

Williamson County, Tennessee

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Department of

Community Development

2013 ANNUAL REPORT



COMMUNITY DEVELOPMENT
BUILDING CODES
CODES COMPLIANCE
ENGINEERING
PLANNING
SEWAGE DISPOSAL MANAGEMENT

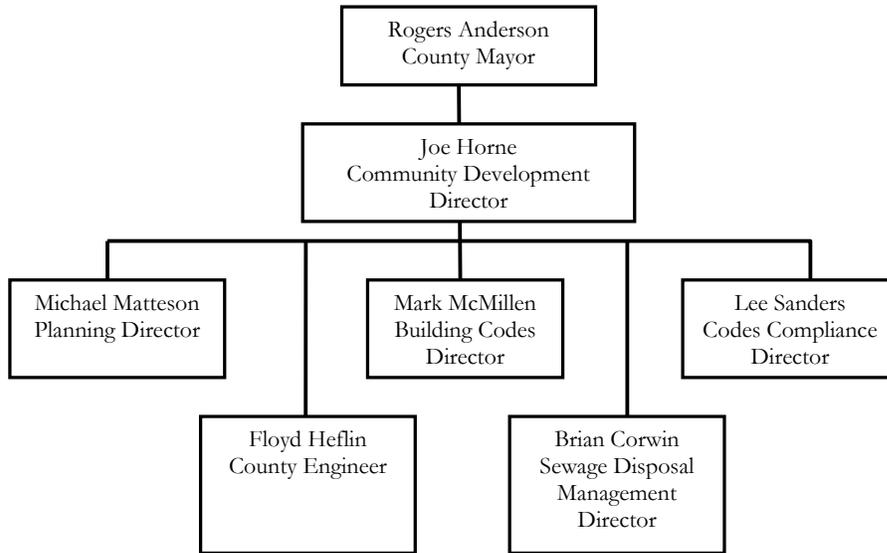
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Department of Community Development

Introduction

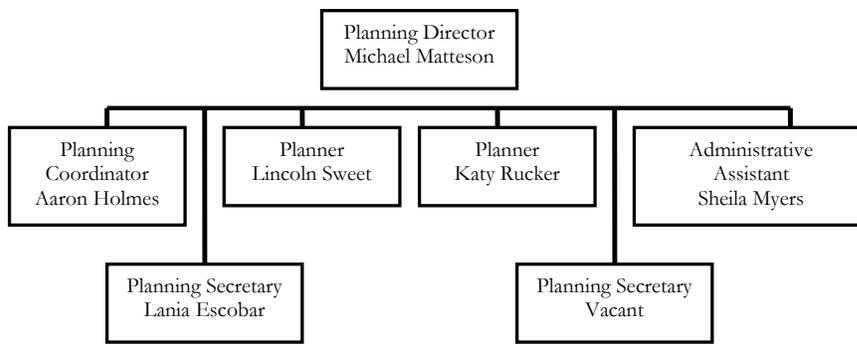


The Community Development Department provides the framework for planning and development services for the unincorporated portion of Williamson County. In a county undergoing the growth confronting Williamson County, it is important these services are integrated as much as practicable. The integration of these services allows not only for the provision of housing and related services to our community, but allows for the opportunity to monitor these markets and develop new techniques to mitigate the effects of this growth.

Department of Planning & Zoning

Introduction

County Planning plays a fundamental role in maintaining the quality of development in Williamson County. This role includes assisting developers and the general public in administering the Zoning Ordinance and other regulations. This department is responsible for support of the County Board of Commissioners, the Williamson County Regional Planning Commission, the Highway Commission, and other boards that may require routine aid in administering and interpreting the Zoning Ordinance, the Subdivision Regulations and Flood Plain Regulations, and for any specific research that may arise.



The County's Planning Department is located on the 4th floor of the Williamson County Administrative Complex along with the Building Codes, Codes Compliance, Engineering, and Sewage Disposal Management Departments. County Planning services are directed by Michael Matteson, Planning Director, who is assisted by Aaron Holmes, Lincoln Sweet, and Katy Rucker.

Overview

The following is a summary of the activity for 2013. This data will allow the Staff, the Planning Commission, the Board of Commissioners and the general public insight into the amount of growth within the county.

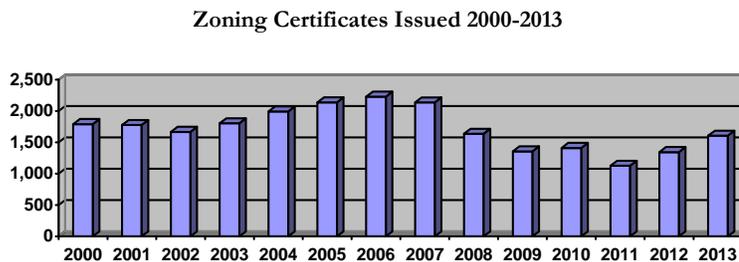
Zoning Certificates

This form is the beginning of the planning process for both the general public and developers. For every project, whether it be for a new home, an addition to an existing home, a swimming pool, a subdivision, or a non-residential development, a Zoning Certificate is required. This form serves two purposes. The first is to provide both the staff and the applicant with a written record of the required procedure to achieve an approval. Secondly, this written record can help alleviate any misunderstandings between the staff and the applicant.

When a request for a Zoning Certificate is submitted, the Staff obtains the property assessment card, confirms the zoning, the use that is currently on the property, and the floodplain status, if any. Staff will determine if the requested use can occur on the property and, if it is allowed, the applicant may proceed. In some instances, the Plans Review process is required before the staff can grant approval to a use. Plans Review provides each department, i.e. Building Codes, Codes Compliance, Engineering, Highway, Planning, and Sewage Disposal an opportunity to review the request to ensure it meets their requirements as well.

In 2013, the staff processed 1,607 Zoning Certificates. See Figure 1 below.

Figure 1



Map Amendments

A new Zoning Ordinance (2013 Zoning Ordinance) and Official Zoning Map (2013 Zoning Map) were adopted in May of 2012 and became effective on January 1, 2013. No amendments to the new Official Zoning Map were approved by the County Commission in 2013, although 5 such amendments were recommended by the Planning Commission and were awaiting County Commission review at the end of 2013.

Text Amendments

In 2013, there were twenty-five (25) amendments to various regulations utilized by the Planning Department. Some of these amendments go hand in hand, i.e. if one regulation is amended, another might have to be amended in order to achieve the desired result.

- There were twenty-five (25) amendments to the 2013 Williamson County Zoning Ordinance.
- There were no (0) amendments to the Williamson County Subdivision Regulations.
- There were no (0) amendments to the Williamson County Stormwater Regulations.
- There were no (0) amendments to the Williamson County Planning Commission Bylaws.

Major Subdivisions

Major subdivisions are those consisting of three (3) or more lots. Under this category, there are Traditional Subdivisions, Conservation Subdivisions and Large Lot Easement Subdivisions. The following table details the activity related to major subdivisions for 2013.

Table 1

	Name	Section	Lots
1	Arrington Retreat	Section 1, Revised	47
2	Arrington Retreat	Section 2	43
3	Saddle Springs	Phase A, Section 1, Revised	3
4	Stags Leap	Section 3B	26
5	Belle Vista	Section 3	36
6	Chardonnay	Section 1, Revised	1
7	Chardonnay	Phase 1, Section 4, Revised	16
8	Sparkman	Revised	5
9	Saddle Springs	Phase 2A, Section 7, Revised	9
10	Silver Stream Farm	Section 4B	18
11	The Grove	Section 3	11
12	The Grove	Section 4	35
13	Chardonnay	Phase 2, Section 5	25
14	The Grove	Section 1, Revised	2
15	King's Chapel	Section 4B	27
16	Silver Stream Farm	Section 4C	11
17	Windy Hill Farm		1

Minor Subdivisions

Minor Subdivisions consist of no more than two (2) lots. Where there are no bondable improvements required, Staff has the discretion to review and approve these plats. In 2013, Staff processed 17 Minor Subdivisions consisting of 28 lots.

Plat Revisions

Plat Revisions that contain two (2) or fewer lots are subject to review and approval by the staff. There are many different items that may be dealt with on a revised plat, including a lot line shift or a revision to septic areas. In 2013, Staff processed 66 plat revisions.

Non-Residential Site Plans – Planning Commission

The Planning Commission has reviewed a diverse range of non-residential site plans. In 2013, there were four (4) non-residential site plans reviewed. Table 2 outlines those plans reviewed.

Table 2

	Project Name	SF or AC	Comments
1	Arrington Vineyard Rural Retreat	20 AC	Rural Retreat-Extensive
2	Mystic Ridge	109.67 AC	Wastewater Treatment/Disposal System
3	Arrington Retreat Amenity Center	927 SF	Private Recreational Center
4	The Retreat at Big East Fork	39.02 AC	Rural Retreat-Extensive

Conditional Uses

The 1988 Zoning Ordinance defined a Conditional Use as having some special or unique impact on the surrounding properties. Conditional uses were evaluated by the Planning Commission through the public hearing process. In 2013, the Planning Commission reviewed three (3) Conditional Uses that were initially submitted in 2012 under the 1988 Zoning Ordinance. Table 3 illustrates those reviewed.

Table 3

	Project Name	SF or AC	Comments
1	Hosford Lawn Care	572 SF	Residential Business
2	The Mulch Company	1,084 SF	Mixed Commercial Center
3	Adventure Dawgs Boarding, Daycare, and Grooming	1,700 SF	Animal Boarding Facility

Special Uses

The Zoning Ordinance defines a Special Use as a use that may be appropriate in a zoning district, but because of its nature, extent, and external effects, requires special consideration of its location, design, and methods of operation. Special Uses are required to be reviewed by the Board of Zoning Appeals and a public hearing is required. In 2013, the Board of Zoning Appeals reviewed two (2) Special Uses. Table 4 illustrates those reviewed.

Table 4

	Project Name	SF or AC	Comments
1	Fern Top Nature Pre-School	500 SF	Group Child Care Home
2	Gainango Farms Arena	30,000 SF	Equestrian Facility

Minor (Staff Level Review) Site Plans

The Zoning Ordinance allows Site Plans for certain uses in certain Zoning Districts to be reviewed and approved by Planning Department staff, rather than by the Planning Commission. Table 5 lists those Site Plans approved at the staff level in 2013.

Staff Level Site Plans

Table 5

	Type	SF	Comments
1	The Grove Amenity Center	N/A	Pool & Tennis Courts
2	Dolan's Commercial Venue	116,533	Rural Retreat- Extensive/Commercial Retail (Revised)
3	Arrington Vineyard	605	Bathroom Addition
4	Battlewood Shopping Center	887	Bank Addition
5	Pewitts Chapel Freewill Baptist Church	3,960	Replacement Church Building
6	The Grove (Golf Course)	250	Bathroom Facility
7	Temple Hills Golf Club	N/A	3 Pergolas & 3 Restrooms
8	Page High School	1,696	New Football Storage Building
9	AT&T Cellular Tower	N/A	Equipment Modification
10	Belle Vista Subdivision, Section 3	440	Temporary Sales Trailer
11	Spring Cellular Tower	N/A	Equipment Modification
12	Mid America Distributors	1,800	Temp. Fireworks Stand
13	Arrington Vineyards	966	New Office Building
14	Glenn's Grocery	300	Canopy Addition
15	Gentry Farms	2,100	New Pole Barn
16	Verizon Cellular Tower	N/A	New Equipment
17	Christmas Tree Village	18,400	Christmas Tree Sales

Grassland Village Special Area Plan

In 2013, Staff completed a draft Special Area Plan for the Grassland Village. The Plan was adopted by the Williamson County Regional Planning Commission in February, 2014. The Grassland Village Special Area Plan is the third such plan to be developed for the County's four Villages. The planning process emphasized public involvement and included numerous public meetings as well as meetings with the Citizens Advisory Committee, which consisted of area residents, civic leaders, and business and property owners.

The Grassland Village Special Area Plan articulates a vision for the future of the Village and will serve as a guide for future land use decisions. The plan will also form the basis for tailored development standards, which will help implement the vision described in the Plan.

Planning Goals for 2014

The Planning Department has established several primary goals for the coming year. The first goal is to revise the County’s Subdivision Regulations, which govern the subdivision of property within the unincorporated County. The second goal is to develop a tailored set of development standards for the Grassland Village. These standards will be designed to help implement the goals and recommendations of the Grassland Village Special Area Plan. Finally, Staff plans to begin working with the Triune community to prepare a Special Area Plan for the Triune Village. This Plan will articulate a vision for the future development and preservation of the Village and will contain a set of goals and objectives geared toward implementing that vision.

Comment [11]:

Department of Codes Compliance

Introduction

Codes Compliance plays an integral role in maintaining the quality of life in Williamson County, assisting developers and the general public negotiating zoning and other regulations to the mutual benefit of both. This department is responsible for support of the Board of Zoning Appeals and other boards for the routine processes of administering and interpreting the Zoning Ordinance, issuing sign permits, zoning inspections, and for specific research as the need arises. Codes Compliance is the enforcement branch of the Community Development Office.

Codes Compliance is located on the 4th floor of the Administrative Complex, along with the Building Codes, Planning and Engineering Departments. Codes Compliance activities are directed by Lee Sanders, Codes Director, who is assisted by Linda Hodges, Michelle Jackson and Brenda Midgett.

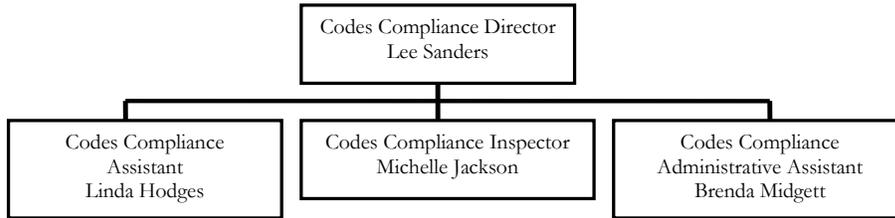


Table 6

Board of Zoning Appeals Cases For	Total 2009	Total 2010	Total 2011	Total 2012	Total 2013
Total Agenda Items	22	16	21	13	16
Variances	8	8	13	5	4
Appeals	3	0	0	0	1
Special Uses	6	7	5	5	5
Other	5	1	3	3	6

Special Uses By Category

Table 7

Mobile Home as Temporary Residence	0	0	0	0	0
Accessory Dwelling	1	3	1	2	0
Farm Employee Housing	0	0	0	0	0
Communications Tower	2	0	0	0	0

Events of Public Interest	3	4	3	3	3
Family or Adult Day Care	0	0	1	0	1

Board of Zoning Appeals Members for 2013

Dave Ausbrooks - Chairman
 Steve Wherley - Vice Chairman
 Don Crohan – Secretary/Representing the Planning Commission
 Sue Workman - Regular Member
 Karen Emerson-McPeak – Regular Member

Inspections

The Codes Compliance Department is also responsible for numerous inspections and related enforcement. Some of these inspections are based on building permit activity and some are initiated from complaints received from the public. Compliance inspectors are expected to initiate inspections of violations and non-permitted construction as they patrol the county.

Table 8

Activity	2009	2010	2011	2012	2013
Online Form Submittals			66	59	49
Complaints Logged	141	147	160	133	141
Complaints/ No Violation Cited	46	42	35	39	50
General Code Violations = Complaints - No violation	95	105	125	94	91
Cases Closed This Year	180	140	144	131	77
Signs Removed *	401	527	287	360	404
Sign Violation Notices *	139	128	85	83	68
Sign Permits	67	69	76	69	64
Overgrown Lot Cases	25	46	32	23	17
Overgrown Lot Inspections	58	150	76	69	39
Pool Fence Inspections	185	135	158	162	162
Mobile Home Inspections	63	57	56	42	6
Barn and Accessory Structure Finals				28	33
Junk Car Cases	16	17	15	19	19
Junk Car Inspections	42	46	48	64	13
Department Phone Calls	1787	1612	1587	1613	1715

* There were many signs placed in violation that were removed, but no notice was sent, either because of time limitations or inability to determine name/address of responsible party. Agreement was reached in 2008 allowing our office to administer the Williamson County Zoning Ordinance regulations in State rights-of-way, resulting in an increase in the number of unpermitted off-site signs picked up by Staff.

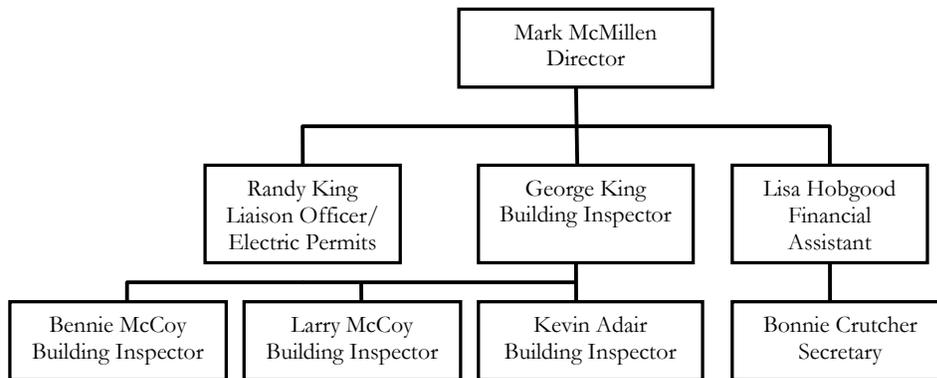
Department of Building Codes

Introduction

Serving a necessary role in the development of Williamson County, the Department of Building Codes insures that all construction within the unincorporated areas of the County meets current building codes adopted by the Board of Commissioners.

Organization

Grouped under Community Development with Codes Compliance, Engineering, Sewage Disposal Management, and Planning, the Building Codes Department is directed by Mark McMillen.



Building Permits

The following shows Building Permits and valuation for the past eight (8) years issued in the unincorporated area of Williamson County. See Table 8 and Figures 2 and 3 below. The total number of inspections for 2013 was 4,602.

Table 9

Year	New SFR	Valuation	Total Permits	Valuation
2013	433	\$158M	814	\$189M
2012	240	\$77M	596	\$113M
2011	157	\$49M	505	\$82M
2010	129	\$42M	610	\$71M
2009	139	\$54M	483	\$92M
2008	193	\$79M	636	\$131M
2007	322	\$157M	781	\$187M
2006	448	\$188M	865	\$221M

Figure 2

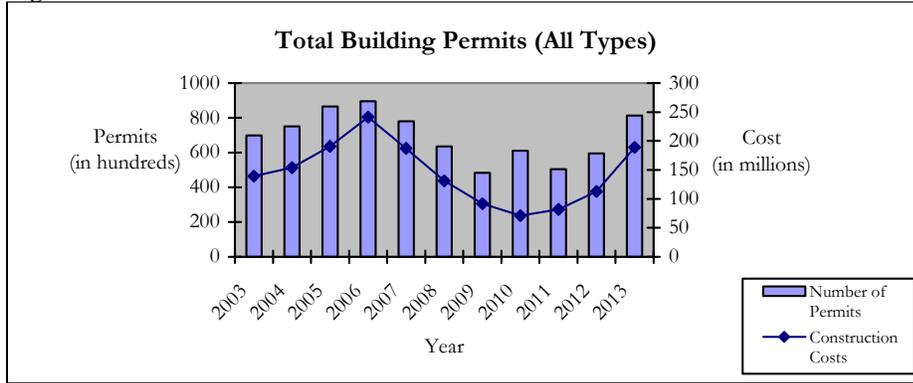
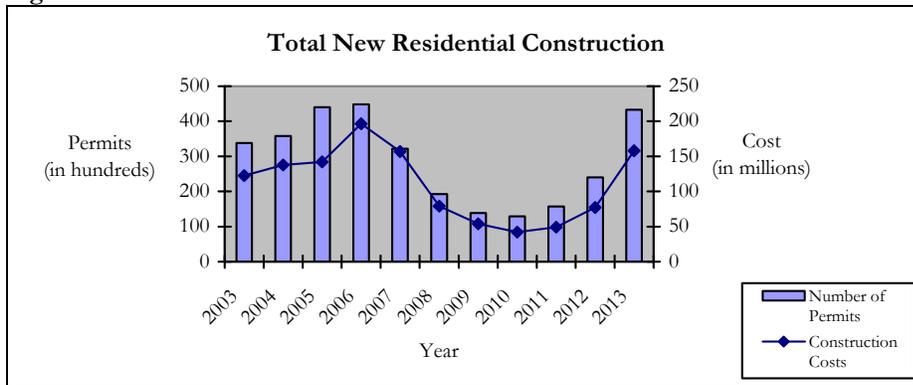


Figure 3



Adequate Facilities Tax

Officially referred to as Privilege Tax, this tax is assessed on new residential and commercial structures to offset the cost of growth on the County’s infrastructure.

Building Codes has the responsibility of assessing and collecting this tax for both the unincorporated area of the county as well as for the cities of Brentwood, Franklin, Nolensville, and Spring Hill. These funds, once collected, are deposited with the County Trustee.

Effective July 1, 2007, the County Board of Commissioners enacted a new “Adequate Facilities Tax” (AFT) in schools. This additional \$1.00 per square foot is devoted solely to construction of new schools and is collected on new residential structures only.

All new County residential construction is assessed at \$2.00 per square foot, including areas that may be completed at a later date. Areas not included are unfinished basements, garages, carports, porches and accessory structures. All County commercial structures under roof are

computed at \$0.34 per square foot. This includes areas such as bank drive thru, covered service station islands and material storage areas. City residential construction is also assessed at \$2.00 per square foot. The distributions of residential and commercial revenues are listed in Table 9, and Figures 4 and 5 below.

Table 10
County Residential Revenue Distribution **Commercial Revenue Distribution** **City Residential Revenue Distribution**

Purpose	Amount	Purpose	Amount	Purpose	Amount
Schools*	\$0.70	Roads	\$0.30	Schools*	\$0.92
Roads	\$0.20	Fire Protection	\$0.04	Parks/Rec	\$0.08
Parks/Rec	\$0.08				
Fire Protection	\$0.02				

*Does not include \$1.00 per square foot for the new Adequate Facilities Tax (AFT).

Figure 4

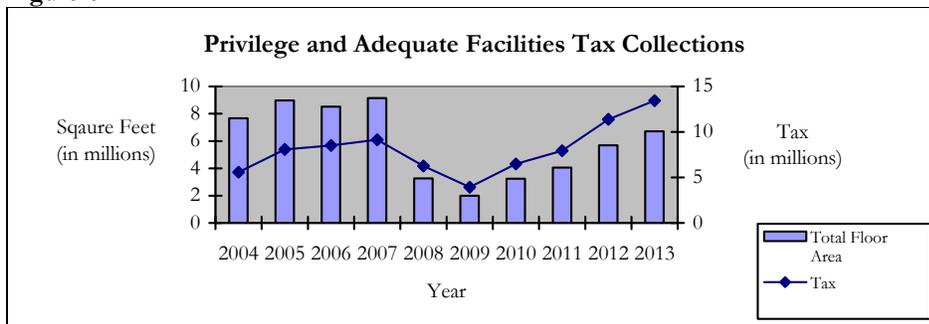
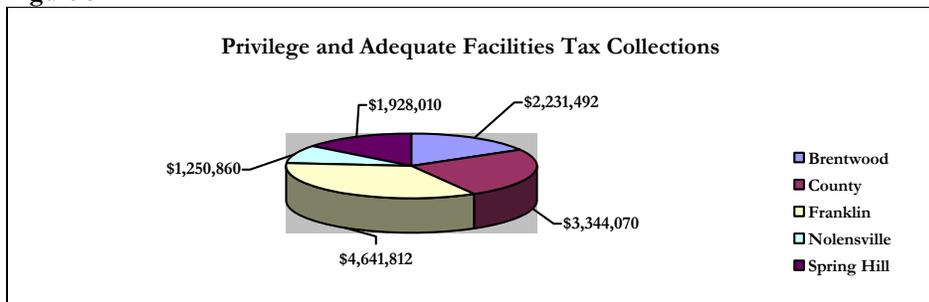


Figure 5



Electrical Permits

Beginning in December 2010, the Building Codes Department commenced the sale of electrical permits. These permits are valid for all jurisdictions within Williamson County except the City of Franklin. The electrical inspections themselves will continue to be conducted by contract employees of the Tennessee State Fire Marshall’s office. The

addition of this service should offer further convenience to those seeking building permits within the unincorporated County. In addition to his liaison duties, Randy King is the lead Staff member for the sale of electrical permits. These permits will be available from 8am-12pm Monday through Friday at the Building Codes Department.

Goals

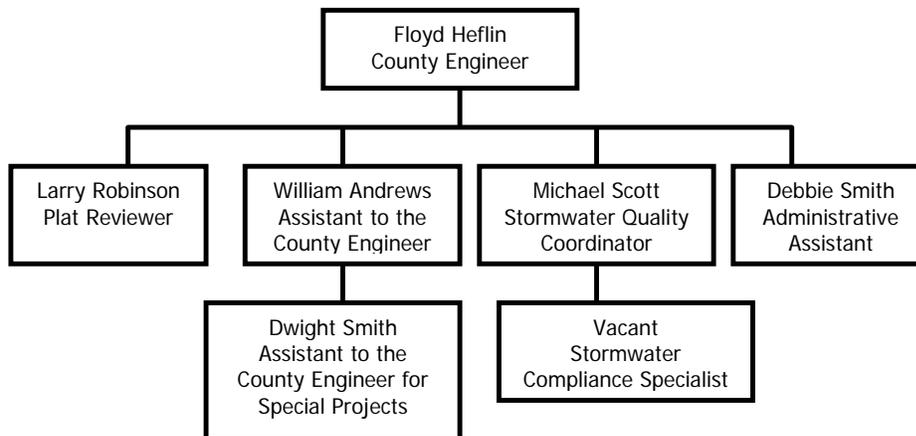
Construction of new homes county-wide has increased back to levels we saw in 2006, which is a great sign of recovery in economic stability for our County. In 2014, we will strive to continue a professional level of service to the building community while meeting Building Code requirements that are constantly changing due to Federal Government mandates, especially on the Energy Code. The State of Tennessee now mandates that all inspectors be certified in all areas of inspections performed. We strive to do more with less staff to save tax-payer dollars by having inspectors certified and licensed by the State in Building, Plumbing, Mechanical and Energy. Certification is renewable in 3-year periods by achieving 36 hours of State-approved continuing education in all areas of certification.

Department of Engineering

Introduction

County Engineering works to maintain the quality of development in Williamson County while assisting developers and the general public in interpreting development regulations and implementing associated requirements. This Department is responsible for support to the County Commission, Storm Water Appeals Board, Highway Commission, Planning Commission, and other boards for the routine processes of administering and interpreting the Storm Water Management Regulations, Subdivision Regulations, Zoning Ordinance, FEMA (Federal Emergency Management Agency) Regulations, engineering practices, and for specific research as the need arises.

County Engineering is located in Community Development along with Building Codes, Codes Compliance, Sewage Disposal Management, and County Planning. Engineering activities are directed by Floyd Heflin, P.E., County Engineer, who is assisted by William Andrews, Dwight Smith, Michael Scott, Larry Robinson, and Debbie Smith.



Overview

The Engineering Department is an essential part of the Community Development team. One of the main duties of the Department is to review and approve all construction plans for new development. This review now includes storm water quality requirements imposed by our Municipal Separate Storm Sewer System (MS4) permit with the Tennessee Department of Environment and Conservation (TDEC), Division of Water Pollution Control. Delineation and platting of areas required for on-site sewage systems is also coordinated with Sewage Disposal Management. Letters of credit for approved construction projects are estimated and established. When on-site storm water detention is neither possible nor practical for these developments, funds in-lieu-of detention are estimated,

levied, and placed in an account for use on community storm water management projects of greater magnitude. Surety for public improvements is reviewed and field inspections are performed on work in progress to assess compliance.

Other responsibilities vary from coordination of infrastructure testing and outside consultants, to assisting County residents with drainage and erosion control issues. Additionally, traffic and roadway issues, floodplain management, storm water enforcement, and various engineering-related concerns are addressed daily. The Engineering Department coordinates with the Highway Department, as required, concerning new development affecting County maintained roadways. Land Disturbance permits are also issued from the Engineering Department after review and approval of grading, drainage, and erosion control plans.

Surety

The Engineering Department establishes surety amounts for roads, drainage, and erosion control. Letters of credit for new development are received at the final plat stage as required by the Planning Commission. Letters of credit help insure proper performance during construction, and high infrastructure quality upon completion. Currently, the Engineering Department administers letters of credit totaling \$7,637,000 for roads, drainage and erosion control. In 2013, 2.154 miles of roadway were released from surety and accepted by the Highway Commission and County Commission for addition to the County road system. William Andrews coordinates the assessment and review of infrastructure surety.

Land Disturbance Permits

2013 was the eighth full year of fee collection under the Storm Water Management Regulations that went into effect 01/01/05. Any activity disturbing more than one acre of land must provide a site specific erosion control plan and obtain a land disturbance permit. Additionally, individual lots less than one (1) acre in size, which are part of a larger plan of development, are also regulated if the entire development disturbs more than one (1) acre of land. During 2013, 323 permits were issued for individual lots at a cost of \$150 per permit, while 21 permits were issued for subdivisions or non-residential site plans at a cost of \$300 per permit. Total Land Disturbance Permit fees equaled \$54,600.

Blasting Information

Although no permit is issued by the County, applicants are required to disclose the purpose and extent of blasting activity, when the blasting will occur, and how the blasting will be supervised. Relevant safety measures required to protect the surrounding property owners from sustaining damages should also be discussed. The applicant is also required to provide this office with a certificate of insurance stating the extent of their coverage. Blasting is regulated by the State Fire Marshall's Office.

Floodplain Management

In 2013, the Engineering Department continued to administer Phase III of the FEMA Hazard Mitigation Grant Program (HMGP) grant allowing the purchase of three flood prone properties. Funds for this grant were made available after the May 2010 floods, and properties in this phase have experienced repetitive flood losses and meet certain benefit/cost criteria established by the Federal Emergency Management Agency (FEMA).

As with the previous grant, Phase III provides an 87.5% match while the Counties portion would be 12.5%. Structures acquired are demolished, and the property will be owned in perpetuity by the County as open space. Certified Floodplain Managers (CFMs) on staff continue to assist the public on a daily basis and determine the conditions under which proposed improvements may occur in our Special Flood Hazard Areas.

During the year, the County finalized terms of a Harpeth Basin Feasibility Study with the Army Corps of Engineers. The Corps approached the County and other potential local sponsors after the May 2010 flooding with the goal of updating hydraulics and hydrology for the entire Harpeth Basin. This information will be used to identify potential opportunities to reduce flood risk, improve floodplain management, and benefit the ecosystem. Currently, the County has contributed \$50,000 in this effort, and is working with the Corps, the City of Franklin, the City of Brentwood, and Metro Nashville, Davidson County.

The County continues to qualify and be re-certified as a Class 9 community under the Community Rating System (CRS). The County's participation in this program allows a **5% discount** on flood insurance premiums paid after October 1, 2008. The Engineering Department is currently exploring opportunities to further improve our status to Class 8 allowing premium discounts of 10%. The County receives CRS credit for maintaining a Multi-Hazard Mitigation Plan. The Engineering Department continues to work with Emergency Management to maintain a current plan so we will continue to be eligible for future grant opportunities.

Storm Water Quantity and Watershed Protection

The Zoning Ordinance and Storm Water Management Regulations require the identification and evaluation of potential storm water impacts from increased run-off associated with new development. It is often necessary for the designer to incorporate facilities that provide for the attenuation of storm water discharges to pre-development levels. Detention facilities are engineered devices that insure that the rate (and to some extent the volume) of storm water run-off is no greater after development than it was prior to proposed construction. There are occasions where detention is not advantageous at a particular site within a drainage basin. When it is determined that detention at the project site is not a suitable Best Management Practice (BMP), funds in-lieu-of detention are levied against the development, or in-kind storm water improvements are provided. When funds are collected, they are placed into an escrow account to be used on regional projects that benefit the County as a whole. Examples of areas where these funds could be utilized are summarized as follows:

- Federal cost sharing programs with the Corps of Engineers to study potential locations for regional detention facilities, flood gages, or other storm water management facilities.
- Professional fees for verifying data, establishing floodplain information, and developing storm water management programs.
- GIS and watershed modeling
- Maintenance of existing regional storm water facilities.

In 2013, the Department of Community Development continued work with AMEC, funded through “in-lieu-of” funds, to update watershed models and establish a framework for reviewing the impacts of future development scenarios. These funds are also being used as a local match for the Harpeth River Feasibility Study.

Storm Water Quality and Erosion Control

Williamson County is required by the Tennessee Department of Environment and Conservation to have a Phase II National Pollutant Discharge Elimination System (NPDES) MS4 permit for storm water. Requirements of the permit include controlling construction site runoff and illicit discharges, and include an annual permit fee of \$3,460. Other components involve public education, community involvement, and enforcement. While compliance is the goal of the program, **\$17,250** in storm water penalties were collected during 2013.

Permit compliance is managed by Michael Scott who also coordinates the agenda of the Storm Water Appeals Board. This Board meets monthly as needed to hear appeals of the Storm Water Management Regulations. Four appeals were heard in 2013 representing **\$400** in application fees. An additional four appeals were made to the County Engineer.

Department Goals for 2014

It is the desire of the Engineering Department to continue working in a cooperative effort with other Departments, elected officials, and County residents to promote and protect the health, safety, and welfare of all citizens and to enhance the environment and infrastructure of Williamson County. Specifically, we will continue to improve our Water Quality program by beginning a sampling and analysis program as required by our State permit. We hope to seek additional premium discounts for the residents of Williamson County under the Community Rating System by continued application of our flood plain requirements, and will obtain more accurate hydrologic information on the Harpeth River watershed through our participation in the Harpeth River Feasibility Study. Finally, we will complete our grant obligations under the Phase I and Phase III HMGP and obtain reimbursement for the Federal share of removing the associated structures from the flood plain.

Department of Sewage Disposal Management

Introduction

The Department of Sewage Disposal Management is charged with the task of ensuring that the laws of Williamson County regarding the use and placement of individual, on-site subsurface sewage disposal systems (i.e., septic systems), are fairly implemented and enforced so as to protect:

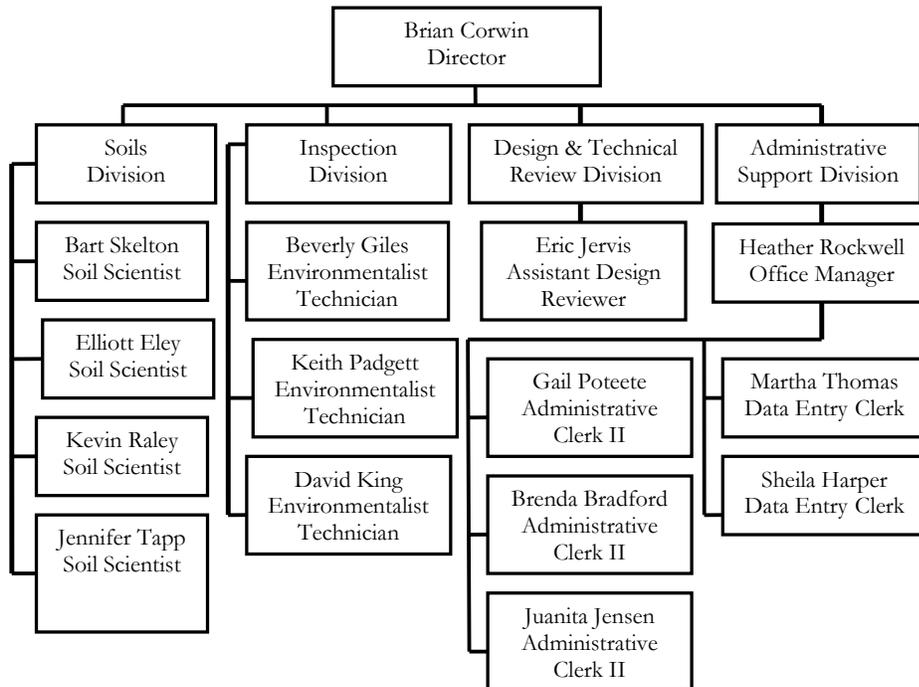
- the health and well-being of the general public;
- the irreplaceable groundwater and surface water resources of the County; and
- the quality of the environment which the citizens of the County enjoy.

The Department is empowered to regulate subsurface sewage disposal in accordance with Tennessee Code Annotated Title Sixty-Eight, Chapter Two Hundred Twenty-One, Part Four. In January of 1993, pursuant to provisions outlined in said code, Williamson County chose to enter into and executed an agreement (i.e., contract) with the Tennessee Department of Environment and Conservation (TDEC) to implement the provisions of this part of the state code in its area of jurisdiction. Additionally, the Department is governed by the Board of Health of Williamson County. The ten members of the Board of Health have the power to promulgate all regulations, rules and policies of the Department, and grant variances of such rules when deemed appropriate and necessary.

Williamson County Government has jurisdiction over all proposed or existing septic system installations within the boundaries of Williamson County. In addition to the lands governed by the County, this jurisdiction also includes all land areas contained within the boundaries of the incorporated cities and towns which lie within the County. Thus, the Department of Sewage Disposal Management is the agency charged with the implementation, interpretation, and enforcement of the regulations. In addition to the State of Tennessee's *Rules of the Department of Environment and Conservation, Division of Groundwater Protection (TDEC-GWP); Chapter 1200-1-6: Regulations to Govern Subsurface Sewage Disposal Systems*, the County adopted its own set of rules in May, 2000. Effective in October of the same year, the *Regulations Governing On-Site Sewage Disposal Systems of the Williamson County Department of Sewage Disposal Management* are no less stringent, and in many respects are more stringent, than the state regulations.

Our office is located on the fourth floor of the Williamson County Administrative Complex in Suite 411. Brian K. Corwin is the Director and is assisted by Office Manager, Heather Rockwell. The Department staff is divided into four groups: Soil Scientists, Inspectors, Design Review, and Administrative Support.

Department Organizational Chart



Board of Health Members

The Williamson County Board of Health is composed of ten members including Chairman and County Mayor Rogers Anderson, Dr. Charlie Beauchamp, Cathy Montgomery, Cyndy Howes, Martin Myers, III, Dr. Gary Owen, Rhonda Watson, Dr. C.A. Stillwell, Jorja Trocino, and Dr. Joseph Willoughby.

Department Overview & Quantitative Data

In order to carry out our mission, the Department is directly involved and oversees every aspect associated with on-site subsurface sewage disposal within the County limits. This “cradle-to-grave” approach begins with the earliest phases of property development, continues through final system installation and on throughout the life of the system. The implementation of this process encompasses much more than simply permitting systems. It involves every aspect associated with the permitting process and in essence has evolved into a form of quality control to ensure the protection of public health and the environment with regard to sewage disposal. These Departmental responsibilities and processes, and their statistics, are further explored in the following paragraphs.

Soil Assessment

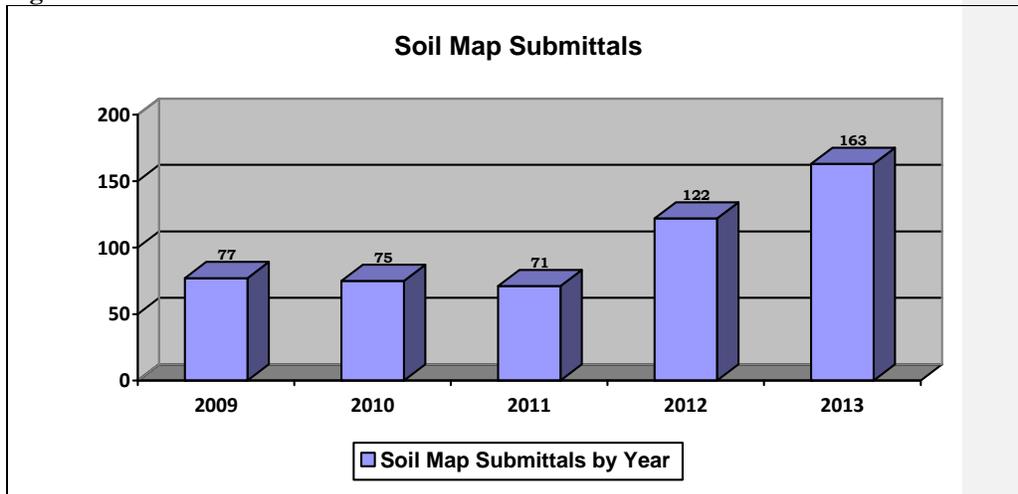
Soil assessment involves the processes, practices and techniques utilized to evaluate the soils on a parcel of land to determine whether or not those soils will support the installation of a subsurface sewage disposal system. These soil assessment methodologies include soil mapping, percolation tests and general soil surveys. The Department's soil scientist staff manages this aspect of the program. Part of this responsibility includes the review and approval of all soil maps and percolation tests submitted by independent consultants for conformance with the regulations, as well as with accepted soil science standards.

Soil Maps

In 2013, the Department received one application for a preliminary soil investigation as compared to one in 2012, four in 2011, one in 2010, and four in 2009. According to fees collected, the soils division completed six soil maps in 2013 covering approximately seven acres. The Department completed four soil maps in 2012 covering four acres, six soil maps in 2011 covering seven acres, three soil maps in 2010 covering three acres, seven soil maps totaling 5.25 acres in 2009, and seven in 2008.

Responsibilities of Department Soil Scientists also include on-site verification of soil maps submitted by private soil consultants. In 2013, 163 soil maps were verified by Department staff, a 33.6% increase over the previous year. The Department reviewed 122 soil maps in 2012, 71 in 2011, 75 in 2010 and 77 in 2009. See Figure 6 below.

Figure 6

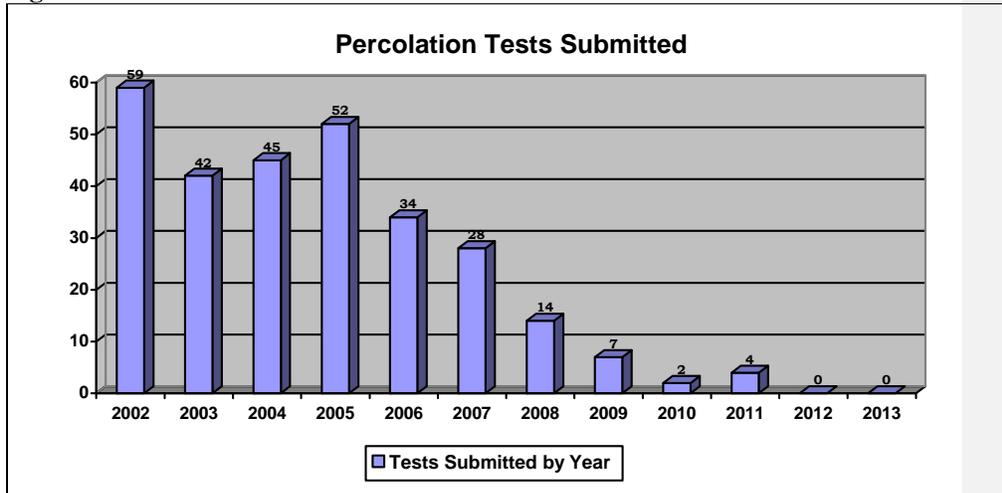


Percolation Tests

Although much more sophisticated and accurate methodology is available for soil evaluation, percolation tests are still accepted in limited situations for property development. In 2011, only four percolation tests were received for evaluation by the Department versus two in

2010 and seven in 2009. In 2012 and 2013, no percolation tests were submitted to the Department. See Figure 7 below.

Figure 7



Property Development

Utilizing the soil assessment information, a land parcel can then be evaluated for suitability for the use of subsurface sewage disposal systems. Department staff oversees this process for both platted and un-platted parcels of land. This involves working with independent consultants (e.g., surveyors, engineers, etc.) on everything from lot configuration, to the determination of system type, to area sizing and setback requirements, among a multitude of other things. These responsibilities include the review and approval of subdivision plats (and their revisions) for adherence to all applicable laws and regulations.

Subdivisions and SSDS Location Maps

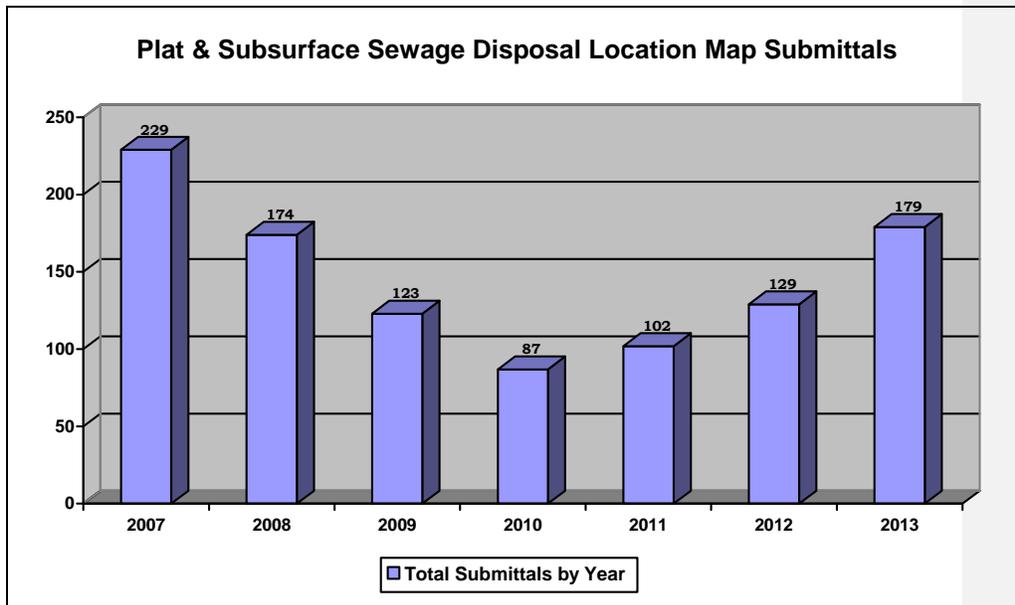
Any proposed subdivision of land which requires the use of subsurface sewage disposal systems, or any individual lot of any size which requires location of suitable septic areas in order to be deemed build-able, must be reviewed and approved by the Department. The resulting Subdivision Plat (which also requires concurrent review and approval by the Planning Department), or Subsurface Sewage Disposal System Location Map, must be recorded in the Register of Deeds Office before *Permits for Construction of Subsurface Sewage Disposal Systems* can be issued.

In 2013, the Department collected \$29,750 in review fees representing 179 Final Plat and Subsurface Sewage Disposal System Location Map submittals containing 238 individual lots, a 38.8% increase over 2012 submittals, and 42.5% increase in individual lots reviewed.

The Department collected \$20,875 in review fees in 2012, representing 129 submittals containing 167 individual lots. In 2011, \$19,375 in review fees were collected, representing

102 submittals containing 155 individual lots. In 2010, \$14,750 in review fees were collected for 87 submittals and 118 lots. \$23,750 in review fees were received by the Department in 2009 to review 123 submittals and 109 lots. These statistics do not include Preliminary Plat reviews, Sketch Plan reviews, or reviews of re-submittals required to rectify errors and omissions. See Figure 8 following.

Figure 8



Alternative & Experimental System Designs

All alternative and experimental on-site wastewater systems are required to be designed by a licensed engineer. The Department’s design review staff oversees the review and approval of all system design plans for conformance with the regulations, as well as with accepted engineering practices and standards.

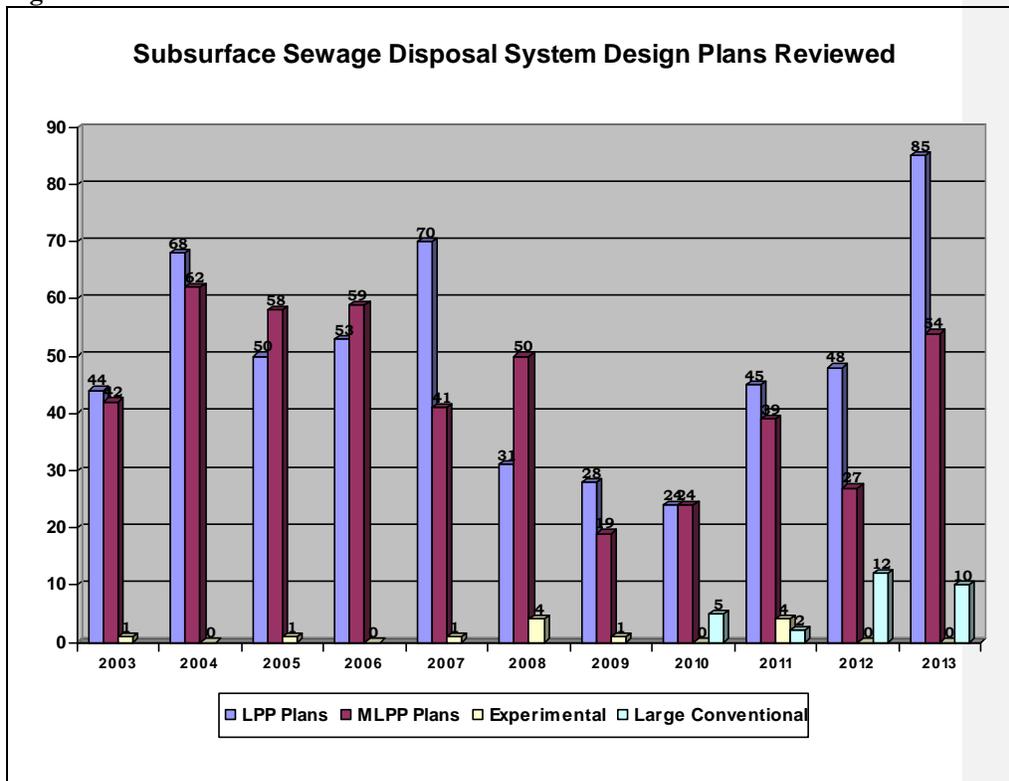
Three types of alternative systems are utilized in Williamson County; standard Low Pressure Pipe (LPP) systems not requiring soil modification; Modified Low Pressure Pipe (MLPP) systems requiring soil modification; and Mound systems. The use of experimental systems is rare and restricted to repair purposes only, where proper soil conditions do not exist for installation of a code compliant system. In addition, conventional systems serving structures with a wastewater flow in excess of 750-gpd are considered “large” conventional systems, and must be designed by a licensed engineer.

The total number of system design plans reviewed by the Department in 2013 jumped 71.3%. A total of 149 were reviewed compared with 87 in 2012. Of the 149 reviewed this year, 85 were low pressure pipe systems, 54 were modified low pressure pipe systems, and 10

were large conventional systems. No experimental system design plans were submitted in 2013. Ninety plans were reviewed in 2011, and 53 in 2010. See Figure 9 following.

In 2013, 112 or 75.2% required revisions; and 23 of the 112, or 20.5% required a second round of revisions. In 2012, 86% required revisions and 17% required second revisions. In 2011, 81 plans (approximately 90%) required revisions, compared to 45 plans (approximately 85%) in 2010 with 47% of those requiring at least a second round of revisions. The downward trend in the number of plans requiring revisions illustrates the conscientious efforts of the Department to increase efficiency by improving communication with engineering consultants.

Figure 9



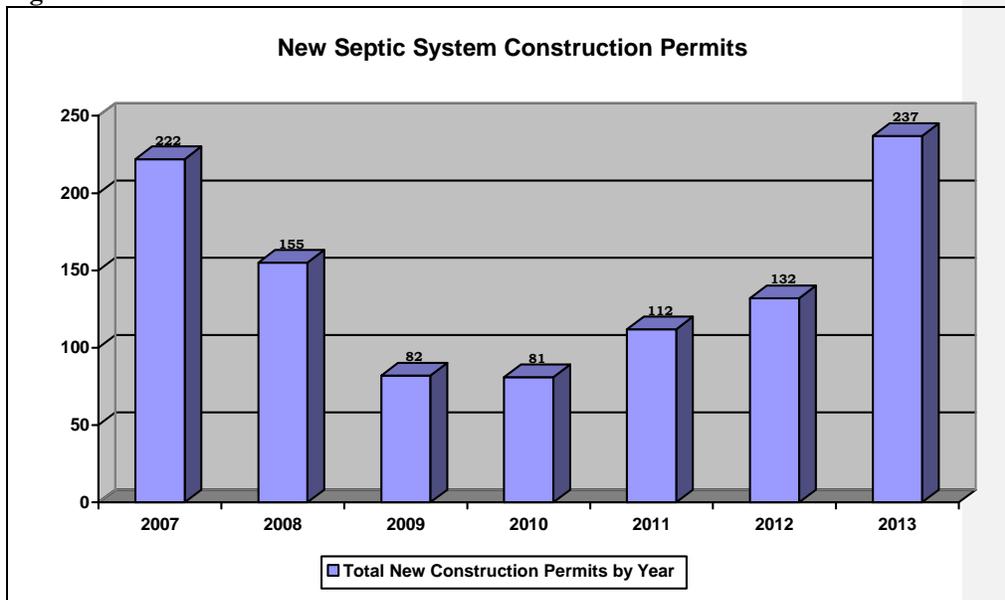
Construction Permits

The Department not only issues permits for the construction of new subsurface sewage disposal systems, but also for the upgrade or enlargement of existing systems, and the repair and/or replacement of malfunctioning and failing systems. In addition to the above-noted processes associated with permitting new systems, Department personnel are also involved with the evaluation of individual site plans and building floor plans to ensure that a proposed structure is in compliance with applicable rules, regulations and approvals. For existing

systems that are failing and malfunctioning, Department personnel are charged with investigating, evaluating and prescribing remedies to fix those problems.

Anyone constructing, altering, extending, modifying, or repairing, either alternative or conventional subsurface sewage disposal systems within Williamson County, must hold a valid *Construction Permit* issued by the Department. The recipient of a permit for construction of a system (i.e., the property owner or builder) is held responsible for adhering to the construction requirements of the *Regulations*. In 2013, new construction permit activity increased by 79.5% to 237, exceeding year 2007 numbers. The Department issued 132 construction permits in 2012, 112 in 2011, and 81 in 2010. See Figure 10.

Figure 10



Through a series of steps, the Department determines the type of septic system that is appropriate for use with the construction of a new structure, and for expansion or modification of an existing structure. System type is determined by the soil conditions of the property, number of bedrooms in the structure, and whether or not oversized bathing fixtures will be included in residential construction; commercial structures are evaluated by proposed use and other factors. In 2013, conventional septic systems represented 51.9% of all new construction, versus 50.8% in 2012, 52% in 2011, 59% in 2010, and 61% in 2009.

The majority (57%) of new construction permits issued in 2013 included oversized Jacuzzi or garden tubs. Bathing fixtures with water capacities in excess of thirty (30) gallons have trended up since 2009 when new construction permits with standard tubs (56%) surpassed permits with oversized tubs (44%). New construction with standard size tubs represented 37.9% in 2012, 44% in 2011, 49% in 2010, 56% in 2009, 48% in 2008, and 31.5% in 2007.

See Figures 11 and 12 following.

Figure 11

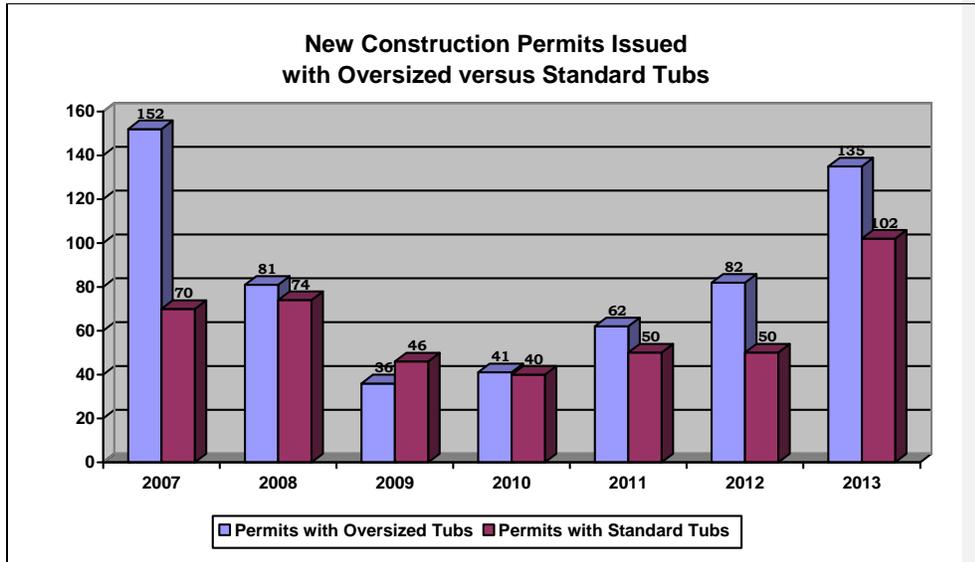
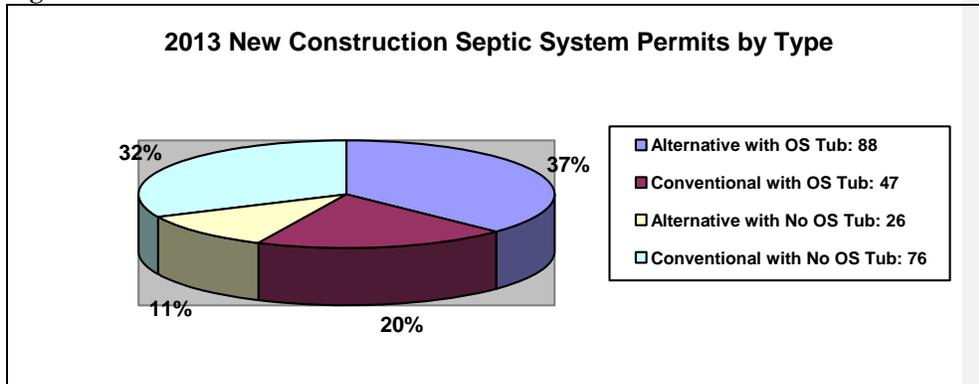


Figure 12

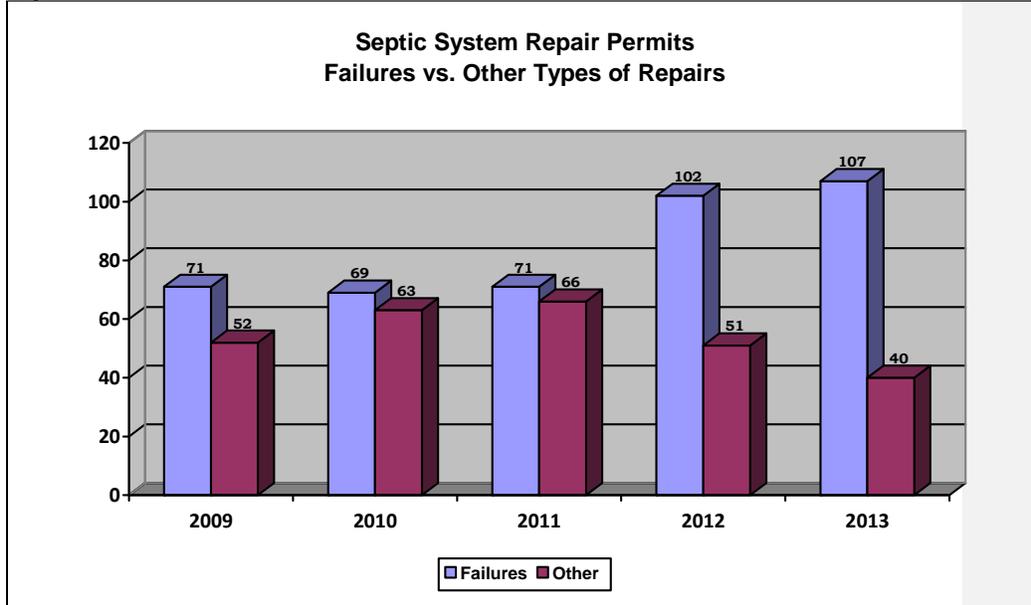


The Department has equal authority over the repair of existing systems, which may be required for a variety of reasons including upgrading non-conforming systems due to remodels and expansions of structures, and repairing failing systems which may be a threat to public health and/or the environment. According to fees paid in 2013, 147 repair permits were issued; 107 or 72.8% of those permits were issued to repair failing systems, and 40 or 27.2% were issued for other reasons. According to the Septic System Construction Permits database, of the systems requiring permits for failures in 2013, 59.5% were Conventional, 26.7% were LPP, and 13.8% were MLPP. From the same database, of the systems

requiring permits for other reasons, 71.8% were Conventional, 25.6% were LPP, and 2.6% were MLPP.

Of the 153 repair permits issued in 2012, 102 or 67% of those permits were issued to repair failing systems; and 51 or 33% were issued for other reasons. Of the permits issued for failures in 2012, 61 or 59.8% were conventional, 25 or 24.5% were LPP, and 16 or 15.7% were MLPP. In 2011, 137 repair permits were issued. Seventy-one, or 52% of those permits were issued to repair failing systems; and 66, 48% were issued for other reasons. In 2010, 132 repair permits were issued. Sixty-nine or 52% of those permits were issued to repair failing systems, and 63 or 48% of permits were issued for other reasons. In 2009, 71 or 58% of repair permits were written for failures and 52 or 42% for other reasons, totaling 123 repair permits. In 2007 and 2008, repair permits issued numbered 192 and 178 respectively. See figure 13 below.

Figure 13

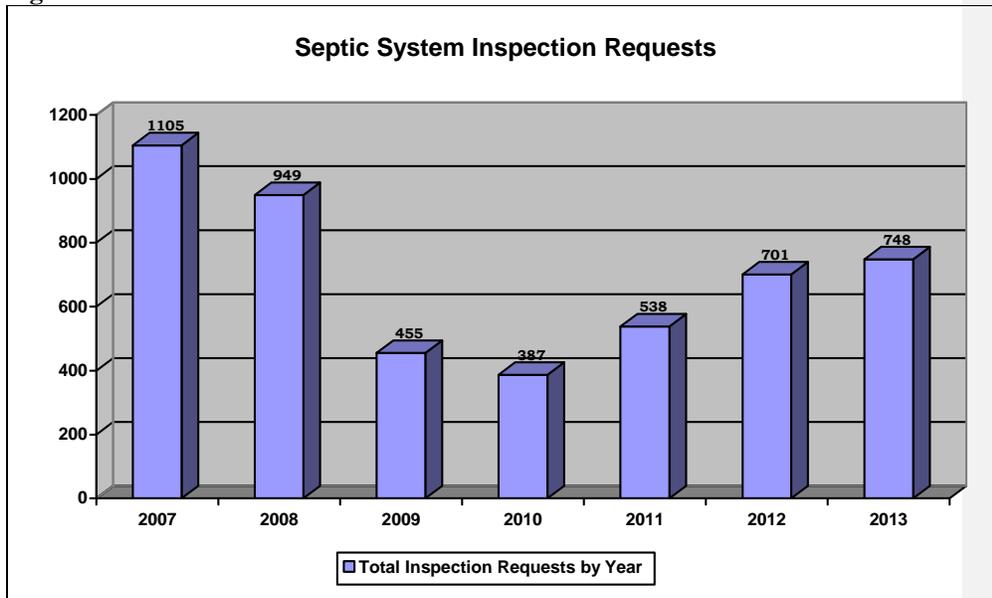


System Inspections

During the actual installation of new systems and the repair, modification or upgrade of existing systems, the Department’s inspection personnel oversee all construction related activities. System installations must be supervised from start to finish and the County *Regulations* detail a very rigorous inspection process at various stages throughout the installation to ensure adherence to all applicable regulations, permit details and construction standards. The number of inspections required depends upon the complexity of the system or repair. In 2013, 748 inspections were formally requested versus 701 in 2012, a 6.7% increase. In 2011, 538 inspections were requested, versus 387 in 2010, 455 in 2009, 949 in 2008, and 1,105 in 2007. In 2013, an average of 3.03 inspections were formally requested

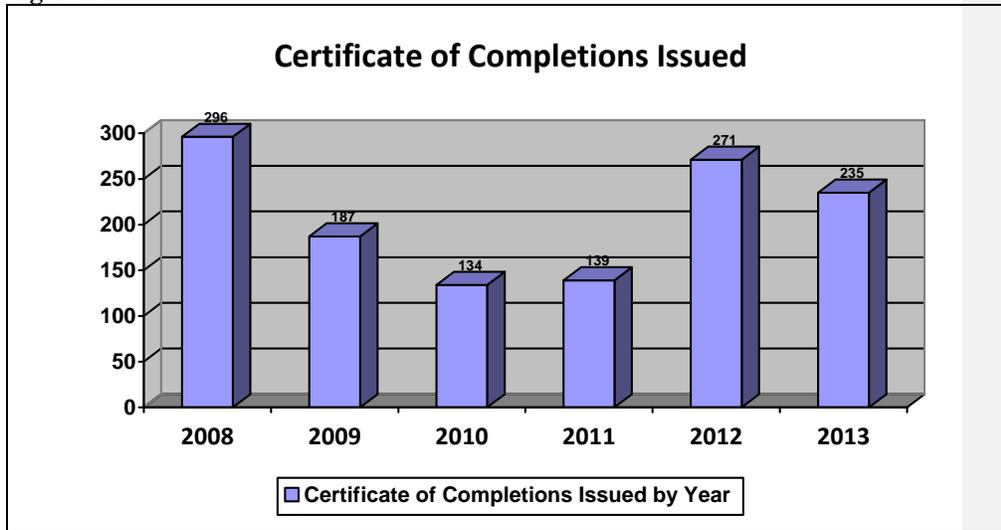
per day. These figures do not include inspections not called in to the Department's inspection coordinator, and repeat inspections. They also do not include inspections of septic tank abandonments for properties hooking to sewer. See Figure 14.

Figure 14



After all inspections are completed and final approval is granted to a system installation, whether new or repaired, the Department will issue a *Certificate of Completion*. In 2013, approximately 235 *Certificate of Completions* were issued by the Department, versus approximately 271 in 2012, 139 in 2011, 134 in 2010, 187 in 2009, and 296 in 2008. Only after issuance of such certificate may a property owner receive a *Certificate of Occupancy* for that structure from the Building Codes Department. See Figure 15 following.

Figure 15

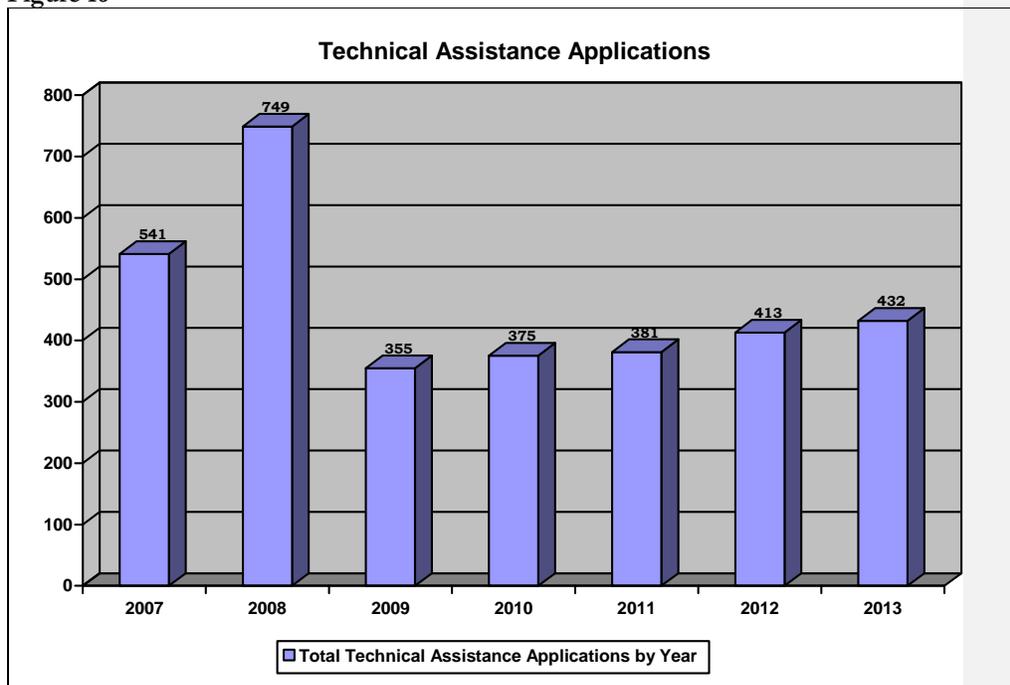


Other Department Services

Any modification to a property serviced by a subsurface sewage disposal system in Williamson County automatically triggers the completion of a *Technical Assistance Application* with the Department, an on-site inspection by a Department staff member, review of pertinent documentation, and approval by the Department, whether or not an actual septic permit is required. Typical modifications include projects such as swimming pools, attached or detached garages, out buildings (e.g., sheds, barns, etc.), sunrooms, patios, decks, porches, and other minor external or internal remodeling or cosmetic improvements.

In 2013, the number of *Technical Assistance Applications* processed by the Department rose slightly by 4.6% to 432, following a persistent trend upwards since the dramatic drop of 53% in 2009. Seven hundred forty-nine applications were processed in 2008. Four hundred thirteen were processed in 2012, 381 in 2011, 375 in 2010, and 355 in 2009. Five hundred forty-one applications were received in 2007. Refer to figure 16 following.

Figure 16



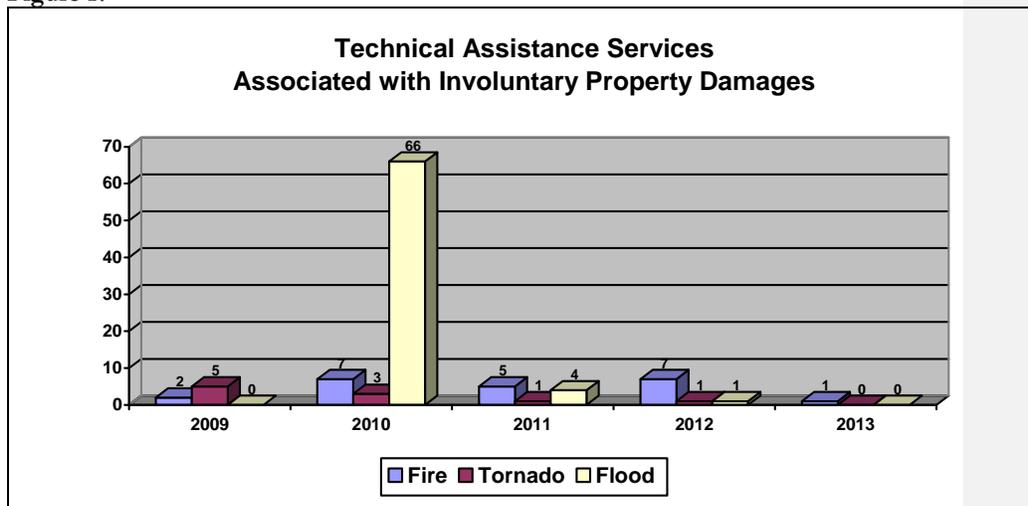
Included in the Technical Assistance group are two community services the Department provides for the convenience of the public. One of these, system recertification, has become increasingly important in the past few years because of recent state legislation placing liability on realtors, or sellers of real estate, for the misrepresentation of compatibility of a home's size (i.e. number of bedrooms) with its septic system permit restrictions. In 2013, the Department received 15 *Recertification Applications* versus 18 in 2012, 25 in 2011, 34 in 2010, 40 in 2009, and 30 in 2008.

The second service, collecting and processing water samples for the purpose of identifying various contaminants in wells, springs and other private drinking water sources, requires the on-site collection of a sample by a Department Inspector. Processing of the specimen is completed by a state laboratory within seven to ten days, which is followed by written notification of the results to the applicant. Three water samples were gathered by the Department for analysis in 2013, versus only one in 2012, seven in 2011, six in 2010, and three in both 2009 and 2008.

The Department provides a number of services that do not have fees directly associated with them. Sometimes these services are requested as a result of natural phenomena. Homeowners who have suffered losses due to fires, floods, or tornadoes are not charged fees to process permits to repair or rebuild their homes. Since the February 2008 tornado,

the number of applications for reconstruction due to storm damage has steadily decreased each year. The Department processed no applications in 2013, one in 2012, one in 2011, three in 2010, and five in 2009. Likewise, construction due to flood damage has been minimal since the devastating flood of 2010. The Department processed 66 applications for construction due to flood damage in 2010, four in 2011, one in 2012, and none in 2013. The Department processed two applications in 2009 for construction due to fire damage, seven in 2010, five in 2011, seven in 2012, and one in 2013. See figure 17 below.

Figure 17

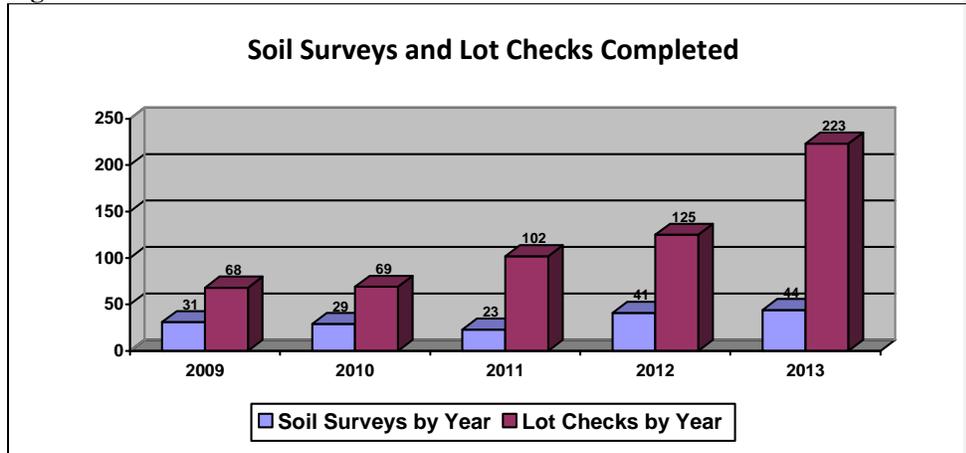


Additionally, homeowners hooking to sewer and abandoning their septic systems must comply with County Regulations specifying the manner in which the tank is rendered unusable, in order to address public health concerns. Although verification of proper abandonment procedures is required, no fees are assessed to homeowners for inspections of abandoned tanks. Thirty-three tank abandonments were inspected in 2013. Of those, 12 (36.4%) were part of the joint Williamson County/City of Franklin project begun in 2009 to extend sewer to the Grassland and Meadowgreen areas. The remaining 21 inspections can be attributed to other subdivisions annexed into the City of Franklin. Forty-eight tank abandonments were inspected in 2012. In 2011, because of the Grassland/Meadowgreen sewer project, 81 tank abandonment inspections were done by Department staff, a drastic increase from 2010's 11 tank abandonment inspections.

Finally, lot checks, flagging of existing systems, field sketches of sites, etc., are services often required during the review of Plats or SSDS Location Maps; and, soil surveys are performed by the Department for landowners who meet certain criteria and want to build residences for themselves on their own properties. Fees for these services are not charged individually, but rather are included as a portion of permit or plat review fees. Increasing by 78.4% in 2013, the Department completed approximately 223 lot checks, versus 125 in 2012, 102 in 2011, 69 in 2010, and 68 in 2009. Department staff completed 44 soil surveys in 2013,

versus 41 soil surveys in 2012, 23 in 2011, 29 in 2010, and 31 in 2009. See figure 18 following.

Figure 18



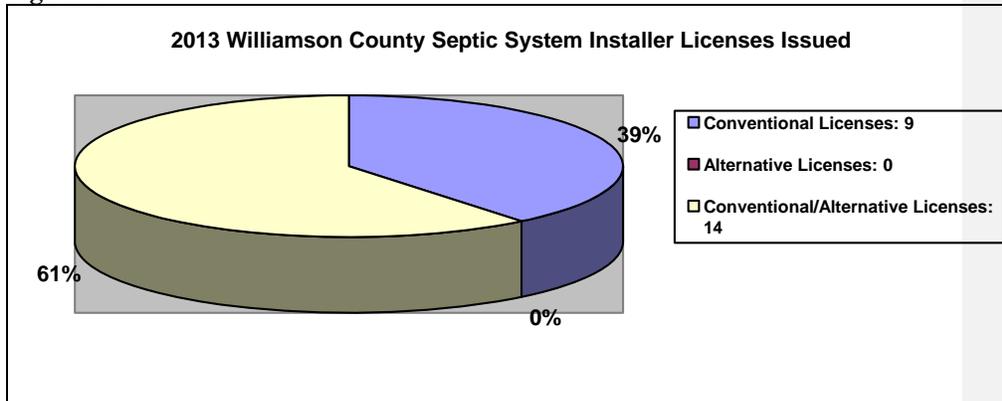
Licensing of Septic System Installers

Construction, modification, or repairs of subsurface sewage disposal systems within Williamson County may only be conducted by persons holding valid installers' licenses and identification cards issued by the Department of Sewage Disposal Management. The Department issues three types of installer licenses: Conventional, Alternative, and Conventional and Alternative. Persons wishing to be licensed in Williamson County must:

- Obtain the corresponding licenses through the Tennessee Department of Environment and Conservation, Division of Water Resources (TDEC-WR);
- Provide a Letter of Credit or Surety Bond;
- Pay an annual license fee;
- Demonstrate thorough knowledge and understanding of the Department's *Regulations Governing On-Site Sewage Disposal Systems*; and
- Successfully complete a probationary period under the direct supervision of the Department.

Installers must renew their licenses with TDEC-WR and the Department annually. In 2013, 23 installer licenses were issued, of which nine were conventional only, and 14 were conventional and alternative licenses. In 2012, 24 installer licenses were issued, of which nine were conventional only, and 15 were conventional and alternative combined. In 2011, the Department issued 22 installer licenses, of which six were conventional only, two were alternative only, and 14 were conventional and alternative combined. Nineteen installer licenses were issued in 2010 and 2009. Twenty-seven installer licenses were issued in 2008. Please see Figure 19 following.

Figure 19



Pumpers

The Department has regulatory authority over all septic tank pumping contractors conducting business in Williamson County. This includes the permitting of individuals allowed to conduct such operations as well as oversight to ensure the proper disposal of all collected septage. Although the Department does not require a separate County license for pumping contractors to operate in Williamson County, they are required to provide the Department with a valid copy of their state *Septic Tank Pumper Permit* issued by the Tennessee Department of Environment and Conservation, Division of Water Resources (TDEC-WR). Additionally, they are required to file with the Department a valid copy of their *Wastewater Discharge Permit for Wastewater Haulers* with a wastewater treatment facility approved by TDEC-WR.

Miscellaneous

The Department also has regulatory authority over all product and technology approvals proposed for use in conjunction with on-site wastewater systems in Williamson County. Department staff reviews such proposals on an individual, case-by-case basis.

National Onsite Wastewater 22nd Annual Technical & Education Conference Technical Tour

In November, the National Onsite Wastewater Recycling Association's 22nd Annual Technical and Education Conference was held in Nashville at the Millennium Maxwell House Hotel. Department Director, Brian K. Corwin, hosted the Technical Tour featuring innovative systems serving businesses and facilities in Williamson County. Attendees visited five sites including Millview Church of Christ, Grace Chapel Church and School, Joe Natural's Café, Heritage Commons Shopping Center, and Arrington Vineyards Winery & Wedding Venue. During the tour, participants viewed a peat media filter system with MLPP dispersal; a recirculating sand filter with drip dispersal; a foam media filter system with MLPP dispersal for moderately high strength wastewater; a decentralized lagoon wastewater system with spray irrigation dispersal serving a shopping center, several churches, and a portion of the Town of Thompson's Station; and finally, a MBBR and trickling filter

treatment system with drip irrigation dispersal serving a winery and wedding event venue with extremely high strength and mixed wastewater.

2013 Commendations

In 2013, several Department employees reached goals, participated in activities, and received industry recognition worthy of acknowledgement.

Soil scientists Elliott Eley, Bart Skelton, and Jennifer Tapp maintained their Licensed Professional Soil Scientist statuses through the Tennessee Department of Commerce and Insurance.

Kevin Raley is also a licensed soil scientist in the State of Tennessee. He renewed his license to practice the profession of soil science in 2013. In addition, he renewed his certification as Certified Professional Soil Scientist through the Soil Science Society of America. He serves on the Soil Scientist Advisory Committee for the state soil scientist licensing program, appointed by the Commissioner of the Tennessee Department of Commerce and Insurance. He was appointed as Chair Elect of the Council of Soil Science Examiners (CSSE) in 2013. The CSSE is responsible for the development of both the Fundamental and Professional Practice Examinations used for certifying and licensing soil scientists nationwide. In 2014, Mr. Raley was elected to serve as President Elect of the Tennessee On-Site Wastewater Association (TOWA).

Comment [u2]: Please have Kevin review this paragraph for accuracy. It's been re-worded & re-arranged a lot from previous years & I want him to make sure it is all correct.

Director, Brian Corwin continued representing the Middle Tennessee area on the Tennessee On-Site Wastewater Association (TOWA) Board of Directors. This is his fourteenth consecutive year serving on the TOWA board, with past positions including Secretary, President, Treasurer and Regulator Representative. Mr. Corwin remained the Secretary and Treasurer for The Tennessee Section of the American Society of Agricultural and Biological Engineers, a position he has held since 1999. He returned as guest lecturer for the Career Opportunities Class at the University of Tennessee Department of Biosystems Engineering and Soil Science, a class he has taught every fall since 1998.

Comment [u3]: What about his PG license which has been listed in year's past????

Assistant Plan Reviewer, Eric Jervis was tapped to begin a three-year term as Director Representing Regulators on the TOWA Board in 2014.

Office Manager Heather Rockwell maintained her Certified Public Administrator designation by completing required continuing education credits. The County Officials Certificate Training Program administered by the University of Tennessee County Technical Assistance Service offers comprehensive knowledge of the inner workings of county government to afford graduates a better understanding of the county as an entity, and provides specialized administrative, management and leadership training to help them run their offices more effectively.

Department Goals for 2014

The Department of Sewage Disposal Management has established a number of goals for the upcoming year. Department management and staff will continue to evaluate the Department's internal organizational structure and to improve utilization of the technology initiatives begun previously. In addition, the Department will maintain its focus on

providing friendly, efficient and effective customer service and transparency of Department work flow.

In 2014, the Department expects to add an Assistant Plat Reviewer to the Department staff in order to process plats and location maps in a quicker and more efficient manner.

In early 2014, County Mayor Rogers Anderson announced the creation of the *Williamson County Small Business Wastewater Task Force*. Due to the age of some systems in use throughout the County and the standards of the current *Regulations*, there is often a conflict in abiding by the high standards that have been established and which have enabled the measure of success and viability enjoyed in Williamson County, while at the same time preserving and encouraging the economic growth and development that is vital to the smaller communities in Williamson County and the County's overall economic health. Thus, the Task Force was created to find a proper balance between the two — respecting the high standards that have been so beneficial to the value of land and development in Williamson County, while also respecting the economic opportunities that exist or are potential for commercial uses in areas without public sewer. The Task Force will be charged with studying uses associated with high strength wastewater, reviewing new technologies, determining how standards may be addressed in a way that gives flexibility while still maintaining the integrity of the program, balancing the rights and opportunities of property owners with the rights of the neighbors and the community as a whole, for environmentally sound and healthy uses that do not cause hazards or nuisances.

The Task Force is comprised of a broad spectrum of citizens, business leaders and technical experts, who share a common goal of working together to study Williamson County's subsurface sewage disposal solutions for existing or converted commercial users, and recommend possible solutions to some of the challenges the County faces as it continues to grow. Over the next year or so, the group will meet monthly to help identify our strengths and weaknesses, formulate short and long-term goals, and establish a plan for accomplishing those goals. Department staff will assist the Task Force in their charge.

Finally, in the upcoming year, the Department pledges to continue its core work of administering the County's *Regulations Governing On-Site Sewage Disposal Systems* in a thorough and equitable manner in order to protect the health and well being of the public, the groundwater and surface water resources, and the quality of the environment of Williamson County. Additionally, the Department staff will strive to improve technology, procedures, and services, to ensure processing of septic system related projects is a timely and pleasant experience for its customers.

Comment [u4]: Delete this paragraph on reg amendments

Comment [u5]: Insert this info regarding the task force