




MEMORANDUM

January 2, 2012

TO: City of Franklin Board of Mayor and Alderman

FROM: Eric S. Stuckey, City Administrator 
Vernon Gerth, ACA-Community and Economic Development
Kelly Dannenfeler, Principal Planner

SUBJECT: Limited Use - Temporary Field Offices

Purpose

The purpose of this discussion is to consider the merits of allowing the limited use of temporary structures, under certain conditions, by businesses contemplating the renovation of their existing property.

Background

The new owners of the Ford-Lincoln Automobile Dealership, Automotive Management Services Inc. located at 1129 Murfreesboro Road are contemplating a \$6.5 million renovation of their existing showroom and service facility. Their renovation plans involve vacating and rebuilding the existing showroom followed by commencing work on the service area located immediately behind the showroom. The renovating of the service area will be phased and remain operational during construction.

Table 4.2 of the City's Zoning Ordinance provides guidance for the establishment and use of temporary structures. The structures and uses are limited to:

- Construction Dumpsters;
- Construction Trailers;
- Real Estate Offices/Model Sales Homes;
- Temporary Housing;
- Temporary Structures as part of an educational/institutional use; and
- Tents

This section of the Zoning Ordinance specifically states **temporary uses or structures not listed in the table are prohibited.**

In anticipation of other businesses contemplating property improvements to existing facilities and where improvements are so significant to cause the temporary closure or re-locating of the business, staff recommends allowing existing businesses the option of erecting a "Temporary Field Office" under certain conditions.

Essentially, a Temporary Field Office approval would be granted in conjunction with a Site Plan Approval and Building Permit. The approval would stipulate all conditions as to time, nature of



use, including arrangements for removing the structure within thirty (30) days from the date a Certificate of Use and Occupancy is issued for the renovated permanent structure.

In order to protect the health, safety, and welfare of employees, the public, and adjacent land uses, the City's development and zoning requirements, to the extent possible, will be applied to the Temporary Field Office. Examples of these requirements include setback, off-street parking, exterior lighting, temporary signage, and other minimum building and fire code requirements.

Other elements of an ordinance amendment may include:

1. Approval being applicable to existing, operating businesses at their current location. The ordinance would not be applicable to new or re-locating businesses.
2. Uses limited to professional and general administrative-type offices that do not involve the interior stocking or interior display of merchandise for immediate sale (i.e. cash and carry).
3. Upon Site Plan Approval, the Director of the Building and Neighborhood Services Department or their designee may issue a Temporary Field Office Permit for a period not to exceed sixty days (60) days preceding the start of construction or thirty (30) days beyond the issue date of a Certificate of Occupancy for the principal structure, unless approved by the BOMA.
4. Provisions for a distinct, architecturally-designed covered entrance.
5. Skirting for the trailer to match the siding materials of the trailer in style and color.
6. Details for the location and size of temporary and directional signage.
7. The establishment of a Temporary Field Office includes use of a HUD-Approved manufactured structure or a structure designed by a State of Tennessee Licensed Professional Engineer or Architect.
8. Establishment of a cash bond for removal of the Temporary Field Office by a specific date.
9. A Temporary Field Office setup permit is required for inspection of utility connections, exiting, skirting, tie-downs, etc.
10. Compliance with City's adopted building and fire codes such as:
 - a. Connected to an approved potable water, sanitary sewer/disposal, and electric services.
 - b. Anchored to the ground by an approved means.
 - c. Installing an address block on the trailer that is visible from the public right-of-way.



- d. Construction plans and details for stairways, guardrails, handrails, walkways, piers, exterior lighting and handicap accessible ramps (include slope, length and total rise of the ramp).
- e. Provisions for a handicap accessible washroom and fixtures including lever type door hardware. The temporary structure shall meet all American Disability Act Accessibility Code requirements
- f. Installation of approved smoke detector(s), fire extinguisher(s), and emergency lighting.

Financial Impact

The benefits are significant. Established businesses who re-invest into their property are making a long-term commitment to the community and local economy. Policies and programs that support the growth of existing businesses strengthen relationships between private business and government, creates and retains jobs, and enhances the local tax base through re-investment. Additionally, when businesses re-invest in facility and property upgrades, neighboring property owners are more likely to consider improvements too.

Recommendation

Authorize staff to proceed with drafting a Zoning Ordinance amendment inclusive of the elements discussed.