



Meeting Agenda

Development Service Advisory Commission

Tuesday, September 1, 2026

8:00 AM

Eastern Flank Event Facility

1368 Eastern Flank Circle
Franklin, TN 37064

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.)

APPROVAL OF MINUTES

1. Consideration Of Approval Of The June 2nd, 2026 DSAC Minutes

NEW BUSINESS

2. Zoning Ordinance Update: Public Chapter 1044 And Development Review Changes

Sponsors: Amy Diaz-Barriga

3. Mid-Year Development Activity Report

Sponsors: Katherine Harelson

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.



Meeting Minutes

Development Service Advisory Commission

Tuesday, June 2, 2026

8:00 AM

Eastern Flank Event Facility

CALL TO ORDER

Chair Ben Crenshaw called the meeting to order at 8:00am

Commissioners Present: Chair Ben Crenshaw, Vice Chair Mary McGowan, Michael Walkers Young, Scotty Bernick, Dana Kose, Claudia ZuaZua, Mike Hathaway, Daniel Jones, Alderman Matt Brown

Commissioners Absent: Kate McDonald, Paige Parham

Staff Present: Amy Diaz-Barriga, Bill Squires, Jimmy Wiseman, Emily Wright, Joel Aguilera, Andrew Orr, Alex Brown, Tauri Evans, Stephen Ortero, Katherine Harelson

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.)

No Citizen Comments.

ANNOUNCEMENTS

Tom Marsh, Director of Building and Neighborhood Services, announced that his last week with the city will be in September. He stated that the recruitment process for his replacement has begun and that the position has been posted internally and externally.

APPROVAL OF MINUTES

1. Consideration Of Approval Of Minutes

Sponsors: Chair Ben Crenshaw

NEW BUSINESS

2. Proposed Plan Review Fee Updates

Sponsors: Alex Brown

The fee discussion followed previous feedback from the commission and was recently presented to BOMA at a work session.

The proposed fee updates include:

- Increasing the non-residential plan review base fee from \$50 to \$250, while keeping the existing escalating factor.
- Adding a \$50 fire protection plan review fee.
- Adding a \$100 residential plan review fee for new construction only.

- The residential fee would not apply to small homeowner projects, affordable housing, workforce housing, or projects under 2,000 square feet.

Budget staff reviewed the estimated cost of staff time for plan review services. The analysis considered staff from Building and Neighborhood Services, Fire, and Water Management.

The commission discussed whether fees should cover the full cost of service or only offset a portion. Staff explained that there is no single standard approach and that communities vary widely in how they structure fees.

The commission also discussed the potential benefit of improving plan quality at initial submittal and whether internal process improvements or expanded OneStop services could reduce repeated review cycles.

No formal recommendation was requested. The item was presented for information and feedback. The fee update is expected to proceed to BOMA for second reading and public comment.

3. **Parking Study**

Representatives from Walker Consultants presented an overview of the City of Franklin Parking Study. The study began in April and is expected to be a 12-month process. Initial data collection has been completed, and the team is currently gathering stakeholder feedback.

The purpose of the study is to evaluate current parking conditions, identify challenges, and develop a long-term strategy to support Franklin's continued growth while maintaining a positive downtown experience.

Key discussion points included:

- Approximately 2,200 parking spaces are included in the study area, including on-street and off-street parking.
- The study focuses on the downtown core and surrounding areas experiencing parking spillover.
- Private paid parking lots have increased pressure on public parking assets.
- Members identified parking concerns including availability, signage, accessibility, private paid lot confusion, employee parking, event parking, and wayfinding.
- Several members noted that locals often know where to park, while visitors may find the system confusing.
- The group discussed the balance between free parking, convenient parking, and available parking.
- It was noted that all three priorities — free, convenient, and available parking — cannot realistically be maximized at the same time.
- Paid public parking was discussed as a possible future consideration, though no recommendation was made.
- Concerns were raised about how paid City parking could interact with existing private paid lots.
- The consultant noted that Franklin does not appear to have a systemwide parking shortage, but rather a concentrated parking demand issue in the downtown core.

No formal action was taken. The consultant team will continue its analysis and return with additional findings at future meetings.

4. **State Legislation**

Emily Wright Director of Planning and Sustainability provided an overview of recent state legislation affecting local development review processes.

Public Chapter 140

This legislation becomes effective July 1 and requires local governments to provide justifiable documentation and rationale for development-related fees over \$250.

Emily stated that the City is reviewing all plan review fees and preparing documentation to support the cost basis for those fees. The information will be made publicly available and subject to annual audit by the State Comptroller.

House Bill 2552

This legislation becomes effective January 1, 2027, and establishes required timelines for plan review, decisions, site inspections, and performance/maintenance agreement approvals.

Key impacts discussed:

- Initial review and resubmittal timelines may remain mostly the same because Franklin's current review timelines are generally shorter than the state-required 30 business days.
- The law includes an overall 60 business day timeline from plan submittal to approval or disapproval.
- The City may only issue two deficiency reports before a plan must be placed on an agenda for decision.
- This could result in more denial recommendations or more conditions of approval if plans are not ready.

- Pre-application review may likely become voluntary rather than mandatory.
- There may be limitations on an applicant's ability to defer items in order to reset timelines.
- Staff is still reviewing whether boards such as Planning Commission and BOMA will retain the ability to defer items.
- The law also creates timelines for third-party site inspections, requiring the City to inspect within 10 business days after receiving a third-party report.

Emily stated that ordinance amendments will be needed before the end of the year. Additional information and flow charts are expected to be brought back to the commission later in the summer, likely around August.

Decentralized Wastewater Systems

Legislation allowing on-site decentralized wastewater systems to be permitted by the State, even if a local wastewater utility does not approve them.

It was noted that this could significantly impact the City's sewer planning, especially in the Urban Growth Boundary. A decentralized system approved by the State could affect future sewer routing, gravity sewer planning, pump stations, and force main needs.

No formal action was taken. Staff will continue reviewing the legislative impacts and return with additional updates.

City of Franklin

OTHER BUSINESS

No other business was discussed.

ADJOURN

The meeting adjourned at 9:08 AM.

Chair

Date



Development Review Changes

Required changes to the City of Franklin Review Procedures due to
Public Chapter 1044 and updates to TCA 7-51-2204 and 7-70-
101/102

State Law made major changes to development applications

- Development Plans and Site Plans must be approved or placed on an agenda within 60 business days
- Limits cities to only two rounds of review
- If a local government fails to take action within the timeframe, the development is deemed approved

IMPLICATIONS

- Cities need to ensure all development plans and site plans are placed on an agenda, to avoid them being considered approved
- The City must hold development review to a tighter timeline
- Applicants have lost the ability to defer midway through the process to resolve complex issues
- Determining when an application is “submitted” is critical to review timelines
- Disapproved projects given two deficiency reports will be refunded 50% of the review fees
- The process may become longer and more stuttered for complex projects

ADJUSTMENTS

- Staff will need to track the 60-day timeframe, and regardless of project status, an action will need to be taken.
- Staff may be recommending more disapprovals
- FMPC and BOMA may be disapproving more projects
- Pre-Application submittals will become voluntary but encouraged
- Completeness checks, permitted by PC1044, may be used as tool at the beginning of the process
- Plans will be permitted to submit again as a new application if it was disapproved

PROCESS CHANGES

Plan meeting still required for Development Plans, and if not held will deem initial submittal incomplete

Pre-App Submittal will become voluntary, as to not constitute “submission” and 60-day clock start

Neighborhood meetings still required for Development Plans, and if not held will deem initial submittal incomplete

Development Plan (PUD)						
Plan Meeting	Pre-App Submittal	Pre-App Meeting	Neighborhood Meeting	Initial Submittal	Resubmittal	FMPC
Must meet with Planning staff prior to Pre-App Submittal	Submitted on scheduled date and should be fully reviewed by staff; thorough comments sent to applicants	Defined on schedule Must take place prior to Neighborhood Meeting	Must occur prior to initial submittal	Defined on scheduled; DRT notice sent to applicants at end of review	Determine status (approve, approve w/conditions, disapprove; add to FMPC agenda)	Recommending body
	2 weeks			6 weeks		
Site Plan						
Plan Meeting	Pre-App Submittal	Pre-App Meeting	Neighborhood Meeting	Initial Submittal	Resubmittal	FMPC
No Meeting Required, but encouraged	Submitted on scheduled date and should be fully reviewed	Defined on schedule MAY be waived if no major issues from DRT	Not Required	Defined on schedule; DRT notice sent to applicants at end of review	Determine Status (approve, disapprove, Add to Admin Agenda or FMPC for exceptions (ZO	Approving Body (most of the time via the Admin Agenda)
	2 weeks			6 weeks		

Initial Submittal starts the 60-day clock

Initial Submittal, Resubmittal, and FMPC equates to approximately 33 business days

Some cycles *may* allow for a second resubmittal opportunity, but not all

Staff can deem the initial submittal incomplete; 60-day clock does not start; new initial submittal must be submitted



MOVING FORWARD

- Use the Pre-Application as a tool to gain staff review without starting the clock
- An “incomplete” determination could be an advantage for complex projects; will allow for thorough staff review and comments AND appropriate time to address required revisions
- Plans should be submitted with the expected level of detail; poorly drawn plans will lead to disapprovals
- More information may need to be submitted prior to the “clock start” to ensure projects can be recommended for approval within 60 days (traffic studies, TDEC determinations, subdivision names, sewer/water availability determinations, etc.)
- Staff to adjust Zoning Ordinance, FMPC Bylaws, submittal portal reports, website publications, and Review Cycle calendars to adjust to new procedures

State Law also made major changes to surety releases

- A developer can submit an “Independent Inspection” justifying release of a surety
- The City has a defined period to time (20/30 days) to reject a request for surety release if the improvement is not yet completed to City standards and regulations

IMPLICATIONS

- Staff must perform site inspections slightly quicker than we do today
- Engineers not associated with the on-site work throughout the length of the project will be allowed to request a release of a surety on behalf of a developer.
- Staff is left guessing at what to expect in an Independent Inspection because it wasn't defined
- If the City does not place a request for release/reduction on an agenda, it will be approved for release.

ADJUSTMENTS

- Staff will adopt a new submittal calendar that guarantees action within state timeframes
- Staff will provide punchlists for requests for release made by engineers associated with a project
- Staff will likely require detailed information in the Independent Inspection Report
- Staff hopes to put release requests into the online submittal portal, making tracking easier for staff and information more transparent for applicants
- Staff will require critical submittals be approved PRIOR to requesting a release (as-builts/video)

PROCESS CHANGES

There will still be one day a month where staff accepts new requests; independent inspections, action requests, and punch-list resubmittals

Projects that are ready to release will be acted upon promptly, without much adjustments from current timeframes

Action Request/Independent Inspection Due, by noon	Provide Independent Inspection with Written Report of Deficiencies	Provide Action Request with Written Report of Deficiencies	Receive Punchlist Resubmittal, by noon	Sureties Agenda* POSTED on FMPC DATE
Usually 1st Thursday of Month, except September	RELEASE OR DENY, NO RESUBMITTAL	*if complete, can place on next available agenda	Usually 1st Thursday of Month, except September	4th Thursday of the month
Day 0	20 Business Days	30 Business Days	application deadline date	60 Business days
THURSDAY	THURSDAY	THURSDAY	THURSDAY	THURSDAY
11/5/2026	12/3/2026	12/17/2026	12/31/2026	1/28/2027
12/3/2026	12/31/2026	1/14/2027	1/28/2027	2/25/2027
12/31/2026	1/28/2027	2/11/2027	3/4/2027	3/25/2027
1/28/2027	2/25/2027	3/11/2027	4/1/2027	4/22/2027
3/4/2027	4/1/2027	4/15/2027	4/29/2027	5/27/2027
4/1/2027	4/29/2027	5/13/2027	6/3/2027	6/24/2027
4/29/2027	5/27/2027	6/10/2027	7/1/2027	7/22/2027
6/3/2027	7/1/2027	7/15/2027	8/5/2027	8/26/2027
7/1/2027	7/29/2027	8/12/2027	9/2/2027	9/23/2027
8/5/2027	9/2/2027	9/16/2027	9/30/2027	10/28/2027
9/2/2027	9/30/2027	10/14/2027	11/4/2027	11/24/2027*
9/30/2027	10/28/2027	11/11/2027	12/2/2027	12/23/2027
11/4/2027	12/2/2027	12/16/2027	12/30/2027	1/27/2028

*Adjusted for City Holiday

Action requests that need clean-up before staff can release now can do so before a decision is made; approximately 2 weeks

Independent Inspections will NOT receive this opportunity; they are either released or provide a incomplete report, per State Law



MOVING FORWARD

- The City may require additional submittal documents with the “independent inspection” to verify that the work is complete, and it is appropriate to release the surety
- Staff will continue to look out for the City’s best interest, verifying ANY action request to determine that work is indeed complete as required by our development standards
- It is unknown how many “independent inspections” the City will receive after January 1
- Depending on their influx, additional staff may be needed respond to the additional number of inspections in shortened timeframes



HISTORIC
FRANKLIN
TENNESSEE

BOMA WORK SESSION –

DEVELOPMENT ACTIVITY REPORT



OVERVIEW

Mid-Calendar Year 2026

Development activity from January - June 2026

- Permitting Activity
- Permit & Impact Fees (Current & Trends)
- Housing & Construction Costs

Fiscal Year 2026

Development Activity from July 1st, 2025 - June 30th, 2026

- Permitting Activity
- Permit & Impact Fees (Current & Trends)
- Housing and Other Notable Developments

Survey Response Update

Next Steps



CALENDAR YEAR 2026: SIX MONTHS IN...



MID-CALENDAR YEAR PERMITTING ACTIVITY

	2022	2023	2024	2025	2026
Building Permits	582	495	582	577	517
Trade Permits	2,409	2,065	2,589	2,725	2,390
Fire Permits	N/A	N/A	153	201	183

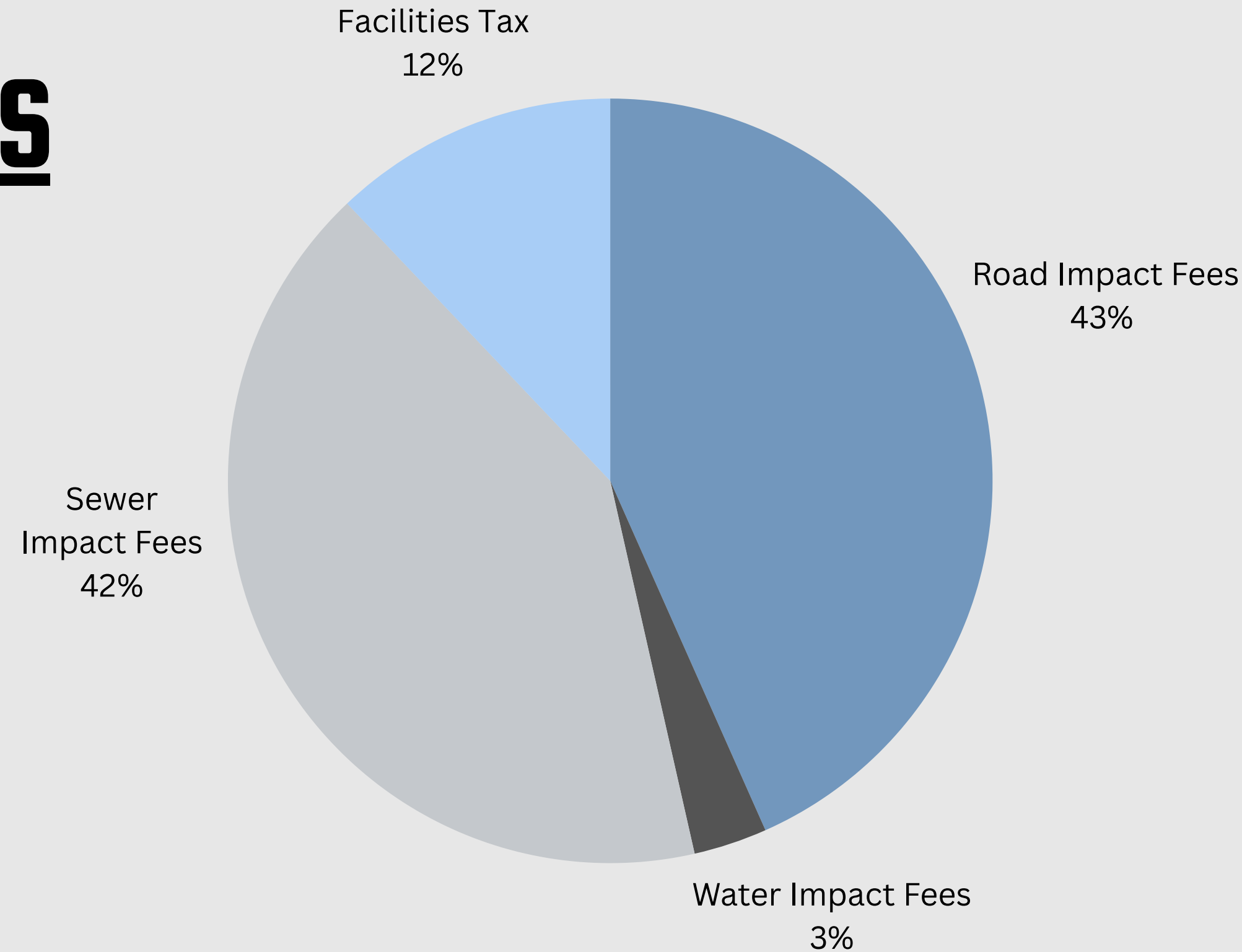
- Building permit activity through the first half of the calendar year remained stable, but it has decreased over the last two years (10% decrease from last year).
- Fire permits were introduced in 2023 and implemented fully in 2024. These permits were created to help separate fire suppression from the building permit so that it is easier for applicants.



PERMIT AND IMPACT FEES

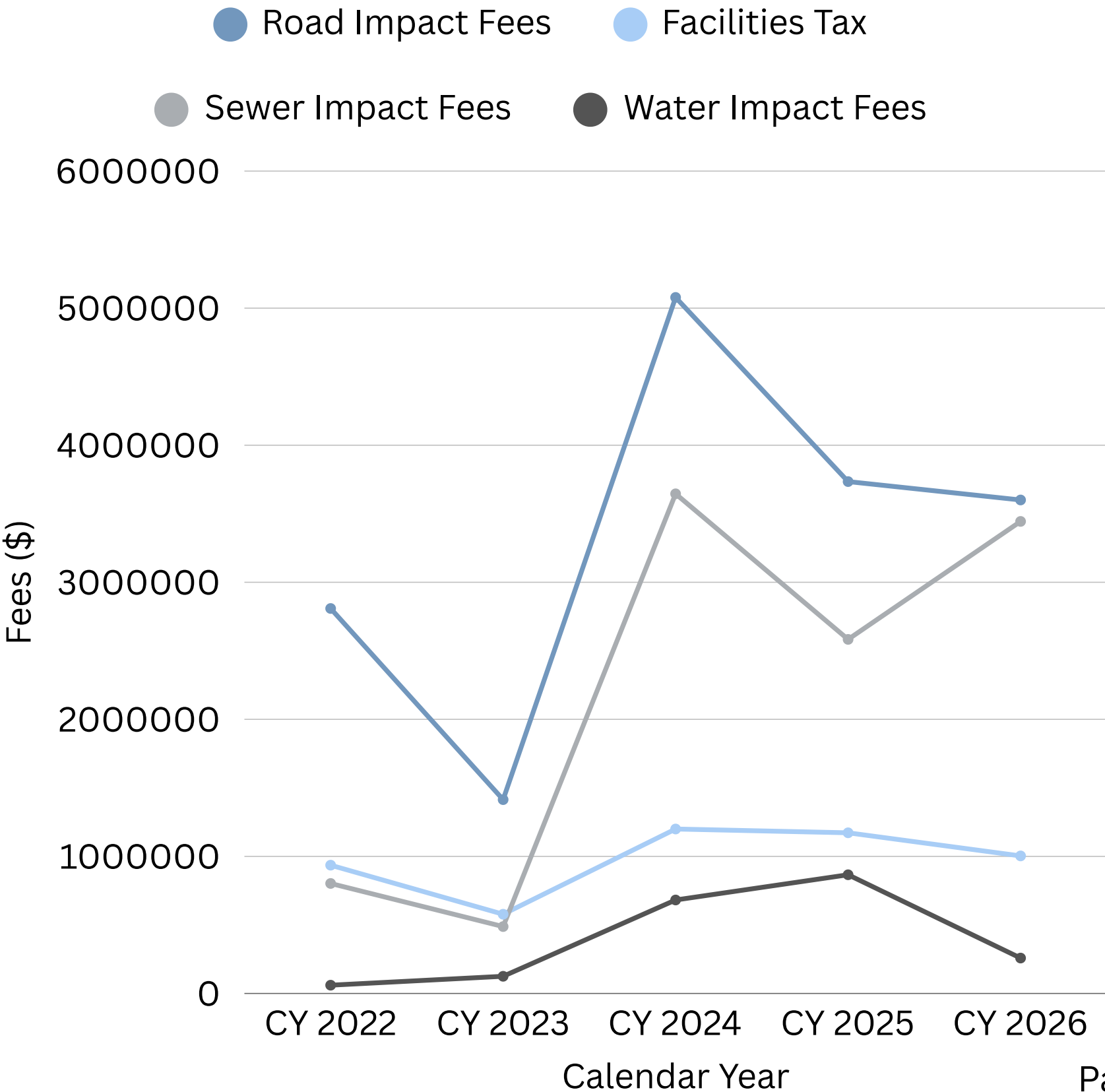
MID-CALENDAR YEAR

- **Permit Fees:** \$1,202,154
- **Road Impact Fees:** \$3,600,436
- **Water Impact Fees:** \$258,216
- **Sewer Impact Fees:** \$3,443,973
- **Facilities Tax:** \$1,003,490



MID-CALENDAR YEAR FEE TRENDS

	2022	2023	2024	2025	2026
Road Impact Fees	\$2,808,719	\$1,414,133	\$5,078,285	\$3,734,603	\$3,600,436
Facilities Tax	\$935,842	\$577,976	\$1,199,774	\$1,172,137	\$1,003,490
Sewer Impact Fees	\$802,518	\$487,948	\$3,645,442	\$2,583,238	\$3,443,973
Water Impact Fees	\$60,255	\$125,203	\$681,943	\$865,965	\$258,216



HOUSING & CONSTRUCTION COSTS MID-CALENDAR YEAR

New Dwelling Units Under Construction

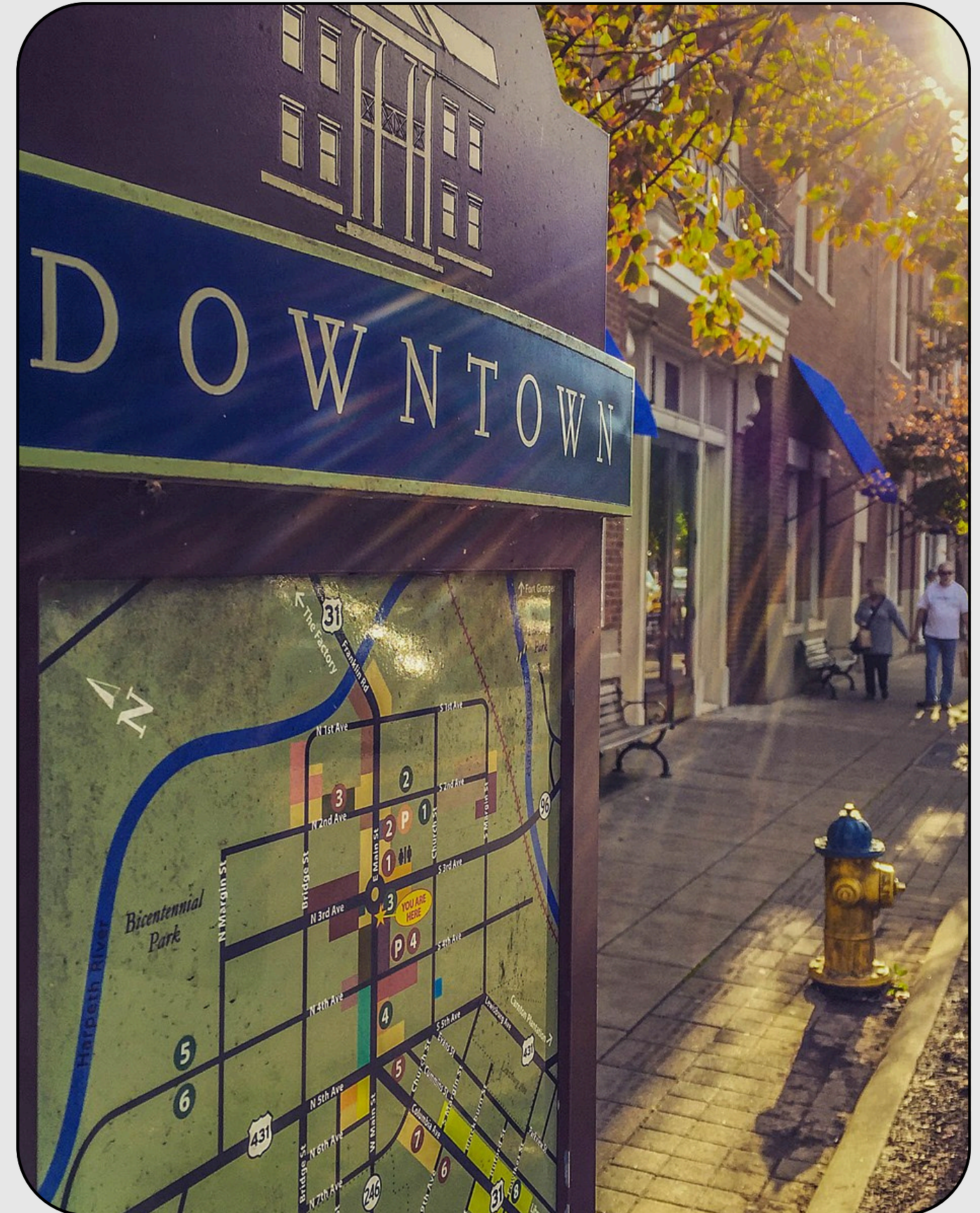
Single Family	Townhome	Multifamily
129 units	13 units	35 units

Construction Values

Residential	Non-Residential	Total
\$142,063,363	\$412,308,658	\$554,372,021



FISCAL YEAR 2026



FY26 PERMITTING ACTIVITY

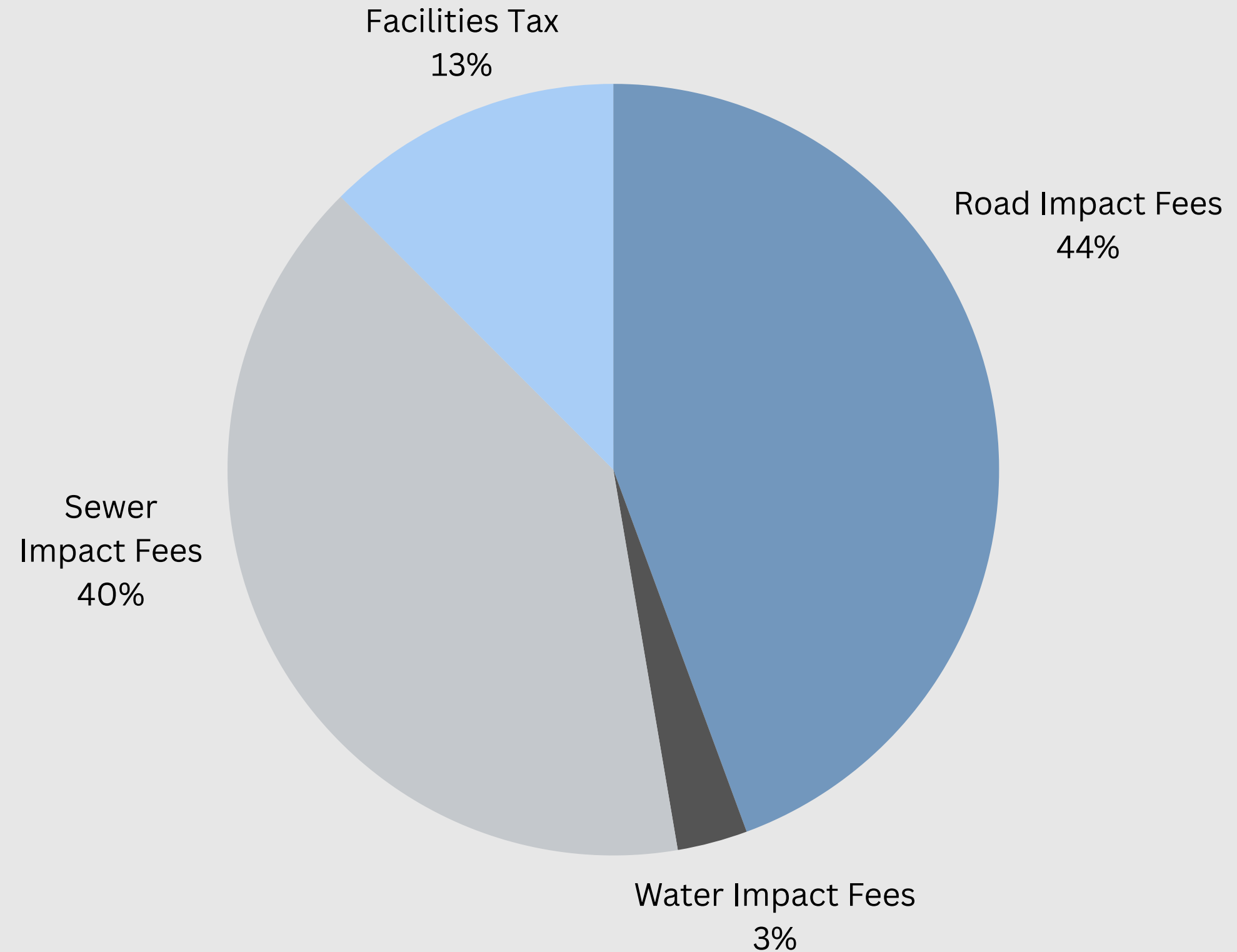
	2022	2023	2024	2025	2026
Building Permits	1,092	1,034	1,103	1,223	997
Trade Permits	4,478	4,254	5,098	5,544	4,687
Fire Permits	N/A	N/A	274	371	382
Other Permits	133	144	150	156	194
Total Permits Issued	5,703	5,432	6,625	7,294	6,260

- Construction activity decreased slightly in FY26 compared to the last five years.
- Many multi-year active projects are continuing construction, and there are several projects working through the entitlement process.
Development activity remains stable in Franklin.



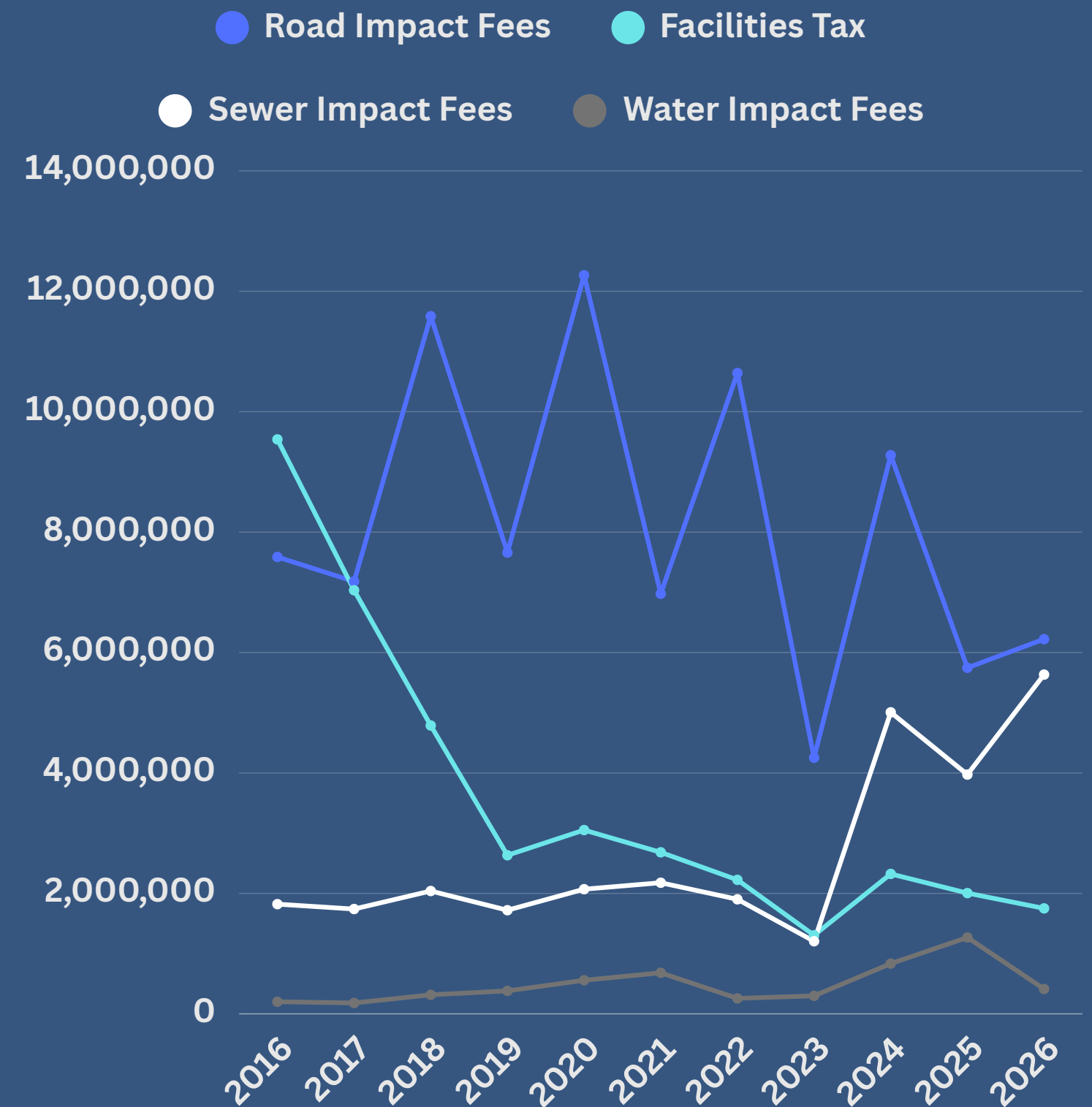
FY 26 PERMIT AND IMPACT FEES

- **Permit Fees:** \$2,246,671
- **Road Impact Fees:** \$6,222,431
- **Water Impact Fees:** \$412,564
- **Sewer Impact Fees:** \$5,633,669
- **Facilities Tax:** \$1,751,323



Impact Fees over the Last Decade

FY 2016 - FY 2026



Under Construction in FY26

Residential

Single Family: **212 dwelling units** started construction in FY26.

Townhomes: **44 dwelling units** started construction in FY26.

Multifamily: **343 dwelling units** (3 developments) started construction in FY26.

Commercial

Commercial Space Added: **328,709 sqft.**

Notable Developments

New City Hall!

Aureum PUD (Multifamily)

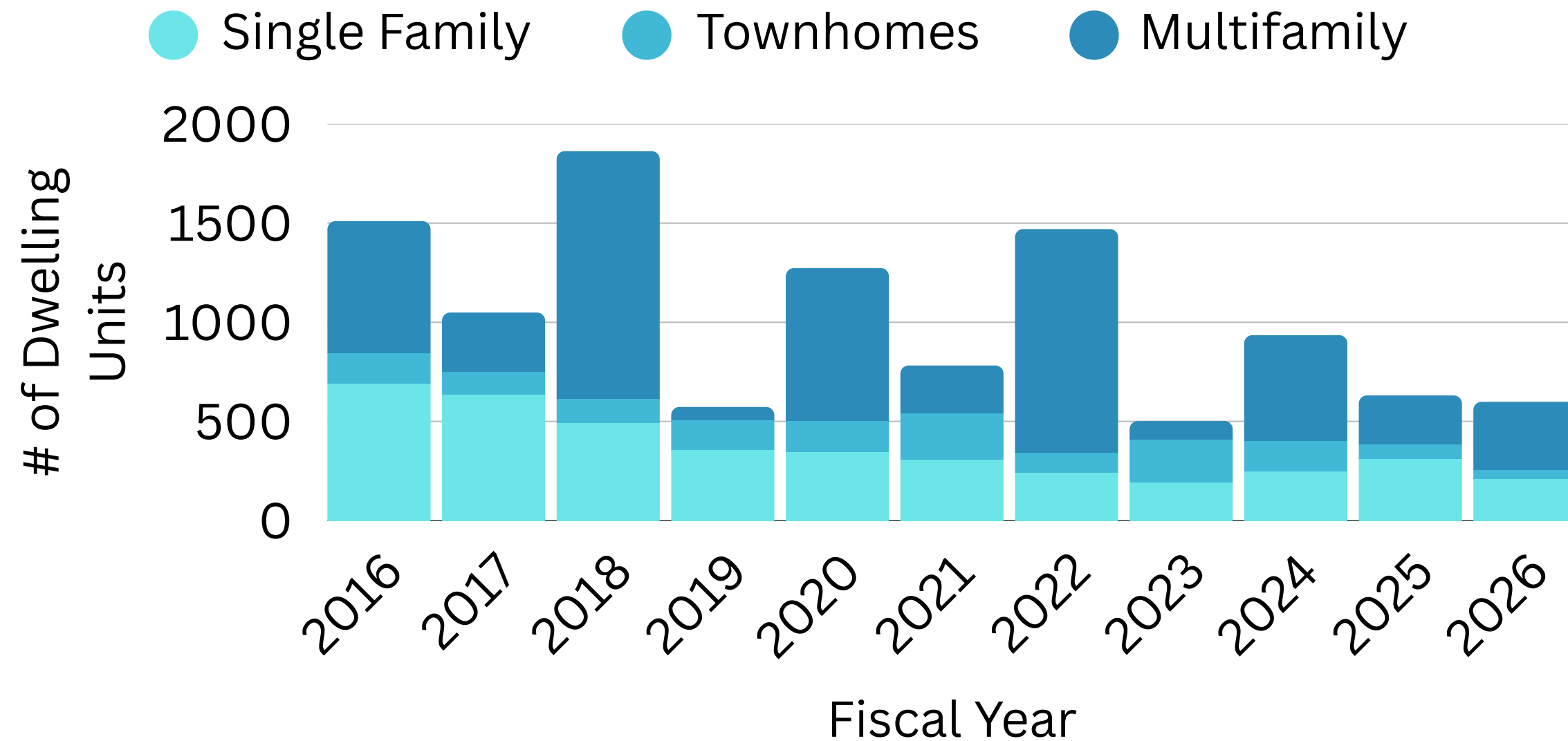
In-N-Out Burger Office Building



[In-N-Out Wiki](#)

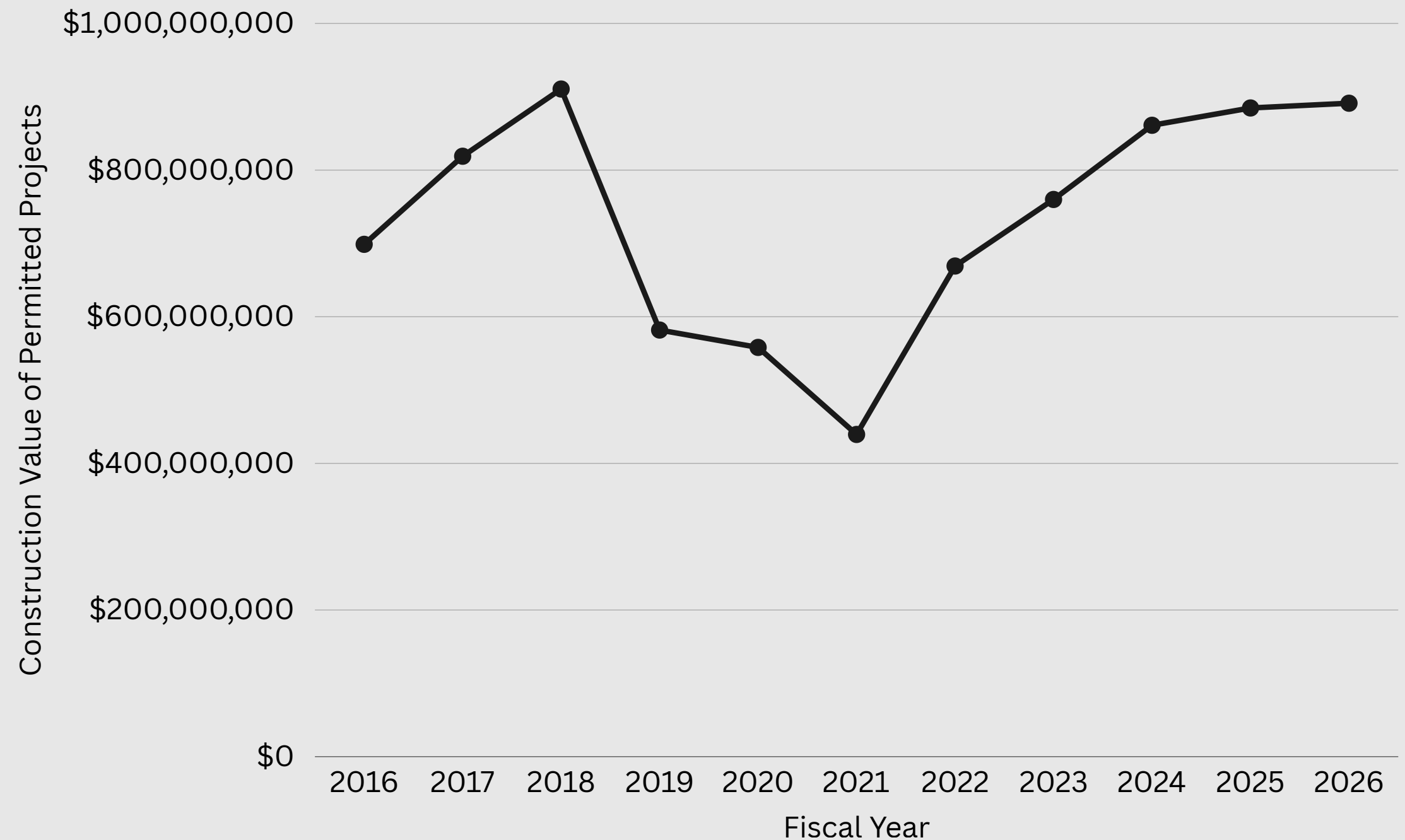


FY26 HOUSING TRENDS



Construction Value Trends (FY2016 – FY2026)

- The City of Franklin issued permits for construction projects that reached a **total value of \$891.2 million** for Fiscal Year 2026.
- The City finished the year with the second highest total construction value in a decade.





DEVELOPMENT SURVEY FOLLOW-UP

Quarterly Update

At the request of the BOMA, Staff will provide an update at least once a quarter on internal efforts to address recommendations that came from the last Development Customer Survey.

QR CODES – MINI SURVEYS

The mini surveys went live in early October 2025!

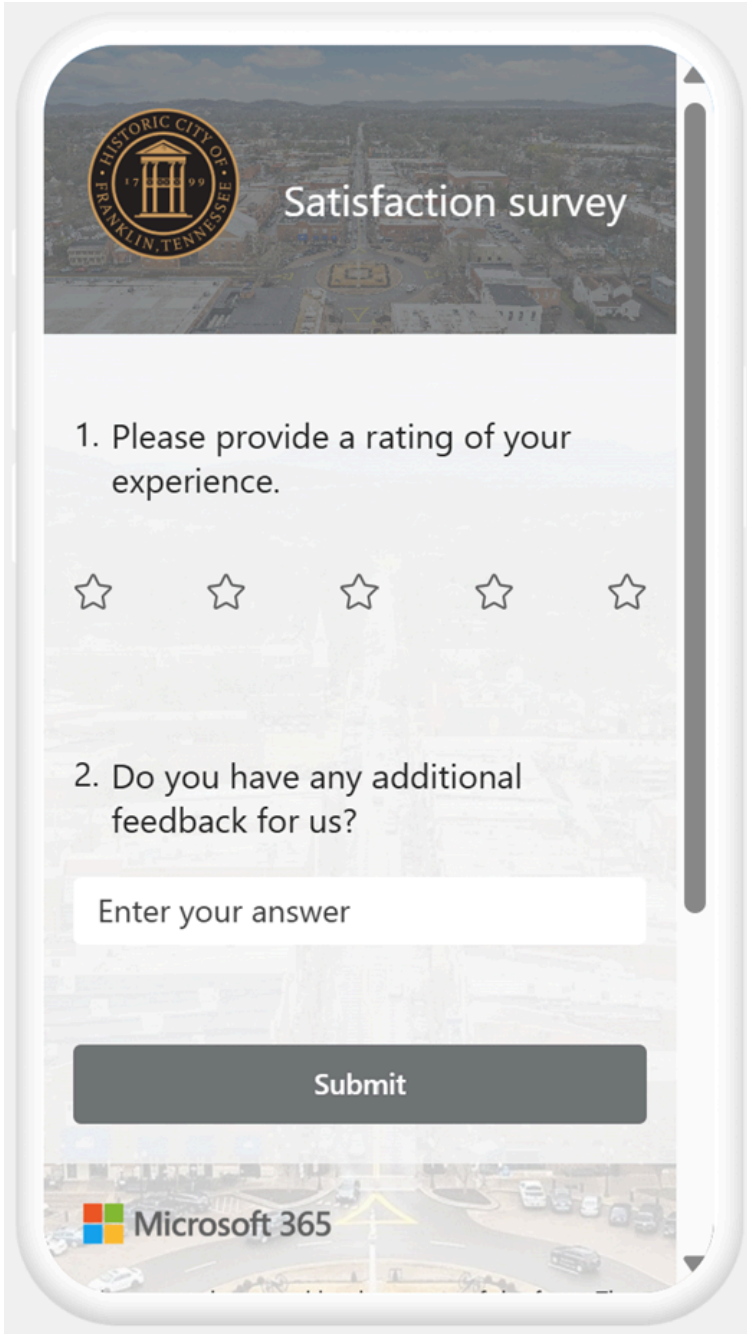
Total Responses	77
Average Rating	4.78 Stars

*“We build all over Nashville and honestly our experience w/**Franklin is the most efficient and the staff actually care about the projects that they are working on.**” - Anonymous Responder*

*“**Everyone is always so helpful. Feels like the people working there actually want to make things easier for the public and contractors, which is greatly appreciated.**” - Anonymous Responder*

*“**The updated COA application is great!**” - Anonymous Responder*

Mobile View



Strategic Planning – The FIT 5

What is the FIT 5?

FIT Five stands for ***Franklin Indicator Tracking***, which all city departments have defined as the five most important performance measures that reflect their operational efficiency and connection with overarching city goals.

FIT Five measures have been established for the **FY2027 Budget**. This is still a work in progress, and tweaks will be made throughout the year.

Updates from the Community & Economic Development Program Area will be provided every six months during the Development Activity Report to ensure transparency on our key metrics of success.





FIT 5 – ENGINEERING & TRAFFIC OPERATIONS

1. Peak-Hour Travel Time Index (TTI) or 1.3 or better on at least 80% of roadway segments, based on INRIX Data.
2. Average number of plans reviewed per reviewer.
3. Average number of stormwater inspections per inspector per month.
4. Percentage of construction projects completed on time.
5. Percentage of capital projects delivered at or below the bid amount awarded by BOMA.



FIT 5 – PLANNING & SUSTAINABILITY

1. Staff hours spent annually on the creation and updates of long range plans and special projects.
2. Staff hours spent annually on research and amendments to the Zoning Ordinance and subdivision regulations.
3. Average number of current planning reviews per reviewer.
4. Amount (in dollars) of sureties held for the insurance of completed public assets.
5. Average number of historic preservation reviews per plan reviewer.



FIT 5 – BUILDING & NEIGHBORHOOD SERVICES

1. Time from plan submittal to permit issued.
2. Average number of review cycles per project.
3. Number of reviews per reviewer per week.
4. Number of inspections (building & municipal) per inspector per week.
5. Fees (permit & plan review) collected as percent of total department budget.

THANK YOU!

