



**Agenda for the Regular Meeting of Board of Commissioners**  
**Monday, April 24, 2017 - 7:00 pm**  
**Brentwood City Hall**

Call to Order by Mayor  
Roll Call  
Invocation by Mayor Smithson  
Pledge of Allegiance to the Flag by Commissioner Travis  
Proclamation for Kids in the Park Day

**Approval or Correction of Minutes**

April 10, 2017

**Comments from Citizens** – *Individuals may comment on any item included in the Consent/Regular agenda or on any other matter regarding the City of Brentwood. All comments should be directed to the Board of Commissioners. Citizens who wish to request that an item be moved from the Consent Agenda to the Regular Agenda for discussion should make that known to the Board at this time.*

Report from City Manager  
Report from the City Attorney  
Reports and comments by Commissioners and Mayor

*Note: All matters listed under the Consent Agenda are considered to be routine and will generally be enacted by one motion. Except for any items that are removed from the Consent Agenda, there will be no separate discussion of these items at this time.*

**Consent Agenda**

1. Ordinance 2017-06 - AN ORDINANCE AMENDING MUNICIPAL CODE REGARDING BUILDING AND MECHANICAL PERMIT FEES AND PLANNING COMMISSION AND BOARD OF ZONING APPEALS SUBMITTAL FEES, for consideration on second and final reading
2. Resolution 2017-27 - A RESOLUTION AUTHORIZING THE SALE AND DISPOSAL OF SURPLUS PROPERTY HELD BY THE CITY, for adoption

### **Old Business**

1. Ordinance 2017-07 - AN ORDINANCE REZONING PROPERTY LOCATED AT 9714 SPLIT LOG ROAD FROM R-2 (SUBURBAN RESIDENTIAL) TO SI-2 (SERVICE-INSTITUTION-EDUCATIONAL) ZONING, for consideration on second and final reading
2. Other old business

### **New Business**

1. Other new business  
Notice of future appointments of (three (3) members to the Library Board (for information only)

A handwritten signature in black ink, appearing to read "Kirk Bednar", with a long horizontal flourish extending to the right.

Kirk Bednar  
City Manager

Anyone requesting accommodations due to disabilities should contact Mike Worsham, A.D.A. Coordinator, at 371-0060, before the meeting.

## **Brentwood City Commission Agenda**

**Meeting Date:** 04/24/2017

Approval or correction of minutes from Regular Scheduled Commission meeting

**Submitted by:** Debbie Hedgepath, Administration

**Department:** Administration

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### **Information**

#### **Subject**

Approval or correction of minutes from the April 10, 2017 meeting

#### **Background**

#### **Staff Recommendation**

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### **Fiscal Impact**

### **Attachments**

Draft Minutes

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## MINUTES OF REGULAR MEETING OF BOARD OF COMMISSIONERS

### BRENTWOOD, TENNESSEE

The Brentwood Board of Commissioners met in regular session on Monday, April 10, 2017 at 7:00 pm at the Brentwood Municipal Center.

Present were Mayor Regina Smithson; Vice Mayor Jill Burgin; Commissioners Ken Travis, Anne Dunn, Mark Gorman and Rhea Little; City Manager Kirk Bednar; Assistant City Manager Jay Evans; City Attorney Roger Horner and City Recorder Deborah Hedgepath. Commissioner Betsy Crossley was absent. Commissioner Little led the invocation. The Pledge of Allegiance was led by Mayor Smithson.

Mayor Smithson administered the oath of office to new Firefighters Dylan Scharlau, Derek Hershner, Trevor Denault, Matthew Bruland and to new Police Officers Alison Smith and Tony Diaz-Jimenez.

Public hearing was opened on Ordinance 2017-06 - AN ORDINANCE AMENDING MUNICIPAL CODE REGARDING BUILDING AND MECHANICAL PERMIT FEES AND PLANNING COMMISSION AND BOARD OF ZONING APPEALS SUBMITTAL FEES. No one spoke for or against the ordinance; therefore, the public hearing was closed.

Public hearing was opened on Ordinance 2017-07 - AN ORDINANCE REZONING PROPERTY LOCATED AT 9714 SPLIT LOG ROAD FROM R-2 (SUBURBAN RESIDENTIAL) TO SI-2 (SERVICE-INSTITUTION-EDUCATIONAL) ZONING.

The following persons spoke:

Tom Matyas, 1820 Burland Crescent  
Todd Morris, 1836 Burland Crescent  
Laura Barnes, 1873 Burland Crescent

The public hearing was closed.

Commissioner Little moved for approval of the minutes from the March 27, 2017 meeting as written; seconded by Commissioner Dunn. Approval was unanimous.

### **COMMENTS FROM CITIZENS**

John Byers, 2026 Valleybrook Drive

### **CONSENT AGENDA**

Resolution 2017-24 - A RESOLUTION AUTHORIZING AN ADOPTION AGREEMENT WITH NATIONWIDE FINANCIAL SOLUTIONS, INC. REGARDING THE 401(a) MONEY PURCHASE PLAN ADMINISTERED FOR THE CITY BY NATIONWIDE RETIREMENT SOLUTIONS, for adoption

Resolution 2017-25 - A RESOLUTION AUTHORIZING AN AGREEMENT WITH RICHARDSON HAMMONS, LC dba EMBASSY SUITES BY HILTON NASHVILLE SOUTH COOL SPRINGS FOR HOSTING THE 2017 EMPLOYEE RECOGNITION BANQUET, for adoption

Resolution 2017-26 - A RESOLUTION AUTHORIZING AN AGREEMENT WITH SULLIVAN ENGINEERING, INC. FOR DESIGN AND ENGINEERING SERVICES FOR

ROADWAY IMPROVEMENTS ON SPLIT LOG ROAD AT ITS INTERSECTION WITH RAGSDALE ROAD, for adoption

Approval to purchase three (3) CCTV cameras

Commissioner Gorman moved for approval of the items on the Consent Agenda; seconded by Commissioner Travis. Approval was unanimous.

### **NEW BUSINESS**

Preston Bain, Lenda Elmlinger and Dave Olmstead were appointed to the Park Board for a three-year term ending on April 30, 2020.

With no further business, the meeting adjourned at 8:20 pm.

APPROVED \_\_\_\_\_

*Deborah Hedgepath*

Deborah Hedgepath, City Recorder

## **Brentwood City Commission Agenda**

**Meeting Date:** 04/24/2017

Ordinance 2017-06 - An Ordinance Amending Fees for Building and Mechanical Permits and for Planning Commission and Board of Zoning Appeals Submittals

**Submitted by:** Jeff Dobson, Planning & Codes

**Department:** Planning & Codes

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### **Information**

#### **Subject**

Ordinance 2017-06, proposes the amendment of the building permit fees, mechanical permit issuance fees, Planning Commission submittal fees and Board of Zoning Appeals submittal fees.

#### **Background**

The Planning and Codes Department FY 2017 Non-Routine Work Plan includes an item to review Planning Commission review fees. Given it has been almost ten years since building permit fees were last reviewed, staff recently completed a analysis of all of the department's submittal/issuance fees, including Planning Commission and Board of Zoning Appeals submittal fees and permit fee schedules. As a result of this analysis, minor fee increases are proposed as part of the attached ordinance.

#### **Building and Mechanical Permits**

The fee schedule for the issuance of building permits was last amended by the Board of Commissioners pursuant to Ordinance 2007-25, which was approved on October 11, 2007. The fee schedule was included as part of the adoption of the 2006 Edition of the International Code Council (ICC) Building Code, which affects commercial and residential construction standards. In November 26, 2012 the Board of Commissioners approved Ordinance 2012-14, approving amendments to Section 14 of the Municipal Code adopting the 2012 Editions of the ICC commercial and residential building code construction standards. However, amendments to the fee schedule were not adopted as part of the amendments to the ordinance.

Currently, Section 14-72(a) of the Municipal Code establishes a "per square foot" amount for enclosed areas within residential structures that is used to calculate the structure's valuation and permit fees. The current amount is \$90.00 per square foot of enclosed finished area, except that enclosed areas that are proposed to remain unfinished, such as basements, detached garages, etc., are assessed at \$20.00 per square foot of area. The attached ordinance proposes increasing the amount used to calculate the valuations upon which permit fees are based for enclosed areas in residential structures from \$90.00 to

\$100.00 per square foot. The current fee of \$20.00 per square foot of unfinished space would remain unchanged.

Some examples of the new fee versus the old fee are shown in the table below.

<b><i>PERMIT FEE COMPARISON</i></b>				
<b><i>LOCATION</i></b>	<b><i>VALUATION</i></b>	<b><i>\$90/SF</i></b>	<b><i>\$100/SF</i></b>	<b><i>DIFFERENCE</i></b>
Taramore, Lot 43	\$430,500.00	\$1,176.25	\$1,286.25	\$110.00
Witherspoon, Lot 116	\$474,500.00	\$1,352.25	\$1,481.50	\$129.00
Stonecrest, Lot 5	\$488,400.00	\$1,385.25	\$1,520.00	\$134.75

Note that such a calculation is not used to determine valuation for commercial structures. Commercial valuation is provided by the permit applicant.

Changes are also proposed to Section 14-120, in regard to fees for mechanical permits.

Staff proposes that language be added to the section indicating that the section also applies to the installation of "gas piping." Additionally, the issuance fees would be increased from \$10.00 to \$25.00, which would bring the fees up to those charged for plumbing permits.

### **Planning Commission Reviews**

The schedule for Planning Commission submittal/review fees was last amended pursuant to Ordinance 2008-08, which was approved by the Board of Commissioners on June 24, 2008.

Ordinance 2017-06 amends Section 50-29 of the Municipal Code to minimally increase the submittal fees for all reviews. Currently, the submittal fee is \$250, plus a \$25.00 fee per lot for a residential proposal or a fee of \$20.00 per acre or fraction thereof for a commercial project. The proposed amendments would increase the submittal fee to \$300.00, and either \$40.00 per lot or acre, whichever is applicable.

New language is also added to address the submittal and lot fees for review of revised preliminary plans for OSRD/OSRD-IP subdivisions that require staff review. The proposed fees are \$500.00 plus \$40.00 per affected lot. The language "per affected lot" is inserted because sometimes a revised OSRD/OSRD-IP Development Plan does not impact all of the lots shown on the plan. Even though some proposals do not impact all lots, it is still necessary to perform a complete review to insure compliance with Code requirements. The increase in the amount of the submittal/review fees is necessary due to the complexity of the review of the OSRD calculations for each project. Every time a

revised preliminary plan for OSRD/OSRD-IP subdivisions is submitted, staff must completely review all open space calculations. Additionally, the Code requires that corresponding changes to preliminary plans which affect certain areas of OSRD/OSRD-IP plans also be approved by the Board of Commissioners. Currently, no fees are charged for review and preparation of the backup information of revised OSRD/OSRD-IP plans submitted for review by the Board of Commissioners.

## Board of Zoning Appeals

The fee schedule for building permits was last amended by the Board of Commissioners pursuant to Ordinance 2007-28, which was approved by the Board of Commissioners on November 26, 2007.

A comparison of the current filing fees for Board of Zoning Appeals (BZA) requests follows;

<b><i>BZA FILING FEE COMPARISON</i></b>		
<b>REQUEST</b>	<b>CURRENT FEE</b>	<b>PROPOSED FEE</b>
Administrative Review *	\$100.00	\$200.00
Special Exceptions, Inc. Accessory Structures	\$100.00	\$200.00
Variances	\$150.00	\$200.00
<i>* Fees required for Administrative Review are reimbursed if decision is overturned</i>		

Staff proposes that the proposed ordinance amendments become effective for permit applications, Planning Commission and Board of Zoning Appeals submittals received after July 1, 2017.

Planning and Codes Department staff conducts semi-annual meetings with the building community to provide education, information regarding changes in Code requirements, changes to inspections/permits policies and changes to fee schedules. The next meeting is scheduled for May 4, 2017. The agenda will include an introduction and discussion of the new fee structure.

Because a portion of the ordinance amendments affects Section 78-59 of the zoning ordinance, review by the Planning Commission and a public hearing are required. On April 4, 2017 the Planning Commission voted unanimously nine for and zero against (9-0) to forward a recommendation of approval of the changes to Section 78-59 to the Board of Commissioners. The required public hearing was held at the Board of Commissioners meeting on April 10.



Should you have any questions please contact the Planning and Codes Director.

### **Staff Recommendation**

Staff recommends approval of Ordinance 2017-06.

### **Previous Commission Action**

On April 10, 2017 the Board of Commissioners conducted the required public hearing for Ordinance 2017-06. No one spoke either for or against the proposed ordinance.

At its meeting of March 13, 2017 the Board of Commissioners voted unanimously, six for and zero against (6-0), passing Ordinance 2017-06 on first reading.

On November 26, 2012 the Board of Commissioners approved Ordinance 2012-14, adopting the 2012 edition of the International Code Council (ICC) Building Code Standards. Several exceptions to the code requirements were also adopted as part of the adoption. However the fee schedule as established by Ordinance 2007-25 remained unchanged.

On June 24, 2008 the Board of Commissioners approved Ordinance 2008-08, which modified the required fees for projects submitted for Planning Commission review.

On November 26, 2007 the Board of Commissioners approved Ordinance 2007-28, which amended the fee schedule for BZA submittals. The fees were increased from \$25.00 for Special Exceptions and Administrative Appeals and \$50.00 for Variance requests to \$100 for Special Exceptions and Administrative Appeals and \$150.00 for Variance requests

On October 11, 2007 the Board of Commissioners voted to approve Ordinance 2007-25. The Ordinance amended several sections of the Municipal Code as part of the adoption of the 2006 edition ICC Building Code Standards. Also as part of the amendments a revised building permit fee schedule was adopted increasing the per square foot fee for new residential construction from \$70.00 to \$90.00 per square foot of enclosed space.

Previously the 2003 ICC Codes were used.

On March 28, 2005, the Board of Commissioners approved Ordinance 2005-05, which amended the Municipal Code regarding building permit fees, and fees for Planning Commission submittals. The ordinance amended several sections of the Municipal Code and established a per square foot fees for new residential construction of \$70.00 square feet of enclosed space.

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### **Fiscal Impact**

**Amount :** + \$50,000 est.

**Source of Funds:**

**Account Number:**

**Fiscal Impact:**

The amount of new revenue generated by these fee increases will obviously be dependent upon the level of building and development activity occurring in the City. Based on FY 2016 activity levels, staff estimates the building and mechanical fee increases would have generated approximately \$30,000 in additional revenue while the changes in review fees related to Planning Commission and Board of Zoning Appeals cases would have generated approximately \$20,000 in additional revenue.

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**Attachments**

Ordinance 2017-06

Current Code Language -- Affected Sections

PC Review Memo

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## ORDINANCE 2017-06

**AN ORDINANCE OF THE CITY OF BRENTWOOD, TENNESSEE, PROVIDING THAT THE CODE OF ORDINANCES OF THE CITY OF BRENTWOOD BE AMENDED BY REVISING SECTION 14-72(a), REGARDING BUILDING PERMIT FEES, SECTION 14-120, REGARDING MECHANICAL PERMIT ISSUANCE FEES, SECTION 50-29(a), REGARDING FEES FOR PLANNING COMMISSION SUBMITTALS AND SECTION 78-59 REGARDING FILING FEES FOR BOARD OF ZONING APPEALS REVIEW**

**BE IT ORDAINED BY THE CITY OF BRENTWOOD, TENNESSEE, AS FOLLOWS:**

**SECTION 1.** That section 14-72 of the Code of Ordinances of the City of Brentwood shall be revised to read as follows:

**Sec. 14-72. Building permit fees.**

*Appendix B, Schedule of Permit Fees*, is amended to read as follows:

**APPENDIX B  
Schedule of Permit Fees**

(a) *Building permit fees.* Building permit fees shall be based on the total valuation of the structure, as established in the table below. Total valuation for residential structures shall be based on \$100.00 per square foot of building, except that areas proposed to remain unfinished such as basements, detached garages, etc. shall be assessed at \$20.00 per square foot in lieu of finished floor space charge. Total valuation for commercial structures shall be based on the verified contract price of the building.

<i>Total valuation</i>	<i>Building permit fee</i>
\$2,000.00 and less	No fee, unless inspection required, in which case a \$25.00 fee shall be charged
\$2,001.00 to \$15,000.00	\$60.00 for the first \$2,000.00 plus \$5.00 for each additional thousand or fraction thereof to and including \$15,000.00
\$15,001.00 to \$50,000.00	\$125.00 for the first \$15,000.00 plus \$3.50 for each additional thousand or fraction thereof to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$247.50 for the first \$50,000.00 plus \$2.50 for each additional thousand or fraction thereof to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$372.50 for the first \$100,000.00 plus \$2.50 for each additional thousand or fraction thereof to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$1,372.50 for the first \$500,000.00 plus \$2.00 for each additional thousand or fraction thereof to and including \$1,000,000.00

\$1,000,001.00 and up	\$2,372.50 for the first \$1,000,000.00 plus \$1.00 for each additional thousand or fraction thereof
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**SECTION 2.** That section 14-120(1) of the Code of Ordinances of the City of Brentwood shall be revised to read as follows:

**Sec. 14-120. Mechanical permit fees.**

Mechanical permits, including gas piping, shall be issued upon following fee schedule:

- (1) New residential or commercial project: \$25.00, plus \$10.00 for the first \$1,000.00 of value, and \$2.00 for each additional \$1,000.00 of value or fraction, thereof.
- (2) Existing residential or commercial project (repairs, alterations or additions): \$25.00, plus \$5.00 for the first \$1,000.00 of value and \$2.00 for each additional \$1,000.00 of value or fraction, thereof.

**SECTION 3.** That section 50-29(a) of the Code of Ordinances of the City of Brentwood shall be revised to read as follows:

**Sec. 50-29. Fees.**

In order to have an item appear on the planning commission agenda, the following fees will be required at the time of submission:

- (1) Preliminary plan or revised preliminary plan, \$300.00 filing fee plus \$40.00 per affected lot.
- (2) Preliminary plan or revised preliminary plan for properties zoned OSRD or OSRD-IP, \$500.00, plus \$40.00 per affected lot.
- (3) Final plat, \$300.00 filing fee plus \$40.00 per lot.
- (4) Resubdivision, \$300.00 per plat plus \$40.00 per affected lot.
- (5) Site plans, revised site plan, \$300.00 filing fee plus \$40.00 per acre or fraction thereof.
- (6) Commercial master plan approval, \$300.00 filing fee plus \$40.00 per lot.
- (7) Minor site plan alteration, \$300.00 filing fee.

**SECTION 4.** That section 78-59(b) of the Code of Ordinances of the City of Brentwood shall be revised to read as follows:

(b) At the time of filing of an appeal or a request for a special exception or variance to be considered by the board of zoning appeals, a filing fee shall be paid as set forth below, except that the fee shall be waived for any governmental agencies.

- (1) Administrative review (to be reimbursed if administrative decision is overturned), filing fee \$200.00
- (2) Special exceptions, filing fee \$200.00
- (3) Variances, filing fee \$200.00

**SECTION 5.** In case of conflict between this ordinance or any part hereof, and the whole or part of any existing ordinance of the City, the provision that establishes the higher standard shall prevail.

**SECTION 6.** If any section, subsection, clause, provision or portion of this ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, such holding shall not affect any other section, subsection, clause, provision or portion of this ordinance.

**SECTION 7.** That this ordinance shall take effect for permit applications, Planning Commission and Board of Zoning Appeals submittals received after July 1, 2017, the general welfare of the City of Brentwood, Williamson County, Tennessee, requiring it.

PASSED:	1st reading	_____	PLANNING COMMISSION	_____ n/a
	2nd reading	_____	NOTICE OF PASSAGE	
			Notice published in:	<u>Williamson (Tennessean)</u>
PUBLIC HEARING			Date of publication:	_____
	Notice published in:	<u>Williamson (Tennessean)</u>		
	Date of publication:	_____		
	Date of hearing:	_____	EFFECTIVE DATE	_____
 _____ MAYOR Regina Smithson			 _____ RECORDER Roger A. Horner	

*Approved as to form:*

\_\_\_\_\_  
CITY ATTORNEY Roger A. Horner

**ORDINANCE 2017-06**  
**CURRENT LANGUAGE PERMIT, SUBMITTAL, FILING FEES**

**Sec. 14-72. Building permit fees.**

*Appendix B, Schedule of Permit Fees, is amended to read as follows:*

**APPENDIX B**

**Schedule of Permit Fees**

- (a) *Building permit fees.* Building permit fees shall be based on the total valuation of the structure, as established in the table below. Total valuation for residential structures shall be based on \$90.00 per square foot of building, except that areas proposed to remain unfinished such as basements, detached garages, etc. shall be assessed at \$20.00 per square foot in lieu of finished floor space charge. Total valuation for commercial structures shall be based on the verified contract price of the building.

Total valuation	Building permit fee
\$2,000.00 and less	No fee, unless inspection required, in which case a \$25.00 fee shall be charged
\$2,001.00 to \$15,000.00	\$60.00 for the first \$2,000.00 plus \$5.50 for each additional thousand or fraction thereof to and including \$15,000.00
\$15,001.00 to \$50,000.00	\$131.50 for the first \$15,000.00 plus \$3.75 for each additional thousand or fraction thereof to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$262.75 for the first \$50,000.00 plus \$3.75 for each additional thousand or fraction thereof to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$450.25 for the first \$100,000.00 plus \$2.75 for each additional thousand or fraction thereof to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$1550.25 for the first \$500,000.00 plus \$2.00 for each additional thousand or fraction thereof to and including \$1,000,000.00
\$1,000,001.00 and up	\$2550.25 for the first \$1,000,000.00 plus \$1.00 for each additional thousand or fraction thereof

**Sec. 14-120. Mechanical permit fees.**

Mechanical permits shall be issued upon following fee schedule:

- (1) New residential or commercial project: \$10.00, plus \$10.00 for the first \$1,000.00 of value, and \$2.00 for each additional \$1,000.00 of value or fraction, thereof.
- (2) Existing residential or commercial project (repairs, alterations or additions): \$10.00, plus \$5.00 for the first \$1,000.00 of value and \$2.00 for each additional \$1,000.00 of value or fraction, thereof.
- (3) Fees for the inspection of boilers (based on the boiler's BTU rating):

33,000 btu to 165,000 btu	\$5.00
166,000 btu to 330,000 btu	10.00
331,000 btu to 1,165,000 btu	15.00
1,165,001 btu to 3,300,000 btu	25.00
Over 3,300,000 btu	35.00

**Sec. 50-29. Fees.**

- (a) In order to have an item appear on the planning commission agenda, the following fees shall be paid at the time of submission:
- (1) Preliminary plan, revised preliminary plan, or revised OSRD development plan, \$250.00 filing fee plus \$25.00 per lot.
  - (2) Final plat, \$250.00 filing fee plus \$25.00 per lot.
  - (3) Resubdivision, \$250.00 per plat plus \$25.00 per affected lot.
  - (4) Site plans, \$250.00 filing fee plus \$20.00 per acre or fraction thereof.
  - (5) Commercial master plan approval, \$250.00 filing fee plus \$25.00 per lot.
  - (6) Minor site plan alteration, \$250.00 filing fee.

**Sec. 78-59. Powers; filing fees for agenda items.**

- (b) At the time of filing of an appeal or a request for a special exception or variance to be considered by the board of zoning appeals, a filing fee shall be paid as set forth below, except that the fee shall be waived for any governmental agencies.
- (1) Administrative review (to be reimbursed if administrative decision is overturned) ..... \$100.00
  - (2) Special exceptions ..... 100.00
  - (3) Variances ..... 150.00

REGINA SMITHSON  
MAYOR

JILL BURGIN  
VICE-MAYOR

KIRK BEDNAR  
CITY MANAGER



COMMISSIONERS  
BETSY CROSSLEY  
ANNE DUNN  
MARK W. GORMAN  
RHEA E. LITTLE, III  
KEN TRAVIS

## City of Brentwood

### Planning & Codes Department

#### PLANNING AND CODES DEPARTMENT MEMORANDUM 2017-10

**TO:** Honorable Mayor and City Commission Members

**THROUGH:** Kirk Bednar, City Manager

**FROM:** Jeff Dobson, Planning and Codes Director

**SUBJECT:** **ORDINANCE 2017-06 AN ORDINANCE OF THE CITY OF BRENTWOOD, TENNESSEE, PROVIDING THAT THE CODE OF ORDINANCES OF THE CITY OF BRENTWOOD BE AMENDED BY REVISING SECTION 14-72(a), REGARDING BUILDING PERMIT FEES, SECTION 14-120, REGARDING MECHANICAL PERMIT ISSUANCE FEES, SECTION 50-29(a), REGARDING FEES FOR PLANNING COMMISSION SUBMITTALS AND SECTION 78-59 REGARDING FILING FEES FOR BOARD OF ZONING APPEALS REVIEW**

**DATE:** April 5, 2017

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At its April 4, 2017 regular meeting, the Planning Commission voted unanimously nine for and zero against (9-0) to forward a recommendation of approval of the proposed changes to Section 78-59(b) of the Municipal Code (Zoning Ordinance) as detailed in Ordinance 2017-06 to the Board of Commissioners.



**Brentwood City Commission Agenda**

**Meeting Date:** 04/24/2017

Resolution 2017-27 - Authorizing the Sale and Disposal of Surplus Property

**Submitted by:** Karen Harper, Finance

**Department:** Finance

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**Information**

**Subject**

Resolution 2017-27 - Authorizing the Sale and Disposal of Surplus Property

**Background**

Periodically, the staff requests authorization from the City Commission to sell and dispose of surplus property and equipment based on a review and recommendation from City departments. The City vehicles and equipment shown on the attached list have been determined to have exceeded their useful lives and cannot be cost-effectively maintained or refurbished. The equipment also takes up storage space which is limited in the various City facilities.

Significant items on the list are a 2000 Chevrolet 4 X 4 Truck, 2011 Ford F-150 Truck, and a Toro Mid Size Mower. Per state law, this property and equipment must be disposed of by sealed bid or at an advertised public auction (including on-line auctioning) unless transferred or donated to another government. Staff proposes to sell some items such as vehicles and traffic signalization equipment through the online auction service GovDeals. The staff is recommending any remaining items not sold through online services to be sold via a public auction. The auction is being coordinated by Williamson County and is planned for late September or early October at 306 Beasley Drive in Franklin.

Please contact the City Treasurer if you have any questions.

**Staff Recommendation**

Staff recommends approval of the accompanying resolution.

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**Fiscal Impact**

**Amount :**

**Source of Funds:**

**Account Number:**

**Fiscal Impact:**

Proceeds from the sale of these surplus times will be returned to the fund from which the items were originally purchased.

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**Attachments**

Resolution 2017-27

Attachment A Surplus List 4/24/17

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**RESOLUTION 2017-27**

**A RESOLUTION OF THE CITY OF BRENTWOOD, TENNESSEE TO AUTHORIZE  
THE SALE AND DISPOSAL OF CERTAIN SURPLUS PROPERTY HELD BY THE  
CITY OF BRENTWOOD**

**WHEREAS**, various departments of the City of Brentwood are in possession of certain property which is no longer necessary to the City's operations; and

**WHEREAS**, it is appropriate that the Board of Commissioners should authorize the sale and disposal of such property.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF BRENTWOOD, TENNESSEE, AS FOLLOWS:**

**SECTION 1.** That the property identified in Attachment A, which is attached hereto and made a part of this resolution by reference, is hereby declared to be surplus property of the City and the sale and disposal thereof is hereby authorized.

**SECTION 2.** That the City Manager or his designees are hereby authorized to take such steps as may be necessary and appropriate to sell and dispose of the property identified on Attachment A.

**SECTION 3.** That this resolution shall take effect from and after its passage, the general welfare of the City of Brentwood, Williamson County, Tennessee requiring it.

\_\_\_\_\_  
MAYOR Regina Smithson

ADOPTED: \_\_\_\_\_

*Approved as to form:*

\_\_\_\_\_  
RECORDER Deborah Hedgepath

\_\_\_\_\_  
CITY ATTORNEY Roger A. Horner

**List of Property and Equipment**  
**FY 2018 Surplus**  
**City Commission Meeting: 04/24/17**

Department	Quantity	Description
City Recorder	11	Indexing Boxes
ECD	1	Black Office Chair
ECD	2	Black Two Drawer Filing Cabinet
ECD	1	Microwave
Fire	1	2000 Chevrolet 1 Ton 4x4 Truck
Fire	3	Double Door Metal Storage Cabinets
Fire	1	Samson EX30 Portable Sound System
Fire	1	Toro Mid Size Hydro 52" Cut Mower
GIS	2	Black Chair
HR	1	Book Shelf
Library	2	2 Piece Keyboard Tray
Library	4	2'x2' Light Fixtures
Library	16	2'x4' Light Fixtures
Library	1	6' Retractable Movie Screen
Library	1	Book Shelf, Wood with One Shelf
Library	1	Bulletin Board, 36x24
Library	1	Bulletin Board, 36x48
Library	2	Clocks
Library	1	Desk Calendar Base
Library	2	Diskette Keeper
Library	2	Electric Pencil Sharpeners
Library	1	Grey & Black Office Chair
Library	1	Grey Metal & Wood Tone 2 Piece Desk
Library	1	Grey Round Floor Fan
Library	1	Large Black Display Screen on Storage Case
Library	1	Large Metal Shelving Units
Library	2	Manual Pencil Sharpeners
Library	1	Plexi Glass End of Shelf Display Holder
Library	1	Round Table on Black Tripod Rolling Leg
Library	1	Sectional Desk from Reference
Library	1	Typing Tray & Box of Misc Office Supplies
Library	1	White Board w/Tray 36x24
Library	1	Wood & Metal Shelving
Library	2	Wood Book Case
Library	4	Wood Shelves, 35x15 Each
Library	1	Wood Wide Two Shelf Book Case
MC	1	Jen-Air Range from MC Kitchen
MC	1	Samsung Above-Range Microwave from MC Kitchen

Planning & Codes	1	2001 Ford F150 Truck, Unit 224
Police	1	6 Foot Table
Police	1	Black Office Chair
Police	1	Truck Bed Tonneau Cover-Leer
Police	1	Truck Vault-2 Drawer
Tech	2	Cisco 3850 Switch
Tech	14	Dell E6430ATG Laptop
Tech	3	Dell E6520 Laptop
Tech	29	Dell E6530ATG Laptop
Tech	47	Dell Monitors
Tech	1	Dell OptiPlex 9010 Desktop
Tech	1	Hitachi Mobile LCD Projector
Tech	1	HP LaserJet CP1215 Printer
Tech	1	HP LaserJet Printer CP2025
Tech	1	HP LJ 5550dn Printer
Tech	1	IPAD W/ KEYBOARD
Traffic Signalization	1	25x40 Traffic Cabinet
Traffic Signalization	1	30x50 Traffic Cabinet
Traffic Signalization	1	40x60 Traffic Cabinet
Traffic Signalization	4	ELTEC GPS Time Sync
Traffic Signalization	15	Fiber Modem VT9930WDM
Traffic Signalization	12	NTC 17 School Clocks
Traffic Signalization	1	P-44, 44x53 Traffic Cabinet
Traffic Signalization	1	Peek Video Trak Processor w/4 Cameras
Traffic Signalization	16	Protronix Pro-SCP-1
Traffic Signalization	27	Sarosota 535 Loop Detectors
Traffic Signalization	30	Signal Heads
Traffic Signalization	16	Verint S1801e Encoders
Traffic Signalization	7	Vicon Cameras
Traffic Signalization	10	Vicon CCTV Cameras
Traffic Signalization	40	Walk Don't Walk Signal Pedestrian Heads

**Brentwood City Commission Agenda**

**Meeting Date:** 04/24/2017

Ordinance 2017-07 - An Ordinance Rezoning the Property Located at 9714 Split Log Road from R-2 to SI-2

**Submitted by:** Jeff Dobson, Planning & Codes

**Department:** Planning & Codes

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**Information**

**Subject**

Ordinance 2017-07 provides for the rezoning of a tract of land containing 83.54 acres located at 9714 Split Log Road. The proposal requests that the property be rezoned from the R-2 (Suburban Residential) zoning district to the SI-2 (Service Institution -- Educational) zoning district.

**Background**

Williamson County Schools (WCS) requests consideration of a rezoning proposal for the property located at 9714 Split Log Road, situated along the eastern edge of the City. The property is commonly referred to as the "Foster Property". The requested zone change is from the R-2 zoning district to the SI-2 zoning district.

WCS has purchased the property and proposes to construct a new kindergarten through fifth grade (K-5) elementary school on-site. A new middle school will also be constructed on the site, to the north of the elementary school at some point in the future. However, the immediate need in the area is for an elementary school to help relieve overcrowding at Kenrose Elementary School. Plans are for the new elementary school to open in August 2018 for the 2018/2019 school year. Modifications to the attendance zones will be prepared by WCS to accommodate the new school. Dependent upon the design of the proposed modified school attendance zone plan, it is possible that the new school could also relieve some pressure on Crockett and Sunset Elementary Schools. The timing of School Board consideration of the proposed attendance zone plan will be dependent on the timing of the opening of the new school.

The design of the building will be very similar to that used for the existing Clovercroft Elementary school and will include a total of two-stories, except for the gym. The site statistics are detailed in the following table.

<i>Building Footprint</i>	<i>61,000 sf</i>
<i>Total Area of Building</i>	<i>118,000 sf</i>
<i>Student Capacity</i>	<i>825</i>
<i>Staff</i>	<i>65</i>
<i>Number of Classrooms</i>	<i>46*</i>
<i>Parking Spaces Provided</i>	<i>111</i>
<i>Parking Spaces Proposed</i>	<i>213</i>
<i>* Classrooms = 42 general education, 2 special education, one music and one art.</i>	

The zoning ordinance requires that parking be provided at one space per employee plus one space per classroom. For this site, a total of 111 parking spaces are required. The submitted site plan shows 213 parking spaces. Internal vehicle stacking lengths for parents dropping off and picking up students are provided as part of the design and should be sufficient to accommodate stacking onsite without impacting Split Log Road.

To help minimize topographic issues and preserve the potential for future development, the new elementary school will be built on the flatter portions of the property to the west, adjacent to Split Log Road. Athletic fields will be located to the north of the school, between the elementary school and future middle school. Access to the campus will be provided via a new drive at the intersection of Split Log and Pleasant Hill Roads. The newly configured intersection will be signalized. WCS has prepared a traffic impact analysis (TIA) that will help to determine the improvements necessary to the adjacent roadways to mitigate the traffic impact created by the school. The TIA has been forwarded to Neel-Shaffer, the City's transportation consultant, for review and assessment of any proposed improvements. The TIA will include data regarding the warrant for the traffic signal which could be installed at the intersection of Split Log Road and Pleasant Hill Road.

WCS is also working to complete a boundary survey for the property, which will show utilities, easements, structures, etc. currently encumbering the property.

Presently, there is one house located in the eastern portion of the property. According to the Property Assessor, the house includes an area of 3,224 square feet and was originally constructed in 1965. There are also several accessory structures on the property. All structures will be demolished as part of the development of the site.

Bernini Place, in the adjacent Tuscany Hills Subdivision is designated as a temporary dead end street. There are no plans to extend this street into the site. However, it is

possible that a pedestrian trail could be installed at the end of the street, which will allow students in Tuscany Hills to safely walk/bike to school. City and WCS staff have had some discussions about such a trail. WCS will be asked to install a sidewalk along their Split Log Road frontage. The City is exploring the possibility of constructing a new sidewalk from the western school property boundary back to the west across the frontage of Tuscany Hills to Tuscany Way which will allow students living on the north side of Split Log Road to walk/bike to school. Please remember that there is an existing multi-use trail along the south side of Split Log Road that will allow pedestrian access to the school via a protected pedestrian crosswalk at school entrance road.

Finally, staff from the Water Services Department has completed a water and sewer capacity analysis for the proposed schools. As a result, staff has determined that sufficient water and sewer capacity exists to support the new schools on this site.

The community meeting was conducted on March 30 at the Ravenwood High School Library. A total of five citizens attended the meeting. Please refer to the meeting summary attached below.

On April 4, 2017, the Planning Commission voted unanimously nine for and zero against (9-0) to forward a recommendation of approval of Ordinance 2017-07 to the Board of Commissioners. A public hearing on the ordinance was held at the April 10 Board of Commissioners meeting.

Should you have any questions, or require additional information, please contact the Planning and Codes Director.

### **Staff Recommendation**

Staff has reviewed the proposed rezoning application and the associated plans and has found that they comply with the applicable provisions of the Zoning Ordinance for consideration by the Board of Commissioners.

### **Previous Commission Action**

On April 10, 2017 the Board of Commissioners conducted the Public hearing for Ordinance 2017-07. The following citizens spoke related to the proposed ordinance with concerns primarily related to traffic impacts.

Tom Matyas, 1820 Burland Crescent  
Todd Morris, 1836 Burland Crescent  
Laura Barnes, 1873 Burland Crescent

On March 13, 2017 the Board of Commissions voted unanimously, six for and zero against (6-0), passing Ordinance 2017-07 on first reading.



## **Attachments**

Ordinance 2017-07 w/ Attachment A

Attachment B

Vicinity Map

Clovercroft Elem. Images

Property Boundary Exhibit

Community Meeting Summary

Elevations -- 3-30-2017

TIA -- Summary of Changes/Response to Review Comments

Summary of Changes/Response to Review Comments

PC Review Memo

---

**ORDINANCE 2017-07**

**AN ORDINANCE OF THE CITY OF BRENTWOOD, TENNESSEE TO AMEND THE ZONING ORDINANCE, SAME BEING CHAPTER 78 OF THE CODE OF ORDINANCES OF THE CITY OF BRENTWOOD, BY CHANGING THE PRESENT ZONING CLASSIFICATION FOR CERTAIN PROPERTY LOCATED ON THE NORTH SIDE OF SPLIT LOG ROAD AT ITS INTERSECTION WITH PLEASANT HILL ROAD FROM THE R-2 (SUBURBAN RESIDENTIAL) ZONING DISTRICT TO THE SI-2 (SERVICE INSTITUTION – EDUCATIONAL) ZONING DISTRICT, SAID PROPERTY BEING MORE SPECIFICALLY DESCRIBED IN THE PROPERTY DESCRIPTION ATTACHED HERETO AND MADE A PART OF THIS ORDINANCE BY REFERENCE AND SHOWN ON THE MAP ATTACHED HERETO AND MADE A PART OF THIS ORDINANCE BY REFERENCE; AND TO AMEND THE OFFICIAL ZONING MAP ACCORDINGLY**

**BE IT ORDAINED BY THE CITY OF BRENTWOOD, TENNESSEE, AS FOLLOWS:**

**SECTION 1.** That the present zoning classification for certain property located on the north side of Split Log Road at its intersection with Pleasant Hill Road be and the same is hereby changed from the R-2 (Suburban Residential) zoning district to the SI-2 (Service Institution – Educational) zoning district; said property being more particularly described in the property description attached hereto as “Attachment A” and made a part of this ordinance by reference, and being more particularly shown on the map attached hereto as “Attachment B” and made a part of this ordinance by reference.

**SECTION 2.** That the official zoning map be and the same shall hereby be amended accordingly.

**SECTION 3.** That this ordinance shall take effect from and after its final passage or fifteen days after its first passage, whichever occurs later, the general welfare of the City of Brentwood, Tennessee, Williamson County, Tennessee, requiring it.

PASSED:	1st reading _____	PLANNING COMMISSION _____	
	2nd reading _____	NOTICE OF PASSAGE	
		Notice published in: _____	
		Date of publication: _____	
PUBLIC HEARING			
	Notice published in: <u>Tennessean (Williamson)</u>		
	Date of publication: _____		
	Date of hearing: _____	EFFECTIVE DATE	_____

\_\_\_\_\_  
MAYOR Regina Smithson

\_\_\_\_\_  
RECORDER Deborah Hedgepath

*Approved as to form:*

\_\_\_\_\_  
CITY ATTORNEY Roger A. Horner

**ATTACHMENT A**  
**ORDINANCE 2017-07**

**Property Description**  
**Hollister, Hafner, Burns, Ozburn**  
**& Burns Tax Map 55, Parcel**  
**21.00**  
**Book 6856, Page 951**  
**Book 6926, Page 943**

Located in the 16<sup>th</sup> Civil District of Williamson County, Tennessee. Bound on the north by Rex Elbert H. Arendall, II, et ux (Book 1008, Page 159); on the east by Fred M Jeffries, et ux (Book 1010, Page 991); on the south by Split Log Road; and on the west by Woodring Subdivision (Plat Book P49, Page 14), Section Two, Tuscany Hills (Plat Book P52, Page 20), Section One, Tuscany Hills (Plat Book P47, Page 103 and Plat Book P54, Page 54) and Section Five, Tuscany Hills (Plat Book P59, Page 84).

Beginning at a nail in a rock on the north right-of-way of Split Log Road, said nail being the SW corner of Jeffries and the SE corner of this tract; thence running with the north right-of-way of Split Log Road S-56°22'48"-W, 67.90 feet to a point;

Thence continuing with the north right-of-way of Split Log Road with a curve to the right having a radius of 929.43 feet and a chord bearing and distance of S-59°12'02"-W, 91.47 feet for an arc length of 91.51 feet to a point;

Thence S-62°01' 16'-'-W, 50.96 feet to a point; thence with a curve to the right having a radius of 547.46 feet and a chord bearing and distance of S-79°51' 16"-W, 335.34 feet for an arc length of 340.82 feet to a point;

Thence N-82°18'40"-W, 513.83 feet to a point;

Thence with a curve to the right having a radius of 929.43 feet and a chord bearing and distance of N-76°45'33"-W, 179.84 feet for an arc length of 180.12 feet to a point;

Thence N-71°12'26"-W, 397.51 feet;

Thence with a curve to the left having a radius of 598.46 feet and a chord bearing and distance of N-82°11'43"-W, 228.28 feet for an arc length of 229.69 feet to a point, being the SW corner of this tract;

Thence with the east line of Woodring Subdivision N-07°09'25"-E, 483.63 feet to an iron pin found (Ragan-Smith cap);

Thence with the east line of Open Space 12, Section Two, Tuscany Hills N-07°09'25"-E, 85.00 feet to an iron pin found;

Thence continuing with the east line of Open Space 12 N-07°14'20"-E, 457.56 feet to a T-post found;

Thence with the east line of Section One, Tuscan Hills N-07°18'58"-E, 601.19 feet to an iron pin found (#1339 cap);

Thence continuing with the east line of Section One, Tuscan Hills N-06°11'10"-E, 92.40 feet to an iron pin found (Ragan-Smith cap);

Thence N-06°11'10"-E, 260.84 feet to an iron pin found (#1339 cap);

Thence N-06°37'29"-E, 71.52 feet to an iron pin found (Ragan-Smith cap);

Thence N-06°42'22"-E, 237.33 feet to a point;

Thence with the east line of Open Space 18, Section Five, Tuscan Hills N-06°36'23"-E, 193.53 feet to an iron pin found (H&H Survey cap), being the NW corner of this tract;

Thence with the south line of Arendall S-82°56'39"-E, 749.62 feet to an iron pin found at a T-post;

Thence continuing with the south line of Arendall S-82°58'19"-E, 555.03 feet to an iron pin found at the base of a 24" oak;

Thence S-82°45'40"-E, 104.67 feet to a ¾" pipe found, being the NE corner of this tract

Thence with the west line of Jeffries S-11°42'04"-W, 835.59 feet to a point;

Thence continuing with the west line of Jeffries S-15°26'59"-W, 640.81 feet to a ¾" pipe found at the fence corner;

Thence S-24°32'53"-E, 1052.22 feet to the nail on the north right-of-way of Split Log Road at the beginning; containing 83.54 acres, more or less.

This tract is subject to Right-of-Way Easement and various temporary construction and slope easements, along with permanent Public Utility and Drainage Easements as described in Book 5062, Page 572; Public Utility Easements (Book 4623, Page 899 and Book 4505, Page 902 and Book 3752, Page 795); and all other easements and/or restrictions either recorded or by prescription that a complete title search may reveal.

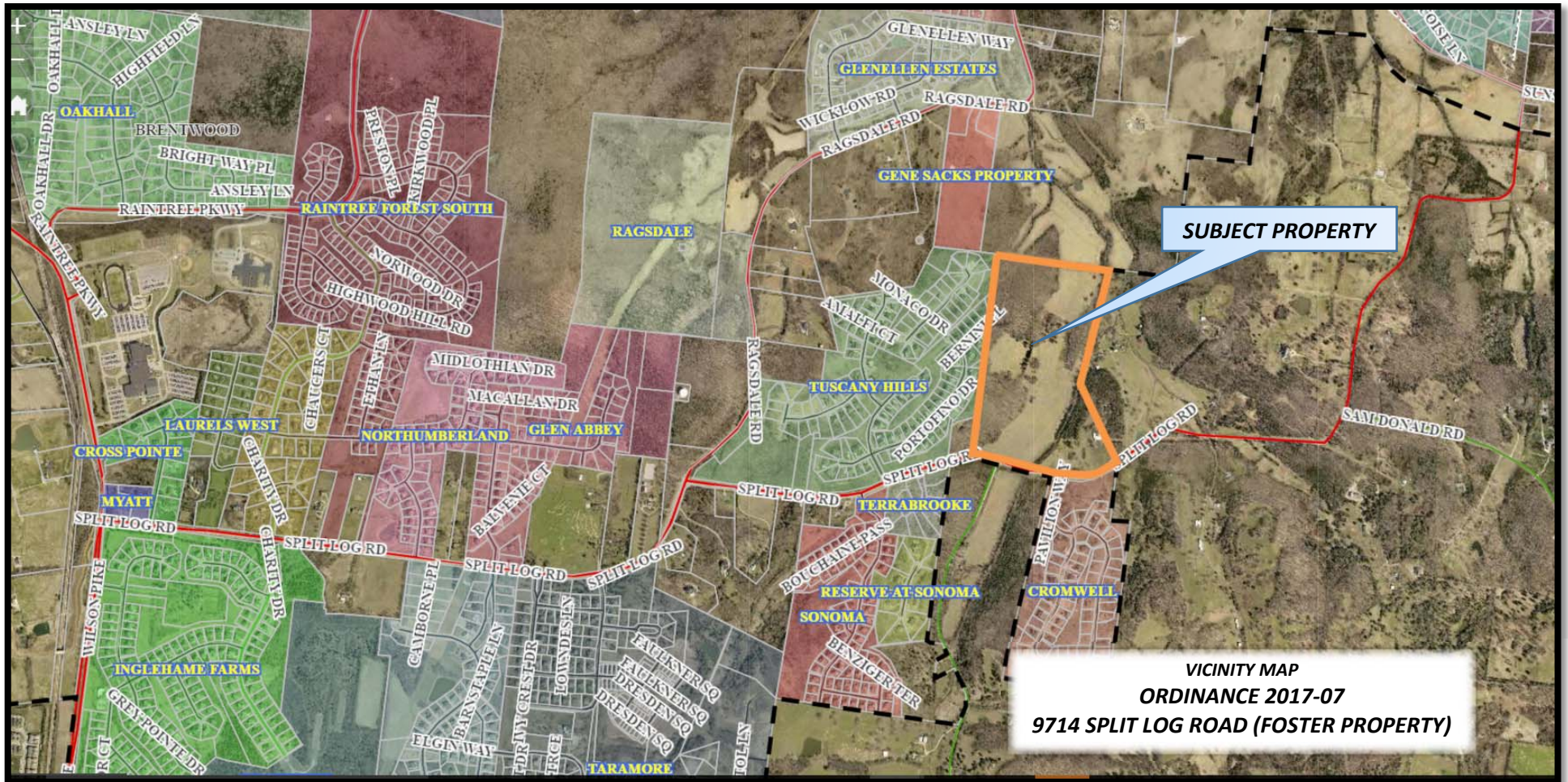
Prepared by:

Huddleston-Steele Engineering, Inc.  
2115 Northwest Broad Street  
Murfreesboro, TN 37129

















9336 Clovercroft Rd

© 2016 Google

Google Earth

Page 32 of 49

35°55'46.76" N 86°45'40.68" W elev 849 ft eye alt 1045 ft

1997





9336 Clovercroft Rd

Image Landsat / Copernicus  
© 2016 Google

Google Earth





9336 Clovercroft Rd

© 2016 Google

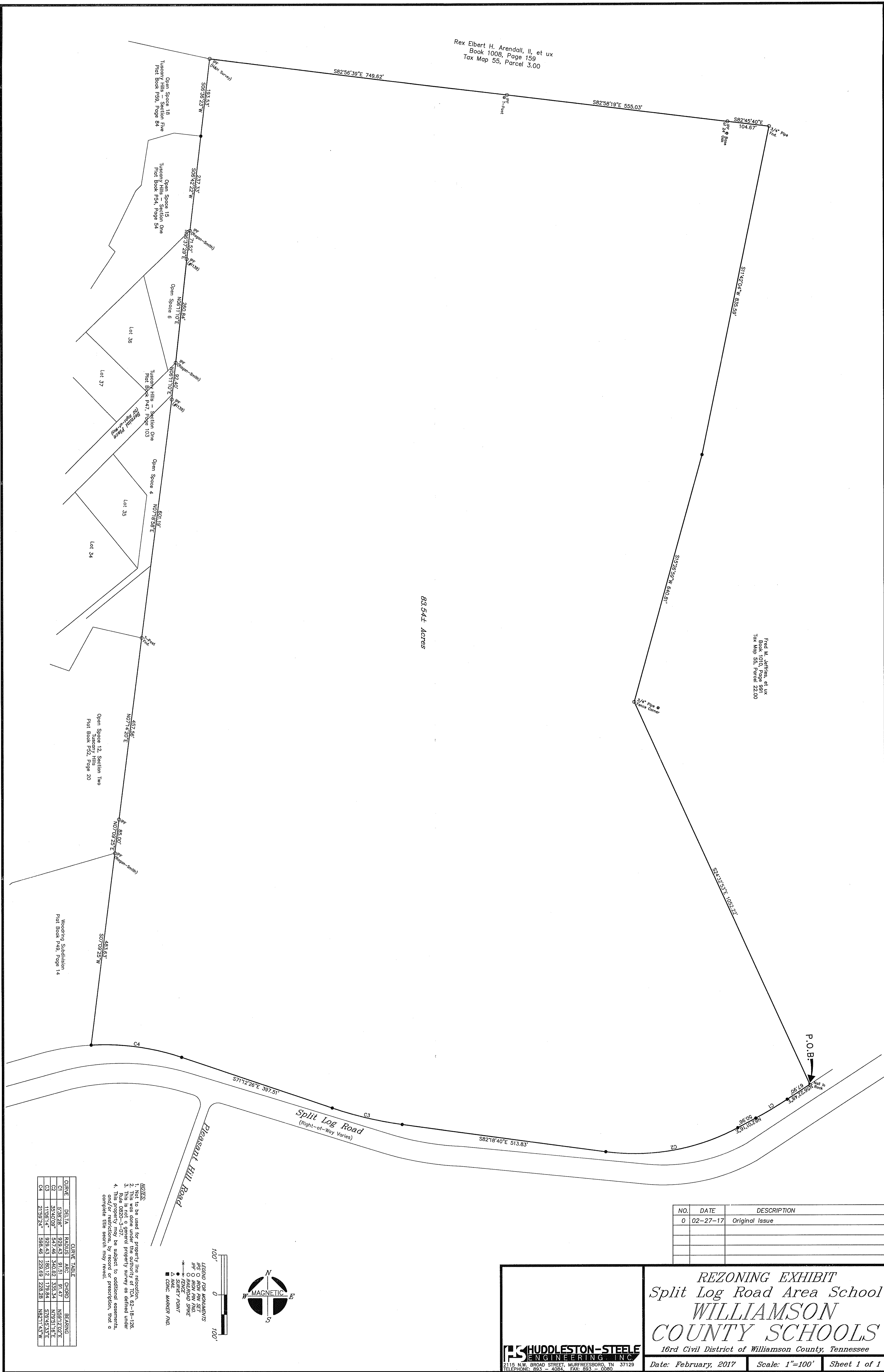
Google Earth

1997

35°55'45.54" N 86°45'41.71" W elev 867 ft eye alt 1573 ft

Page 34 of 49





NO.	DATE	DESCRIPTION
0	02-27-17	Original Issue

REZONING EXHIBIT  
Split Log Road Area School  
**WILLIAMSON**  
**COUNTY SCHOOLS**  
16rd Civil District of Williamson County, Tennessee

**H** **SHUDDLESTON-STEELE**  
ENGINEERING, INC.  
2115 N.W. BROAD STREET, MURFREESBORO, TN 37129  
TELEPHONE: 893 - 4084, FAX: 893 - 0090

Date: February, 2017 Scale: 1"=100' Sheet 1 of 1

**From:** Jardieu, Katie

**Sent:** Friday, March 31, 2017 7:48 AM

**To:** Bednar, Kirk <Kirk.Bednar@brentwoodtn.gov>; Dobson, Jeff <jeff.dobson@brentwoodtn.gov>

**Subject:** RE: School Meeting

The meeting at Ravenwood High School regarding the rezoning of the Foster Property put on by Williamson County Schools went relatively well. Four citizens from Tuscany Hills attended along with the principal of Ravenwood High School. Commissioners Rhea Little, Mark Gorman and Mayor Regina Smithson were also in attendance. The main issue of concern is the traffic along westbound Split Log Road. Citizens voiced concern over the already lengthy commutes along the street and feel the additional school traffic would only add to that. Williamson County Schools addressed concerns by stating a traffic impact study was conducted and showed no additional impact to the street. Citizens felt this was an increase in volume and that perhaps the traffic study did not take into account the entire area. Two citizens asked to see the traffic impact study when the city was finished with its review. Williamson County Architect Enoch Jarrell, mentioned the addition of a Middle School in the future on the northern portion of the site. This only heightened traffic concerns with citizens. Citizens felt widening the Split Log Road was really the only answer. Other concerns expressed were if Tuscany Hills students would be able to use the bus system due to their proximity. Williamson County Schools assured them that they would have a bus route there. How students would be kept safe from the creek was another question which Williamson County Schools stated a fence along the creek would be in place as well as around playgrounds. Construction traffic and trash was another concern, however, Kevin Fortney promised to be strict in regards to onsite maintenance and making sure trash was picked up. Overall citizens welcomed the rezoning and addition of the school and were most worried about current and future traffic along Split Log Road.

Let me know if you have any additional questions. I have the names of all attendees as well as those from Williamson County Schools that came. I also have a complete list of questions asked by citizens should you want more specific information.

*Thanks,*

Katie Jardieu

(615) 371-2204 ext. 2540

[Katie.jardieu@brentwoodtn.gov](mailto:Katie.jardieu@brentwoodtn.gov)



Aerial





## Main Entry



Perspective







**Volkert, Inc.**

330 Mallory Station Road  
Suite A-1  
Franklin, TN 37067

Office 615.656.1845  
Fax 615.656.1870

[www.volkert.com](http://www.volkert.com)

April 3, 2017

Mr. Jeff Dobson  
Planning and Codes Director  
City of Brentwood  
5211 Maryland Way  
PO Box 788 (37024-0788)  
Brentwood, Tennessee 37027

**RE: Summary of Changes – WCS Split Log Road School Site**

Dear Mr. Dobson:

This memorandum provides the Summary of Changes for the WCS Split Log Road School site in Brentwood, Tennessee. The following are the comments received from Mr. Greg Judy and our response to each.

**Comment #1:**

The TIA study prepared separate trip generation estimates for the proposed elementary and middle schools.

	Total Trips (Combined In & Out)		Arrival Peak Mvmts	
	Arrival Peak	Dismissal Peak	Inbound	Outbound
Elementary School	371	231	204	167
Middle School	446	248	245	201

The trip generation forecast establishes that the AM (Arrival) Peak generates the highest trip volumes. Also, the TIA results show that the Middle School will generate a measurably higher number of trips, compared to the elementary school. This is consistent with other similar WCS campuses. The TIA states that it limits its analysis to the Elementary School alone; the Middle School is excluded from the traffic analysis and assessment.

We suggest that the TIA include the Middle School in its analysis and evaluation. To adequately assess the project's traffic impact, we recommend the analysis consider the site under "build out" conditions. In this way, the "worse-case" conditions may be evaluated. This approach is supported by the results of the TIA trip generation forecast in that the Middle School trip generation results in higher trip production. It is these conditions that should help form traffic control and geometric recommendations.

**Response:**

*The revised traffic analysis included the "build-out" conditions for both the elementary and the middle school. The 2018 analysis included only the elementary school build-out and the 2021 analysis included both the elementary and the middle school.*

**Office Locations:**

Birmingham, Foley, Mobile, Alabama • Gainesville, Orlando, Pensacola, Tampa, Florida • Atlanta, Georgia  
Collinsville, Illinois • Baton Rouge, New Orleans, Slidell, Louisiana • Biloxi, Mississippi • Jefferson City, Missouri  
Raleigh, North Carolina • Columbia, South Carolina • Chattanooga, Franklin, Tennessee • Alexandria, Virginia • Washington, D.C.





**Comment #2:**

The TIA provided a forecast of the trip distribution for the study area road network. The distribution of new trips is based on currently available elementary school zoning information.

Our review determined that there would be benefit in developing distinct Proposed Build-Out Traffic Models for both the Elementary and Middle Schools. This would facilitate assessment of the “worst-case” scenario. Because Elementary and Middle Schools have differing attendance zoning assignments, the Elementary and Middle Schools should be characterized by different trip distribution models (unless they are determined to have similar attraction patterns, in which case the distribution models may be the same).

In this way, we recommend that the TIA should consider separate trip distribution models for the Elementary and Middle Schools and select the scenario (Elementary or Middle School) that will result in the most conservative (highest trip demand) scenario. In doing so, the study analysis will identify critical traffic movements based on highest demand scenario.

Ultimately, we suggest the TIA study develop unique Proposed Build-Out traffic models for Elementary and Middle School scenarios. This methodology may include use of the same Existing Conditions and Background Condition traffic models.

**Response:**

*The proposed distribution for the elementary school was based on the existing traffic patterns and the newly released school zoning plans from WCS. At such time as this study was completed, WCS did not have a planned opening year or a proposed zoning for the middle school. Therefore, to address the comment, it was agreed to use a 2021 build-out year as WCS anticipates a 3-5 year lag between the elementary and middle school opening. However, no information about potential zoning was available, therefore, the same distribution pattern as the elementary school was used.*

**Comment #3:**

The TIA study included the planned, but not yet constructed, Ragsdale subdivision in its background traffic conditions.

In addition to the Ragsdale subdivision, the TIA should consider any other proposed subdivisions within the study area. Representatives of the TIA should coordinate with city officials and include the trip generation of other applicable planned subdivisions (expansions of Tuscany Hills and Taramore are possibilities).

**Response:**

*As discussed during the review meeting and with subsequent follow-up emails and information, these developments were included in the background traffic projections.*

**Comment #4:**

The TIA conducted traffic capacity and evaluation of the Split Log Rd at Pleasant Hill Rd intersection. The study provides recommendations of lane assignments and widening at the intersection. Study recommendations include left-turn lanes on both Split Log Road approaches, separate through-left and right-turn lanes for the southbound approach exiting the school campus and two-way stop sign control on the minor street approaches with free-flow operation on Split Log Road and crossing guard presence during school arrival and dismissal periods.

We recommend that the TIA provide comment on the desired length of the southbound right-turn lane exiting

the site.

We recommend that the TIA provide discussion and assessment on the need for providing traffic signal control at the intersection. This is of particular interest within the context of considering the traffic impacts of the Middle School, which is not currently included in the analysis. Also, the study's level-of-service analysis shows that the northbound approach is expected to operate with an average delay of 34sec per vehicle during the AM peak (representing a LOS of "D"). We consider this performance borderline unsatisfactory, as the LOS of "E" occurs at 35sec of average delay. Because of the variability of future traffic conditions and because the analysis represents an estimate of future conditions, we believe it is appropriate to consider need for signalization.

**Response:**

*Each of the areas identified in Comment #4 were addressed in the revised study. The information is included in the specific section for the intersection of Split Log Road and Pleasant Hill Road. Additionally, the peak hour traffic signal warrant information was included in the Appendix E.*

**Comment #5:**

The TIA provided a list of general design considerations related to the school's access road.

We request that the TIA provide an assessment and guidance related to the orientation and design of the main campus road, particularly in the vicinity of Split Log Road. Referencing the current site layout, the main campus road does not form a continuous connection with the internal connector road near the bus access area. We recommend that project planners coordinate to optimize the internal road network. We suggest that the design of the internal road maximize turn lane storage opportunities, minimize interaction and friction from internal intersections. Separation between internal intersections and Split Log Road should be maximized.

We suggest the TIA consider and the site design include a separate driveway access for buses. This will allow bus traffic to operate separately from passenger vehicles.

We generally concur with the TIA's other site design considerations.

**Response:**

*The general design recommendations for the access drives are included in the "General Recommendations" section.*

*Also, the location and separation of the access drives (main drive and bus only drive) on Split Log Road was identified in the TIA. Additional internal site layout and network information can be found on the site plan.*

**Comment #6:**

The TIA provided traffic operations analysis of the intersection of Split Log Road at Ragsdale Road.

Our review noted inconsistent (and possibly inadvertent) reporting of level-of-service results. We found discrepancies in the reporting of the AM Peak LOS designations: the WB left is shown in the summary table as operating at an LOS of "F", yet the text of the report mentions LOS of "E". We recommend that the reporting of the LOS designations be confirmed for all analysis scenarios.

**Response:**

*The reported analysis results were reviewed for inconsistencies and updated as necessary. Also, the overall intersection operation analysis was included for this intersection.*

**Comment #7:**

The TIA provided traffic operations analysis of the intersection of Split Log Road at Wilson Pike.

Review of the capacity analysis found unexpected results at this intersection. Comparing Existing conditions to Proposed Build conditions, LOS results significantly improve under proposed conditions although traffic volumes increase with the addition of the school project but without notable improvements to the intersection. In reviewing the capacity analysis reports included in the Appendix, we have some uncertainty related to the durations of green times assigned to the mainline approaches (Wilson Pike). In general, the signal timing presented in the capacity analysis should reflect actual parameters used by the city engineering department. While optimization of signal timings should be considered, final signal timings should be representative of standard city practices. We recommend that the signal timings used in the capacity analysis be coordinated with city officials, verifying that the timings used in the analysis are consistent with actual field conditions. This will help ensure consistent application of traffic signal timing parameters and promote accurate analysis results.

**Response:**

*The operational analysis for this intersection was re-evaluated based on the above comment. The existing and background analysis results were conducted utilizing the existing traffic signal timing data from the City. The current signal timing data shows a 160 second cycle running throughout the day at this location. The Projected conditions analysis optimized the cycle lengths and modified the green times to operationally improve the intersection.*

Should you have any questions or need additional information, please contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read "Gerald Bolden", with a long horizontal flourish extending to the right.

Gerald Bolden, PE, PTOE  
Transportation Design Manager



**Volkert, Inc.**

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Fax 615.656.1870

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April 3, 2017

Mr. Jeff Dobson  
Planning and Codes Director  
City of Brentwood  
5211 Maryland Way  
PO Box 788 (37024-0788)  
Brentwood, Tennessee 37027

**RE: Summary of Changes – WCS Split Log Road School Site**

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**Response:**

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Raleigh, North Carolina • Columbia, South Carolina • Chattanooga, Franklin, Tennessee • Alexandria, Virginia • Washington, D.C.



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The TIA provided a forecast of the trip distribution for the study area road network. The distribution of new trips is based on currently available elementary school zoning information.

Our review determined that there would be benefit in developing distinct Proposed Build-Out Traffic Models for both the Elementary and Middle Schools. This would facilitate assessment of the “worst-case” scenario. Because Elementary and Middle Schools have differing attendance zoning assignments, the Elementary and Middle Schools should be characterized by different trip distribution models (unless they are determined to have similar attraction patterns, in which case the distribution models may be the same).

In this way, we recommend that the TIA should consider separate trip distribution models for the Elementary and Middle Schools and select the scenario (Elementary or Middle School) that will result in the most conservative (highest trip demand) scenario. In doing so, the study analysis will identify critical traffic movements based on highest demand scenario.

Ultimately, we suggest the TIA study develop unique Proposed Build-Out traffic models for Elementary and Middle School scenarios. This methodology may include use of the same Existing Conditions and Background Condition traffic models.

**Response:**

*The proposed distribution for the elementary school was based on the existing traffic patterns and the newly released school zoning plans from WCS. At such time as this study was completed, WCS did not have a planned opening year or a proposed zoning for the middle school. Therefore, to address the comment, it was agreed to use a 2021 build-out year as WCS anticipates a 3-5 year lag between the elementary and middle school opening. However, no information about potential zoning was available, therefore, the same distribution pattern as the elementary school was used.*

**Comment #3:**

The TIA study included the planned, but not yet constructed, Ragsdale subdivision in its background traffic conditions.

In addition to the Ragsdale subdivision, the TIA should consider any other proposed subdivisions within the study area. Representatives of the TIA should coordinate with city officials and include the trip generation of other applicable planned subdivisions (expansions of Tuscany Hills and Taramore are possibilities).

**Response:**

*As discussed during the review meeting and with subsequent follow-up emails and information, these developments were included in the background traffic projections.*

**Comment #4:**

The TIA conducted traffic capacity and evaluation of the Split Log Rd at Pleasant Hill Rd intersection. The study provides recommendations of lane assignments and widening at the intersection. Study recommendations include left-turn lanes on both Split Log Road approaches, separate through-left and right-turn lanes for the southbound approach exiting the school campus and two-way stop sign control on the minor street approaches with free-flow operation on Split Log Road and crossing guard presence during school arrival and dismissal periods.

We recommend that the TIA provide comment on the desired length of the southbound right-turn lane exiting

the site.

We recommend that the TIA provide discussion and assessment on the need for providing traffic signal control at the intersection. This is of particular interest within the context of considering the traffic impacts of the Middle School, which is not currently included in the analysis. Also, the study's level-of-service analysis shows that the northbound approach is expected to operate with an average delay of 34sec per vehicle during the AM peak (representing a LOS of "D"). We consider this performance borderline unsatisfactory, as the LOS of "E" occurs at 35sec of average delay. Because of the variability of future traffic conditions and because the analysis represents an estimate of future conditions, we believe it is appropriate to consider need for signalization.

**Response:**

*Each of the areas identified in Comment #4 were addressed in the revised study. The information is included in the specific section for the intersection of Split Log Road and Pleasant Hill Road. Additionally, the peak hour traffic signal warrant information was included in the Appendix E.*

**Comment #5:**

The TIA provided a list of general design considerations related to the school's access road.

We request that the TIA provide an assessment and guidance related to the orientation and design of the main campus road, particularly in the vicinity of Split Log Road. Referencing the current site layout, the main campus road does not form a continuous connection with the internal connector road near the bus access area. We recommend that project planners coordinate to optimize the internal road network. We suggest that the design of the internal road maximize turn lane storage opportunities, minimize interaction and friction from internal intersections. Separation between internal intersections and Split Log Road should be maximized.

We suggest the TIA consider and the site design include a separate driveway access for buses. This will allow bus traffic to operate separately from passenger vehicles.

We generally concur with the TIA's other site design considerations.

**Response:**

*The general design recommendations for the access drives are included in the "General Recommendations" section.*

*Also, the location and separation of the access drives (main drive and bus only drive) on Split Log Road was identified in the TIA. Additional internal site layout and network information can be found on the site plan.*

**Comment #6:**

The TIA provided traffic operations analysis of the intersection of Split Log Road at Ragsdale Road.

Our review noted inconsistent (and possibly inadvertent) reporting of level-of-service results. We found discrepancies in the reporting of the AM Peak LOS designations: the WB left is shown in the summary table as operating at an LOS of "F", yet the text of the report mentions LOS of "E". We recommend that the reporting of the LOS designations be confirmed for all analysis scenarios.

**Response:**

*The reported analysis results were reviewed for inconsistencies and updated as necessary. Also, the overall intersection operation analysis was included for this intersection.*

**Comment #7:**

The TIA provided traffic operations analysis of the intersection of Split Log Road at Wilson Pike.

Review of the capacity analysis found unexpected results at this intersection. Comparing Existing conditions to Proposed Build conditions, LOS results significantly improve under proposed conditions although traffic volumes increase with the addition of the school project but without notable improvements to the intersection. In reviewing the capacity analysis reports included in the Appendix, we have some uncertainty related to the durations of green times assigned to the mainline approaches (Wilson Pike). In general, the signal timing presented in the capacity analysis should reflect actual parameters used by the city engineering department. While optimization of signal timings should be considered, final signal timings should be representative of standard city practices. We recommend that the signal timings used in the capacity analysis be coordinated with city officials, verifying that the timings used in the analysis are consistent with actual field conditions. This will help ensure consistent application of traffic signal timing parameters and promote accurate analysis results.

**Response:**

*The operational analysis for this intersection was re-evaluated based on the above comment. The existing and background analysis results were conducted utilizing the existing traffic signal timing data from the City. The current signal timing data shows a 160 second cycle running throughout the day at this location. The Projected conditions analysis optimized the cycle lengths and modified the green times to operationally improve the intersection.*

Should you have any questions or need additional information, please contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read "Gerald Bolden", with a long horizontal flourish extending to the right.

Gerald Bolden, PE, PTOE  
Transportation Design Manager



REGINA SMITHSON  
MAYOR

JILL BURGIN  
VICE-MAYOR

KIRK BEDNAR  
CITY MANAGER



COMMISSIONERS  
BETSY CROSSLEY  
ANNE DUNN  
MARK W. GORMAN  
RHEA E. LITTLE, III  
KEN TRAVIS

## City of Brentwood

### Planning & Codes Department

#### PLANNING AND CODES DEPARTMENT MEMORANDUM 2017-11

**TO:** Honorable Mayor and City Commission Members

**THROUGH:** Kirk Bednar, City Manager

**FROM:** Jeff Dobson, Planning and Codes Director

**SUBJECT:** **ORDINANCE 2017-07 AN ORDINANCE OF THE CITY OF BRENTWOOD, TENNESSEE TO AMEND THE ZONING ORDINANCE, SAME BEING CHAPTER 78 OF THE CODE OF ORDINANCES OF THE CITY OF BRENTWOOD, BY CHANGING THE PRESENT ZONING CLASSIFICATION FOR CERTAIN PROPERTY LOCATED ON THE NORTH SIDE OF SPLIT LOG ROAD AT ITS INTERSECTION WITH PLEASANT HILL ROAD FROM THE R-2 (SUBURBAN RESIDENTIAL) ZONING DISTRICT TO THE SI-2 (SERVICE INSTITUTION – EDUCATIONAL) ZONING DISTRICT, SAID PROPERTY BEING MORE SPECIFICALLY DESCRIBED IN THE PROPERTY DESCRIPTION ATTACHED HERETO AND MADE A PART OF THIS ORDINANCE BY REFERENCE AND SHOWN ON THE MAP ATTACHED HERETO AND MADE A PART OF THIS ORDINANCE BY REFERENCE; AND TO AMEND THE OFFICIAL ZONING MAP ACCORDINGLY**

**DATE:** April 5, 2017

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At its April 4, 2017 regular meeting, the Planning Commission voted unanimously nine for and zero against (9-0) to forward a recommendation of approval of Ordinance 2017-07 to the Board of Commissioners.



## Other Business

### Brentwood City Commission Agenda

**Meeting Date:** 04/24/2017

Notice of Future Appointments of Three Members to the Library Board (for information only)

**Submitted by:** Debbie Hedgepath, Administration

**Department:** City Recorder

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### **Information**

#### **Subject**

Notice of Future Appointments of Three (3) Members to the Library Board (for information only)

#### **Background**

At the Monday, June 13, 2017 meeting, the Board of Commissioners will appoint three (3) members to the Library Board. Two of the appointees will serve three (3) year terms expiring June 30, 2020. The two positions on the Board are currently held by Bert Bosse and Laura McClendon. The third appointee will serve an unexpired term held by Jim Burgin. That term will end on June 30, 2019. Applicants must be residents of the City of Brentwood.

Applications must be submitted by Friday, May 19, 2017 to the Community Relations Director at Brentwood City Hall, 5211 Maryland Way or by mail to P. O. Box 788, Brentwood, TN 37024-0788.

Interested persons may complete the application online at the City's website - [www.brentwoodtn.gov](http://www.brentwoodtn.gov).

Notice of the upcoming appointments and process/deadlines for applications will be published in the Tennessean's Williamson section and posted on the City's web page and on the Brentwood City Government Cable Channel (Channel 19 on Comcast).

#### **Staff Recommendation**

n/a

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### **Fiscal Impact**

#### **Attachments**

*No file(s) attached.*

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