



HISTORIC
FRANKLIN
TENNESSEE

Neighborhood Meeting Notice Application

Department of Planning and Sustainability

APPLICANT INFORMATION:

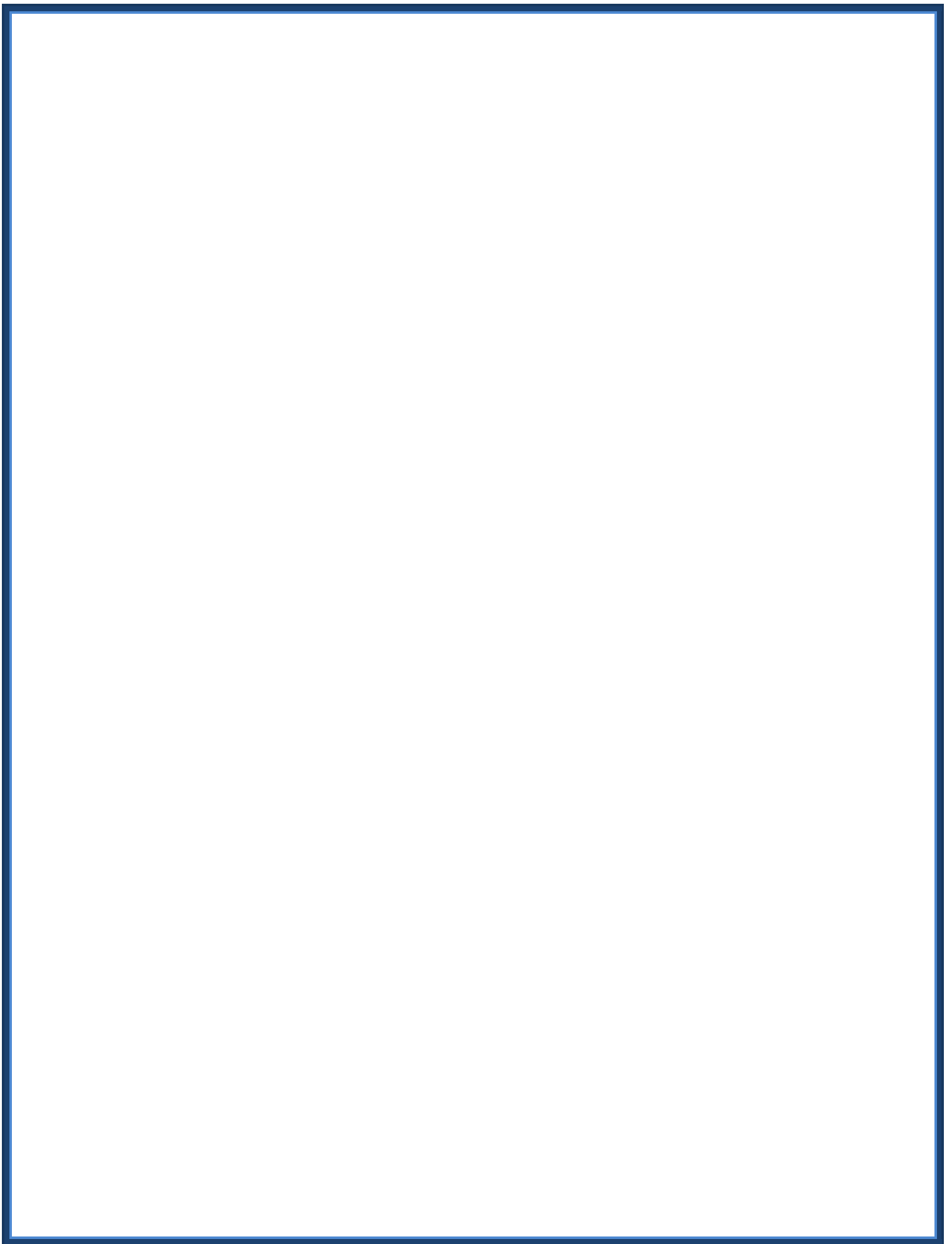
Name:	Greg Gamble		
Organization:	Gamble Design Collaborative		
Phone:	615-975-5765	Fax:	
Email:	greg.gamble@gdc-tn.com		
Street:	324 Liberty Pike, Suite 145		
State:	Franklin, TN	ZIP:	37064

PROJECT INFORMATION:

Proposed Name of Project:	Southbrooke	Address or Parcel(s) of Property:	Map 117, Parcels 01901 and 01902
Project Type:	<input type="checkbox"/> Site Plan; Bed and Breakfast <input checked="" type="checkbox"/> Development Plan & Rezoning <input type="checkbox"/> Development Plan only <input type="checkbox"/> Envision Franklin Amendment		
Describe proposed development: (proposed uses, square footages, dwelling unit count, etc.)	205 Residential homes include detached single family residential and attached, for sales condominium homes.		
Base Zoning District:	MGA-1 (Williamson County)	Proposed Base Zoning District (if applicable):	SD-R (2.74)
Any Existing Overlay Districts? HPO/FFO/FWO/HHO/CAO	HHO Buffer	Pre-application Meeting Date:	October 8, 2019

NEIGHBORHOOD MEETING INFORMATION:

Location of the Neighborhood Meeting (please check one):	<input checked="" type="checkbox"/> City Hall 109 3 rd Avenue South Franklin, TN 37064	<input type="checkbox"/> Other (specify):
Date & Time of the Neighborhood Meeting (1st and 2nd choices):	1 st Thursday, October 10, 2019	2 nd
Aldermanic Ward: <input type="checkbox"/> Ward 1 <input type="checkbox"/> Ward 2 <input checked="" type="checkbox"/> Ward 3 <input type="checkbox"/> Ward 4	City of Franklin Planner Contact: Amy Diaz-Barriga	



Policies for Required Neighborhood Meetings

A meeting not conducted in accordance with the following policies shall be considered to not have satisfied the requirements of Section 2.4.2(6)(d) of the Franklin Zoning Ordinance.

LOCATION: The meeting shall be held in City Hall. Requests for other locations must be approved by City staff. If held somewhere other than City Hall, the location must be an enclosed or otherwise weather-proofed and hospitable building that has adequate restroom facilities, seating provided for a majority of the participants, and is handicapped accessible.

DATE/TIME: The neighborhood meeting shall only take place Monday through Thursday at a specified time between the hours of 5pm and 8pm. The neighborhood meeting shall not conflict with a regular or special called meeting of the BOMA or FMPC.

SCHEDULING: The applicant shall work with the Planning Department on the time, date, and location of the neighborhood meeting and it must be *confirmed at least 10 days prior to the date of the neighborhood meeting*. Neighborhood meetings must be held prior to an application's initial submittal in IDT.

NOTIFICATION: The applicant shall notify the surrounding property owners of the neighborhood meeting *at least 7 days prior to the neighborhood meeting via 1st class mail*. A list of addresses will be provided by the Planning Department. A sample notification letter has been included with this form. The applicant shall also notify, via first class mail or e-mail, the members of the Planning Commission and the Board of Mayor and Alderman about the time, date, and location of the neighborhood meeting at least 7 days prior the neighborhood meeting.

MEETING FORMAT: The neighborhood meeting will last one hour. The applicant shall follow the following format:

- | | |
|---------------|---|
| 10-15 minutes | open dialogue portion; have printout of plan available, and have staff available to answer questions informally regarding quick inquiries |
| 15 minutes | applicant gives slide presentation to group |
| 30 minutes | applicant answers questions from group; applicant to be at table in front of the room and questions to be asked at the podium |

ROLES AND RESPONSIBILITIES: The applicant is responsible for presenting the information at the meeting. The City staff will be responsible for ensuring that the Board Room is unlocked and properly set up prior to the meeting time. Staff will also lock the Board Room and City Hall after the meeting.

NEIGHBORHOOD MEETING NOTICE

[DATE]

Hello! You are receiving this letter to provide public notice of an upcoming Neighborhood Meeting for a proposed development on the property located at [street address], Franklin, TN. The meeting will be held on [date] at [time] at the City Hall Board Room (109 3rd Avenue S).

Project Description:

[provide a brief narrative of the project, including the number of dwelling units, non-residential square footage, proposed uses, overall acreage of the site]

Why are you receiving this letter?

The proposed project is within 500' of your property.

What is the purpose of the meeting?

The purpose of the meeting is to make citizens aware of a potential new development within your immediate vicinity and allow you to engage with the applicant early in the review process. The meeting is meant to be informative and provide an opportunity to ask questions directly to the developers about the project. If the project continues with a formal application to the city, it will go through a Public Hearing process. Please be aware that Public Hearings do **not** involve a question and answer session.

Will the project be voted on at this meeting?

No. The neighborhood meeting is for informational purposes only. The project, should the applicant continue with a formal application, will be reviewed by the Franklin Municipal Planning Commission (FMPC) and may also be reviewed by the Board of Mayor and Aldermen (BOMA). Both the FMPC and BOMA meetings will be publicly noticed and will include time for citizens to speak to the project at formal Public Hearing sessions.

Format of the meeting:

- | | |
|-----------------------|---|
| 6:00 – 6:10 pm | informal discussion; time to ask quick questions or take a closer look at the plan |
| 6:10 – 6:25 pm | formal presentation by the applicant to discuss the main points of the plan |
| 6:25 – 7:00 pm | question and answer time; citizens will ask questions at a podium so all in attendance can hear each question |

Can you see the proposed plans prior to the meeting?

Absolutely! There is a copy of the proposed plan included with this mailing. If you have any questions prior to the meeting, feel free to contact the applicant: Their contact information is:

[applicant name, applicant company]

Email: enter email

Phone: enter phone number

Meeting Date: xx/xx/xxxx Time: x:xx pm
Location: City Hall 109 3rd Avenue S, Franklin, TN 37064

Applicants!

Provide a copy of the proposed plan on the back of the mailing, or as a separate page in the mailing. It is not required to be in color, but may help better inform residents.

OWNER AFFIDAVIT
City of Franklin, Tennessee

We/I _____

(Please print Name/Names in Full)

being duly sworn, depose and say(s) that (I am)/(we are) the owner(s) of the property described as:

_____ (Property Parcel/Tax ID Number)

and located at:

_____ (Street Address)

am fully aware of the request for development approval in the City of Franklin, Tennessee. Furthermore, (I)/ (we) hereby appoint

_____ (Please print Name/Names in Full)

to act as my/our authorized agent on my/our behalf on all matters pertaining to the processing and obtaining the application with the exception of legal documents for recording purposes.

Signature

Property Owner Mailing Address

City, State & Zip

Subscribed and sworn to before me this

_____ day of _____, 20_____.

Notary Public

My Commission Expires: _____

PUBLIC NOTICE AFFIDAVIT
City of Franklin, Tennessee

We/I _____

(Please print Name/Names in Full)

being duly sworn, depose and say(s) that (I am)/(we are), acting as the authorized agent on all matters pertaining to the processing of the development application for the property described as:

_____ (Property Parcel/Tax ID Number)

and located at:

_____ (Street Address)

have/has provided a mailed first-class notice in accordance with section 2.3.8 of the Franklin Zoning Ordinance, **within 7 days of the meeting**, which included the following:

1. The address or location of the property subject to the submittal;
2. A brief description of the property (e.g., legal description, nearby streets and intersections);
3. Date, time, and location of the public meeting or hearing; Nature, scope, and purpose of submittal;
4. Information on where the public can view the application and where they may be heard;
5. Information on where the public can submit written comments.

Signature

Subscribed and sworn to before me this

_____ day of _____, 20_____.

Notary Public

My Commission Expires: _____