



**HISTORIC  
FRANKLIN  
TENNESSEE**

**CITY OF FRANKLIN  
DEVELOPMENT SERVICES ADVISORY COMMISSION**

**A meeting of the Development Services Advisory Commission was held at Eastern Flank Battlefield Park Event Facility, on Tuesday, January 6<sup>th</sup>, 2026, 8:00 am – 9:00 am.**

**Committee Members**

<b>Ben Crenshaw, Chair</b>	P
<b>Mary McGowan, Vice Chair</b>	P
<b>Kate McDonald</b>	P
<b>Claudia ZuaZua</b>	P
<b>Mike Hathaway</b>	A
<b>Scotty Bernick</b>	P
<b>Daniel Jones</b>	A
<b>Paige Parham</b>	A
<b>Dana Kose</b>	P
<b>Michael Walters Young</b>	A
<b>Matt Brown</b>	P

**Employees Present**

Walter Denton, Assistant City Administrator  
Tom Marsh, Dir. of Building & Neighborhood Services  
Amy Diaz-Barriga, Asst. Dir. of Planning & Sustainability  
Bill Squires, Asst. City Attorney  
Jimmy Wiseman, Asst. Dir. of Engineering  
Alex Brown, Asst. Dir. of Building & Neighborhood Services  
Alex Bearden, Development Services Manager  
Katherine Harelson, Budget & Performance Analyst  
Presley Parker, Development Services IT Specialist  
Skye Gerhart, Management Fellow

The purpose of the regular meeting will be to discuss matters regarding Development Services and will include the following items:

Ben Crenshaw began the meeting at 8:00 am.

**1. Approval of Minutes/Review of Meeting Notes from January 6, 2026, meeting.**

- Meeting minutes were approved by acclamation.

**2. Announcements and Other Business.**

- The meeting opened with Bill Squires providing the Commission a refresher on the State of Tennessee's Open Meetings laws. He emphasized communication regarding city business needs to be between Commissioners and staff.

**3. Discussion of Plan Review Fees for Completed Resubmittals.**

- Alex Brown made a presentation showing the current building plan review fees in the municipal code. The one that they want to focus on is the plan review fee that will be applied after a third review.
  - The City's municipal code requires a 50% fee of the original plan review fee for projects in the third review cycle. However, this has not been enforced by staff.
  - The goal is to start enforcing the fee that is in place in the municipal code.



- Alderman Matt Brown asked how long the City has gone without enforcing the fee.
  - Alex Brown responded that staff has never enforced the fee, and it's been around for about a decade.
  - The reason it wasn't enforced was that there was some subjectivity that brought enforcing the fee into question. An example is whether a submitted plan was considered incomplete or it's complete but has a lot of deficiencies.
  - Matt Brown asked how much the fee would be.
    - Alex responded that it is based on the size of the project. Fees usually range from \$50 - \$400 at 100%, so the 50% at third review would range from \$25 - \$200.
- Ben Crenshaw asked how many projects usually go through more than two reviews.
  - Alex responded that the vast majority of projects go through more than two reviews.
  - Ben said he would like the Commission to discuss how they can help decrease the number of incomplete plans being submitted.
- Scotty Bernick asked if this is mainly an issue with building plan review or is it also including the planning side of plan review (i.e. site plans, final plats).
  - Alex responded that this is just with building plans.
- Ben asked the Commission what their feedback is on the enforcement of the building plan review fee.
  - Matt responded that he would rather increase the upfront fee. Since the fee is already in the municipal code, we should start implementing what's already there.
  - Mary McGowan asked if this needs to go to Board of Mayor and Aldermen. Matt responded that it doesn't since it is already in the municipal code.
- Ben commented that staff should just make sure that fair notice is given so the development community is aware of the upcoming change.

#### **4. Presentation and Discussion of the One Stop Process.**

- Alex Bearden opened this discussion by giving an overview of the City's One Stop Program. This conversation will be focused on the building permit One Stop rather than the Development One Stop.
  - The One Stop Program is a "same day in same day out" expedited review process to get a larger number of projects out the door. These are mostly focused on smaller building projects.
    - This happens every Monday and Wednesday.
  - One Stop began in 2015 and the original intent was to gather all required personnel in one place, twice a week to get plans through the process quicker. Originally, it was required that everyone attend in person.
  - Staff has taken on an additional 50% of projects in the last decade without any additional staff to handle the workload.
  - Staff has since limited the number of projects can be accepted for a one stop review. Attendance in person has been removed since the COVID-19 pandemic.
  - As it's grown in popularity, the review times, complexities of projects being reviewed, and the number of projects requesting a one stop review have grown. The question that staff would like to pose to the Commission is whether or not we want to continue down this path or if staff should return One Stop to its original intent.
- Mary asked if it has gotten better for staff since limiting the number of projects being submitted. Alex responded that it has helped. He has noticed that the number of submittals has grown since removing the in-person requirement.
- Scotty asked if staff always reaches the submittal limit. Alex responded that they do most of the time. In the slower season, there will be times that they don't hit that limit. Projects that don't make the cut are added to the next cycle.
- Ben asked if it is more of a question of adding more staff since the program has become so popular.



- Matt said that One Stop is one of the best programs at the City. He doesn't think that adding back the in-person requirement is a bad idea. It forces the designer to put some "skin in the game" to get their plan expedited.
- Ben added that there aren't really any similar programs to One Stop in other communities.
- Dana Kose suggested that out of the limited projects that get accepted for One Stop, a majority of the projects selected would have to come in person and the rest can do it virtually.

#### **5. Continued Discussion of 2026 Potential Topics.**

- Ben opened the conversation wanting to finish the discussion of potential topics that began in November. He wants to finish the meeting with a good agenda for the year.
  - Scotty said he had spoken with some peers and clients and had some topics he would like to bring forward. They are listed below.
    - First is the process of performance and maintenance sureties. In particular, it was the process of getting sureties reduced or released.
    - The dollars being required up front to get a Land Disturbance Permit (LDP). Parkland impact fees were brought up in particular because they are due at the plat stage rather than building permit.
    - Timing of IDT fees was brought forward.
    - Responses to complex questions and situations during the plan review process might need more than just a comment in IDT. There may be some opportunity to streamline a more thorough response to those types of questions or comments to reduce the back and forth between staff and the applicant.
    - Creating a combined impact fee spreadsheet for the development community.
    - Staff could consider additional guidelines for infill and redevelopment. Staff could even look into adding incentives for infill development. It will likely need to be a policy discussion at a Board level.
  - Scotty says he sees talking about these topics as finding ways for them to help staff rather than adding a burden on them.
  - Matt said that he would love to focus on infill development. He sees it as one of the City's greatest opportunities right now with greenfield development getting more complicated.
- Staff will follow up on this list and bring some of these topics forward at the next few meetings.

**Next meeting – Tuesday, February 3<sup>rd</sup>, 2026**

#### **6. Adjourn.**