



**CITY OF SPRING HILL  
BOARD OF MAYOR AND ALDERMEN  
WORK SESSION PACKET**

**MONDAY, MAY 2, 2016  
6:00 P.M.**

Board of Mayor and Aldermen:

Rick Graham, Mayor

Bruce Hull, Jr., Vice-Mayor

Jonathan Duda

Matt Fitterer

Keith Hudson

Chad Whittenburg

Kayce Williams

Amy Wurth

Susan Zemek

***City of Spring Hill  
P.O. Box 789  
Spring Hill, TN 37174***

***Phone 931.486.2252  
Fax 931.486.0516  
[www.springhilltn.org](http://www.springhilltn.org)***

**CITY OF SPRING HILL  
BOARD OF MAYOR AND ALDERMEN  
WORK SESSION  
MONDAY, MAY 2, 2016  
6:00 P.M.**

Call to order

Stipulation of members present

City Administrator/Department Head Comments

Mayor's Comments

Presentation of Proclamation

Concerned Citizens

**STAFF ASSOCIATED ITEMS**

1. Discussion-Employee Health Insurance Rates and Coverage. Drury Group/Cigna Representatives; Shelley Taylor, Human Resource Director
2. Consider Resolution 16-60, declaring June 25, 2016 as "Pay It Forward Festival" Day.
3. Consider Resolution 16-56, to approve a Special Events Permit for UAW Fall Festival.
4. Consider Resolution 16-57, to authorize Change Order No. 1 for interior and exterior coating of the City Hall Water Storage Tank (*considered by the Budget and Finance Advisory Committee on May 2, 2016*) Dan Allen, Infrastructure Director
5. Consider First Reading of Ordinance 16-07, to approve request for rezoning of 4135 Kedron Road from B-2, Neighborhood Shopping District to R-4 High Density Residential. (*to be considered by the Planning Commission on May 5, 2016*) Dara Sanders, Director of Planning
6. Discussion of Scope of Services for Re-write of Zoning and Subdivision Regulations. Dara Sanders, Director of Planning
7. Consider Resolution 16-58, to select consultants for grant writing and professional services. Dan Allen, Infrastructure Director

**PREVIOUS BUSINESS**

1. Consider Second and Final Reading of Ordinance 16-04, to approve rezoning of property known as 5238 Main Street, from B-2, Neighborhood Shopping to B-4, Central Business. (*denial recommended by the Planning Commission on February 8, 2016; deferred by BOMA on April 18, 2016*) Dara Sanders, Director of Planning

## NEW BUSINESS

1. Consider Resolution 16-59, to authorize the Mayor of Spring Hill, TN to sign a proposal with Tennessee Department of Transportation for Project No. 60LPLM-L2-020. Dan Allen, Infrastructure Director
2. Consider First Reading of Ordinance 16-08, to amend the budget for fiscal year 2015-2016. Jim Smith, Finance Director
3. Consider First Reading of Ordinance 16-09, to approve the budget for fiscal year 2016-2017. Victor Lay, City Administrator
4. Discussion of temporary weight limits on roads.
5. Discussion on conference call with State and Local Finance concerning previous leases.

Concerned Citizens

Roundtable Discussion

Adjourn

**STAFF  
ASSOCIATED  
ITEMS**

## **RESOLUTION 16-60**

### **A RESOLUTION TO DECLARE JUNE 25, 2016 AS “PAY IT FORWARD FESTIVAL DAY”**

**WHEREAS**, the Eight Annual Pay It Forward Community Festival is scheduled to be held on June 25, 2016; and

**WHEREAS**, the City of Spring Hill recognizes that the Pay it Forward Festival provides direct and significant economic impact to the city; and

**WHEREAS**, the festival helps foster stronger local community pride and social connection; and

**WHEREAS**, the festival directly coordinates the unity of local representation from both Williamson and Maury County on a grand scale to ensure our community is well informed of unified recreation and active lifestyle opportunities available to residents; and

**WHEREAS**, the festival helps collaborate fundraising efforts for participating charities, local sports leagues, groups and entities so they may better serve our community; and

**WHEREAS**, the City of Spring Hill supports this festival and encourages community interest and participation for continued success of this annual event; and

**NOW, THEREFORE BE IT RESOLVED** by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee, hereby declares June 25, 2016 as "Pay It Forward Festival Day" in Spring Hill.

Passed and adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee, on the 16<sup>th</sup> day of May, 2016.

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Rick Graham, Mayor

ATTEST:

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April Goad, City Recorder

LEGAL FORM APPROVED:

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Patrick Carter, City Attorney

**RESOLUTION 16-56**

**RESOLUTION TO APPROVE A SPECIAL EVENTS PERMIT FOR THE  
UAW FALL FESTIVAL**

**WHEREAS**, Title 16, Chapter 3, of the Spring Hill Municipal code requires a permit for special events held in the city; and

**WHEREAS**, United Auto Workers # 1853, has made application to the Spring Hill Board of Mayor and Aldermen; and

**WHEREAS**, the City of Spring Hill staff recommends approval.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF SPRING HILL, TENNESSEE**, approves a Special Event Application and authorizes staff to issue a permit for the UAW Fall Festival to be held on October 15, 2016.

Passed and adopted this 16<sup>th</sup> day of May, 2016.

---

Rick Graham, Mayor

ATTEST:

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April Goad, City Recorder

LEGAL FORM APPROVED:

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Patrick Carter, City Attorney

**CITY OF SPRING HILL**  
**Special Events Application**  
**Checklist**

**Event:** UAW Fall Festival

**Date of Event:** 10/15/2016

- |                           |                                     |
|---------------------------|-------------------------------------|
| Application Completed:    | <input checked="" type="checkbox"/> |
| Certificate of Insurance  | <input type="checkbox"/>            |
| Street Closure Permit     | <input checked="" type="checkbox"/> |
| Fire Department Approval  | <input type="checkbox"/>            |
| Business License Verified | <input checked="" type="checkbox"/> |
| Beer Permit Requested     | <input checked="" type="checkbox"/> |
| Permit Review Fee Paid    | <input type="checkbox"/>            |

**Staff Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved

Denied

DATE: \_\_\_\_\_

# CITY OF SPRING HILL SPECIAL EVENT APPLICATION

PERMIT# \_\_\_\_\_



Application Date: 2/23/2016

Event Date: OCT. 15<sup>th</sup> 2016

Street Closure Required: Yes  No  IF yes, *Street Closure Permit must* be attached.

**FEEES REQUIRED:**

Permit Review Fee: \$20.00

Deposit/Bond Required- *Determined by City Administrator:*  
Amount: \$ \_\_\_\_\_

**EVENT DETAILS:**

NAME OF EVENT: UAW LOCAL 1853 FALL FESTIVAL

Applicant/Organization: UAW LOCAL 1853

\* *Organization shall provide Certificate of Insurance, no less than \$250,000.*

Copy Attached: \_\_\_\_\_

\*\* *Provide copy of business license. IF nonprofit: 501c3*

Copy Attached: \_\_\_\_\_

Representative Name & Contact Information: PH# 0-931-489-4734  
C- 615-425-8221 EMAIL William.R.Weber  
P.O. Box 459 @GM.com  
125 Stephen P. Yokich PKWY SPRING HILL TN 37174  
(Street) (City) (State) (Zip)

Event location: UAW LOCAL 1853 UNION HALL

Time event will begin: 10 AM Time event will end: 6 PM

Time & place event will: assemble FRIDAY 14<sup>th</sup> OCT. 12pm Disassemble: SATURDAY 15<sup>th</sup> 6pm  
SATURDAY 15<sup>th</sup> OCT 7am

Upon signing this application, the applicants shall agree to assume the defense of and indemnify and save harmless the city, its aldermen, boards, commissions, officers, employees and agents, from all suits, actions, ~~damages~~ or claims to which the city may be subjected of any kind or nature whatsoever resulting from, caused by, arising out of or as a consequence of special event and the activities permitted in connection therewith.

William Weber  
Print Name of Event Applicant

William Weber  
Signature

Notes/Instructions <u>SOME VENDORS WILL BE SETTING UP ON FRIDAY</u>	
CITY ADMINISTRATOR APPROVAL _____	DATE _____
PERMIT ISSUED _____	DATE _____

**RESOLUTION 16-57**

**A RESOLUTION TO APPROVE CHANGE ORDER #1 FOR INTERIOR AND EXTERIOR COATING OF CITY HALL WATER STORAGE TANK**

**WHEREAS**, the City of Spring Hill approved the selection of Scott I. Enterprises for interior and exterior coating removal and replacement of the City Hall water tank; and

**WHEREAS**, contractor has submitted a change order #1 for an additional amount of \$7,500.00 for manufacturing and installation of a new roof vent; and

**WHEREAS**, staff recommends to pay the amended contract amount, as detailed below:

Original Contracted Amount:	\$158,000.00
Change Order #1 Amount:	\$ 7,500.00
Total Contract (with Change Order #1):	<b><u>\$165,500.00</u></b>

**NOW, THEREFORE, BE IT RESOLVED**, that the City of Spring Hill Board of Mayor and Aldermen approves Change Order #1 with Scott I. Enterprises in the amount of \$7,500.00.

**Passed and adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee, on the 16<sup>th</sup> of May 2016.**

\_\_\_\_\_  
Rick Graham, Mayor

ATTEST:

\_\_\_\_\_  
April Goad, City Recorder

LEGAL FORM APPROVED:

\_\_\_\_\_  
Patrick Carter, City Attorney

**SUBJECT:** Change Order #1 for City Hall  
Water Storage Tank repairs

**DATE:** April 28, 2016

**ATTENTION:** Board of Mayor and Aldermen

**STAFF:** Dan Allen, Infrastructure Director  
Caryl Giles, WTP Director



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## **STAFF MEMORANDUM**

The purpose of this memo is to provide information regarding a change order request from Scott I. Enterprises on the interior and exterior coating of City Hall water storage tank.

### **Background:**

The City entered into a contract with Scott I. Enterprises for the interior and exterior coating removal and replacement for the water storage tank at City Hall. The budgeted amount for this project was \$300,000; contractor's bid was \$158,000. At the time of the bids, it was unknown to staff the poor condition of the roof vent which was the original vent. In order to bring the vent up to current industry standards, a new larger vent needs to be installed. In addition, this new vent will help remove excess gases and protect the coating for a longer period of time. Therefore, contractor has submitted a change order request for \$7,500 bringing the total contract amount to \$165,500.

### **Staff Recommendation:**

Staff recommends approval of the request.

## Change Order for Spring Hill, TN. Repaint Project

Date: 04/21/16  
To: Caryl Giles  
Cc: Scott Icenhower  
From: Bill Arts  
Re: Change Order Item

Caryl,

Scott I. Enterprises Inc. is to manufacture, install, roof vent for the City Hall tank, Spring Hill, TN. Installation to include manufacture new vent, cutting out old vent, fitting, welding, sealing, painting new roof vent. Six additional days is required to make this installation.

Labor and Materials                      \$ 7,500.00

Total Change Orders:                      \$ 7,500.00

Thank you;

William R. Arts

Caryl Giles

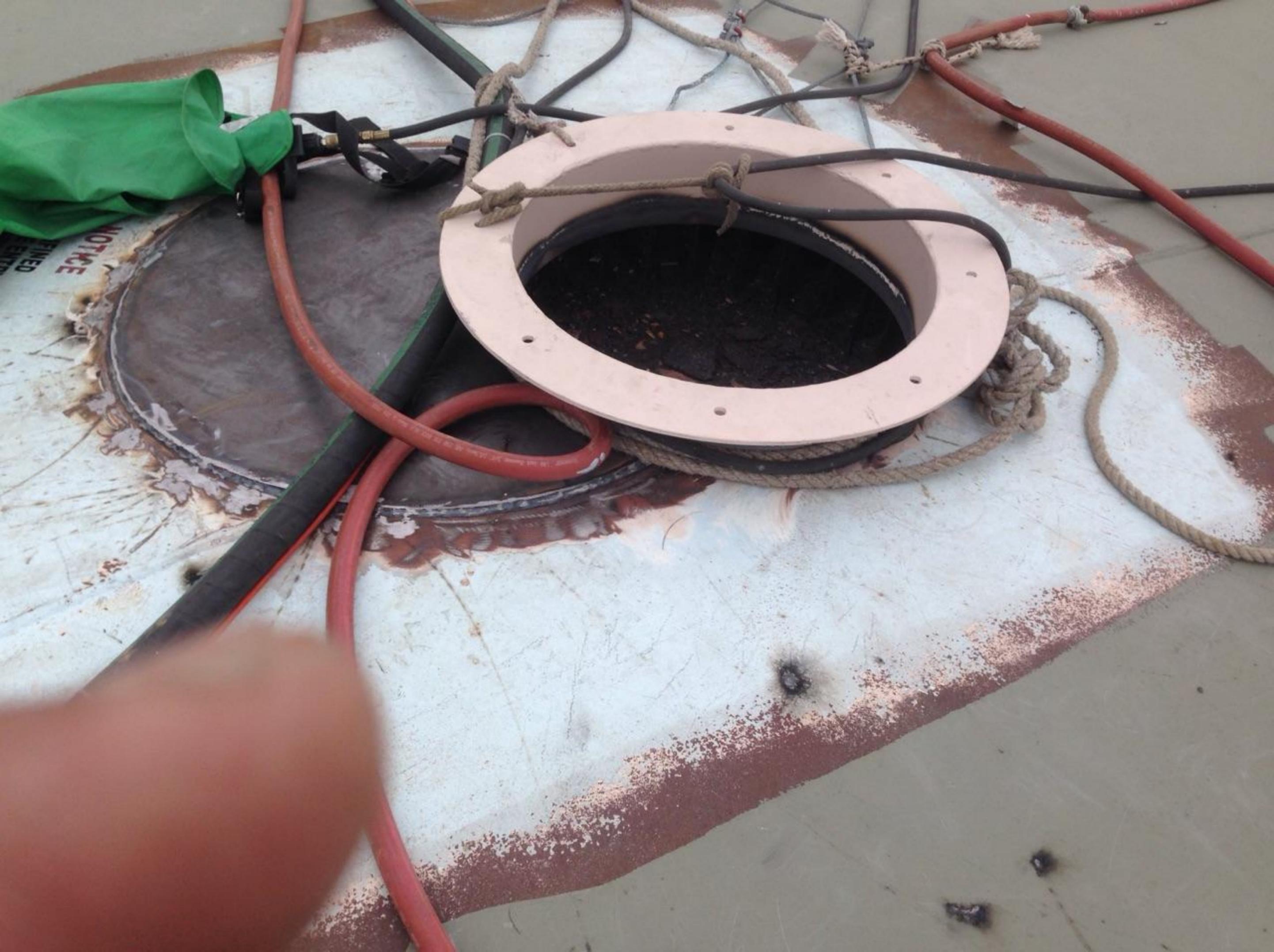
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Scott I. Enterprises Inc.

City or Spring Hill





NOTICE

## **Ordinance 16-07**

Ordinance 16-07, to rezone property located at 4135 Kedron Road from B-2 Neighborhood Shopping District, to R-4 High Density Residential. *(to be considered by the Planning Commission on May 9, 2016)* Dara Sanders, City Planner



***(Ordinance to be submitted after Planning Commission recommendation)***

**SUBJECT:** ORD 16- (4135 Kedron Road)

**DATE:** May 2, 2016

**ATTENTION:** Board of Mayor and Aldermen (BOMA)

**DEPARTMENT HEAD:** Dara Sanders, City Planner



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## STAFF MEMORANDUM

**Property description:** This property is currently undeveloped. The majority of the surrounding properties are developed for residential uses. An impaired stream runs along the northeastern boundary of the property.

**Request:** The applicant requests to rezone the property to R-4, High Density Residential, to allow for the development of 32 residential dwellings.

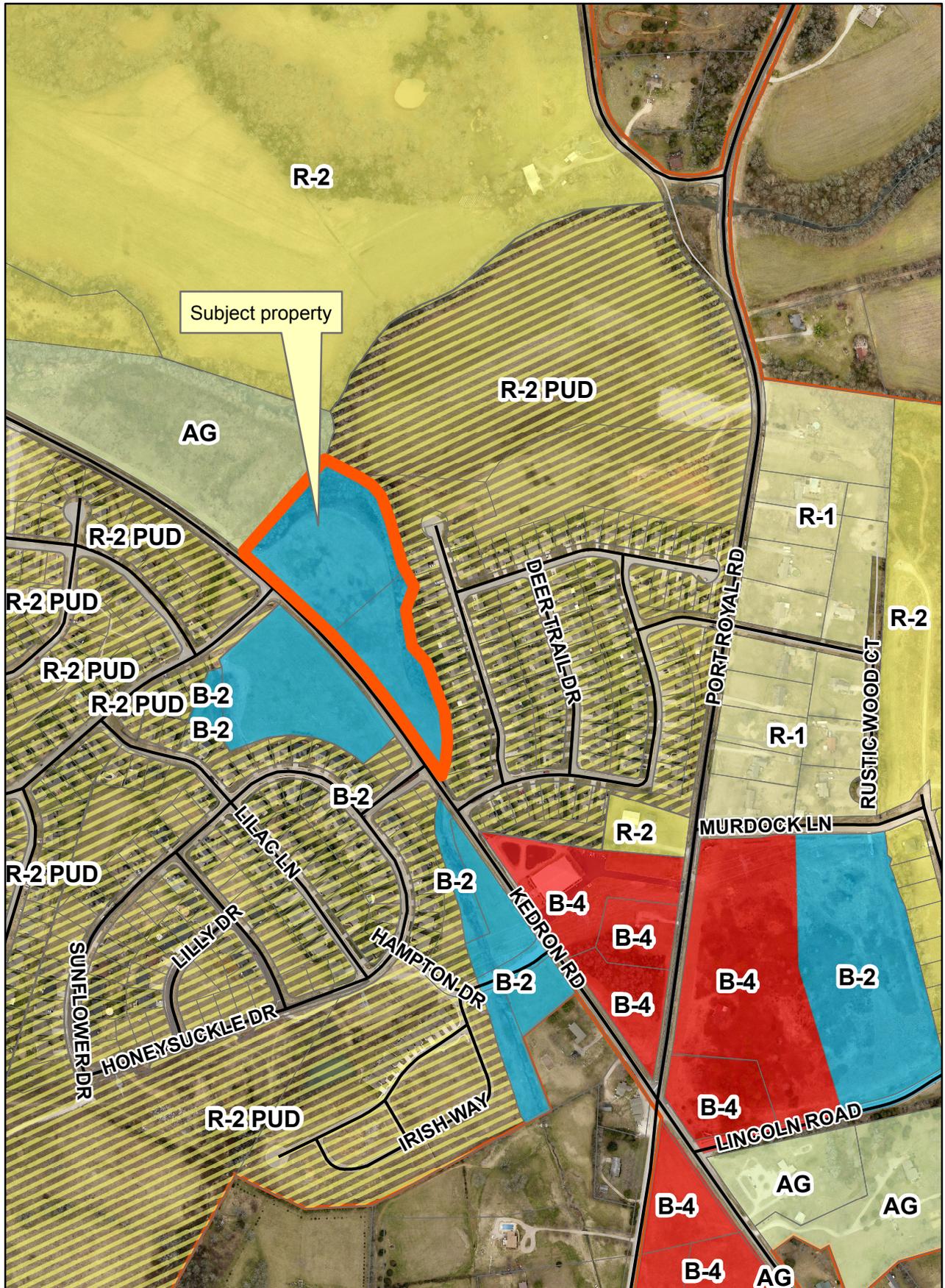
This item is scheduled to be on the May 16<sup>th</sup> Planning Commission voting meeting. Staff will provide an ordinance reflecting the Planning Commission's recommendation to the BOMA with the May 23<sup>rd</sup> packet.

**Spring Hill Rising: 2040:** The City's comprehensive plan, Spring Hill Rising: 2040, provides considerations for future zoning and development requests. Among those considerations are opportunities for enhancing existing or emerging neighborhoods with sensitive new development, allowing for a variety of quality housing options for all stages of life, and encouraging higher density residential development in new activity centers. Staff has provided excerpts from the plan as they relate to this property.

The future land use designation of the property is **Residential Neighborhood Area**, which represents a transition between natural and rural settings and more intense environments, such as mixed use areas, city neighborhood areas, and community commerce areas. The intent of this category is to preserve natural features in the built environment, enhance the access to housing options and urban amenities such as jobs, retail services, and public services, and to create new opportunities to enhance the quality of life.

The City's goal "We will promote a variety of quality housing options" promotes diversifying the City's neighborhoods by providing a variety of housing types, styles, and price points so that is possible for all who work in the community to live in the community. This goal also recommends ensuring that all residents have access to quality affordable housing options to make "aging in place" a viable option.

The City's goal "We will grow smarter" promotes Smart Growth principles, traditional neighborhood design, and quality corridor development. Specifically, this goal aims to ensure that new development within existing neighborhoods is of appropriate scale and intensity in relation to existing development and that it achieves the desired development patterns for the neighborhood.



R-2

Subject property

R-2 PUD

AG

R-2 PUD

R-1

R-2 PUD

R-2

R-2 PUD

R-2 PUD B-2  
R-2 PUD B-2

DEERTRAIL DR

PORT ROYAL DR

RUSTIC WOOD CT

R-1

B-2

R-2

MURDOCK LN

R-2 PUD

B-2

B-4

B-4

B-4

B-4

B-2

SUNFLOWER DR  
LILLY DR  
LILLAG LN  
HONEYSUCKLE DR

KEDRON RD

HAMPTON DR

B-2

B-4

AG

AG

R-2 PUD

IRISH WAY

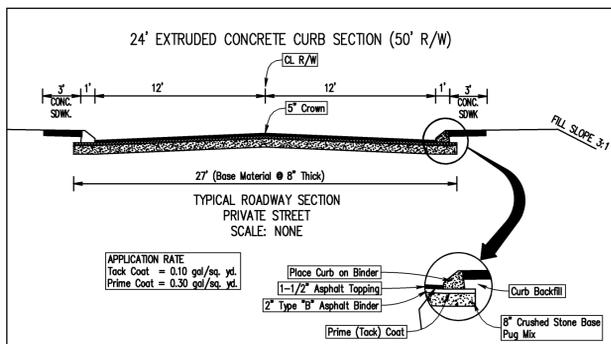
LINCOLN ROAD

B-4

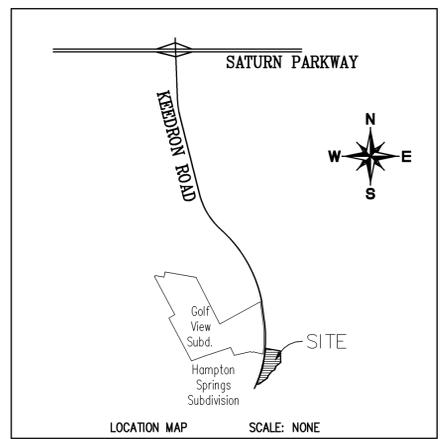
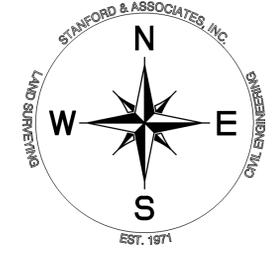
B-4

AG

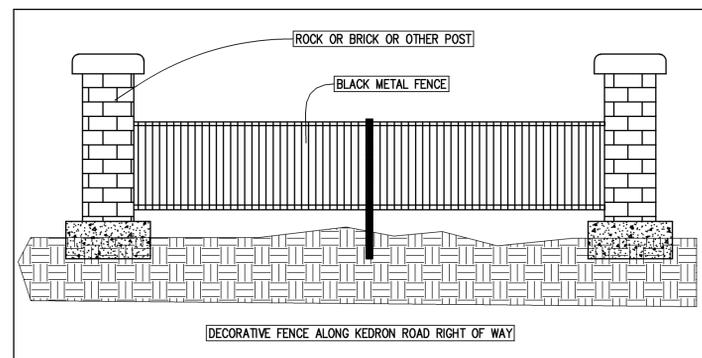
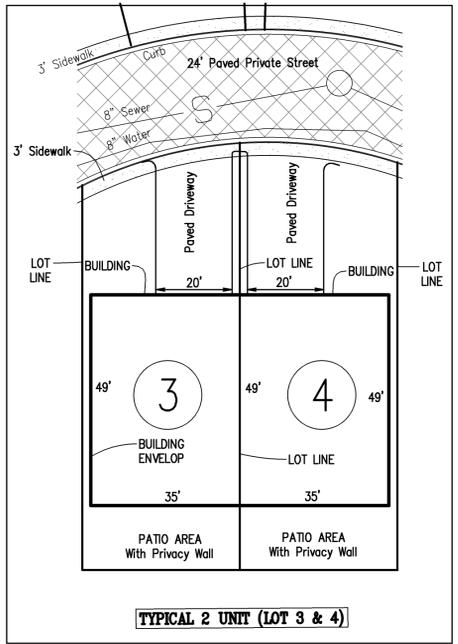
CURVE	DELTA	RADIUS	ARC	TANGENT	CHORD BEARING	CHORD
C1	15°49'04"	3304.07	912.16'	439.00'	N49°24'05"W	908.27'



Todd Warner  
 DB R1626, PG 403  
 Map 43, Parcel 12



- General Notes:
- FLOOD NOTE: This parcel is included within areas designated as a special flood hazard are on the latest National Flood Insurance Program Maps available to me as of this date. Per Community Panel Number 47119C0185, revised 04/16/2007.
  - This Property consists of Lots 1 & 2 as recorded in Plat Book P16 Page 221 R.O.M.C, TN as "Scott Stewart Subdivision"
  - This property is Zoned B-2
  - All Property Corners in Rutherford Creek or Branches are points in the Centerline of Creeks or Branches
  - PUBLIC ACCESS AND UTILITIES
    - Access to Kedron Road
    - Sewer & Water supply by City of Spring Hill
    - Duck River Electric.
    - Communication: AT&T or Charter
    - Atmos Gas
  - This plan proposes to development 33 new residential sites (Lots & Homes)
  - All Building Site will be 3' above 100 year storm Elevation based on data performed by Jim Webb Company and approved by FEMA.



PREPARED BY  
 Stanford & Assoc., Inc.  
 410 McLemore Ave  
 Spring Hill, TN 37174  
 931-486-2441 w  
 615-598-3580 m

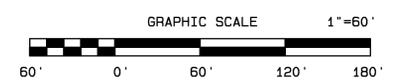
LOT	AREA (sf)	Acres	Address
1	206714	4.75	
2	118906	2.73	
TOTAL =	325620 sf or 7.48 acres		

OWNER  
 R. Scott Stewart Jr. &  
 Ronald W. Dendy  
 2488 No. Berry Chapel Rd.  
 Brentwood, TN 37027  
 Ph: 615-791-6425  
 DB R1512, PG 789  
 DB R1475, PG 125  
 DB R1499, PG 713

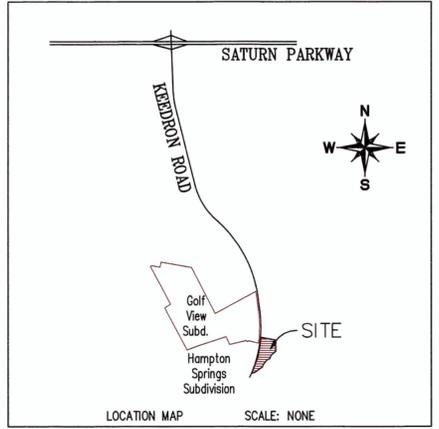
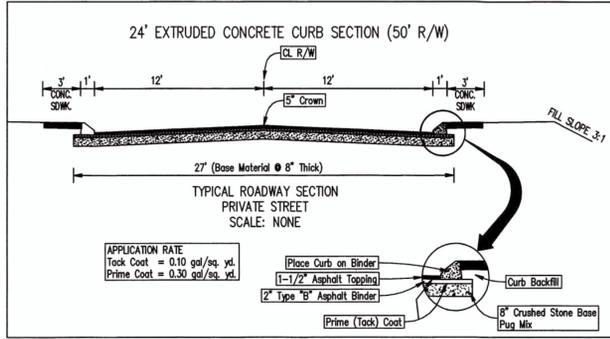
Proposed 32 Units on 7.48 ac On  
 Scott Stewart Subdivision Record Plat Bk P16, Pg 221  
 Proposed To Rezone from B2 to R4

# BELLAGIO VILLAS OF SPRING HILL

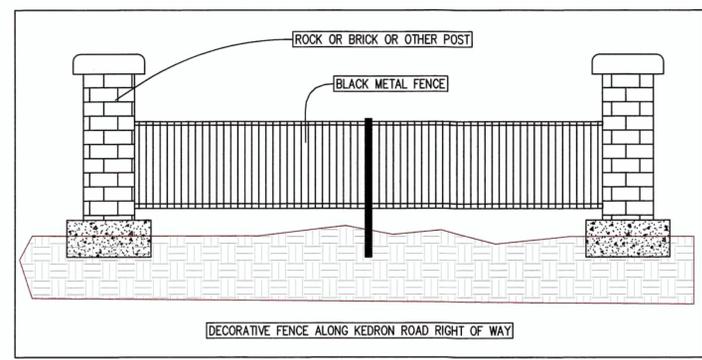
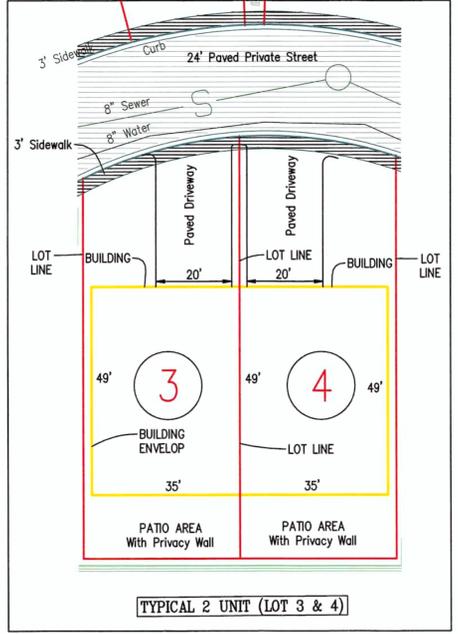
City of Spring Hill, Maury County, State of Tennessee  
 3rd Civil District; Map 50 Parcel 10



CURVE	DELTA	RADIUS	ARC	TANGENT	CHORD BEARING	CHORD
C1	15°49'04"	3304.07'	912.16'	459.00'	N49°24'05"W	909.27'



- General Notes:
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410 McLemore Ave  
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931-486-2441 w  
615-598-3580 m

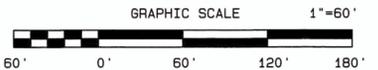
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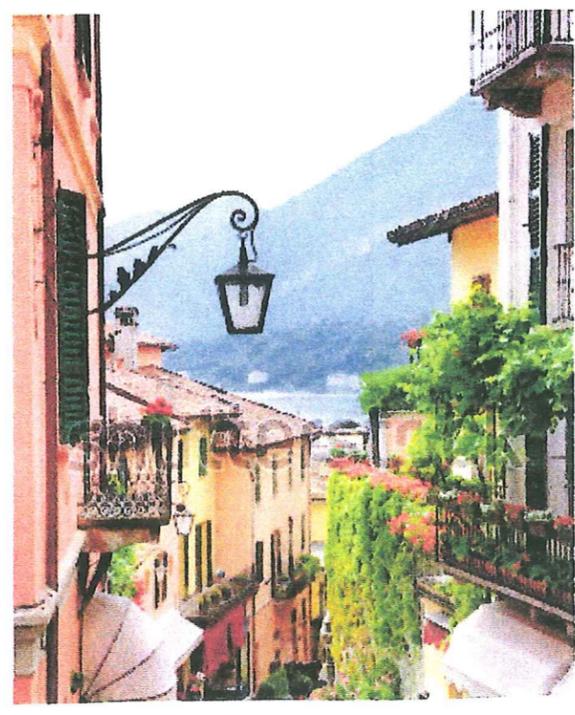
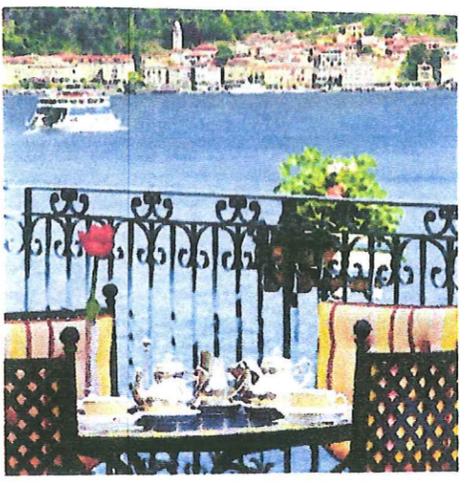
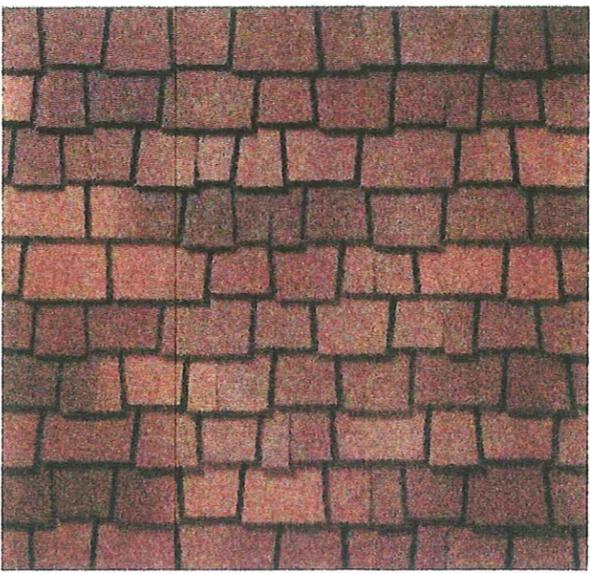
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Proposed 32 Units on 7.48 ac On  
Scott Stewart Subdivision Record Plat Bk P16, Pg 221  
Proposed To Rezone from B2 to R4

# BELLAGIO VILLAS OF SPRING HILL

City of Spring Hill, Maury County, State of Tennessee  
3rd Civil District; Map 50 Parcel 10





**SUBJECT:** Discussion for Scope of Consultant Services

**DATE:** May 2, 2016

**ATTENTION:** Board of Mayor and Aldermen (BOMA)

**DEPARTMENT HEAD:** Dara Sanders, City Planner



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## STAFF MEMORANDUM

Following the Board of Mayor and Aldermen project award of the rewrite of the City's Zoning Ordinance and Subdivision Regulations, staff has negotiated a scope of consultant services (attached to this memo) and is presenting the proposal to the BOMA for discussion prior to finalizing a contract with the consultant. This scope is divided into three (3) phases:

**Phase 1: Evaluation.** This phase assesses the City's current rules and processes and identifies a path forward. The consultant will plan the public participation program and research all available City data, history, and issues. Major events to expect during Phase 1 are as follows –

- Creation of a project website and brand
- Interviews with private and public stakeholders (see Task 1-3 for a general list)
- Creation of a staff review committee and a zoning advisory committee (vetted by staff and appointed by the Mayor)
- Town Hall Meeting
- Technical Review and Approaches Report (recommends how to proceed with rewriting the City's rules)

**Phase 2: Drafting.** During this phase, the consultant team will take all input received during Phase 1 and prepare a full and complete draft of the new rules. This scope guarantees the City

- A minimum of four drafts before presenting a final draft to the Planning Commission and BOMA
- Three days dedicated to public outreach and/or charrettes to address specific issues
- Four public open houses to present the fourth draft

**Phase 3: Adoption.** The consultant will present the final adoption draft at a series of public hearings, including the Planning Commission and BOMA meetings. This scope clearly outlines the deliverables required from the consultant –

- One public presentation of the adoption draft
- Attendance at two public hearings for the ordinance
- Attendance at up to three BOMA meetings
- One electronic copy and 20 hard copies of the adopted regulations
- One electronic copy and 20 hard copies of a User Guide for the public, staff, boards, committees, and commissions.

**Summary:** This scope of consultant services is structured with mechanisms to provide throughout the process so that the community, Administration, and the BOMA are aware of the project's progress and impact on the City. The following is a summary of the deliverables guaranteed by the scope –

- Interactive project website for the life of the project
- Report outlining recommendations for the new regulations
- Several stakeholder meetings to occur over 2 full days
- 11 public meetings with interactive technology
- 4 drafts of the new regulations
- 1 final adoption draft of the new regulations
- The option of one weekend event
- 2 public hearings
- 3 BOMA meetings
- 20 hard copies and one editable electronic copy of the new regulations
- User Guide that makes our new rules easy to understand

City of Spring Hill, Tenn.

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199 Town Center Parkway | Spring Hill, TN 37174 | (931) 486-2252

**ATTACHMENT 1  
SCOPE OF CONSULTANT SERVICES  
COMPONENT A**

**PHASE 1: EVALUATION**

The purpose of Phase 1 is to identify the regulatory issues and complete a technical diagnosis and, working with stakeholders and the City, determine drafting direction for the Zoning Ordinance and Subdivision Regulations (ZO/SR). This phase consists of the following tasks.

**Task 1-1: Internal Kick-Off Meeting & Public Participation Program, & Reconnaissance**

*Deliverable: Public Participation Program*

The Consultant will meet with City staff to kick-off the project, finalize the project scope, work schedule, and public participation program, and obtain all existing ordinances, plans, and data relevant to the project. Consultant will also undertake a reconnaissance led by staff to tour Spring Hill and understand the issues involved in the application of the current regulations. Consultant will discuss major issues with current development regulations, understand development trends that need to be addressed, and determine the specific steps needed to address these goals with staff.

We will work with staff to establish a Public Participation Program (PPP) for the project. Major project meetings are outlined in this scope and serve as mile-markers for major phases. The PPP will outline additional elements to ensure that City staff and elected officials, as well as the public, are informed about the project and able to provide input. We intend to evaluate the following techniques and their applicability to the Spring Hill planning process. Where applicable, we will slot them into the scope steps.

- » Establish geographic areas for larger public events
- » Promotional and educational materials and distribution methods (meetings, online, other availability)
- » The use of visual preference surveys, both online and in meetings
- » Zoning issue surveys, both online and in meetings
- » Live keypad polling at public meetings
- » Use of tablets (by both consultant and staff personnel) to collect public opinion at public events and public gathering spaces
- » Utility of 3<sup>rd</sup> party programs such as Textizen ([www.textizen.com](http://www.textizen.com)), which allow for polling and information gathering via texting

**Task 1-2: Website & Branding**

*Deliverable: Website and project brand*

We will create a project “brand” in this task, which will include a project logo and, if desired, tagline. This will help those interested in the project to track all materials related to the ZO/SR. We will also create a project website that contains updates on the project status, all work products related to the project, drafts of the ordinance available for viewing and download, documentation of all public input, and feedback mechanisms. We will also establish how to use social media, such as Facebook and Twitter.

**Task 1-3: Stakeholder Interviews**

*Deliverable: None*

The Consultant will conduct interviews with select public and private stakeholders. The Consultant will work with staff to determine how to schedule interviews. Participants should include City staff, representatives of boards and commissions, representatives of local citizen activist groups, historic preservationists, realtors, developers, architects, neighborhood organization representatives, and others identified by staff. These would be conducted over two consecutive days.

**Task 1-4: “Shadowing” and Site Analysis**

*Deliverable: None*

A Camiros staff person will spend a day “shadowing” a key zoning administration staff person to understand the “real world” application of zoning approvals and procedures. As part of this task, Camiros will also conduct specific site surveys and analysis, and create a photo library for use during the project.

**Task 1-5: Creation of Staff Review Committee and Zoning Advisory Committee**

*Deliverable: None*

The Consultant will work with staff to assemble a Zoning Advisory Committee (ZAC) to provide policy direction and decisions, as appropriate, during the course of the assignment. The Consultant will report progress on the ZO/SR update at appropriate points in the process and secure necessary approval and/or direction in order to move forward in the assignment. Following formation of the committee, the Consultant will present an overview of the process to the ZAC, which will conclude with an open discussion of major issues to be addressed within the new UDC.

The Consultant will work with staff to assemble a Staff Review Committee (SRC), made up of key City staff, to participate in the review of all drafts.

**Task 1-6: Town Hall Meeting**

*Deliverable: Presentation Materials*

We will conduct a city-wide town hall meeting to introduce the public to the project. We will highlight the key elements of the process and general directions of the project, allowing for public input to highlight key issues.

### **Task 1-7: Technical Review & Approaches Report**

*Deliverable: Technical Review and Approaches Report (Draft and Final)*

After reviewing the current ordinances and policy documents, meeting with staff, conducting stakeholder interviews, formation of the ZAC and SRC, town hall meeting, and “shadowing,” the Consultant will prepare a Technical Review and Approaches Report that identifies key problems, inconsistencies, omissions, and gaps between regulations and policies. More specifically, this report includes:

- » A technical analysis and evaluation of the current regulations
- » An audit of current development regulations
- » An analysis of how well the zoning districts match existing development patterns and future land use policies
- » An analysis of how well the subdivision regulations facilitate desired development patterns and future land use policies
- » How well the regulations implement the Plan and established City policies, and how well the regulations integrate with other ordinances and initiatives, including a summary of consistencies or inconsistencies
- » Where the regulations meet or fail to meet public expectations
- » A summary of “best practices” solutions for key issues in Spring Hill
- » The general strengths and weaknesses of the existing regulations - especially structure, organization, clarity, ease of use, existing zoning districts and district standards, regulations of general applicability, definitions and procedures

An approach to making the ZO/SR easier to understand through graphics, matrices, and maps will also be included. This report will also include an outline of the proposed structure.

Finally, this report will outline if creating a Unified Development Code would benefit the City of Spring Hill, since the zoning regulations and the subdivision regulations are being updated simultaneously. (The creation of a UDC does not change the cost of the project.)

We will review the report with the SRC and make all requested revisions. The Consultant will present the report to the ZAC to gain feedback prior to public release. We will make any requested revisions prior to such release.

### **Task 1-8: Public Workshop**

*Deliverable: Presentation Materials*

We will conduct two public workshops on the findings of the Technical Review and Approaches Report, which may include a weekend afternoon if such time would allow for more participation. The workshop would include an interactive component as determined in the PPP, such as keypad polling, tablet surveys, and/or group exercises. All input would be documented. We will prepare appropriate a hand-out(s) to familiarize citizens with the project and the general directions established by the Report. We will work with staff to organize these workshops into geographic areas if desired in order to receive more specific feedback from the public. If time permits, the Consultant will meet with specific interest groups to discuss the Report, as needed.

## **PHASE 2: DRAFTING**

The purpose of this phase is for the Consultant to take the input received in Phase 1 and prepare a full and complete draft ZO/SR. Testing and modeling of new regulations, as well as mapping, will take place during each draft iteration, and for any particular issues that emerge during draft review. Informational materials as to new regulations within the ordinances will be prepared as needed for public release. Staff will take the lead in preparation of a revised zoning map, with the Consultant preparing mapping principles, providing input, and undergoing review of proposed revisions to the map.

### **Task 2-1: Prepare Draft 1**

*Deliverable: Draft 1 (electronic copy)*

The Consultant will prepare a first draft of the ZO/SR for review by the SRC. This draft will include all sections of the ZO/SR, but will contain questions and notations that need specific staff input.

### **Task 2-2: Staff Review of Draft 1**

*Deliverable: None*

The Consultant will submit the draft ZO/SR for SRC review. Consultant will conduct a consecutive multi-day review session with the committee. We anticipate three days for review, up to a maximum of four.

### **Task 2-3: Specific Issue Outreach/Charrettes**

*Deliverable: Presentation Materials*

During the first draft review (prior to preparation of Draft 2), there may be cases where more specific policy direction is required, which cannot be provided through the SRC review. In such case, the Consultant and staff will compile such issues and present them to the ZAC in a meeting to secure further guidance related to the preparation of Draft 2. Should the ZAC determine that a broader outreach is necessary to provide such guidance, the Consultant will conduct up to three days of public outreach and/or charrettes for this purpose (multiple meetings can be held on the same day). The groups and/or individuals to be invited to such meetings will be identified by the SRC and ZAC.

**Task 2-4: Prepare Draft 2**

*Deliverable: Draft 2 (electronic copy)*

This is a work task used to prepare Draft 2. All changes requested in Task 2-2 and refined directions reflecting the findings of Task 2-3 will be incorporated into Draft 2. The Consultant will submit the draft to the SRC, who will review the document and determine any immediate changes that need to be made prior to release to the ZAC.

**Task 2-5: ZAC Review**

*Deliverable: Presentation Materials*

The Consultant will attend review meetings with the ZAC to review Draft 2. It is anticipated that during this time, we will also meet with officials and select groups as needed to brief them on the progress of the assignment.

**Task 2-6: Prepare Draft 3**

*Deliverable: Draft 3 (electronic copy)*

This is a work task used to prepare Draft 3. All requested changes from the ZAC will be incorporated into Draft 3. The Consultant will submit the draft to the SRC, who will review the document and determine any immediate changes that need to be made prior to public release.

**Task 2-7: Public Open Houses**

*Deliverable: Presentation Materials*

The Consultant will conduct up to four public open houses, to be organized by geographic areas, which may include a weekend afternoon if such time would allow for more participation. This would include a brief presentation of the new ZO/SR, with the team present to field questions and comments. This would be conducted in an open house format with “stations” for each major component of the ZO/SR that attendees can visit, staffed by the team and City staff. It is anticipated that the public open houses will occur in the evening. As time permits, the Consultant will meet with specific interest groups to discuss the draft, as needed.

**Task 2-8: Prepare Public Hearing Draft**

*Deliverable: Public Hearing Draft (electronic copy)*

This is a work task used to prepare the public hearing draft.

**PHASE 3: ADOPTION**

In this phase, the Consultant will assist in taking the ZO/SR from hearings to adoption.

**Task 3-1: Public Meeting Presentation**

*Deliverable: Presentation Materials*

The Consultant will conduct one public meeting to present the final public hearing draft to the public. This task would also include updated material to guide users and summarize key changes. These can also be conducted as Planning Commission public meeting.

**Task 3-2: Public Hearings**

*Deliverable: Presentation Materials*

We will present the new Ordinance at a series of public hearings. This task would also include updated material to guide users and summarize key changes. We would attend up to two public hearings on the Ordinance.

**Task 3-3: Adoption and Phasing**

*Deliverable: Presentation Materials; Final Adopted Ordinance (electronic copy and 20 hardcopies)*

We will attend meetings to see through the adoption of the final Ordinance. Following adoption, we will provide the final version of the Ordinance. We would attend up to three Board of Mayor and Aldermen meetings to see the Ordinance through to adoption.

**Task 3-4: Ordinance Guidebook**

*Deliverable: Training Manual (electronic copy and 20 hardcopies)*

Following adoption, we will create a User Guide for use by the public and staff that explains how to use the new ordinance.

**RESOLUTION 16-58**

**A RESOLUTION TO SELECT CONSULTANTS FOR GRANT WRITING AND PROFESSIONAL SERVICES**

**WHEREAS**, the City of Spring Hill advertised and interviewed multiple consulting teams in April 2016; and

**WHEREAS**, the City of Spring Hill desires to pursue multiple grant programs to fund infrastructure projects; and

**WHEREAS**, the consultant selections are for a three (3) year term; and

**WHEREAS**, staff recommends this be funded in the next fiscal year (FY 2016-2017) budget with Adequate Facilities Tax revenues in the amount of \$50,000.

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Mayor and Aldermen selects Kimley-Horn as the primary grant consultant with additional support from Volkert, Jones-Bridget Consulting, Wisner, and Dempsey Dilling and Associates.

**Passed and adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee, this 16<sup>th</sup> day of May, 2016.**

\_\_\_\_\_  
Rick Graham, Mayor

ATTEST:

\_\_\_\_\_  
April Goad, City Recorder

LEGAL FORM APPROVED:

\_\_\_\_\_  
Patrick Carter, City Attorney

**SUBJECT:** Consultant Selection for Grant Writing RFQ

**DATE:** April 28, 2016

**ATTENTION:** BOMA

**STAFF:** Dan Allen, Infrastructure Director



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## **STAFF MEMORANDUM**

The purpose of this memo is to provide information regarding recent interviews and recommendations for consultant selections to provide grant writing services for the City of Spring Hill, TN.

### **Background:**

In April 2016, City staff advertised and interviewed consultant teams for general RFQ soliciting assistance preparing a variety of grants as well as additional professional services associated with implementing those grants. The four (4) teams interviewed were Ragan Smith, Kimley-Horn/Volkert, ParsonsBrinkerhoff/Dempsey Dilling and Associates, and Wisner.

Over the next 5 years, the City of Spring Hill is projected to receive approximately \$1,950,000 in Surface Transportation Program (STP) funds through TDOT and the MPO. The City currently allocates those dollars to the Duplex Road project. With the City's portion of Duplex Road coming to a close within the next year, Spring Hill needs to be preparing and programming for the next wave of federally funded projects.

The selected consultants will help prepare and apply for multiple grants to fund future projects. Potential projects to be considered are:

- US 31 Streetscape Project from Miles Johnson Parkway to Kedron Road. Improve Pedestrian and Bicycle connectivity, convert overhead electric lines to underground, install street trees, and improve the aesthetics of the corridor
- Establish a regional traffic operations center and intelligent transportation system that utilizes fiber network to link realtime traffic video, traffic signals, and sensor information to dynamically monitor and adapt signal timings throughout the City such that traffic is always moving as efficiently as possible.
- Acquire, Design, and Construct a 12 acre park directly behind Walmart.
- Construct a trail and greenway system which connects Harvey Park, Thompsons Station Park, Longview Recreation Center, and Jerry Erwin Park.
- Design and Construct Soccer Fields at the City of Spring Hill Park site located at Derryberry Lane and Future Rice Road.

- Design and Construct Port Royal Greenway to provide neighborhood connections to Port Royal Park
- Engage private donors and foundations to raise \$10 million for the acquisition and preservation of the remaining, unprotected areas for the Spring Hill Battlefield and Oaklawn.
- Safety and Capacity Intersection Improvements
- Funding to establish an entrepreneur incubator program to anchor the Innovation Area along Saturn Parkway.

**Recommendations:**

Based on the interview, staff recommends selection of the following team, which will report directly to the Infrastructure Director. The selections are for 3 years and engagements shall be performed as requested in an on-call basis.

City of Spring Hill Grant Program Manager: Brad Waldschmidt, Kimley-Horn

Additional Firms Selected:

Kimley-Horn

Volkert

Jones-Bridget Consulting Group - Dr. Bridget Jones

Wiser – Nancy Sartor

Dempsey Dilling and Associates

**Financial Impact:**

Staff requests \$50,000 be added to the FY16-17 budget to prepare grant applications for additional projects.

# PREVIOUS BUSINESS

**ORDINANCE 16-04**

**AN ORDINANCE TO AMEND ORDINANCE NO. 86-47, THE SAME BEING THE ZONING ORDINANCE OF THE CITY OF SPRING HILL, BY REZONING PROPERTY BEING TAX MAP 0250, PARCEL B 019.00 FROM B-2, NEIGHBORHOOD SHOPPING DISTRICT, TO B-4, CENTRAL COMMERCIAL DISTRICT**

**WHEREAS**, the City of Spring Hill Zoning Ordinance, the same being Ordinance No. 86-47, and the zoning maps therein adopted, should be amended by rezoning the property herein described as Maury County Tax Map 0250, Parcel B 019.00 from B-2, Neighborhood Shopping District, to B-4, Central Business District; and

**WHEREAS**, said property to be rezoned from B-2 to B-4 is located within the corporate limits of the City of Spring Hill; and

**WHEREAS**, this Ordinance was not recommended by the Spring Hill Municipal Planning Commission on February 8, 2016, with notice of said hearing being given fifteen (15) days or more before said approval; and

**WHEREAS**, all Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF SPRING HILL, TENNESSEE, BOARD OF MAYOR AND ALDERMEN**, that the Zoning Ordinance 86-47 and the zoning maps therein adopted be, and the same are hereby amended by rezoning the property herein-described as Maury County Tax Map 0250, Parcel B 019.00 from B-2, Neighborhood Shopping District, to B-4, Central Business District, which amendment shall take effect from and after its adoption, the public welfare requiring it.

**BE IT FURTHER ORDAINED**, that all Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

\_\_\_\_\_  
Rick Graham, Mayor

ATTEST:

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April Goad, City Recorder

LEGAL FORM APPROVED:

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Patrick Carter, City Attorney

Passed on First Reading: February 16, 2016

Removed from agenda for lack of notification on March 21, 2016

Removed from agenda for lack of notification on April 18, 2016

Passed on Second Reading: (on agenda May 16, 2016)

**SUBJECT:** ORD 16-04 (5238 Main Street)

**DATE:** February 16, 2016

**ATTENTION:** Board of Mayor and Aldermen (BOMA)

**DEPARTMENT HEAD:** Dara Sanders, City Planner



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**STAF**

**F MEMORANDUM**

**Property description and history:** This property is currently developed for a single-family dwelling. The properties to the north, northwest, and southeast are developed for nonresidential uses. In December of 2015, the Board of Mayor and Aldermen rezoned the property from R-1, Low Density Residential, to B-2, Limited Retail.

**Request:** The applicant now requests to rezone the property from B-2, Limited Retail, to B-4, Central Business District.

**Planning Commission Recommendation:** On February 8<sup>th</sup>, the Planning Commission voted 4-1 (Commissioner Duda voted “no”) to forward the request to the Board of Mayor and Aldermen with a recommendation for **denial**, based on the following findings:

- rezoning the property to the most intense, highest traffic generating, and unpredictable zoning district available in the Zoning Ordinance does not promote the City’s planning policies and principles;
- that sufficient undeveloped and underutilized property currently regulated by the B-4 zoning district exists in the immediate area; and
- that the property can be developed and used for nonresidential purposes and in accordance with the City’s planning policies and principles under the current zoning designation of the property.

**Discussion:** When considering a rezoning request, the Planning Commission must consider compatibility with the surrounding area and consistency with the City’s planning policies and principles. Staff does not find that the proposed B-4 zoning district at this location promotes the City’s planning policies and principles and would be detrimental to the public good. Despite the opening “intent” description, the B-4 zoning district is designed produce a development form specifically for accommodating the vehicle, which is counterproductive to the intent of the Downtown/City Center character area. The requested zoning district is the primary tool for encouraging and permitting suburban, high traffic volume development associated with big box shopping centers, gas stations, and drive-thru fast food businesses. Further, the B-4 zoning district permits mini-warehousing and manufacturing uses that are more appropriate outside of a downtown area and central commercial corridor.

The Planning Commission must also consider the relationship between land use and transportation. The surrounding area already experiences significant traffic and congestion issues. Staff finds that the proposal will have a negative impact on the transportation network due to the high traffic volume development permitted by-right. Staff also finds that the proposed B-4 zoning district will not result in a unique or new development form that will benefit the community.

The applicant has argued with this request and the similar request to the south, denied by the Board of Mayor and Aldermen, that the justification for the rezoning request is due to the minimum setback requirements of the B-4 zoning district. Rezoning a property for setback relief without regard for the incompatible and inappropriate land uses permitted by-right in that zoning district is not a proper planning practice.

The traditional development form surrounding area, which was historically the City's original downtown, has been compromised for decades with the suburban development form permitted under the B-4 zoning district, and approval of this request will continue to allow for the deterioration of what was once the heart of this town.

Mrs. Leola Parham Beard  
1964 Sugar Ridge Road  
Spring Hill, TN 37174

Date December 28 2015

Ms. Dara Sanders  
City Planner  
P.O. Box 789  
Spring Hill, TN 37174

Dear Ms. Sanders:

I, Leola Parham Beard, owner of property located at 5238 Main Street, Spring Hill, TN have listed said property as "For Sale". The property is currently zoned and request is made that said property be rezoned from B-2 to B-4. The Property ID is 0600250 B 01900 and is 2.3 acres.

Thank you for your consideration of this rezoning request.

Signed *Leola Parham Beard*  
Leola Parham Beard

Date *Dec 28 2015*

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City of Spring Hill, Tennessee  
**Planning Commission Agenda Application**

199 Town Center Parkway, Spring Hill TN 37174  
(931) 486-2252 Fax: (931) 486-3596

**FOR STAFF USE ONLY**

Date Application submitted: \_\_\_\_\_ Fee: \_\_\_\_\_  
Date Accepted as complete: \_\_\_\_\_ Case number: \_\_\_\_\_  
Map/Parcel: \_\_\_\_\_ Public hearing date: \_\_\_\_\_

Date: 12 Jan 16 Project Name: Beans Property / Spring Hill Express

Property Address/Location: 5238 Main Street  
Spring Hill, TN 37174

Current Zoning District(s): B-2 rezoned to B-4 Property Size: 1/2 - 2.3 Acres

Type of request being made —

- Annexation
- Rezoning
- Major Modification
- Minor Modification
- Easement/Right-of-way Vacation
- Sketch Plan
- Neighborhood Concept Plan
- Lot Split
- Property Line Adjustment
- Preliminary Plat
- Concurrent Plat
- Final Plat
- Site Plan
- Master Development Plan (PUD) Preliminary/Final
- Traditional Neighborhood Development
- Other \_\_\_\_\_

Materials required to be submitted with application

- Letter of request
- Proof of ownership
- Four (4) hard copies of the proposal, including all required information as outlined in the applicable checklist.
- A CD containing a copy of all required submittal items in PDF format.

**Note to the applicant:**

- \* Applications and all required submittals must be filed with the Planning Department by the established deadline.
- \* Both the applicant/representative and property owner must sign the application. Applications not signed by the property owner will not be accepted.
- \* All applications must be accompanied by completed checklist.

APPLICANT OR REPRESENTATIVE:

I have read the attached checklist and have complied with all requirements listed and understand that this application may be deemed incomplete if the submittal misses any of the information listed. I also understand that other information may be requested by staff, Planning Commission and Aldermen during review relevant to the request.

Name (printed): Robert R. Szeliga Date: 12 Jan 16  
Address: C/O HUNTER GORDON LLC  
PO Box 461 Thompson Station, TN 37179  
Phone number: 615/302-0100  
Email: huntly@huntergordon.com  
Signature: [Handwritten Signature] [Handwritten Initials]

PROPERTY OWNER(S) OR AUTHORIZED AGENT:

I/we certify under penalty of perjury that I am/we are the owner(s) of the property that is the subject of this application and that I/we have read this application and consent to its filing. (If signed by the authorized agent, a letter from each property owner must be provided indicating that the agent is authorized to act on her/his behalf.)

Name (printed): \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone number: \_\_\_\_\_  
Email: \_\_\_\_\_  
Signature: \_\_\_\_\_

Name (printed): \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone number: \_\_\_\_\_  
Email: \_\_\_\_\_  
Signature: \_\_\_\_\_

**APPLICANT OR REPRESENTATIVE:**

I have read the attached checklist and have complied with all requirements listed and understand that this application may be deemed incomplete if the submittal misses any of the information listed. I also understand that other information may be requested by staff, Planning Commission and Aldermen during review relevant to the request.

Name (printed): \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

**PROPERTY OWNER(S) OR AUTHORIZED AGENT:**

I/we certify under penalty of perjury that I am/we are the owner(s) of the property that is the subject of this application and that I/we have read this application and consent to its filing. (If signed by the authorized agent, a letter from each property owner must be provided indicating that the agent is authorized to act on her/his behalf.)

Name (printed): Leola Parham Beard

Date: 12-28-15

Address: 1964 Sugar Ridge Road  
Spring Hill TN 37174

Phone number: 931 486-2543

Email: \_\_\_\_\_

Signature: Leola Parham Beard

Name (printed): \_\_\_\_\_

Date: Dec 28-2015

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_



# Real Estate Assessment Data

<a href="#">Home</a>	<a href="#">About</a>	<a href="#">New Search</a>	<a href="#">Return to List</a>
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County Number: 060

County Name: MAURY

Tax Year: 2016

## Property Owner and Mailing Address

Jan 1 Owner:  
BEARD LEOLA PARHAM  
1964 SUGAR RIDGE RD  
SPRING HILL, TN 37174

## Property Location

Address: MAIN ST 5238

Map: 0250 Grp: B Ctrl Map: 0250 Parcel: 019.00 Pl: S/I: 000

## Value Information

Reappraisal Year: 2014

Land Mkt Value: \$53,700  
Improvement Value: \$73,000  
Total Market Appraisal: \$126,700  
Assessment %: 25  
Assessment: \$31,675

## General Information

Class:	00 - RESIDENTIAL		
City #:	701	City:	SPRING HILL
SSD1:	000	SSD2:	000
District:	03	Mkt Area:	V01
# Bldgs:	1	# Mobile Homes:	0
Utilities - Water / Sewer:	03 - PUBLIC / INDIVIDUAL	Utilities - Electricity:	01 - PUBLIC
Utilities - Gas / Gas Type:	00 - NONE	Zoning:	

## Subdivision Data

Subdivision:

Plat Bk: Plat Pg: Block: Lot:

## Additional Description

PER WILL

## Building Information

Building # 1

Improvement Type:	01 - SINGLE FAMILY	Stories:	2
Living/Business Sq. Ft.:	2,648		
Foundation:	02 - CONTINUOUS FOOTING	Floor System:	04 - WOOD W/ SUB FLOOR
Exterior Wall:	04 - SIDING AVERAGE	Structural Frame:	00 - NONE
Roof Framing:	02 - GABLE/HIP	Roof Cover/Deck:	03 - COMPOSITION SHINGLE
Cabinet/Millwork:	03 - AVERAGE	Floor Finish:	09 - HARDWOOD/PARQUE
Interior Finish:	07 - DRYWALL	Paint/Decor:	03 - AVERAGE
Heat and A/C:	00 - NONE	Plumbing Fixtures:	6
Bath Tile:	00 - NONE	Electrical:	03 - AVERAGE

1601

6

5228

18

4.12AC

5232 20

**MAIN ST 5238**



0600250 B 01900

2.30 AC

19

18.01

14.01



----- 47.5 feet right-of-way from centerline

— Edge of existing front building footprint

— Front setback for B-4

— Front setback for B-2

# **NEW BUSINESS**

**RESOLUTION 16-59**

**A RESOLUTION TO AUTHORIZE THE MAYOR OF SPRING HILL, TN TO  
SIGN A PROPOSAL WITH THE TENNESSEE DEPARTMENT OF  
TRANSPORATION FOR PROJECT NO. 60LPLM-L2-020**

**WHEREAS**, TDOT proposes to construct a road improvement widening project of S.R. 247 (Duplex Road) (State Project No. 60LPLM-L2-020; Federal Project No. STP-M-247(9); PIN No. 103169.00); and

**WHEREAS**, TDOT has asked for the Mayor to sign the proposal supplied that states the City agrees to cooperate with TDOT as set forth in the proposal, so that general highway program may be carried out in accordance with the intent of the General Assembly of the State.

**NOW, THEREFORE, BE IT RESOLVED**, that the City of Spring Hill authorizes the Mayor of Spring Hill, TN to sign a proposal with the Tennessee Department of Transportation for Project No. 60LPLM-L2-020.

**Passed and adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on this 16<sup>th</sup> day of May, 2016.**

\_\_\_\_\_  
Rick Graham, Mayor

ATTEST:

\_\_\_\_\_  
April Goad, City Recorder

LEGAL FORM APPROVED:

\_\_\_\_\_  
Patrick Carter, City Attorney



**STATE OF TENNESSEE  
DEPARTMENT OF TRANSPORTATION**

REGION 3 RIGHT OF WAY DIVISION  
6601 CENTENNIAL BOULEVARD  
NASHVILLE, TENNESSEE 37243-0360  
(615) 350-4200

**JOHN C. SCHROER**  
COMMISSIONER

**BILL HASLAM**  
GOVERNOR

**DATE: APRIL 13, 2016**

Dan Allen  
City of Spring Hill  
P.O. Box 789  
Spring Hil, TN 37174

**RE: Proposal for Acceptance**  
**STATE PROJ. #:60LPLM-L2-020**  
**FED PROJ. #: STP-M-247(9)**  
**COUNTY(s) Maury/ Williamson**  
**PIN #: 103169.00**  
**DESCRIPTION:SR-247 Duplex Road**

Dear Dan Allen:

Enclosed you will find an original and two (2) copies of a proposal to be presented before your agency councilmembers for acceptance of same by Ordinance or Resolution, whichever is applicable.

Following acceptance, two (2) copies of the proposals should be returned to me, each accompanied by a **certified copy** of the Ordinance or Resolution, whichever is applicable. Please note on the original Ordinance or Resolution the book and page number where same has been properly **recorded**. A sample Resolution is enclosed should the city not already have one available.

It is important that this proposal be accepted as soon as possible in order not to delay the project from being let to contract as scheduled. If you have any questions or anticipate any delay in the acceptance of the proposal, please feel free to call me.

Sincerely yours,

*Neal D. Priest*

TDOT Regional ROW Manager  
Phone: 615.350.4200



STATE OF TENNESSEE  
DEPARTMENT OF TRANSPORTATION

REGION 3 RIGHT OF WAY DIVISION  
6601 CENTENNIAL BOULEVARD  
NASHVILLE, TENNESSEE 37243-0360  
(615) 350-4200

JOHN C. SCHROER  
COMMISSIONER

BILL HASLAM  
GOVERNOR

STATE OF TENNESSEE

\_\_\_\_\_  
COUNTY

\_\_\_\_\_  
Date

CITY OF ##MayorCityCAPS## COUNCIL MEMBERS

**RESOLUTION**

No. \_\_\_\_\_

Authorization for the Mayor of \_\_\_\_\_ to sign a  
Proposal with Tennessee Department of Transportation  
For Project No. \_\_\_\_\_

NOW, THEREFORE BE IT RESOLVED by the Legislative Body of the  
City of \_\_\_\_\_ meeting in regular session this \_\_\_th day  
of \_\_\_\_\_, 20\_\_ that the Mayor be authorized to sign a Proposal  
with the Tennessee Department of Transportation for the road  
improvement project.

We, the undersigned City Council members, move the adoption of the  
above Resolution.

Councilmember \_\_\_\_\_ moved to adopt the  
resolution.

Councilmember \_\_\_\_\_ seconded the motion.

Voting in Favor \_\_\_\_\_ Voting Against \_\_\_\_\_

APPROVED:

ATTEST:

\_\_\_\_\_  
Mayor, City of Spring Hil

\_\_\_\_\_  
City Clerk

# PROPOSAL

## OF THE DEPARTMENT OF TRANSPORTATION OF THE STATE OF TENNESSEE TO THE CITY OF SPRING HILL, TENNESSEE:

The DEPARTMENT OF TRANSPORTATION of the State of Tennessee, hereinafter "DEPARTMENT", proposes to construct a project in the City of Spring Hill, Tennessee, hereinafter "CITY", designated as Federal Project No. STP-M-247(9) State Project No. 60LPLM-L2-020 that is described as "SR-247 Duplex Road" provided the CITY agrees to cooperate with the DEPARTMENT as set forth in this proposal, so that the general highway program may be carried out in accordance with the intent of the General Assembly of the State.

Accordingly, the parties agree as follows:

1. That in the event any civil actions in inverse condemnation or for damages are instituted by reason of the DEPARTMENT, or its contractor, going upon the highway right-of-way and easements, and constructing said project in accordance with the plans and as necessary to make the completed project functional, it will notify in writing the Attorney General of the State, whose address is 425 Fifth Avenue North, Nashville, Tennessee, 37243, of the institution of each civil action, the complaint and all subsequent pleadings, within ten (10) days after the service of each of the same, under penalty of defending such actions and paying any judgments which result therefrom at its own expense.

2. The CITY will close or otherwise modify any of its roads, or other public ways if indicated on the project plans, as provided by law.

3. The CITY will transfer or cause to be transferred to the DEPARTMENT without cost

to it, all land owned by the CITY or by any of its instrumentalities as required for right-of-way or easement purposes, provided such land is being used or dedicated for road or other public way purposes.

4. Where privately, publicly or cooperatively owned utility lines, facilities and systems for producing, transmitting or distributing communications, power, electricity, light, heat, gas, oil, crude products, water, steam, waste, storm water, not connected with highway drainage, and other similar commodities, including publicly owned facilities such as fire and police signal systems and street lighting systems are located within the right-of-way of any road or other public way owned by the CITY, or any of its instrumentalities, the CITY agrees that it will take any action necessary to require the removal or adjustment of any of the above-described facilities as would conflict with the construction of the project. But the foregoing may not be a duty of the CITY since it shall become operative only after the DEPARTMENT has been unsuccessful in its efforts to provide for said removals or adjustments for the benefit of the CITY.

The foregoing does not apply to those utility facilities which are owned by the CITY or one of its instrumentalities, it being understood that the CITY has the duty to relocate or adjust such facilities, if required, provided the CITY is notified to do so by the DEPARTMENT with detailed advice as to this duty of the CITY.

5. The CITY will maintain any frontage road to be constructed as part of the project.

6. After the project is completed and open to traffic, the CITY will accept jurisdiction and maintenance such parts of any existing DEPARTMENT highway to be replaced by the project, as shown on the attached map.

7. The CITY will make no changes or alter any segment of a road on its road system that lies within the limits of the right-of-way acquired for any interchange to be constructed as part of

the project and will not permit the installation or relocation of any utility facilities within the right-of-way of any such a segment of one of its roads without first obtaining the approval of the DEPARTMENT.

8. No provision hereof shall be construed as changing the maintenance responsibility of the CITY for such part of the project as may presently be on its highway, street, road or bridge system.

9. It is understood and agreed between the DEPARTMENT and the CITY that all traffic control signs for the control of traffic on a street under the jurisdiction of the CITY and located within the DEPARTMENT's right-of-way shall be maintained and replaced by the CITY.

10. When traffic control devices for the direction or warning of traffic, lighting of roadways or signing, or any of them, which are operated or function by the use of electric current are constructed or installed as part of the project, they will be furnished with electricity and maintained by the CITY.

11. If, as a result of acquisition and use of right-of-way for the project, any building and/or structure improvements become in violation of a CITY setback line or building and/or structure requirement, including, but not limited to, on-premise signs, the CITY agrees to waive enforcement of the CITY setback line or building and/or structure requirement and take other proper governmental action as necessary to accomplish such waiver.

12. If, as a result of acquisition and use of right-of-way for the project, any real property retained by any property owner shall become in violation of a CITY zoning regulation or requirement, the CITY agrees to waive enforcement of the CITY zoning regulation or requirement and take other proper governmental action as necessary to accomplish such waiver.

13. The CITY will prohibit encroachments of any kind upon the right-of-way and easements for the project.

14. The CITY will prohibit the servicing of motor vehicles within the right-of-way and easements for the project.

15. The CITY will obtain the approval of the DEPARTMENT before authorizing parking on the right-of-way and easements for the project and before installing any device for the purpose of regulating the movement of traffic.

16. The CITY will not install or maintain any device for the purpose of regulating the movement of traffic on the roadway except as warranted and in conformity with the Manual on Uniform Traffic Control Devices.

17. The DEPARTMENT will maintain the completed project if it is classified as full access control (i.e. a project which has no intersecting streets at grade), and it will maintain the pavement from curb to curb where curbs exist or the full width of the roadway where no curbs exist on non-access control projects. The CITY agrees to maintain other parts of non-access control projects.

18. If a sidewalk is constructed as a component of this project, the CITY shall be responsible for maintenance of the sidewalk and shall assume all liability for third-party claims for damages arising from its use of the sidewalk or premises beyond the DEPARTMENT'S maintenance responsibilities as set forth in section 15 of this Proposal.

19. When said project is completed, the CITY thereafter will not permit any additional median crossovers, the cutting of the pavement, curbs, gutters and sidewalks, by any person, firm, corporation, or governmental agency, without first obtaining the approval of the DEPARTMENT.

20. The DEPARTMENT will acquire the right-of-way and easements, construct the project and defend any inverse condemnation for damage or civil actions of which the Attorney General has received the notice and pleadings provided for herein.

21. The project plans hereinbefore identified by number and description are incorporated herein by reference and shall be considered a part of this proposal, including any revisions or amendments thereto, provided a copy of each is furnished the CITY.

22. The acceptance of this proposal shall be evidenced by the passage of a resolution, or by other proper governmental action, which shall incorporate this proposal verbatim, or by reference thereto.

IN WITNESS WHEREOF, the DEPARTMENT has caused this proposal to be executed by its duly authorized official on this the \_\_\_\_ day of \_\_\_\_\_, 2016.

THE CITY OF \_\_\_\_\_, TENNESSEE

BY: \_\_\_\_\_  
MAYOR

DATE: \_\_\_\_\_

STATE OF TENNESSEE  
DEPARTMENT OF TRANSPORTATION

BY: \_\_\_\_\_  
JOHN SCHROER  
COMMISSIONER

DATE: \_\_\_\_\_

APPROVED AS TO FORM AND LEGALITY:

BY: \_\_\_\_\_  
JOHN REINBOLD  
GENERAL COUNSEL

DATE: \_\_\_\_\_

**FIRST**

**READING**

**Ordinance 16-08**

Ordinance 16-08, to approve amended budget for fiscal year 2015-2016 (*to be considered by the Budget and Finance Committee on May 9, 2016*) Jim Smith, Finance Director



***(Ordinance to be submitted prior to Work Session)***

**FIRST**

**READING**

**Ordinance 16-09**

Ordinance 16-09, to approve budget for fiscal year 2016-2017 (*to be considered by the Budget and Finance Committee on May 9, 2016*) Jim Smith, Finance Director



***(Ordinance to be submitted prior to Work Session)***