
**CITY OF GALLATIN
COUNCIL COMMITTEE MEETING**

March 11, 2014

6:00 p.m.

**Dr. J Deotha Malone
Council Chambers**

- Call to Order – Councilman Mayberry
- Roll Call: Vice Mayor Alexander – Brackenbury – Camp – Kemp – Hayes – Overton – Mayor Graves
- Approval of Minutes: February 25, 2014 Council Committee Meeting
- Public Recognition
- Mayor's Comments

AGENDA

1. Big Station Camp Boulevard Corridor Traffic Study (**Nick Tuttle, City Engineer**)
2. Monthly Financial Reports (**Rachel Nichols, Director of Finance/IT**)
3. Roadside Produce Vendors (**Councilwoman Brackenbury**)
4. Appropriation of \$380,363 from TVA InvestPrep Grant for Gateway Drive Utility Expansion (**James Fenton, Executive Director of EDA**)
5. Marketing & Events Coordinator for Leisure Services (**Councilwoman Brackenbury**)
6. Ordinance O13Ø9-45 Amending Multiple Residential and Office (MRO) Zone District to Planned Neighborhood Commercial (PNC) Zone District (**Councilman Overton**)
7. Continued Discussion on Social Media Policy (**Rachel Nichols, Director of Finance/IT**)
8. Resolution R14Ø2-7- supporting the City's Home Grant Program Application (**Bill McCord, City Planner**)

- Other Business
- Department Head Reports
- Recess
- Budget Presentations
- Adjourn

City of Gallatin Council Committee Meeting

Tuesday, February 25, 2014
Dr. J. Deotha Malone Council Chambers
Gallatin City Hall

Call to Order

Councilman Ed Mayberry called the meeting to order at 6:00 P.M.

Roll Call

City Recorder Connie Kittrell called the roll:

PRESENT:

Mayor Jo Ann Graves
Vice Mayor John D. Alexander
Councilwoman Julie Brackenbury
Councilman Steve Camp
Councilwoman Anne Kemp
Councilman Ed Mayberry
Councilman Jimmy Overton

ABSENT:

Councilman Craig Hayes

OTHERS PRESENT:

Rosemary Bates, Special Projects Director
Rachel Nichols, Finance/IT Director
Nick Tuttle, City Engineer
Debbie Johnson, Human Resources Director
News Examiner, Reporter
David Brown, Leisure Services Director

Don Bandy, Police Chief
Ronnie Stiles, Public Works Dir.
Bill McCord, City Planner
David Gregory, Public Utilities
Connie Kittrell, City Recorder
Billy Crook, Fire Chief

Approval of Minutes

Councilman Ed Mayberry presented the minutes of the February 11, 2014 Council Committee Meeting for approval. Councilman Overton made motion to approve; Vice Mayor Alexander second. Motion carried with 5 ayes and 0 nays and Councilwoman Kemp abstained.

Public Recognition

Councilman Mayberry opened public recognition.

- Joe Debord of 1007 Hart Street stated he was not in favor of having a person oversee City operations at this time. Mr. Debord stated he was in favor of having an IT person on staff as soon as possible to help the city work more efficiently; I-Pads, Laptops and communications.

Mr. Debord stated his number one issue for the city survey is the bridge at Hatten Track/ Albert Gallatin. Mr. Debord spoke about the bridge being a State bridge and the hazards for tractor trailers to cross railroad tracks. Mr. Debord suggested another route up Dorothy Jordan and Blythe over the bridge and out to Dobbins Pike. He also spoke about an industrial growth in that area.

Mr. Debord spoke about the time and money spent on Downtown Gallatin. He spoke about the state providing a business route through Gallatin.

With no one else wishing to speak, Councilman Mayberry closed public recognition.

Mayor's Comments

Mayor Graves announced the arrival of the new Ariel Fire/Rescue Truck. Mayor stated the cost of this truck is \$778,000 and was 100% paid for by a grant. Mayor added that two other trucks are ordered and they are also 100% funded by the grant to make it a total of \$1.2 million.

Mayor invited everyone to go by the Fire Department behind City Hall to see the new truck.

Councilman Mayberry welcomed Katrina back as the reporter for the Gallatin Newspaper.

Agenda

1. **Ordinance Appropriating Funds Received for Completion of Infrastructure Improvements in Foxland Subdivision**

City Engineer Nick Tuttle stated this is a bond appropriation for Foxland Subdivision.

Councilman Overton made motion to approve; Councilwoman Kemp second. Motion carried with 6 ayes and 0 nays.

2. Ordinance Appropriating Funds Received for Completion of Infrastructure Improvements in Cypress Gardens Subdivision

City Engineer Nick Tuttle stated a letter of credit was received for Cypress Gardens Subdivision. He stated he hoped to complete the paving, sidewalks and infrastructure with these funds.

Councilwoman Kemp made motion to approve; Councilman Overton second. Motion carried with 6 ayes and 0 nays.

3. Vacant City-Owned Property

Councilman Overton referred to the handout provided. He spoke about the three pieces of property; the old Health Department Building, Langwood Drive and the corner of Dobbins Pike/ Albert Gallatin (old Ausbrooks Garage).

There was discussion on these properties.

Councilman Overton made motion to pay for an appraisal on the old Health Department building and Langwood property and provide up to \$2,500 for an environmental study on the Ausbrooks property; Councilman Camp second.

Discussion continued on the Ausbrooks property.

Councilman Mayberry called for the vote. Motion carried with 6 ayes and 0 nays.

4. Capping Number of Liquor Stores in Gallatin

Councilman Overton made motion to change to one liquor store for each 8,000 city residents and allow the current liquor store owners the ability to sell their property/businesses; Councilman Camp second.

Council discussed on capping the number of liquor stores, free enterprise and raising the population rate.

Councilman Overton withdrew his motion; Councilman Camp withdrew his second.

Councilman Overton made motion to increase the number of liquor stores to each 12,000 city residents and allow the current liquor store owners the ability to sell their property/businesses; Councilman Camp second. Motion carried with 5 ayes and Councilwoman Kemp voting nay.

5. Paving/Annexation of Section of Peach Valley Road and Adjacent Land

Councilman Overton made motion for the city to send a Resolution to the County asking them to pave the piece of property/roadway on Peach Valley Road; Councilwoman Kemp second.

Council discussed.

Councilman Mayberry called for the vote. Motion carried with 6 ayes and 0 nays.

6. Roadside Produce Vendors

Councilman Mayberry stated that this item has been deferred. Councilwoman Brackenbury requested this item be on the agenda for the next work session.

7. Power Board Appointment

Mayor Graves presented the name of Stan Carver to fill the vacant seat on the Power Board.

Councilman Overton made motion to approve; Councilwoman Brackenbury second. Motion carried with 6 ayes and 0 nays.

8. Other Business

Councilman Mayberry called for any other business.

Mayor Graves stated she presented the grant process to the department heads and the procedure will become policy.

Department Head Reports

Councilman Mayberry called for Department Head reports and there were none.

Council Committee Meeting
February 25, 2104

Adjourn

With no further business to discuss, Councilman Mayberry adjourned the meeting.

Mayor Jo Ann Graves

City Recorder Connie Kittrell

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

March 11, 2014

DEPARTMENT: **Engineering**

AGENDA # |

SUBJECT:

Big Station Camp Boulevard Corridor Traffic Study

SUMMARY:

A presentation will be made at the meeting.

RECOMMENDATION:

ATTACHMENT:

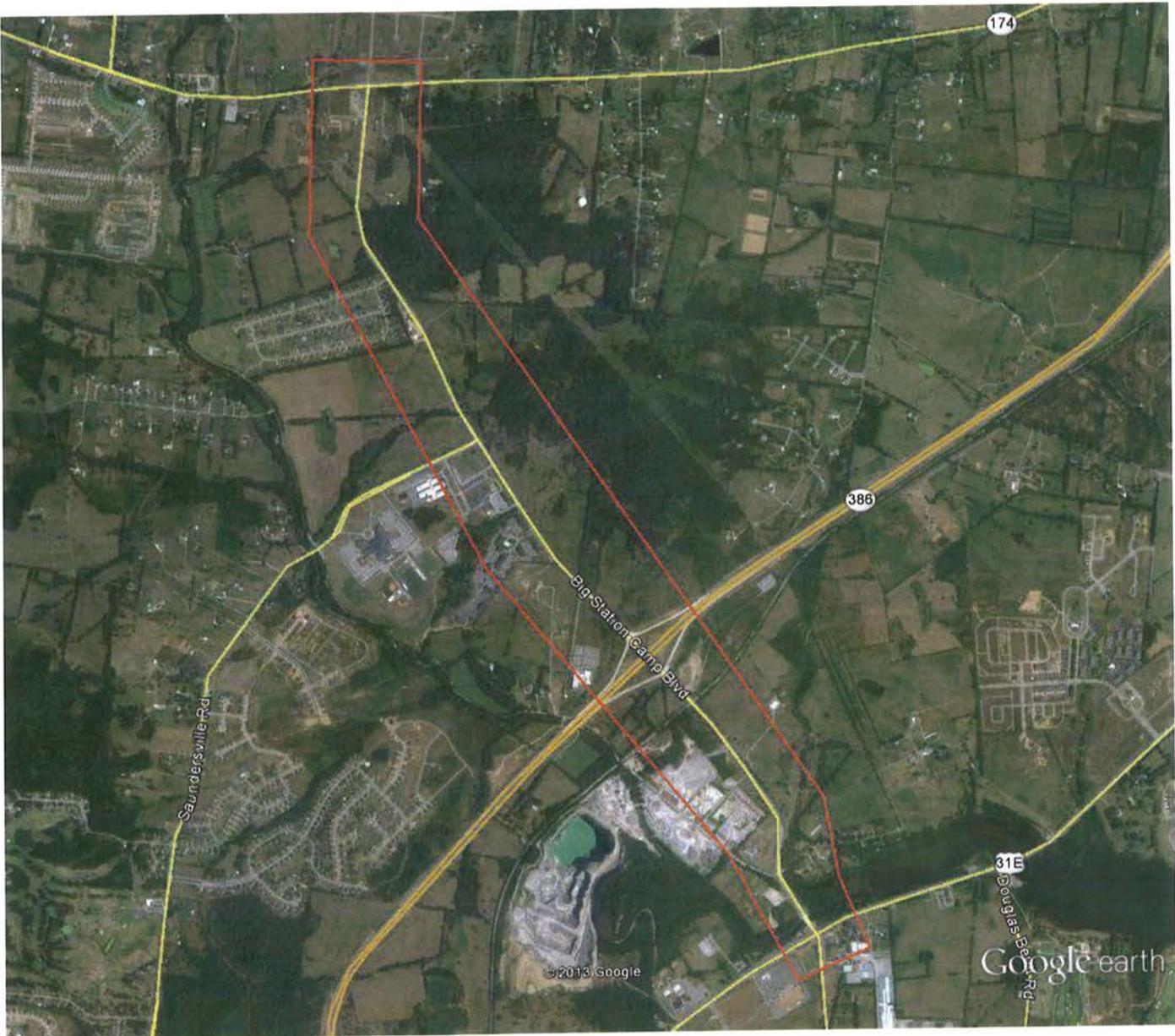
Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:



Google earth



**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

3/11/2014

DEPARTMENT: Finance/I. T.

AGENDA # 2

SUBJECT:
monthly financial reports

SUMMARY:
Reports will be presented at the meeting.

RECOMMENDATION:
Approval

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

March 11, 2014

DEPARTMENT: Councilwoman Brackenbury

AGENDA # 3

SUBJECT:

Roadside Produce Vendors

SUMMARY:

Councilwoman Brackenbury requested a discussion of this topic be placed on the agenda along with a copy of the current ordinance.

RECOMMENDATION:

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

ORDINANCE AMENDING CHAPTER 11, ARTICLE V, SECTIONS 11-136 – 11-143 OF
THE GALLATIN MUNICIPAL CODE RELATING TO PEDDLERS, SOLICITORS, AND
ITINERANT VENDORS

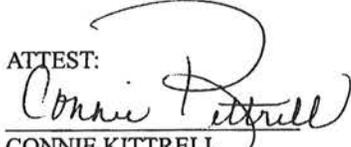
BE IT ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, that Chapter 11, Article
V, Sections 11-136 thru 11-143 of the Gallatin Municipal Code, dealing with entitled “Peddlers,
Solicitors, Itinerant Vendors” is hereby amended by deleting said sections in its entirety and
replacing them with the new **Sections 11-134 thru 11-143**, that is attached to this ordinance as
Exhibit A.

BE IT FURTHER ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, that this
Ordinance shall take effect from and after its final passage, the public welfare requiring such.

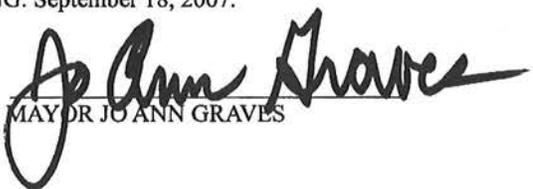
PASSED FIRST READING: September 4, 2007.

PASSED SECOND READING: September 18, 2007.

ATTEST:



CONNIE KITTRELL
CITY RECORDER



MAYOR JO ANN GRAVES

APPROVED AS TO FORM:



JOE H. THOMPSON
CITY ATTORNEY

EXHIBIT A

ARTICLE V. PEDDLERS, SOLICITORS, ITINERANT VENDORS

SECTION

11-134.	Definitions.
11-135.	Exemptions.
11-136.	Permit required.
11-137.	Permit procedure.
11-138.	Restrictions on peddlers, street barkers and solicitors.
11-139.	Restrictions on transient vendors.
11-140.	Display of permit.
11-141.	Suspension or revocation of permit.
11-142.	Expiration and renewal of permit.
11-143.	Violation and penalty.

- 11-134. Definitions. Unless otherwise expressly stated, whenever used in this chapter, the following words shall have the meaning given to them in this section:
- (1) "Peddler" means any person, firm or corporation, either a resident or a nonresident of the city, who has no permanent regular place of business and who goes from dwelling to dwelling, business to business, place to place, or from street to street, carrying or transporting goods, wares or merchandise and offering or exposing the same for sale.
 - (2) "Solicitor" means any person, firm or corporation who goes from dwelling to dwelling, business to business, place to place, or from street to street, taking or attempting to take orders for any goods, wares or merchandise, or personal property of any nature whatever for future delivery, except that the term shall not include solicitors for subscriptions as those terms are defined below.
 - (3) "Solicitor for subscriptions" means any person who solicits subscriptions from the public, either on the streets of the city, or from door to door, business to business, place to place, or from street to street, and who offers for sale subscriptions to magazines or other materials protected by provisions of the Constitution of the United States.
 - (4) "Transient vendor"¹ means any person who brings into temporary premises and exhibits stocks of merchandise to the public for the purpose of selling or offering to sell the merchandise to the public. Transient vendor does not include any person selling goods by sample, brochure, or sales catalog for future delivery; or to sales resulting from the prior invitation to the seller by the owner or occupant of a residence. For purposes of this definition, "merchandise" means any consumer item that is or is represented to be new or not

¹ Tennessee Code Annotated, § 62-30-101 et seq. contains permit requirements for 'transitory vendors.'

The definition of "transient vendors" is taken from Tennessee Code Annotated, § 62-30-101(3). Note also that Tennessee Code Annotated, § 67-4-709(a) prescribes that transient vendors shall pay a tax of \$50.00 for each 14 day period in each county and/or municipality in which such vendors sell or offer to sell merchandise for which they are issued a business license, but that they are not liable for the gross receipts portion of the tax provided for in Tennessee Code Annotated, § 67-4-709(b).

previously owned by a consumer, and "temporary premises" means any public or quasi-public place including a hotel, rooming house, storeroom, building or part of a building, tent, vacant lot, railroad car, or motor vehicle which is temporarily occupied for the purpose of exhibiting stocks of merchandise to the public. Premises are not temporary if the same person has conducted business at those premises for more than six (6) consecutive months or has occupied the premises as his or her permanent residence for more than six (6) consecutive months.

- (5) "Street barker" means any peddler who does business during recognized festival or parade days in the city and who limits his business to selling or offering to sell novelty items and similar goods in the area of the festival or parade.

11-135. Exemptions. The terms of this chapter shall neither apply to persons selling at wholesale to dealers, nor to newsboys, nor to bona fide merchants who merely deliver goods in the regular course of business, nor to persons selling agricultural products, who, in fact, themselves produced the products being sold.

11-136. Permit required. No person, firm or corporation shall operate a business as a peddler, transient vendor, solicitor or street barker, and no solicitor for subscriptions shall solicit within the city unless the same has obtained a permit from the city in accordance with the provisions of this chapter.

11-137. Permit procedure. (1) Application form. A sworn application containing the following information shall be completed and filed with the city recorder by each applicant for a permit as a peddler, transient vendor, solicitor, or street barker and by each applicant for a permit as a solicitor for subscriptions:

- (a) The complete name, permanent address, phone number and temporary address, if any of the business or organization the applicant represents;
- (b) Age, height, weight, color of hair and eyes;
- (c) Name, address and telephone number of the person, firm, association or corporation that the direct seller represents or is employed by, or whose merchandise is being sold;
- (d) Temporary address and telephone number from which business will be conducted, if any;
- (e) Nature of business to be conducted and a brief description of the goods offered, and any services offered;
- (f) Proposed method of delivery of goods, if applicable;
- (g) The dates for which the applicant intends to do business or make solicitations.
- (h) The names and permanent addresses of each person who will make sales or solicitations within the city.
- (i) The make, model, complete description, and license tag number and state of issue, of each vehicle to be used to make sales or solicitations, whether or not such vehicle is owned individually by the person making sales or solicitations, by the business or organization itself, or rented or borrowed from another business or person.
- (j) The last three previous cities, villages, towns, where applicant conducted similar business;

(k) Address and phone number where applicant can be contacted for at least seven days after leaving the city;

(l) Statement as to whether applicant has been convicted of any crime or ordinance violation related to applicant's transient merchant business within the last five years; the nature of the offense and the place of conviction.

(m) Tennessee State sales tax number, if applicable.

- (2) Permit fee. Each applicant for a permit as a peddler, transient vendor, solicitor or street barker shall submit with his application a nonrefundable fee of fifty dollars (\$50.00). There shall be no fee for an application for a permit as a solicitor for subscriptions.
- (3) Permit issued. Upon the completion of the application form and the payment of the permit fee, where required, the recorder shall issue a permit and provide a copy of the same to the applicant.
- (4) Submission of application form to chief of police. Immediately after the applicant obtains a permit from the city recorder, the city recorder shall submit to the chief of police a copy of the application form and the permit.

11-138. Restrictions on peddlers, street barkers and solicitors. No peddler, street barker, solicitor, or solicitor for subscriptions shall:

- (1) Be permitted to set up and operate a booth or stand on any street or sidewalk, or in any other public area within the city.
- (2) Stand or sit in or near the entrance to any dwelling or place of business, or in any other place which may disrupt or impede pedestrian or vehicular traffic.
- (3) Offer to sell goods or services or solicit in vehicular traffic lanes, or operate a "road block" of any kind.
- (4) Call attention to his business or merchandise or to his solicitation efforts by crying out, by blowing a horn, by ringing a bell, or creating other noise, except that the street barker shall be allowed to cry out to call attention to his business or merchandise during recognized parade or festival days of the city.
- (5) It shall be unlawful for any peddler or solicitor to call at any dwelling or other place between the hours of 7 p.m. and 9 a.m. except by appointment; to call at any dwelling or other place where a sign is displayed bearing the words "No Peddlers," "No Solicitors" or words of similar meaning; to call at the rear door of any dwelling place; or to remain on any premises after being asked to leave by the owner, occupant or other person having authority over such premises.
- (6) It shall be unlawful for a direct seller to misrepresent or make false, deceptive or misleading statements concerning the quality, quantity or character of any goods offered for sale, the purpose of his visit, his identity or the identity of the organization he represents.
- (7) It shall be unlawful for any peddler, solicitor or transient vendor to allow rubbish or litter to accumulate in or around the area in which he is conducting business.

11-139. Restrictions on transient vendors. A transient vendor shall not advertise, represent, or hold forth a sale of goods, wares or merchandise as an insurance, bankrupt, insolvent, assignee, trustee, estate, executor, administrator, receiver's manufacturer's wholesale, cancelled order, or misfit sale, or closing-out sale, or a sale of any goods damaged by smoke, fire, water or otherwise, unless such advertisement, representation or holding forth is actually of the character it is advertised, represented or held forth.

11-140. Display of permit. Each peddler, street barker, solicitor, or solicitor for subscriptions is required to have in his possession a valid permit while making sales or solicitations, and shall be required to display the same to any police officer upon demand.

11-141. Suspension or revocation of permit. (1) Suspension by the recorder. The permit issued to any person or organization under this chapter may be suspended by the city recorder for any of the following causes:

(a) Any false statement, material omission, or untrue or misleading information which is contained in or left out of the application; or

(b) Any violation of this chapter.

(2) Suspension or revocation by the board of mayor and aldermen. The permit issued to any person or organization under this chapter may be suspended or revoked by the board of mayor and aldermen, after notice and hearing, for the same causes set out in paragraph (1) above. Notice of the hearing for suspension or revocation of a permit shall be given by the city recorder in writing, setting forth specifically the grounds of complaint and the time and place of the hearing. Such notice shall be mailed to the permit holder at his last known address at least five (5) days prior to the date set for hearing, or it shall be delivered by a police officer in the same manner as a summons at least three (3) days prior to the date set for hearing.

11-142. Expiration and renewal of permit. The permit of peddlers, solicitors and transient vendors shall expire on the same date that the permit holder's privilege license expires. The registration of any peddler, solicitor, or transient vendor who for any reason is not subject to the privilege tax shall be issued for six (6) months. The permit of street barkers shall be for a period corresponding to the dates of the recognized parade or festival days of the city. The permit of solicitors for subscriptions shall expire on the date provided in the permit, not to exceed thirty (30) days.

11-143. Violation and penalty. In addition to any other action the city may take against a permit holder in violation of this chapter, such violation shall be punishable under the general penalty provision of this code. Each day a violation occurs shall constitute a separate offense.

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

March 11, 2014

DEPARTMENT: EDA

AGENDA # 4

SUBJECT:

Appropriation of \$380,363 from TVA InvestPrep grant for Gateway Drive utility expansion

SUMMARY:

RECOMMENDATION:

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

ORDINANCE NO. 01403-9

ORDINANCE APPROPRIATING \$380,363 FEDERAL GRANT FOR
GATEWAY DRIVE UTILITY EXPANSION

BE IT ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, that the sum of \$380,363 is hereby appropriated from revenue account number 413-33190-72 to expense account number 413-52114-934-72, Gateway Drive Utility Expansion, for a federal grant received from the Tennessee Valley Authority for installation of water and sewer into Phase II of the Gallatin Industrial Center, and,

BE IT FURTHER ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, that this Ordinance shall take effect from and after its final passage, the public welfare requiring such.

PASSED FIRST READING:

PASSED SECOND READING:

MAYOR JO ANN GRAVES

ATTEST:

CONNIE KITTRELL
CITY RECORDER

APPROVED AS TO FORM:

JOE THOMPSON
CITY ATTORNEY

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

March 11, 2014

DEPARTMENT: Councilwoman Brackenbury

AGENDA # 5

SUBJECT:

Marketing & Events Coordinator for Leisure Services

SUMMARY:

Councilwoman Brackenbury asked that this item be placed on the agenda and that Leisure Services Director David Brown and Human Resources Director Debbie Johnson be prepared to address questions or concerns about hiring, the job title, and the pay range. The pay range approved by Council is Grade P which is \$41,163-\$61,131.

RECOMMENDATION:

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

MARKETING & EVENTS COORDINATOR

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs difficult technical, professional and responsible administrative work to promote to the community thru sales, marketing, promotions and special events the Gallatin Leisure Services divisions including the Gallatin Civic Center, Long Hollow Golf Course and Parks and Recreation. Work is performed under supervision of Gallatin Leisure Services Director.

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently and a negligible amount of force constantly to move objects; work requires reaching, standing, fingering, grasping and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Coordinates with the Leisure Services Director and Asst. Directors to establish goals for marketing and advertising
Makes recommendations for new programs, activities and/or special events that would enhance, promote and market department activities
Promote and sell Gallatin Civic Center and Long Hollow Golf Course memberships, manage Gallatin Leisure Services website and content
Conduct market research, coordinate promotional campaigns and marketing materials
Represent Gallatin Leisure Services at public events, shows, festivals etc. in order to promote and market department
Establish outreach program designed to promote department divisions and the rental of facilities in an effort to enhance revenues
Establish and coordinate publishing of department's newsletter and brochure
Develop and maintain a positive working relationship with media
Develop and implement goals, objectives, policies and priorities for all marketing and public relations efforts for the department
Write and develop advertising copy; take digital pictures
Some night, weekend and/or holiday work may be required
Performs other duties and special projects as assigned

KNOWLEDGE, SKILLS AND ABILITIES

Experience in planning, organizing, initiating, supervising and implementing a marketing program for Parks and Recreation sports activities and programs; knowledge in marketing memberships and events; comprehensive knowledge of media and public relations policies, practices and procedures; thorough knowledge of public information principles and practices of public relations media; ability to establish and maintain effective working relationships with associates, local businesses, the media and the general public; must have knowledge of operations for standard software database, word processing programs, and publishing software

EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to graduation from an accredited college or university with Bachelor of Science in Marketing, Public Relations, Parks and Recreation or related field.

SPECIAL REQUIREMENTS

Possession of an appropriate driver's license valid in the State of Tennessee.

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

MARCH 11, 2014

DEPARTMENT: PLANNING

AGENDA # 6

SUBJECT:

Ordinance O1309-45 amending Multiple Residential and Office (MRO) zone district to Planned Neighborhood Commercial (PNC) zone district.

SUMMARY:

Applicant requests approval to amend the Gallatin Zoning Ordinance to rezone property containing 3.00 (+/-) acres, S.B.E. Tax Map #126I/B/008.00 located on the south side of Nashville Pike, west of Lock 4 Road at 921 Nashville Pike. The Gallatin Municipal-Regional Planning Commission recommended approval at the August 26, 2013 Planning Commission meeting. At the Public Hearing before City Council on March 4, 2014, Council requested that Preliminary Master Development Plan sidewalk issue be discussed at the March 11, 2014 Council Work Session.

RECOMMENDATION:

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

AN ORDINANCE OF THE CITY OF GALLATIN, SUMNER COUNTY, TENNESSEE, REAFFIRMING THE PLANNED NEIGHBORHOOD COMMERCIAL (PNC) DISTRICT ZONING ON A 0.48 (+/-) ACRE PORTION OF A PARCEL (S.B.E. TEX MAP 126I/B/PART OF PARCEL 015.00), LOCATED ON THE SOUTH SIDE OF NASHVILLE PIKE, WEST OF LOCK 4 ROAD AT 923 NASHVILLE PIKE, AMENDING THE ZONING DESIGNATION ON A 3.00 (+/-) ACRE PARCEL (S.B.E. TAX MAP 126I/B/008.00) FROM THE MULTIPLE RESIDENTIAL AND OFFICE (MRO) ZONE DISTRICT TO PLANNED NEIGHBORHOOD COMMERCIAL (PNC) ZONE DISTRICT LOCATED ON THE SOUTH SIDE OF NASHVILLE PIKE, WEST OF LOCK 4 ROAD AT 921 NASHVILLE PIKE AND APPROVING A PRELIMINARY MASTER DEVELOPMENT PLAN FOR THE COMBINED 3.48 (+/-) ACRES.

WHEREAS, the Gallatin Municipal-Regional Planning Commission, pursuant to Section 15.07.040 of the Gallatin Zoning Ordinance has reviewed and recommended approval of this amendment in GMRPC Resolution No. 2014-12; and

WHEREAS, notice and public hearing before the Gallatin City Council has or will occur before final passage of this amendment pursuant to Section 15.07.060 of the Gallatin Zoning Ordinance.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF GALLATIN, TENNESSEE as follows:

1. The Gallatin City Council hereby concurs with the recommendations of the Gallatin Municipal-Regional Planning Commission and hereby imposes those recommendations as conditions to this zoning amendment and the Preliminary Master Development Plan as described in Exhibit B; and
2. That based upon the recommendation of approval by the Gallatin Municipal-Regional Planning Commission, public notice, and after public hearing in compliance with Section 15.07.060 of the Gallatin Zoning Ordinance, the zoning of the property shall be amended from the Multiple, Residential and Office (MRO) zoning district to the Planned Neighborhood Commercial (PNC) zoning district, with the Preliminary Master Development Plan and conditions as described in Exhibit A.
3. In accordance with Section 15.07.080 of the Gallatin Zoning Ordinance, the official zoning map of the City of Gallatin, Tennessee, shall, upon the effective date of this ordinance, be amended to reflect the zoning changes herein made.

BE IT FURTHER ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, that this Ordinance shall take effect upon final passage, the public welfare requiring such.

PASSED FIRST READING: September 17, 2013.

PASSED SECOND READING:

MAYOR JO ANN GRAVES

ATTEST:

CONNIE KITTRELL
CITY RECORDER

APPROVED AS TO FORM:

JOE H. THOMPSON
CITY ATTORNEY

ORDINANCE NO. O13Ø9-45
EXHIBIT A

The development shall be consistent with the Preliminary Master Development Plan for the Restaurant/Retail Development 921 Nashville Pike, consisting of a seven (7) sheet plan, prepared by Perry Engineering, Inc. of Goodlettsville, Tennessee, with project No. 108-048 dated February 17, 2014 and architectural elevations consisting of one (1) sheet prepared by MJM Architects, of Nashville, Tennessee, dated February 7, 2014 located at 921 and 923 Nashville Pike (attached), with the following conditions:

1. The architectural elevations for both buildings are approved provided that the back of the large walls shall be finished and painted to match the buildings. Inspection of the exterior building façade materials is required by the Planning Department prior to the installation of the exterior building façade materials for both buildings. Final architectural elevations shall be approved as part of the Final Master Development Plan.
2. The Planning Commission determined that the alternative bufferyards and proposed landscaping plan are acceptable and meet the intent of the Gallatin Zoning Ordinance, Section 13.04.100.C, *Alternative Plan Approval*.
3. After the minor subdivision plat is recorded, the existing Wendy's monument sign shall be removed; however, it may be relocated to the Wendy's property at 927 Nashville Pike after the approval of a sign permit from the Planning Department. The Wendy's sign shall comply with the G.Z.O., Section 13.07, *Sign Regulations*. (Or approved with northern property to permit sign to remain as is.)
4. A Master Signage Package shall be submitted and approved for both buildings as part of the Final Master Development Plan. The monument signs shall be limited to a maximum height of six (6) feet and the leading edge of the monument signs shall be setback a minimum of five (5) feet from the rights-of-way. All signs for the restaurant and retail center shall comply with the G.Z.O., Section 13.07, *Sign Regulations*. Sign permits shall be obtained from the Planning Department prior to the construction or installation of any signage on site.
5. Provide architectural elevations, building materials, and colors for the dumpster enclosures as part of the Final Master Development Plan.
6. Provide details of the proposed wall mounted lighting fixtures at the Final Master Development Plan stage.
7. Make the sidewalk connection to the intersection of Lock 4 Road and Nashville Pike and adjust the sidewalk alignment and/or grading along the eastern property line to match. The applicant shall correct the sidewalk plan as some sheets show an inconsistent layout.
8. Provide sidewalk easements as necessary to construct the six (6) foot sidewalks as required by the Gallatin Zoning Ordinance, Section 13.09.030, *Sidewalks*.
9. Label the retail building as 923 Nashville Pike and the restaurant as 921 Nashville Pike on the new Preliminary Master Development Plan.
10. Submit a revised minor subdivision plat to change the property owner information and to add the 0.48 (+/-) acres to the Exxon property. The minor subdivision plat shall be recorded prior to the issuance of a building permit for this project.



City of Gallatin, Tennessee

Planning Department

**Gallatin Municipal-Regional Planning Commission
ACTION FORM**

DATE: February 26, 2014

TO: Mr. Randy Perry, P.E.
Perry Engineering
100 North Main Street
Goodlettsville, TN 37072

FROM: Gallatin Planning Department

RE: February 24, 2014 Gallatin Municipal-Regional Planning Commission Meeting
Restaurant/Retail Center Preliminary Master Development Plan: PC0161-13

The request for approval of a Preliminary Master Development Plan was:

- RECOMMENDED
 RECOMMENDED WITH CONDITIONS
 NOT RECOMMENDED
 DEFERRED

Conditions of Approval:

1. The architectural elevations for both buildings are approved provided that the back of the large walls shall be finished and painted to match the buildings. Inspection of the exterior building façade materials is required by the Planning Department prior to the installation of the exterior building façade materials for both buildings. Final architectural elevations shall be approved as part of the Final Master Development Plan.
2. The Planning Commission determined that the alternative bufferyards and proposed landscaping plan are acceptable and meet the intent of the Gallatin Zoning Ordinance, Section 13.04.100.C, *Alternative Plan Approval*.
3. After the minor subdivision plat is recorded, the existing Wendy's monument sign shall be removed; however, it may be relocated to the Wendy's property at 927 Nashville Pike after the approval of a sign permit from the Planning Department. The Wendy's sign shall comply with the G.Z.O., Section 13.07, *Sign Regulations*.
4. A Master Signage Package shall be submitted and approved for both buildings as part of the Final Master Development Plan. The monument signs shall be limited to a maximum height of six (6) feet and the leading edge of the monument signs shall be setback a minimum of five (5) feet from the rights-of-way. All signs for the restaurant and retail center shall comply with the G.Z.O., Section 13.07, *Sign Regulations*. Sign permits shall be obtained from the Planning Department prior to the construction or installation of any signage on site.



City of Gallatin, Tennessee

Planning Department

5. Provide architectural elevations, building materials, and colors for the dumpster enclosures as part of the Final Master Development Plan.
6. Provide details of the proposed wall mounted lighting fixtures at the Final Master Development Plan stage.
7. Make the sidewalk connection to the intersection of Lock 4 Road and Nashville Pike and adjust the sidewalk alignment and/or grading along the eastern property line to match. The applicant shall correct the sidewalk plan as some sheets show an inconsistent layout.
8. Provide sidewalk easements as necessary to construct the six (6) foot sidewalks as required by the Gallatin Zoning Ordinance, Section 13.09.030, *Sidewalks*.
9. Label the retail building as 923 Nashville Pike and the restaurant as 921 Nashville Pike on the new Preliminary Master Development Plan.
10. Submit a revised minor subdivision plat to change the property owner information and to add the 0.48 (+/-) acres to the Exxon property. The minor subdivision plat shall be recorded prior to the issuance of a building permit for this project.
11. Submit 13 corrected and folded copies of the New Preliminary Master Development Plan and color architectural elevations to the Planning Department by 12 noon on Wednesday, February 26, 2014 in order to place this item on March 4, 2014 Gallatin City Council meeting agenda.

Approval contains the following requirements:

BUILDING PERMIT/USE AND OCCUPANCY PERMIT

- ZONING PERMIT
- SIGN PACKAGE/PERMIT
- LAND DISTURBANCE PERMIT
- SIGNAGE CHECK
- UTILITY SURETY
- MAINTENANCE SURETY
- SIDEWALK SURETY
- SUBDIVISION SURETY
- LIST CONDITIONS OF APPROVAL ON RESUBMITTAL
- COUNCIL SUBMITTAL
- SUBMIT 13 CORRECTED, FOLDED COPIES (1 FULL SIZE AND 2 HALF SIZE IF ORIGINAL PLANS ARE LARGER THAN 18 x 24) AND 13 COPIES OF THE COLOR ARCHITECTURAL ELEVATIONS
- OTHER



City of Gallatin, Tennessee

Planning Department

- CITY COUNCIL APPROVAL
 - Public Hearing 3/4/14
 - 2nd Reading at City Council: 3/18/14

cc: Mr. Steve Rudd
PC File PC0161-13

EXHIBIT A

ITEM 11

PLANNING DEPARTMENT STAFF REPORT

New PMDP for Restaurant and Retail Center at 921 & 923 Nashville Pike
(PC0161-13)

Date: February 19, 2014



REQUEST: APPLICANT AND OWNERS REQUEST APPROVAL TO REZONE 3.00 (+/-) ACRES FROM MULTIPLE RESIDENTIAL AND OFFICE (MRO) TO PLANNED NEIGHBORHOOD COMMERCIAL (PNC) AND APPROVAL OF A NEW PRELIMINARY MASTER DEVELOPMENT PLAN FOR 3.48 (+/-) ACRES IN ORDER TO CONSTRUCT A 4,200 SQUARE FOOT RESTAURANT AND AN 8,800 SQUARE FOOT MULTI-TENANT RETAIL AND OFFICE BUILDING ON PROPERTY LOCATED AT 921 AND 923 NASHVILLE PIKE RESPECTIVELY. APPLICANT AND OWNERS ARE ADDING 0.48 (+/-) ACRES OF AN ADJACENT PARCEL, ZONED PLANNED NEIGHBORHOOD COMMERCIAL (PNC), TO THE NEW PRELIMINARY MASTER DEVELOPMENT PLAN FOR A PROJECT TOTAL OF 3.48 (+/-) ACRES. (PC0161-13)

OWNERS: TIGER MANAGEMENT GROUP, LLC & B.F. NASHVILLE, INC.

APPLICANT: PERRY ENGINEERING, LLC

STAFF RECOMMENDATION: RECOMMEND APPROVAL OF GMRPC RESOLUTION 2014-12 (ATTACHMENT 11-3) WITH CONDITIONS

STAFF CONTACT: KATHERINE SCHOCH, AICP

PC MEETING DATE: FEBRUARY 24, 2014

PROPERTY OVERVIEW:

The applicant and owners are requesting approval to rezone 3.00 (+/-) acres from Multiple Residential and Office (MRO) to Planned Neighborhood Commercial (PNC) and approval of a new Preliminary Master Development Plan containing 3.48 (+/-) acres in order to construct a 4,200 square foot restaurant and an 8,800 square foot multi-tenant retail and office building on property located at 921 and 923 Nashville Pike respectively. The applicant and owners are adding 0.48 (+/-) acres of an adjacent parcel (Wendy's property) zoned Planned Neighborhood Commercial (PNC), to the new Preliminary Master Development Plan for a project total of 3.48 (+/-) acres. Consideration of this project requires a time for Public Comment at the Planning Commission meeting.

The only changes to the project include the addition of a small portion of the adjacent Wendy's property, minor changes to the architectural elevations, and an increase in the size of the retail center and office building from 6,200 square feet to 8,800 square feet. The applicant has also listed Medical Services a permitted use for the retail center and office building.

The proposed 4,200 square foot restaurant (Food Service) is shown to be a Panera Bread Restaurant and will be the building constructed on the eastern side of the property, closest to Lock 4 Road. The 8,800 square foot retail center [General Retail Sales and Services (Excluding Manufactured Home Sales Facilities) and Medical Services] is described as a multi-tenant building with space for four (4) individual units. The end users for the retail and office building are unknown at this time and will be market driven. These proposed uses are permitted in the PNC zone district. The use of the additional property being added to the Preliminary Master Development is currently Food Service. Pending approval of the new Preliminary Master Development Plan by the Gallatin City Council, the use on the additional property will be changed from Food Service to General Retail Sales and Services (Excluding Manufactured Home Sales Facilities) and Medical Services. Construction is scheduled to begin in May, 2014 and is expected to be complete by August, 2014.

The proposed architecture for both buildings meets the Basic Design Criteria of the Gallatin Zoning Ordinance, Section 13.08.010.A. *Materials* (Attachment 11-2). The applicant and owners are requesting approval of an alternative bufferyard plan, per G.Z.O. Section 13.04.100.C, *Alternative Plan Approval*, along the western side property line since a joint access easement is shown in that location. An alternative bufferyard is also being requested along the southern property line due to the size and design of the opaque barrier. The other portions of the proposed landscaping plan meet the requirements of the Gallatin Zoning Ordinance, including the additional plantings required for the PNC zone district pursuant to G.Z.O., Section 08.05.050.B (Attachment 11-1; page L-1.3).

CASE BACKGROUND:

Previous Approvals and Property History

Tax Map and Part of Parcel #126I/B/015.00; Wendy's Property

At the December 17, 2001 meeting, Planning Commission recommended approval of a rezoning request for 1.84 (+/-) acres from Residential-20 (R20) to Planned Neighborhood Commercial (PNC) for property located at 927 Nashville Pike (PC File #3-9-01). The Gallatin City Council approved Ordinance #00201-002 on Second Reading at the February 19, 2002 meeting.

The Planning Commission approved a Final Site Development Plan, now called a Final Master Development Plan, for a 3,261 square foot Wendy's Restaurant to be constructed at 927 Nashville Pike (PC File #8-4-02).

Tax Map and Parcel #126I/B/008.00; Vacant Property

At the February 27, 2006 meeting, the Planning Commission recommended approval of a rezoning request for the property at the corner of Nashville Pike and Lock 4 Road from Residential-20 (R20) to Multiple Residential and Office (MRO) (PC File #3-18-05). The Gallatin City Council approved Ordinance #00603-024 on Second Reading at the April 18, 2006 meeting.

The Municipal Board of Zoning Appeals approved a Conditional Use Permit request per G.Z.O. Section 07.02.010.C for the Convenience Sales and Service use at the April 24, 2006 meeting (PC File #B-4-06).

A Final Site Development Plan (Final Master Development Plan) for an Exxon Mobile On the Run Gas Station and Convenience Store was approved by Planning Commission at the April 24, 2006

meeting (PC File #8-25-06). Since no building permits were ever issued for the gas station within the three (3) year timeframe, the Final Site Development Plan expired according to G.Z.O., Section 12.02.040, *Lapse of Approval, B, Final Master Development Plan*.

On April 28, 2006, a minor subdivision plat was approved by the Planning Division to create two (2) lots for the Exxon Mobil Gas Station (PC File #2-7-06). Two (2) years later, a revision to the Exxon Mobil Subdivision, Lot 1 was approved in order to remove the existing easements and create new easements on the property (PC File #2-21-08S). That plat was recorded in October, 2008 (Attachment 11-4).

Revised Minor Subdivision Plat

A revised minor subdivision plat is required in order to change the property owner information and to add the 0.48 (+/-) acres to the Exxon property. The minor subdivision plat may be approved in house by the Planning Department since it only involves one (1) lot. The minor subdivision plat shall be recorded prior to the issuance of a building permit for this project.

Restaurant and Retail Center Project History

At the August 26, 2013 meeting, the Planning Commission recommended approval of a Preliminary Master Development Plan and request to rezone 3.00 (+/-) acres from Multiple Residential and Office (MRO) to Planned Neighborhood Commercial (PNC) to the Gallatin City Council with conditions.

At that meeting, the Planning Commission approved a conceptual architectural plan and conceptual landscaping plan including a fence to be constructed at the back of the property with brick columns and composite or concrete based materials to be used between the columns. The Planning Commission also directed the applicant to work with the Planning Department Staff on the height and exact location of the fence (opaque barrier) within the Type 40 Bufferyard along the rear property line. The exact details of the fence and rear bufferyard were to be approved at the Final Master Development Plan stage of the project. Please refer to the Action Form from the August 26, 2013 Planning Commission meeting included with this staff report as Attachment 11-5.

The Preliminary Master Development Plan and rezoning request proceeded to the Gallatin City Council for consideration at the September 10, 2013 meeting and the request passed First Reading on September 17, 2013.

Prior to Public Hearing at City Council, the applicant returned to the Planning Commission on September 23, 2013 and requested an amendment to the conceptual landscaping plan to allow for the installation of a 10-foot tall, SimTek fence along the rear property line. SimTek is a molded, plastic material with the appearance of stone. The product is also said to be noise reducing.

At that meeting, the applicant indicated that they met with the adjoining property owners to discuss the best design for the rear fence/opaque barrier. After discussing the issue, the applicant indicated that the 10-foot tall fence would be the best way to reduce the noise from the commercial areas and screen the back of the buildings from view. The SimTek fence fulfills the opaque barrier requirement of the Type 40 Bufferyard along the rear property line. A detail of the SimTek fence has been included with this New Preliminary Master Development Plan (Attachment 11-1; page L-1.4).

Planning Commission discussed the applicant's request and found that an eight (8) foot tall fence would be more appropriate in the Type 40 Bufferyard along the back of the property. The Planning Commission approved the request to install an eight (8) foot tall SimTek fence as a minor amendment to the conceptual landscaping plan of the Preliminary Master Development Plan. Please refer to the Action Form from the September 23, 2013 Planning Commission meeting included with this staff report as Attachment 11-6.

The Public Hearing on the rezoning request was held at the October 1, 2013 Gallatin City Council meeting. Since that time, the applicant and owners decided to purchase 0.48 (+/-) acres of the adjacent Wendy's Restaurant property and add it to the new Preliminary Master Development Plan for this project. The property is already zoned PNC and the approved use of the property is Food Service. This additional property will also allow the applicant to increase the size of the proposed multi-tenant retail center from 6,200 square feet to 8,800 square feet. In addition, the joint access easement on the property will be shifted west. Since the project has changed from the original submittal, the Planning Commission shall review the new Preliminary Master Development Plan and provide a recommendation to the Gallatin City Council. A new Public Hearing on the new Preliminary Master Development Plan has been properly advertised and is scheduled for the March 4, 2014 Gallatin City Council meeting. The applicant has also notified the adjoining property owners about the Public Hearing on the new Preliminary Master Development Plan by mail. Second Reading on Ordinance #O1309-45 is scheduled for March 18, 2014.

Nashville Pike Corridor General Development and Transportation Plan Amendment

The subject property fronts Nashville Pike, the main commercial corridor in the City, and was included in the study area for the *Nashville Pike Corridor General Development and Transportation Plan Amendment*, approved by the Planning Commission on November 5, 2001 (PC File #7-9-01). The boundaries of the study area began at State Route 109 and extended westerly to East Camp Creek. The *Nashville Pike Corridor General Development and Transportation Plan Amendment* established land uses, design, signage, and access management recommendations for property along both sides of Nashville Pike. That study encourages the use of high quality construction materials and design to maintain the unique character of the gateway property. Please refer to the information about the *Key Issues/Goals* of the Nashville Pike Corridor and the *Architectural Standards* described in the *Nashville Pike Corridor General Development and Transportation Plan Amendment* included as Attachment 11-7 (page 6) and Attachment 11-8 (page 13).

Gallatin on the Move 2020 General Development and Transportation Plan

The *Nashville Pike Corridor General Development and Transportation Plan Amendment* is also referenced as a supporting document in the *Gallatin on the Move 2020 General Development and Transportation Plan* adopted by the Planning Commission in 2009. The subject property is identified on the Community Character Area Map as being part of the Nashville Pike Office Corridor Character Area, one (1) of six (6) Corridor Character Areas in the *2020 Plan* (Attachment 11-9). This area is defined by former suburban residential structures that have been converted over the years to office uses. These adapted reuses have preserved the residential character of Nashville Pike while accommodating new businesses. Please refer to Attachment 11-10; page 3-27.

One (1) of the intentions of the Nashville Pike Office Corridor Character Area is to provide for pedestrian-friendly areas with public spaces, that offer a high intensity mixture of uses including businesses, retail and office, employment, education, hospitality, and entertainment facilities. Please refer to the description of the Nashville Pike Office Corridor Character Area included with this staff

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report as Attachment 11-11; pages 3-40 and 3-41. The design of this project reflects the overall development strategies outlined in the *2020 Plan* for the Nashville Pike Office Corridor Character Area, which allows for office uses in a residential setting, while preserving the residential character of the major gateway into Gallatin (Attachment 11-10; page 3-40). Other similar commercial uses are also appropriate in this area. The access management, landscaping and buffering, and architectural design elements shall minimize the potential impacts of the proposed development on the adjacent residential properties to the south.

Natural Features

The lot on the corner of Nashville Pike and Lock 4 Road is currently vacant and no portion of this property is located within a special flood hazard area (Attachment 11-1). According to the applicant's tree survey, the property currently contains over 468 caliper inches of healthy mature trees with an additional 186 caliper inches of existing trees just off the southern property line. Many of the large mature trees on the property will be maintained to help screen the proposed development from the adjoining residential neighborhood (Attachment 11-1; page L-1.3).

Surrounding Zoning

Although this property adjoins other commercially developed property, including MRO PUD zoning to the north, MRO zoning to the east, and PNC zoning to the west, it is important to recognize that there is Residential-20 (R20) zoned property and residential uses that adjoin this property to the south, and a small portion to the north east. A large bufferyard, including an opaque barrier, will be installed to screen the developing property from the neighboring single-family homes along the southern property line. The bufferyards will help limit the impact of the commercial uses on the adjacent neighborhood. Please note that this property was previously approved for a convenience store and gas station, so the newly proposed uses of the property are far less intense than what was previously approved and envisioned for this corner property.

Access

The applicant has provided the required access management improvements contained in the *Nashville Pike Corridor General Development and Transportation Plan Amendment* and the *Gallatin on the Move 2020 General Development and Transportation Plan* for this property.

The main northerly entrance to the property off Nashville Pike connects to the joint driveway at the front of the site. This is an existing access point, now serving Wendy's and the other commercial uses in the Dover Cliff Development, functions as a right-in, right-out onto Nashville Pike due to the location of a concrete median that precludes left hand turns. One (1) full access point on the eastern side of the property off Lock 4 Road leads to the backage road/cross access easement behind the two (2) proposed buildings and will connect behind Wendy's, extending onto Kathy Circle.

Customers will also be able to access the site through the intersection of Kathy Circle and Nashville Pike. The backage road/cross access easement concept was a recommendation of the *Nashville Pike Corridor General Development and Transportation Plan Amendment* and has functioned well in areas where it has already been constructed along the back of lots fronting Nashville Pike. It allows customers to easily move from one (1) commercial property to the next without having to re-enter Nashville Pike and allows motorists to access Nashville Pike at a signalized intersection. This backage road will remain private and will not be accepted or maintained by the City of Gallatin. Shared driveways also limit the drive way cuts onto Nashville Pike, a specific development strategy for the Nashville Pike Office Corridor Character Area (Attachment 11-11; pages 3-40 and 3-41). The

restaurant site will have a drive-thru queuing area located along the eastern portion of the property and along the rear and west side of the restaurant building (Attachment 11-1).

Sidewalks

Six (6) foot sidewalks are shown along the front perimeter of the property along Nashville Pike, (at the back of the 20-foot Bufferyard) and Lock 4 Road (at the back of the 12-foot Bufferyard). A sidewalk is also shown along a portion of the backage road and parking lot for the restaurant and along some portions of the front parking area for the retail building. Some internal sidewalks are also shown on the plan to allow for pedestrian access between the two (2) buildings. The Engineering Division asked the applicant to make the sidewalk connection to the intersection of Lock 4 Road and Nashville Pike and to adjust the sidewalk alignment and/or grading along the eastern property line to match. The Engineering Division found some inconsistencies for the layout of the sidewalks and asked the applicant to correct the sidewalk plan to address those errors. The applicant shall provide sidewalk easements as necessary to construct the six (6) foot sidewalks as required by the Gallatin Zoning Ordinance, Section 13.09.030, *Sidewalks*.

Architectural Elevations

The architectural elevations for both buildings submitted as part of the new Preliminary Master Development Plan are very similar in design to the elevations approved as part of the original Preliminary Master Development Plan (Attachment 11-2).

Restaurant

The proposed building appears to be a prototypical design for Panera Bread and is very similar to the freestanding building already constructed in the Glenbrook Development in Hendersonville, Tennessee. The restaurant consists of a 4,200 square foot, rectangular shaped structure with brick and Exterior Insulation and Finishing System (E.I.F.S.) as the two (2) main building materials. (Attachment 11-2)

Restaurant Front Façade (North-Nashville Pike)

The front façade of the restaurant is mostly brick with a green E.I.F.S. offset that identifies the main entrance to the building at the far western end of the front façade. The architect has used a mixture of dark and light color brick to add visual interest to the front the building. The front façade also features the signature Panera Bread awnings (plum, green, and gold with a wheat design), over the large windows. A metal canopy is also shown above the main entrance double glass doors and four (4) windows. A mixture of dark and light color brick and two (2) different colors of tan E.F.I.S. have been used to enhance the appearance of the other sides of the building. Although the roof is flat, the different level offsets seem to give the building some dimension. In addition, parapet walls are shown on a portion of the building to screen the roof top mechanical equipment in accordance with G.Z.O., Section 13.08.010.F, *Screening*. Many buildings in this area of Nashville Pike have also been approved with similar roof designs. The height of the tallest portion of the roof system of the building is 29 feet, four (4) inches, which complies with the bulk regulations of the PNC zone district.

Restaurant Rear Façade (South-adjacent to residential property)

The rear elevation, facing the residential zone district, is shown with dark brick along the entire bottom portion of the building and on two (2) small vertical sections of the rear façade. Lighter tan brick is shown along the majority of the rear façade and medium and light color E.I.F.S. is shown

towards the top of the building. A small portion of E.I.F.S. can also be seen at the top along the western side of the building.

Restaurant Interior Side Façade (West-adjacent to retail building)

The interior side elevation will face the retail building and is very similar in design to the front façade. It includes a large area of green E.I.F.S. and awnings above the windows. In addition, a metal canopy is also shown that mirrors the canopy on the front façade.

Restaurant Street Side Façade (East-Lock 4 Road)

The exterior side elevation will face Lock 4 Road and features the drive-thru pick up window in the middle of the façade. It also features the same awnings shown in the front of the building and includes a large area of light tan E.I.F.S.

Retail Building

The retail building consists of an 8,800 square foot, rectangular shaped structure that is very similar in design to the neighboring Panera Bread building. The two (2) main building materials are brick and E.I.F.S. and both buildings will use the same earth-tone color scheme as recommended by the Gallatin Zoning Ordinance for the PNC zone district. The building will be divided into four (4) separate tenant spaces with separate front entrances (Attachment 11-2).

Retail Building Front Façade (North-Nashville Pike)

The front façade of the retail building is mostly a mixture of dark and light colored brick with the same medium and light colored E.I.F.S. at the top of the building to match Panera Bread. The E.I.F.S. offset helps blend the building design with other adjacent retail centers in the Dover Cliff Development. The architect has used a mixture of dark and light color brick to add visual interest to the front of the building. Similar to the Panera Bread building, parapet walls are shown on a portion of the building to screen the roof top mechanical equipment. A metal canopy is also shown above the main entrances to the two (2) end units.

Retail Building Rear Façade (South-adjacent to residential property)

The rear elevation, facing the residential zone district, is shown with dark brick along the entire bottom portion of the building and on five (5) vertical sections of the rear façade. Lighter tan brick is shown along the majority of the rear façade and light color E.I.F.S. is shown towards the top of the building. The rear façade also features four (4) rear entrances into each of the separate tenant spaces.

Retail Building Interior Side Façade (East-adjacent to Panera Bread)

The interior side elevation will face the Panera Bread and is very similar in design to the front façade. A metal canopy is also shown that mirrors the canopy on the front façade.

Retail Building Exterior Side Façade (West-adjacent to Wendy's)

The exterior side elevation will face the adjacent Wendy's Restaurant. It features an awning on the front of the building and is a mirror image of the interior side façade.

In keeping with the 2020 Plan, the proposed project will be designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing and intended character of the general vicinity. As designed, the proposed restaurant and retail center buildings will not change the essential character of this area of Nashville Pike. The project has also been designed

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to reflect the recommendations of the *2020 Plan* and be consistent with the intent and purpose of the Gallatin Zoning Ordinance.

The two (2) main building materials for both buildings are brick and E.I.F.S. and both buildings will use the same earth-tone color scheme as recommended by the Gallatin Zoning Ordinance for the PNC zone district. The proposed architectural elevations for both buildings exceed the architectural standards and 70 percent masonry requirement in Section 13.08 of the Gallatin Zoning Ordinance. According to the applicant, there is a total of 71 percent brick and 29 percent E.I.F.S. for the restaurant building. The retail center building has a total of 73 percent brick and 27 percent E.I.F.S. (Attachment 11-2).

Staff recommends approval of the architectural elevations for both buildings with the condition that the back of the large walls shall be finished and painted to match the buildings. Final architectural elevations shall be approved as part of the Final Master Development Plan. Inspection of the exterior building façade materials is required by the Planning Department prior to the installation of the exterior building façade materials for both buildings.

Parking

The parking requirements for the site were based on the following ratios for the proposed use classifications: General Retail Sales and Services (Excluding Manufactured Home Sales Facilities) [one (1) parking space per 250 square feet] and Food Service [one (1) parking space per 150 square feet].

Based on these ratios, the proposed development is required to provide a total of 40 parking spaces for the retail center and 31 parking spaces for the restaurant. The applicant has shown a total of 104 parking spaces including five (5) handicapped parking spaces. The parking calculation for Food Service should have been shown as one (1) parking space for every four (4) person seating capacity of the restaurant. Seating capacity is set by the Gallatin Fire Department. Since so many additional spaces are provided, Staff is comfortable that the number of parking spaces shown will be adequate for the restaurant customers; however, the applicant shall provide the correct parking ratio for the Food Service use at the Final Master Development Plan stage.

The additional parking spaces may also be used toward the Medical Services use, which requires one (1) space per 150 square feet of building area. Staff will review the parking requirements based on the final tenants of the retail center at the Final Master Development Plan stage to ensure adequate parking is provided and that the plan complies with the minimum number of required regular parking spaces and meets the handicapped parking requirements for each building per G.Z.O., Section 11.03, *Schedule of Off-Street Parking Requirements* and Section 11.07, *Handicapped Parking*.

Landscaping and Bufferyards

Bufferyards are required to be shown as part of the Preliminary Master Development Plan and are intended to minimize the potential impacts of the proposed development on the adjacent properties as outlined in the *2020 Plan*. The applicant has submitted a detailed landscaping and bufferyard plan, which includes some alternatives to the requirements of the Gallatin Zoning Ordinance. The landscaping and bufferyard plan submitted as part of the new Preliminary Master Development Plan generally matches the plan approved as part of the revised landscaping plan approved by Planning Commission at the September 23, 2013 meeting.

The applicant has shown a Type 20 Bufferyard along the northern property boundary along Nashville Pike and required parking lot screening. In place of a Type 15 Bufferyard, the applicant is requesting approval of an alternative bufferyard along the western side property line. Planting areas are limited due to the location of a joint access easement. Landscaping is proposed along the eastern side of the concrete parking island. A similar alternative plan was recently approved by Planning Commission for the Kennesaw Farms Medical Plaza on Nashville Pike (PC0231-11) and Dollar General Store on the corner of Airport Road and South Water Avenue where alternative bufferyards were shown in areas with shared driveways (PC0178-13).

The Type 12 Bufferyard along the eastern property boundaries along Lock 4 Road was previously approved by the Planning Commission as an alternative bufferyard due to the location of the proposed plant material. The Type 12 Bufferyard along the eastern property boundary shows the required trees being planted in the bufferyard; however, the applicant previously requested an alternative design to allow the bufferyard landscaping near the detention pond to be installed adjacent to the parking area rather than in a small portion of a 12-foot landscape strip along Lock 4 Road. With this new plan, the applicant has shown landscaping around all four (4) sides of the detention pond located on the eastern side of the property as requested by the Planning Department (Attachment 11-1; page L-1.3).

The Type 40 Bufferyard located along the southern property boundary is also shown as an alternative bufferyard due to the use of existing mature trees towards the bufferyard requirement. The Gallatin Zoning Ordinance requires Type 40 Bufferyards to consist of a strip of landscaped area, a minimum of forty (40) feet wide, landscaped as follows: an opaque barrier shall be installed within the bufferyard, in accordance with Section 13.04.080, to a minimum height of 10 feet, plus one (1) medium evergreen tree (ultimate height 20-40 feet) for every 15 feet planted on triangular staggered spacing, plus one (1) small deciduous or ornamental tree for every 80 linear feet, plus one (1) large deciduous tree (ultimate height 50+ feet) for every eighty 80 linear feet measured along the opaque barrier. The landscape materials are required to be planted on the side of the opaque barrier that abuts the less intense zoning district or development. In addition, the *2020 Plan* and the Gallatin Zoning Ordinance encourage the preservation of healthy existing trees within a required bufferyard. The preservation of each healthy existing tree (at least 4.5-inch caliper) may be counted as one (1) tree towards the fulfillment of the landscape requirements. The applicant has property identified the mature trees that will be maintained on site.

The applicant plans to install the eight (8) foot tall SimTek fence along the rear property line as approved by Planning Commission at the September 23, 2013 meeting. Planning Commission determined that the eight (8) foot tall SimTek fence fulfills the opaque barrier requirement of the Type 40 Bufferyard along the rear property line. A detail of the SimTek fence has been included as part of the new Preliminary Master Development (Attachment 11-1, page L-1.4). The SimTek fence will connect to the existing wooden fence behind Wendy's so there are no gaps in the fence as requested by the adjacent property owners.

The PNC zone district has additional landscaping requirements, which are outlined in Section 08.05.050.B of the Gallatin Zoning Ordinance. The applicant has noted the calculations that were used to show that the required additional site trees and shrubs that have been provided to meet these requirements. The additional site trees [minimum of two (2) inch caliper] shall be provided exclusive of the required landscape bufferyard requirements and the additional required shrubs (minimum 18-

inches high) may be counted towards the required bufferyard and site landscaping requirements, but shall be exclusive of the required continuous parking lot screening required in Section 13.05 of the Gallatin Zoning Ordinance. The landscaping plan meets the additional planting requirements of the G.Z.O. for the PNC zone district.

The Planning Commission should determine if the alternative bufferyards and landscaping plan are acceptable and meet the intent of the Gallatin Zoning Ordinance, Section 13.04.100.C. *Alternative Plan Approval.*

Dumpster Enclosures

Two (2) dumpster areas are shown; one (1) off the back of the retail building and one (1) for the restaurant located between the drive thru queuing area and the rear parking lot. The opaque dumpster enclosures shall completely screen the dumpsters on all sides and shall meet the requirements of Gallatin Municipal Code, Section 14-14, *Nonresidential Establishment Containers, Storage, and Requirements*. The applicant shall provide architectural elevations, building materials, and colors for the dumpster enclosures as part of the Final Master Development Plan.

Signs

The *Nashville Pike Corridor General Development and Transportation Plan Amendment* describes the important role signs plays in the visual appearance and character of the Nashville Pike Corridor and notes that signage should not detract from the continuity or identity of the streetscape. That plan recommended that freestanding signs on Nashville Pike be limited to monument style signs with a maximum height of six (6) feet. All of the developments that have been approved in this corridor since that plan was adopted in 2001 have complied with the signage requirements.

Restaurant

The applicant is proposing two (2) wall mounted signs on the front façade of the restaurant and one (1) wall mounted sign on the eastern side façade. The sign package does not include the dimensions of the proposed signs or the other permanent signs on the property including directional signs, menu boards, or clearance bar. One (1) monument sign is also shown for Panera Bread at the access point on Lock 4 Road. The monument sign shall be limited to a maximum height of six (6) feet. In addition, the leading edge of the monument sign shall be setback a minimum of five (5) feet from the right-of-way.

Retail Center

The applicant is proposing four (4) wall mounted signs on the front façade of the retail center to identify the individual tenant spaces. Since the final tenants are unknown at this time, only sample wall mounted signs are shown on the architectural elevations. No dimensions or any other details were provided. No signage is shown on the rear façade of the retail building. One (1) monument sign is also proposed along Nashville Pike. The monument signs shall be limited to a maximum height of six (6) feet. In addition, the leading edge of the monument sign shall be setback a minimum of five (5) feet from the right-of-way.

A Master Signage Plan for both builds shall be submitted as part of the Final Master Development Plan as required by Section 13.07.065.E, *Master Signage Plan*. Sign permits shall be obtained from the Planning Department prior to the construction or installation of any signage on site. All signs for the restaurant and retail center shall comply with the G.Z.O., Section 13.07, *Sign Regulations*.

Wendy's Monument Sign

Once a minor subdivision plat is approved and recorded for this property, the existing monument sign for Wendy's will be considered "off premises" and not permitted by G.Z.O., Section 13.07.050, *Prohibited Signs*, U.3, Off-premises Signs. After the minor subdivision plat is recorded, the existing Wendy's monument sign shall be removed; however, it may be relocated to the Wendy's property at 927 Nashville Pike after the approval of a sign permit from the Planning Department. The Wendy's sign shall comply with the G.Z.O., Section 13.07, *Sign Regulations*.

Photometric Plan

The applicant has submitted a photometric plan that meets the Gallatin Zoning Ordinance requirements for maximum height of light fixtures and light levels along the property boundaries according to G.Z.O., Section 13.02.080, *Performance Standards Regulating Glare and Electromagnetic Interference*. The applicant provided a detail of the proposed 30-foot tall light poles that feature a shoe box design (Attachment 11-1; page 7; sheet 1 of 1). The applicant shall provide details of the proposed wall mounted lighting fixtures at the Final Master Development Plan stage.

Other Departmental Comments

- ***Engineering Division***

The applicant has addressed the majority of the Engineering Division comments. Following the latest review of the new Preliminary Master Development Plan, the Engineering Division asked the applicant to make the sidewalk connection to the intersection of Lock 4 Road and Nashville Pike and adjust the sidewalk alignment and/or grading along the eastern property line to match. The applicant shall correct the sidewalk plan as some sheets show an inconsistent layout.

- ***Police Department***

The Police Department indicated that they had reviewed the plan, but provided no other review comments.

- ***Department of Public Utilities***

The Department of Public Utilities noted that they have no issues with the proposed rezoning and have no problem with the proposed water, sanitary sewer, or natural gas utilities for the proposed project.

- ***Fire Department***

The Fire Department asked the applicant to show all existing and proposed fire hydrants. That review comment was satisfactorily addressed by the applicant.

- ***Sumner County E-911***

The Sumner County E-911 Office indicated that the retail building would be addressed as 923 Nashville Pike and the restaurant would be addressed as 921 Nashville Pike. These addresses shall be noted on the new Preliminary Master Development Plan.

- ***Codes Department***

The Codes Department provided no review comments on the plan.

- ***Department of Electricity***

EXHIBIT A

Restaurant/Retail Center

February 24, 2014

The Department of Electricity indicated that they were "O.K." with the project and did not provide any other review comments.

Departmental Comments not addressed by the resubmittal have been added to the conditions of approval.

Findings

1. The new Preliminary Master Development Plan is consistent with the purpose and intent of the Planned Neighborhood Commercial (PNC) zone district and complies with the use restrictions, minimum bulk and height regulations, minimum lot dimensions, yard lines, and minimum building setback line requirements established in said zone district.
2. The proposed changes shown in the new Preliminary Master Development Plan constitute a major amendment to the approved Preliminary Master Development Plan as outlined in Section 12.02.050 of the Gallatin Zoning Ordinance.
3. The new Preliminary Master Development Plan is in agreement and consistent with the intent and recommendations of the *Gallatin on the Move 2020 General Development and Transportation Plan* for the Nashville Pike Office Corridor Character Area.
4. The proposed project will be designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing and intended character of the general vicinity. As designed, the proposed General Retail Sales and Services (Excluding Manufactured Home Sales Facilities), Medical Services, and Food Service uses will not change the essential character of this area of Nashville Pike. The project has also been designed to reflect the recommendations of the *Gallatin on the Move 2020 General Development and Transportation Plan*, the *Nashville Pike Corridor General Development and Transportation Plan Amendment*, and be consistent with the intent and purpose of the Gallatin Zoning Ordinance.
5. It has been determined that the legal purposes for which zoning regulations exist have not been contravened.
6. It has been determined that the new Preliminary Master Development Plan will not create adverse effects upon adjoining property owners or any such adverse effect can be mitigated by applying design and performance standards or is justified by the public good or welfare.
7. It has been determined that no one property owner or small group of property owners will benefit materially from the approval to the detriment of the general public.
8. The new Preliminary Master Development Plan has been submitted to the City complying with the Performance Standards Regulations and the Architectural Character and Compatibility Standards of the Gallatin Zoning Ordinance as described in Section 13.02 and 13.08.

RECOMMENDATION:

Based on the findings presented in the staff report, Staff recommends that the Planning Commission approve GMRPC Resolution 2014-12 to recommend approval of a new Preliminary Master Development Plan and recommend approval to the Gallatin City Council of the rezoning request on 3.00 (+/-) acres for the construction of a restaurant and retail center plan, consisting of seven (7)

sheets, prepared by Perry Engineering, LLC, of Goodlettsville, Tennessee, with project number 108-048, dated February 17, 2014, and architectural elevations consisting of one (1) sheet prepared by MJM Architects, of Nashville, Tennessee, dated February 7, 2014 located at 921 and 923 Nashville Pike, with the following conditions:

1. The architectural elevations for both buildings are approved provided that the back of the large walls shall be finished and painted to match the buildings. Inspection of the exterior building façade materials is required by the Planning Department prior to the installation of the exterior building façade materials for both buildings. Final architectural elevations shall be approved as part of the Final Master Development Plan.
2. The Planning Commission should determine if the alternative bufferyards and proposed landscaping plan are acceptable and meet the intent of the Gallatin Zoning Ordinance, Section 13.04.100.C, *Alternative Plan Approval*.
3. After the minor subdivision plat is recorded, the existing Wendy's monument sign shall be removed; however, it may be relocated to the Wendy's property at 927 Nashville Pike after the approval of a sign permit from the Planning Department. The Wendy's sign shall comply with the G.Z.O., Section 13.07, *Sign Regulations*.
4. A Master Signage Package shall be submitted and approved for both buildings as part of the Final Master Development Plan. The monument signs shall be limited to a maximum height of six (6) feet and the leading edge of the monument signs shall be setback a minimum of five (5) feet from the rights-of-way. All signs for the restaurant and retail center shall comply with the G.Z.O., Section 13.07, *Sign Regulations*. Sign permits shall be obtained from the Planning Department prior to the construction or installation of any signage on site.
5. Provide architectural elevations, building materials, and colors for the dumpster enclosures as part of the Final Master Development Plan.
6. Provide details of the proposed wall mounted lighting fixtures at the Final Master Development Plan stage.
7. Make the sidewalk connection to the intersection of Lock 4 Road and Nashville Pike and adjust the sidewalk alignment and/or grading along the eastern property line to match. The applicant shall correct the sidewalk plan as some sheets show an inconsistent layout.
8. Provide sidewalk easements as necessary to construct the six (6) foot sidewalks as required by the Gallatin Zoning Ordinance, Section 13.09.030, *Sidewalks*.
9. Label the retail building as 923 Nashville Pike and the restaurant as 921 Nashville Pike on the new Preliminary Master Development Plan.
10. Submit a revised minor subdivision plat to change the property owner information and to add the 0.48 (+/-) acres to the Exxon property. The minor subdivision plat shall be recorded prior to the issuance of a building permit for this project.
11. Submit 13 corrected and folded copies of the New Preliminary Master Development Plan and color architectural elevations to the Planning Department by 12 noon on Wednesday, February 26, 2014 in order to place this item on March 4, 2014 Gallatin City Council meeting agenda.

(The new Preliminary Master Development Plan shall be corrected to comply with the conditions of approval prior to the final Staff approval by the Planning Department.)

ATTACHMENTS:

Attachment 11-1 New PMDP including Color Elevations

- Attachment 11-2 Architectural Elevations for Restaurant and Retail Center**
- Attachment 11-3 GMRPC Resolution No. 2014-12**
- Attachment 11-4 Exxon Mobile Subdivision, Lot 1 Revision 1, Final Plat**
- Attachment 11-5 PMDP Action Form 8/26/13 GMRPC Meeting**
- Attachment 11-6 New Landscaping Plan Action Form 9/23/13 GMRPC Meeting**
- Attachment 11-7 Key Issues/Goals Nashville Pike Corridor GDP Amendment; page 6**
- Attachment 11-8 Arch. Standards Nashville Pike Corridor GDP Amendment; page 13**
- Attachment 11-9 Community Character Map – Central Gallatin**
- Attachment 11-10 Corridor Character Category information; page 3-27**
- Attachment 11-11 Nashville Pike Corridor Character Area information; pages 3-40 & 3-41**

ITEM 11

EXHIBIT A

GMRPC Resolution No. 2014-12

A RESOLUTION OF THE CITY OF GALLATIN MUNICIPAL-REGIONAL PLANNING COMMISSION RECOMMENDING APPROVAL OF THE REQUEST TO REZONE 3.00 (+/-) ACRES FROM MULTIPLE RESIDENTIAL AND OFFICE (MRO) TO PLANNED NEIGHBORHOOD COMMERCIAL (PNC) AND APPROVAL OF A NEW PRELIMINARY MASTER DEVELOPMENT PLAN FOR 3.48 (+/-) ACRES FOR A 4,200 SQUARE FOOT RESTAURANT AND AN 8,800 SQUARE FOOT MULTI-TENANT RETAIL AND OFFICE BUILDING ON PROPERTY LOCATED AT 921 AND 923 NASHVILLE PIKE RESPECTIVELY--(PC0161-13)

WHEREAS, THE CITY OF GALLATIN MUNICIPAL-REGIONAL PLANNING COMMISSION considered the new Preliminary Master Development Plan submitted by the applicant, Perry Engineering, LLC, at its regular meeting on February 24, 2014; and

WHEREAS, THE CITY OF GALLATIN MUNICIPAL-REGIONAL PLANNING COMMISSION has reviewed the application materials and supporting documentation submitted by the applicant, the analysis, findings and recommendations presented by City Staff and in the Planning Commission Staff Report, attached as Exhibit A, and the evidence and testimony presented during the meeting.

NOW, THEREFORE, BE IT RESOLVED BY THE GALLATIN MUNICIPAL-REGIONAL PLANNING COMMISSION as follows.

Section 1. The Gallatin Municipal-Regional Planning Commission in its deliberations makes the following findings pursuant to TCA § 13-7-202, § 13-7-203 and G.Z.O. §12.02.020:

1. The new Preliminary Master Development Plan is consistent with the purpose and intent of the Planned Neighborhood Commercial (PNC) zone district and complies with the use restrictions, minimum bulk and height regulations, minimum lot dimensions, yard lines, and minimum building setback line requirements established in said zone district.
2. The proposed changes shown in the new Preliminary Master Development Plan constitute a major amendment to the approved Preliminary Master Development Plan as outlined in Section 12.02.050 of the Gallatin Zoning Ordinance.
3. The new Preliminary Master Development Plan is in agreement and consistent with the intent and recommendations of the *Gallatin on the Move 2020 General Development and Transportation Plan* for the Nashville Pike Office Corridor Character Area.
4. The proposed project will be designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing and intended character of the general vicinity. As designed, the proposed General Retail Sales and Services (Excluding Manufactured Home Sales Facilities), Medical Services, and Food

Service uses will not change the essential character of this area of Nashville Pike. The project has also been designed to reflect the recommendations of the *Gallatin on the Move 2020 General Development and Transportation Plan*, the *Nashville Pike Corridor General Development and Transportation Plan Amendment*, and be consistent with the intent and purpose of the Gallatin Zoning Ordinance.

5. It has been determined that the legal purposes for which zoning regulations exist have not been contravened.
6. It has been determined that the new Preliminary Master Development Plan will not create adverse effects upon adjoining property owners or any such adverse effect can be mitigated by applying design and performance standards or is justified by the public good or welfare.
7. It has been determined that no one property owner or small group of property owners will benefit materially from the approval to the detriment of the general public.
8. The new Preliminary Master Development Plan has been submitted to the City complying with the Performance Standards Regulations and the Architectural Character and Compatibility Standards of the Gallatin Zoning Ordinance as described in Section 13.02 and 13.08.

Section 2. Action – The Gallatin Municipal-Regional Planning Commission hereby recommends approval of the new Preliminary Master Development Plan and rezoning request to the Gallatin City Council with the following conditions:

1. The architectural elevations for both buildings are approved provided that the back of the large walls shall be finished and painted to match the buildings. Inspection of the exterior building façade materials is required by the Planning Department prior to the installation of the exterior building façade materials for both buildings. Final architectural elevations shall be approved as part of the Final Master Development Plan.
2. The Planning Commission should determine if the alternative bufferyards and proposed landscaping plan are acceptable and meet the intent of the Gallatin Zoning Ordinance, Section 13.04.100.C, *Alternative Plan Approval*.
3. After the minor subdivision plat is recorded, the existing Wendy's monument sign shall be removed; however, it may be relocated to the Wendy's property at 927 Nashville Pike after the approval of a sign permit from the Planning Department. The Wendy's sign shall comply with the G.Z.O., Section 13.07, *Sign Regulations*.
4. A Master Signage Package shall be submitted and approved for both buildings as part of the Final Master Development Plan. The monument signs shall be limited to a maximum height of six (6) feet and the leading edge of the monument signs shall be setback a minimum of five (5) feet from the rights-of-way. All signs for the restaurant and retail center shall comply with the G.Z.O., Section 13.07, *Sign Regulations*. Sign

ITEM 11

EXHIBIT A

- permits shall be obtained from the Planning Department prior to the construction or installation of any signage on site.
5. Provide architectural elevations, building materials, and colors for the dumpster enclosures as part of the Final Master Development Plan.
 6. Provide details of the proposed wall mounted lighting fixtures at the Final Master Development Plan stage.
 7. Make the sidewalk connection to the intersection of Lock 4 Road and Nashville Pike and adjust the sidewalk alignment and/or grading along the eastern property line to match. The applicant shall correct the sidewalk plan as some sheets show an inconsistent layout.
 8. Provide sidewalk easements as necessary to construct the six (6) foot sidewalks as required by the Gallatin Zoning Ordinance, Section 13.09.030, *Sidewalks*.
 9. Label the retail building as 923 Nashville Pike and the restaurant as 921 Nashville Pike on the new Preliminary Master Development Plan.
 10. Submit a revised minor subdivision plat to change the property owner information and to add the 0.48 (+/-) acres to the Exxon property. The minor subdivision plat shall be recorded prior to the issuance of a building permit for this project.
 11. Submit 13 corrected and folded copies of the New Preliminary Master Development Plan and color architectural elevations to the Planning Department by 12 noon on Wednesday, February 26, 2014 in order to place this item on March 4, 2014 Gallatin City Council meeting agenda.

BE IT FURTHER RESOLVED BY THE CITY OF GALLATIN, TENNESSEE MUNICIPAL-REGIONAL PLANNING COMMISSION that this resolution shall take effect from and after its final passage, the public welfare requiring such.

IT IS SO ORDERED.
PRESENT AND VOTING

AYE:

NAY:

DATED: 2/24/14

Dick Dempsey, Chairman

Johnny Wilson, Secretary

APPROVED AS TO FORM:

JOE H. THOMPSON
CITY ATTORNEY

ATTACHMENT 11-3



ATTACHMENT 11-5

City of Gallatin, Tennessee

Codes/Planning Department

**Gallatin Municipal-Regional Planning Commission
ACTION FORM**

DATE: August 27, 2013

TO: Mr. Randy Perry
Perry Engineering
100 North Main Street
Goodlettsville, TN 37072

FROM: Gallatin Codes/Planning Department

RE: August 26, 2013, Gallatin Municipal-Regional Planning Commission Meeting
Restaurant/Retail – Lock 4 Road File: PC0161-13

At the above referenced meeting, the request for approval of a preliminary master development plan:

- RECOMMENDED
 RECOMMENDED WITH CONDITIONS
 NOT RECOMMENDED
 DEFERRED

Conditions of Approval:

1. Planning Commission approve the conceptual architectural elevations as submitted. The Planning Commission shall approve the final architectural plans as part of the approval of the Final Master Development Plan.
2. The applicant shall revise the landscape plan to provide both the required parking lot screening and Type 12 buffer yard around the detention pond located adjacent to Lock 4 Road.
3. The applicant shall submit clarification for approval by the Codes/Planning Department that the calculations used to determine that the additional site trees and shrubs required in Section 08.05.050.B of the Gallatin Zoning Ordinance have been satisfactorily addressed. The applicant shall revise the landscaping plan as necessary in order to meet the additional site landscaping requirements.
4. The applicant shall work with the Codes/Planning Department to revise the Type 40 Buffer yard to include a fence with brick columns and composite or concrete based materials between the columns. The landscaping in the Type 40 Buffer yard and location of the fence and choice of materials between the columns shall be approved by Planning Commission as part of the Final Master Development Plan.

EXHIBIT A



ATTACHMENT

11-5

City of Gallatin, Tennessee

Codes/Planning Department

5. The applicant shall add a note to the Preliminary Master Development Plan stating that freestanding signs shall be limited to 6-foot tall monument signs. The note must also state that the applicant will provide a detailed sign package as part of the approval of the Final Master Development Plan by the Planning Commission and that the applicant will submit all signage to the Codes/Planning Department for approval and issuance of a sign permit prior to the installation of any signage.
6. The applicant shall revise the Preliminary Master Development Plan to correct the use classifications as described in the staff report and clarify the specific uses in the PNC zone district that are being requested for the 6,400 square foot multi-tenant building rather than listing all of the uses in the PNC zone district.
7. The applicant shall submit for approval by the Engineering Division information showing that the proposed drive-through aisle has sufficient length to store, at minimum, the average traffic volume.
8. The applicant shall work with the Engineering Division on a satisfactory agreement for the placement of the sidewalks.
9. The applicant shall submit three (3) corrected and folded copies of the Preliminary Master Development Plan to the Codes/Planning Department.

Approval contains the following requirements:

BUILDING PERMIT/USE AND OCCUPANCY PERMIT

- ZONING PERMIT
- SIGN PACKAGE/PERMIT
- LAND DISTURBANCE PERMIT
- SIGNAGE CHECK
- UTILITY SURETY
- MAINTENANCE SURETY
- SIDEWALK SURETY
- SUBDIVISION SURETY
- LIST CONDITIONS OF APPROVAL ON RESUBMITTAL
- COUNCIL SUBMITTAL
- SUBMIT 3 CORRECTED, FOLDED COPIES (1 FULL SIZE AND 2 HALF SIZE IF ORIGINAL PLANS ARE LARGER THAN 18 x 24)
- OTHER

EXHIBIT A

ATTACHMENT 11-5



City of Gallatin, Tennessee

Codes/Planning Department

- CITY COUNCIL APPROVAL
 - Council Committee: 9/10/13
 - 1st Reading at City Council: 9/17/13
 - Ad runs for Public Hearing by Codes/Planning Department: 9/12/13
 - Public Hearing 10/1/13
 - 2nd Reading at City Council: 10/15/13

cc: Mr. Steve Rudd
PC File PC0161-13

EXHIBIT A



City of Gallatin, Tennessee

Codes/Planning Department

**Gallatin Municipal-Regional Planning Commission
ACTION FORM**

DATE: September 24, 2013

TO: Mr. Randy Perry
Perry Engineering
100 North Main Street
Goodlettsville, TN 37072

FROM: Gallatin Codes/Planning Department

RE: September 23, 2013, Gallatin Municipal-Regional Planning Commission Meeting
Restaurant/Retail Center Revised Landscaping Plan: PC0161-13

Under Other Business at the above referenced meeting, the request for approval a revised conceptual landscaping plan was:

- RECOMMENDED
- RECOMMENDED WITH CONDITIONS
- NOT RECOMMENDED
- DEFERRED

Conditions of Approval:

1. Planning Commission approved the applicant's request to install an eight (8) foot tall SimTek fence along the rear property line as part of the Type 40 Bufferyard.

Approval contains the following requirements:

BUILDING PERMIT/USE AND OCCUPANCY PERMIT

- ZONING PERMIT
- SIGN PACKAGE/PERMIT
- LAND DISTURBANCE PERMIT
- SIGNAGE CHECK
- UTILITY SURETY
- MAINTENANCE SURETY
- SIDEWALK SURETY
- SUBDIVISION SURETY

EXHIBIT A



ATTACHMENT 11-6

City of Gallatin, Tennessee

Codes/Planning Department

- LIST CONDITIONS OF APPROVAL ON RESUBMITTAL
- COUNCIL SUBMITTAL
- SUBMIT 3 CORRECTED, FOLDED COPIES (1 FULL SIZE AND 2 HALF SIZE IF ORIGINAL PLANS ARE LARGER THAN 18 x 24)
- OTHER

- CITY COUNCIL APPROVAL
 - Council Committee: 9/10/13
 - 1st Reading at City Council: 9/17/13
 - Ad runs for Public Hearing by Codes/Planning Department: 9/12/13
 - Public Hearing 10/1/13
 - 2nd Reading at City Council: 10/15/13

cc: Mr. Steve Rudd
PC File PC0161-13

EXHIBIT A

ATTACHMENT

11-7

areas have been designated to provide land area for new services in convenient, accessible locations. The Plan discourages the widespread commercialization of City roadways due to its negative effect on the character of surrounding residences.

- A principle aspect of the commercial concept for the planning area is the strong support for "nodal" commercial development patterns centered on major street intersections and freeway interchange areas. Limiting commercial development where it already exists is strongly encouraged. The principle implementation tool to carry out "nodal" development is a set of design guidelines for commercial development. These guidelines are proposed to permit the commercialization of existing and emerging arterial roadways, but with effective access control and design standards to shape this growth.

Land Use Map Notes

The City of Gallatin General Development Plan, Future Land Use Map, stipulates the following policy statements that are applicable to the study area:

- Mixed Use areas along Nashville Pike provide for non-residential office development or higher density residential. Preserves gateway effect but also provides for reasonable use of property. Commercial uses are not permitted.
- Commercial development at this location to be designed to buffer existing residential areas with limited highway access; landscaping, screening, architectural compatibility and other bulk/density and site development measures.

KEY ISSUES/GOALS

The majority of the existing land use goals are still applicable to the Nashville Pike General Development Plan Amendment study area. In addition, the Planning Commission identified the following key issues/goals that the Nashville Pike Corridor General Development Plan Amendment should address:

1. The City should take a proactive approach to responding to development requests in the Nashville Pike Corridor.
2. The City should promote the orderly growth and development of the Nashville Pike Corridor by providing development standards and regulations that reflect the importance of this area as a gateway into Gallatin.
3. The City should develop a comprehensive access management plan in the Nashville Pike Corridor in order to minimize negative impacts on the existing transportation network.
4. New development should be sensitive to the surrounding neighborhoods and reflect the importance of this area as a major gateway into Gallatin.
5. New development should be required to provide a high quality of site design through effective architectural design, landscaping, screening and buffering, signage standards, and lighting standards.
6. Existing trees should be preserved whenever possible.

EXHIBIT A

ATTACHMENT

11-8

Recommended Changes to the Zoning Ordinance

The Planning Commission discussed various changes to the Planned Neighborhood Commercial (PNC) and Planned General Commercial (PGC) zoning districts during the review of this amendment to the General Development Plan. It is recommended that both districts be revised to provide planned commercial zoning districts that are more flexible and user friendly than the existing planned commercial districts. The proposed revisions will make the planned commercial districts more attractive to potential developers and provide the City with additional land use and design control than conventional commercial zoning districts.

Architectural Standards

The existing residential character of the Nashville Pike Corridor is one of the greatest assets of this area. This corridor serves as an impressive gateway into the heart of Gallatin. New development should be compatible in form with this character as well as with the character of the surrounding residential neighborhoods.

Peninsula Drive to East Camp Creek

- The Plan envisions that the area from Peninsula Drive to East Camp Creek will develop through the adaptive reuse of the existing residential structures. The Plan supports the conversion of the existing residences into non-residential uses. This will permit the development of the property while maintaining the unique character of this area. The Plan does not support the demolition of the existing structures. However, any new construction in this area should be designed to match the established residential character.

State Route 109 to Peninsula Drive

- The Plan envisions that the area from State Route 109 to Peninsula Drive will redevelop through both the adaptive reuse of existing residential structures and new construction. New construction should be designed to be compatible with the surrounding residential areas.

General Architectural Policies and Standards

- Building forms should be tailored to be compatible with surrounding residential buildings with regard to massing, scale, proportion of openings, roof types and degree of detail.
- The use of bright colors is discouraged. In addition, it is recommended that the Architectural Character and Compatibility Standards in the Zoning Ordinance be strictly followed. The use of alternative materials should be closely scrutinized for compatibility with surrounding buildings.
- Prototypical designs should be adapted to reflect the character of Nashville Pike by the use of compatible materials and designs so that they blend in with the surrounding area.
- Facades should be treated in a manner that enhances interests. Particular attention should be paid to facades that face streets and adjoining residential properties.
- Building service areas or loading areas shall not be visible from public streets or from adjacent residential areas; they should be located away from streets and/or adequately screened.

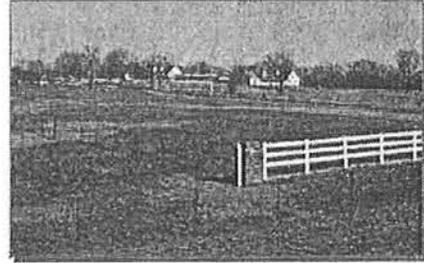
EXHIBIT A

1/10/14
Daw.
plan

CORRIDOR CHARACTER CATEGORY

Corridors form the boundaries between neighborhoods and districts in the City, both connecting and defining them. Six Corridor Character Category character areas are described in the following pages as follows:

- **Rural Corridor** – Scenic, relatively undeveloped, rural high-capacity corridors where character preservation is recommended
- **Gateway Corridor** – Major entryways into the City where quality development is encouraged
- **Neighborhood Transition Corridor** – Important connector corridors where revitalization and neighborhood conservation is recommended
- **East Main Street Corridor** – Important corridor that connects Downtown to the Medical District where revitalization is recommended that would create a mixed-use, pedestrian friendly corridor
- **Commercial Corridor Revitalization** – Commercial corridors where revitalization is recommended that includes a mix of uses
- **Commercial Corridor Established and Emerging** – Stable commercial corridors where development is encouraged.
- **Nashville Pike Office Corridor** – Emerging office corridor defined by former suburban residential structures that have converted to office uses that has preserved the residential character while accommodating new business.



Rural Corridor along Hartsville Pike



Residential structure converted to a medical office use located in the Nashville Pike Office Corridor character area

NASHVILLE PIKE OFFICE CORRIDOR

General Description of Existing Development Patterns

The Nashville Pike Office Corridor is made up of former residences between Belvedere Drive and East Branch Creek, most of which have converted to office uses during the last 10 years. The City has required maintenance of the existing structures, for the most part, as well as protection of a majority of the mature trees that give this area its character. While predominantly office/professional now, the area retains a residential feel and provides an attractive entry gateway into the Village Green/Belvedere Drive Center and the more mature areas of the City located east of SR-109 Bypass. This area was further studied in the *Nashville Pike Corridor – SR-109 to East Camp Creek – General Development Plan Amendment* adopted in 2000 by the Planning Commission.

Location

Areas within this character area include the following:

- Parcels fronting US-31E/Nashville Pike on the north side of the road between Belvedere Drive and East Camp Creek and on the south side of the road between SR-109 Bypass and East Camp Creek

Intent

- Provide for office uses in a residential setting, while preserving the residential character of this gateway to Gallatin.
- Protect mature tree canopy
- Protect large front yards from excessive parking
- Provide connected system of local streets that limit the impact office uses might create on Nashville Pike (e.g. access roads, etc.)
- Provide for pedestrian friendly areas with public spaces, relatively high intensity mix of businesses, retail and office, employment, education, hospitality and entertainment facilities
- Provide opportunities for new centers that complement existing centers within the City

NASHVILLE PIKE OFFICE CORRIDOR

Anticipated level of change:

- Low

Transportation

- Medium level of service
- High level of connectivity
- Properties accessed by public roads (primarily access roads, rather than Nashville Pike)
- Regular-shaped, long blocks
- Roads characterized by open swale drainage, sidewalks containing a medium level of pedestrian orientation

Infrastructure

- Full urban facilities and services

Greenspace

- Adjacent Preserve areas
- Reliant on common-owned squares within new or existing development

Primary Land Uses

- Office
- One-family Residential
- Public/Institutional

Appropriate Intensity

- 0.2 FAR

Applicable Zoning Districts

Existing Zoning Districts

- OR or GO

Proposed Zoning Districts

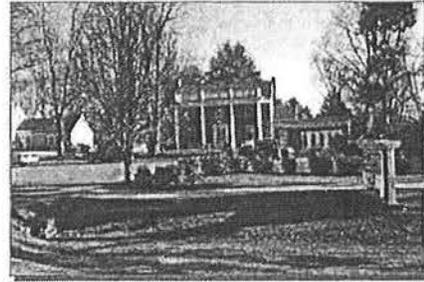
- Not applicable

Development Strategies

- Connect residential areas to other areas with wide, pedestrian-friendly sidewalks and paths
- Address design factors, including the size of new buildings, design parameters for parking and internal circulation, signage, architectural treatments, building setbacks, siting and orientation, and adequate buffers to ensure compatibility with adjacent uses
- Provide interconnectivity between parcels
- Construct wide sidewalks with street trees, landscaping and traditional lighting
- Encourage placement of parking in side and rear yards in order to maintain the residential character of front yards with trees and grassy areas

Implementation Measures

- ④ Continue implementation of the recommendations of the Nashville Pike Corridor-SR-109 to East Camp Creek – General Development Plan Amendment



Residential structure converted to office use and located in the Nashville Pike Office Corridor character area



Aerial view of the Nashville Pike Office Corridor character area looking northeast

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

3/11/2014

DEPARTMENT: Finance/I. T.

AGENDA # 7

SUBJECT:

Social Media policy, continued discussion

SUMMARY:

Draft Social Media Policy is attached. The social media committee drafted the policy after reviewing other governments' social media policies and incorporated elements which will allow the City to maintain a social media presence and comply with Federal, State and Local policies, rules, laws.

Upon approval, the Social Media policy will be incorporated into the City of Gallatin Information Technology Standard Operating Procedures manual.

Also, a copy of the current employee *Computer, E-mail, and Voice Mail Systems Policy* is attached. From the employee's perspective, the new Social Media Policy will not change any existing rules.

RECOMMENDATION:

approval

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

SOCIAL MEDIA USE AND INTERNET POSTING POLICY

SECTION 1: APPLICABILITY

- 1.1** This policy applies to every employee, whether part-time, full-time, currently employed by the city in any capacity who posts any material whether written, audio, video or otherwise on any Web site, blog or any other medium accessible via the internet.
- 1.2** For the purposes of this policy, social media is content created by individuals using accessible and scalable technologies through the internet. Examples include: Facebook, blogs, MySpace, RSS, YouTube, Second Life, Twitter, LinkedIn, Google+, Instagram, etc.

SECTION 2: CITY-OWNED OR CREATED SOCIAL MEDIA

- 2.1** The city maintains an online presence. An employee may not characterize him or herself as representing the city, directly or indirectly, in any online posting unless pursuant to a written policy of the city.
- 2.2** All city social media sites directly or indirectly representing the city must be created pursuant to this policy and be approved by either The Mayor's Office or the pre-appointed department designee.
- 2.3** The city's primary and predominant internet presence shall remain <http://www.gallatin-tn.gov/> and no other Web site, blog or social media site shall replace it.
- 2.4** The city's IT Department designee is responsible for the content and upkeep of any official social media sites created pursuant to this policy unless otherwise specified. All posting requests for social media sites must be submitted through the currently used support ticket system managed by the city's IT Department.
- 2.5** Whenever possible a social media site shall link or otherwise refer visitors to the city's main Web site.
- 2.6** In addition to this policy, all social media sites shall comply with any and every other applicable city policy including but not limited to:
- a. Open Records Policy
 - b. Internet Use Policy
 - c. IT Security Policy
 - d. Ethics Policy
 - e. Records Retention Policy
- 2.7** A social media site is subject to Tennessee's Public Records Act (T.C.A. § 10-7-101, *et seq.*) and Open Meetings Act (T.C.A. § 8-44-101, *et seq.*) and no social media site shall be used to

circumvent or otherwise violate these laws. All information posted on a social media site shall be a public record and subject to public inspection. All lawful records requests for information contained on a social media site shall be fulfilled by the city's IT department or designated department representative and any employee whose assistance is necessitated. Every social media site shall contain a clear and conspicuous statement referencing the aforementioned state laws. All official postings on a social media site shall be preserved in accordance with the city's records retention schedule.

2.8 Whenever possible a social media site shall also contain a clear and conspicuous statement that the purpose of the site is to serve as a mechanism for communication between the city and its constituents and that all postings are subject to review and deletion by the city. Whenever possible, commenting on city posts will be disabled (With the exception of sites used for legal and/or investigative purposes). However, in instances where commenting cannot be disabled, the following content will not be allowed and will be immediately removed at the discretion of the department head:

- Comments not related to the particular social medium article being commented upon;

- Comments in support of or in opposition to political campaigns or ballot measures;

- Profane language or content;

- Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation;

- Sexual content or links to sexual content;

- Solicitations of commerce;

- Conduct or encouragement of illegal activity;

- Information that may tend to compromise the safety or security of the public or public systems;

- Content that violates a legal ownership interest of any other party

- Content that violates a social media sites respective policy or terms

2.9 The city will approach the use of social media tools, software, hardware and applications in a consistent, citywide manner. All new tools, software, hardware and applications must be approved by either The Mayor's Office or the pre-appointed department designee.

2.10 Administration of city social media sites. The city will maintain a list of all social media sites, tools, and login information which have been approved for use. Department heads will submit support tickets including any changes they wish to be made to existing social media sites.

2.11 For each social media tool approved for use by the city the following documentation will be developed and adopted:

Operational and usage guidelines

Standards and processes for managing accounts on social media sites

City and departmental branding standards

Enterprise-wide design standards

Standards for the administration of social media sites

SECTION 3. NON-CITY SOCIAL MEDIA SITES

3.1 An employee may not characterize him or herself as representing the city, directly or indirectly, in any online posting unless pursuant to this policy and under the direct supervision and permission of a department head of the City of Gallatin.

3.2 The use of a city e-mail address, job title, official City name, seal or logo shall be deemed an attempt to represent the city in an official capacity. Other communications leading an average viewer to conclude that a posting was made in an official capacity shall also be deemed an attempt to represent the city in an official capacity.

3.3 Departments have the option of allowing employees to participate in existing social networking sites as part of their job duties. Department heads may allow or disallow employee participation in any social media activities in their departments.

3.4 Any posting on a non-city social media site made in an official capacity shall be subject to the Tennessee Open Records Act and the Tennessee Open Meetings Act.

3.5 An employee or official posting on a social media site shall take reasonable care not to disclose any confidential information in any posting.

3.6 When posting in a non-official capacity an employee or official shall clearly state the he or she is posting in a private capacity and that the views expressed are his or her own and not representative of the City of Gallatin or any of its departments.

COMPUTER, E-MAIL, AND VOICE MAIL SYSTEMS POLICY

All computer, electronic mail ("E-mail"), and telephonic communications systems, including voice mail, and all communications and information transmitted by, received from, or stored in these systems are the property of the City of Gallatin and as such are to be used for job-related purposes. The use of the City's business systems or equipment, including, but not limited to, facsimiles, telephones, computers, copy machines, and Internet access for personal purposes is prohibited other than de minimus personal use, such as brief local phone calls or faxes, short personal email communications, maintaining a list of personal as well as business commitments in a calendar or organizer file, minimal copying, or brief Internet viewing. Employees abusing the City's business systems or equipment for non-work related purposes are subject to disciplinary action appropriate for the offense, up to and including discharge.

To ensure that uses of the City's business systems and equipment are consistent with the City's legitimate business interests, authorized representatives of the City may monitor the use of such equipment from time to time. E-mail and voice mail messages are subject to the Tennessee Open Records Act. The City reserves the right to access all computer logs and messages sent or received over its E-mail systems or voice mail systems for any purpose. Please note that computer logs and back-up copies of E-mail messages may be retained and accessed by the City even though such messages have been deleted.

Information comprising or concerning the City's business that is on the City's computers may not be used by any employee except as required to perform that employee's job. All access codes and passwords are city property and must be revealed to your supervisor if requested to do so.

There is to be no display, printing, downloading, or transmission of sexually explicit images, messages, jokes, or cartoons, or any transmission or use of the Internet, E-mail, or voice mail communications that contain offensive or inflammatory messages, ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on their race, national origin, gender, sexual orientation, age, disability, or religious beliefs or practices. Employees who receive such material from another person should immediately advise the sender that he/she is not permitted to receive such information and not to send it again.

E-mail should not be used to solicit or proselytize others for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations without the Mayor's approval.

"I have read the above policy and understand that when I use, open, or access the City's telephones, voice mail, software, E-mail, or Internet service, I have no right to privacy in their use or the communication of information. I further understand that all such documents, files, and recordings may be subject to the Tennessee Open Records Act and may be subject to inspection by the news media or public upon request. I further understand that City communication systems are intended to be used for City purposes and, except for minimal convenience, are not to be used for personal business. If I have questions about whether an activity is appropriate, I will contact my supervisor/department head. I understand that violation of this policy will result in discipline, up to and including termination."

Print Name

Employee Signature

Date

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

2/11/2014

DEPARTMENT: Finance/I. T.

AGENDA #

SUBJECT:

Social Media policy, continued discussion

SUMMARY:

The social media committee met on February 3, 2014 to discuss the formation of a comprehensive policy. At that meeting, it was apparent that additional guidance is needed from the City Council before the committee can move forward. Therefore the committee is requesting guidance from the City Council with respect to the following:

1. To what extent does the City want to participate in social media? Facebook only? Facebook and Twitter only? Facebook, Twitter, and You Tube? Instagram? Linkedin? Nixil? Others?
2. What additional resources, if any, is the Council willing to devote to the task? Funding for a webmaster/social media position, accomplish with existing staff, or some alternative in between?
3. Some departments already have and some departments have indicated a future intent to have a separate social media site. Does the City Council support the concept of individual departments having pages/presences on the various medias or will it be one page for the entire city?

RECOMMENDATION:

guidance

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

MARCH 11, 2014

DEPARTMENT: PLANNING

AGENDA # 8

SUBJECT:

Resolution R1402-7 in support of the City of Gallatin's application for the 2012-2013 HOME Grant Program through the Tennessee Housing Development Agency (THDA) for the City of Gallatin.

SUMMARY:

The City of Gallatin wishes to secure a \$500,000 grant through the Tennessee Housing Development Agency (THDA) for the 2012-2013 grant cycle in order to rehabilitate nine (9) substandard, owner-occupied houses within the Gallatin City limits. This is a 100 percent funded grant and requires no matching funds on behalf of the City. If the application is accepted, policies and procedures for the grant will be prepared and presented to City Council for review and approval. Greater Nashville Regional Council (GNRC) will administer the grant for the City of Gallatin.

RECOMMENDATION:

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

RESOLUTION IN SUPPORT OF THE CITY OF GALLATIN'S APPLICATION FOR THE
2012-2013 HOME GRANT PROGRAM SUBMITTED TO THE TENNESSEE HOUSING
DEVELOPMENT AGENCY (THDA)

WHEREAS, funds are available through the State of Tennessee, HOME Grant Program;
and,

WHEREAS, the Tennessee Housing Development Agency (THDA) 2012-2013 grant
application period is open for submittal of HOME grants that do not require a local match; and

WHEREAS, THE CITY OF GALLATIN wishes to improve housing conditions within
the city limits of the City of Gallatin; and

WHEREAS, THE CITY OF GALLATIN wishes to secure HOME grant funds for the
renovation of nine (9) owner-occupied houses in an amount not to exceed \$500,000.

THEREFORE, BE IT RESOLVED BY THE CITY OF GALLATIN, TENNESSEE, that
we support the application for the 2012-2013 HOME Grant Program for housing improvements.

BE IT FURTHER RESOLVED that this resolution shall take effect on final passage, the
public welfare requiring such.

IT IS SO ORDERED.

PRESENT AND VOTING:

AYE:

NAY:

DATED:

MAYOR JO ANN GRAVES

ATTEST:

CONNIE KITTRELL
CITY RECORDER

APPROVED AS TO FORM:

JOE H. THOMPSON
CITY ATTORNEY