



**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, September 9th, 2025, 8:00 am – 9:00 am.

Committee Members

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

Employees Present

Vernon Gerth, Assistant City Administrator
Amy Diaz-Barriga, Asst. Director of Planning & Sustainability
Bill Squires, Assistant City Attorney
Katherine Harelson, Budget & Performance Analyst
Presley Parker, Development Services IT Specialist

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

Katherine Harelson began the meeting at 8:00 am.

1. Approval of Minutes/Review of Meeting Notes from July 1, 2025, meeting.

- Meeting minutes were approved by acclamation.

2. Introduction of New Members.

- Katherine Harelson opened the meeting by asking the new members of the Commission to introduce themselves. At the last Board of Mayor and Aldermen meeting, the Board approved the appointments of Mike Hathaway, Claudia Zua Zua and Daniel Jones to this Commission.
 - Mike Hathaway is the owner of 906 Studio Architects.
 - Claudia Zua Zua is a Senior Economic Development Coordinator at Williamson Inc.
 - Daniel Jones is the CEO of Harpeth Decks.
- Vernon Gerth welcomed the new members and added that the City will have a new member as well. With his retirement coming up in December, the City of Franklin has hired Walter Denton to serve as the next Assistant City Administrator. He will be present at the November meeting.

- Katherine introduced a small ice breaker exercise for the Commission, where members introduced themselves to the group and said what topics they would like to dive into in the next 6-12 months. This is to help staff get an idea of topics to prepare over the next several months.
 - Michael Walters Young said that he hopes to continue working through the development processes, especially the ones highlighted in the survey.
 - Mary McGowan said she would like to focus on a timeline for traffic impact studies.
 - Vernon said that the group should work with staff to see how the City should approach annexations and plans of service to make the process more predictable.
 - Ben Crenshaw said he is interested in tracking a project through the development process. He also added that he would like to look into RITAs and how the City can prepare for projects that would like to utilize this new tool.
 - Scotty Bernick said it would be very helpful to have an impact fee spreadsheet that will automatically calculate the impact fees for a specific project. He also brought up having checklists more readily available.
 - Mike Hathaway said that he mostly deals with the building code and permitting process. He would love to have a conversation between the development community and the Building and Neighborhood Services Department about building codes and where they may be some roadblocks. He also mentioned the unpredictability of Historical Zoning.

3. Appointment of Chair and Vice Chair.

- Ben Crenshaw was nominated to be the Chair.
 - The Commission approved the nomination unanimously.
- Mary McGowan was nominated to be the Vice Chair.
 - The Commission approved the nomination unanimously.

4. Review of Topics to Date.

- Katherine reviewed the current topics being discussed with the Commission.
- The main topic is the implementation of the consultant's recommendations from the Development Customer Satisfaction Survey. The main recommendation was to take apart different development processes and analyze them for accessibility, efficiency, and effectiveness.
 - The first project was to create small customer satisfaction surveys that will be sent out to applicants at different points in the development process.
 - The second project that is in development is redesigning the current development maps with the goal of highlighting more information on new and potential developments to the community.
- Staff have also worked with the Commission in the last year to update the Zoning Ordinance to allow performance bonds as an option to finance site improvements for new developments.
- In the next year, the Commission will continue to look at the customer survey, recommend process improvements, and gear up for the second survey which is scheduled for some time in late 2026/early 2027.
- **Next meeting – Tuesday, November 4th, 2025**

5. Adjourn.