
CITY OF GALLATIN COUNCIL MEETING

February 5, 2013

6:00 pm

Dr. J. Deotha Malone
Council Chambers

- Call to Order – Mayor Jo Ann Graves
- Opening Prayer – Rev. Steve Nelson, Believers Fellowship
- Pledge of Allegiance – Vice Mayor Alexander
- Roll Call: Vice Mayor Alexander – Brackenbury – Camp – Hayes – Kemp – Mayberry – Overton
- Approval of Minutes: January 15, 2013
- Public Recognition on Agenda Related Items
- Mayor's Comments

AGENDA

1. **Public Hearing – Ordinance No. O13Ø1-1** concurring and approving a major amendment to the Greensboro Village Planned Unit Development (PUD) Preliminary Master Development Plan in order to amend the use on a portion of the property from Commercial to Residential; dwelling, multi-family and establish the lot sizes, street design, site layout, and architecture for the Retreat at Fairvue – current zoning of the area being amended is split zoned Multiple Residential and Office Planned Unit Development (MRO PUD) and Residential-15 (R15) – property consists of 26.85 (+/-) acres and one (1) commercial outparcel on 1.59 (+/-) acres for a total of 28.44 (+/-) acres – Baker South, LLC – Owner(s) – S.B.E. Tax Map 136//018.03 – located off Noah Lane (**Councilman Hayes**)
2. **Second Reading – Ordinance No. O121Ø-6Ø** amending Zoning Ordinance of the City of Gallatin, Tennessee by amending Commercial Services (CS) Zone District to Core Commercial (CC) Zone District – 0.74 (+/-) acres, Bonnie Chandler, owner, S.B.E. Tax Map #126C/C/Parcel 001.00 and 002.00 – located at 219, 221 and 223 North Water Avenue, at the intersection with East Eastland Street (**Councilwoman Kemp**)
3. **Second Reading – Ordinance No. O1212-69** appropriating funds from revenue received by Environmental Services Recycling Program (**Councilman Mayberry**)
4. **Second Reading – Ordinance No. O1212-7Ø** appropriating funds from sales of equipment (**Councilwoman Kemp**)
5. **Second Reading – Ordinance No. O1212-71** appropriating funds for 2013 employee health insurance program (**Councilman Camp**)
6. **Second Reading – Ordinance No. O1212-72** appropriating funds for the 2011/2012 carry-over capital projects (**Councilman Overton**)
7. **Second Reading – Ordinance No. O1212-73** appropriating funds for items not included in the original 2013 Budget (**Councilman Alexander**)
8. **Second Reading – Ordinance No. O13Ø1-2** appropriating federal grant for Coles Ferry Flood Control Project (**Councilman Alexander**)
9. **Resolution No. R13Ø1-7** approving revised job description for the Customer Service Supervisor (**Councilman Hayes**)

- Other Business
- Public Recognition on Non-Agenda-Related Items
- Adjourn

City of Gallatin City Council Meeting

January 15, 2013

The Gallatin City Council met in regular session on Tuesday, January 15, 2013 in the Dr. J. Deotha Malone Council Chambers in Gallatin City Hall. Mayor Jo Ann Graves called the meeting to order at 6:00 P.M. The opening prayer was led by Dr. Charles Moffatt and the Pledge of Allegiance was led by Councilman Jimmy Overton.

City Recorder Connie Kittrell called the roll and the following were present: Vice Mayor Ed Mayberry, Councilman John D. Alexander, Councilman Steve Camp, Councilman Tommy Garrott, Councilwoman Anne Kemp, Councilman Jimmy Overton and Councilman Craig Hayes.

Approval of Minutes

Mayor Graves presented the minutes of the December 4, 2012 Council Meeting for approval. Councilman Alexander made motion to approve; Councilwoman Kemp seconded. Motion carried with 7 ayes and 0 nays.

Swearing In Ceremony - Chancellor Tom Gray:

Honorable Chancellor Tom Gray administered the Oath of Office to the newly elected council members:

District 1 - Councilwoman Anne Kemp
District 3 - Councilman Steve Camp
At Large - Councilwoman Julie Brackenbury

Councilwoman Kemp and Councilman Camp resumed their seats on the podium. Mr. Tommy Garrott offered his seat to Councilwoman Brackenbury.

Mr. Garrott thanked everyone for their support over the past years of his service.

Mr. Garrott received a standing ovation from the Mayor, Council and audience.

Election of Vice Mayor

Mayor Graves opened the floor for nominations for Vice Mayor.

Councilwoman Julie Brackenbury nominated Councilman Overton for Vice Mayor.

Councilman Steve Camp nominated Councilman Alexander for Vice Mayor.

With no other nominations, Mayor Graves closed nominations and called for a roll call vote.

City Recorder Connie Kittrell called the roll call vote and the results are as follows:

Councilman Overton voted for	Councilman Overton
Councilman Alexander voted for	Councilman Alexander
Councilman Camp voted for	Councilman Alexander
Councilwoman Brackenbury voted for	Councilman Overton
Councilman Hayes voted for	Councilman Alexander
Councilwoman Kemp voted for	Councilman Alexander
Councilman Mayberry voted for	Councilman Overton

Ms. Kittrell stated the vote was Councilman Alexander four votes and Councilman Overton three votes. Councilman Alexander was elected to serve as Vice Mayor.

Councilman Mayberry thanked everyone for allowing him to serve the last two years as Vice Mayor. He also congratulated Councilman Alexander on his election as Vice Mayor.

Mayor Graves thanked Councilman Mayberry for his service as Vice Mayor.

Vice Mayor Alexander thanked his colleagues for their confidence and support.

Election of Planning Commission Council Member

Mayor Graves opened the floor for nominations for Planning Commission Council Member.

Council discussed serving on the Planning Commission. Vice Mayor Alexander currently serves as the Planning Commission Council Member and agreed to continue to serve in that position.

Councilman Mayberry made motion to elect Vice Mayor Alexander to the Planning Commission; Councilman Overton seconded. Motion carried with 7 ayes and 0 nays.

Public Recognition on Agenda Related Items

Mayor opened public recognition on agenda related items.

Gallatin Chamber of Commerce Director Paige Brown announced the category awards from this year's Christmas Parade and presented Leisure Services Director David Brown the plaque for "Best In Show Award". Ms. Brown congratulated Leisure Services for their creativity and their tribute to the memory of Bubba Dunn. Ms. Brown also thanked the many city departments and others that helped to make the Christmas Parade a great success.

Mr. Jim Pope of Fairvue asked for a deferral on Ordinance #O1301-1 regarding the Greensboro Village plan for further study before first reading.

Mayor Graves explained the process/timeline for all ordinances.

Councilman Mayberry requested this item be on next week's Committee Meeting agenda for further discussion.

Mr. Pope presented a typed copy of his hand written letter that he passed out last week at the Committee Meeting. Ms. Rosemary Bates made copies of his letter, distributed to all council members and gave the original to Ms. Kittrell to become part of the record.

With no one else wishing to speak, Mayor Graves closed public recognition on agenda related items.

Mayor's Comments

- Mayor Graves presented Leisure Services Director David Brown with the Fast Pitch "Park of the Year Award" for Triple Creek Park.
- Fire Chief Billy Crook announced the Gallatin Fire Department Clown Troop was awarded the "Tennessee 2012 Public Educator Award".
- Mayor Graves explained that the developer for item #2 and item #3 has requested that both public hearing and first reading be before council tonight due to time restrictions. Mayor stated council could vote on first reading tonight or choose to call a special called meeting for first reading.

Agenda

1. Ordinance #O1210-60 - Public Hearing

Councilwoman Kemp presented this ordinance amending Zoning Ordinance of the City of Gallatin, Tennessee by amending Commercial Services (CS) Zone District to Core Commercial (CC) Zone District - 0.74 (+/-) acres, Bonnie Chandler, owner, S.B.E. Tax

Map #126C/C/Parcel 001.00 and 002.00 - located at 219, 221 and 223 North Water Avenue, at the intersection with East Eastland Street for Public Hearing.

Mayor opened the public hearing and with no one wishing to speak, the public hearing was closed.

2. Ordinance #O1211-62 - Public Hearing

Councilman Camp presented this ordinance amending Zoning Ordinance of the City of Gallatin, Tennessee by amending Multiple Residential and Office - Planned Unit Development (MRO-PUD) Zone District to Multiple Residential and Office (MRO) Zone District - 5.92 (+/-) acres, James E. Gibson, owner, S.B.E. Tax Map #126O/C/Parcel 002.00 for Public Hearing.

Mayor opened the public hearing and with no one wishing to speak, the public hearing was closed.

Mayor called Council's attention to second reading on this item and asked for direction.

Councilman Overton requested council vote tonight and there was no objection.

3. Ordinance #O1211-62 - Second Reading

Councilman Camp presented this ordinance amending Zoning Ordinance of the City of Gallatin, Tennessee by amending Multiple Residential and Office - Planned Unit Development (MRO-PUD) Zone District to Multiple Residential and Office (MRO) Zone District - 5.92 (+/-) acres, James E. Gibson, owner, S.B.E. Tax Map #126O/C/Parcel 002.00.

Councilman Camp made motion to approve; Councilman Overton seconded.

Councilman Mayberry discussed this issue of expediting this item as a special situation.

Council allowed the developer for Mr. Eddie Gibson to speak without objection.

Mike Osbourn, KAW Valley Engineering of Lenexa, Kansas representing Zimmerman Investments and Mr. Eddie Gibson on his property thanked council for hearing this item tonight. Mr. Osbourn stated all conditions have been met for the 54 units; with over 70% brick on the buildings and 100% brick on the club house.

Mr. Eddie Gibson thanked everyone for their help on this property.

Mayor called for the vote. Motion carried with 7 ayes and 0 nays.

4. Ordinance #O1211-63 - Second Reading

Councilwoman Kemp presented this ordinance appropriating funds for installation of the skylights at the Civic Center.

Councilwoman Kemp made motion to approve; Vice Mayor Alexander seconded. Motion carried with 7 ayes and 0 nays.

5. Ordinance #O1212-65 - Second Reading

Councilman Overton presented this ordinance appropriating funds from revenue received by the Fire Department for CPR classes and donations.

Councilman Overton made motion to approve; Vice Mayor Alexander seconded. Motion carried with 7 ayes and 0 nays.

6. Ordinance #O1212-66 - Second Reading

Councilman Mayberry presented this ordinance appropriating funds from revenue received by Sign Shop sale of materials.

Councilman Mayberry made motion to approve; Councilman Hayes seconded. Motion carried with 7 ayes and 0 nays.

7. Ordinance #O1212-67 - Second Reading

Councilman Camp presented this ordinance appropriating \$10,000 from Water/Sewer Reserves to reimburse the owner of property located at 870 Newton Lane, Gallatin for damages caused by a service line break.

Councilman Camp made motion to approve; Councilwoman Kemp seconded. Motion carried with 7 ayes and 0 nays.

8. Ordinance #O1212-68 - Second Reading

Councilman Mayberry presented this ordinance appropriating funds from revenues received for insurance recoveries.

Councilman Mayberry made motion to approve; Councilman Overton seconded. Motion carried with 7 ayes and 0 nays.

9. Ordinance #O1212-69 - First Reading

Councilman Mayberry presented this ordinance appropriating funds from revenue received by Environmental Services Recycling Program.

Councilman Mayberry made motion to approve; Councilman Camp seconded. Motion carried with 7 ayes and 0 nays.

10. Ordinance #O1212-70 - First Reading

Councilwoman Kemp presented this ordinance appropriating funds from sales of equipment.

Councilwoman Kemp made motion to approve; Vice Mayor Alexander seconded. Motion carried with 7 ayes and 0 nays.

11. Ordinance #O1212-71 - First Reading

Councilman Hayes presented this ordinance appropriating funds for 2013 Employee Health Insurance Program.

Councilman Hayes made motion to approve; Councilwoman Kemp seconded. Motion carried with 7 ayes and 0 nays.

12. Ordinance #O1212-72 - First Reading

Councilman Overton presented this ordinance appropriating funds for 2011/2012 carry-over capital projects.

Councilman Overton made motion to approve; Councilman Mayberry seconded. Motion carried with 7 ayes and 0 nays.

13. Ordinance #O1212-73 - First Reading

Vice Mayor Alexander presented this ordinance appropriating funds for items not included in the original 2013 Budget.

Vice Mayor Alexander made motion to approve; Councilman Overton seconded.

Vice Mayor Alexander asked Finance/IT Director Rachel Nichols about the extra \$10,000.

Ms. Nichols stated he was correct; the correct total should be \$35,725.

Councilman Mayberry made motion to amend; Councilman Hayes seconded. Motion carried with 7 ayes and 0 nays.

Mayor called for the vote on the ordinance as amended. Motion carried with 7 ayes and 0 nays.

14. Ordinance #O1301-1 - First Reading

Councilman Hayes presented this ordinance concurring and approving a major amendment to the Greensboro Village Planned Unit Development (PUD) Preliminary Master Development Plan in order to amend the Use on a portion of the property from Commercial to Residential; dwelling, multi-family and establish the lot sizes, street design, site layout, and architecture for the Retreat At Fairvue - current zoning of the area being amended is split zoned Multiple Residential and Office Planned Unit Development (MRO PUD) and Residential - 15 (R15) - property consists of 26.85 (+/-) acres - Baker South, LLC - Owner(s) - S.B.E. Tax Map #136/018.03 - located off Noah Lane.

Councilman Hayes made motion to approve; Vice Mayor Alexander seconded.

Councilman Hayes requested Mike Stanton, representing Goodall Builders come forward to answer questions and there was no objection.

Councilman Hayes asked Mr. Stanton to look at a 40 foot buffer yard on the Potter Lane side. Mr. Stanton stated he would be glad to look at that request.

Councilman Hayes requested Earl Fisher, President of the Fairvue Homeowners Association to come forward to answer questions and there was no objection.

Councilman Hayes asked Mr. Fisher to check if the homeowners association would consider purchasing two lots on Chloe Drive to have enough room to build a roundabout and report back to council.

Mr. Fisher stated he would take this to the homeowners association and report back with the results.

Councilman Hayes requested this item be on next week's committee meeting for more discussion.

Councilman Mayberry asked for clarification on the location opening the connection and public safety issues.

Kevin Chastine of the Planning Department confirmed the location Councilman Mayberry was referencing as the location being discussed to open up.

Discussion continued and council agreed more discussion was needed on this issue.

Mayor Graves called for the vote. Motion carried with 7 ayes and 0 nays.

15. Ordinance #O1301-2 - First Reading

Councilman Camp presented this ordinance appropriating federal grant for Coles Ferry Flood Control Project.

Councilman Camp made motion to approve; Vice Mayor Alexander seconded. Motion carried with 7 ayes and 0 nays.

16. Resolution #R1212-52

Vice Mayor Alexander presented this resolution reclassifying Denise Knight, Planning Assistant, to the position of Planner 1 for the City of Gallatin Codes/Planning Department.

Vice Mayor Alexander made motion to approve; Councilwoman Kemp seconded. Motion carried with 7 ayes and 0 nays.

17. Resolution #R1212-53

Councilwoman Brackenbury presented this resolution appointing Anne Kemp and Rachel Nichols to Gallatin Pension Committee.

Councilwoman Brackenbury made motion to approve; Councilman Overton seconded. Motion carried with 7 ayes and 0 nays.

18. Resolution #R1301-1

Vice Mayor Alexander presented this resolution approving the use of city-owned right-of-way located along Jacobs Landing and Plantation Boulevard for the installation of street trees for the Fairvue Plantation Homeowners Association.

Vice Mayor Alexander made motion to approve; Councilman Hayes seconded. Motion carried with 7 ayes and 0 nays.

19. Resolution #R1301-3

Councilman Hayes presented this resolution approving job description for the Engineering Division.

Councilman Hayes made motion to approve; Vice Mayor Alexander seconded. Motion carried with 7 ayes and 0 nays.

20. Resolution #R1301-4

Vice Mayor Alexander presented this resolution approving side yard variances request for property located at 241 Commerce Way.

Vice Mayor Alexander made motion to approve; Councilman Mayberry seconded. Motion carried with 7 ayes and 0 nays.

Other Business

1. City Attorney Joe Thompson stated that Planning/Codes Director Tony Allers is off work for an undetermined time period. Mr. Thompson added that since he holds two titles, Building Official and Zoning Administrator, an interim official will need to be appointed in both of those areas until he returns due to some fairly immediate issues.

Mr. Thompson continued that Resolution #R1301-5 allows Katherine Schoch as the interim Planning Director and Adam McCormick as the interim Codes Official until Mr. Allers returns.

Councilman Hayes made motion to approve; Vice Mayor Alexander seconded.

Councilman Overton asked if this was done the last time Mr. Allers was out sick.

Mr. Thompson stated that if it was not done before it should have been done then also. Mr. Thompson added that since Mr. Allers holds those two titles; he's the only person that's authorized to issue a final zoning administration decision on the interpretation of the zoning ordinance and the only person entitled to issue the final decision on a building code matter. Mr. Thompson stated that the interims will expire when he returns.

Councilman Mayberry asked about a pay adjustment for Ms. Schoch and Mr. McCormick.

Mr. Thompson stated he did not address that because it could be only days until he returns or longer.

Council agreed to take it Tuesday by Tuesday to assess the pay adjustment issue.

Mayor Graves called for the vote. Motion carried with 6 ayes and Councilman Overton abstained.

2. City Attorney Joe Thompson stated Resolution #R1301-6 addresses the pay adjustment for Finance/IT Director.

Councilwoman Kemp made motion to approve; Councilman Mayberry seconded. Motion carried with 7 ayes and 0 nays.

3. Councilwoman Brackenbury requested an updated drainage/project list from the May 2010 flood for the next Committee Meeting.
4. Vice Mayor Alexander asked the status of Blakemore Street on-street parking.

City Engineer Nick Tuttle stated Bruce Rainey and Roger Matchett were both involved on a parking design that came through and was approved. Mr. Tuttle added that Mr. Matchett had called earlier and requested leniency on the parking issue because the parking lot had not been constructed but was in the works.

Mayor asked if they had submitted anything to planning and Mr. Tuttle stated it was an in-house review that has already been approved so they have the go-ahead to construct the parking lot.

Discussion continued on them bidding the parking lot behind the units.

5. Vice Mayor Alexander stated the Housing Authority has a sign in the ditch He asked if the sign is in the city right-of-way and can it be removed?

Mr. Tuttle stated he would have to check and if it's not a city sign, then the city can remove it if it's in the right-of-way.

6. Councilman Overton asked Mr. Tuttle how much guardrail money he had left in his budget.

Mr. Tuttle stated he was not sure but Finance/IT Director Rachel Nichols stated \$50,000 was in this year's budget.

Councilman Overton asked Mr. Tuttle if he'd had any calls on installing a guardrail at Nichols Lane and the pond/quarry area.

Mr. Tuttle stated that his intent was to address the existing damaged guardrails along Peach Valley Road and Lock Four Road but the Nichols Lane area there at the pond/quarry is also a place many citizens have complained about. Mr. Tuttle continued that it would have to go to bid and he hasn't started that process yet.

Councilman Overton stated that he was looking for answers when people call and ask and to make sure it's on the plans.

Public Recognition on Non-Agenda Related Items

Mayor Graves called for public recognition on non-agenda related items and with no one wishing to speak, Mayor closed the public recognition.

Adjourn

There being no other business to discuss, the meeting was adjourned.

Mayor Jo Ann Graves

PUBLIC HEARING: FEBRUARY 5, 2013
2ND READING: FEBRUARY 19, 2013

ORDINANCE NO. 01301-1

ORDINANCE CONCURRING AND APPROVING A MAJOR AMENDMENT TO THE GREENSBORO VILLAGE PLANNED UNIT DEVELOPMENT (PUD) PRELIMINARY MASTER DEVELOPMENT PLAN IN ORDER TO AMEND THE USE ON A PORTION OF THE PROPERTY FROM COMMERCIAL TO RESIDENTIAL; DWELLING, MULTI-FAMILY AND ESTABLISH THE LOT SIZES, STREET DESIGN, SITE LAYOUT, AND ARCHITECTURE FOR THE RETREAT AT FAIRVUE – CURRENT ZONING OF THE AREA BEING AMENDED IS SPLIT ZONED MULTIPLE RESIDENTIAL AND OFFICE PLANNED UNIT DEVELOPMENT (MRO PUD) AND RESIDENTIAL-15 (R15) – PROPERTY CONSISTS OF 26.85 (+/-) ACRES AND ONE (1) COMMERCIAL OUTPARCEL ON 1.59 (+/-) ACRES FOR A TOTAL OF 28.44 (+/-) ACRES – BAKER SOUTH, LLC – OWNER(S) – S.B.E. TAX MAP 136//018.03 – LOCATED OFF NOAH LANE

WHEREAS, the Gallatin Municipal-Regional Planning Commission, voted to consider the proposed changes as a major amendment to the Greensboro Village Planned Unit Development (PUD) Preliminary Master Development Plan at the November 26, 2012 meeting; and

WHEREAS, the Gallatin Municipal-Regional Planning Commission, pursuant to Section 15.07.040 of the Gallatin Zoning Ordinance has reviewed and recommended approval of the amended Preliminary Master Development Plan in GMRPC Resolution No. 2013-01, attached hereto as Exhibit B; 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 recommendations the Gallatin Municipal-Regional Planning Commission as described in Exhibit A and Exhibit B and further described in the Staff Report and Action Form, attached hereto as Exhibit C, and imposes those recommendations as conditions to this amended Preliminary Master Development Plan and Final Master Development Plan; and
2. That after review of the actions of the Gallatin Municipal-Regional Planning Commission, public notice, and after public hearing in compliance with Section 15.07.060 of the Gallatin Zoning Ordinance, for the real property described in Exhibit D and illustrated in Exhibit E, the Greensboro Village Planned Unit Development (PUD) Amended Preliminary Master Development / Final Master Development Plan for The Retreat at Fairvue, is hereby approved.

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: January 15, 2013.

PASSED SECOND READING:

MAYOR JO ANN GRAVES

ATTEST:

CONNIE KITTRELL
CITY RECORDER

APPROVED AS TO FORM:

JOE H. THOMPSON
CITY ATTORNEY

RECEIVED
DEC 7 2012

LEGAL DESCRIPTION

EXHIBIT D

METES AND BOUNDS DESCRIPTION OF TRACT 2

Land lying south side of Greenlea Boulevard 176.2 feet east of Stonebridge Drive in the City of Gallatin, Fourth Civil District, Sumner County, Tennessee. Being part of the land deeded to SRHS Bankruptcy, Inc. as recorded in Record book 1501, page 329, and Record book 3322, page 833, Register's Office of Sumner County (R.O.S.C.), Tennessee and more particularly described as follows:

BEGINNING at a nail (new) set in asphalt on the south right of way line of said Greenlea Boulevard and marking the northeast corner of Lot 2 of "Greensboro Village, Phase Six, Section One as recorded in Plat book 24, page 12, R.O.S.C., Tennessee; thence,

1. with said south right of way line and with a curve to the left, easterly an arc length of 206.90 feet, said curve having a radius of 1050.00 feet, a delta angle of 11°17'24" and a chord of S85°45'22"E, 206.57 feet to a 1/2" iron rod (new) with a cap stamped TN1571 and KY3050 at the point of tangency; thence,

2. continuing with said south right of way line, N88°35'56"E, a distance of 107.58 feet to a point in the center of Rankin Branch; thence,

with the center of said Rankin Branch the following thirteen calls (3 through 15):

3. S19°09'43"E, a distance of 37.63 feet to a 1/2" iron rod (old) with a cap stamped TN1571 and KY3050; thence,

4. S47°40'12"E, a distance of 112.42 feet to a point; thence,

5. S04°33'31"E, a distance of 39.60 feet to a point; thence,

6. S41°01'15"E, a distance of 218.72 feet to a point; thence,

7. S55°25'58"E, a distance of 70.86 feet to a point; thence,

8. S47°10'32"E, a distance of 209.81 feet to a point; thence,

9. S67°20'38"E, a distance of 44.67 feet to a point; thence,

10. S22°36'46"E, a distance of 131.69 feet to a point; thence,

11. S63°23'08"E, a distance of 101.19 feet to a point; thence,

12. S31°44'53"E, a distance of 130.36 feet to a point; thence,

13. S08°34'17"W, a distance of 167.54 feet to a point; thence,

14. S14°38'15"E, a distance of 105.29 feet to a point; thence,

15. S33°29'54"E, a distance of 29.91 feet to a point on the north line of the land deeded to Gallatin Golf, LLC by deed recorded in Record book 3397, page 625, R.O.S.C., Tennessee; thence,

16. leaving said Rankin Branch and with the north line of said Gallatin Golf, LLC land and with the north line of "Fairvue Plantation, Phase Fourteen" as recorded in Plat book 22, page 76, R.O.S.C., Tennessee, S69°33'52"W, a distance of 1041.60 feet to a 1/2" iron rod (old) on the east line of "Fairvue Plantation, Phase Eleven" as recorded in Plat book 22, page 341, R.O.S.C., Tennessee; thence,

17. with the east line of said "Fairvue Plantation, Phase Eleven", N24°02'50"W, a distance of 1023.43 feet to a 1/2" iron rod (new) with a cap stamped TN1571 and KY3050 on the east right of way line of Noah Lane; thence,

18. with said east right of way line and with a curve to the left, northeasterly an arc length of 112.69 feet, said curve having a radius of 350.01 feet, a delta angle of

2nd REVISED RESUBMITTAL PC0043-12

EXHIBIT D

- 18°26'51", and a chord of N22°59'14"E, 112.21 feet to a 1/2" iron rod (new) with a cap stamped TN1571 and KY3050; thence,
19. continuing with said east right of way line, N14°42'21"E, a distance of 184.34 feet to a 1/2" iron rod (new) with a cap stamped TN1571 and KY3050; thence,
20. continuing with said east right of way line, N17°28'27"E, a distance of 12.93 feet to a 1/2" iron rod (new) with a cap stamped TN1571 and KY3050 at the point of curvature; thence,
21. with the radius return between said east right of way line and the south right of way line of Chloe Drive and with a curve to the right, northeasterly an arc length of 39.45 feet, said curve having a radius of 25.00 feet, a delta angle of 90°25'11", and a chord of N62°41'02"E, 35.48 feet to a 1/2" iron rod (new) with a cap stamped TN1571 and KY3050 at the point of tangency; thence,
22. with said south right of way line of said Chloe Drive, S72°06'22"E, a distance of 124.32 feet to a 1/2" iron rod (new) with a cap stamped TN1571 and KY3050 at the point of curvature; thence,
23. continuing with said south right of way line and with a curve to the right, southeasterly an arc length of 164.20 feet, said curve having a radius of 500.00 feet, a delta angle of 18°48'56", and a chord of S62°41'56"E, 163.46 feet to a 1/2" iron rod (new) with a cap stamped TN1571 and KY3050; thence,
24. with the east end of said Chloe Drive, N36°42'33"E, a distance of 50.00 feet to a 1/2" iron rod (new) with a cap stamped TN1571 and KY3050 on the north right of way line of said Chloe Drive; thence,
25. with said north right of way line and with a curve to the left, northwesterly an arc length of 107.05 feet, said curve having a radius of 550.00 feet, a delta angle of 11°09'07", and a chord of N58°52'01"W, 106.88 feet to a nail (new) in asphalt and marking the southeast corner of said Lot 2; thence,
26. with the east line of said Lot 2, N25°33'31"E, a distance of 26.50 feet to a nail (new) in asphalt; thence,
27. continuing with said east line of said Lot 2, N04°29'54"E, a distance of 212.09 feet to the POINT OF BEGINNING;
- CONTAINING 28.440 acres, more or less.

All bearings based on Tennessee State Plane (NAD 83)

This description was prepared by John Darnall Surveying, certified by John T. Darnall RLS #1571, and dated December 17, 2012.

PC0043-12

EXHIBIT B

GMRPC Resolution No. 2013-01

RESOLUTION RECOMMENDING APPROVAL OF THE PRELIMINARY MASTER DEVELOPMENT PLAN FOR GREENSBORO VILLAGE PLANNED UNIT DEVELOPMENT (PUD) AND APPROVING THE FINAL MASTER DEVELOPMENT PLAN FOR THE RETREAT AT FAIRVUE – PC0043-12

WHEREAS, THE CITY OF GALLATIN MUNICIPAL-REGIONAL PLANNING COMMISSION considered the proposed changes to the Greensboro Village Planned Unit Development (PUD) submitted by the applicant, Dewey-Estes Engineering, as a major amendment to the Preliminary Master Development Plan at the November 26, 2012 meeting; and

WHEREAS, THE CITY OF GALLATIN MUNICIPAL-REGIONAL PLANNING COMMISSION considered the Amended Preliminary Development Plan/Final Master Development Plan submitted by the applicant, Dewey-Estes Engineering for The Retreat at Fairvue, at a special-called meeting on January 7, 2013; 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 hereto 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 § 13-3-103 and 13-4-102:

1. The Amended Preliminary Master Development Plan/Final Master Development Plan is in agreement and consistent with the recommendations of the General Development and Transportation Plan for the area.
2. It has been determined that the legal purposes for which zoning regulations exists are not contravened.
3. It has been determined that there will not be an adverse effect upon adjoining property owners or any such adverse effect can be justified by the public good or welfare.
4. 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.

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

1. The final architectural elevations are approved as submitted.

EXHIBIT B

2. The final landscaping plan is approved as submitted.
3. The applicant shall submit details of the proposed mailbox kiosk.
4. The applicant shall submit a major subdivision plat for this property and the plat shall be recorded prior to the issuance of any building permits.
5. A subdivision surety, in an amount to be determined by the Engineering Division, shall be submitted prior to the recording of the final plat.
6. A site surety shall be submitted prior to the issuance of any building permits.
7. The applicant shall obtain a sign permit from the Codes/Planning Department prior to the installation of any signage on site.
8. The applicant shall submit detailed plans and specifications to the Public Utilities Department for water and sanitary sewer approval.
9. In the sidewalk section of the Design Guidelines, the applicant shall indicate that anything public shall be ADA compliant and that crushed stone will only be permitted in private/sidewalks/trails and not in public sidewalks/trails.
10. In the street trees section of the Design Guidelines, the applicant shall add a note that the final location of trees shall be approved by the Engineering Division. All street trees must have bio-barrier installed adjacent to roadway and sidewalk as previously required for Fairvue Plantation.
11. At the time construction plans are submitted, radii will need to be improved at intersections to enable access for all emergency and sanitation vehicles.
12. At the time construction plans are submitted, the applicant shall provide cut-fill calculations for all areas within the floodplain.
13. The alternative pedestrian plan is approved as shown.
14. The applicant shall submit list of street names to Sumner County E-911 for review and approval.
15. The applicant shall submit notarized documentation that all adjoining property owners were notified by mail about the Public Hearing for this property at City Council. Letters shall be mailed 15 days prior to Public Hearing, not counting the meeting date.
16. The applicant shall submit three (5) corrected copies of the Design Guidelines to the Codes/Planning Department.
17. The applicant shall correct minor errors in the legal description of the property and submit five (5) corrected copies to the Codes/Planning Department.

Section 3. Action – The Gallatin Municipal-Regional Planning Commission hereby approves the Final Master Development Plan, contingent upon approval of the Amended Preliminary Master Development Plan by City Council, with the following conditions:

1. The final architectural elevations are approved as submitted.
2. The final landscaping plan is approved as submitted.
3. The applicant shall submit details of the proposed mailbox kiosk.
4. The applicant shall submit a major subdivision plat for this property and the plat shall be recorded prior to the issuance of any building permits.
5. A subdivision surety, in an amount to be determined by the Engineering Division, shall be submitted prior to the recording of the final plat.
6. A site surety shall be submitted prior to the issuance of any building permits.
7. The applicant shall obtain a sign permit from the Codes/Planning Department prior to the installation of any signage on site.
8. The applicant shall submit detailed plans and specifications to the Public Utilities Department for water and sanitary sewer approval.

EXHIBIT B

9. In the sidewalk section of the Design Guidelines, the applicant shall indicate that anything public shall be ADA compliant and that crushed stone will only be permitted in private/sidewalks/trails and not in public sidewalks/trails.
10. In the street trees section of the Design Guidelines, the applicant shall add a note that the final location of trees shall be approved by the Engineering Division. All street trees must have bio-barrier installed adjacent to roadway and sidewalk as previously required for Fairvue Plantation.
11. At the time construction plans are submitted, radii will need to be improved at intersections to enable access for all emergency and sanitation vehicles.
12. At the time construction plans are submitted, the applicant shall provide cut-fill calculations for all areas within the floodplain.
13. The alternative pedestrian plan is approved as shown.
14. The applicant shall submit list of street names to Sumner County E-911 for review and approval.
15. The applicant shall submit notarized documentation that all adjoining property owners were notified by mail about the Public Hearing for this property at City Council. Letters shall be mailed 15 days prior to Public Hearing, not counting the meeting date.
16. The applicant shall submit three (5) corrected copies of the Design Guidelines to the Codes/Planning Department.
17. The applicant shall correct minor errors in the legal description of the property and submit five (5) corrected copies to the Codes/Planning Department.

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.

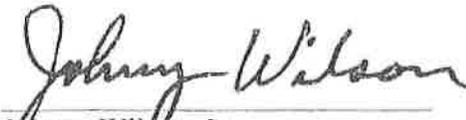
PRESENT AND VOTING

AYE: 6

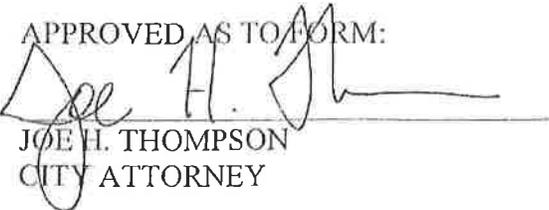
NAY: 0

DATED: 1/7/13


Dick Dempsey, Chairman


Johnny Wilson, Secretary

APPROVED AS TO FORM:


JOE H. THOMPSON
CITY ATTORNEY

ITEM 1
1/7/13 GMRPC SP. CALLED MEETING

Public Comment (held on 11/26/12)

Applicant requests approval to amend the Preliminary Master Development Plan for the Greensboro Village Planned Unit Development (PUD) and approval of a Final Master Development Plan for The Retreat at Fairvue, a multifamily residential development on 26.85 (+/-) acres and one (1) commercial outparcel on 1.59 (+/-) acres located at the intersection of Noah Lane and Chloe Drive (PC0043-12)

- Attachment 1-1 Amended PMDP/Final Master Development Plan
- Attachment 1-2 Architectural Elevations
- Attachment 1-3 Pictures of Cottage Grove; Goodlettsville, TN
- Attachment 1-4 Updated Greensboro PUD plan
- Attachment 1-5 Updated Design Guidelines
- Attachment 1-6 Proposed monument sign
- Attachment 1-7 Approval notice from BakerSouth, LLC dated 11/9/12
- Attachment 1-8 Response Letter from Michael Dewey, P.E. dated 10/15/12
- Attachment 1-9 Response Letter from Michael Dewey, P.E. dated 10/28/12
- Attachment 1-10 Traffic Study distributed at 11/26/12 PC meeting
- Attachment 1-11 Response Letter from Mike Stanton, dated 12/5/12
- Attachment 1-12 Description of Landscaping improvements
- Attachment 1-13 Updated landscaping details
- Attachment 1-14 Response Letter from Michael Dewey, P.E. dated 12/19/12

ANANYSIS

The applicant is requesting approval to amend the Preliminary Master Development Plan for the Greensboro Village Planned Unit Development (PUD) and approval of a Final Master Development Plan for The Retreat at Fairvue, a multifamily residential development on 26.85 (+/-) acres and one (1) commercial outparcel on 1.59 (+/-) acres located at the intersection of Noah Lane and Chloe Drive.

The applicant would like to amend the approved Preliminary Master Development Plan for The Greensboro Village PUD to change the commercial use designated on a portion of the property identified as Tract B to Residential Multifamily Dwelling for the construction of 130 units at a proposed density of 4.8 units per acre. Construction will be divided into four (4) phases, with Phase 1, containing 36 units, commencing in April 2013. Construction of Phase 1 is expected to be completed by March 2014. The fourth and final phase is expected to be completed by March 2017.

A portion of The Retreat at Fairvue property is located in a special flood hazard area. Lots located within the 100-year floodplain will require Floodplain Development Permits and Elevation Certificates. The applicant has added this note to the plan.

The plan also shows a commercial outparcel for future development located at the main entrance to the site with access onto GreenLea Blvd. This lot is adjacent the existing bank property at the corner of GreenLea Blvd. and Chloe Drive. Details of the specific use and layout of that outparcel have not been included with this plan. A separate PMDP/FMDP shall be submitted for review and approval prior to the development of the commercial outparcel.

This property is currently split-zoned Multiple Residential and Office Planned Unit Development (MRO PUD) and Residential-15 Planned Unit Development (R15 PUD). Multifamily Dwelling is a permitted use in the MRO PUD and R15 PUD zone districts under the provisions of the previous Zoning Ordinance. Since the City of Gallatin no longer approves Planned Unit Developments, previously existing Planned Unit Developments are permitted under the regulations of the current Zoning Ordinance. Please note that zoning boundary lines are not changing with this amendment request.

Residential PUD extensions are governed by the following provisions of G.Z.O. Section 06.09.020:

G.Z.O. 06.09.020 **Previously Approved Residential PUD's Applicability to the New Planned Residential Development District**

Any project lawfully approved under the provisions of a Planned Unit Development zone (of this or any other government entity) is hereby approved under their original conditions and are hereby made an overlay of the zoning map of Gallatin as a part of this Ordinance for a period not to exceed two (2) years from the date of the enactment of this Ordinance. If no final plan approval or building permit is requested on the subject property at the end of this period, the Planning Commission shall review its previous recommendations and actions on the subject property and provide to the governing authority a recommendation to: (1) extend the current approval of the subject tract for a period not to exceed two years; (2) revise the current approval in regards to the use, bulk, and/or design standards required of the current approval; or (3) cancel the current approval and impose a new base zoning district on the subject project.

Furthermore, for all previously approved Residential PUD Districts (or portions thereof), which have not received final plan approval prior to the enactment of this Ordinance, the design standards and regulations contained in Articles 12.00 and 13.00 shall be applied to and required of these developments. A revised preliminary master development plan indicating the proposal's conformance with the new design standards contained herein shall be submitted and approved prior to the review and approval of a final master development plan for the proposed development or any portion thereof.

Commercial PUD extensions are governed by the following provisions of G.Z.O. Section 08.04.010:

G.Z.O. 08.04.010 **Previously Approved Commercial PUD'S Applicability to the New Planned General Commercial District**

Any project lawfully approved under the provisions of a Commercial Planned Unit Development zone (of this or any other government entity) is hereby approved under their original conditions and are hereby made as a new district of the zoning map of Gallatin as a part of this Ordinance for a period not to exceed two years from the date of the enactment of this Ordinance. If no final plan approval or building permit is requested on the subject property at the end of this period, the Planning Commission shall review its previous recommendations and actions on the subject property and provide to the governing authority a recommendation to: (1) extend the current approval of the subject tract for a period not to exceed two years; (2) revise the current approval in

regards to the use, bulk, and/or design standards required of the current approval; or (3) cancel the current approval and impose a new base zoning district on the subject project.

The previously approved commercial PUD is required to meet the design standards and other site regulations outlined in Article 12.00 and 13.00 of the Gallatin Zoning Ordinance.

Previous Approvals

This project was most recently considered at the December 10, 2012 Planning Commission meeting. At that time the applicant presented details of proposed changes to the landscaping plan that show additional evergreen plantings to be installed on a two (2) to three (3) foot earth berm adjacent to Fairvue Plantation, Phase 11, behind lots fronting Potter Lane. The applicant also submitted details on the proposed roundabout, including landscaping, which have been included with this staff report as Attachment 1-13. Please also review the information provided by the applicant describing the proposed landscaping improvements included as Attachment 1-12. The applicant stated at the meeting that the total unit count has been reduced from 132 units to 130 units in order to accommodate a larger roundabout. The revised plans have been submitted and reviewed by the necessary City Departments and Sumner County E-911. Any review comments that were not addressed in the revised resubmittal have been added as conditions of approval.

At the November 26, 2012 Planning Commission meeting, Planning Commission voted to consider the proposed changes to the Greensboro Village Planned Unit Development (PUD) Preliminary Master Development Plan as a major amendment, which will forward the project onto City Council for approval. Public Comment was held on the item and several residents of Fairvue Plantation spoke against the proposed plan for The Retreat at Fairvue citing issues with density, property values, and safety based on increased traffic. The Planning Commission voted to defer any further action on the item to the December 10, 2012 meeting. Planning Commission asked the applicant to provide additional information on the street and alley designs, pavement widths, and details on the proposed roundabout. Planning Commission also asked for details concerning the turning radius for emergency vehicles and asked the applicant to submit additional information on the proposed bufferyards adjacent to the existing homes in Fairvue Plantation, Phase 11 and Phase 14.

Greensboro Village PUD History

The Greensboro Village PUD (formally Greenfield Station) originally contained approximately 700 acres on property north and south of Nashville Pike. The property was initially divided up into three (3) development tracks; A, B, & C and general uses were designated for those tracks. The PUD has a long approval history dating back to the 1980's and was approved under the PUD provisions of the previous Zoning Ordinance. When the current Zoning Ordinance was approved in July of 1998, previously approved PUD's were extended for a period of (2) years from the date of the adoption of the Zoning Ordinance. Over the years the PUD has been extended and amended several times, but the PUD has always retained the mixture of commercial and residential uses as originally planned. The total acreage of the property in the PUD has also decreased over the years and currently contains approximately 246 acres.

At this time, the Greensboro Village PUD is comprised of the following zones and uses:

CURRENTLY APPROVED:

Tract A: 291.5 (+/-) acres (North of Nashville Pike)

EXHIBIT 9

- Property zoned: MRO PUD; R15 PUD
- 1,044,000 s.f. commercial
- 462 total dwelling units approved
 - 100 Multifamily residential units
 - 93 units 6,000 s.f. lots
 - 259 units 15,000 s.f. lots
 - 10 estate lots

Tract B: 150.26 (+/-) acres (South of Nashville Pike)

- Property zoned: R15 PUD; MRO PUD
- 1,605,000 s.f. commercial
- 480 Multifamily residential units

This information has been updated for The Retreat at Fairvue project as follows:

PROPOSED AMENDMENTS:

Tract A: 95.33 (+/-) Acres

- Property zoned: MRO PUD (North of Nashville Pike)
- 1,044,000 s.f. commercial

Tract B: 150.26 (+/-) acres (South of Nashville Pike)

- Property zoned: MRO PUD, R15 PUD, R6 PUD
- 1,605,000 s.f. commercial
- 480 Multifamily residential units
- 130 Multifamily residential units: The Retreat at Fairvue

At the June 25, 2001 meeting, the Planning Commission recommended approval of various amendments to the PUD plan regarding uses, bulk regulations, and design standards to City Council (PC File #4-3-01). Those changes were considered a major amendment to the PMPD/PUD plan. The amended PMDP/PUD plan was approved by City Council on Second Reading at the August 7, 2001 meeting (O0107-042). At that meeting, the PUD was also extended and revised according to the provisions of the G.Z.O.

At the March 13, 2006 Special-Called meeting, the Planning Commission approved a minor amendment to the Design Guidelines for the PUD in order to update the development standards (PC File #4-1-06). The modifications to the Design Guidelines at that time moved away from the urban neighborhood design originally envisioned for the property and allowed the Planning Commission to approve more suburban-oriented development projects. The applicant also updated the approved use chart, which included commercial and multifamily residential uses for Tracts A and B. The cluster housing shown for Tract C was deleted from the plan at that time. The PUD property has been developing under the regulations of the Design Guidelines approved in 2006.

The applicant has submitted an updated plan for the overall Greensboro Village PUD, which shows the current zoning for the properties within the PUD boundary. Please refer to Attachment 1-4.

The Retreat at Fairvue

The Retreat at Fairvue project was first discussed at the October 8, 2012 Planning Commission Work Session. At that meeting, Planning Commission reviewed the layout and proposed architecture for the development. Planning Commission also discussed the proposed sidewalk design and asked the applicant to provide an alternative pedestrian plan that would allow for better connectivity throughout the development. Planning Commission also suggested the installation of a roundabout on the new portion of Chloe Drive to be used as a traffic calming device.

The revised plan was discussed at the November 12, 2012 Special-Called Joint City Council and Planning Commission meeting. The applicant presented the changes to the plan that were made as a result of input from the body at the October Work Session. The applicant stated that the major modification from the original submittal was the change in the orientation of several units adjacent to Fairvue Plantation, Phase 11. The units have been turned sideways, perpendicular to the alleyways, so only the side of six (6) buildings will be constructed facing the back of lots 498-507. Staff supports with this change to the overall layout.

Access and Sidewalk Design

Two (2) access points are shown for this development with the main access/entrance on Chloe Drive, off Noah Lane. Chloe Drive, shown with a 50-foot right-of-way, will serve as the main roadway through the development and will connect to the constructed portion of Chloe Drive in Phase 14 of Fairvue Plantation. Staff supports the applicant's decision to show this connection since it was previously approved as part of the original Greensboro Village PUD plan as well as the Master Plan for Fairvue Plantation. The award winning *Gallatin on the Move 2020 General Development and Transportation Plan* calls for development that improves traffic flow by encouraging interparcel access. The street connections are necessary in order to provide connectivity of adjacent developments as required by the Gallatin Subdivision Regulations. Also, it is imperative that the development have more than one (1) entrance for other safety reasons.

A roundabout will be installed on Chloe Drive at the entrance to Fairvue Plantation, Ph. 14. The developer hopes the roundabout will calm traffic in both directions. Alleys will be installed throughout the development and the pavement widths and the applicant has worked with the Fire Department and Engineering Division to provide adequate roadway widths.

The alleys are currently shown at 20 feet with one (1) foot of ribbon curb on both sides for a total of 22 feet of right-of-way. In the future, Chloe Drive and the alleyways will be accepted as public streets and therefore must meet City standards for road construction.

Five (5) foot sidewalks are shown along both sides of Chloe Drive and around the perimeter of the development. Sidewalks will not be constructed along the alleyways. Staff recommends approval of the alternative pedestrian plan as shown since it is not feasible to install sidewalks along the narrow alleys. The Engineering Division asked the applicant to modify the sidewalk design slightly to wrap the sidewalks around the front of the parking areas and the applicant made that improvement to the plan.

Design Guidelines for The Retreat at Fairvue

The Design Guidelines for Greensboro Village PUD call for residential design guidelines to be submitted and approved for each individual residential development. The applicant has submitted Design Guidelines for The Retreat at Fairvue, which will be added to the overall Design Guidelines for the Greensboro Village PUD. Please refer to Attachment 1-5. The applicant submitted notice to

the Codes/Planning Department that the proposed plan for The Retreat has received conditional approval from the Design Review Committee. That approval document has been included with this staff report as Attachment 1-5.

Architectural Elevations

The applicant submitted detailed renderings of the proposed multifamily dwelling units. The homes will be constructed in groups of three (3) and four (4) units and will feature a mixture of brick, stone, and Hardie Board siding, with architectural dimensional shingles for the roofs. These units will be almost identical to the homes constructed in Cottage Grove, a multifamily development project in Goodlettsville, Tennessee. The applicant has submitted photographs of the units already constructed in Cottage Grove, copies of which have been included with this staff report as Attachment 1-3. Four (4) different façades will be constructed in alternating patterns to add visual interest to the buildings. The Retreat at Fairvue Design Guidelines require a minimum of 1,300 s.f. of usable square footage including a garage. The square footages range from a base of 1,338 square feet to 2,022 square feet, which includes the optional bonus room. The multifamily units are shown to be alley-loaded and many of the units will have double street frontage. The final architectural elevations have been approved by the Greensboro Design Review Committee as required as part of the private restrictive covenants for this development.

A future amenity area has been identified on the plan near the location of the 100-year floodplain line at the eastern corner of the development. No architectural elevations were submitted since the details of the amenity area are unknown at this time. This plan will need to be amended and revised in the future to show the layout and design of the amenity area.

Landscaping Plan

Since this property is part of the overall Greensboro PUD, landscaping requirements are set by the applicant as part of the Design Guidelines. The proposed landscaping plan has been revised based on comments received at the previous Planning Commission meetings and concerns from the adjacent property owners. The applicant has shown a Type 20 Bufferyard along both sides of the property adjacent to the existing neighborhoods. The new landscaping plan shows additional evergreen plantings to be installed on a two (2) to three (3) foot earth berm adjacent to Fairvue Plantation, Phase 11, behind lots fronting Potter Lane. The applicant has also increased the number of plantings in the Type 20 Bufferyard adjacent to Fairvue Plantation, Phase 14. The goal is for bufferyard plantings to supplement the existing landscaping in these areas and provide an attractive screening between the two (2) residential developments. The applicant has also committed to install larger plantings that will provide immediate screening. No additional plantings are shown along the back of lots 41-48 so the view of the golf course will not be obstructed. Landscaping will also be installed in the center of the roundabout, details of which have been included with this staff report as Attachment 1-13.

The idea of a brick wall to be installed along the back of the lots on Potter Lane was suggested during Public Comment at the last Planning Commission meeting; however, Staff is satisfied that the proposed earth berm and evergreen plantings will sufficiently screen the development from the existing residential uses in the area.

Planning Commission may want to discuss the brick wall as an alternative bufferyard plan at the meeting; however, Staff recommends approval of the proposed landscaping plan as shown.

A site surety for landscaping and other site improvements shall be submitted prior to the issuance of any building permits in The Retreat at Fairvue.

Parking

Parking requirements are based on the specific use of the property. The Multifamily Dwelling use requires two (2) parking spaces per unit. The applicant has provided 264 garage stalls and 85 guest parking spaces throughout the development. The parking shown for the development exceeds the requirements of the Gallatin Zoning Ordinance. In addition, the individual driveways will be wide enough for vehicle parking. Staff appreciates the applicant's decision to install guest parking areas throughout the development so visitors are not inclined to park in the alleyways.

Signage

The applicant submitted a detailed drawing of a proposed monument style development sign to be installed at the main entrance on Chloe Drive off Noah Lane. The sign is shown at six (6) feet tall, 13 feet, four (4) inches wide, with two (2) stone columns on either side of the sign face. Please refer to Attachment 1-6. The leading edge of the sign shall be setback a minimum of 15 feet from the right-of-way and the applicant shall obtain a sign permit prior to the installation of any signage on site.

Subdivision Plat

The applicant intends to plat the units on individual lots. The overflow parking areas and grassy open spaces will be owned and maintained by the Homeowners' Association and that information will be specified on the plat. A major subdivision plat shall be submitted for review and approval by the Planning Commission and the final plat shall be recorded prior to the issuance of any building permits for this project. In addition, a subdivision surety, in an amount to be determined by the Engineering Division, shall be submitted prior to the recording of the final plat.

Fire Department Comments

Mark Parrish, Senior Fire Inspector, worked with the applicant over the past few weeks on the final design of the streets in the development. Mr. Parrish is comfortable that the street designs will adequately accommodate emergency vehicles.

Engineering Division Comments

The Engineering Division had several comments during the initial review of the proposed development. The applicant has addressed the majority of those comments as part of the revised resubmittal. Any additional comments not addressed by the applicant have been added as conditions of approval.

Sumner County E-911

The Sumner County E-911 office originally indicated that they were not comfortable with the design of the proposed development because many of the units do not have direct access to a 50-foot wide public right-of-way. It appeared to Sumner County E-911 Staff that the alleys would not accommodate emergency vehicles, especially if cars are parked in the alleys. Finally, the department noted that it may be difficult for emergency vehicles to access the units that do not face a main street if the alleys are blocked. The applicant thinks they have addressed those concerns by providing additional right-of-way for the alleys. Engineering Division Staff is comfortable that the street designs will accommodate emergency and sanitation vehicles. The applicant shall submit list of street names to Sumner County E-911 for review and approval.

Other Departmental Comments

Other departmental comments for this project not addressed in the revised resubmittal have been included as conditions of approval.

Major Amendment

The proposed multifamily residential project provides a good transition between the adjacent single-family dwellings and the commercial properties located on GreenLea Boulevard and the neighboring Greensboro Drive. Since the property was previously designated for commercial uses, Staff thinks the proposed residential use is far less intense and will have a lesser impact on the adjacent properties than the previously approval commercial development, specifically regarding traffic. In addition, the connection of Chloe Drive through the property was always envisioned and has been shown on previous plans. Furthermore, the connection of Chloe Drive was a previous condition of approval for both the Greensboro Village PUD and Fairvue Plantation. Although the exact location of the street has changed, there are no significant changes to the approved access points in this area.

The architecture shown for the project is consistent with the building materials used on the single-family homes in Fairvue Plantation, Phase 11 and Phase 14 and bufferyards are shown to provide screening between the existing homes on Chloe Drive and homes that front on Potter Lane.

This property is part of the Commercial Corridor Community Character area as shown in the *Gallatin on the Move 2020 General Development and Transportation Plan (2020 Plan)*. However, mixed use developments are also encouraged for this area. Staff is comfortable that the amended plan meets the goals outlined in the *2020 Plan* for this area. Although Staff previously recommended that the Planning Commission consider the proposed changes as a minor amendment, at the November 26, 2012 meeting Planning Commission decided that proposed changes represented a major amendment to the approved PMDP/PUD plan and shall proceed to City Council for approval. Since the project will move forward to City Council, the applicant shall notify the adjoining property owners by mail regarding the Public Hearing. Furthermore, notice of the Public Hearing for this project will be advertised in the newspaper.

RECOMMENDATION

Staff recommends that the Planning Commission approve the Final Master Development Plan, contingent upon the approval of the Amended Preliminary Master Development Plan by City Council, with the following conditions:

1. The final architectural elevations are approved as submitted.
2. The final landscaping plan is approved as submitted.
3. The applicant shall submit details of the proposed mailbox kiosk.
4. The applicant shall submit a major subdivision plat for this property and the plat shall be recorded prior to the issuance of any building permits.
5. A subdivision surety, in an amount to be determined by the Engineering Division, shall be submitted prior to the recording of the final plat.
6. A site surety shall be submitted prior to the issuance of any building permits.
7. The applicant shall obtain a sign permit from the Codes/Planning Department prior to the installation of any signage on site.

- EXHIBIT C
8. The applicant shall submit detailed plans and specifications to the Public Utilities Department for water and sanitary sewer approval.
 9. In the sidewalk section of the Design Guidelines, the applicant shall indicate that anything public shall be ADA compliant and that crushed stone will only be permitted in private/sidewalks/trails and not in public sidewalks/trails.
 10. In the street trees section of the Design Guidelines, the applicant shall add a note that the final location of trees shall be approved by the Engineering Division. All street trees must have bio-barrier installed adjacent to roadway and sidewalk as previously required for Fairvue Plantation.
 11. At the time construction plans are submitted, radii will need to be improved at intersections to enable access for all emergency and sanitation vehicles.
 12. At the time construction plans are submitted, the applicant shall provide cut-fill calculations for all areas within the floodplain.
 13. The alternative pedestrian plan is approved as shown.
 14. The applicant shall submit list of street names to Sumner County E-911 for review and approval.
 15. The applicant shall submit notarized documentation that all adjoining property owners were notified by mail about the Public Hearing for this property at City Council. Letters shall be mailed 15 days prior to Public Hearing, not counting the meeting date.
 16. The applicant shall submit three (5) corrected copies of the Design Guidelines to the Codes/Planning Department.
 17. The applicant shall correct minor errors in the legal description of the property and submit five (5) corrected copies to the Codes/Planning Department.

EXHIBIT C

EXHIBIT A

Tony Allers
Director

CITY OF GALLATIN, TENNESSEE
Gallatin Codes/Planning Department

Katherine Schoch
Assistant Director

Project Comments

Meeting Date: 01/07/2013

RE: RETREAT AT FAIRVUE, Final Master Development Plan

Reference #: PC0043-12

Department of Public Utilities

Review Date:

12/12/2012 Revised submittal comments:

- 1. Detailed plans and specifications for water & sanitary sewer installations must be submitted for approval.**

12/07/2012 New submittal comments:

1. Detailed plans and specifications for water & sanitary sewer installations must be submitted for approval.

10/30/2012 Resubmittal comments

1. Must submit detailed plans and specifications for water & sanitary sewer approval.

09/27/2012

1. Detailed plans and specifications for water and sanitary sewer installations must be submitted for approval.

Planning Department

Codes/Planning Department Project Manager: Katherine Schoch PC0043-12

Revised Submittal Review Date: 12/14/12

1. Submit legal description of property to be used as an attachment to the City Council ordinance for this project. Calls on plan shall march calls on legal description. Project may not proceed with City Council without this document.
2. Submit site surety cost estimate based on calculation sheet. A site surety for all site improvements shall be submitted prior to the issuance of a building permit.
3. Sign permit required prior to the issuance of any signage on site.
4. Submit final plat for property. Plat shall be recorded prior to the issuance of any building permits.
5. Provide detail of proposed mailbox kiosk.
6. Open spaces and parking lots will need to be shown as being owned by Homeowners Association. City will not maintain these areas. These areas also need to be shown on plat.

EXHIBIT C

EXHIBIT A

Tony Allers

Director

CITY OF GALLATIN, TENNESSEE

Gallatin Codes/Planning Department

Katherine Schoch

Assistant Director

7. Submit 27 corrected, folded copies by **12:00 noon, Friday, Dec. 20, 2013 (1 full size and 26 half sizes.) NO CHECKPRINT TO RETURN.**

Resubmittal Review Date: 11/6/12

1. Staff recommends that bufferyards be increased between existing residential properties in Fairvue Plantation, Ph. 11 & Ph. 14.
2. Will courtyards/open space be?
3. How will trash removal be addressed on site? Add note regarding dumpsters or city totes.
4. Correct note 1 regarding Multi-family Use.
5. Submit site surety cost estimate based on attached calculation sheet. A site surety for all site improvements shall be submitted prior to the issuance of a building permit.
6. This project will be discussed at the 11/12/12 Sp. Called Joint CC/PC Work Session at 5 p.m. At that time Planning Commission will discuss whether the proposed changes to the Greensboro Village PUD should be considered a major or minor amendment. Please refer to G.Z.O. Section 12.02.050. A-H.
7. Is there adequate turning radius for emergency vehicles? See design standards from Sub. Regs.
8. Sign permit required prior to the issuance of any signage on site. Leading edge of monument sign shall be set back a minimum of 15 feet from the row. Sign is shown at 9 feet from row. Refer to G.Z.O. Section 13.07.080.B.4.
9. Submit final plat for property. Plat shall be recorded prior to the issuance of any building permits.
10. Show project location in vicinity map.
11. Correct design guidelines as shown.
12. Provide detail of proposed mailbox kiosk.
13. Has plan been reviewed and approved by Greensboro DRC? DRC approval shall occur prior to Planning Commission review and approval. This process shall be added to the design standards. Please review DRC information submitted and approved as part of the Greensboro SP. DRC approval process and definitions need to be added to overall Design Guidelines for PUD.
14. Provide sidewalk connection to mailbox kiosk.
15. Open spaces and parking lots will need to be shown as being owned by Homeowners Association. City will not maintain these areas. These areas also need to be shown on plat.
16. Revise typical lot drawings. Lot must have road frontage, so lots will either have front yard from ally or roadway. (Front yard not determined by front of building.) Some lots will have double front yards since they also have double road frontage. Show yard lines as: Front yard = 10 ft., Interior Side Yard = 0 ft., Side Yard = 5 ft.; Street Side Yard = 10 ft.; Rear Yard = 20 feet (to allow for parking). Show P.U.D.E.'s on typical lot drawing.
17. Property has been posted with "zoning pending signs" in case Planning Commission decides changes represent a major amendment to the PUD.
18. Correct tax map information for adjacent properties as shown. Show ownership information for Lot 508; Gallatin Golf, LLC; Tax map #136//019.02.
19. Correct tax map information in list of surrounding property owners. List is incomplete; list must include all adjacent property owners, even across rights-of-way.
20. Submit sixteen (16) corrected, folded copies of the resubmittal documents (1 full size and 15 half size), and 16 architectural elevations. Submit digital copies of plans and supporting

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Tony Allers

Director

CITY OF GALLATIN, TENNESSEE

Gallatin Codes/Planning Department

Katherine Schoch

Assistant Director

information/correspondence pertaining to this project in the following formats: DGN or DWG file (MicroStation version "J" software) of subdivision plats, site plans, PMDP, and FMDP. Submit PDF files of all pages of subdivision plats, site plans, PMDP, and FMDP and submit PDF files of all supporting documents and correspondence. Label file formats on CD.

21. Submit a detailed response letter addressing all departmental review comments.

22. RETURN CHECKPRINT #2 Resubmittal documents must be turned in to the Codes/Planning Department by 4:30 PM on Thursday, 11/15/2012.

Resubmittals must include the above information in order to be considered a complete resubmittal.

10/3/12 Checkprint: KS

1. Gallatin on the Move 2020 Plan shows this area as a party of the Commercial Corridor Community Character area; however, Mixed Use developments are encouraged in that area. Staff is comfortable that the FMDP meets the goals of the 2020 Plan for this area.
2. Please submit written description of all proposed changes to PUD. This description will be added to the amended Design Guidelines for the PUD.
3. Show R15 PUD/MRO PUD zoning line through property.
4. Approved uses shown for Tract B include 86.38 acres Commercial for MRO PUD (1,605,000 s.f.) and 25.94 + 14.82 Acres (480 Multi-family units; still approved/valid) for R6 PUD. These acreage calculations were bases on incorrect zoning line which has been corrected. No use was designated for R15 PUD area (One-family Detached Dwelling use was removed with previous amendment). Multi-family use will need to be added to (Refer to old Zoning Ordinance use table for approved uses for Residential PUD's). Show existing use as Commercial/Vacant and proposed use as Residential; Multi-family Dwelling.
5. Correct zoning boundary lines on overall Greensboro Village PUD plan. See attached zoning map. Provide list of surrounding property owners or remove note.
6. Provide FFE's for lots located in the 100-year floodplain.
7. Label commercial outparcel as "future development". A separate PMDP and FMDP shall be submitted for that outparcel.
8. Label all surrounding property owners and surrounding zoning. Provide list of all surrounding property owners with tax map numbers and mailing addresses in case changes are considered a major amendment. If a major amendment, letters will need to be mailed to all surrounding property owners by applicant prior to Public Hearing at City Council.
9. Where will HVAC units be located and how will they be screened?
10. Design Guidelines to this specific residential section seem incomplete. Update Design Guidelines based on information specified in Section 4, Page 1 amended 3/13/06. Updated use chart for Section 3, Page 9.
11. Show density calculation. Staff shows density at 4.9 units per acres, which meets the R15 PUD maximum density.
12. Add note to architectural elevations about the percentage of all materials to be used on building façades. A sample material and color board will be required for presentation at the Planning Commission meeting.

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Tony Allers
Director

CITY OF GALLATIN, TENNESSEE
Gallatin Codes/Planning Department

Katherine Schoch
Assistant Director

13. Submit site surety calculation based on attached calculation sheet. A site surety for all site improvements shall be submitted prior to the issuance of a building permit.
14. Submit final plat for property. Plat shall be recorded prior to the issuance of any building permits.
15. Sign permit required prior to the issuance of any signage on site. Leading edge of monument sign shall be set back a minimum of 15 feet from the property line.
16. Staff recommends that the street connect to Chloe Drive remain as shown. 2020 Plan calls for development that improves traffic flow by consolidating driveways and encouraging interparcel access. Subdivision Regulations also call for interconnectivity. The future extension of Chloe Drive was a condition of approval for Fairvue Plantation. Connection is also shown on Amended PMDP for Greensboro Village North.
17. Will any exterior lighting fixtures be installed on the buildings? If so, a Photometric plan shall be submitted for review and approval. Also, please submit details of lighting fixtures.
18. Show 5-foot sidewalks around perimeter of development or request alternative pedestrian plan. Refer to Engineering Division comments. 2020 Plan states that Commercial Character areas should "provide sidewalks and more pedestrian-friendly environment".
19. Show and label proposed future amenity area, if any.
20. Staff did not find a previously approved FMDP for this particular property. This plan will be the original FMDP, not revised.
 1. Show parking spaces as 9 x 20.
 22. Provide cross section for alleys and walkways.
 23. Alley terminates at lot 116. Is there adequate turning radius for emergency vehicles?
 24. Provide names for alleys to be public.
 25. Provide tree survey for any trees over 4.5 inch caliper which will be used to screen property. Staff recommends increasing bufferyards along southern property line to screen development from single-family dwellings in Fairvue Plantation. Remove note about landscaping plans being submitted with construction drawings. Landscaping plans are required as part of this FMDP.
 26. Change Public Works to Engineering Division in notes.
 27. This item will be discussed at the 10/8/12 PC Work Session. At that time Staff will discuss whether the proposed changes to the Greensboro Village PUD should be considered at major or minor amendment. Please refer to G.Z.O. Section 12.02.050. A-H.
 28. Staff recommends plan be deferred until November Planning Commission meeting.
9. Submit sixteen (16) corrected, folded copies of the resubmittal documents (1 full size and 15 half size if original plans are greater than 18 x 24), and 16 architectural elevations.
30. Submit digital copies of plans and supporting information/correspondence pertaining to this project in the following formats: DGN or DWG file (MicroStation version "J" software) of subdivision plats, site plans, PMDP, and FMDP. Submit PDF files of all pages of subdivision plats, site plans, PMDP, and FMDP and submit PDF files of all supporting documents and correspondence. Label file formats on CD.
31. Submit a detailed response letter addressing all departmental review comments.
32. RETURN CHECKPRINT & CHECKLIST
33. Resubmittal documents must be turned in to the Codes/Planning Department by 4:30 PM on Thursday, 10/11/2012.

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Tony Allers
Director

CITY OF GALLATIN, TENNESSEE
Gallatin Codes/Planning Department

Katherine Schoch
Assistant Director

Resubmittals must include the above information in order to be considered a complete resubmittal.

Codes Department

12/17/2012 Review of Revised Submittal

1. **No comments at this time.**

Review Date: 11-12-12: New submittal:

1. Units in the regulated floodplain engineered design.
2. Building plans show designed fire protection systems - fire separation walls, fire sprinklers depending on design provisions.

Review Date: 9-28-12 No comments

Engineering Division

12-17-2012 JZW Revised Submittal:

1. Remove any labels indicating sidewalks to be flush. Actual elevations of sidewalks will be sorted out at construction plan stage.
2. Wrap sidewalks around front of parking spots.
3. For 20' ROW Alley section, revise to have 1' ribbon curb and 18' pavement.

12/10/2012: JZW Review of new submittal:

1. Several alternatives have been discussed regarding cross-sections for roadways. It is my understanding that further submittals are forthcoming. Comments will be provided upon receipt of these submittals.

11-20-2012 JZW Revised Resubmittal:
No additional comments at this time.

11-8-2012 JZW Design Standards comments:

1. Indicate in sidewalks section that anything public shall be A.D.A. compliant and that crushed stone will only be permitted in private sidewalks/trails and not in public sidewalks/trails.
2. In street trees section add: -Final location of trees must be approved by City Engineering Division -All street trees must have bio-barrier installed adjacent to roadway and sidewalk. This is the same treatment the Fairvue street trees got.

11-1-2012 JZW Resubmittal:

1. Remove traffic circle radius label. Label traffic circle. Geometrics shall meet appropriate design criteria.
2. Provide minimum of 20' driveway length from building to back edge of sidewalk.
3. It appears that emergency/sanitary vehicles may have difficulty making turns to/from alleys. At the time of construction plan submittal, radii will need to be improved at intersections to enable access for all emergency vehicles.

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Tony Allers

Director

CITY OF GALLATIN, TENNESSEE
Gallatin Codes/Planning Department

Katherine Schoch

Assistant Director

4. At time of construction plan submittal, provide cut-fill calculations for all areas within the floodplain.
5. Remove paving schedule.
6. Add note: At time of construction plan submittal, evidence shall be provided that this development and associated land use have been considered in the design of the existing L.A. Green Lake, and demonstrate that the lake, spillway, and downstream channel/infrastructure have sufficient capacity to safely store/convey storm water discharges from currently developed areas, areas shown in gray on the submitted P.U.D. Master Development Plan, and the proposed Retreat at Fairvue. A request for waiver of onsite detention, must be made by providing a letter to the City Engineer stating the basis for the waiver, along with updated calculations supporting the sufficiency of the storm water controls in place. -----

Submittal Date: 09/26/2012 Engineering Division Reviewer: Mike Phillips Comments:

1. It appears that onsite storm water detention is not being provided with this development. At time of construction plan submittal, provide evidence that this development and associated land use have been considered in the design of the existing L.A. Green Lake, and demonstrate that the lake, spillway, and downstream channel/infrastructure have sufficient capacity to safely store/convey storm water discharges from currently developed areas, areas shown in gray on the submitted P.U.D. Master Development Plan, and the proposed Retreat at Fairvue. If the intent is to request a waiver for onsite detention, provide a letter to the City Engineer stating the basis for the waiver, along with updated calculations supporting the sufficiency of the storm water controls in place.
2. At time of construction plan submittal, provide cut-fill calculations for all areas within the floodplain.
3. It is not desirable to place storm water quality ponds within the floodplain. The City will require execution and recording of a Storm Water Inspection and Maintenance Agreement in the future at the time of plat recording, which will therefore include language requiring the owner to inspect, remove all debris/silt, and repair all plant material following significant storm events in which the main creek flow enters the storm water quality ponds.
4. Provide a typical pavement section for the alleys.
5. Label 20' Alley between Units 33 and 34.
6. Applicant shall revise the internal pedestrian trail layout to provide every residence with close access to the trail. If trail connectivity becomes an issue, then provide a sidewalk along the alleys.
7. Since sidewalks are not shown within the R.O.W. of public streets/alleys on the submitted PMDP/FMDP, provide a formal request to the Planning Commission for approval of the alternate pedestrian walkway system (8' concrete trail) that is internal to the development in lieu of 5' sidewalks within the public R.O.W. of every alley.
8. Remove the note on the Roadway Section beneath the 5' sidewalk label that states "ONE SIDE REQUIRED."
9. It appears that emergency vehicles may have difficulty making turns to/from alleys. At the time of construction plan submittal, radii will need to be improved at intersections to enable access for all emergency vehicles.

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CITY OF GALLATIN, TENNESSEE
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10. If possible, at the time of construction plan submittal, provide connection of the ends of the pedestrian path across Chloe Drive, and provide a crosswalk with appropriate pavement markings and signage. If possible, turn the western leg of the trail to the south to run along the edge of the Public Alley, and then turn the trail along the south side of Unit 40 to line up with the terminus of the eastern leg of the pedestrian path at Chloe Drive.

11. In order to minimize on-street parking, provide additional parking spaces so that each block/group of buildings has guest parking.

Fire Department

12/17/2012

Review of Revised Submittal:

All the requirements of the Fire Department have been met. If there are any other questions, let me know.

Review Date: 12/07/2012 of the 12/5/12 New Submittal:

1. After talking to Chief Crook, Planning, Engineering and the City Attorney, the Fire Department will be requiring twenty feet (20) of asphalt and one (1) foot of ribbon curb on each side of the roadway. Casper Way and Vardon Lane may stay the way they are. I will be at the Planning Commission meeting Monday, Dec. 10th if you have any questions. -----

Resubmittal review: 11/05/2012

1. All main entrance to houses, roadways shall be able to have two (2) Fire Engines pass each other. If there are any questions, please contact me and set up a meeting to talk about this.
2. See accompanying Chapter 18: Fire Dept. Access and Water Supply from the National Fire Protection Association.

10/04/2012 This office has no comments at this time.

Police Department

12/13/2012 Revised Submittal:

Reviewed: no comment

12/7/12: New Submittal Reviewed, no comments

10/31/12: Resubmittal Reviewed: no comments

09/28/2012 Reviewed: no comments

Gallatin Department of Electricity

Review Date: 12/2/2012 Revised Submittal Review: O.K.

12/6/2012 New Submittal Review:

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Tony Allers

Director

CITY OF GALLATIN, TENNESSEE
Gallatin Codes/Planning Department

Katherine Schoch

Assistant Director

1. O.K.

11/8/2012: Design Standards: O.K.

10/30/2012 Resubmittal comments O.K.

10/01/2012 O.K.

Sumner County, E-911

Review Date: 12/13/2012 Review of Revised Submittal:

1. **Street names need to be approved by 911 office.**

12/07/2012 Review of New Submittal:

1. Street names must be approved.
2. Units in back can only be accessed by narrow alley ways.

Review Date: 10/12/2012

I don't like subdivisions that use Alley's, especially when some of the units have no direct access to a 50' public road. However If the City is going to allow it, I can address it as if it was an apartment complex with all of them using one address with individual unit numbers, but I would recommend talking to the fire dept. as I don't believe that the Alley's would be wide enough for a fire truck to fit thru if there were cars parked in the alley and since some of the units don't face or access the main road it would be difficult for emergency services to access them in the event of a fire and the Alley was blocked.

Thanks, Tonya Jetton Asst. 911 Director Sumner County ECD 615-451-1200

Industrial Pre-treatment Department

Review Date:

12/12/2012: Revised new submittal

1. Detailed water and sanitary sewer plans and specifications must be submitted to this department for review and approval. -----

12/7/2012 New submittal comments:

1. Detailed water and sanitary sewer plans and specifications must be submitted to this department for review and approval.

10/30/2012 Resubmittal comments:

1. Detailed water and sanitary sewer plans and specifications must be submitted to this department for review and approval.

09/27/2012

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EXHIBIT A

Tony Allers

Director

CITY OF GALLATIN, TENNESSEE
Gallatin Codes/Planning Department

Katherine Schoch

Assistant Director

1. Detailed water and sanitary sewer plans and specifications must be submitted to this department for review and approval.

Revised 10-29-2012 Master Development Plan

The chart below outlines the land uses in the individual tracts of the revised master development plan. The attached Land Use Plan and revised Master Development Plan illustrate the location of both commercial and residential development within Greensboro Village.

CURRENT (10-29-2012)	PREVIOUS APPROVAL (3-13-06)	PREVIOUS APPROVAL (09-02)	ORIGINALLY PROPOSED
Tract/Parcel A: 95.33 +/- acres 1,044,000 Sq. Ft. of comm.	291.5 acres 1,044,000 sq.ft. of comm. 100 units of multi-family res. 93 units of cluster housing (6,000 sq.ft./lot) 259 units (15,000 sq.ft./lot) 10 units of estate lots	291.5 acres 1,044,000 sq.ft. of comm. 100 units of multi-family res. 93 units of cluster housing (6,000 sq.ft./lot) 259 units (15,000 sq.ft./lot) 10 units of estate lots	291.5 acres 1,044,000 sq.ft. of comm. 100 units of multi-family res. 245 units of cluster housing (6,000 sq.ft./lot) 103 units (15,000 sq.ft./lot) 14 units of estate lots
Tract/Parcel B: 150.26 acres 1,605,000 sq.ft. of commercial 480 multi-family residential 132 multi-family residential : <i>The Retreat at Fairvue</i>	150.26 acres 1,605,000 sq.ft. of commercial 480 multi-family residential	319.04 acres 1,605,000 sq.ft. of commercial 480 multi-family residential 226 units (15,000 sq.ft./lot) 150 units cluster housing (6,000 sq.ft./lot)	319.04 acres 1,605,000 sq.ft. of commercial 480 multi-family residential 226 units (15,000 sq.ft./lot) 150 units cluster housing (6,000 sq.ft./lot)
Tract/Parcel C: <i>deleted</i>	<i>deleted</i>	87.71 acres 89 units (15,000 sq.ft./lots) 225 units cluster housing (4,500 sq.ft./lot)	87.71 acres 89 units (15,000 sq.ft./lots) 225 units cluster housing (4,500 sq.ft./lot)

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& ZONING

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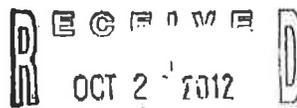
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EXHIBIT C

Amendments to P.U.D.

	Original	Amendment 9/12/02	Amendment 3/13/06	Amendment 10/29/2012
Acres	700+	582+	442+	246+
Commercial	2,649,000 SF	2,649,000 SF	2,649,000 SF	2,649,000 SF
Multi-family	580 units	580 units	580 units	480 units
Cluster Housing	454 units	304 units	93 units	0 units
Subdivision Lots	605 units	449 units	259 units	0 units
Multi-family: <i>The Retreat at Fairvue</i>	0 units	0 units	0 units	132 units
Total Residential	1,639 units or lots	1,333 units or lots	932 units or lots	612 units

This amendment sheet has been added on 10-29-2012 and will be updated throughout the project.


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Design Review Committee

A Design Review Committee has been established by the property owner as part of protective covenants for the overall development in order to ensure that a consistent level of quality is maintained throughout the development of Greensboro Village PUD.

Prior to submitting a Final Master Development Plan or an amendment to the Preliminary Master Development Plan for approval by the City of Gallatin Planning Commission and/or City Council, an applicant should submit the plans for review by the Design Review Committee.

The Design Review Committee may submit a recommendation for consideration by the Planning Commission and/or City Council.

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**Greensboro Village PUD
Design Guidelines - The Retreat at Fairvue**

Required Yards

The following setbacks shall apply to residential structures:

- Front Yard - 10'
- Side Yard - 5' *Double if adjacent to right-of-way
- Interior Side Yard - 0'
- Rear Yard - 20'

Minimum Square Footage

Residential units shall have a minimum of 1,300 sq. ft. of usable square footage including a garage.

Architectural design/Building Materials- Residential

- Proposed building heights shall not exceed a maximum of two (2) stories. Submission of paint colors and primary building materials sample board is required for submission to the City Planning Commission. Architectural elevations of proposed buildings to be included in submittal package.
- Predominant building materials throughout Greensboro Village to include primarily brick and stone. Alternative materials may be used to complement primary building materials. Single-family attached residential front and side facades shall be at least 75% brick, stone, or faux stone. Vinyl products shall only be permitted if used for soffits, overhangs, or porch ceilings.
- The Planning Commission may approve an alternate plan that is not in strict compliance with the requirements of this section if the Commission finds that such alternative plan meets the purpose and intent of the original requirements and the alternative architectural plan and materials are clearly superior to a plan that would be in strict compliance. Evaluation of alternative materials to include consideration of the overall design, color and other natural or man-made elements.

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Mailboxes, Street Signs, and Lampposts

- Mailbox kiosks are permitted for attached residential developments. Mail kiosks shall be enclosed on three sides and covered with a roof. Architecture and elements to be approved by the DRC. All mailbox, mailbox kiosk, and structures associated with mailbox kiosk designs require DRC approval.
- Street signs and regulatory road signs shall be mounted in a black metal frame and supported by an ornate cast iron or aluminum pole with a painted or powder coated black finish.

All sign frame and post designs require DRC approval; proposed signage should match existing signage in Greensboro Village.

- Lamppost poles used for mounting light fixtures for site or roadway lighting shall be 12 or 16 feet in height. Lamppost poles shall be painted or powder coated black metal and have an ornate cast iron or aluminum appearance. Light fixtures shall have an acorn shaped glass globe appearance; proposed light fixture and lamppost poles should match existing standards in Greensboro Village and must receive DRC approval.

Paving, Curbing, and Walkway Systems

- Single-family and attached residential drives and parking areas shall be paved with concrete; concrete shall have a broom finish. Permitted alternative materials and finishes are pavers, stamped and stained concrete, porous concrete and exposed aggregate concrete. Alternative materials must be approved by the DRC.
- Multifamily off-street parking lot areas and amenity parking areas shall be paved with hard surface materials (bituminous asphalt or concrete). They shall be bordered by a 6" high concrete curb. A concrete apron must be placed between the existing road and the proposed drive to create a uniform entry point and smooth transition into the Tenant's site. Concrete shall have a broom finish.
- Alleys shall be bordered by a 1' ribbon curb along each side. A 6" turndown curb is permitted if a sidewalk is present along an alley.
- Sidewalks along streets and in front of buildings shall be constructed with concrete and have a broom finish. Permitted alternative materials and finishes are pavers, stamped and stained concrete, porous concrete and exposed aggregate concrete. Alternative materials must be approved by the DRC. Paved trail systems may be constructed of bituminous asphalt, concrete, or crushed stone. Public sidewalks and trails shall be compliant with the American Disability Act (ADA); crushed stone is not a permitted material for public trails.

Required Bufferyards

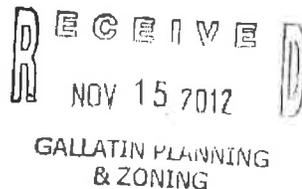
Bufferyards may be required by the DRC on a site specific basis to appropriately buffer adjacent development. Transitional buffers, shall be planted per the Bufferyard Type as specified in the Zoning Ordinance. The bufferyard width shall be site specific.

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Landscape and Parking Lot Requirements

- Street trees are required along Chloe Drive. Street tree size and spacing are as follows: 2 - 2.5" caliper 100' o/c. Required spacing shall be an average to permit logical placement of street trees while accommodating other site elements. The desired effect is to establish an oscillating rhythm of one street tree on one side of the street occurring about every 50' o/c. Street tree quantity and placement must be approved by the DRC. Final location of trees must be approved by City Engineering Division.
- Street trees must have bio-barrier installed adjacent to roadway and sidewalk.
- Landscape plans for formal open spaces must be approved by the DRC.
- Each residential unit shall have foundation plantings along the front of the unit.
- HVAC units shall be screened from view with evergreen plant materials.
- Individual lot landscapes must be approved by the DRC. Plant materials may be described in general terms, for example: flowering shrub, evergreen shrub, groundcover, ornamental tree, etc.
- Irrigation of individual residential lots and formal opens spaces using an automated irrigation system is required.

87022/design guidelines/design guidelines section 4.1_Retreat@FairvueArchitectural



BAKERSOUTH, LLC

November 9, 2012

Goodall Inc. Builders
393 Maple Street, Suite 100
Gallatin, TN 37066
Attn: Robert H. Goodall, Jr.

Kay B. Housch, Esq.
Kay B. Housch, P.C.
Suite 310, 222 Second Avenue North,
Nashville, TN 37201

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NOV 15 2012

Re: Cottage Grove Product
Lot Layout Plan
Lot Phasing Plan

GALLATIN PLANNING
& ZONING

Bob and Kay:

BakerSouth, LLC ("Seller") received the above-referenced on the following dates:

- Cottage Grove Product: October 30, 2012, via electronic submittal and courier
- Lot Layout Plan: October 30, 2012, via electronic submittal and courier
- Lot Phasing Plan: October 30, 2012, via electronic submittal and courier

Pursuant to Section 6(c) of the Agreement for Sale and Purchase of Property, dated September 10, 2012 (the "Agreement"; capitalized terms used but not otherwise defined herein have the same meanings as in the Agreement), this letter will serve as written notice of Seller's conditional approval of the Cottage Grove Product and its conditional approval of the Lot Layout Plan.

Seller's approval of the Cottage Grove Product is conditioned on:

- (i) No grading plans were submitted for review. Seller reserves the right to review and to either approve or disapprove the grading plans.
- (ii) Regarding the exterior color packages, no white trim package for windows or doors unless such color scheme allows it for continuity. Otherwise, neutral colors to be used for windows and doors.

Seller's approval of the Lot Layout Plan is conditioned on:

- (i) Two sanitary sewer easements will need to be imposed on the Property for the benefit of the Commercial Parcel in the approximate locations shown on the Plat (to be provided), the exact location of the easements will be determined by the actual constructed location of the sanitary sewer lines.
- (ii) A storm water drainage easement will need to be imposed on the Property for the benefit of the Commercial Parcel in the approximate location shown on the Plat. The

ATTACHMENT

1-8

DEWEY-ESTES
ENGINEERING

November 15, 2012

Katherine Schoch, AICP
Assistant Director
Gallatin Codes/Planning Department
132 West Main Street, Room 201
Gallatin, TN 37066

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NOV 15 2012

**RE: The Retreat at Fairvue
FMDP Comments Response**

GALLATIN PLANNING
& ZONING

Dear Katherine,

In response to the review comments dated on November 9, 2012, we have revised the plans and provided the additionally requested documentation. Please refer to our original comments response letter submitted October 29, 2012 for the review comments generated October 5, 2012. Below is an itemized response to each comment as they appeared in the most recent comments letter:

Department of Public Utilities:

1. Detailed water and sewer plans will be submitted with the construction plans for review.

Planning Department:

1. As we discussed, the Landscape Plan by Gamble Design Collaborative provides an extensive buffer between the existing adjacent lots and the proposed development. Additional bufferyards have been proposed on both sides of Chloe Drive along the existing lots with this submittal.
2. The courtyards will be a mixture of grass and plantings. Please refer to the Landscape Plans for specifications.
3. Note 12 has been added to the Cover Sheet regarding trash collection for this site. Individual city toters will be used for this site.
4. Note 1 on the Cover Sheet has been revised regarding Multi-Family use.
5. A site surety cost estimate will be provided prior to final approval.
6. We attended the joint CC/PC Work Session on 11/12/12. We believe there was a good discussion regarding the project. We plan to address/answer the concerns at the 11/26/12 Planning Commission meeting. As we have discussed, we believe this project does not meet items A-G of G.Z.O. Section 12.02.050. Item H refers to any other change that the City Planner determines to be a major divergence from the approved PMDP. It is our understanding, Planning considers this plan to be in harmony with the community. The PC may overrule the City Planner's determination upon a favorable vote of a majority of the entire membership of the Planning Commission.
7. We have reviewed the Subdivision Regulations to provide adequate truck turning radii for this development. We met with the Fire Department to ensure their trucks will be provided adequate access. We will provide them with the information they have requested.
8. The sign has been relocated to be a minimum of 15 feet from the Public ROW.
9. A Final Plat will be submitted per phase for this development.

REVISIO

RESUBMITTAL

PC 0043-12

10. The project location has been shown in the Vicinity Map on the Cover Sheet.
11. The design guidelines have been revised per the redline comments received.
12. A detail of the mail kiosk has been included with this submittal package.
13. We have communicated with the DRC associated with this site. We have submitted our plans to them and it is our understanding we are in compliance with their guidelines.
14. There are sidewalks provided to the mail kiosk. As we discussed, due to topography, a sidewalk connection from the Armour Lane alley is impractical.
15. All areas labeled Open Space, including the guest parking stalls, will be owned and maintained by a Homeowners Association.
16. The setbacks have been revised in the Project Summary on the Cover Sheet, Typical Unit Layout detail on Sheet C1.0, and in plan view. We have labeled PUDEs on the Typical Unit Layout detail.
17. We understand the property has been posted with "Zoning Pending Signs" just in case the Planning Commission decides the revisions constitute a major amendment to the PUD.
18. Owner and tax map info has been added for Lot 508. According to the Sumner County GIS, this parcel is currently owned by ND Limited Management, LLC.
19. The tax map information on the list of surrounding property owners has been revised to include additional property owners.
20. We have submitted one full-size and 15 half-size sets of revised plans, as well as copies of supporting documents. A disc containing digital files of the plans as well as the supporting documents.
21. Please consider this letter to be our detailed comments response letter.
22. We have returned Checkprint #2 and other review documents.
23. We believe the attached submittal package has addressed all of the comments and believe this submittal is complete.

Engineering Division:*Design Standards Comments:*

1. The Design Guidelines have been revised to indicate all public sidewalks shall be ADA compliant.
2. The Design Guidelines have been revised regarding street trees; their location and installation of bio-barriers.

Resubmittal Comments:

1. The traffic circle dimension and note has been removed. The traffic circle has been labeled.
2. The minimum driveway length shall be 20 feet from edge of building to the back edge of the sidewalk.
3. At the time of construction plan submittals, the radius returns for all intersections shall be substantial to provide access for all emergency vehicles.
4. Cut-fill cross sections and calculations will be provided at the time of construction plan submittal for all areas within the floodplain.
5. The paving schedule has been removed from the alley and roadway section details.
6. A note has been added to Sheet C2.0 regarding the downstream analysis for this project. We have communicated with Lose & Associates regarding the current flood study for Rankin Branch. This site was accounted for in the original flood study and it is our understanding LA Green Lake was sized to account for future development of the subject site. Additional studies will be provided, if necessary, with the construction plans submittal showing indicating LA Green Lake is appropriately sized for the subject development. Also, this site is located adjacent to LA Green Lake and within the lower 10% drainage basin. Detention of sites located in the lower 10% of a basin may have an adverse impact on flooding and may cause unfavorable influences on peak flow timing. Detention facilities on sites in the

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GALLATIN

1-8

November 15, 2012

lower 10% of a drainage basin can often change the timing of the entire outflow hydrograph for the stream.

Fire Department

1. The alleys will be 20 feet wide minimum of hard surfaced material (18 feet asphalt, 1 foot each side ribbon curb). We have met with the Fire Department and believe the plan satisfies their concerns. We will provide any additional documents requested.
2. We have received and reviewed Chapter 18 of the NFPA.

Sumner County E-911

1. The builder understands the units may be addressed using one address with individual unit numbers, even though each unit will be on its own lot. We have met with the Fire Department regarding their access. As discussed, the developer will provide No Parking signs along the alley to discourage on-street parking.

Industrial Pre-treatment Department:

1. Detailed water and sewer plans will be submitted during the construction plan review.

Other departments (Codes, Police, and Electric) did not have any comments at this time. I hope this appropriately addresses the comments generated during review. Please feel free to call if you need anything further from our office or if you have any questions.

Sincerely,



Michael Dewey, PE

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& ZONING

DEWEY - ESTES

ENGINEERING

ATTACHMENT 1-9

October 28, 2012

Katherine Schoch, AICP
Assistant Director
Gallatin Codes/Planning Department
132 West Main Street, Room 201
Gallatin, TN 37066

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GALLATIN PLANNING
& ZONING

**RE: The Retreat at Fairvue
FMDP Comments Response**

Dear Katherine,

In response to the review comments dated on October 5, 2012, we have revised the plans and provided the additionally requested documentation. Below is an itemized response to each comment as they appeared in the original comments letter:

Planning Department:

1. We believe this project will be a great transitional use between Fairvue Plantation and Greensboro Village commercial.
2. A description of the proposed changes to the PUD has been included with the amended Design Guidelines as performed by Lose & Associates.
3. We received the correct zoning boundary lines from staff. The zoning line through the subject parcel has been shown and labeled.
4. The Project Summary table has been revised on the Cover Sheet to show the existing use as Commercial/Vacant and the proposed use as Residential (Multi-Family Dwelling).
5. The correct zoning boundary lines have also been shown on the overall Greensboro Village PUD plan.
6. FFEs for lots located in the existing 100 year floodplain (Lots 117-124) have been provided. Please see the Minimum FFE Table on Sheet C2.0.
7. The commercial outparcel has been labeled as "Future Development." It is understood that a separate PMDP and FMDP shall be submitted for the outparcel.
8. All surrounding property owners and zoning have been labeled for each parcel. A list of all surrounding property owners with tax map numbers and mailing addresses have been provided with this submittal.
9. The HVAC units will be located on both sides of the building. The HVAC units will be screened with landscaping on all three sides with a passage for maintenance.
10. The Design Guidelines have been revised and coordinated between Lose & Associates and staff. We believe staff's concerns have been addressed with this submittal.
11. The density for the subject parcel is 4.9 units/acre.
12. A breakdown of the percentage of materials has been provided with this submittal for each façade.
13. We understand that a site surety shall be submitted prior to the issuance of any building permit.
14. We understand that a final plat will be required for this property.

RESUBMITTAL

PC 0043-12

15. The monument signage has not been relocated. We are seeking council approval for the location of the monument sign to be within 15 feet of the Public ROW.
16. We have maintained the connection of Chloe Drive as called for in the Gallatin on the Move 2020 plan.
17. An exhibit showing the details of the exterior lighting fixtures on the buildings has been included with this submittal.
18. The plan has been revised to create a very walkable and accessible community; we consider this plan revision to be "pedestrian friendly."
19. The future amenity area has been labeled accordingly.
20. The title of this plan has been revised to read An Amended PMDP for Greensboro Village PUD and FMDP for The Retreat at Fairvue.
21. The parking stalls have been revised to be 9' x 20' and labeled accordingly.
22. A cross section of the alley and sidewalks have been shown on sheet C1.0.
23. The requirement for a turnaround is 300 feet, the only dead-end alley on this plan is located behind lots 113-116. The distance to the terminus of this alley from the intersection is approximately 150 lf.
24. The public alleys have been provided with street names.
25. A tree survey was performed and all trees over 4.5" caliper have been shown along the south and west property lines.
26. The reference to Public Works has been revised to Engineering Division in the Project Notes on the Cover Sheet.
27. We plan to attend the November 12 PC Work Session to discuss this project. At this meeting, we would like the opportunity to discuss whether or not this project will be deemed a major or minor amendment.
28. We have deferred this project from the October meeting to the November Planning Commission meeting per staff recommendation.
29. We have submitted 1 full size and 15 half-size sets of plans.
30. A disc containing the .dwg file and PDFs of the FMDP has been included with this submittal package.
31. Please consider this comments response letter as our detailed response letter.
32. The checkprint has been returned with this submittal.
33. As discussed our re-submittal package will be turned in on October 29, 2012 to ensure adequate review time for all departments.
34. We believe the attached submittal package has addressed all of the comments and believe this submittal is complete.

Engineering Division:

1. We have communicated with Lose & Associates regarding the current flood study for Rankin Branch. This site was accounted for in the original flood study and it is our understanding LA Green Lake was sized to account for future development of the subject site. Additional studies will be provided, if necessary, with the construction plans submittal showing indicating LA Green Lake is appropriately sized for the subject development. Also, this site is located adjacent to LA Green Lake and within the lower 10% drainage basin. Detention of sites located in the lower 10% of a basin may have an adverse impact on flooding and may cause unfavorable influences on peak flow timing. Detention facilities on sites in the lower 10% of a drainage basin can often change the timing of the entire outflow hydrograph for the stream.
2. Cut-fill cross sections and calculations will be provided at the time of construction plan submittal for all areas within the floodplain.
3. We understand it is not desirable to place stormwater ponds within the floodplain. The water quality treatment shown in an effort to provide a permanent treatment practice for this

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& ZONING

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PC0043-12

October 28, 2012

- site, not required. These areas are intended to serve as a Best Management Practice and provide pollutant control, capture, and treatment. At the time of platting, a Storm Water Inspection and Maintenance Agreement will be executed and recorded for the water quality areas.
4. A typical detail pavement section for the alley has been shown with this plan submittal.
 5. The layout has been revised, but the public alleys have been labeled as "20' Alley."
 6. The plan has been revised and careful consideration was given to provide each unit with at least one direct access to a sidewalk. We believe since the layout has been revised, this comment has been addressed.
 7. As previously mentioned, the site has been revised. All internal sidewalks are 5 feet in width. We are proposing an 8 foot wide paved trail as an amenity for this site.
 8. The Roadway Section detail has been revised to remove the note "One Side Required" regarding sidewalks. Sidewalks are proposed along both sides of Chloe Drive.
 9. The plan has been revised to include 15' radius returns (ROW) for each intersection instead of alley driveway ramps. We believe the alley network and accessibility have been improved with this revision.
 10. The south end (closest to Fairvue Plantation) of the 8' wide pedestrian trail has been relocated and aligns with the 5' public sidewalk on the opposite side of Chloe Drive. The other connection of the trail will connect to the public sidewalk along Chloe Drive. We would prefer to provide connection to the opposite side of Chloe Drive at the intersection with the proposed Hogan Way alley for safety and alignment with the 5' sidewalk.
 11. We have revised the plan and additional parking stalls have been shown such that each group of buildings has close proximity to guest parking within 300 feet of each lot.

Industrial Pre-treatment Department:

1. Detailed water and sewer plans will be submitted during the construction plan review.

Other departments (Codes, Police, Electric, and Sumner County E-911) did not have any comments at this time. I hope this appropriately addresses the comments generated during review. Please feel free to call if you need anything further from our office or if you have any questions.

Sincerely,

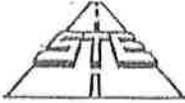

Michael Dewey, PE

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& ZONING

RESUBMITTAL

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STAMMER TRANSPORTATION ENGINEERING, INC.

ATTACHMENT 1-10

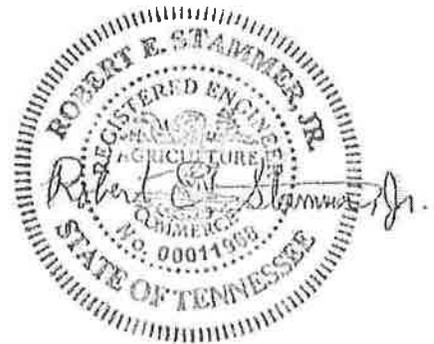
Engineering Consulting Report

Performed For

Fairvue Plantation Home Owners Association

Review of Proposed

"The Retreat at Fairvue"



Performed By

Robert E. Stammer, Jr., Ph.D., P.E.

Stammer Transportation Engineering, Inc.

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November 19, 2012

PLANNING
& ZONING

PC 0043-12

Introduction and Purpose

The following report documents some of the important issues for consideration during the review process for "The Retreat at Fairvue". The origin of this report arises primarily from concerns by current residents of Fairvue Plantation.

Consultant's Credentials

Dr. Robert E. Stammer, Jr. has over 40 years of professional engineering experience, and has earned civil engineering degrees from Vanderbilt University (B.E.), Georgia Institute of Technology (M.S.C.E.), and the University of Tennessee (Ph.D.). He has also worked for the Tennessee Department of Transportation, three consulting firms, and is in his thirty-second year of teaching traffic engineering and transportation engineering design courses for the Civil and Environmental Engineering Department, School of Engineering at Vanderbilt University. He founded Stammer Transportation Engineering, Inc. in 1987 and this firm is celebrating its twenty-fifth anniversary this year.

Initial Primary Question

A fundamental question that must be raised early in the planning review process is whether the "The Retreat at Fairvue" and the proposed construction of approximately 132 condominiums is a **MAJOR** or **MINOR** land use change. This decision is fundamental to determining the appropriate subsequent planning actions.

On a fundamental level, the home owners living within the Fairvue Plantation believe that this question is a very fair question on two levels:

1. Condominiums are certainly of a different residential nature than the majority of current, existing single family homes within The Fairvue Plantation.
2. Residential condominiums are certainly different in nature than medical office buildings or other land uses approved in an earlier master plan.

On a more fundamental and official level, a section of the **Gallatin Zoning Ordinance** states the following:

12.02.050 Procedures to Amend a Preliminary Master Development Plan or Final Master

Development Plan

Major amendments to the master development plan must be submitted to the Planning Commission for review and recommendation and approved by the Mayor and Alderman. Major amendments shall include, but not be limited to:

- A. An increase in the density of the development;
- B. Substantial changes in circulation or access;
- C. Substantial changes in the mix of dwelling unit types included in the project;
- D. Substantial changes in grading or utility provision;
- E. Substantial changes in the mixture of land uses;
- F. Reduction in approved open space, landscaping, and bufferyards;
- G. Substantial changes in architectural or site design features of the development; or
- H. Any other change that the City Planner determines to be a major divergence from the approved preliminary master development plan. The planning commission may overrule this determination upon the favorable vote of a majority of the entire membership of the Planning Commission.

SOURCE: City of Gallatin Zoning Ordinance.

The four specific highlighted items above (i.e., Items B, C, G, and H) individually and collectively support the question whether "The Retreat at Fairvue" is a **MAJOR** or **MINOR** land use change. Comments supporting that this development is a MAJOR land use change for the highlighted items are as follows:

B. "Substantial changes in access and circulation" are certainly current issues when the existing dead end street on Chloe Drive is to be opened to new traffic volumes. Noise, vehicular and

pedestrian safety and various other issues arise if the proposed project is approved without due consideration of these critical issues.

C. The originally approved Medical Offices and possible other land uses are certainly different than the proposed residential condominiums and the belief is that this is the first time condominiums have been suggested at this developable site. Also, approved non-residential land uses versus requested residential land uses would also appear to be "substantial changes".

G. There are obvious "substantial changes in architectural or site design features of the development" when the original master plan for this tract was approved for a different land use.

H. Item H presents discretionary powers to the City Planner. A submitted request from this study is that the current proposed condominium project be determined to be a "major divergence", and thus constitute a MAJOR land use change requiring more stringent review procedures as decisions are made.

Expected Traffic Generation

Research information provided in the Institute of Transportation Engineer's Trip Generation Manual, 9th Edition, 2012 provides average daily trip generation rates per condominium for weekday, Saturday, and Sunday daily traffic. This document is an industry accepted source for predicting traffic volumes for a host of different land uses.

The ITE average daily rates are **5.81 daily weekday trips, 5.67 Saturday trips, and 4.84 Sunday trips PER CONDOMINIUM**. The latest reviewed plan for "The Retreat at Fairvue" showed 132 condos planned at full build-out. Using these ITE trip generation rates and the proposed 132 condominiums would result in the following daily traffic volume estimates for "The Retreat at Fairvue":

1. **767 daily trips entering or exiting each weekday,**
2. **748 daily trips entering or exiting on Saturdays, and**
3. **639 daily trips entering or exiting on Sundays.**

Further calculations using 5 weekdays of traffic plus Saturday and Sunday traffic would result in an estimated **5,222 weekly trips** entering or exiting the proposed development upon completion. Such a significant traffic volume forecast raises questions about the need for a more complete Traffic Impact Study to address issues such as expected traffic volumes, circulation, access and overall safety issues.

Additional Concerns

This study has not addressed other critical issues such as:

1. Ingress and egress circulation patterns,
2. Necessary traffic control devices,
3. Need for potential traffic calming devices,
4. Safe stopping sight distances,
5. Safety issues related to the additional vehicle volumes,
6. Decreasing vehicle speeds,
7. Pedestrian safety,
8. Parking supply, and
9. Other design factors relating to the proposed development once a final plan is obtained.

The above list highlights a few of the issues that may be investigated if and when "The Retreat at Fairvue" development with condominiums proceeds through the various planning and engineering review processes.

Conclusions

This brief consulting report has raised only a few of the concerns and important issues that are associated with the proposed "The Retreat at Fairvue" project. This report has presented views that the proposed project should be considered a **MAJOR change in land use** and appropriate additional reviews would be appropriate.

A preliminary trip generation analysis using accepted ITE trip generation data forecasts over 5,200 weekly trips would accompany the approval of some 132 condominiums for this project. Thus, significant weekly traffic volumes will likely be generated.

Finally, there remain a number of critical questions and issues that will also need addressing in conjunction with the proposed development, should the developer choose to proceed with this type of higher density residential development. Ultimate development approval must satisfactorily answer many other critical issues that are foreseen and that will be raised.

Thank you to the Gallatin Officials reviewing this report and for considering the associated requests.



YOUR *Dream* STARTS HERE

ATTACHMENT 1-11

December 5, 2012

Ms. Katherine Schoch
Assistant Director of Codes and Planning
City of Gallatin
132 West Main Street
Gallatin, TN 37066

Ms. Schoch,

Please find the attached plans and renderings per the Planning Commission's request. Goodall has addressed and made the following changes to our previous submittals:

- Enlarged the roundabout by eliminating two units.
- Changed the center portion of the roundabout from a paved surface to a lush landscaped and irrigated planting area. Plantings to consist of flowering Crepe Myrtles to provide some height, low to medium sized evergreen shrubs in the foreground with day lilies and annuals to provide color through-out the year.
- Significantly enhanced the landscape screening to the homes along Potter Lane with evergreen plants staggered so that a visual screen will be accomplished on "day one"
- Installation of a 2'-3' soil berm in the planting area along Potter Lane to provide additional height and to promote good growth.

I apologize for not getting these to you earlier, it was my understanding that we were to provide the exhibits at the Planning Commission meeting on December 10, 2012. Additionally, at the request of some of the homeowners in Fairvue, they wanted to meet with Bob to discuss the changes and provide further comments prior to our submission to the City, that meeting is not taking place until December 6, 2012. We appreciate all that you and your entire staff does for our City, if you have any questions or need anything please call me on my cell at 838-1435.

Sincerely,

Mike Stanton
Development Manager/Goodall Inc. Builders

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& ZONING

PC0043-12





Potter Lane/Roundabout Landscape Buffer Highlights

Landscape Buffer

- 560 ft. long and 20 ft. wide buffer with 280 plants. 1 plant for every 2 linear foot of buffer.
- Comprised of 100% Evergreen canopy trees, understory trees, and shrubs along the boundary of the property.
- Evergreen plants are staggered so that a visual screen will be accomplished on "day one".
- Flowering Understory Trees, Roses, Flowering shrubs, and ornamental grasses are used along the town home side for accents.
- Buffer is off-set from property boundary 4' to protect root systems of existing trees along the boundary line.
- A 2 to 3 foot top soil berm is planned under the buffer planting. Rich top soil will promote good growth.
- Buffer plantings will be irrigated to help insure survivability of the plant material and promote faster growth.

Traffic Circle Landscape

- Tall flowering Crepe Myrtles are clustered in the center to provide some height to the landscape while not interfering with driver visibility.
- Landscape is designed to avoid sightline conflicts.
- Knock out Roses, day lilies and annuals add color to the circle through-out the year.
- Low and medium size evergreen shrubs are planned as a foreground and edges to the flowering plants to provide a good streetscape throughout the year.

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PC0043-12

ATTACHMENT 1-14

D E W E Y - E S T E S
E N G I N E E R I N G

December 19, 2012

Katherine Schoch, AICP
Assistant Director
Gallatin Codes/Planning Department
132 West Main Street, Room 201
Gallatin, TN 37066

RECEIVED
DEC 21 2012

**RE: The Retreat at Fairvue
FMDP Comments Response**

Dear Katherine,

In response to the review comments dated on December 17, 2012, we have revised the plans and provided the additionally requested documentation. Please refer to our original comments response letter submitted October 29, 2012 for the review comments generated October 5, 2012, as well as our comments response letter dated November 15, 2012 for the review comments dated November 9, 2012. Below is an itemized response to each comment as they appeared in the most recent comments letter:

Department of Public Utilities:

1. Detailed water and sewer plans will be submitted with the construction plans for review.

Planning Department:

1. A legal description of the property including the commercial outparcel is included with this submittal.
2. A site surety cost estimate will be provided prior to final approval.
3. A sign permit will be obtained prior to the issuance of a building permit.
4. A Final Plat will be submitted per phase for this development.
5. A detail of the proposed mailbox kiosk will be submitted prior to final approval.
6. All areas labeled Open Space, including the guest parking stalls, will be owned and maintained by a Homeowners Association.
7. We have included 1 full size and 26 half-size sets of plans with this submittal. We believe the attached submittal package has addressed all of the comments and believe this submittal is complete.

Engineering Division:

1. All references to flush sidewalks along the alleys have been removed. Details of where the sidewalk will be turned down or flush will be addressed with the construction plans.
2. All sidewalks have been wrapped around the parking stalls.
3. The alley section has been revised for the 20' ROW alleys to show 18' pavement and 1' ribbon curbs on each side.

2nd
REVISED

RESUBMITTAL

PC0043-12

December 18, 2012

Sumner County E-911

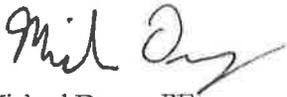
1. We will work with E-911 to obtain approval for all streetnames within the development.

Industrial Pre-treatment Department:

1. Detailed water and sewer plans will be submitted during the construction plan review.

Other departments (Codes, Fire, Police, and Electric) did not have any comments at this time. I hope this appropriately addresses the comments generated during review. Please feel free to call if you need anything further from our office or if you have any questions.

Sincerely,



Michael Dewey, PE



EXHIBIT C

City of Gallatin, Tennessee

Codes/Planning Department

**Gallatin Municipal-Regional Planning Commission
Special-Called Meeting
ACTION FORM**

DATE: January 9, 2013

TO: Mr. Michael Dewey, P.E.
Dewey-Estes, Engineering
2925 Berry Hill Drive
Nashville, TN 37204

FROM: Gallatin Codes/Planning Department

RE: January 7, 2013: Gallatin Municipal-Regional Planning Commission Special-Called Meeting
The Retreat at Fairvue: PC File #0043-12

At the above referenced meeting, the request for approval of a major amendment to the Greensboro Village PUD Plan/PMDP and approval of the Final Master Development Plan for The Retreat at Fairvue were:

- RECOMMENDED
 RECOMMENDED WITH CONDITIONS/APPROVED WITH CONDITIONS
 NOT RECOMMENDED
 DEFERRED

Conditions of Approval:

1. The final architectural elevations are approved as submitted.
2. The final landscaping plan is approved as submitted.
3. The applicant shall submit details of the proposed mailbox kiosk.
4. The applicant shall submit a major subdivision plat for this property and the plat shall be recorded prior to the issuance of any building permits.
5. A subdivision surety, in an amount to be determined by the Engineering Division, shall be submitted prior to the recording of the final plat.
6. A site surety shall be submitted prior to the issuance of any building permits.
7. The applicant shall obtain a sign permit from the Codes/Planning Department prior to the installation of any signage on site.
8. The applicant shall submit detailed plans and specifications to the Public Utilities Department for water and sanitary sewer approval.
9. In the sidewalk section of the Design Guidelines, the applicant shall indicate that anything



EXHIBIT C

City of Gallatin, Tennessee

Codes/Planning Department

- public shall be ADA compliant and that crushed stone will only be permitted in private/sidewalks/trails and not in public sidewalks/trails.
10. In the street trees section of the Design Guidelines, the applicant shall add a note that the final location of trees shall be approved by the Engineering Division. All street trees must have bio-barrier installed adjacent to roadway and sidewalk as previously required for Fairvue Plantation.
 11. At the time construction plans are submitted, radii will need to be improved at intersections to enable access for all emergency and sanitation vehicles.
 12. At the time construction plans are submitted, the applicant shall provide cut-fill calculations for all areas within the floodplain.
 13. The alternative pedestrian plan is approved as shown.
 14. The applicant shall submit list of street names to Sumner County E-911 for review and approval.
 15. The applicant shall submit notarized documentation that all adjoining property owners were notified by mail about the Public Hearing for this property at City Council. Letters shall be mailed 15 days prior to Public Hearing, not counting the meeting date.
 16. The applicant shall submit three (5) corrected copies of the Design Guidelines to the Codes/Planning Department.
 17. The applicant shall correct minor errors in the legal description of the property and submit five (5) corrected copies to the Codes/Planning Department.

Approval contains the following requirements:

- NONE
- BUILDING PERMIT/USE AND OCCUPANCY PERMIT
- ZONING PERMIT
- SIGN PERMIT
- LAND DISTURBANCE PERMIT
- SIGNAGE CHECK
- UTILITY SURETY
- SITE SURETY
- SUBDIVISION SURETY
- LIST CONDITIONS OF APPROVAL ON RESUBMITTAL
- COUNCIL SUBMITTAL



EXHIBIT C

City of Gallatin, Tennessee

Codes/Planning Department

CITY COUNCIL APPROVAL

- Council Committee: 1/8/13
- 1st Reading at City Council: 1/15/13
- Ad runs for Public Hearing by Codes/Planning Department: 1/16/13
- Public Hearing at City Council: 2/5/13
- 2nd Reading at City Council: 2/19/13

- OTHER: Please submit five (5) color copies of proposed fence rendering to be added to the landscaping plan and (5) corrected copies of the Amended PMDP/FMDP to the Codes/Planning Department with corrections to curve table. Two (2) full-size copies and three (3) half-size copies of the plan are acceptable.

cc: Mr. Mike Stanton, Goodall Inc. Builders
Mr. George Phillips; Bone McAllester Norton, PLLC
Mr. David Coode; Kimley-Horn & Associates, Inc.
Mayor Jo Ann Graves
Mr. Joe H. Thompson, City Attorney
PC File #0043-12

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

EXHIBIT 9

JANUARY 8, 2013

DEPARTMENT: CODES/PLANNING

AGENDA # 1

SUBJECT:

Ordinance #O1301-1 amending the Zoning Ordinance of the City of Gallatin, Tennessee by amending property located at the intersection of Noah Lane and Chloe Drive.

SUMMARY:

Applicant requests approval of a major amendment to the Greensboro Village Planned Unit Development (PUD) Preliminary Master Development Plan, in order to amend the use on a portion of the property from commercial to residential; Dwelling, Multi-Family and establish the lot sizes, street design, site layout, and architecture for the Retreat at Fairvue. Current zoning of the area being amended is split zoned Multiple Residential and Office Planned Unit Development (MRO PUD) and Residential-15 (R15). Property consists of 26.85 (+/-) acres and one (1) commercial outparcel on 1.59 (+/-) acres for a total of 28.44 (+/-) acres, S.B.E. Tax Map 136//018.03. Property is located off Noah Lane. This item is scheduled for the January 7, 2013 Special Called Meeting of the Gallatin Municipal-Regional Planning Commission.

RECOMMENDATION:

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA

EXHIBIT C

JANUARY 22, 2013

DEPARTMENT: CODES/PLANNING

AGENDA # 9

SUBJECT:

Ordinance #O1301-1 amending the Zoning Ordinance of the City of Gallatin, Tennessee by amending property located at the intersection of Noah Lane and Chloe Drive.

SUMMARY:

Applicant requests approval of a major amendment to the Greensboro Village Planned Unit Development (PUD) Preliminary Master Development Plan, in order to amend the use on a portion of the property from commercial to residential; Dwelling, Multi-Family and establish the lot sizes, street design, site layout, and architecture for the Retreat at Fairvue. Current zoning of the area being amended is split zoned Multiple Residential and Office Planned Unit Development (MRO PUD) and Residential-15 (R15). Property consists of 26.85 (+/-) acres and one (1) commercial outparcel on 1.59 (+/-) acres for a total of 28.44 (+/-) acres, S.B.E. Tax Map 136//018.03. Property is located off Noah Lane. This item was presented at City Council on January 15, 2013 for 1st Reading. Council requested that this item go back to the January 22, 2013 Council Work Session for further discussion.

RECOMMENDATION:

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

ORDINANCE NO. 01210-60

ORDINANCE AMENDING ZONING ORDINANCE OF THE CITY OF GALLATIN, TENNESSEE BY AMENDING COMMERCIAL SERVICES (CS) ZONE DISTRICT TO CORE COMMERCIAL (CC) ZONE DISTRICT – 0.74 (+/-) ACRES, BONNIE CHANDLER, OWNER, S.B.E. TAX MAP #126C/C/PARCEL 001.00 AND 002.00 - LOCATED AT 219, 221, AND 223 NORTH WATER AVENUE, AT THE INTERSECTION WITH EAST EASTLAND STREET.

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. 2012-90, attached hereto as Exhibit A; 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 has reviewed and recommended approval of this amendment in GMRPC Resolution No. 2012-90, attached hereto as Exhibit A; and
2. That based upon 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 zone of the real property described in Exhibit C, attached hereto, and further defined in Exhibit D, Rezoning Exhibit for Bonnie Chandler Property, shall be amended from the regular zoning district of Commercial Services (CS) zone district to Core Commercial (CC) zone district.
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: December 4, 2012.

PASSED SECOND READING:

MAYOR JO ANN GRAVES

ATTEST:

CONNIE KITTRELL
CITY RECORDER

APPROVED AS TO FORM:

JOE H. THOMPSON
CITY ATTORNEY

EXHIBIT A

GMRPC Resolution No. 2012-90

RESOLUTION RECOMMENDING APPROVAL OF ORDINANCE NO. 01210-60 TO THE GALLATIN CITY COUNCIL - AMENDING ZONING ORDINANCE OF THE CITY OF GALLATIN, TENNESSEE BY AMENDING COMMERCIAL SERVICES (CS) ZONE DISTRICT TO CORE COMMERCIAL (CC) ZONE DISTRICT – 0.74 (+/-) ACRES, BONNIE CHANDLER, OWNER, S.B.E. TAX MAP #126C/C/PARCEL 001.00 AND 002.00 - LOCATED AT 219, 221, AND 223 NORTH WATER AVENUE, AT THE INTERSECTION WITH EAST EASTLAND STREET – PC0042-12

WHEREAS, THE CITY OF GALLATIN MUNICIPAL-REGIONAL PLANNING COMMISSION considered the rezoning request submitted by the applicant, Blue Ridge Surveying, Inc. at its regular meeting on October 22, 2012; 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 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 § 13-3-103 and 13-4-102:

1. This zoning amendment is in agreement and consistent with the recommendations of the General Development and Transportation Plan for the area.
2. It has been determined that the legal purposes for which zoning regulations exists are not contravened.
3. It has been determined that there will not be an adverse effect upon adjoining property owners or any such adverse effect can be justified by the public good or welfare.
4. It has been determined that no one property owner or small group of property owners will benefit materially from the change to the detriment of the general public.

Section 2. Action – The Gallatin Municipal-Regional Planning Commission hereby recommends approval of the zoning amendment to the Gallatin City Council with the following conditions:

1. The applicant shall submit a copy of the signed affidavit that property owners have been notified by mail once letters are mailed. The deadline to mail the letters is 15

EXHIBIT A

- days before the Public Hearing is held at City Council (not counting that date).
2. The applicant shall submit fourteen (14) copies of the rezoning exhibit to the Codes/Planning Department.

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: 6

NAY: 0

DATED: 10/22/12



Dick Dempsey, Chairman



Johnny Wilson, Secretary

APPROVED AS TO FORM:



JOE N. THOMPSON
CITY ATTORNEY

LEGAL DESCRIPTION

BEING located in the 3rd Civil District of Sumner County, Tennessee, being located southeasterly of the North Water Avenue and East Eastland Street intersection and being all of the Bonnie Chandler Property as recorded in Record Book 2226, Page 59, in the Register's Office of Sumner County, Tennessee and being more particularly described as follows:

BEGINNING at a new iron pin monument in the southerly right-of-way of East Eastland Street, said monument also being a northwesterly corner common to Lot 20 of Lane Subdivision as recorded in Deed Book 110, Page 388, in the Register's Office of Sumner County, Tennessee;

Thence leaving said southerly right-of-way of East Eastland Street and continuing along with the westerly line of Lots 20, 15, 14 and 11 of Lane Subdivision with the following two calls: S 17°22'30" E a distance of 161.35' to a new iron pin monument;

Thence S 17°22'30" E a distance of 50.00' to a new iron pin monument, said monument being the northeasterly corner common to the Richard and Ann Boussie Property as recorded in Record Book 3582, Page 585, in the Register's Office of Sumner County, Tennessee;

Thence leaving Lot 11 of Lane Subdivision and continuing along with the northerly line of the Richard and Ann Boussie Property, S 72°10'06" W a distance of 193.34' to a new brass disk monument in the easterly right-of-way of North Water Avenue;

Thence leaving said Richard and Ann Boussie Property and continuing along with the easterly right-of-way of North Water Avenue the following two calls: N 18°19'45" W a distance of 50.00' to a new iron pin monument;

Thence with a curve turning to the left with an arc length of 64.94', with a radius of 418.10', with a chord bearing of N 26°04'06" W, with a chord length of 64.88', to a new brass disk monument, said monument being the southerly right-of-way of East Eastland Street;

Thence leaving said easterly right-of-way of North Water Avenue and continuing along with the southerly right-of-way of East Eastland Street, N 46°47'21" E a distance of 226.63' to a new iron pin monument, which is the point of beginning, having an area of 32,323 square feet, 0.74 acres more or less.

All bearings based on Tennessee State Plane (NAD 83)

This description was prepared by Blue Ridge Surveying, Inc., certified by Brian M. Reifschneider RLS #2487, and dated September 24, 2012.

EXIST C

PC0042-12

ITEM 3
10/22/12 GMRPC MEETING

Public Comment

Applicant requests approval to rezone 0.74 (+/-) acres from Commercial Services (CS) Zone District to Core Commercial (CC) Zone District. The property is located at 219, 221, and 223 North Water Avenue. (PC0042-12)

- Attachment 3-1 Rezoning Exhibit
- Attachment 3-2 Rezoning Ordinance NO. O121Ø-60
- Attachment 3-3 Legal Description of Property

ANALYSIS

The applicant is requesting to rezone 0.74 (+/-) acres from Commercial Services (CS) Zone District to Core Commercial (CC) Zone District. The property is located at 219, 221, and 223 North Water Avenue, at the corner of East Eastland Street. The property is currently zoned Commercial Services (CS) and the existing uses are General Retail Sales and Service, and Financial, Consulting and Administrative, which are permitted uses within the CS zone district. If the rezoning request is recommended and approved, these uses will be maintained and would also be permitted under the CC zone district classification. A portion of the property along East Eastland Street is located within a flood hazard area, Zone AE. Any new structure(s) located within the floodplain is required, by the Gallatin Zoning Ordinance, to be built one (1) foot above the base flood elevation.

Gallatin on the Move 2020 General Development and Transportation Plan

The *Gallatin on the Move 2020 General Development and Transportation Plan* identifies these parcels on the Community Character Area Map as the Downtown Community Character Area. The Downtown Character Area lists primary land uses as commercial, office, and retail. According to the *Gallatin on the Move 2020 General Development and Transportation Plan*, the requested zone district of Core Commercial is an applicable zone district for the Downtown Community Character Area. Staff is comfortable that the proposed use for this property meets the overall intent of *Gallatin on the Move 2020 General Development and Transportation Plan*.

Adjacent Zoning

Currently, the property at 219, 221, and 223 North Water Avenue is .74 acres and zoned Commercial Services (CS). The applicant is wishing to rezone the property to Core Commercial (CC) so that a former building can be rebuilt up to the roadway like it was and match other buildings in the downtown area. Additionally, the home that stands on Parcel 126C/C/002.00 may have to be razed at some point in the future due to structural issues and the property owners would prefer to build a more traditional building similar to those around the public square.

The subject property is bordered by Commercial Services zoned property to the south and east. East Eastland Street and Town Creek borders the property to the north. The properties across North Water Avenue, to the west, are zoned Core Commercial. Due to Core Commercial properties being located across North Water Avenue and the zoning change will not substantially restrict or enhance the permitted uses currently available to this property under the Commercial

EXHIBIT A

Services zone district, Staff supports the applicant's request to rezone the property from CS to CC.

Departmental Comments

All other departmental comments have been satisfied.

RECOMMENDATION

Staff recommends that the Planning Commission recommend approval of the rezoning request to the Gallatin City Council with the following conditions:

1. The applicant shall submit a copy of the signed affidavit that property owners have been notified by mail once letters are mailed. The deadline to mail the letters is 15 days before the Public Hearing is held at City Council (not counting that date).
2. The applicant shall submit fourteen (14) copies of the rezoning exhibit to the Codes/Planning Department.

Tony Allers
Director

CITY OF GALLATIN, TENNESSEE
Gallatin Codes/Planning Department

Katherine Schoch
Assistant Director

Project Comments

EXHIBIT A

Meeting Date: 10/22/2012

RE: BONNIE M. CHANDLER PROPERTY, ACTIVITY, Rezoning without PMDP

Reference #: PC0042-12

Department of Public Utilities

Review Date: 09/27/2012

No problems for water, sanitary sewer or natural gas utilities.

Planning Department

Codes/Planning Department Project Manager: Kevin Chastine

Review Date: 10/3/12

1. Correct Note Number 2 to list the following uses as both existing and proposed uses: - General Retail Sales and Service, - Financial, Consulting, and Administrative, - Dwelling: One-Family Detached.
2. Property is located in downtown community character area in the Gallatin On the Move 2020 Plan. Plan recommends re-development and infill opportunities that respect traditional development patterns and architectural styles.
3. Show floodplain/floodway line.
4. Submit sixteen (16) corrected, folded copies of the resubmittal documents (1 full size and 15 half size if original plans are greater than 18 x 24), and 16 architectural elevations if needed.
Submit digital copies of plans and supporting information/correspondence pertaining to this project in the following formats: DGN or DWG file (MicroStation version "J" software) of subdivision plats, site plans, PMDP, and FMDP. Submit PDF files of all pages of subdivision plats, site plans, PMDP, and FMDP and submit PDF files of all supporting documents and correspondence. Label file formats on CD.
5. Submit a detailed response letter addressing all departmental review comments.
6. RETURN CHECKPRINT & CHECKLIST
7. Resubmittal documents must be turned in to the Codes/Planning Department by 4:30 PM on Thursday, 10/11/2012.
8. Resubmittals must include the above information in order to be considered a complete resubmittal.

Codes Department

Review Date: 09/28/2012

No comments

Tony Allers

Director

CITY OF GALLATIN, TENNESSEE
Gallatin Codes/Planning Department

Katherine Schoch

Assistant Director

Engineering Division

Review Date: 10/03/2012

No comments

EXHIBIT A

Fire Department

Review Date: 10/04/2012

This office has no comments at this time.

Police Department

Review Date: 09/26/2012

Reviewed: no comments

Gallatin Department of Electricity

Review Date: 09/28/2012

O.K.

Sumner County, E-911

Review Date:

N/A

Industrial Pre-treatment Department

Review Date:

N/A



City of Gallatin, Tennessee

Codes/Planning Department

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

DATE: October 29, 2012

TO: Mr. Brian Reifschneider
Blue Ridge Surveying
231 Witherspoon Ave.
Gallatin, TN 37066

FROM: Gallatin Codes/Planning Department

RE: October 22, 2012: Gallatin Municipal-Regional Planning Commission Meeting
Rezoning without Preliminary Master Development Plan: PC File #0042-12

At the above referenced meeting, the request for approval of a rezoning from CS to CC was:

- RECOMMENDED
 RECOMMENDED WITH CONDITIONS
 NOT RECOMMENDED
 DEFERRED

Conditions of Approval:

1. The applicant shall submit a copy of the signed affidavit that property owners have been notified by mail once letters are mailed. The deadline to mail the letters is 15 days before the Public Hearing is held at City Council (not counting that date).
2. The applicant shall submit fourteen (14) copies of the rezoning exhibit to the Codes/Planning Department.

Additional Requirements:

COUNCIL SUBMITTAL: No additional plans are needed if no changes are being made to the plan at this time.

- CITY COUNCIL APPROVAL
- Council Committee 11/13/12
 - 1st Reading at City Council: 12/4/12
 - Ad runs for Public Hearing by Codes/Planning Department: 12/26/12
 - Public Hearing at City Council: 1/15/13
 - 2nd Reading at City Council: 2/5/13



EXHIBIT A

City of Gallatin, Tennessee

Codes/Planning Department

cc: Mayor Jo Ann Graves
Mr. Joe H. Thompson, City Attorney
Linda Bradford
PC File #0042-12

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

NOVEMBER 13, 2012

DEPARTMENT: CODES/PLANNING

AGENDA # 1

SUBJECT:

Ordinance #O1210-60 amending the zoning Ordinance of the City of Gallatin, Tennessee by amending property located at 219, 221, and 223 North Water Avenue, at the intersection of East Eastland Street, from Commercial Services (CS) zone district to Core Commercial (CC) zone district.

SUMMARY:

Applicant requests amending Commercial Services (CS) 0.74 (+/-) acres to Core Commercial (CC) zone district. S.B.E. Tax Map #126C/C/Parcel 001.00 and 002.00, located at 219, 221, 223 North Water Avenue at the intersection of East Eastland Street. This rezoning was recommended at the October 22, 2012 Planning Commission meeting.

RECOMMENDATION:

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

EXHIBIT A

ORDINANCE NO. 01212-69

ORDINANCE APPROPRIATING FUNDS FROM REVENUE RECEIVED BY
ENVIRONMENTAL SERVICES RECYCLING PROGRAM

BE IT ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, that the sum of \$10,280.80 is hereby appropriated from revenue received by Environmental Services recycling program, account #125-36000 to the following account numbers:

\$8,086.80 to 12543230-489, Recycling Programs;

\$2,194.00 to 311-43000-847, Service Center Building Fund; 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: January 15, 2013.

PASSED SECOND READING:.

MAYOR JO ANN GRAVES

ATTEST:

APPROVED AS TO FORM:

CONNIE KITTRELL
CITY RECORDER

JOE THOMPSON
CITY ATTORNEY

CITY OF GALLATIN
THE COUNCIL COMMITTEE
AGENDA SUMMARY
12/11/2012

AGENDA # _____

DEPARTMENT: Public Works

SUBJECT: Ordinance to make quarterly appropriation for recycling revenue

SUMMARY: Please appropriate \$8086.80 to 125-43230-489 and \$2194.00 to 311-43000-847

RECOMMENDATION:

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected _____
Deferred _____

Notes:

ORDINANCE NO. 01212-70

ORDINANCE APPROPRIATING FUNDS FROM SALES OF EQUIPMENT

BE IT ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, that the sum of \$6,601.18 is hereby appropriated from the Sale of Equipment, account # 110-36330 to the following account numbers:

\$882.18 to 311-43000-847 the Service Center Building Fund;

\$5719.00 to 110-43120-261 Street Department Vehicle Repair and Maintenance;

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

PASSED FIRST READING: January 15, 2013.

PASSED SECOND READING:

MAYOR JO ANN GRAVES

ATTEST:

CONNIE KITTRELL, CITY RECORDER

APPROVED AS TO FORM:

JOE THOMPSON, CITY ATTORNEY

4th Qtr 2011/2012 Gov Deals				
Date	Item	Dept	Amt	Acct
5/15/2012	tractor	street	\$ 2,675.00	110-43120-261
6/15/2012	blocks	bidg fund	\$ 36.00	311-43000-847
6/5/2012	blocks	bidg fund	\$ 36.00	311-43000-847
6/5/2012	winch	street	\$ 301.00	110-43120-261
6/5/2012	wood chuck chipper	street	\$ 2,175.00	110-43120-261
			\$ 5,223.00	

1st Qtr 2012/2013 Gov Deals				
Date	Item	Dept	Amt	Acct
7/24/2012	blocks	bdg fund	\$ 601.00	311-43000-847
	engines	street	\$ 156.00	110-43120-261
10/11/2012	engines	street	\$ 412.00	110-43120-261
11/13/2012	blocks	bdg fund	\$ 209.18	311-43000-847
			\$ 1,378.18	

CITY OF GALLATIN
THE COUNCIL COMMITTEE
AGENDA SUMMARY
12/11/2012

AGENDA # _____

DEPARTMENT: Public Works

SUBJECT: Ordinance to appropriate funds from the Sale of Equipment account #110-36330 crediting \$882.18 to 311-43000-847 the Service Center Building Fund and \$5719.00 to 110-43120-261 Street Department Vehicle Repair and Maintenance

SUMMARY: Ordinance to appropriate funds from the Sale of Equipment account #110-36330 crediting \$882.18 to 311-43000-847 the Service Center Building Fund and \$5719.00 to 110-43120-261 Street Department Vehicle Repair and Maintenance.

RECOMMENDATION:
Approval

ATTACHMENT:

Resolution

Correspondence

Bid Tabulation

Ordinance

Contract

Other see attached

Approved
Rejected _____
Deferred _____

Notes:

ORDINANCE NO. 01212-71

ORDINANCE APPROPRIATING FUNDS FOR 2013 EMPLOYEE HEALTH
INSURANCE PROGRAM

BE IT ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, that the sum of \$60,000.00 is hereby appropriated from the undesignated balance of the general fund to 11041590-142, HRA Health Expenses, for costs associated with the 2012/13 health insurance renewal, 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: *January 15, 2013*

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**

12/11/2012

DEPARTMENT: Finance/I. T.

AGENDA #

SUBJECT:

Appropriation ordinance for 2012/2013 health insurance expenses

SUMMARY:

Appropriation ordinance for 2012/2013 health insurance expenses

RECOMMENDATION:

approval

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

ORDINANCE APPROPRIATING FUNDS FOR 2011/2012
CARRY-OVER CAPITAL PROJECTS

BE IT ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, that the sum of \$1,951,085 is hereby appropriated from the water and sewer fund reserve for the following projects which were not yet complete at the end of 2012:

Woodvale sewer project, 41352212-934-16 - \$1,235,000

Halewood water line, 41352114-934-14 - \$188,257

Sewer flow monitoring, 41352211-934-15 - \$75,880

Easement for Woodvale sewers, 41352211-934 - \$60,555

W.W.T.P. biosolids facility, 41352213-922 - \$75,861

Woodvale pump station design, 41341000-900 - \$27,600

Engineering design 109 bridge project, 41341000-939 - \$11,842

109 bridge project improvements, 41341000-939 - \$263,590

Leak survey (water), 41352114-934 - \$12,500

BE IT FURTHER ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, that the sum of \$1,956,127 is hereby appropriated from the gas fund reserve for the following projects which were not yet complete at the end of 2012:

Contract "208" gas lines, 41552414-934 - \$1,067,823

2012 gas line contract addition, 41552414-934-19 - \$500,000

Engineering Warehouse imp, 41541000-900 - \$4,000

Warehouse & Site improvements, 41552417-922 - \$384,304

BE IT FURTHER ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, that the sum of \$1,190,591 is hereby appropriated from the general fund reserve for the following projects which were not yet complete at the end of 2012:

Repaving, 11041670-923 - \$220,389

Gateway drive, 11041670-931-2 - \$185,160

North Water Avenue, 11041670-931-3 - \$253,418

East Park Avenue, 11041670-931-4 - \$36,000

Greenlea Extension, 11041670-931-5 - \$100,000

Intersections, 11041670-931-6 - \$139,750

Subdivision Regulations, 11041670-932 - \$11,695

Commerce Way extension, 11041670-939 - \$155,317

Sidewalks, 11043000-865 - \$45,937

Drainage, 11043000-868 - \$21,222

Coles Ferry/Woodvale, 11043000-912 - \$21,703

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: January 15, 2013

PASSED SECOND READING: _____.

MAYOR JO ANN GRAVES

ATTEST:

APPROVED AS TO FORM:

CONNIE KITTRELL
CITY RECORDER

JOE THOMPSON
CITY ATTORNEY

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

12/11/2012

DEPARTMENT: Finance/I. T.

AGENDA #

SUBJECT:

Appropriation ordinance for 2011/2012 carry-over projects

SUMMARY:

Appropriation ordinance for 2011/2012 carry-over projects

RECOMMENDATION:

approval

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

ORDINANCE NO. O1212-73

ORDINANCE APPROPRIATING FUNDS FOR ITEMS NOT INCLUDED IN THE
ORIGINAL 2013 BUDGET

BE IT ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, that the sum of \$35,725 is hereby appropriated from the undesignated balance of the general fund for the following expenses that were not included in the original budget passed on November 13, 2012:

\$4,100 to account 11041500-255, Data Processing, for existing time and attendance program,

\$10,000 to account 11041500-253, Accounting Services, for additional time required on annual audit,

\$5,000 to account 11041640-111, Salaries, for payment of excess comp time wages,

\$16,625 to account 11044450-290, Other Contractual, for month-to-month cart lease after old agreement expired, 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: January 15, 2013.

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**

12/11/2012

DEPARTMENT: Finance/I. T.

AGENDA #

SUBJECT:

Appropriation ordinance for additional expenses related to 2013 budget

SUMMARY:

Appropriation ordinance for additional expenses related to 2013 budget

RECOMMENDATION:

approval

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

ORDINANCE NO. 01301-2

ORDINANCE APPROPRIATING FEDERAL GRANT FOR
COLES FERRY FLOOD CONTROL PROJECT

BE IT ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, that the sum of \$131,454.00 is hereby appropriated from Federal Grants, account number 110-33196-7, to account number 1104300-912, Coles Ferry Flood Control Project for a federal grant received from the Federal Emergency Management Agency, 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: January 15, 2013

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**

January 8, 2013

DEPARTMENT: Engineering

AGENDA #

SUBJECT:

Coles Ferry Flood Control Project/FEMA Grant

SUMMARY:

The Federal Emergency Management Agency grant the City received for this project totals \$181,454.00. The current funds appropriated for this project in the Public Works budget are \$50,000.00. This ordinance serves to appropriate the remaining \$131,454.00 of the grant. This grant is reimbursed 75% by FEMA and 12.5% by the State with the City responsible for the remaining 12.5%, or \$22,681.50.

Public Works is ready to proceed with completion of the project, but needs the additional grant funds appropriated to do the work.

The attached ordinance has yet to be approved as to form by the City Attorney, but should be reviewed by his office before first reading.

RECOMMENDATION:

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

RESOLUTION NO. R1301-7

RESOLUTION APPROVING REVISED JOB DESCRIPTION FOR THE CUSTOMER SERVICE SUPERVISOR

BE IT RESOLVED BY THE CITY OF GALLATIN, TENNESSEE, that the attached revised job description for the Customer Service Supervisor (Pay Grade N) be changed to (Pay Grade T) and is hereby approved and implemented into the Personnel Classification System for the City of Gallatin, Tennessee.

BE IT FURTHER RESOLVED BY THE CITY OF GALLATIN, TENNESSEE, that the revised Customer Service Supervisor position be transferred from the Water Customer Accounts Fund to the Natural Gas Customer Accounts Fund.

BE IT FURTHER RESOLVED BY THE CITY OF GALLATIN, TENNESSEE, 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:

MAYOR JO ANN GRAVES

ATTEST:

CONNIE KITTRELL, CITY RECORDER

APPROVED AS TO FORM:

JOB H. THOMPSON, CITY ATTORNEY

CUSTOMER SERVICE SUPERVISOR ~~MANAGER~~

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs difficult technical and responsible administrative work overseeing ~~utility service account activities including billing and collection and related customer service~~ *the utilities customer services department, responsible for water, sewer, and natural gas billing and collection functions and ensuring the maintenance of effective customer relations, while handling customer inquiries and issues related to utility billing, meter reading, revenue collection, and inspections;* does related work as required. Work is performed under ~~general supervision~~ *the general supervision of the Superintendent of Public Utilities.* Supervision is exercised over customer service personnel.

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:

~~Overseeing, coordinating and supervising customer service, billing and collections services and staff~~ *Plans, directs, organizes, coordinates, and supervises the utilities customer service department, including utility billing and collections, customer relations, and overseeing and participating in the preparation and maintenance of files and records.*

Provides leadership and works with staff to ensure a customer-service oriented work environment.

Plans Schedules, coordinates, assigns and reviews the work of office clerical personnel engaged in customer service, account processing, billing, collections, account posting and record keeping;

Responds to customer complaints or inquiries, and prepares correspondence and notices regarding utility services;

Checks meter books periodically for unusual usages;

~~Receives service complaints, orders re-reads and meter checks;~~

Receives Approves leak adjustment requests, returned checks, surety bonds and letters of credit;

calculates adjustment, and enters new data through computer;

Processes returned checks, checks surety bonds and letters of credit;

Prepares and checks delinquent accounts for service disconnection, prepares cut-off list;

~~Coordinates computer problems with contract service agency~~ *the handling of computer related issues and problems;*

Prepares month end balances and reports for various utilities, checks meter books and billing registers;

Assists staff with unusual or difficult problems;

Reviews and makes adjustments to problem accounts;

Orders office supplies and forms;

Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge and experience with a computerized billing system; thorough knowledge of accounting and bookkeeping principles and practices as they relate to utility office accounting account billing and collections; thorough knowledge of personal computers, software applications, as well as modern office management practices and procedures and of office equipment; ability to plan, organize, lay-out, supervise and review the work of clerical and technical employees; ability to maintain varied and complex records and filing systems and to prepare reports from such records; ability to establish and maintain effective relationships with officials, employees, customers, and the public.

EDUCATION AND EXPERIENCE:

~~Any combination of education and experience equivalent to graduation from high school supplemented by course work in business administration and extensive experience in a utility billing office operation.~~ *Any combination of education and experience equivalent to graduation from an accredited college or university, with major course work in business administration or accounting. Two years of supervisory experience in customer service or related field, and extensive experience in utility billing office operations is desired.*

SPECIAL REQUIREMENTS:

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

UTILITY CUSTOMER SERVICE MANAGER

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs difficult technical and responsible administrative work overseeing the utilities customer services department, responsible for water, sewer, and natural gas billing and collection functions and ensuring the maintenance of effective customer relations, while handling customer inquiries and issues related to utility billing, meter reading, revenue collection, and inspections; does related work as required. Work is performed under the general supervision of the Superintendent of Public Utilities. Supervision is exercised over customer service personnel.

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:

Plans, directs, organizes, coordinates, and supervises the utilities customer service department, including utility billing and collections, customer relations, and overseeing the preparation and maintenance of files and records.

Provides leadership and works with staff to ensure a customer-service oriented work environment.

Schedules, assigns, coordinates, and reviews the work of office personnel engaged in customer service, account processing, billing, collections, and recordkeeping;

Responds to customer complaints or inquiries, prepares correspondence and notices regarding utility services;

Approves leak adjustment requests, returned checks, surety bonds and letters of credit;

Prepares and checks delinquent accounts for service disconnection, prepares cut-off list;

Coordinates the handling of computer related issues and problems;

Prepares month end balances and reports for various utilities, checks billing registers;

Assists staff with unusual or difficult problems;

Reviews and makes adjustments to problem accounts;

Orders office supplies and forms;

Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge and experience with a computerized billing system; thorough knowledge of accounting and bookkeeping principles and practices as they relate to utility account billing and collections; thorough knowledge of personal computers, software applications, as well as modern office management practices and procedures; ability to plan, organize, supervise and review the work of clerical and technical employees; ability to maintain varied and complex records and filing systems and to prepare reports from such records; ability to establish and maintain effective relationships with officials, employees, customers, and the public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university, with major course work in business administration or accounting. Two years of supervisory experience in customer service or related field, and extensive experience in utility billing office operations is desired.

SPECIAL REQUIREMENTS:

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

Utility Customer Service Manager Compensation Survey

	<i>Annual Entry Pay</i>	<i>Annual Maximum Pay</i>
Hendersonville Utility District	\$ 50,684.00	\$ 76,027.00
Consolidated Utility District	\$ 60,900.00	\$ 91,350.00
White House Utility District	\$ 43,153.00	\$ 71,922.00
West Wilson Utility District	\$ 67,288.00	\$ 90,168.00
American Water Works Association Survey (42 Utilities) --- Population 25,000 to 50,000	\$ 52,902.00	\$ 76,168.00
Greater Dickson Gas Authority	\$ 74,797.00	\$ 94,848.00
<i>(Pay Grade)</i> Gallatin Public Utilities <i>N</i>	\$ 36,941.00	\$ 54,829.00

The Retired Employee's Salary was \$ 43,888.00

Based on the above compensation survey, I recommend changing job description (attached) and Pay Grade from Pay Grade (N) to **Pay Grade (T)**

	<u><i>Entry</i></u>	<u><i>Maximum</i></u>
<i>Pay Grade (T)</i>	<i>\$49,691.00</i>	<i>\$73,715.00</i>

Also recommend moving this position from Water/Sewer Fund (413-52116) to Natural Gas Fund (415-52416)

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

[January 22, 2013]

DEPARTMENT: **Utilities**

AGENDA # 2

SUBJECT:

Revised job description for Customer Service Supervisor.

SUMMARY:

GPU's Customer Service Supervisor retired January 2, 2013. Evaluated present job description and made modifications to expand functions, responsibilities, and job knowledge based on new technology and growth of the system.

RECOMMENDATION:

Approve new job description. Pay Grade change from (N) to (T) based upon Compensation Survey.--Move position from Water/Sewer Budget to Natural Gas Budget.

ATTACHMENT:

Resolution
 Ordinance

Correspondence
 Contract

Bid Tabulation
 Other

Approved
Rejected
Deferred

Notes:

Attached:

Present job description changes made in Bold Italics.

New job description.

Utility Customer Service Supervisor Compensation Survey.