

RESOLUTION 2018-05

A RESOLUTION APPROVING AN AMENDMENT TO THE FRANKLIN MUNICIPAL PLANNING COMMISSION BYLAWS

WHEREAS, pursuant to the Tennessee Code Annotate, section 13-4-102, the Franklin Municipal Planning Commission (FMPC) has adopted bylaws; and

WHEREAS, the FMPC may from time to time amend, extend or add to the bylaws, or carry any part of subject matter into greater detail; and

WHEREAS, the following amendments are meant to increase efficiency in the processes set forth in the bylaws.

NOW, THEREFORE, BE IT RESOLVED BY THE FRANKLIN MUNICIPAL PLANNING COMMISSION OF THE CITY OF FRANKLIN, TENNESSEE, AS FOLLOWS:

SECTION I. That the following sections of the Franklin Municipal Planning Commission Bylaws are hereby amended to add the following text noted in **bold**, to delete the following text noted with a ~~strikethrough~~, and is approved to read as follows:

4.1.5 Secretary

The Planning Director shall serve as the Secretary. The Secretary shall attest the contracts, reports, and instruments signed by the Chair or made by the Planning Commission. Prior to recording final subdivision plats in the Register's Office of Williamson County, the Secretary, or, in his/her absence, the Chair, Assistant City Administrator of Economic and Community Development, **the Assistant Planning Director**, Current Planning Supervisor, or the City Administrator, shall sign the final subdivision plats submitted to the Planning Commission that have been granted final approval. In the absence of, the Directors of Water Management Department or the Street Department, the City Engineer, City Administrator, and/or the Director of Engineering shall sign the appropriate certificates on the final subdivision plats that have been granted final approval. The Director of the Water Management Department and the Director of the Street Department may designate their signatory authority. The Director shall list his/her designee in writing and that list shall be kept on file in the Planning and Sustainability Department.

8.1.1 Regular Meetings

Regular meetings of the Planning Commission shall be held on the fourth Thursday of each month, January through October, and the ~~third Thursday in November and December~~ **second Thursday of December**, at 7:00 P.M. in the City Hall, or at such other place as the Planning Commission may designate. The deadline for regular meetings shall be as set forth in section 8.1.4.

8.1.4 Agenda

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- (2) For items to be considered at a regular meeting, they shall be submitted to the Department of Planning and Sustainability as follows:

- b. Items shall be submitted to the Department of Planning and Sustainability on Tuesday, by 5:00 p.m., 45 days prior to the January through October meetings, and **45 days prior to the fourth Thursday in November, for the December meeting** ~~38 days prior to the November and December meetings~~. The Department of Planning and Sustainability shall perform a completeness review of the items submitted before accepting an item for an agenda. Items not received by the deadline date and time will not be placed on the agenda. The exceptions are as follows:

...

- d. Once the items have been reviewed by the Staff, they will be returned to the applicants on Tuesday, 30 days prior to the January through October meetings and **30 days prior to the fourth Thursday in November, for the December meeting** ~~23 days prior to the November and December meetings~~. It shall be the responsibility of the applicants to make the necessary identified corrections and to submit the required number of corrected blue line prints of the items, along with any additional information required, to the Department of Planning and Sustainability on Thursday, at 5:00 p.m., 21 days prior to the January through October meetings, and **21 days prior to the fourth Thursday in November, for the December meeting** ~~14 days prior to the November and December meetings~~. No revisions to exhibit documents, or additional exhibit documents, shall be accepted by the Department of Planning and Sustainability after this date, except if, in the opinion of the Planning Director, or the Assistant City Administrator of Economic and Community Development in his/her absence, the additional exhibits are related to ongoing discussions to address specific staff comments, recommended conditions of approval, or deficiencies.

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- f. The Department of Planning and Sustainability shall prepare the Planning Commission agenda and all exhibits pertaining to the agenda eight (8) days prior to the meeting at which the agenda items will be considered ~~for January through October, and six (6) days prior to the meeting at which the agenda items will be considered for November and December~~.

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- h. The following provisions shall apply to items on the agenda:

i. Items to be Withdrawn by an Applicant:

If, for any reason, an applicant wishes to withdraw from the agenda, they shall be permitted to do so until 12:00 Noon on Monday ten (10) days, prior to the meeting for the January through October meetings, and eight (8) days prior to the November and December meetings. After that time, no agenda item will be permitted to be withdrawn.

8.1.6 Voting

A majority of the Planning Commission members present and constituting a quorum shall be necessary to decide items requiring action. At the discretion of the Chair, the voting on questions shall be by roll call, and the ayes and nays shall be entered upon the minutes of the meeting, except that, when the vote of all of the Planning Commission members present is unanimous, recording the unanimous vote shall be sufficient. Otherwise, a voice vote shall be sufficient. **Each motion or action of the Planning Commission shall include specific findings of fact, statements of material evidence, and include the reasons for its actions. The action taken on each motion and the specific findings and reasons shall be noted in the minutes.**

8.1.8 Public Comments, Public Hearings, and Applicant Presentation

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(2) Applicant Presentation

Applicants shall be allotted ten (10) minutes to present their request to the Planning Commission after the staff presentation and the Public Comment. At the discretion of the Chair, and under limited circumstances, the time may be extended for due cause. All applicant representatives speak or are represented during the allotted time. Applicants shall be allowed to present illustrative plans or other exhibits during the allotted time; however, ~~no~~ electronic media (powerpoints, commercials, videos, etc.) ~~shall be permitted~~ **must be provided to and reviewed by the Planning Department 24 hours prior to the Planning Commission meeting.**

8.1.9 Minutes

- (1) The Planning Commission shall speak only through its minutes, which shall be prepared by the recording Secretary, who shall prepare a written record of the proceedings and prepare the minutes from the record. The minutes shall contain the following information:

...

- g. The action taken on the motion and the **specific findings and** reasons for that action.

9.1.6 Agenda

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- (2) For items to be considered at a regular meeting, they shall be submitted to the Department of Planning and Sustainability as follows:

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- b. ~~Items~~ **Presentation items** shall be submitted to the Department of Planning and Sustainability ~~on the date and time designated for the Resubmittal of Corrected Plans, as specified by the FMPC / Administrative Meetings and Deadline Schedule~~ **along with an applicant's initial submittal application package**. Items not received by the deadline date and time shall not be placed on the agenda. The City Administrator, the Assistant City Administrator of Economic and Community Development or the Planning Director may place items on the Conceptual Project Workshop agenda, as circumstances dictate.
- c. ~~Because a formal application has not been submitted yet, the Staff shall not provide a detailed review of, or provide a written report or recommendation for the application; however,~~ **During and following the applicant presentation**, the staff may respond to questions about the staff comments and observations at the Preapplication Conference, **staff comments and observations on the initial submittal package, or** and applicable Land Use Plan policies.

SECTION II. That this Bylaws amendment shall take effect after its passage by the Franklin Municipal Planning Commission, according to Sections 10.1 and 11.1 of the FMPC Bylaws.

ATTEST:

CITY OF FRANKLIN, TENNESSEE:

By: _____
Emily Hunter
FMPC Secretary

By: _____
Mike Hathaway
FMPC Chair

Approved as to form:

Shauna R. Billingsley
City Attorney

PLANNING COMMISSION APPROVAL: _____