



Meeting Agenda

Development Service Advisory Commission

Tuesday, May 5, 2026

8:00 AM

Eastern Flank Event Facility

CALL TO ORDER

CITIZEN COMMENTS (Open for citizens to be heard on any issue or concern, including those related to items on the agenda. Please submit a Speaker Card at the beginning of the meeting if you would like to address the Board/Commission. If you would like to speak on an agenda item, the Chair will hold your comment until the public comment period associated with the item. As provided by law, Boards/Commissions shall make no decisions or consideration of action of citizen comments for items not on the agenda, except to refer the matter to the City Administrator/Staff for administrative consideration, or to a schedule the matter for consideration at a later date. Those addressing the Board/Commission are requested to come to the microphone and identify themselves by name and address for the official record. The Chair may restrict the period for public comment, including the length of the public comment period, the number of individuals who can speak and the length of time each individual may speak. When time allows, the standard individual public comment time is two minutes.)

ANNOUNCEMENTS

APPROVAL OF MINUTES

1. Consideration Of Approval Of Minutes

NEW BUSINESS

2. Proposed Plan Review Fee Updates

Sponsors: Alex Brown

3. Sureties Discussion Update

Sponsors: Amy Diaz-Barriga

OTHER BUSINESS

ADJOURN

Anyone needing accommodations due to disabilities please contact the ADA Coordinator at 615-791-3277 at least 24 hours prior to the meeting.



**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, March 3rd, 2026, 8:00 am – 9:00 am.

Committee Members

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

Employees Present

Walter Denton, Assistant City Administrator
Emily Wright, Dir. of Planning & Sustainability
Amy Diaz-Barriga, Asst. Dir. of Planning & Sustainability
Jimmy Wiseman, Asst. Dir. of Engineering
Bill Squires, Deputy City Attorney
Alex Brown, Asst. Dir. of Building & Neighborhood Services
Alex Bearden, Development Services Manager
Melodie Brady, Sureties Coordinator
Katherine Harelson, Budget & Performance Analyst

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

Ben Crenshaw, Chair, began the meeting at 8:00 am.

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

- Commissioner Mike Hathaway made a motion to approve the minutes.
- Commissioner Michael Walters Young seconded the motion.
 - The motion was approved 9-0.

2. Approval of Minutes/Review of Meeting Notes from February 3, 2026, meeting.

- Commissioner Claudia ZuaZua made a motion to approve the minutes.
- Alderman Matt Brown seconded the motion.
 - The motion was approved 9-0.

3. Presentation on the General Purpose and Process of Performance Agreements/Sureties.



- Staff provided a presentation outlining the City’s performance agreement process, specifically pointing out the requirements for agreements, forms of payment, and how to release sureties once improvements are completed.
 - This topic will be brought back at the next meeting for further discussion.

4. Next meeting – Tuesday, May 5th, 2026

5. Adjourn.



File #: 26-0530

DATE: 5/5/2026
TO: Development Service Advisory Commission
FROM: Alex Brown, Asst. Director of BNS

SUBJECT:

Proposed Plan Review Fee Updates

PURPOSE:

The purpose of this memorandum is to provide information to the Development Services Advisory Commission concerning

BACKGROUND/STAFF COMMENTS:

(Brief description of the history and supporting information regarding the item, including an explanation of why staff is recommending the action.)

FINANCIAL IMPACT:

(Include the cost of the item, how the item will be funded, which fund it will come from, if there are grants or loans involved and whether the item is included in the current approved budget.)

RECOMMENDATION:

Staff recommends that (item name) be (action).

Proposed Plan Review Fee Updates

Development Services Advisory Commission

May 5th, 2026

Proposed Review Fees & Increases



Nonresidential Plan Review Fee

Minimum review fee increased from \$50.00 to \$250.00



Fire Protection Plan Review Fee

\$50.00



Residential Plan Review Fee- \$100.00

Would apply *only* to new single-family construction > 2,000 sq. ft.



Resubmittal Review Fees (3rd Submittal & After)

After the first two review cycles, 50% of the original review fee would be assessed with each subsequent resubmittal.

This has existed in the Municipal Code for over a decade but has yet to be implemented.

Plan Review Cost of Service Study

Cost of Service for Building Plan Reviews						
Plan Review Type	Number of Staff	Staff Costs	Number of Projects	Cost per Project (C/D)	Number of Review Cycles	Cost per Review Cycle (C/F)
Non-Residential		\$ 14,742,635.85	450	\$ 1,650.30	1,416	\$ 524.46
<i>BNS</i>		\$ 11,598,127.61				
<i>Fire</i>		\$ 1,68,764.50				
<i>Water Management</i>		\$ 2,75,743.75				
Residential		\$ 12,355,726.34	947	\$ 375.63	1,750	\$ 203.27
<i>BNS</i>		\$ 10,322,303.31				
<i>Streets</i>		\$ 2,33,423.04				
Fire Protection		\$ 1,68,764.50	426	\$ 161.42	753	\$ 91.32

Plan Review Cost of Service Study – Cont.

Fee Proposal and Revenue Implications				
Plan Review Type	Base Fee	Average Fee Paid	Number of Projects	Est. Revenue
Non-Residential				
Current Fees (base rate) \$	50	\$ 255	450	\$ 114,564
Proposed Fee (base rate) \$	250	\$ 1,045	450	\$ 470,250
Difference \$	200	\$ 790		\$ 355,686
Residential				
Current Fee (base rate) \$	-	\$ -	200	\$ -
Proposed Fee* (base rate) \$	100	\$ 100	200	\$ 20,000
Difference \$	100	\$ 100		\$ 20,000
Fire Protection				
Current Fee (base rate) \$	-	\$ -	426	\$ -
Proposed Fee (base rate) \$	50	\$ 50	426	\$ 21,300
Difference \$	50	\$ 50		\$ 21,300
Total Est. Revenue Increase				\$ 396,986
*For Residential Plan Review, fees would only be applied to new construction over 2,000sqft.				
**Non-residential projects with a Construction Valuation over \$100,000 are calculated at .0005 * additional valuation + \$50				

Questions?



File #: 26-0531

DATE: 5/5/2026

TO: Development Service Advisory Commission

FROM: Amy Diaz-Barriga, Asst Director of Planning Development

SUBJECT:

Sureties Discussion Update

PURPOSE:

The purpose of this memorandum is to provide information to the Development Services Advisory Commission concerning

BACKGROUND/STAFF COMMENTS:

(Brief description of the history and supporting information regarding the item, including an explanation of why staff is recommending the action.)

FINANCIAL IMPACT:

(Include the cost of the item, how the item will be funded, which fund it will come from, if there are grants or loans involved and whether the item is included in the current approved budget.)

RECOMMENDATION:

Staff recommends that (item name) be (action).

ACTION REQUEST FORM

City of Franklin, TN



HISTORIC
FRANKLIN
TENNESSEE

DATE: ___/___/___

COF: _____ PROJECT NAME: _____

I (we) request that action be taken on the following improvements:

ACCESS		
<input type="checkbox"/> Release to Maintenance Agreement	<input type="checkbox"/> Reduce by ___%; extend by ___ months	<input type="checkbox"/> Extend by ___ months
DRAINAGE		
<input type="checkbox"/> Release to Maintenance Agreement	<input type="checkbox"/> Reduce by ___%; extend by ___ months	<input type="checkbox"/> Extend by ___ months
GREEN INFRASTRUCTURE		
<input type="checkbox"/> Release to Maintenance Agreement	<input type="checkbox"/> Reduce by ___%; extend by ___ months	<input type="checkbox"/> Extend by ___ months
LANDSCAPING		
<input type="checkbox"/> Release to Maintenance Agreement	<input type="checkbox"/> Reduce by ___%; extend by ___ months	<input type="checkbox"/> Extend by ___ months
LANDSCAPING (GREEN INFRASTRUCTURE)		
<input type="checkbox"/> Release to Maintenance Agreement	<input type="checkbox"/> Reduce by ___%; extend by ___ months	<input type="checkbox"/> Extend by ___ months
SEWER		
<input type="checkbox"/> Release to Maintenance Agreement	<input type="checkbox"/> Reduce by ___%; extend by ___ months	<input type="checkbox"/> Extend by ___ months
SIDEWALKS		
<input type="checkbox"/> Release to Maintenance Agreement	<input type="checkbox"/> Reduce by ___%; extend by ___ months	<input type="checkbox"/> Extend by ___ months
STREETS		
<input type="checkbox"/> Release to Maintenance Agreement	<input type="checkbox"/> Reduce by ___%; extend by ___ months	<input type="checkbox"/> Extend by ___ months
WATER		
<input type="checkbox"/> Release to Maintenance Agreement	<input type="checkbox"/> Reduce by ___%; extend by ___ months	<input type="checkbox"/> Extend by ___ months
OTHER:		
<input type="checkbox"/> Release to Maintenance Agreement	<input type="checkbox"/> Reduce by ___%; extend by ___ months	<input type="checkbox"/> Extend by ___ months

For a release or reduction to be considered, the following statement must be completed by applicable design professional(s).

A: _____ (*print name*) has personally visited this site and affirms that the improvements have been completed in accordance with the plans approved by the Franklin Municipal Planning Commission/City of Franklin.

---OR---

B: _____ (*print name*) affirms that _____ has personally visited this site and he/she is competent by education and/or experience to inspect and is under my direct supervision. I further affirm that the improvements have been completed in accordance with the plans approved by the Franklin Municipal Planning Commission/City of Franklin.

SIGNED/DATED/PROFESSIONAL SEAL:

A: _____ (*print name*) has personally visited this site and affirms that the improvements have been completed in accordance with the plans approved by the Franklin Municipal Planning Commission/City of Franklin.

---OR---

B: _____ (*print name*) affirms that _____ has personally visited this site and he/she is competent by education and/or experience to inspect and is under my direct supervision. I further affirm that the improvements have been completed in accordance with the plans approved by the Franklin Municipal Planning Commission/City of Franklin.

SIGNED/DATED/PROFESSIONAL SEAL:

Engineer (Sign and date on seal)

Landscape Architect (Sign and date on seal)