



City of Franklin

109 3rd Ave S
Franklin, TN 37064
(615)791-3217

Meeting Agenda

Board of Mayor & Aldermen and Franklin Municipal Planning Commission

Thursday, October 25, 2018

6:00 PM

City Hall Training Room

Notice is hereby given that a joint, non-voting workshop of the Board of Mayor and Aldermen and the Franklin Municipal Planning Commission will be held on Thursday, October 25, 2018 at 6:00pm in the City Hall Training Room. Additional information can be found at www.franklintn.gov/planning. For accommodations due to disabilities, contact the Human Resources Department at 791-3216, at least 24 hours prior to the meeting.

The typical process for discussing an item in this workshop setting is as follows:

- 1. Applicant/staff presentation, and*
- 2. BOMA and FMPC comments.*

CALL TO ORDER

NEW BUSINESS

1. [18-1102](#) (6:00 - 6:15pm) Discussion of a Development Plan proposing 61 single-family residential units and 55 townhomes on 43.97 acres, near the intersection of Reese Drive and Del Rio Pike, at 2970 Del Rio Pike (The Fields at Reese Farm PUD).

Attachments: [The Fields at Reese Farm - JCW Presentation](#)

2. [18-1104](#) (6:15 - 6:30pm) Discussion of Ordinance 2018-46, To Be Entitled: "An Ordinance To Amend The Franklin Municipal Code, Appendix A-Comprehensive Fees And Penalties, Chapter 14, Relating To Zoning And Land Use Application Fees For The Planning Review Process."

Attachments: [Planning Review Fees Presentation](#)
[Fees Ordinance 2018-46 Law Approved](#)
[Sept 2018 FMPC Staff Report](#)
[2018-46 Exhibit 1 Fee Comparison](#)
[2018-46 Exhibit 2 Proposed vs Existing Examples](#)
[2018-46 Exhibit 3 - 9.11.2018](#)
[Exhibit 3 from 2010 Fee Change](#)

OTHER BUSINESS



THE FIELDS AT REESE FARM

FRANKLIN, TN

The Reese Farm is a proposed development located on Del Rio Pike.
The property is currently zoned Agriculture.



CURRENT ZONING MAP

ADJACENT ZONING:

- AG - Agriculture
- R3 (min 10,000 sf lot) – Founders Point
- SDR – Specific Design Residential – Rizer Point
- Civic Institutional (school)

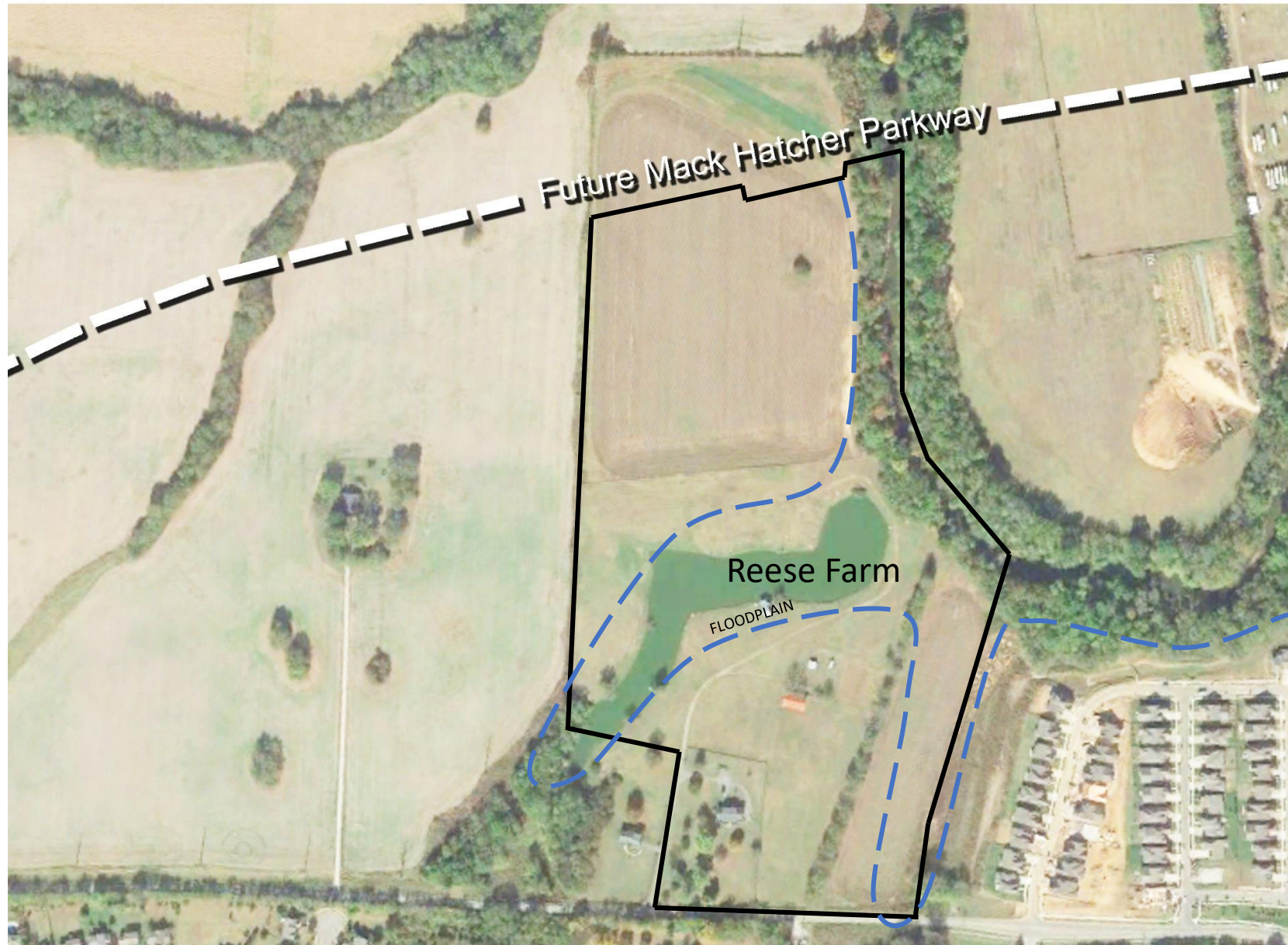
SCHOOL ZONES:

- Poplar Grove School (walking distance)
- Freedom Middle School (walking distance)
- Franklin High School (2.5 miles)

ENVISION FRANKLIN

- Conservation Subdivision Policy

Permitted Uses:
Detached Single Family
Townhomes

**Site Data:**

- Site acreage: 44.60 AC

The existing property is relatively flat with a large lake bisecting the property. The north east boundary of the property is bordered by the Harpeth River which has an established tree row along the river. The proposed Mack Hatcher Parkway is shown and forms the northern boundary of the site.

There is an existing residence and several out buildings located on the southern portion of the property.

The property is located to the west of Rizer Point subdivision.



Development Program:

Lots:

Single Family Detached 65':	19
Single Family Detached 45':	37
Single Family Townhomes:	61
Total:	117

Open Space:

Acreage:	+/- 22.4 AC
Percentage:	~50%

Key:

- Single Family Detached 65'x 120'
- Single Family Detached 45'x 120'
- Single Family Townhomes

The proposed Master Plan is a result of a site analysis of the physical features of the property combined with the design principles of the Conservation Subdivision.

This plan respects the site's environmental features and provides a mixed use neighborhood with a diversity of housing types.



LANDSCAPE BUFFER

Proposed Landscape Buffer Planting along rear of lots abutting Rizer Point. Plantings will be a minimum of 50% evergreen and include Canopy Trees, Understory Trees and Shrubs.

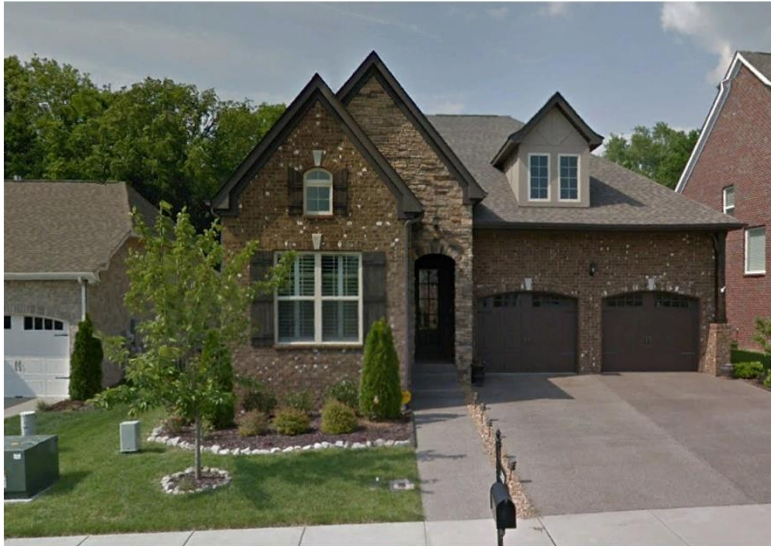
Additionally, the area bordering the lake will be planted with indigenous species of trees and shrubs to act as a water quality feature for surface storm water entering the lake.



TYPICAL STREETSCAPE OF TOWN HOMES



ARCHITECTURAL IMAGE OF 45' WIDE ALLEY LOADED SINGLE FAMILY HOMES



STREETSCAPE OF SINGLE FAMILY HOMES



STREETSCAPE OF SINGLE FAMILY HOMES

The proposed homes to be built in Reese Farm are comparable to those previously constructed in Rizer Point. There will be one additional home type, the 45' alley loaded single family, which is being developed by the developer.



Plan Review Fees

Joint Conceptual Workshop

October 25, 2018

Background & Overview



- Plan Review Fees were last comprehensively updated in 2010
- Number, frequency, and complexity of planning submittals has risen since that time
- Some cities attempt to cover their staff costs with plan review fees, but this has not been the policy historically in Franklin
- The proposed increase is incremental and does not recover full staff costs
- This proposed increase would put COF plan review fees near the average of peer cities studied

Proposed Fees



Submittal Type	Current Fee	Proposed Fee
Annexation and Plan of Services	None	Less than 10 acres: \$100.00*; 10-50 acres: \$250.00*; Over 50 acres: \$500.00*
Plan Amendment	\$250	\$500
Rezoning	\$400	\$500
Joint Workshop	\$50	\$100
Development Plan	\$600 plus \$0.02 per nonresidential sq ft and \$10 per unit	\$1,000 plus \$0.02 per nonresidential sq ft and \$10 per unit
Site Plan	\$300 plus \$0.02 per nonresidential sq ft and \$10 per unit	\$500 plus \$0.02 per nonresidential sq ft and \$10 per unit
Preliminary Plat	\$300 plus \$20 per lot	\$500 plus \$25 per lot
Final Plat	\$200 plus \$25 per lot	\$500 plus \$25 per lot
Tree Removal Permit	\$25	\$50
Zoning Certification Letter	\$25	\$75

*Perhaps include cost of a referendum if required for annexation

Peer City Comparison



Franklin	Murfreesboro	Nashville	Gallatin	Cary NC	Alpharetta GA	Brentwood	Mt Juliet	Naperville IL
Rezoning: \$400	\$700 or \$950	\$2200	\$300 +\$50/ac up \$1500 max	\$1400	\$400 +\$10 per acre or \$750 + \$10 per acre	\$1000 up to \$5000 based on size	\$650 - up to 5 ac + \$20/acre - next 15 acres + \$5/ac - next 80 ac + \$2.50/ ac for all add'l ac + \$50 Admin Advert Fee.	<u>0-10 ac:</u> \$290 <u>11-50 ac:</u> \$400 <u>50 + ac:</u> \$640
Site Plan: \$300 plus \$0.02 per square foot nonresidential & \$10 per dwelling unit	\$400 or \$500 or \$600 based on size	\$2500 or \$4500 or \$6195 based on size or number of units	\$300 up to 3 acres + \$50 / acre thereafter up to \$1500 max	\$900 or \$2000 based on size	\$750 < 2 ac or \$1000 >= 2 ac	\$250 +\$20/acre	\$500 up to 3 ac + \$100 / ac up to \$3000 max	\$380
Preliminary Plat: \$300 plus \$20 per lot	\$400 +\$85/lot		\$300 +\$5/lot		\$750	\$250 +\$25/lot	<u>1-25 lots:</u> \$500 + \$25/ lot 26-50 lots: \$1000 +\$25/ lot 50 lots or more: \$2500 + \$25 / lot	<u>0-5 ac:</u> \$2500 <u>5-50 ac:</u> \$2500+ \$120/ac over 5 <u>50+ ac:</u> \$7780
Final Plat: \$200 plus \$25 per lot	\$200 +\$55/lot	\$1000	\$300 +\$5/lot	\$350	\$750	\$250 +\$25/lot	\$200 +\$25/lot	<u>0-5 ac:</u> \$5,000 <u>5-50 ac:</u> \$5,000 +\$300/ ac over 5 <u>50+ ac:</u> \$18,500

*Numbers in the gray font color were not used in determining the average.

Peer City Comparison



	Average*	Franklin- Existing	Franklin- Proposed
Rezoning	\$840	\$400	\$500
Site Plan	\$934	\$300 plus \$0.02 per square foot nonresidential & \$10 per dwelling unit	\$500 plus \$0.02 per square foot nonresidential & \$10 per dwelling unit
Development Plan	n/a	\$600 plus \$0.02 per square foot nonresidential & \$10 per dwelling unit	\$1000 plus \$0.02 per square foot nonresidential & \$10 per dwelling unit
Preliminary Plat	\$809	\$300 plus \$20 per lot	\$500 plus \$25 per lot
Final Plat	\$932	\$200 plus \$25 per lot	\$500 plus \$25 per lot
*Average of fees from comparable communities.			

Peer City Comparison



	Review Fees Actual*	Review Fees Peer Average**	Review Fees Proposed***
January	\$8094.60	\$12,732.00	\$11,594.60
February	\$5510.72	\$8906.00	\$7,910.72
March	\$17,286.44	\$18,360.42	\$22,186.44
April	\$19,748.06	\$16,659.00	\$24,258.06
May	\$14,964.24	\$15,802.00	\$19,014.24
June	\$14,061.04	\$20,489.04	\$18,961.04
July	\$7130.00	\$11,360.00	\$9,830.00
August	\$10,096.78	\$15,406.04	\$14,376.18
September	\$6664.26	\$10,856.00	\$9,534.26
October	\$7249.84	\$8,182.00	\$8,949.84
November	\$6706.04	\$13,191.00	\$10,301.04
December	\$6900.00	\$11,312.00	\$10,200.00
YEAR END TOTAL	\$124,412.02	\$163,255.50	\$167,116.42

Fee Analysis



	100-Unit Subdivision Development Plan	200-Unit/50,000 Sq Ft Mixed Use Development Plan	100,000 SF Office Site Plan	20-Lot Preliminary Plat	20-Lot Final Plat
Existing Fee	\$1,600	\$3,600	\$2,300	\$700	\$700
Proposed Fee	\$2,000	\$4,000	\$2,500	\$1,000	\$1000

100-Unit Subdivision Development Plan: difference of \$400

200-Unit/50,000 Sq Ft Mixed Use Development Plan: difference of \$400

100,000 SF Office Site Plan: difference of \$200

20-Lot Preliminary Plat: difference of \$300

20-Lot Final Plat: difference of \$300

Costs to the City → Staffing



- 2010: 9.5 hours of individual review time * 20 DRT staff members *
average hourly wage of \$22 per hour = **\$4,180 per plan review**
- 2018: 10.5 hours of individual review time * 21 DRT staff members *
average hourly wage of \$33.47 per hour = **\$7,380 per plan review**
- These hours of review time are not inclusive of site visits, neighborhood meetings, or as needed appointments/meetings
- In 2017, the average review fees by type are as follows: Development Plan-\$1,225; Site Plan-\$870; Preliminary Plat-\$624; Final Plat-\$479
- The proposed fee increases would not fully cover the costs of staff review, but it would leave less for the City to subsidize.



Questions?

Feedback for staff?

ORDINANCE 2018-46

TO BE ENTITLED: "AN ORDINANCE TO AMEND THE FRANKLIN MUNICIPAL CODE, APPENDIX A—COMPREHENSIVE FEES AND PENALTIES, CHAPTER 14, RELATING TO ZONING AND LAND USE APPLICATION FEES FOR THE PLANNING REVIEW PROCESS."

WHEREAS, due to the cost of materials and labor, it is necessary to set fees for the City of Franklin, Tennessee, to be partially reimbursed for these costs; and

WHEREAS, the fee schedule for the plan review process has not been revised to keep pace with inflation; and

WHEREAS, the City of Franklin's plan review fees are lower than those of many surrounding municipalities; and

WHEREAS, the City of Franklin has a growing number of staff reviewing plans to keep up with the rising pace and complexity of plan submittals.

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF FRANKLIN, TENNESSEE, AS FOLLOWS:

SECTION I. That Appendix A, Chapter 14 of the Franklin Municipal Code is hereby amended to delete the following text noted with a ~~striketrough~~; to add the following text noted in **bold**; and is approved to read as follows:

Appendix A
* * *

CHAPTER 14.—ZONING AND LAND USE CONTROL

ITEM	CHARGE
Land Use Plan Amendment	\$250.00 \$500.00
Annexation and Plan of Services	Less than 10 acres: \$100.00; 10-50 acres: \$250.00; Over 50 acres: \$500.00
Rezoning	\$400.00 \$500.00
Joint FMPC and BOMA Workshop	\$50.00 \$100.00
Development Plan	\$600.00 \$1,000.00 plus \$0.02 per square foot of nonresidential building and \$10.00 per dwelling unit
Revision to a Development Plan	\$600.00 \$1,000.00 plus \$0.02 per square foot of nonresidential building and \$10.00 per dwelling unit in the areas included in or impacted by the revision

Site Plan	\$300.00 \$500.00 plus \$0.02 per square foot of nonresidential building and \$10.00 per dwelling unit
Revision to a Site Plan	\$500.00 plus \$0.02 per square foot of nonresidential building and \$10.00 per dwelling unit in the areas included in or impacted by the revision
Tower and Antennas	\$1,000.00 for those requiring planning commission review; \$100.00 for those requiring administrative review by the department of building and neighborhood services
Preliminary Plat	\$300.00 \$500.00 plus \$20.00 \$25.00 per lot
Final Plat	\$200.00 \$500.00 plus \$25.00 per lot
Variance	\$300.00
Appeal of Administrative Decision	\$250.00
Historic Zoning Commission	None
Tree Removal Permit	\$25.00 \$50.00
Neighborhood List Registration	None
Zoning Certification Letter	\$25.00 \$75.00

SECTION II. BE IT FINALLY ORDAINED by the Board of Mayor and Aldermen of the City of Franklin, Tennessee, that this Ordinance after its passage on second and final reading shall take effect on January 1, 2019, the health, safety, and welfare of the citizens requiring it.

ATTEST:

CITY OF FRANKLIN, TENNESSEE:

By: _____
Eric S. Stuckey
City Administrator/Recorder

By: _____
Dr. Ken Moore
Mayor

Approved as to form by:

Shauna R. Billingsley
City Attorney

PLANNING COMMISSION RECOMMENDED:

PASSED FIRST READING:

PUBLIC HEARING:

PASSED SECOND READING:

PASSED THIRD READING:

DATE: September 19, 2018

TO: Board of Mayor and Aldermen
Franklin Municipal Planning Commission

FROM: Emily Hunter, Director of Planning & Sustainability
Lynn Osland, Development Services Operations Analyst
Tom Marsh, Assistant Director of Building & Neighborhood Services
Vernon Gerth, Assistant City Administrator for Community and Economic Development

Subject

..title

Consideration of Ordinance 2018-46, To Be Entitled: "An Ordinance To Amend The Franklin Municipal Code, Appendix A-Comprehensive Fees And Penalties, Chapter 14, Relating To Zoning And Land Use Application Fees For The Planning Review Process."

..body

Purpose

The purpose of this memorandum is to provide additional information to the Franklin Board of Mayor and Aldermen (BOMA) and Franklin Municipal Planning Commission (FMPC) regarding a proposed revision to the fee schedule for planning submittals that require review by the Departmental Review Team (DRT).

Background

The last time planning review fees were comprehensively updated was in 2010. Number, frequency, and complexity of planning submittals has drastically increased since that time. Staff has found that large amounts of time are spent on smaller, but highly complex projects, and these projects pay a minimal review fee. The proposed fee schedule recommends increasing the base fee component rather than the per unit or per square foot fee to address this discrepancy.

A few exhibits have been provided for further information. Exhibit 1 shows a survey of review fees from nearby or comparable cities. Franklin's planning review fees are lower than the average amounts from a selection of peer cities. Additionally, Page 2 of Exhibit 1 shows the current fee and proposed fee amounts applied to the actual projects that have been submitted over a year in Franklin.

One other significant factor that is related to this topic is the amount of staff time that is utilized by plan review. This analysis is provided on Exhibit 2. Currently, there are 21 members of the DRT. The average plan requires 10.5 hours of review per staff member. Therefore, the average plan currently costs the City \$7,380 to review. In 2010, this same analysis was conducted, and the average plan cost the City \$4,180 to review. This large increase in the City's costs of plan review presents a good case to raise plan review fees.

The proposed fee structure also includes the addition of an annexation and plan of services fee. Much staff time is spent preparing plans of services, coordinating amongst departments, and coordinating with the County. Staff recommends that a fee be added to cover this additional workload, particularly since annexation requests are becoming more frequent and more complex.

The proposed fee revisions will bring the City more in line with other jurisdictions and provide more financial coverage of staff time during plan review, while not overly imposing restrictive fees on the development community.

Financial Impact

While the proposed fees will not fully cover the costs of staff review, increasing the planning review fees will make progress in covering more of these costs, leaving less for the City to subsidize.

Recommendation

Staff recommends approval of Ordinance 2018-46.

EXHIBIT 1

Development Review Fees Comparison

Franklin	Murfreesboro	Nashville	Gallatin	Cary NC	Alpharetta GA	Brentwood	Mt Juliet	Naperville IL
<u>Rezoning:</u> \$400	\$700 or \$950	\$2200	\$300 +\$50/ac up \$1500 max	\$1400	\$400 +\$10 per acre or \$750 + \$10 per acre	\$1000 up to \$5000 based on size	\$650 - up to 5 ac + \$20/acre - next 15 acres + \$5/ac - next 80 ac + \$2.50/ ac for all add'l ac + \$50 Admin Advert Fee.	<u>0-10 ac:</u> \$290 <u>11-50 ac:</u> \$400 <u>50 + ac:</u> \$640
<u>Site Plan:</u> \$300 plus \$0.02 per square foot nonresidential & \$10 per dwelling unit	\$400 or \$500 or \$600 based on size	\$2500 or \$4500 or \$6195 based on size or number of units	\$300 up to 3 acres + \$50 / acre thereafter up to \$1500 max	\$900 or \$2000 based on size	\$750 < 2 ac or \$1000 ≥ 2 ac	\$250 +\$20/acre	\$500 up to 3 ac + \$100 / ac up to \$3000 max	\$380
<u>Preliminary Plat:</u> \$300 plus \$20 per lot	\$400 +\$85/lot		\$300 +\$5/lot		\$750	\$250 +\$25/lot	<u>1-25 lots:</u> \$500 + \$25/ lot <u>26-50 lots:</u> \$1000 +\$25/ lot <u>50 lots or more:</u> \$2500 + \$25 / lot	<u>0-5 ac:</u> \$2500 <u>5-50 ac:</u> \$2500+ \$120/ac over 5 <u>50+ ac:</u> \$7780
<u>Final Plat:</u> \$200 plus \$25 per lot	\$200 +\$55/lot	\$1000	\$300 +\$5/lot	\$350	\$750	\$250 +\$25/lot	\$200 +\$25/lot	<u>0-5 ac:</u> \$5,000 <u>5-50 ac:</u> \$5,000+\$300/ ac over 5 <u>50+ ac:</u> \$18,500

*Numbers in the gray font color were not used in determining the average.

	Average*	Franklin- Existing	Franklin- Proposed
Rezoning	\$840	\$400	\$500
Site Plan	\$934	\$300 plus \$0.02 per square foot nonresidential & \$10 per dwelling unit	\$500 plus \$0.02 per square foot nonresidential & \$10 per dwelling unit
Development Plan	n/a	\$600 plus \$0.02 per square foot nonresidential & \$10 per dwelling unit	\$1000 plus \$0.02 per square foot nonresidential & \$10 per dwelling unit
Preliminary Plat	\$809	\$300 plus \$20 per lot	\$500 plus \$25 per lot
Final Plat	\$932	\$200 plus \$25 per lot	\$500 plus \$25 per lot

*Average of fees from comparable communities.

**Fee Comparison
Development Review Fees
Planning Department - 2017**

	Review Fees Actual*	Review Fees Average**	Review Fees Proposed***
January	\$8094.60	\$12,732.00	\$11,594.60
February	\$5510.72	\$8906.00	\$7,910.72
March	\$17,286.44	\$18,360.42	\$22,186.44
April	\$19,748.06	\$16,659.00	\$24,258.06
May	\$14,964.24	\$15,802.00	\$19,014.24
June	\$14,061.04	\$20,489.04	\$18,961.04
July	\$7130.00	\$11,360.00	\$9,830.00
August	\$10,096.78	\$15,406.04	\$14,376.18
September	\$6664.26	\$10,856.00	\$9,534.26
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November	\$6706.04	\$13,191.00	\$10,301.04
December	\$6900.00	\$11,312.00	\$10,200.00
YEAR END TOTAL	\$124,412.02	\$163,255.50	\$167,116.42

*Actual Review Fees Collected 2017: Fees include Land Use Plan Amendments, Rezoning, Development Plans, Site Plans, Final Plats, and Preliminary plats.

**Review Fees Average: Based on the actual plan submissions to COF for 2017 and the average review fees from other cities. (Used current COF amounts for fees that weren't included in fee averages from other cities – Land Use Plan Amendments and Development Plans.)

***Plan Review Fee Difference: Increase of \$42,704.40 using the proposed fee structure, based on the actual plan submissions and review fees collected in 2017.

EXHIBIT 2

Proposed Fee Analysis:

	100-Unit Subdivision Development Plan	200-Unit/50,000 Sq Ft Mixed Use Development Plan	100,000 SF Office Site Plan	20-Lot Preliminary Plat	20-Lot Final Plat
Existing Fee	\$1,600	\$3,600	\$2,300	\$700	\$700
Proposed Fee	\$2,000	\$4,000	\$2,500	\$1,000	\$1000

The follow shows the difference in total project cost between the existing and the proposed Plan Review Fee Structure:

- 100-Unit Subdivision Development Plan: difference of \$400
- 200-Unit/50,000 Sq Ft Mixed Use Development Plan: difference of \$400
- 100,000 SF Office Site Plan: difference of \$200
- 20-Lot Preliminary Plat: difference of \$300
- 20-Lot Final Plat: difference of \$300

EXHIBIT 3

Staff Time for Plan Review Items

There are 21 individuals involved in the Departmental Review Team (DRT) plan review process. This includes staff members from the following City Departments: Planning and Sustainability, Building and Neighborhood Services, Engineering, Fire, Police, Parks, Streets, and Water Management. The plan review fee submittal is meant to capture a portion, but certainly not all, of the staff time devoted to the review of the plans to ensure compliance with the City's various plans, policies, and standards (including *Envision Franklin*, *Parks Master Plan*, *Zoning Ordinance*, *Subdivision Regulations*, *Transportation & Street Technical Standards*, *Municipal Code*, and other requirements). Some submittals require less review time than others. Conversely, some projects require much more review time than others, but the following provides an approximation of staff time devoted to review of an average item submitted for Planning Commission or Administrative Review:

- Pre-application conference: 1.5 hours (includes meeting and preparation time)
- Initial Submittal: 4.5 hours (1.5 hours of review and 2 hours spent in DRT, plus 1 hour additional communication time with the applicants)
- Resubmittal: 2.5 hours (1 hour review and comments write-up and 1.5 hours in DRT)
- One Stop: 2 hours (1 hour review and comments write-up, plus 1 hour additional communication time with the applicants)

Individual staff time, per item: 10.5 hours

Total staff time, per item: 220.5 hours

Considering that the average hourly wage of a member of the DRT is \$33.47 per hour, this equates to a cost to the city of **\$7380** per project for the plan review.

EXHIBIT 3

Staff Time for Plan Review Items

There are 20 individuals involved in the Departmental Review Team (DRT) plan review process. This includes staff members from the following City Departments: Planning and Sustainability, Building and Neighborhood Services, Engineering, Fire, Police, Parks, Streets, and Water Management. The plan review fee submittal is meant to capture a portion, but certainly not all, of the staff time devoted to the review of the plans to ensure compliance with the City's various plans, policies, and standards (including the *Land Use Plan*, the *Greenway and Open Space Plan*, the *Zoning Ordinance*, the *Subdivision Regulations*, the *Transportation & Street Technical Standards*, *Municipal Code*, and other requirements). Some submittals require less review time than others. Conversely, some projects require much more review time than others, but the following provides an approximation of staff time devoted to review of an average item submitted for Planning Commission or Administrative Review:

- Pre-application conference: 1.5 hours (includes meeting and preparation time)
- Initial Submittal: 3.5 hours (1.5 hours of review and 2 hours spent in DRT)
- Resubmittal: 2.5 hours (1 hours review and writing up comments; 2 hours in DRT)
- Staff Reports: 1 hours (spent on write-up)
- Post-PC: 1 hours (review and comments write-up)

Individual staff time, per item: 9.5 hours

Total staff time, per item: 190 hours

Considering that the average hourly wage of a member of the DRT is \$22.00 per hour, this equates to a cost to the city of **\$4,180** per project for the plan review.