

Williamson County, Tennessee  
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Department of  
Community Development  
2007 ANNUAL REPORT



**COMMUNITY DEVELOPMENT**  
**BUILDING CODES**  
**CODES COMPLIANCE**  
**ENGINEERING**  
**PLANNING**

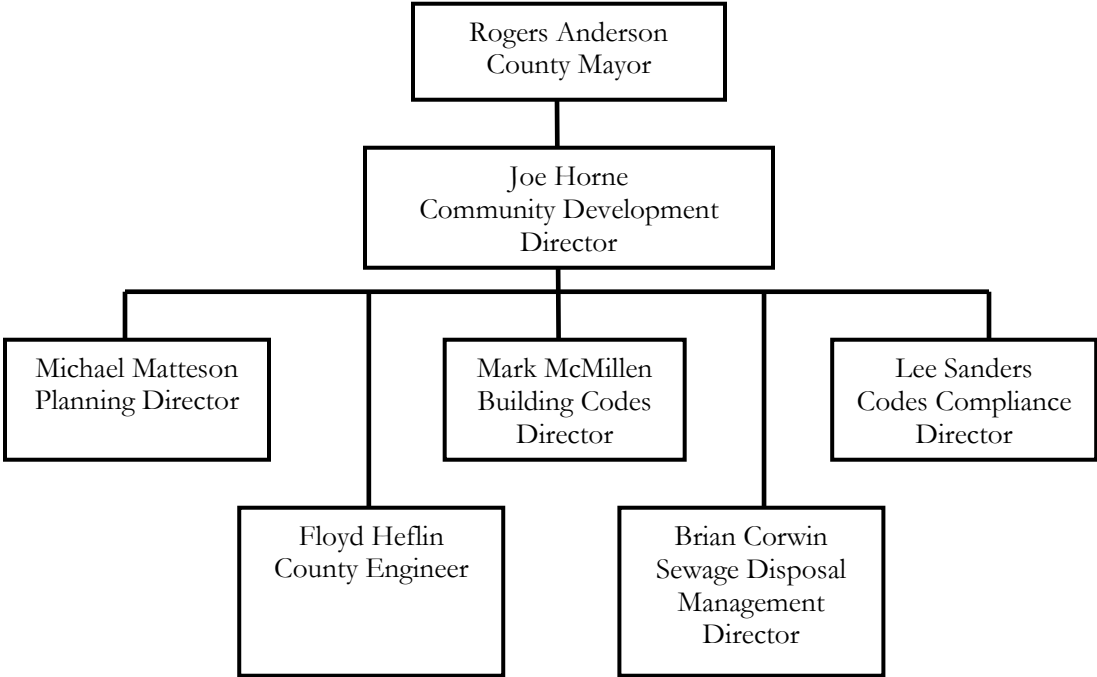
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# Community Development

## Introduction

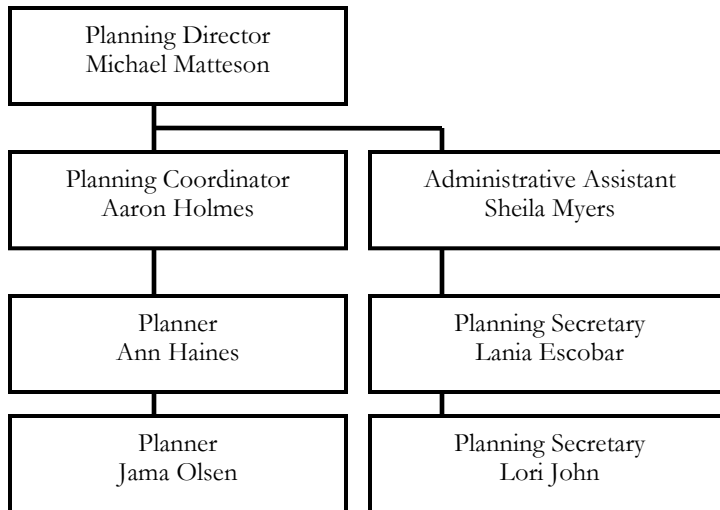


The Community Development Department provides the framework for planning and development services for the unincorporated portion of Williamson County. In a county undergoing the growth confronting Williamson County, it is important these services are integrated as much as practicable. The integration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

## Planning & Zoning

### Introduction

County Planning plays an integral role in maintaining the quality of development in Williamson County, which 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 4<sup>th</sup> floor of the Williamson County Administrative Complex along with the Building Codes, Codes Compliance and Engineering Departments. County Planning services are directed by Michael Matteson, Planning Director, who is assisted by Aaron Holmes, Ann Haines, and Heather Moore.

### Overview

The following is a summary of the activity for 2007. This data will allow the Staff, the Planning Commission, the Board of Commissioners and the general public insight into the amount of growth within this county.

### Zoning Certificates

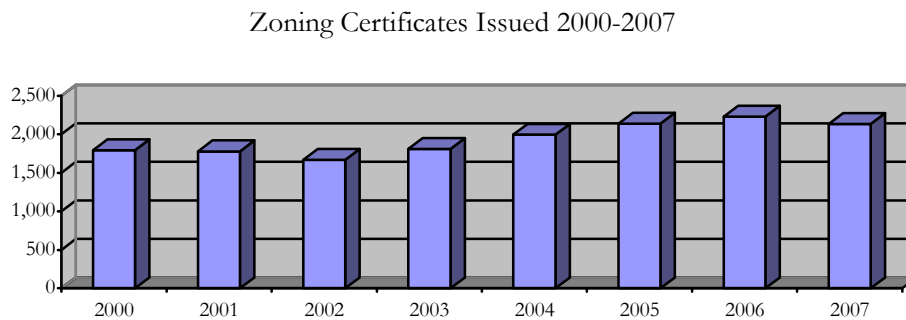
This form is the beginning of the planning process for both the general public and developers. Every inquiry, whether it be for a new home, addition to an existing home, a swimming pool or subdivision, a Zoning Certificate is required. This form serves two purposes. The first is to provide both the staff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

When a request for a Zoning Certificate is turned in, the staff pulls 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 will be allowed to proceed. In some instances, the Plans Review process is required before the staff can grant approval to any 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. Over the course of 2007, the Community Development Department incorporated workflow software, Laserfische, into the building permit process to aid in a more effective and efficient review of plans. This software gives the Planning Department greater coordination and flexibility with other departments during the building permit process.

As a general practice, “same day service” is the goal. However, per section 9230 of the Zoning Ordinance, the Staff may take up to three (3) days to approve a request for a single lot development, and up to thirty (30) days for multiple lot developments. The Staff attempts to make the wait for approval as short as possible in all instances.

In 2007, the staff processed 2,135 Zoning Certificates. See Figure 1 below.



*Figure 1*

### **Map Amendments**

There were no amendments to the zoning map made in 2007, i.e. requests to rezone property.

### **Text Amendments**

In 2007 there were six (6) amendments to different regulations utilized by the Planning Department. Many 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 two (2) amendments to the Williamson County Zoning Ordinance.
- There were two (2) amendments to the Williamson County Subdivision Regulations.
- There was no (0) amendments to the Williamson County Stormwater Regulations.
- There was one (1) amendment to the Williamson County Wastewater Regulations.
- There was one (1) amendment to the Williamson County Planning Commission Bylaws.

### Major Subdivisions

Major subdivisions are defined as those consisting of five (5) or more lots. In this category, there are not only conventional subdivisions but Resource Conservation Developments (RCDs) and Planned Resource Conservation Developments (PRCDs) as well. The following table details the activity for this year. See Table 1 below.

	Name	Section	Lots
1	Abington Ridge	3A	15
2	Burke Hollow Valley Farms		8
3	Belle Chase Farms	2	7
4	Durham Manor (Revised)		49
5	Garrison Spring Estates (Reapproval)		6
6	Temple Hills Country Club Estates	16A	23
7	Belle Vista of Legends		3
8	Kemp Property		7
9	Stag's Leap	1	33
10	Abington Ridge	3B	6
11	King's Chapel	2B	12
12	King's Chapel (Revised)	2C	21
13	King's Chapel (Revised)	1	48
14	Silver Stream Farm	2	34
15	Watkins Creek	5	32
16	Vale Creek		28
17	Brienz Valley	3	5
18	Brienz Valley, Additions to	1	16
19	Laurelbrooke (Revised)	11F	22
20	Laurelbrooke (Revised)	12B	2
21	McMillan Farms		6
22	Owen Hill Farm		6
23	Guffee Farm	1	99
24	King's Chapel	2C	15
25	Silver Stream Farm	3	36
26	Spicer Farm		5
27	Cartwright Close		22
28	Fry-Ferguson Property		5

*Table 1*

### Minor Subdivisions

Minor Subdivisions consists of two (2) lots. Where there are no bondable improvements required Staff has the discretion to review and approve these plats. In 2007, Staff approved 57 Minor Subdivisions consisting of 80 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. In 2007, Staff approved revisions to 80 plats.

### Non-Residential Site Plans

The Planning Commission has reviewed a diverse range of non-residential site plans, which includes churches. In 2007, there were seven (7) non-residential site plans reviewed with a total of 100,002 square feet. Table 2 outlines those plans reviewed.

	Type	SF/Lots	Comments
1	Berry's Chapel Church of Christ	25,822	
2	Currey Ingram Academy	44,669	
3	Deer Run Retreat	N/A	Preliminary Approval Only
4	Christ Church of Arrington	2,800	
5	Holy Trinity Evangelical Lutheran Church	4,319	
6	Locust Ridge Baptist Church	8,259	Re-Approval
7	Spring Meadows Church of Christ	19,733	

Table 2

### Conditional Uses

The Zoning Ordinance defines a conditional use as have some special or unique impact on the surrounding properties. Conditional uses are evaluated by the Planning Commission through the public hearing process. In 2007, the Planning Commission reviewed sixteen (16) conditional uses. Table 3 illustrates those reviewed.

	Type	SF/Lots	Comments
1	Lee Restoration	1,568	
2	Timberlake Landscaping	7,360	
3	Old Mexico Garden Accents	N/A	Denied
4	Mid-American Fireworks Distributors	N/A	
5	Mid-American Fireworks Distributors	N/A	
6	Temporary Fireworks Stand	N/A	
7	Temporary Fireworks Stand	N/A	
8	Abernathy Enterprises	1,500	
9	King Bee Guitar	2,000	
10	Thomas Landscaping	N/A	Denied
11	Hillsboro Chocolate	1,215	
12	Sokol, LLC	3,350	
13	Savage Gallery	7,260	
14	Four Seasons Lawn Care	1,500	
15	Southern Lawn and Landscaping	N/A	
16	Foliage Management Group	1,875	

Table 3

### Update to the Williamson County Comprehensive Plan

McBride, Dale, Clarion of Cincinnati, Ohio completed its work to update the Williamson County Comprehensive Plan. In 2007, the Comprehensive Plan Update Steering Committee held one (1) last Public Input Session to present Chapter 5 of the Update to the general



public. These Input Sessions were once again held at Hillsboro Elementary, Page Middle and Grassland Middle Schools in July. On July 26, the Steering Committee recommended adoption of the Plan, and on August 16, the Planning Commission held its Public Hearing and adopted the Plan. On September 10, the Board of County Commissioners endorsed the Plan. The Plan became effective on August 16, 2007.

### **Update to the Williamson County Zoning Ordinance**

One of the major goals of the newly adopted Comprehensive Plan is the review of the Zoning Ordinance. In October, the Board of County Commissioners established the Zoning Ordinance Revision Steering Committee. This Committee consists of five (5) members. Commissioners Judy Hayes and Mary Brockman represent the Board of County Commissioners, John Lackey represents the Regional Planning Commission, and Tommy Murdic and Robert Rice represent the general public. After finishing the Comprehensive Plan, McBride, Dale, Clarion was selected to continue their work with the County by aiding in the undertaking to revise to Zoning Ordinance. The update to the Zoning Ordinance is scheduled to be completed in July 2009.

### **Department Goals for 2008**

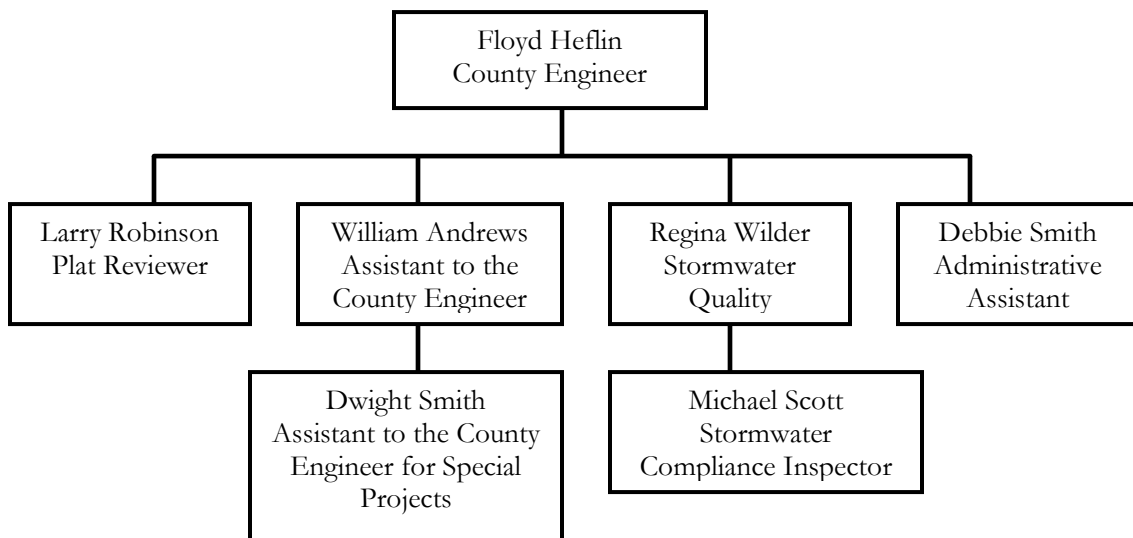
The Planning Department has established a number of goals for the coming year. Chief among these goals is revising the County's Zoning Ordinance, which establishes rules and regulations related to land development in the unincorporated County. Additionally, the Department will begin planning efforts for additional projects geared toward implementing the recently updated Comprehensive Plan. These additional efforts will likely involve updating the County's Subdivision Regulations, Major Thoroughfare Plan and traffic shed methodology as well as developing a Special Area Plan for one or more of the villages as identified in the Comprehensive Plan.

# 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, Regina Wilder, Dwight Smith, Michael Scott, Larry Robinson and Debbie Smith.



## Overview

The Engineering Department is an integral 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 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. 2007 revenue is shown in Figure 2.

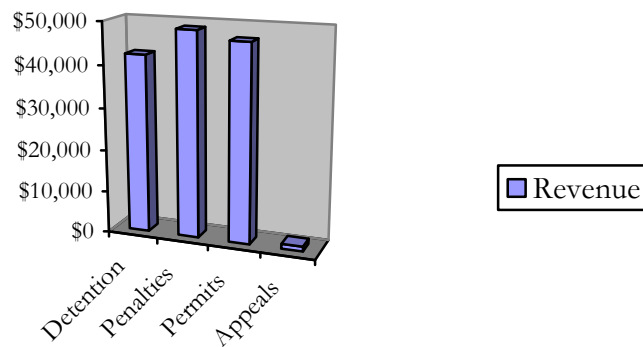


Figure 2

### **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 holds letters of credit totaling \$8,484,000 for roads, drainage and erosion control. In 2007, 3.206 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**

2007 was the second 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 acre of size which are part of a larger plan of development are also regulated if the entire development disturbs more than one acre of land. During 2007, 227 permits were issued for individual lots at a cost of \$150 per permit, while 33 permits were issued for subdivisions or non-residential site plans at a cost of \$300 per permit. Total Land Disturbance Permit fees equaled \$43,950.

### **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 Marshal's Office.

### **Floodplain Management**

A continuing effort is being made to address and improve challenges associated with floodplain management. The Engineering Department assists the public on a daily basis concerning floodplain inquiries. On July 18, 2007, FEMA conducted a Community Assistance Visit to assess County compliance with the National Flood Insurance Program. The visit found no violations, and cleared the way for future participation in the Community Rating System which has the potential to reduce flood insurance premiums in Williamson County. During 2007, the County also appropriated funds to conduct pilot basing studies on Cartwright Creek and Lynwood Branch. These studies will help define mitigation needs and planning strategies for future activities.

### **Storm Water Quantity**

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. Often times it is 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 ensure 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. These funds are collected and placed into an escrow account to be used on regional projects that benefit the County as a whole. \$20,895 was collected in 2007.

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.

### **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. Other components involve public education, community involvement, and enforcement. While compliance is the goal of the program, \$34,950 in storm water penalties were collected during 2007.

Permit compliance is managed by Regina Wilder 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. Twelve appeals were heard in 2007 representing \$1200 in application fees.

**Department Goals for 2008**

It is the desire of the Engineering Department to work in a cooperative effort with other Departments, elected officials and County residents to continue to promote and protect the health, safety, and welfare of all citizens and to enhance the environment and infrastructure of Williamson County. Specifically, we hope to improve our storm water detention requirements, and develop effective storm water quality guidance to supplement the regulations.

# 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

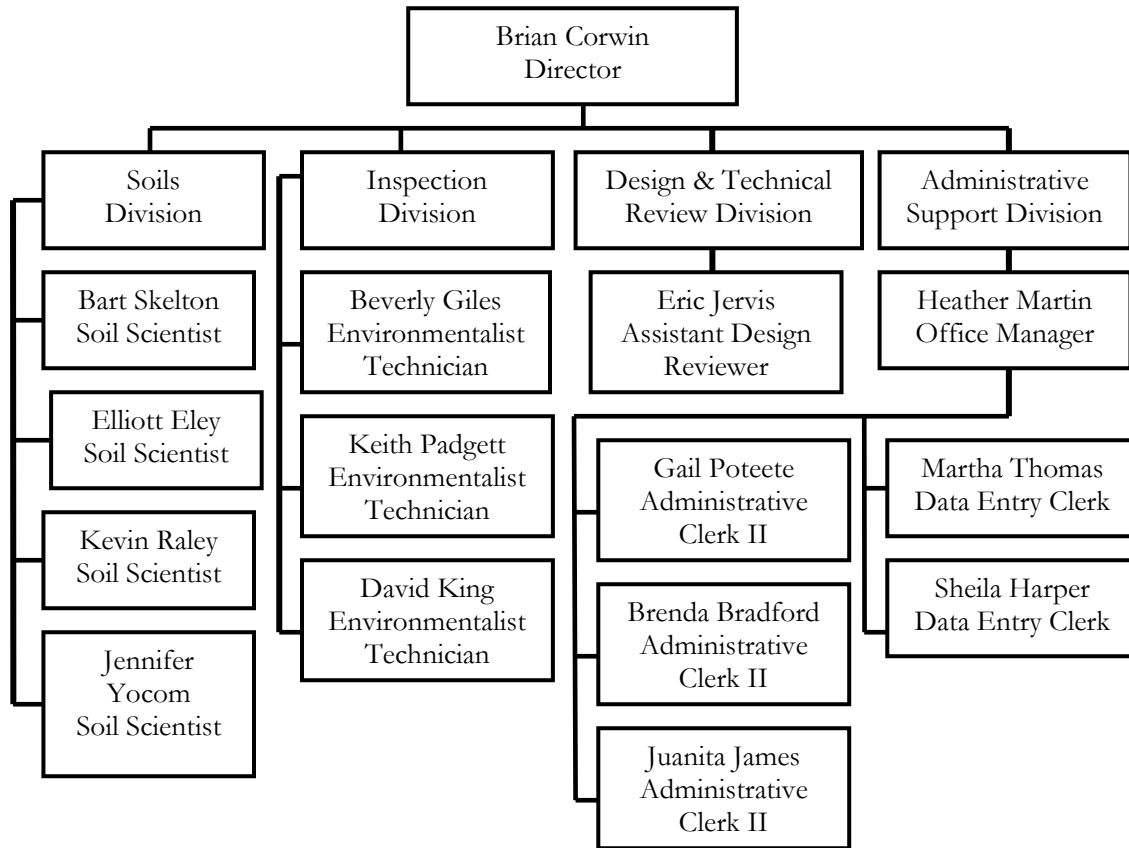
- the health and well-being of the general public;
- the irreplaceable groundwater and surface water resources of the County; and
- the quality of the environment which the citizens of the County enjoy.

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 their 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 Martin. The department staff is divided into four groups: Soil Scientists, Inspectors, Design Review and Clerical.

**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, Becky Brumley, Cyndy Howes, Martin Myers, III, Dr. Gary Owen, Jeanna Roush, 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 manage 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 2007, the Department received five applications for preliminary soil investigations and eight applications for soil mapping. According to fees collected, the soils division investigated a total of 14 acres in 2007.

Department Soil Scientists are also responsible for on-site verification of soil maps submitted by private soil consultants. In 2007, 134 soil maps were verified by the Department.

### Percolation Tests

Soil evaluation by percolation test methodology is still accepted in limited situations for property development. In 2007, twenty-eight percolation tests were received and evaluated by the Department. Figure 3 below illustrates the industry direction away from the use of percolation tests.

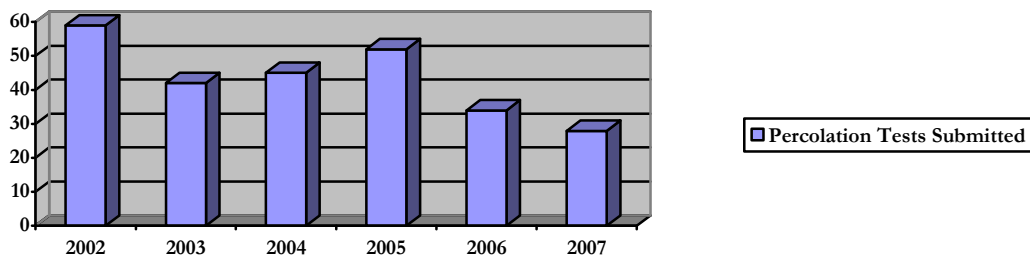


Figure 3

### 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 oversee this process for both platted and unplatted 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 septic system *Construction Permits* can be issued. Based upon processing fees collected in 2007, the Department received and reviewed approximately 229 Final Plat and SSDS Location Map submittals depicting approximately 490 subdivision and individual 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 4 below.

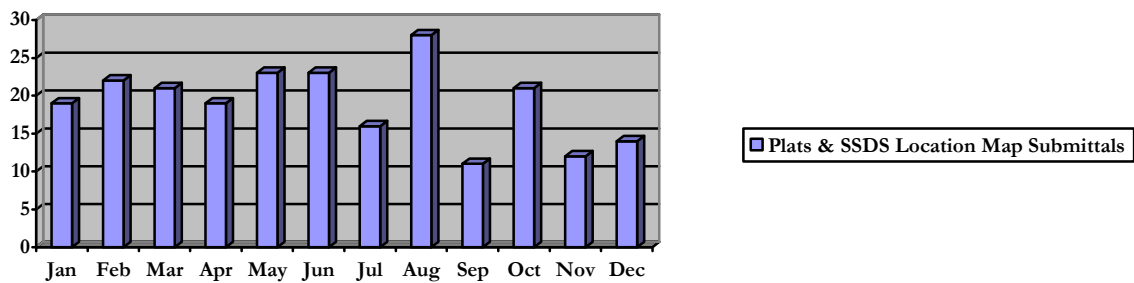


Figure 4

### 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 oversee 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. Over the last ten years, the average annual number of LPP plans reviewed by the Department has been approximately the same as the number of MLPP plans. However, there have been yearly fluctuations ranging from a high of 63% LPP (37% MLPP) to a low of 43% LPP (57% MLPP) in a given year.

Although the overall number of design plans reviewed on an annual basis may not appear to be very high, it is interesting to note that of the design plans reviewed in 2007, approximately 85% required revisions and, of those, 26% required at least a second round of revisions. Each set of revised design plans had to then be re-reviewed by staff. This “revision” trend has been fairly stable over the last few years. See Figure 5 below.

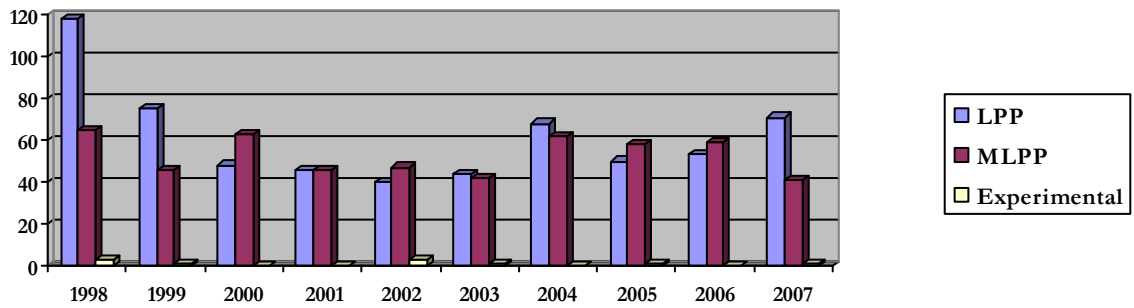


Figure 5

### 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 as well as for the repair and/or replacement of malfunctioning and failing systems. In addition to the above-noted processes associated with permitting new systems, Department staff 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 staff 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 2007, the Department issued a total of 222 permits for the construction of new subsurface sewage disposal systems in the County. See Figure 6 below.

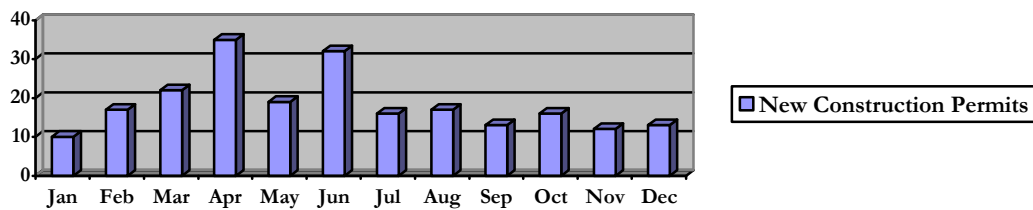


Figure 6

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. Of the 222 new construction permits issued in 2007, the majority (68.5%) were either conventional or alternative systems with oversized tubs.

Conventional outweighed alternative permits with 57.2% and 42.8% respectively. See Figure 7 below.

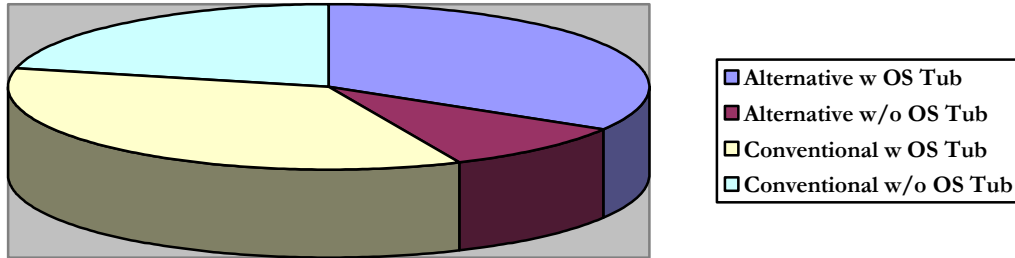


Figure 7

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. In 2007, 192 repair permits were issued. See Figure 8 below.

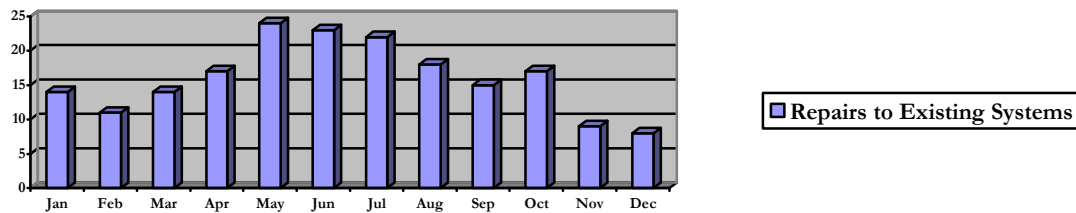


Figure 8

### System Inspections

During the actual installation of new systems and the repair, modification or upgrade of existing systems, the Department’s inspection staff 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 2007, approximately 1,105 inspections were requested, an average of 4.5 inspections per day. Once all inspections are completed and final approval is granted to a system installation, the Department will issue a *Certificate of Completion*. 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 9 below.

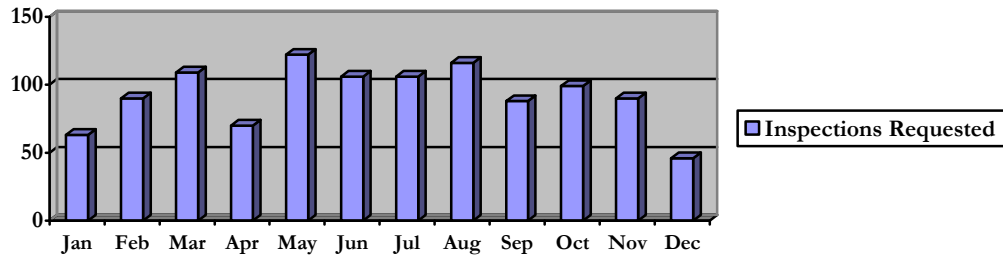


Figure 9

### Other Department Services

Any modification to 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, 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 2007, the Department processed 541 *Technical Assistance Applications*. See Figure 10 below.

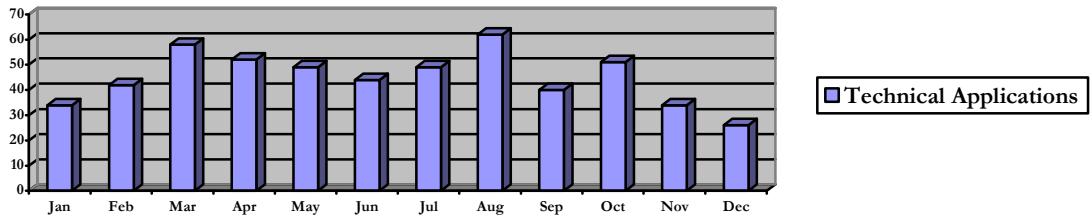


Figure 10

The Department provides two additional community services for the convenience of the public. One of these, system recertification, has become increasingly important and numerous in the past couple of 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 2007, the Department made 91 recertification inspections. 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 7-10 days, which is followed by written notification of the results to the applicant. Only four water tests were performed by the Department in 2007. See Figure 11 below.

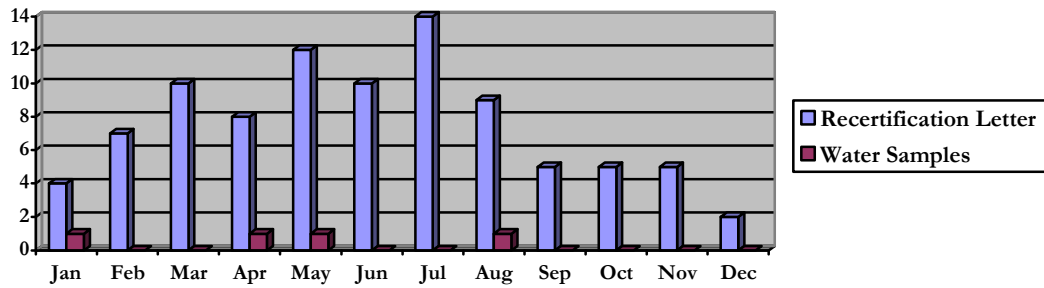


Figure 11

### Licensing of Septic System Installers

Construction, modification, or repairs of subsurface sewage disposal systems within Williamson County may only be conducted by persons holding a valid installers license and identification card 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 Ground Water Protection;
- 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*;
- Successfully complete a probationary period under the direct supervision of the Department.

Installers must renew their licenses with TDEC-GWP and the Department annually. In 2007, the Department issued 29 installer licenses, twenty of which were Conventional and Alternative, one Alternative only, and eight Conventional only. See Figure 12 below.

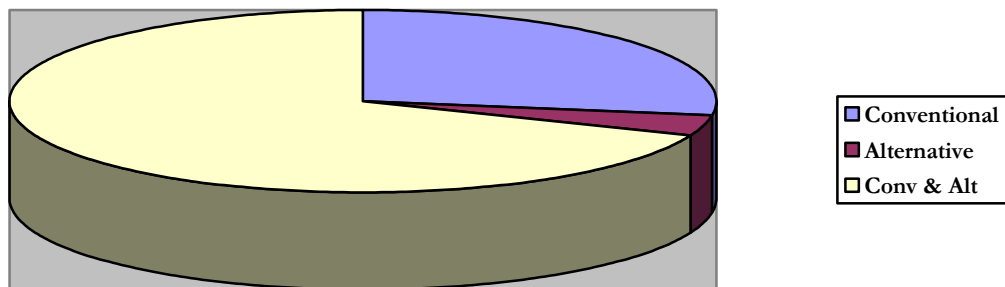


Figure 12

### **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 TDEC-GWP. 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 the State of Tennessee, Department of Environment and Conservation, Division of Water Pollution Control.

### **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 review such proposals on an individual, case-by-case basis.

### **Department Re-structure**

The year 2007 brought significant change to the Department of Sewage Disposal Management. Since the Department's inception via a contract with the Tennessee Department of Environment and Conservation on January 1, 1993, it had been a stand-alone department within the County. The Department director reported directly to the County Mayor and the County Board of Health. In May of 2007, the County implemented a major re-organization process integrating the Department into the Department of Community Development. As such, the Department of Sewage Disposal Management now operates as one of the five separate departments under the Community Development umbrella and the direction of the Community Development Director.

In addition to this organizational change, the Department also experienced personnel restructuring, the most significant of which involved the leadership of the Department. As a part of this re-organization, Brian Corwin was promoted from Assistant Director and Design Reviewer to Interim Director. In mid-January, 2008, he was officially promoted to Department Director.

### **Technology Initiatives**

The Department continually evaluates its processes and procedures, and investigates opportunities to upgrade its technology for improved efficiency and effectiveness. In 2007, funding was procured to purchase and implement the technology required to update internal needs, and an opportunity to participate in an inter-departmental technology initiative was embraced.

Sewage Disposal Management, along with all other departments under the Community Development umbrella, took part in the design, testing, and initial roll-out of *Laserfiche*, an innovative work-flow and document storage program. Stage I of the roll-out transformed the multi-departmental approval process from a bi-weekly interdepartmental meeting format to a real-time, progressive electronic review, dramatically reducing the processing time for projects from application to approval.

An additional feature of *Laserfiche*, the ability to electronically store documents, will enable the Department to implement an effective records retention policy and eventually alleviate the struggle with storage of the voluminous number of records related to existing and newly created properties. To begin archiving documents electronically, high-speed, sophisticated scanning equipment, which will accommodate various paper formats, is required. During the 2007-2008 budget process, the Department was able to procure monies for the purchase of this type of scanning equipment. Although not completed, the Department has begun the process of purchasing and implementing said equipment.

The Department is also in the process of implementing global positioning system (GPS) units for various field activities. GPS is a crucial tool for professionals who make decisions on matters that are spatially related. A fundamental concept behind GPS is that spatial data can be collected and stored (in an electronic format) indefinitely. It is a system that will allow the Department to gather information in the field so that more informed management and regulatory decisions can be made in a timely fashion and with a large degree of certainty. Additionally it will enable the Department to keep accurate electronic records of systems that are being installed, as well as where soil investigations are being performed when making suitability decisions. Since a permanent electronic record is made, when needed, these features can be reestablished so that management decisions can be made in an efficient manner.

In addition to the actual GPS units, specialized computer software is required to view and manipulate the field collected data. AutoCAD (Computer Aided Drafting) software can be used to accomplish this goal. With the use of AutoCAD, computer upgrades to run the software and special plotters to print the output drawings are needed. During the 2007-2008 budget process, the Department was able to obtain funding for the purchase of several handheld GPS instruments, the supporting AutoCAD software, new plotting equipment, computer upgrades, and for staff training courses. Although not completed, the Department has begun the process of purchasing the equipment and implementing the endeavor.

Finally, the Department is in the midst of making technological advances to our internal bookkeeping and accounting processes and procedures. In order to streamline current processes and increase efficiency, the Department pursued and identified a software solution which will piggyback onto the current County accounting software. The add-on will provide the Department with its own software package which will meet our specific accounting needs for receipting, billing, record keeping, and report writing, and which will meet the auditors' security requirements. Again, during last year's budget process, the Department was able to secure funding for the purchase and implementation of this receipting software. While not yet fully implemented, the Department is currently in the process of obtaining and installing it.

### **Commendations**

In 2007, several Department employees reached goals, participated in activities, and received industry recognition worthy of acknowledgement.

Jennifer Yocom, fulfilled the two-year internship required by TDEC-GWP, passed both the written and field exams, and received their approval status as a soil consultant. As such, she was promoted by the Department to a Soil Scientist from a Soil Scientist Technician.

Kevin Raley was elected to serve as Southeast Region Representative to the National Society of Consulting Soil Scientists Board of Directors. Additionally, he was elected to serve as Secretary of the Soil Science Association of Tennessee.

Brian K. Corwin, continued to serve as Treasurer on the Tennessee On-Site Wastewater Association (TOWA) Board of Directors. This is his eighth consecutive year serving on the TOWA board, with past positions including Secretary, President and Regulator Representative. Brian also fulfilled his second stint as guest lecturer for the Florida On-Site Wastewater Association's continuing education programs for Florida septic system contractors. In addition, he was invited to present his *Fixed Film Pretreatment of Winery Wastewater Using BioCOIR* article at the American Society of Agricultural and Biological Engineer's Eleventh National Symposium on Individual and Small Community Sewage Systems in Warwick, Rhode Island.

### **Department Goals for 2007**

The Department of Sewage Disposal Management has established a number of goals for the upcoming year. Chief among these is the continued evaluation of the internal organizational structure of the Department as well as finalizing the implementation of the technology initiatives previously described. Additionally, the Department plans to review and update current practices and procedures with the focus on customer service and public relations. Among these efforts will be the development of various guidelines and handouts to aid the public through the assorted approval processes involving the Department. All of these efforts are part of an on-going process with the overall goal of streamlining not only our internal department processes but, also our shared inter-departmental Community Development processes to provide better, more efficient customer services to the general public.

Another goal for the upcoming year is to develop and implement a records retention policy. Although this sounds simple, it will actually be a monumental task. There are certain laws and regulations which must be followed with regard to the archiving and disposal of various government documents and records. Due to the ever decreasing storage space for paper records and files, coupled with the implementation of new electronic storage technology, this issue is rapidly becoming a priority.

The current Departmental *Regulations* have now been in place for over seven years. During that time only a few minor edits and revisions have been made. There are numerous areas of the *Regulations* in need of revisions and adjustments. Some of these are minor while some may be more involved. Over the next year the Department plans to identify and address any immediate needs associated with the *Regulations* with the future intentions of make it more of a "working" document with ongoing annual reviews and revisions.

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.

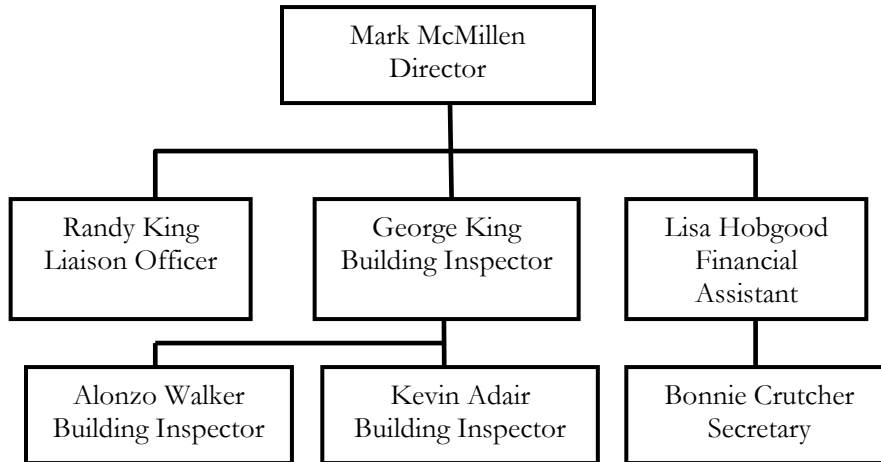
## Building Codes

### Introduction

Serving an integral role in the development of Williamson County, the Department of Building Codes insures that all construction within the un-incorporated areas of the County and the Town of Thompson Station meets current building codes adopted by the Board of Commissioners.

### Organization

Grouped under Community Development with Codes Compliance, Engineering, Sewage Disposal, Planning, the Building Codes Department is directed by Mark McMillen. He is assisted in the field by Inspectors George King, Alonzo Walker, Kevin Adair, and Randy King has been recently added as a liaison between the public and other Departments. Office assistance is provided by Lisa Hobgood and Bonnie Crutcher.



### Building Permits

Williamson County continues to grow at a strong rate. Much growth has occurred in the southern part of the County as well as the northeast near Nolensville. We continue to see growth in much of the County, even with annexation the total number of permits increased by 30. The total number of permits in 2007 was 781 with a total valuation of \$187,000,000.00 (including 322 permits for new construction having a total valuation of \$157,000,000.00) which generated an excess of 4,647 inspections that were performed. Total permits for 2006 were 865 with a total valuation of just over \$241,000,000.00 (including 448 permits for new construction having a total valuation of \$171,000,000.00). The following chart indicates the number of permits and valuation for the past four years issued in all categories for which permits are issued within the County. See Figures 13 and 14 below.

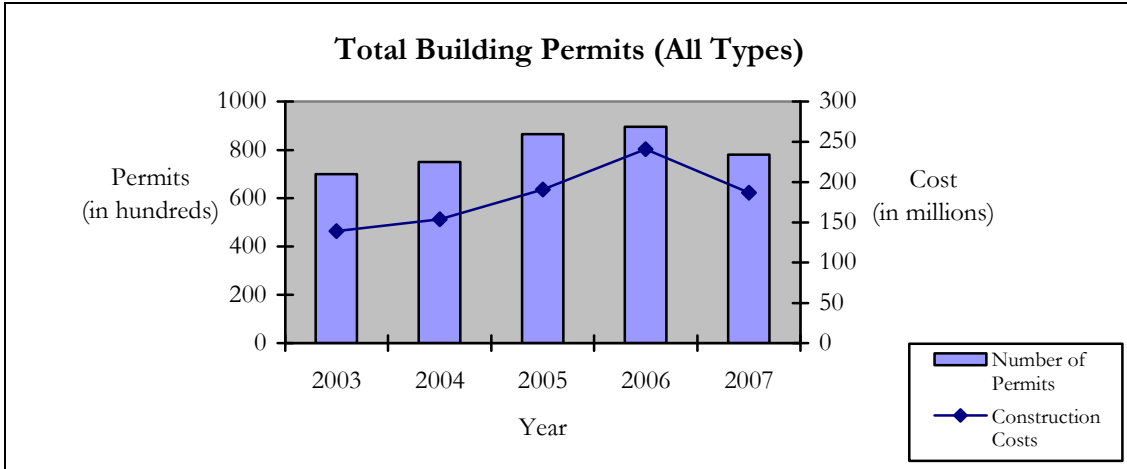


Figure 13

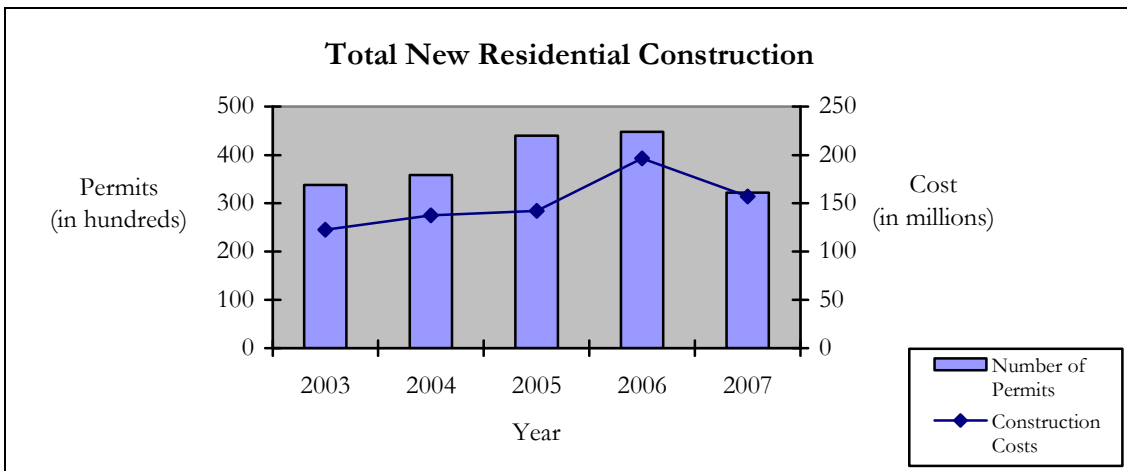


Figure 14

### 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 34 cents 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 \$1.00 per square foot. The distributions of residential and commercial revenues are listed in Table 4, and Figures 15 and 16 below.

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 new Adequate Facilities Tax (AFT).

Table 4

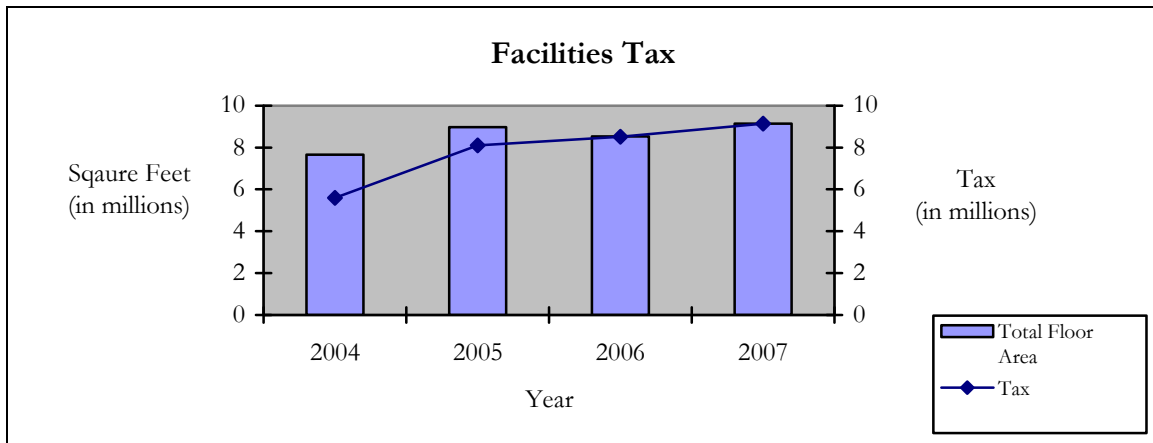


Figure 15

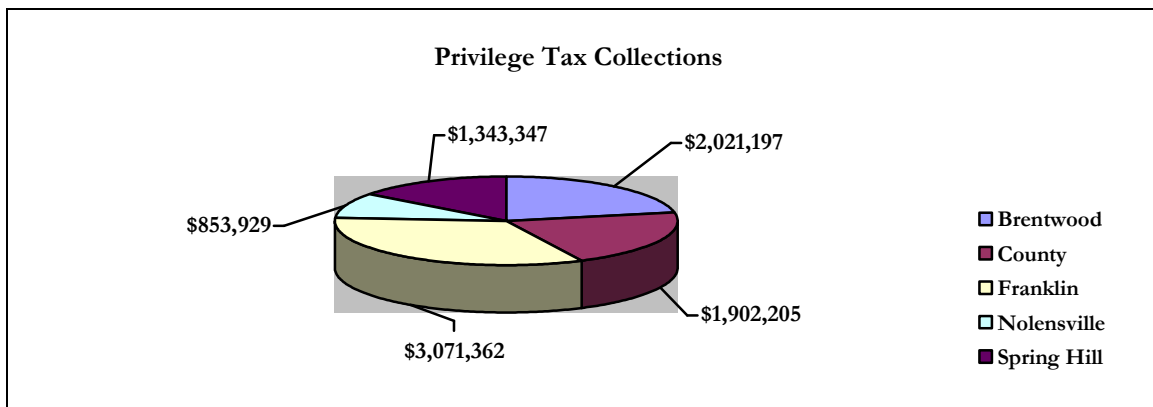


Figure 16

**Analysis**

Continued growth of residential and commercial construction activity in Williamson County is anticipated for 2008. Building Codes will endeavor to ensure the quality of construction of both residential and commercial while meeting these demands.

**Department Goals for 2008**

In the year 2008, the Building Codes Department will strive to achieve better communications with contractors regarding the current building codes to develop better quality homes and insure public safety. In an effort to be more consistent with enforcement of codes we have adopted the 2006 version of the International Code.

## 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, Subdivision Regulations and Flood Plain Regulations, and for specific research as the need arises. Codes Compliance is the enforcement branch of the Community Development Office. Please see Tables 4 and 5 for this years activity.

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.

Board of Zoning Appeals Cases For	Total 2003	Total 2004	Total 2005	Total 2006	Total 2007
Total Agenda Items	26	26	23	16	26
Variances	10	14	13	9	8
Appeals	0	1	2	2	4
Special Uses	9	9	7	2	8
Other	6	1	0	2	6

*Table 4*

### Special Uses By Category

Mobile Home as Temporary Residence	2	2	2	0	0
Accessory Dwelling	4	3	0	0	4
Farm Employee Housing	3	1	0	0	1
Communications Tower	0	2	0	0	0
Events of Public Interest	NA	NA	5	2	3
Family or Adult Day Care	0	1	0	0	0

*Table 5*

### Board of Zoning Appeals Members for 2007

Dave Ausbrooks - Chairman

Ed Jaggars - Vice Chairman

Steve Wherley - Secretary

Don Crohan - Representing the Planning Commission  
 Sue Workman - 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. See Table 6 below.

Activity	2003	2004	2005	2006	2007
Complaints Logged	199	218	198	209	215
Complaints/ No Violation Cited	57	65	74	92	61
General Code Violations = Complaints - No violation	NA	NA	NA	117	154
Cases Closed This Year	168	177	205	195	197
Signs Removed	369	388	341	351	123*
Sign Violation Notices	98	117	97	62	46
Sign Permits	119	88	96	69	71
Overgrown Lot Cases	17	14	13	10	6
Overgrown Lot Inspections	0	0	0	45	18
Pool Permits	NA	NA	NA	109	113
Pool Fence Inspections	167	224	299	317	375
Mobile Home Permits	NA	NA	NA	27	19
Mobile Home Inspections	35	69	62	133	72
Junk Car Cases	30	36	20	18	16
Junk Car Inspections	NA	NA	NA	76	62
Zoning Advisory Letters	19	27	21	16	14
Department Phone Calls	1686	1710	1712	2420	2344
Permits Reviewed	1253	1343	1388	1386	912

Table 6

\* 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. Due to a ruling by the County Attorney in July of 2006, unpermitted off-site signs located within State road rights-of-way have been determined not to be in County

jurisdiction at this time. Therefore, the number of sign violations and notices has been decreasing, and may continue to decrease. Agreement may be reached in 2008 allowing our office to administer the Williamson County Zoning Ordinance regulations in State rights-of-way.