
**MINUTES OF THE WORK SESSION
BOARD OF MAYOR AND ALDERMEN
FRANKLIN, TENNESSEE
CITY HALL BOARDROOM
TUESDAY, NOVEMBER 28, 2017 – 5:00 P.M.**

Board Members

Mayor Ken Moore	P		
Vice Mayor Margaret Martin	P	Alderman Beverly Burger	P
Alderman Clyde Barnhill	P	Alderman Dana McLendon	P
Alderman Brandy Blanton	P	Alderman Ann Petersen	P
Alderman Pearl Bransford	P	Alderman Scott Speedy	P

Department Directors/Staff

Eric Stuckey, City Administrator	P	Jack Tucker, Interim SES Director	
Vernon Gerth, ACA Community/Economic Dev	P	Lisa Clayton, Parks Director	P
Mark Hilty, ACA Public Works	P	Michelle Hatcher, Water Management Director	
Kristine Tallent, ACA/CFO	P	Paul Holzen, Engineering Director	P
Shauna Billingsley, City Attorney	P	Emily Hunter, Planning & Sustainability Director	
Deb Faulkner, Police Chief		Kevin Townsel, HR Director	P
Rocky Garzarek, Fire Chief		Joe York, Streets Director	P
Jordon Shaw, IT Director		Lanaii Benne, Assistant City Recorder	P
Fred Banner		Linda Fulwider, Board Recording Secretary	P
Chris Bridgewater, BNS Director	P		

Call to Order

Mayor Ken Moore called the Work Session to order at 5:00 p.m.

Citizen Comments

No one came forward to speak to items not on the agenda.

WORK SESSION DISCUSSION ITEMS

- 1. 17-0902 ★Consideration of Amendment 1 to Contract 2016-0035 with Franklin Housing Authority (FHA) for Public Facilities Improvements Utilizing Community Development Block Grant (CDBG) Funds from Program Year 2015-2016.**

**Building & Neighborhood Services
Chris Bridgewater, BNS Director**

Redistribution of funds among existing elements of the CDBG budget.
- 2. 17-0992 ★Consideration of Amendment 1 to Contract 2016-0227 with BRIDGES of Williamson County for Public Facilities Improvements Utilizing Community Development Block Grant (CDBG) Funds from Program Year 2016-2016.**

**Building & Neighborhood Services
Chris Bridgewater, BNS Director**

Redistribution of funds among existing elements of the CDBG budget.

3. 17-0958 **Consideration of RESOLUTION 2017-79, A Resolution Authorizing the City Administrator to Terminate the Off-Street Parking Lease Agreement with the 4th Avenue Church of Christ for the Two Parking Areas Located Adjacent to their 117-4th Avenue North, Franklin, TN Property.**

Eric Stuckey, City Administrator
Vernon Gerth, ACA Community/Economic Development
Kristine Tallent, ACA/CFO

Lease Agreement originated about 10 years ago. The City helped facilitate improvements to the parking areas.

4. 17-0999 **Status of the City-Owned “Hill” Property and Consideration of Future Uses (403 and 405 5th Avenue N).**

Emily Hunter, Planning/Sustainability Director
Kelly Dannenfelser, Planning Supervisor

Two components for the Board to consider; 1) Demolition of the buildings as previously directed; and, 2) Consideration of land use for the property.

Discussion:

- Alderman Blanton: She met with the four entities interested in building affordable/workforce housing on the property. They could work together for a common goal and put action to something the Board has previously given only lip-service. It is the best use since it is adjacent to Hard Bargain and close to schools, grocery stores and downtown. In the interim, if the buildings could be made habitable for a low cost, she would support Franktown Open Hearts request to use the building. Favors a change in land use.
- Eric Stuckey: Assessment shows deteriorated buildings that would take significant funds to get ready for use. If the Board wants to explore land use, we should get indications of use up-front with public input. The question is, do you want to change the land use.
- Vernon Gerth: If the desire for land use is residential and market-driven workforce and affordable housing, allow the City team to work with entities to determine the best use. This could be done in the first quarter of 2018.
- Alderman McLendon: In favor of Franktown occupying the property. His understanding is that Franktown can use the building as is. He doesn't want demolition if someone could use the building as is or with modifications until we know what we're going to do. Favors a change in land use.
- Vice Mayor Martin: Against changing the Land Use Plan to put housing on the property. She talked to people about other properties in the City that are more appropriate for housing, and just as close to grocery stores, etc. She would support Franktown using the building in the interim.
- Alderman Burger: Design and façade would be of primary importance for housing on the property. Agreed it would be an opportunity for Franktown Open Hearts. Supports discussion with parties, RFP for ideas for the area with the Board subsequently looking at what would be appropriate.
- Alderman Barnhill: The \$2.55 million appraised value of the property could draw broader interests than housing. An opportunity for the City to recoup some of the money that will go back into the Enterprise Funds.
- Alderman Petersen: Agreed with foregoing comments.
- Eric Stuckey: The electrical system is failing, significant deterioration, and doesn't meet codes. It is in terrible shape with high cost and liability to make it useable. The Land Use Plan process will have public feedback on uses other than civil use.

- Alderman Bransford: Since it is City-owned property she hopes BOMA can come up with mixed residential affordable and workforce housing. There are many other uses, but her preference is residential.
- Chris Barnhill, Executive Director, Franktown Open Hearts Ministry, Inc. distributed information and spoke to why they want to use the facility. They checked it out with professional experts who have said the building is okay to use. Because of wanting to use the building for job skill training, they could fix broken doors and windows and do landscaping while the City decides what to do with the property. It would be an excellent use of the space for them rather than going all over the county for spaces to teach many different skills. They have automotive, woodworking, and plumbing programs to name a few.
- J. Edward Campbell, 1809 Turning Wheel Lane: As to affordable housing, restaurants are closing in the Cool Springs area because of a shortage of workers who cannot afford to live in Franklin. We are at a crossroads of people not being able to afford to live here. Other communities view Franklin as the City where the rich live, and where police, fire, and other City workers cannot afford to live. Why can't we get it right and have a balance? What are we scared of? What about all the pricey condos going up where affordable housing was torn down?
- Brant Bousquet, 109A Battlefield Drive, Franklin: He recognized Hard Bargain residents who were present and spoke about the history of Hard Bargain. He related that the Hill isn't adjacent to Hard Bargain, it is in Hard Bargain as are Sonic, Kroger and other nearby businesses. These non-profit entities together can make something beautiful with different price points for affordable/workforce housing. The buildings that stand there now are certainly not attractive.

5. **17-1035 Consideration of a DRAFT Road Impact Fee Offset Agreement (COF Contract No. 2017-0293) with SunTrust Realty and Land, LLC for the Colletta Park PUD Subdivision.**

Paul Holzen, Engineering Director

Paul Holzen noted this agreement is contingent on changing the classification of South Carothers Road. City staff requires that the developer improve South Carothers Road along the frontage of the development, to a three-lane roadway with a 12-foot multiuse trail on the north/east side and accommodations for a future 6-foot sidewalk on the south/west side. The road is currently classified as a local road. Staff is working on an amendment for reclassification as a Collector Roadway. Recommend the developer be allowed to recapture collector impact fees from both Colletta Park and Lockwood Glen.

6. **17-0967 Consideration of RESOLUTION 2017-62, To Be Entitled: "A Resolution Approving A Development Plan For Colletta Park PUD Subdivision, With 2 Modifications of Development Standards (Lots Less Than One Acre, Cul-de-Sac Length Greater Than 500 Feet), For The Properties Located South of Murfreesboro Road and East Of Carothers Parkway, (Including 4350 And 4344 South Carothers Road)." Establishing a Public Hearing for December 12, 2017.**

**Franklin Municipal Planning Commission
Emily Hunter, Planning Sustainability Director
Amy Diaz-Barriga, Current Planning Supervisor
Josh King, Principal Planner**

Josh King related the Board had asked that this item be brought back regarding lot sizes. Lot sizes vary. Two Modifications of Standards: 1) Lots less than one acre (compatible with some surrounding subdivisions) 2) Cul-de-Sac length greater than 500 feet. For connection to South Carothers Road if there is development in future.

Discussion:

- Alderman Blanton: Issue of connectivity. Neighbors still have issues. The topography is concerning. She talked to Mr. Mizell about the grades that are 14% and above, gas lines and blasting; wants answers for the residents. There will be a gated entrance per Fire Marshall's regulations.
- Mr. King: Slopes 14% and above must have a lot specific plan. No building on slopes exceeding 20%. A total of 99 lots are on slopes.
- Greg Gamble: Explained slopes 20% and greater must have larger lots to accommodate the homes. This is still conceptual. A stream runs through Mr. Mizell's property. Buffers are required that don't disturb the flow of water but capturing Stormwater in ponds.
- Mr. Holzen: The 14% and steeper slopes will have to abide by City regulations.
- Monique Kucker, 4245 Warren Road, Cedarport Subdivision: There is nothing to address the neighbors in Cedarport Farms. None of the 199 lots are up to two acres and therefore are not compatible. None meet the R-1 zoning. Not all the requirements are met. Request BOMA deny approval.
- Al Gleason, 1157 Cross Creek: Expressed his opinion that the Modification of Standards for lot size is nothing but greed on the developer's side. He understands the request for smaller lots. Two connections are to county roads that are gated for emergency access. Go with Board-set standards and not modification of standards.
- Alderman Burger: R-1 in a PUD doesn't always mean one-acre lots. We aren't going outside our policy. It is confusing to understand. She takes issue with the comment that this is underhanded. Connectivity is paramount.
- Mayor Moore: His understanding is the lots go to the middle of the road for connectivity. The City would have to get permission from the County Highway Commission to open those roads.
- Vernon Gerth: The property owners to the middle of the road and the County Highway Commission are in control. The properties on either side would have to be annexed.
- Alderman McLendon: Envision Franklin does not call for 1-5 acres, but the Zoning Ordinance does. He asked about the length of the cul-de-sac.
- Mr. Gamble commented that what they are asking for is not called a cul-de-sac. A T-road was started for annexation to two properties. City staff understands the T-intersection but want a cul-de-sac. If there were a second connection now, there would be no need for the modification of standards 2.

7. 17-1033 **Presentation on Recommendations from Downtown Parking Capacity and Management Study (COF Contract No. 2016-0230).**

Paul Holzen, Engineering Director

Brad Thompson of Volkert made the following presentation on the Downtown Parking Capacity and Management Study:

Purpose:

Provide the City, Businesses, Shoppers, Diners, Workers, Churches, Tourists, and Citizens with:

- Clear understanding of the existing parking infrastructure
- Projections of anticipated park demand in the downtown area
- Identification of parking infrastructure and operational needs

Draft Recommendations: Parking Infrastructure

On-Street Striping Plan

- Implement the Striping Plan Create Mobility Hubs along Main Street (loss of 4 spaces) for ride-sharing, transit, loading shared space.
- Install mid-block crossing on 4th Avenue at garage with signage.
- Surface Parking (Free)

Locations within proximity of:

- 2nd Avenue North at North Margin Street (short-term)

- 5th Avenue North at North Margin Street (short-term)
- 1st Avenue South at South Margin Street (long-term)

New Surface Lot Policies:

- Bus Parking Spaces to be included (also suggest bus parking agreement with Factory management group)
- Primary locations for employee parking
- Implement Parking Study policies for Valet, Wayfinding & Technology
- Walkable, but connected with transit

Garage Parking:

Locations in proximity to:

- Near Term: 5th Avenue North at Main Street (Approximately \$25,000 per space)
- Long Term: Plaza Street at Columbia Avenue (Public/Private partnership or the City should work to acquire space for a public garage).

New Garage Policies:

- Study increasing parking capacity with any new City Hall development proposal
- Primary locations for customers, patrons & visitors
- Implement Parking Study policies for Valet, Wayfinding & Technology
- Walkable, but connected with transit

Draft Recommendations: Parking Management

Parking Authority (short-term) – City should create a Parking Authority with broad scope:

- Parking professional to run & operate
- Enforcement of downtown parking
- Funded via revenues from paid parking & enforcement
- Public-Private Partnership possibilities
- Oversee the downtown valet system
- Support creation of private parking options & innovations (surface lots, garages that are part of larger developments, technology, apps, etc.)

Paid Parking:

- Recent institution of private, paid parking lots within Downtown core
- Different areas of Downtown require different Parking Management options
- Recommendations tailored to specific areas

Payment Structure – On Street

- Convenient + Available ≠ Free
- Phased roll-out of payment locations:

Location	1 st Hour	Price/Hour Thereafter
Phase 1: Main Street	Free	\$2.00
Phase 2: Streets Intersecting Main Street 1 Block in either direction	Free	\$2.00
Phase 3: All other Streets	Free	\$1.50

Garages:

- Convenient + Available ≠ Free
- Conversion to paid in concert with On-Street. Garages become paid parking in Phase 2 of On-Street roll out
- Parking Authority should coordinate with specific stakeholders on designated parking areas in existing garages prior to implementation.

Duration	Price
0-1 hour	Free
1-2 hours	\$1.00
2-3 hours	\$2.00
3-4 hours	\$3.00
4+ hours	\$7.00

New Surface Lots

- Free + Available ≠ Convenient
- Locations for longer-term, specialized users & employees/employers
- Walkable to most of Downtown Core, but connected to transit (recommend a connector loop like the Music City Circuit with frequent service times)

Enforcement:

- Organized under Parking Authority
- 9 am-9 pm enforcement timeframe
- Downtown Ambassador: Partnership with CVB Ambassador & DFA Greeter programs, while COF remains enforcement.
- Graduated Violations:

# of Violations	Fee Prior to Notice	Fee After Notice (Issued 30 days after violation)
1 st Violation	Warning	Not Applicable
2 nd Violation	\$35	\$50
3 rd Violation	\$50	\$100
4 th Violation	\$100	\$200

Residential Permit Program (Neighborhood Driven)

To protect downtown residential blocks from employees or visitor/patron parkers, a permit system could be instituted at a neighborhoods/block request:

- Set up to be neighborhood driven, not imposed by City
- Partnership between residents, DFA & City
- Parking Authority to administer

Policy Changes

Zoning:

- Clarify zoning standards for exemption of existing uses & square footage by adding specific guidance for: tenant build outs, Cos, business license, etc.
Require new square footage for any use and/or building to provide/account for parking
Require Change of Use to provide/account for parking
- Codify the ULI Shared Parking framework as the basis for shared parking (discrete vs shared parking)
- Explore an In-Lieu of Parking Fee Option
- Look to identified Best Practices (Greenville, SC; Burlington, VT; Beaufort, SC)

Valet/Ride Share (zoning & Municipal Code revisions)

- Parking Authority should control – for overall oversight (accounting of spaces & allocation), enforcement and contracting authority/agreements.
- Pause any new agreements until Parking Authority is enacted and/or new parking facilities are built. Parking Authority should review existing valet agreements (Special Permits) and make recommendations to BOMA on any updates to existing valet agreements.
- Limit portion of reserved parking spaces in public garages (per ULI reserved parking in the shared parking analysis)
- Continue to permit in limited zones (CFCO Special Areas 1 & 2)
- Valet/Ride Share drop-offs:
 - ~ Prohibit in any travel lane or striped on-street parking space
 - ~ Not permitted along Main Street (Until revised Streetscape)
 - ~ Require a plan & agreements to be on file & up-to-date with PA
 - ~ A Valet Parking Attendant must be on duty during business hours

Loading Zones

- Big issues with big impacts
- Creation of a partnership study between COF & DFA/Main Street/Business Owners to work through more comprehensive solution.
- Interim Recommendations:
 - ~ Increase enforcement and monitoring of safety issues (blocking accesses/fire lanes)
 - ~ Enforce vehicle class limits
 - ~ Create permitting system to ensure off-peak loading times (require a working group with business/delivery services to determine location & logistics).

Technology Recommendations:

- Pay-by-Phone Capabilities
 - ~ Allows notifications to remind user that meter is expiring
 - ~ Ability to pay for parking while walking to destination and extend meter without revisiting the space

- ~ Ability to have no actual meters distracting from the streetscape in the downtown if desired or could have as an added service, alongside meters
- Smart Parking Meters
 - ~ Option alongside pay-by-phone or as a stand-alone system for paid on-street parking
 - ~ Allow for credit card payment
 - ~ Solar powered
 - ~ Ability to have different costs for different hours of duration to encourage off-street parking for longer durations
 - ~ Utilize multi-space meters to accommodate an entire block face
 - ~ Can be managed from a central computer
- Automated Parking Guidance Systems (APGS)
 - ~ Allows patrons and visitors to see not only where parking is available but also how much is in a garage
 - ~ Creates more efficient garage as every space can be filled
 - ~ Acts as an added service to those parking

Draft Recommendations: Parking Operations

Wayfinding

- Partner with DFA on updating wayfinding within Study Area
 - ~ Comprehensive Wayfinding essential for successful parking functionality

Safety

- Lighting, regular foot patrols, add call boxes at new facilities
- Upgrades to pedestrian safety infrastructure

Discussion with questions asked and answered. To be discussed further.

Other Business

None

Adjournment

Work Session adjourned @ 6:49 p.m.

Dr. Ken Moore, Mayor

Minutes prepared by: Linda Fulwider, Board Recording Secretary, City Administrator's Office - 12/8/2017 12:14 PM