0	0	2	0	0
Development Services Operations Analyst	G	1	0	0	1	0	0
Planner	F	0	0	0	1	0	0
Land Planner (No TN Reg)	F	1	0	0	2	0	0
Sureties Coordinator	F	1	0	0	1	0	0
Technical Support Specialist	E	1	0	0	1	0	0
Planning Assistant	E	2	0	0	1	0	0
Planning Associate	D	1	0	0	1	0	0
Administrative Assistant	D	1	0	0	1	0	0
Administrative Secretary	B	0	0	0	0	1	0
Intern	-	0	1	0	0	1	0
<b>TOTAL</b>		<b>17</b>	<b>2</b>	<b>1</b>	<b>17</b>	<b>3</b>	<b>0</b>

Narrative of Personnel Changes	New Position		Reclassification		
	Title	Pay Grade	From Job Title	To Job Title	Pay Grade
Add one Land Planner (No TN Reg) Grade F					
Add PT Administrative Secretary Grade B					
Reclassify 1 Planning Assistant to Planner					
Remove Unfunded Land Planner (TN Reg)					

Departmental Career Development Path	Pay Grade	Requirements		
		Degree	Experience	Certifications
Principal Planner (Planner III)	H	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)	G	Master Degree in Planning or Related	3 or more	
Planner (Planner I)	F	Bachelors Degree in Planning or Related	3 or more	
Planning Assistant	E	Bachelors Degree in Planning or Related	At least 6 months to 1 year planning or related exp preferred	
Planning Associate	D	Assoc. Degree in Business, Geography, or Planning with a minimum of six months to one year of planning or related or any equivalent combination of education	At least 6 months to 1 year planning or related exp preferred	

## Budget Notes/Objectives

### *Planning & Sustainability*

The Planning and Sustainability Department continues to experience an increasing number of Development Plans continuing the trend begun in early 2012. Additionally, the types of Development Plans have become more complex, necessitating additional time for review. It is likely that the trend will continue into 2014-2015, and the number of Development Plan applications will increase from 2013-2014.

The City is also receiving more requests for annexation of parcels in the Urban Growth Boundary (UGB). In many cases these properties are not contiguous, but it is feasible that more parcels will be consolidated for the purpose of annexation and development in the coming year.

The Department is requesting consideration of new long-range planning initiatives in 2014-2015. These initiatives should include an update of Character Areas in the Major Thoroughfare Plan update to assure infrastructure and planning are considered at the same time. Several other long-range planning initiatives are also being recommended for the next fiscal year to provide vision as Franklin expands.

In order to implement the long-range planning initiatives and provide timely, accurate and efficient current planning reviews as workloads increase, the Department has reorganized and requests additions and changes in positions.

We are requesting one additional Land Planner to handle the increasing plan reviews and new green regulations. At the current time, the Department has only one Land Planner to review all plans submitted and perform landscape inspections. An additional Land Planner is necessary because the workload is too great for a single reviewer. Additionally, the Department is requesting a part-time Administrative Secretary, primarily to handle filing and phones. While the Department has worked diligently to eliminate paper, there is still substantial paper associated with present and past projects. Because of the current workload, it is difficult for current staff to make filing a priority. Phone calls and walk-in visitors have also increased substantially over the past 12 to 18 months.

We are requesting the reclassification of one Planning Assistant to Planner, since this position provides work at a Planner level allowing for more flexibility of assignments.

The Department is seeking computer updates to provide greater efficiency. The Department is also requesting funding to assist with an unusual high number of submittals.

Finally, consultant funding is being requested for long-range planning initiatives.



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Account	Label	Actual 2012	Actual 2013	Budget 2014	Est'd 2014	Budget 2015	Forecast 2016	Forecast 2017	Forecast 2018
	<b>Personnel</b>								
=	81110 REGULAR PAY	799,197	814,503	822,451	905,930	1,037,470	1,086,594	1,100,652	1,133,671
	81120 OVERTIME PAY	1,220	1,447	2,500	2,900	4,800	4,944	5,092	5,245
	81160 CENSUS WORKERS				80,000				
	81189 VACANCY ADJUSTMENT								
=	XV/AAGE TOTAL WAGES	800,417	815,950	892,665	987,800	1,005,959	1,036,137	1,067,221	1,099,238
	81230 PLANNING COMMISSION & BOZA								
=	XOFF TOTAL OFFICIALS FEES	11,800	11,400	14,420	7,125	14,420	14,853	15,288	15,757
	81410 FICA (EMPLOYER'S SHARE)	59,377	59,720	69,723	70,000	76,394	80,715	83,138	85,630
	81420 MEDICAL PREMIUMS	145,400	134,763	145,533	144,000	147,692	152,318	156,898	161,565
=	81430 GROUP INSURANCE PREMIUMS	12,612	11,656	12,808	12,500	13,850	14,080	14,481	14,916
	81440 EMPLOYEE INSURANCE CONTRIBUTIONS	(27,904)	(24,717)	(30,327)	(30,000)	(26,340)	(30,220)	(31,127)	(32,061)
	81450 RETIREMENT CONTRIBUTIONS	108,903	97,788	98,711	88,711	96,772	102,765	105,848	109,024
	81455 DEFERRED COMP MATCH	3,388	5,054	5,089	5,089	5,089	5,242	5,399	5,561
	81460 UNEMPLOYMENT CLAIMS		804						
	81470 WORKERS COMPENSATION PREMIUMS	60	376	298	320	319	322	332	342
	81475 WORKERS COMPENSATION CLAIMS	573	4,940		3				
	81482 CAR ALLOWANCE	4,802	4,800	4,800	4,800	4,800	4,944	5,092	5,245
=	XBEN TOTAL BENEFITS	305,289	295,196	286,634	295,423	320,531	330,146	340,049	350,252
=	XPER TOTAL PERSONNEL	1,117,316	1,122,536	1,203,720	1,290,348	1,340,909	1,381,136	1,422,568	1,465,247
	<b>Operations</b>								
	82110 MAILING & OUTBOUND SHIPPING SERVICES	2,828	1,632	4,235	2,500	4,235	4,362	4,463	4,628
	82120 FREIGHT FOR INBOUND PURCHASED ITEMS	6	62	100	100	100	103	108	109
	82130 VEHICLE LICENSES & TITLES	10	10						
=	XTSC TOTAL TRANSPORTATION CHARGES	2,544	1,894	4,335	2,600	4,335	4,465	4,599	4,737
	82210 PRINTING & COPYING SERVICES, OUTSOURCED	2,748	3,201	6,400	2,666	8,500	8,755	9,017	9,288
	82250 TESTING & PHYSICALS	671	157	400	3,000	1,000	1,030	1,060	1,093
=	XOPSV TOTAL OPERATING SERVICES	3,319	3,358	6,800	5,666	9,500	9,785	10,077	10,381
	82310 LEGAL NOTICES	6,032	9,577	13,000	9,500	13,000	13,390	13,792	14,205
	82350 DUES FOR MEMBERSHIPS	6,329	6,128	7,000	9,500	8,000	8,240	8,487	8,742
	82360 PUBLIC RELATIONS & EDUCATION (CITY SPONSORED)	187	186	6,700	10,000	10,000	10,300	10,600	10,927
	82370 PROMOTIONS & SPECIAL EVENTS (NOT CITY SPONSORED)		119	500	500	500	515	530	548
	82385 SPECIAL CENSUS		352	80,000	30,000				
	82390 PUBLICATIONS, NON-TRAINING	228	432	450	450	450	464	477	492
=	XNSP TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY	14,776	16,774	109,650	59,950	31,950	32,909	33,895	34,912
	82450 TELEPHONE SERVICE	1,861	1,607	4,000	1,954	2,000	2,060	2,122	2,185
	82465 CELLULAR TELEPHONE SERVICE	3,655	3,471	4,200	3,312	5,000	5,150	5,305	5,464
	82470 INTERNET & RELATED SERVICES	1,672	1,712	1,900	1,900	2,500	2,575	2,652	2,732
=	XUTL TOTAL UTILITIES	7,008	6,790	10,100	7,166	9,500	9,785	10,079	10,381
	82510 COMPUTER SERVICES		2,150						
	82530 AUDIT SERVICES	10,000							
	82560 CONSULTANT SERVICES		10,000		5,000	210,000	216,300	222,789	229,473
	82599 OTHER CONTRACTUAL SERVICES		822						
=	XCTS TOTAL CONTRACTUAL SERVICES	10,000	2,772	10,000	5,000	210,000	216,300	222,789	229,473



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Account Label	Actual 2012	Actual 2013	Budget 2014	Est'd 2014	Budget 2015	Forecast 2016	Forecast 2017	Forecast 2018
82810 VEHICLE REPAIR & MAINTENANCE SERVICES	2,387	123	2,200	2,200	2,200	2,266	2,334	2,404
82820 EQUIPMENT REPAIR & MAINTENANCE SERVICES	7,216	6,486	6,600	6,133	6,600	6,858	9,124	9,397
= XFMSV TOTAL REPAIR & MAINTENANCE SERVICES	9,603	6,611	10,800	8,333	10,800	11,124	11,458	11,801
82750 EMPLOYEE RECOGNITION/RECEPTIONS	150	210	350	450	500	515	500	548
82780 TRAINING, OUTSIDE	575							
82790 TRAINING, IN-HOUSE		250	2,500	2,500	2,500	2,575	2,652	2,732
= XEPG TOTAL EMPLOYEE PROGRAMS	725	460	2,850	2,950	3,000	3,090	3,182	3,278
+ 82810 REGISTRATIONS	7,403	6,971	4,600	7,408	6,500	6,895	6,896	7,193
82820 GROUND TRANSPORTATION (OUTSIDE WILLAMSON COUNTY)	1,743	1,220	4,200	4,005	6,000	6,180	6,365	6,568
82830 AIR TRAVEL	3,417	3,789	6,400	5,500	7,500	7,725	7,957	8,195
82840 LODGING	4,512	7,002	10,300	7,000	8,500	8,765	9,018	9,288
82850 MEALS (OUTSIDE WILLAMSON COUNTY)	1,877	1,822	6,200	4,000	6,300	6,489	6,684	6,884
82880 OTHER TRAVEL EXPENSES	118	30	200	200	200	206	212	218
= XPDT TOTAL PROFESSIONAL DEVELOPMENT/TRAVEL	19,173	21,504	31,960	28,111	35,000	36,050	37,132	38,255
83110 OFFICE SUPPLIES	3,278	2,809	5,285	3,226	7,000	7,210	7,426	7,648
83120 OFFICE DECOR ITEMS (OTHER THAN FURNITURE)	113	53	100	100	100	103	108	109
83130 EMPLOYEE BENEVOLENCE ITEMS	9	40	500	120	200	208	212	219
83140 MEALS & FOOD (INSIDE WILLAMSON COUNTY)	4,820	5,224	5,920	4,035	7,000	7,210	7,426	7,648
= XOF5 TOTAL OFFICE SUPPLIES	9,020	8,126	11,785	7,481	14,300	14,729	15,170	15,626
83260 UNIFORMS PURCHASED	1,436							
83280 OTHER OPERATING SUPPLIES	1,436							
= XOPS TOTAL OPERATING SUPPLIES	1,436							
83310 GASOLINE & DIESEL FOR FLEET (INSIDE WILLAMSON COUNTY)	1,888	1,386	2,200	1,400	2,200	2,266	2,334	2,404
83320 MILEAGE (INSIDE WILLAMSON COUNTY)	103	18	200	50	200	206	212	219
= XFUEL TOTAL FUEL & MILEAGE	1,791	1,385	2,400	1,450	2,400	2,472	2,546	2,623
83510 FURNITURE, FIXTURES (<\$25,000)	770	345	200	1,100	1,000	1,030	1,060	1,093
83550 MACHINERY & EQUIPMENT (<\$25,000)	747	747	687	1,000	8,000	8,240	8,487	8,742
+ 83540 COMPUTER HARDWARE (<\$25,000)	7,111	11,018	11,180	12,000	15,200	15,656	16,125	16,598
= XMEU TOTAL MACHINERY & EQUIPMENT (<\$25,000)	8,194	14,110	16,167	17,300	30,800	31,518	32,482	33,427
83620 EQUIPMENT PARTS & SUPPLIES	63	947	1,000	60	200	206	212	219
83660 BUILDING MAINTENANCE SUPPLIES	12	12						
= XRAM TOTAL REPAIR & MAINTENANCE SUPPLIES	63	959	1,000	60	200	206	212	219
84650 GRANT PROGRAMS	3,167	1,583						
84662 ARRA#2 - DEPT OF ENERGY	7,322							
= XOPU TOTAL OPERATIONAL UNITS	10,489	1,583						



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85110	PROPERTY INSURANCE	5,558	1,288	778	748	783	808	830	855
85111	FRAUD INSURANCE		40						
85112	INLAND MARINE INSURANCE		575	44	51	54	58	58	59
85113	AUTO PHYSICAL DAMAGE LIABILITY INSURANCE		224	28	10	11	11	11	11
85116	ES&O LIABILITY INSURANCE		1,088		1,880	1,784	1,817	1,872	1,928
85117	VEHICLE LIABILITY INSURANCE		846	1,088	992	1,042	1,073	1,105	1,158
85119	UMBRELLA LIABILITY		1,380	483	241	283	281	289	277
85140	SURETY/NOTARY BONDS		406	1,917					
=	XP-PC	62	85	100	100	100	103	106	108
	TOTAL PROPERTY & LIABILITY COSTS	5,920	5,913	4,445	3,820	4,007	4,127	4,251	4,377
85340	RECORDING & FILING FEES								
=	XPERM	23	189		400	400	412	424	437
	TOTAL PERMITS	23	189		400	400	412	424	437
65690	MISCELLANEOUS								
=	XOBE		(7)	100		100	103	108	109
	TOTAL OTHER BUSINESS EXPENSES		(7)	100		100	103	108	109
=	XOP	102,784	94,401	222,392	150,287	366,092	377,075	388,382	400,036
	TOTAL OPERATIONS	102,784	94,401	222,392	150,287	366,092	377,075	388,382	400,036
	Capital								
=	XTOT	1,220,100	1,216,937	1,426,112	1,440,635	1,707,001	1,758,211	1,810,950	1,865,283
	TOTAL EXPENDITURES	1,220,100	1,216,937	1,426,112	1,440,635	1,707,001	1,758,211	1,810,950	1,865,283