

City of Columbia City Council
Regular Meeting Agenda
June 8, 2023 - 5:30 PM

City Hall Council Chambers
700 North Garden Street
Columbia, TN 38401
Phone: 931-560-1510

Chaz Molder, Mayor
Randy McBroom, Vice Mayor
Council Member DaVena Hardison, Ward 1
Council Member Debbie Wiles, Ed. D., Ward 2
Council Member Anthony Greene, Ward 3
Council Member Kenny Marshall, Ward 4
Council Member Danny Coleman, Ward 5

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Tony Massey, City Manager
C. Tim Tisher, City Attorney
Thad H. Jablonski, City Recorder
Liz Bermudez, Recording Secretary

The City Council of the City of Columbia welcomes your presence and participation at this meeting. If you wish to address Council regarding any item on the Agenda, please sign the sign-up sheet and indicate which agenda item you would like to comment on. You will have the opportunity to comment on an item when it comes up on the Agenda and before Council votes on the item. Once recognized, you may then come to the podium and state your name and address. Anyone requesting accommodations due to disabilities should contact the ADA Coordinator, Wanda McClain, at 931-560-1570 prior to the meeting.

PUBLIC HEARINGS

1. PUBLIC HEARING ON RESOLUTION NO. 23-29 (RELATES TO ITEM 9.1) - A RESOLUTION TO ANNEX AND APPROVE A PLAN OF SERVICES FOR PROPERTIES AND PORTIONS OF PROPERTIES AT TAX MAP 112 PARCELS 2.03, 9, 10.01, AND 10.07 LOCATED OFF TROTWOOD AVENUE INTO THE CITY OF COLUMBIA, TENNESSEE - WARD 1

   Documents:

   1. Staff Report Resolution No. 23-29
   2. Resolution No. 23-29
   3. Resolution No. 23-29 - Exhibit A
   4. Resolution No. 23-39 - Exhibit B
   5. Resolution No. 23-29 - Exhibit c
   6. Resolution No. 23-29 - Plan of Services
   7. Resolution No. 23-29 updated staff report
   8. Resolution No. 23-29 staff report

2. PUBLIC HEARING ON ORDINANCE NO. 4456 (RELATES TO ITEM 10.1) - AN ORDINANCE TO AMEND ORDINANCE NO. 4400, THE SAME BEING THE ZONING ORDINANCE OF THE CITY OF COLUMBIA, TENNESSEE BY REZONING A PORTION OF TAX MAP 112 PARCEL 9, LOCATED AT 6150 TROTWOOD AVENUE FROM CD-2 (RURAL CHARACTER DISTRICT) TO PUD-R (PLANNED UNIT DEVELOPMENT - RESIDENTIAL) - WARD 1

   Documents:

   1. Staff Report Ordinance No. 4456
   2. Ordinance No. 4456
   3. Ordinance No. 4456 Exhibit A
   4. Ordinance No. 4456 Exhibit B
   5. Ordinance No. 4456 Updated Development Service Staff Report
   6. Ordinance No. 4456 Development Services Staff Report

3. PUBLIC HEARING ON ORDINANCE NO. 4457 (RELATES TO ITEM 10.2) - AN ORDINANCE TO AMEND ORDINANCE NO. 4400 - THE SAME BEING THE ZONING ORDINANCE OF THE CITY OF COLUMBIA, TENNESSEE TO ZONE PROPERTY BEING ANNEXED BY RESOLUTION NO. 23-29 LOCATED AT 6150 TROTWOOD AVENUE BEING A PORTION OF TAX MAP 112 PARCEL 9 TO PUD-R (PLANNED UNIT DEVELOPMENT RESIDENTIAL) - WARD 1

Documents:

1. Staff Report Ordinance No. 4457
2. Ordinance No. 4457
3. Ordinance No. 4457 Exhibit A
4. Ordinance No. 4457 Exhibit B
5. Ordinance No. 4457 Updated Development Services Staff Report
6. Ordinance No. 4457 Development Services Staff Report

4. PUBLIC HEARING ON ORDINANCE NO. 4458 (RELATES TO ITEM 10.3) - AN ORDINANCE TO AMEND ORDINANCE NO. 4400 - THE SAME BEING THE ZONING ORDINANCE OF THE CITY OF COLUMBIA, TENNESSEE TO ZONE PROPERTIES BEING ANNEXED BY RESOLUTION NO. 23-29, LOCATED AT TAX MAP 112 PARCELS 2.03 AND 10.01, OFF TROTWOOD AVENUE AND OLD ZION ROAD TO PUD-R (PLANNED UNIT DEVELOPMENT-RESIDENTIAL) - WARD 1

Documents:

1. Staff Report Ordinance No. 4458
2. Ordinance No. 4458
3. Ordinance No. 4458 Exhibit A
4. Ordinance No. 4458 Exhibit B
5. Ordinance No. 4458 Updated Development Services Staff Report
6. Ordinance No. 4458 staff report

5. PUBLIC HEARING ON ORDINANCE NO. 4460 (RELATES TO ITEM 10.4) - AN ORDINANCE TO AMEND ORDINANCE NO. 4400 - THE SAME BEING THE ZONING ORDINANCE OF THE CITY OF COLUMBIA, TENNESSEE TO ZONE PROPERTY BEING ANNEXED BY RESOLUTION NO. 23-29, LOCATED OFF OLD ZION ROAD, BEING A PORTION OF TAX MAP 112 PARCEL 10.07 TO PUD-R (PLANNED UNIT DEVELOPMENT-RESIDENTIAL) - WARD 1

Documents:

1. Staff Report Ordinance No. 4460
2. Ordinance No. 4460
3. Ordinance No. 4460 Exhibit A
4. Ordinance No. 4460 Exhibit B
5. Ordinance No. 4460 Updated Development Services Staff Report
6. Ordinance No. 4460 Staff Report

6. PUBLIC HEARING ON ORDINANCE NO. 4461 (RELATES TO ITEM 10.5) - AN ORDINANCE TO AMEND ORDINANCE NO. 4400, THE SAME BEING THE ZONING ORDINANCE OF THE CITY OF COLUMBIA, TENNESSEE BY APPROVING THE OLD

ZION ROAD PUD PRELIMINARY MASTER PLAN LOCATED OFF TROTWOOD AVENUE AT TAX MAP 112 PARCELS 2.03, 9, 10.01, AND 10.07 - WARD 1

Documents:

1. Staff Report Ordinance No. 4461
2. Ordinance No. 4461
3. Ord No 4461 - Exhibit A (Updated)
4. Ordinance No. 4461 Exhibit B (Updated)
5. Ordinance No. 4461 Updated Development Services Staff Report
6. Ordinance No. 4461 Development Services Staff Report

7. PUBLIC HEARING ON ORDINANCE NO. 4462 (RELATES TO ITEM 10.6) - AN ORDINANCE AMENDING ORDINANCE NO. 4400, THE SAME BEING THE ZONING ORDINANCE OF THE CITY OF COLUMBIA, TENNESSEE REGARDING MOBILE VENDING - CITYWIDE

Documents:

1. Staff Report Ordinance No. 4462
2. Ordinance No. 4462
3. Ordinance No. 4462 Exhibit A
4. Ordinance No. 4462 Exhibit B
5. Ordinance No. 4462 Updated Development Services Staff Report 042323

8. PUBLIC HEARING ON ORDINANCE NO. 4463 (RELATES TO ITEM 10.7) – AN ORDINANCE FIXING THE TAX RATE FOR THE CITY OF COLUMBIA FOR THE YEAR 2023 ON ALL TAXABLE PROPERTY AT THE RATE OF $0.8251 PER $100.00

Documents:

1. Staff Report Ordinance No. 4463
2. Ordinance No. 4463

9. PUBLIC HEARING ON ORDINANCE NO. 4464 (RELATES TO ITEM 10.8) – APPROPRIATION ORDINANCE FOR FISCAL YEAR JULY 1, 2023 THROUGH JUNE 30, 2024

Documents:

1. Staff Report Ordinance No. 4464

2. Ordinance No. 4644 as amended

10. PUBLIC HEARING ON ORDINANCE NO. 4466 (RELATES TO ITEM 10.10) – AN ORDINANCE TO AMEND THE FISCAL YEAR 2022-2023 BUDGET ORDINANCE NO. 4404 PROVIDING FOR REVISIONS TO THE GENERAL, SANITATION, AND WASTEWATER FUNDS

Documents:

1. Staff Report Ordinance No. 4466 as amended
2. Ordinance 4466 AA3 2nd as amended
3. FY 2023 AA#3-Support Docs
4. Budget summary

11. 2ND CONSIDERATION OF ORDINANCE NO. 4467 (RELATES TO ITEM 10.11) - AN ORDINANCE TO AMEND TITLE 17, CHAPTER 1, SECTION 17-108 OF THE COLUMBIA MUNICIPAL CODE, THE SAME BEING THE SCHEDULE OF FEES FOR THE COLLECTION OF GARBAGE AND REFUSE WITHIN THE CORPORATE LIMITS OF THE CITY OF COLUMBIA, TENNESSEE

Documents:

1. Staff Report Ordinance No. 4467
2. Ordinance No. 4467

REGULAR MEETING

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1. CALL TO ORDER/ROLL CALL.

2. INVOCATION BY TAYLOR AHL OF THE BELONGING.

3. PLEDGE OF ALLEGIANCE.

4. APPROVAL OF AGENDA.

5. PRESENTATIONS.

5.1. QUARTERLY PRESENTATION BY WIL EVANS OF MAURY COUNTY CHAMBER AND ECONOMIC ALLIANCE - ADMINISTRATION.

Regular Meeting Only

ATTACHMENTS: Quarterly City of Columbia Update June 2023, ED Strikezone Polling Results_columbia city council results, ED Strikezone Polling Results_all stakeholders

6. ORGANIZATIONAL BUSINESS.

6.1. APPROVE THE MINUTES OF THE MAY 11, 2023 CITY COUNCIL REGULAR MEETING - CITY MANAGER'S OFFICE.

RECOMMENDATION: Approve.

ATTACHMENTS: May 11, 2023 City Council Minutes

7. CONSENT AGENDA

7.1. APPROVE DISBURSEMENTS FOR THE MONTH OF APRIL 2023 IN THE AMOUNT OF $5,346,348.15 - FINANCE.

RECOMMENDATION: Approve.

ATTACHMENTS: April 2023 Disbursements

7.2. APPROVE AND AUTHORIZE THE DISPOSAL OF SURPLUS EQUIPMENT - FINANCE.

RECOMMENDATION: Approve and authorize the disposal of surplus equipment as listed on the attachment per policy as defined within the City of Columbia Purchasing Manual.

INFORMATION: Various items have been identified by the department as surplus. An attempt will be made to sell all items at public auction. The value of those not sold will be reassessed and disposed of as prescribed by City policy.

ATTACHMENTS: June 2023 Surplus

7.3. APPROVE BID AWARD TO NORTH AMERICAN FIRE EQUIPMENT COMPANY, INCORPORATED FOR TURNOUT GEAR - FIRE & RESCUE.

RECOMMENDATION: Approve the bid award to North American Fire Equipment Company (NAFECO) for the purchase of all turnout

gear purchased through October 30, 2023 at the unit prices found on the separately supplied bid tabulation. It is further recommended that Council allow an extension of the award at the discretion of the Purchasing Agent through October 2025 based upon documented increases in pricing from the manufacturer and 30 days' notice from NAFECO.

INFORMATION: The City supplies turnout gear consisting of coats, pants, suspenders and belts to all firefighters. Due to the extreme and dangerous conditions under which firefighters must sometimes work it is imperative that the gear be of highest quality and workmanship. In addition to the initial supply of gear upon hire, turnout gear has a function life of about ten years at which time it is recommended that it be replaced.

The City requested bids for gear with the intent to award to a single vendor based upon unit pricing for all gear purchased during the term of the award. The terms of the bid were for fixed pricing through October 2023 with adjustment and renewal thereafter based upon cost increases from the manufacturer.

Columbia Fire & Rescue recommends the second lowest bid, NAFECO the current supplier, due to meeting all bid specifications and using quality materials.

CERTIFICATION: The Chief Financial Officer certifies that $16,878 is budgeted and unencumbered in Fire Dept. – Suppression – Wearing Apparel.

ATTACHMENTS: Staff Report Turnout Gear, Turnout Gear Bid Tabulation November 2022

7.4. APPROVE A REIMBURSEMENT IN THE AMOUNT OF $465,000 TO TAMARACK LAND – CARTER'S STATION, LLC FOR SUMMIT AT CARTER'S STATION SUBDIVISION IN THE CITY OF COLUMBIA, TENNESSEE – WARD 5 - DEVELOPMENT SERVICES DEPARTMENT.

RECOMMENDATION: Approve Reimbursement.

INFORMATION: On December 19, 2022, a surety guarantee was deposited from Tamarack Land – Carter's Station, LLC to ensure the completion of roads, striping, signage, curbing, sidewalks, drainage, grading and street lighting at Summit at Carter's Station.

Tamarack Land- Carters Station LLC for Summit at Carter's Station Subdivision has submitted a Letter of Credit in the amount of $465,000 from INSBANK to replace the Surety Guarantee that was submitted. So, at this time they would like reimbursement of $465,000.

ATTACHMENTS: Consent for Surety Reimbursement Staff Report, Summit at Carter's Station - Executed LOC, Summit at Carter's Station Phase 1

7.5. APPROVE AND AUTHORIZE THE MAYOR TO SIGN AMENDMENT NO. 2 TO THE STATE OF TENNESSEE DEPARTMENT OF TRANSPORTATION (TDOT) CONTRACT FOR IMPROVEMENTS AT AND AROUND THE INTERSECTION OF SR-6 (NASHVILLE HIGHWAY) AND SR-99 (BEAR CREEK PIKE) PIN 125912.00 - WARD 5 - DEVELOPMENT SERVICES DEPARTMENT.

RECOMMENDATION: Approve.

INFORMATION: The City of Columbia City Council approved the TDOT contract for improvements at and around the intersection of US-31/SR-6 (Nashville Highway) and US-412/SR-99 (Bear Creek Pike) on November 9, 2017. This project is located at the busiest intersection within the City of Columbia, and the plans to improve safety and congestion include geometric and signal phasing improvements along with, widening Bear Creek Pike from 2 to 3 lanes from Nashville Highway to Tom Hitch Parkway, adding right turn lanes on Bear Creek Pike and US Highway 43 Bypass, closing medians openings near the intersection and consolidating drives.

This Amendment No. 2 to the City of Columbia's contract with TDOT will add $4,400,615 to Nashville Hwy and Bear Creek Pike Project.

The City of Columbia requested additional funding needed for right

away and construction and TDOT granted that request. This project is being funded by 80% Federal and TDOT is covering the 20% match.

ATTACHMENTS: TDOT Amendment No. 2 Staff Report, Amendment No. 2 with TDOT

7.6. APPROVE AND AUTHORIZE THE MAYOR TO SIGN ADDENDUM NO. 1 FOR PROFESSIONAL SERVICES WITH GRESHAM, SMITH AND PARTNERS FOR THE NASHVILLE HIGHWAY AND BEAR CREEK PIKE INTERSECTION PROJECT - WARD 5 - DEVELOPMENT SERVICES DEPARTMENT.

RECOMMENDATION: Approve.

INFORMATION: The Development Services prepared a Request for Qualifications and advertised for consultant engineers to provide services related to design and construction of intersection improvements at Nashville Highway (ST6-/US-31) and Bear Creek Pike (SR-99/US-412) intersection east to Tom Hitch Parkway.

The purpose of this Addendum is to allow additional services to be performed by Engineer and modifications of payment to Engineer.

Gresham Smith has been working on developing right-of-way plans so the City can begin
acquiring right-of-way (ROW). Since initiating this right-of-way design, TDOT has changed or
revised processes that require additional services that were not included in the original scope and
fee for this project. In addition, design elements of the project have changed that required
additional designs that were not included in the original fee. The original contract was based on
all design being within the existing ROW with no additional ROW or easements to be acquired.

Original Agreement Amount $375,000
Amendment Amount $207,488
Adjusted Agreement Amount $582,488

CERTIFICATION: The Chief Financial Officer certifies that $207,488 is budgeted and unencumbered in Capital Projects – STBG Projects – Project US-31/US-412.

ATTACHMENTS: Staff Report Gresham Smith and Partners, Addendum No. 1

7.7. APPROVE THE CHANGE ORDER TO THE AGREEMENT WITH TREE WORX IN THE AMOUNT OF $7,320 - DEVELOPMENT SERVICES DEPARTMENT.

RECOMMENDATION: Approve Change Order.

INFORMATION: The change order is providing an additional 20 trees to replace Gingko Trees, 10 European Hornbeams, 10 Blackgums at $234/tree including delivery and handling from nursery. Additional service surcharge for undisclosed underground debris and obstacles found during the course of work. Concrete, rebar and electrical wires. The total amount with the additional services is $7,320.

CERTIFICATION: The Chief Financial Officer certifies that $7,320 is budgeted and unencumbered in the General City Admin – Misc. – Other Services & Charges.

ATTACHMENTS: Staff Report Tree Worx Change Order, Inv. # 00665-I Tree Worx

7.8. APPROVE AND AUTHORIZE THE MAYOR TO EXECUTE AN AMENDED AGREEMENT WITH KIMLEY-HORN AND ASSOCIATES, INC. FROM JANUARY 31, 2023 FEASIBILITY STUDY TO THE DESIGN PHASE OF A SPLASH PAD IN FAIRVIEW PARK, INCREASING THE AMOUNT BY FORTY THOUSAND FIFTY-SIX DOLLARS ($40,056) TO SEVENTY-NINE THOUSAND EIGHT HUNDRED DOLLARS ($79,800) - PARKS & RECREATION DEPARTMENT.

RECOMMENDATION: Approve.

INFORMATION: The City of Columbia entered an agreement with Kimley-Horn and Associates, Inc. for a feasibility study related to the

design and construction of a skate park and splash pad in the City of Columbia. This agreement is being amended to move from the study phase to the design phase, which increases the agreement amount by forty thousand fifty-six dollars ($40,056) to a total of seventy-nine thousand eight hundred dollars ($79,800). This is for the design of a splash pad in Fairview Park.

CERTIFICATION: The Chief Financial Officer certifies that $40,056 is budgeted and unencumbered in Parks – Maintenance Services-Park Improvements.

ATTACHMENTS: Staff Report Kimley Horn, Kimley-Horn and Associates, LLC Feasibility Study, Kimley-Horn

7.9. RECEIVE AND FILE COST OF LIVING ADJUSTMENT (COLA) FOR ELIGIBLE RETIREES OR BENEFICIARIES OF THE CITY OF COLUMBIA EMPLOYEES' RETIREMENT PLAN - CITY RECORDER'S OFFICE.

RECOMMENDATION: Approve.

INFORMATION: Each year the cost of living adjustment for eligible retirees or beneficiaries of the City of Columbia Employees' Retirement Plan is forwarded to the Trustees of the City Retirement Plan by the actuarial consultant. The increase of 3% of their current retirement benefit is to become effective July 1, 2023 for those retirees or beneficiaries, who began receiving benefits on or before July 1, 2022. The City Retirement Plan provides that the cost of living adjustment shall be increased for eligible retirees or beneficiaries each July 1, based on the Consumer Price Index (CPI-U) for all Urban Consumers, not to exceed three (3%) percent. The 3% is based on the period March 31, 2022 to March 31, 2023.

ATTACHMENTS: Staff Report--COLA, COLA

7.10. APPROVE THE MAYOR TO AUTHORIZE THE EXTENSION OF THE AGREEMENT WITH MSD ENVIRONMENTAL SERVICES, INC. FOR ONE (1) MONTH AT THE COST OF $20,00.00, FOR THE 1.0 METER BELT PRESS - WASTEWATER DEPARTMENT.

RECOMMENDATION: Approve.

INFORMATION: The initial agreement with MSD Environmental was for two (2) monthsat $20,000.00 per month, as spelled out in the agreement. Problems with the repair of our belt presses has led to the need for an additional month. MSD has agreed to the additional month at the initial cost of $20,000.00 per month.

CERTIFICATION: The Chief Financial Officer certifies that $20,000 is budgeted and unencumbered in Sewer Treatment Plant – Rentals.

ATTACHMENTS: Staff Report MSD Environmental, MSD Environmental

7.11. APPROVE CHANGE ORDER NO. 1 (FINAL) TO CLOSE OUT THE CONTRACT WITH SBW CONSTRUCTORS, LLC, J.R. WAUFORD CONTRACT 19-02 - WASTEWATER DEPARTMENT.

RECOMMENDATION: Approve.

INFORMATION: City council approved the bid award to SBW Constructors, LLC on July 9, 2020 for the amount of $3,285,272.50 for the WCTS (Wastewater Collections Transmission System) rehabilitation, i.e. Cayce Valley line rehab. To close out the contract, the City has been presented with Change Order No. 1 (final) which results in an overall decrease of $213,686.23, resulting in a final contract cost of $3,071,586.27. The description of changes is explained in the Contract Change Order attached to this agenda item.

ATTACHMENTS: SBW final change order-Staff Report May 2023, SBW Change Order and additional documents

7.12. APPROVE AMENDMENT NO. 5, AGREEMENT FOR ENGINEERING SERVICE RELATED TO EPA AOC NO. CWA-04-2014-4752 - WASTEWATER DEPARTMENT.

RECOMMENDATION: Approve.

INFORMATION: Amendment No. 5 covers the additional cost of engineering services provided by J.R. Wauford during the delays by SBW Constructors, LLC. SBW Constructors, LLC signed change order No. 1 on April 18, 2023 that included $67,422 for J.R.

Wauford engineering services and $12,430 being deducted from their contract to pay for damages to two (2) yards compromised during the project.

CERTIFICATION: The Chief Financial Officer certifies that this item represents a net decrease to the contract and encumbers no budgeted funds.

ATTACHMENTS: Staff Report Amendment 5, Amendment No. 5 to EPA AOC-Wauford contract

7.13. APPROVE THE CITY OF COLUMBIA'S STOP LOSS GROUP MEDICAL INSURANCE PREMIUM WITH SUN LIFE FINANCIAL WITH AN INDIVIDUAL SPECIFIC DEDUCTIBLE OF $150,000 AND AN AGGREGATING SPECIFIC CORRIDOR OF $125,000 EFFECTIVE JULY 1, 2023 AND AUTHORIZE THE MAYOR TO SIGN ANY NECESSARY DOCUMENTS - HUMAN RESOURCES.

RECOMMENDATION: Approve.

INFORMATION: To ensure we are receiving the most competitive rates and the best possible service for our eligible employees; Sherrill Morgan does a request for proposals for stop loss coverage. This plan year our health plan experienced fewer high claimants than in the previous plan year. The results of the lower claims cost and competition resulted in a reduction of the renewal premium from our current stop loss insurance carrier, Sun Life. The renewal rates for the year beginning July 1, 2023, are -14% lower than last year’s premium.

Sun Life continues to guarantee against any of our employees being subject to an individual laser and that we will not receive an increase above 50%. With this guarantee and the reduction in premium, the decision was made to stay with Sun Life for the stop loss.

Blue Cross gave us a 3.2% increase on our administrative fees; for the 23-24 plan year they will be $52.22 per employee per month. The administrative fee for dental remained at $4.46 per covered life per month.

In an effort to improve employee awareness of their current health condition(s), the City will continue the tobacco and HRA/biometric requirements. These requirements do not apply to those employees who are not on the group medical plan and receive the “In lieu of insurance” amount of $1,700 annually.

CERTIFICATION: The Chief Financial Officer certifies that sufficient funds are available and unencumbered in the Insurance Fund.

ATTACHMENTS: Staff Report Sun Life, SunLife, Rate Sheet 1, Rate Sheet 2

7.14. APPROVE BID AWARD TO NATIVE INSTINCT LLC FOR A 200KW STANDBY GENERATOR AND TWO (2) AUTOMATIC TRANSFER SWITCHES IN THE AMOUNT OF $104,444.21 - FIRE & RESCUE.

RECOMMENDATION: Approve.

INFORMATION: The City of Columbia requested bids for a New 200KW Standby Generator and (2) Two Automatic Transfer Switches for the Fire Station 1 remodel. Due to the anticipated sixty (60) week time frame, an invitation to bid was initiated.

CERTIFICATION: The Chief Financial Officer certifies that $104,445 is budgeted and unencumbered in Fire-Suppression-Machinery/Equipment.

ATTACHMENTS: Staff Report Generator, Bid Tab - 200KW Generator and Switches

8. ADMINISTRATION.

9. RESOLUTIONS.

9.1. RESOLUTION NO. 23-29 - A RESOLUTION TO ANNEX AND APPROVE A PLAN OF SERVICES FOR PROPERTIES AND PORTIONS OF PROPERTIES AT TAX MAP 112 PARCELS 2.03, 9, 10.01, AND 10.07 LOCATED OFF TROTWOOD AVENUE INTO

THE CITY OF COLUMBIA, TENNESSEE - WARD 1 - DEVELOPMENT SERVICES DEPARTMENT.

RECOMMENDATION: Approve Resolution No. 23-29.

INFORMATION: The property owner(s) and the applicant are requesting annexation into the City of Columbia for future residential development under a Planned Unit Development Master plan known as Old Zion Road PUD. The Planning Commission reviewed this request and recommended approval with a vote of 4-2 at the April 12, 2023 meeting.

ATTACHMENTS: Staff Report Resolution No. 23-29, Resolution No. 23-29, Resolution No. 23-29 - Exhibit A, Resolution No. 23-39 - Exhibit B, Resolution No. 23-29 - Exhibit c, Resolution No. 23-29 - Plan of Services, Resolution No. 23-29 - Update to Staff Report April 2023, Resolution No. 23-29 - Staff Report Trotwood PUD

9.2. RESOLUTION NO. 23-34 - A RESOLUTION TO ACCEPT THE STREETS AND DRAINAGE IMPROVEMENTS IN AUTUMN BROOK SUBDIVISION FOR OWNERSHIP AND MAINTENANCE - DEVELOPMENT SERVICES DEPARTMENT.

RECOMMENDATION: Approve Resolution No. 23-34.

INFORMATION: This resolution refers to acceptance of streets and drainage improvements in Autumn Brook Subdivision for ownership and maintenance in the City of Columbia. The Engineering Division has made inspections and recommends acceptance of the streets and drainage improvements.

ATTACHMENTS: Resolution No. 23-34 Staff Report, Resolution No. 23-34, Resolution No. 23-34 Request for Bond Release for Autumn Brook, Resolution No. 23-34 Autumn Brook Final Plat

9.3. RESOLUTION NO. 23-35 - A RESOLUTION TO ACCEPT THE STREETS AND DRAINAGE IMPROVEMENTS IN HONEY FARM SUBDIVISION, PHASE 2, SECTION 9, FOR OWNERSHIP AND MAINTENANCE - DEVELOPMENT SERVICES DEPARTMENT.

RECOMMENDATION: Approve Resolution No. 23-35.

INFORMATION: This resolution refers to acceptance of streets and drainage improvements in Honey Farm Subdivision, Phase 2, Section 9, for ownership and maintenance in the City of Columbia. The Engineering Division has made inspections and recommends acceptance of the streets and drainage improvements.

ATTACHMENTS: Resolution No. 23-35 Staff Report, Resolution No. 23-35, Resolution No. 23-35 Request for Final Acceptance - Phase 2, Section 9 Honey Farm, Resolution 23-35 - Plat HF 2.9

9.4. RESOLUTION NO. 23-36 - A RESOLUTION ACCEPTING A DONATION OF FIVE CONTAINMENT BLANKETS DESIGNED SPECIFICALLY FOR ELECTRIC AND HYBRID VEHICLE FIRES FROM GENERAL MOTORS TO BE UTILIZED BY COLUMBIA FIRE & RESCUE - FIRE & RESCUE.

RECOMMENDATION: Approve.

INFORMATION: Columbia Fire & Rescue request Council's approval to accept the donation of five containment blankets designed specifically for electric and hybrid vehicle fires from General Motors.

ATTACHMENTS: Staff Report Resolution No. 23-36, Resolution 23-36

9.5. RESOLUTION NO. 23-37 - A RESOLUTION TO ACCEPT OWNERSHIP AND MAINTENANCE OF SEWER IMPROVEMENTS SERVING BAKER CREEK PLACE - WARD 3 - WASTEWATER DEPARTMENT.

RECOMMENDATION: Approve Resolution No. 23-37.

INFORMATION: Baker Creek Place consists of 1,375 linear feet of 8-inch gravity sanitary sewer lines located in Ward 3. The developers have met all of the qualifications for acceptance, i.e. as-built plans, dedication letter, lien affidavit and maintenance surety, 25% of the construction surety, to be left in place for one year after council acceptance. The Wastewater Department has performed the necessary testing and inspections.

ATTACHMENTS: Staff Report Resolution No. 23-37, Resolution No. 23-37, Baker Creek Place dedication letter-June 2023

9.6. RESOLUTION NO. 23-38 - A RESOLUTION TO RATIFY THE CITY OF COLUMBIA'S APPLICATION FOR THE FEMA PUBLIC ASSISTANCE GRANT, ACCEPT THE AWARD AND AUTHORIZE THE MAYOR TO EXECUTE DOCUMENTS RELATED TO ACCEPTING AND ADMINISTERING THE GRANT PROJECT - FIRE & RESCUE.

RECOMMENDATION: Approve Resolution No. 23-38.

INFORMATION: The President of the United States issued a major disaster declaration under the authority of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5121 *et seq*. (the "Stafford Act"), for costs associated with the Corona Virus Disease 2019 (Covid-19 Pandemic).

The City of Columbia is eligible to receive funds to recover costs that are funded 100% by FEMA.

Columbia Fire & Rescue requests the Council's approval to apply for the Grant with no matching funds required by the City of Columbia.

ATTACHMENTS: Staff Report Resolution No. 23-38, Resolution No. 23-38

9.7. RESOLUTION NO. 23-39 - TAX CORRECTIONS - CITY RECORDER'S OFFICE.

RECOMMENDATION: Approve Resolution No. 23-39.

INFORMATION: The City Recorder is presenting tax corrections through 5/19/2023 for Council consideration as submitted by Mr. Bobby Daniels, Maury County Tax Assessor.

ATTACHMENTS: Staff Report; Resolution No. 23-39; Tax Corrections.

ATTACHMENTS: Staff Report Resolution No. 23-39, Resolution No. 23-39

9.8. RESOLUTION NO. 23-40 - A RESOLUTION TO ACCEPT A DONATION FROM THE MAURY REGIONAL HEALTHCARE FOUNDATION TO THE COLUMBIA PARKS AND RECREATION DEPARTMENT IN THE AMOUNT OF ONE THOUSAND DOLLARS ($1,000) FOR SUMMER YOUTH PROGRAM EXPENSES - PARKS & RECREATION DEPARTMENT.

RECOMMENDATION: Approve Resolution No. 23-40.

INFORMATION: The Maury Regional Healthcare Foundation Executive Committee voted to donate one thousand dollars ($1,000) for summer youth program expenses to the City of Columbia Parks and Recreation Department.

ATTACHMENTS: Staff Report Resolution 23-40 , Resolution No. 23-40

9.9. RESOLUTION NO. 23-41 - A RESOLUTION AUTHORIZING EXECUTION OF A SINGLE STREAM SOLID WASTE INTERLOCAL AGREEMENT WITH MARSHALL COUNTY FOR RECYCLABLE MATERIALS - PUBLIC WORKS DEPARTMENT.

RECOMMENDATION: Approve Resolution No. 23-41 and authorize the Mayor to sign an interlocal agreement for execution of single stream solid waste with Marshall County for recyclable materials

INFORMATION: Since 2013, the City of Columbia has partnered with Marshall County to improve recycling and support Marshall County's Recycling Hub. The City's recyclable materials are collected by Public Works and delivered to the Marshall County Solid Waste Recovery Facility.

The Marshall County Solid Waste Committee recommended maintaining the current charge of $65.00 per ton and made a recommendation to the Marshall County Commission, who approved a resolution at their April 24, 2023 meeting. The per-ton charge for recyclables will take effect on July 1, 2023. The Commission approved an Interlocal Agreement for the City's consideration, establishing terms and conditions for the City's recyclable materials delivered to their facility. This recommendation also includes an automatic one (1) year renewal.

Based upon an estimated tonnage of recyclables (415 tons annually), the costs would be approximately $27,000.

Marshall County is requesting the City of Columbia to authorize execution of the Interlocal Agreement.

ATTACHMENTS: Staff Report Resolution No. 23-41, Resolution No. 23-41, Marshall Co FY24 Columbia Interlocal Agreement

9.10. RESOLUTION NO. 23-42 - A RESOLUTION TO ACCEPT OWNERSHIP AND MAINTENANCE OF SEWER IMPROVEMENTS SERVING CITIZEN HOUSE APARTMENTS - WARD 5 - WASTEWATER DEPARTMENT.

RECOMMENDATION: Approve Resolution No. 23-42.

INFORMATION: Citizen House Apartment consists of 1,082 linear feet of 8-inch gravity sanitary sewer lines located in Ward 5. The developers have met all of the qualifications for acceptance, i.e. as-built plans, dedication letter, lien affidavit and maintenance surety, 25% of the construction surety, to be left in place for one year after council acceptance. The Wastewater Department has performed the necessary testing and inspections.

ATTACHMENTS: Staff Report Resolution No. 23-42, Resolution No. 23-42, Citizen House Apartments, CH Apartments - Dedication letter-June 2023

9.11. RESOLUTION NO. 23-43 - A RESOLUTION TO ACCEPT OWNERSHIP AND MAINTENANCE OF SEWER IMPROVEMENTS SERVING RIDGEVIEW OAKS, PHASE 2 (KINLOCH) - WARD 5 - WASTEWATER DEPARTMENT.

RECOMMENDATION: Approve Resolution No. 23-43.

INFORMATION: Ridgeview Oaks, Phase 2 (Kinloch) consists of 2,025 linear feet of 8-inch gravity sanitary sewer lines located in Ward 5. The developers have met all of the qualifications for acceptance, i.e. as-built plans, dedication letter, lien affidavit and maintenance surety, 25% of the construction surety, to be left in

place for one year after council acceptance. The Wastewater Department has performed the necessary testing and inspections.

ATTACHMENTS: Staff Report Resolution No. 23-43, Resolution No. 23-43, Ridgeview Oaks, Phase 2 - Dedication Letter

10 ORDINANCES.

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10.1. 2ND CONSIDERATION OF ORDINANCE NO. 4456 - AN ORDINANCE TO AMEND ORDINANCE NO. 4400, THE SAME BEING THE ZONING ORDINANCE OF THE CITY OF COLUMBIA, TENNESSEE BY REZONING A PORTION OF TAX MAP 112 PARCEL 9, LOCATED AT 6150 TROTWOOD AVENUE FROM CD-2 (RURAL CHARACTER DISTRICT) TO PUD-R (PLANNED UNIT DEVELOPMENT - RESIDENTIAL) - WARD 1 - DEVELOPMENT SERVICES DEPARTMENT.

RECOMMENDATION: Approve Ordinance No. 4456 on second consideration.

INFORMATION: The applicant is requesting to rezone a portion of the aforementioned property for the future development of residential homes as part of the proposed Old Zion Road Planned Unit Development subdivision consisting of 765 homes on 415 acres. The Planning Commission reviewed this request and recommended approval with a vote of 4-2 at the April 12, 2023 meeting.

ATTACHMENTS: Staff Report Ordinance No. 4456, Ordinance No. 4456, Ordinance No. 4456 Exhibit A, Ordinance No. 4456 Exhibit B, Ordinance No. 4456 Updated Development Service Staff Report, Ordinance No. 4456 Development Services Staff Report

10.2. 2ND CONSIDERATION OF ORDINANCE NO. 4457 - AN ORDINANCE TO AMEND ORDINANCE NO. 4400 - THE SAME BEING THE ZONING ORDINANCE OF THE CITY OF COLUMBIA, TENNESSEE TO ZONE PROPERTY BEING ANNEXED BY RESOLUTION NO. 23-29, LOCATED AT 6150 TROTWOOD AVENUE BEING A PORTION OF TAX MAP 112 PARCEL 9 TO PUD-R (PLANNED UNIT DEVELOPMENT-

RESIDENTIAL) - WARD 1 - DEVELOPMENT SERVICES DEPARTMENT.

RECOMMENDATION: Approve Ordinance No. 4457 on second consideration.

INFORMATION: The applicant is requesting a portion of property be annexed and zoned for a Planned Unit Development residential development known as Old Zion Road PUD. Planning Commission reviewed the request at the April 12, 2023 meeting and recommended approval with a vote of 4-2.

ATTACHMENTS: Staff Report Ordinance No. 4457, Ordinance No. 4457, Ordinance No. 4457 Exhibit A, Ordinance No. 4457 Exhibit B, Ordinance No. 4457 Updated Deveopment Services Staff Report, Ordinance No. 4457 Development Services Staff Report

10.3. 2ND CONSIDERATION OF ORDINANCE NO. 4458 - AN ORDINANCE TO AMEND ORDINANCE NO. 4400 - THE SAME BEING THE ZONING ORDINANCE OF THE CITY OF COLUMBIA, TENNESSEE TO ZONE PROPERTIES BEING ANNEXED BY RESOLUTION NO. 23-29, LOCATED AT TAX MAP 112 PARCELS 2.03 AND 10.01, OFF TROTWOOD AVENUE AND OLD ZION ROAD TO PUD-R (PLANNED UNIT DEVELOPMENT-RESIDENTIAL) - WARD 1 - DEVELOPMENT SERVICES DEPARTMENT.

RECOMMENDATION: Approve Ordinance No. 4458 on second consideration.

INFORMATION: The applicant is requesting the aforementioned properties be zoned upon annexation to a Planned Unit Development Residential classification as part of the Old Zion Road PUD subdivision proposed. The Planning Commission reviewed the request at the April 12, 2023 meeting and recommended approval with a vote of 4-2.

ATTACHMENTS: Staff Report Ordinance No. 4458, Ordinance No. 4458, Ordinance No. 4458 Exhibit A, Ordinance No. 4458 Exhibit B, Ordinance No. 4458 Updated Development Services Staff Report, Ordinance No. 4458 Development Services Staff Report

10.4. 2ND CONSIDERATION ON ORDINANCE NO. 4460 - AN ORDINANCE TO AMEND ORDINANCE NO. 4400 - THE SAME BEING THE ZONING ORDINANCE OF THE CITY OF COLUMBIA, TENNESSEE TO ZONE PROPERTY BEING ANNEXED BY RESOLUTION NO. 23-29, LOCATED OFF OLD ZION ROAD, BEING A PORTION OF TAX MAP 112 PARCEL 10.07 TO PUD-R (PLANNED UNIT DEVELOPMENT-RESIDENTIAL) - WARD 1 - DEVELOPMENT SERVICES DEPARTMENT.

RECOMMENDATION: Approve Ordinance No. 4460 on second consideration.

INFORMATION: The applicant is requesting a portion of the aforementioned property be zoned to PUD-R upon annexation as part of the proposed Old Zion Road Planned Unit Development subdivision which will consist of 765 lots on 415 acres. The Planning Commission reviewed the request at the April 12, 2023 meeting and recommended approval with a vote of 4-2.

ATTACHMENTS: Staff Report Ordinance No. 4460, Ordinance No. 4460, Ordinance No. 4460 Exhibit A, Ordinance No. 4460 Exhibit B, Ordinance No. 4460 Updated Development Services Staff Report, Ordinance No. 4460 Development Services Staff Report

10.5. 2ND CONSIDERATION OF ORDINANCE NO. 4461 - AN ORDINANCE TO AMEND ORDINANCE NO. 4400, THE SAME BEING THE ZONING ORDINANCE OF THE CITY OF COLUMBIA, TENNESSEE BY APPROVING THE OLD ZION ROAD PUD PRELIMINARY MASTER PLAN LOCATED OFF TROTWOOD AVENUE AT TAX MAP 112 PARCELS 2.03, 9, 10.01, AND 10.07 - WARD 1 - DEVELOPMENT SERVICES DEPARTMENT.

RECOMMENDATION: Approve Ordinance No. 4461 on second consideration.

INFORMATION: The applicant is requesting approval of the preliminary master plan for the Old Zion Road Planned Unit Development. The development will consist of 764 new residential lots that vary in three lot widths and with one existing lot on a total

of 415 acres that will be developed in a multitude of phasing with 45% of the site being open space. Amenities include three (3) miles of walking trails, playgrounds, a pool, and dog park area. There was discussion on the possible connection between Ashwood Manor Subdivision and this development with no connection being proposed at this time. The Planning Commission reviewed this request at the April 12, 2023 meeting and recommended approval by a vote of 4-2.

ATTACHMENTS: Staff Report Ordinance No. 4461, Ordinance No. 4461, Ord No 4461 - Exhibit A (Updated), Ordinance No. 4461 Exhibit B (Updated), Ordinance No. 4461 Updated Development Services Staff Report, Ordinance No. 4461 Development Services Staff Report

10.6. 2ND CONSIDERATION OF ORDINANCE NO. 4462 - AN ORDINANCE AMENDING ORDINANCE NO. 4400, THE SAME BEING THE ZONING ORDINANCE OF THE CITY OF COLUMBIA, TENNESSEE REGARDING MOBILE VENDING - CITYWIDE - DEVELOPMENT SERVICES DEPARTMENT.

RECOMMENDATION: Approve Ordinance No. 4462 on second consideration.

INFORMATION: Amendments may be recommended due to circumstances over a time period. Columbia established mobile vending under the Zoning Ordinance in 2018 and since that time, it has been identified in Strategic Planning to be an item for review. Staff consulted surrounding areas for their regulations and also consulted with local vendors to provide suggested amendments. Also being a part of this zoning ordinance amendment is the establishment of food truck court regulations. Planning Commission then reviewed the various proposed amendments and at the April 12, 2023 meeting recommended approval of the attached by a vote of 6-0.

ATTACHMENTS: Staff Report Ordinance No. 4462, Ordinance No. 4462, Ordinance No. 4462 Exhibit A, Ordinance No. 4462 Exhibit B, Ordinance No. 4462 Updated Development Services Staff Report 042323

10.7. 2ND CONSIDERATION OF ORDINANCE NO. 4463 – AN ORDINANCE FIXING THE TAX RATE FOR THE CITY OF COLUMBIA FOR THE YEAR 2023 ON ALL TAXABLE PROPERTY AT THE RATE OF $0.8251 PER $100.00 - WARD 4 - CITY RECORDER'S OFFICE.

RECOMMENDATION: Approve Ordinance No. 4463 on second consideration.

INFORMATION: Annually, the City Council adopts the property tax rate by Ordinance. This proposed Ordinance calls for the tax rate of $0.8251 per $100.00 of assessed value for the 2023 City taxes.

ATTACHMENTS: Staff Report Ordinance No. 4463, Ordinance No. 4463

10.8. 2ND CONSIDERATION OF ORDINANCE NO. 4464 AS AMENDED – APPROPRIATION ORDINANCE FOR FISCAL YEAR JULY 1, 2023 THROUGH JUNE 30, 2024 - FINANCE.

RECOMMENDATION: Approve Ordinance No. 4464 as amended on second consideration.

INFORMATION: Each year, pursuant to the City Charter, the City Council considers the formal adoption of the City budget through an appropriation ordinance for the coming year. The proposed budget was delivered to the City Council at the May 4th study session. The Wastewater budget was presented to the City Council in April in one-on-one session. One-on-one meetings were held for review of other departments and funds in advance of first consideration. Additional meetings will be scheduled as necessary. A Public Hearing is required prior to second consideration and will be scheduled for June 8, 2023. Required publication of the tentative Appropriation Ordinance was made in the Columbia Daily Herald on April 30, 2023.

Per past practice, the City Council is being requested to advance the Appropriation Ordinance for the upcoming fiscal year based upon the appropriations listed in the proposed budget. The total proposed budget is $80,428,968.

Second consideration and final adoption of the proposed ordinance is tentatively scheduled for June 8, 2023.

ATTACHMENTS: Staff Report Ordinance No. 4464, Ordinance No. 4644 as amended

10.9. 2ND CONSIDERATION OF ORDINANCE NO. 4465 AS AMENDED - AN ORDINANCE TO APPROVE THE CLASSIFICATION AND COMPENSATION PLAN FOR THE EMPLOYEES OF THE CITY OF COLUMBIA FOR THE 2023-2024 FISCAL YEAR - HUMAN RESOURCES.

RECOMMENDATION: Approve Ordinance No. 4465 as amended on second consideration.

INFORMATION: Each year, the City Council passes a Classification and Pay Ordinance for the next fiscal year. The City of Columbia contracted Burris, Thompson and Associates to conduct a comprehensive classification study. City jobs have been revised by City Departments and reviewed by Burris, Thompson and Associates. This will take effect July 1, 2023 and pay adjustments will be implemented in the pay period in which July 1, 2023 occurs.

The following additional changes are being made:

1. The City's jobs have been revised by City department directors and reviewed pursuant to a comprehensive study by Burris, Thompson and Associates.
2. The City's pay range structure has been reviewed and adjusted from numerical pay grades to alphabetical pay grades and new pay ranges have been proposed.
3. The goal of this effort is to provide a pay structure to attract and retain highly qualified employees to provide quality services to the community.
4. Full implementation of the Classification and Compensation Plan will be implemented with the adopted Budget for the 2023-2024 Fiscal Year which will incorporate the recommended adjustments pursuant to the study referenced above and will raise pay for all employees that are not in their market pay range.

Ordinance No. 4465 is being amended on second consideration to correct typos in the positions of Fire & Rescue Building Maintenance, Asst. Fire Chief - Training job title changed to Chief Training Fire Officer, Asst. Fire Chief positions (Admin and Suppression) moved from letter "L" to "M", Deputy Fire Chief - Administration job titled changed to Deputy Fire Chief and the grade moved from letter "M" to "N" and Public Works Maintenance Worker typo was corrected.

ATTACHMENTS: Staff Report Ordinance No. 4465 as amended, Ordinance No. 4465 AS AMENDED, Ordinance No. 4465 Exhibit A , Ordinance No. 4465 as amended Exhibit B

10.10. 2ND CONSIDERATION OF ORDINANCE NO. 4466 AS AMENDED – AN ORDINANCE TO AMEND THE FISCAL YEAR 2022-2023 BUDGET ORDINANCE NO. 4404 PROVIDING FOR REVISIONS TO THE GENERAL, SANITATION, AND WASTEWATER FUNDS - FINANCE.

RECOMMENDATION: Approve Ordinance No. 4466 as amended on second consideration.

INFORMATION: The proposed ordinance is the third amendment to the FY 2023 Appropriation Ordinance, impacting the Sanitation, Capital and Wastewater Funds and several departments within the General Fund.

Within this budget amendment, the following items are included:

- Appropriation of funds for step 1 of the pay plan approved May 11, 2023, which totals $364,258 in General, $20,864 in Sanitation and $47,394 in Wastewater,
- Budget SAFER Grant in Fire totaling $174,833 for three (3) new firefighter positions,
- Budget $3,000 in HR for a new scanner for document imaging.

On second consideration, the following items were added:

- Budget reserves for year-end retirement funding totaling $600,000 in General City Admin,

- Budget funds for additional fuel in the following General Fund departments:
  - Police - $5,700
  - Fire - $20,620
  - Public Works - $32,800
  - Development Services - $2,380
  - Parks - $8,000
- Budget recovery of insurance funds for water damage totaling $6,185, HAZMAT funds totaling $5,582, auto repair for claimed auto damage totaling $4,544 and funds for an emergency generator totaling $104,445 in Fire,
- Budget $15,000 for auto-repairs offset with insurance proceeds in Public Works,
- Appropriation of funds for landfill charges exceeding budget estimates ($350,000) and year-end retirement funding ($220,000) in Sanitation.
- Budget funds for parking garage study in Capital Projects totaling $49,122.

A detailed schedule of items included within this budget amendment is attached. This amendment increases the City's total budget for FY 2023 by $2,034,727 to $92,997,260.

ATTACHMENTS: Staff Report Ordinance No. 4466 as amended, Ordinance 4466 AA3 2nd as amended, FY 2023 AA#3-Support Docs, BUDGET SUMMARY 2023 AA3 2nd

10.11. 2ND CONSIDERATION OF ORDINANCE NO. 4467 - AN ORDINANCE TO AMEND TITLE 17, CHAPTER 1, SECTION 17-108 OF THE COLUMBIA MUNICIPAL CODE, THE SAME BEING THE SCHEDULE OF FEES FOR THE COLLECTION OF GARBAGE AND REFUSE WITHIN THE CORPORATE LIMITS OF THE CITY OF COLUMBIA, TENNESSEE - PUBLIC WORKS DEPARTMENT.

RECOMMENDATION: Approve Ordinance No. 4467 on second consideration.

INFORMATION: It is recommended the City sanitation fee be increased by $3.00 to address increasing costs for providing this service.

ATTACHMENTS: Staff Report Ordinance No. 4467, Ordinance No. 4467

10.12. 1ST CONSIDERATION ON ORDINANCE NO. 4468 - AN ORDINANCE TO AMEND ORDINANCE NO. 4400, THE SAME BEING THE ZONING ORDINANCE OF THE CITY OF COLUMBIA, TENNESSEE BY REZONING TAX MAP 101 PARCEL 39.00 LOCATED AT 6218 CAYCE LANE, FROM CD-2 (RURAL CHARACTER DISTRICT) TO CD-3 (NEIGHBORHOOD CHARACTER DISTRICT) AND ESTABLISH JULY 13, 2023 AS THE DATE OF PUBLIC HEARING - WARD 2 - DEVELOPMENT SERVICES DEPARTMENT.

RECOMMENDATION: Approve Ordinance No. 4468 on first consideration and establish July 13, 2023 as the date of Public Hearing.

INFORMATION: The applicant is requesting the property to be rezoned from CD-2 (Rural Character District) to CD-3 (Neighborhood Character District). It consists of a 30 acre property located at 6218 Cayce Lane with the concept plan reflecting 104 residential lots. The Planning Commission reviewed this request at the May 10, 2023 meeting and recommended approval by a vote of three to two with two abstentions.

ATTACHMENTS: Staff Report Ordinance No. 4468, Ordinance No. 4468, OrdNo4468-ExhA, OrdNo4468-ExhB, Update to Staff Report, Staff Report, Traffic Impact Study, Stormwater Report

10.13. 1ST CONSIDERATION OF ORDINANCE NO. 4469 - AN ORDINANCE TO AMEND THE COLUMBIA MUNICIPAL CODE BY REPEALING AND DELETING TITLE 12, CHAPTER 1, SECTION 12-102, PERTAINING TO THE BUILDING CODE AND ADOPTING NEW SECTION 12-102 - DEVELOPMENT SERVICES DEPARTMENT.

RECOMMENDATION: Approve Ordinance 4469 on first consideration.

INFORMATION: This Ordinance will amend the currently adopted International Residential Code in order to be in compliance with Tennessee House Bill No. 799. This bill establishes the 2018 International Energy Conservation Code for one-family and two-family construction as amended by the State Fire Marshal rule 0780-02-23-.02 as the maximum enforceable regulation.

SECTION 5. Tennessee Code Annotated, Section 68-120-101 (b)(2)(A), is amended by adding the following as a new subdivision:
(iii) For one-family and two-family construction, it has adopted the International Energy Conservation Code, published by the International Code Council, and is not more stringent than the state minimum standard adopted pursuant to subsection (a); and
SECTION 6. This act takes effect July 1, 2023, the public welfare requiring it.

ATTACHMENTS: Ordinance No. 4469 - Staff Report, Ordinance No. 4469

10.14. 1ST CONSIDERATION OF ORDINANCE NO. 4470 - AN ORDINANCE TO AMEND THE CITY OF COLUMBIA PURCHASING MANUAL AS ADOPTED BY ORDINANCE NO. 4209 BY ADDING A NEW SECTION 3.15 ON CONSTRUCTION MANAGEMENT SERVICES AND BY CHANGING THE BID AMOUNT FROM $25,000 TO $50,000 AND THE PURCHASE ORDER AMOUNT FROM $4,000 TO $8,000 AT ALL PLACES WHERE IT IS REFERENCED IN THE PURCHASING MANUAL - FINANCE.

RECOMMENDATION: Approve Ordinance No. 4470 on first consideration.

INFORMATION: The Chief Financial Officer reviews financial policies and procedures periodically to ensure that such policies and procedures conform to changes in state law and to best serve the City of Columbia. Upon review of recent updates to MTAS

purchasing guidelines, staff recommends revisions to stay up to date with State law.

The attached City of Columbia Purchasing Policy and Manual version 071323 proposes the addition of a new section (3.15) on Construction Management Services as well as updating the purchase order amount from $4,000 to $8,000 and the bid amount from $25,000 to $50,000 at all places where it is referenced in the purchasing manual.

ATTACHMENTS: Staff Report - Update Purchasing Manual, Ordinance No. 4470, City of Columbia Purchasing Policy and Manual 060823 - Clean Copy, City of Columbia Purchasing Policy and Manual 060823 - Redline Copy

11 OTHER BUSINESS.

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12 EXECUTIVE SESSION.

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13 ADJOURNMENT.

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14 UPCOMING EVENTS.

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CITY OF COLUMBIA TENNESSEE
CITY COUNCIL
STAFF REPORT

STAFF REPORT CONTACT INFORMATION
Melissa Sanders, Planning Associate I, msanders@columbiatn.com, 931-560-1560

AGENDA ITEM TITLE:
RESOLUTION NO. 23-29 - A RESOLUTION TO ANNEX AND APPROVE A PLAN OF SERVICES FOR PROPERTIES AND PORTIONS OF PROPERTIES AT TAX MAP 112 PARCELS 2.03, 9, 10.01, AND 10.07 LOCATED OFF TROTWOOD AVENUE INTO THE CITY OF COLUMBIA, TENNESSEE - WARD 1

RECOMMENDATION: Approve Resolution No. 23-29.

INFORMATION: The property owner(s) and the applicant are requesting annexation into the City of Columbia for future residential development under a Planned Unit Development Master plan known as Old Zion Road PUD. The Planning Commission reviewed this request and recommended approval with a vote of 4-2 at the April 12, 2023 meeting.

A RESOLUTION TO ANNEX AND APPROVE A PLAN OF SERVICES FOR PROPERTIES AND PORTIONS OF PROPERTIES AT TAX MAP 112 PARCELS 2.03, 9, 10.01, AND 10.07, LOCATED OFF TROTWOOD AVENUE, INTO THE CITY OF COLUMBIA, TENNESSEE.

WHEREAS, pursuant to the authority of Tennessee Code Annotated Section §6-51-1 et.seq., the City of Columbia has the power to annex property into such City when petitioned by the owner; and

WHEREAS, the property owner(s) have requested and petitioned the City Council of the City of Columbia to annex into the City of Columbia as illustrated in Exhibit "B" which is attached hereto and incorporated herein by reference; and

WHEREAS, it appears to the City Council of the City of Columbia that the prosperity of the City of Columbia and the property described in Exhibit "A" attached hereto and incorporated herein by reference will be materially retarded and the safety and welfare of the inhabitants and property endangered unless said property is annexed.

NOW THEREFORE, BE IT HEREBY RESOLVED BY THE CITY OF COLUMBIA:

Section 1. The City of Columbia hereby annexes into the City of Columbia, Tennessee and incorporates within the boundaries thereof, properties and portions of properties at Tax Map 112 Parcels 2.03, 9, 10.01, and 10.07, located off Trotwood Avenue, lying between the present corporate limits and the new corporate limits. A location map depicting the proposed annexation area is identified as Exhibit "C" and is attached hereto and incorporated herein by reference.

Section 2. This Resolution was passed after a public hearing relative to this proposed annexation held by the Mayor and City Council of the City of Columbia, at the City Hall at 5:30 p.m. on the 8th day of June 2023, with notice of said hearing being given in The Daily Herald of Columbia, Tennessee, fifteen (15) days or more before said hearing. The Columbia Municipal Planning Commission recommended approval for the said annexation on the 12th day of April, 2023.

Section 3. It appearing to the City Council of the City of Columbia, Tennessee, that in accordance with Tennessee Code Annotated, Section §6-51-102, a Plan of Services is required for the territory to be annexed. The City Council of the City of Columbia adopted a Plan of Services for the above described property on the 8th day of June, 2023, following a duly advertised public hearing, setting forth the identification and projected timing of municipal services to be extended in the above described area to be annexed. It further appearing that said Plan of Services as adopted by the City Council of the City of Columbia was previously submitted to the Columbia Municipal Planning Commission which studied said Plan of Services and rendered a written report to the City Council of the City of Columbia on the 12th day of April, 2023.

Section 4. This Resolution shall become effective thirty (30) days after its passage.

Section 5. That all Resolutions or parts of Resolutions in conflict herewith are hereby repealed.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF COLUMBIA, TENNESSEE THIS 8th DAY OF JUNE, 2023.

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CHARLES (CHAZ) M. MOLDER, MAYOR

ATTEST:

_____

THAD H. JABLONSKI, CITY RECORDER

LEGAL FORM APPROVED:

C. Tim Tisher

C. TIM TISHER, CITY ATTORNEY

RaganSmith

21-0244

DOBUAL SPRING CREEK PARTNERS PROPERTY DESCRIPTION

MAP 112, PARCEL 9.00

BEING A CERTAIN TRACT OF LAND LOCATED IN THE 9TH CIVIL DISTRICT OF MAURY COUNTY, TENNESSEE. BEING PART OF THE SAME PROPERTY DEEDED TO DOBUAL SPRING CREEK PARTNERS OF RECORD IN DEED BOOK 1239, PAGE 865, REGISTER'S OFFICE FOR MAURY COUNTY, TENNESSEE (R.O.M.C.T.). BEING BOUNDED ON THE NORTH AND EAST BY CITY OF COLUMBIA OF RECORD IN DEED BOOK R1875, PAGE 855, DEED BOOK R2068, PAGE 364, AND DEED BOOK R2068, PAGE 361, R.O.M.C.T., ON THE SOUTH BY TROTWOOD AVENUE – STATE ROUTE 243 (60' RIGHT OF WAY WIDTH), ON THE WEST BY GREGORY BAXTER, ETUX. OF RECORD IN DEED BOOK R1884, PAGE 442, R.O.M.C.T., LOT 1 AND LOTS 21-28 AS SHOWN ON THE FINAL PLAT ENTITLED "ASHWOOD MANOR" OF RECORD IN PLAT BOOK 8, PAGE 90, R.O.M.C.T., AND OLD ZION, LLC OF RECORD IN DEED BOOK R2600, PAGE 96, R.O.M.C.T. BEING DESCRIBED ACCORDING TO A SURVEY PREPARED BY KEVIN L. BIRDWELL, RLS #1797 WHOSE ADDRESS IS RAGAN-SMITH ASSOCIATES, 315 WOODLAND STREET, NASHVILLE, TENNESSEE 37206, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A 1/2" IRON ROD (NEW) WITH A PLASTIC CAP STAMPED "RAGAN-SMITH ASSOCIATES" (TYPICAL) IN THE NORTHERLY RIGHT OF WAY OF TROTWOOD AVENUE – STATE ROUTE 243, SAID IRON ROD BEING THE SOUTHEAST CORNER OF THE HEREIN DESCRIBED TRACT OF LAND AND PROCEEDING AS FOLLOWS:

THENCE, WITH THE NORTHERLY RIGHT OF WAY OF TROTWOOD AVENUE – STATE ROUTE 243, SOUTH 71 DEGREES 43 MINUTES 53 SECONDS WEST, 3760.08 FEET TO A 1" IRON PIPE (OLD) AT THE SOUTHEAST CORNER OF SAID BAXTER PROPERTY;

THENCE, WITH THE EAST LINE OF SAID BAXTER PROPERTY, NORTH 18 DEGREES 37 MINUTES 31 SECONDS WEST, 257.38 FEET TO A 5/8" IRON ROD (OLD) AT THE COMMON CORNER OF SAID BAXTER AND LOT 1;

THENCE, WITH THE EASTERLY LINES OF LOT 1 AND LOTS 21-28 THE FOLLOWING THREE CALLS (1 THROUGH 3):

1. NORTH 08 DEGREES 55 MINUTES 46 SECONDS EAST, 775.72 FEET TO A 5/8" IRON ROD (OLD);
2. NORTH 08 DEGREES 22 MINUTES 18 SECONDS EAST, 329.80 FEET TO A 5/8" IRON ROD (OLD);
3. NORTH 07 DEGREES 55 MINUTES 00 SECONDS EAST, 447.60 FEET TO A CONCRETE MONUMENT (OLD) AT A SOUTHEAST CORNER OF OLD ZION, LLC PROPERTY;

THENCE, WITH AN EASTERLY LINE OF SAID OLD ZION, LLC PROPERTY, NORTH 08 DEGREES 14 MINUTES 58 SECONDS EAST, 1280.67 FEET TO A CONCRETE MONUMENT (OLD) AT THE SOUTHWEST CORNER OF SAID CITY OF COLUMBIA PROPERTY;

THENCE, WITH THE SOUTHERLY AND WESTERLY LINES OF SAID CITY OF COLUMBIA PROPERTY THE FOLLOWING FOURTEEN CALLS (1 THROUGH 14):

1. SOUTH 85 DEGREES 34 MINUTES 39 SECONDS EAST, 1577.22 FEET TO A PLANTED STONE;
2. SOUTH 85 DEGREES 08 MINUTES 00 SECONDS EAST, 97.47 FEET TO A CONCRETE MONUMENT (OLD);
3. SOUTH 83 DEGREES 55 MINUTES 40 SECONDS EAST, 1056.49 FEET TO AN IRON ROD (NEW);
4. ALONG THE ARC OF A CURVE TO THE RIGHT, HAVING A RADIUS OF 105.00 FEET, AN ARC LENGTH OF 165.16 FEET, A DELTA ANGLE OF 90 DEGREES 07 MINUTES 18 SECONDS, HAVING A CHORD BEARING AND DISTANCE OF SOUTH 38 DEGREES 52 MINUTES 06 SECONDS EAST, 148.65 FEET TO AN IRON ROD (NEW);
5. SOUTH 06 DEGREES 11 MINUTES 28 SECONDS WEST, 116.88 FEET TO AN IRON ROD (NEW);
6. ALONG THE ARC OF A CURVE TO THE LEFT, HAVING A RADIUS OF 130.00 FEET, AN ARC LENGTH OF 56.44 FEET, A DELTA ANGLE OF 24 DEGREES 52 MINUTES 34 SECONDS, HAVING A CHORD BEARING AND DISTANCE OF SOUTH 06 DEGREES 14 MINUTES 51 SECONDS EAST, 56.00 FEET TO AN IRON ROD (NEW);
7. SOUTH 18 DEGREES 41 MINUTES 06 SECONDS EAST, 357.57 FEET TO AN IRON ROD (NEW);
8. SOUTH 71 DEGREES 18 MINUTES 54 SECONDS WEST, 20.00 FEET TO AN IRON ROD (NEW);
9. SOUTH 18 DEGREES 41 MINUTES 06 SECONDS EAST, 100.00 FEET TO AN IRON ROD (NEW);
10. NORTH 71 DEGREES 18 MINUTES 54 SECONDS EAST, 20.00 FEET TO AN IRON ROD (NEW);
11. SOUTH 18 DEGREES 41 MINUTES 06 SECONDS EAST, 657.60 FEET TO AN IRON ROD (NEW);
12. SOUTH 71 DEGREES 18 MINUTES 54 SECONDS WEST, 10.00 FEET TO AN IRON ROD (NEW);
13. SOUTH 18 DEGREES 41 MINUTES 06 SECONDS EAST, 282.13 FEET TO AN IRON ROD (NEW);
14. SOUTH 26 DEGREES 27 MINUTES 57 SECONDS WEST, 13.94 FEET TO THE **POINT OF BEGINNING** AND HAVING AN AREA OF 7,592,427 SQUARE FEET OR 174.30 ACRES, MORE OR LESS.

RaganSmith

21-0244

WILLIAM P. RIDLEY AND CHARLOTTE M. RIDLEY, TRUSTEES OF THE WILLIAM P. RIDLEY REVOCABLE TRUST DATED AUGUST 19, 2011 PROPERTY DESCRIPTION

MAP 112, PARCEL 2.03

BEING A CERTAIN TRACT OF LAND LOCATED IN THE 9TH CIVIL DISTRICT OF MAURY COUNTY, TENNESSEE. BEING PART OF THE SAME PROPERTY DEEDED TO WILLIAM P. RIDLEY AND CHARLOTTE M. RIDLEY, TRUSTEES OF THE WILLIAM P. RIDLEY REVOCABLE TRUST DATED AUGUST 19, 2011, OF RECORD IN DEED BOOK R2165, PAGE 239, REGISTER'S OFFICE FOR MAURY COUNTY, TENNESSEE (R.O.M.C.T.). BEING BOUNDED ON THE NORTH BY WELTON INVESTMENTS LLC OF RECORD IN DEED BOOK R2077, PAGE 1007, AND BY THE CENTERLINE OF THE L AND N RAILROAD, ON THE EAST BY WESTFIELD ESTATES SECTION 3 OF RECORD IN PLAT BOOK 7, PAGE 224, R.O.M.C.T., BY KCS PROPERTY LLC OF RECORD IN DEED BOOK R2706, PAGE 1040, R.O.M.C.T. AND BY CHARLES RAINES OF RECORD IN DEED BOOK R2706, PAGE 1040, R.O.M.C.T., ON THE SOUTH BY JOHN R. NEAL OF RECORD IN DEED BOOK R2018, PAGE 400, R.O.M.C.T., AND BY THE CITY OF COLUMBIA OF RECORD IN DEED BOOK R2068, PAGE 364, R.O.M.C.T., ON THE WEST BY THE CITY OF COLUMBIA OF RECORD IN DEED BOOK R1875, PAGE 855, R.O.M.C.T., AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT BEING THE SOUTHWEST CORNER OF THE CHARLES RAINES PROPERTY, AND IN THE NORTH LINE OF THE JOHN NEIL PROPERTY AND BEING THE SOUTH EAST CORNER OF THE HERIN DESCRIBED TRACT OF LAND AND PROCEEDING AS FOLLOWS:

THENCE, WITH THE NORTH LINE OF JOHN R. NEAL THE FOLLOWING THREE CALLS (1 THROUGH 3)

1. NORTH 83 DEGREES 09 MINUTES 43 SECONDS WEST, 67.78 FEET TO A POINT;
2. SOUTH 28 DEGREES 38 MINUTES 38 SECONDS WEST, 4.82 FEET TO A 1 1/2" IRON PIPE (OLD)
3. SOUTH 83 DEGREES 55 MINUTES 40 SECONDS EAST, 56.59 FEET TO A POINT IN THE EAST LINE OF SAID CITY OF COLUMBIA PROPERTY;

THENCE WITH THE EASTERLY AND NORTHERLY LINE OF THE SAID CITY OF COLUMBIA, THE FOLLOWING TWO CALLS (1 THROUGH 2):

1. ALONG THE ARC OF A CURVE TO THE LEFT, HAVING A RADIUS OF 155.00 FEET, AN ARC LENGTH OF 128.18 FEET, A DELTA ANGLE OF 47 DEGREES 23 MINUTES 00 SECONDS, HAVING A CHORD BEARING AND DISTANCE OF NORTH 60 DEGREES 15 MINUTES 47 SECONDS WEST, 124.56 TO A POINT;
2. NORTH 83 DEGREES 55 MINUTES 40 SECONDS WEST, 1055.49 FEET TO A POINT IN THE EASTERLY LINE OF SAID CITY OF COLUMBIA PROPERTY;

THENCE, WITH SAID EASTERLY LINE THE FOLLOWING TWO CALLS (1 THROUGH 2):

1. NORTH 07 DEGREES 23 MINUTES 40 SECONDS EAST, 1467.74 FEET TO A POINT;
2. NORTH 03 DEGREES 55 MINUTES 43 SECONDS WEST 1023.72 FEET TO A POINT;
3. NORTH 03 DEGREES 55 MINUTES 43 SECONDS WEST, 34.22 FEET TO A POINT IN THE CENTERLINE OF SAID L AND N RAILROAD;

4.

THENCE, WITH THE WESTERLY AND SOUTHERLY LINE OF THE SAID WELTON INVESTMENTS LLC THE FOLLOWING FOUR CALLS (1 THROUGH 4):

1. SOUTH 05 DEGREES 04 MINUTES 17 SECONDS WEST 45.79 FEET TO A POINT;
2. SOUTH 03 DEGREES 52 MINUTES 17 SECONDS WEST 315.07 FEET TO POINT;
3. SOUTH 83 DEGREES 42 MINUTES 43 SECONDS EAST, 760.0 FEET TO A POINT;
4. SOUTH 83 DEGREES 42 MINUTES 43 SECONDS EAST, 181.89 FFET TO A POINT AT A NORTHWEST CORNER OF LOT 60 AS SHOWN ON SAID PLAN OF WESTFILED ESTATES SECTION 3;

THENCE, WITH WESTERLY LINE OF SAID WESTFIELD ESTATES SECTION 3, KCS PROPERTY LLC AND CHARLES RAINES THE FOLLOWING FOUR CALLS (1 THROUGH 4):

1. SOUTH 09 DEGREES 19 MINUTES 17 SECONDS WEST, 1025.00 FEET TO A POINT;
2. SOUTH 09 DEGREES 19 MINUTES 17 SECONDS WEST, 104.00 FEET TO A POINT;
3. SOUTH 10 DEGREES 39 MINUTES 17 SECONDS WEST, 666.42 FEET TO A POINT;
4. SOUTH 08 DEGREES 56 MINUTES 17 SECONDS WEST, 921.22 FEET TO THE POINT OF BEGINNING HAVING AN AREA OF 3,808,886 SQUARE FEET OR 87.44 ACRES, MORE OR LESS.

21-0244

OLD ZION, LLC PROPERTY DESCRIPTION

MAP 112, PARCELS 10.01

BEING A CERTAIN TRACT OF LAND LOCATED IN THE 8TH CIVIL DISTRICT OF MAURY COUNTY, TENNESSEE. BEING PART OF THE SAME PROPERTY DEEDED TO OLD ZION, LLC OF RECORD IN DEED BOOK R2600, PAGE 96, REGISTER'S OFFICE FOR MAURY COUNTY, TENNESSEE (R.O.M.C.T.). BEING BOUNDED ON THE SOUTH, WEST, AND NORTH BY OLD ZION LLC AND BEING BOUNDED ON THE EAST BY OLD ZION LLC AND "ASHWOOD MANNOR" PLAT BOOK 8, PAGE 90. BEING DESCRIBED ACCORDING TO A SURVEY PREPARED BY KEVIN L. BIRDWELL, RLS #1797 WHOSE ADDRESS IS RAGAN-SMITH ASSOCIATES, 315 WOODLAND STREET, NASHVILLE, TENNESSEE 37206, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A 3/4" IRON ROD (OLD) AT THE NORTHWEST CORNER OF LOT 17, AS SHOWN ON THE FINAL PLAT ENTITLED "ASHWOOD MANOR" OF RECORD IN PLAT BOOK 8, PAGE 90, AND PROCEEDING AS FOLLOWS:

THENCE, WITH THE WESTERLY LINE OF LOT 17 AND 16, SOUTH 00 DEGREES 32 MINUTES 54 SECONDS EAST, 261.29 FEET TO A POINT;

THENCE, CROSSING THE OLD ZION, LLC PROPERTY, AND WITH THE SOUTH, WEST, NORTH, AND EAST LINE OF THE HERIN DESCRIBED TRACT THE FOLLOWING TEN CALLS (1 THROUGH 10):

1. NORTH 89 DEGREES 33 MINUTES 25 SECONDS WEST, 441.50 FEET TO A POINT;
2. NORTH 75 DEGREES 33 MINUTES 25 SECONDS WEST, 112.50 FEET TO A POINT;
3. NORTH 04 DEGREES 33 MINUTES 25 SECONDS WEST, 634.50 FEET TO A POINT;
4. NORTH 04 DEGREES 26 MINUTES 35 SECONDS EAST, 198.50 FEET TO A POINT;
5. NORTH 11 DEGREES 26 MINUTES 35 SECONDS EAST, 239.70 FEET TO A POINT;
6. SOUTH 89 DEGREES 33 MINUTES 25 SECONDS EAST, 353.50 FEET TO A POINT;
7. SOUTH 00 DEGREES 41 MINUTES 35 SECONDS WEST, 321.50 FEET TO A POINT;
8. SOUTH 04 DEGREES 26 MINUTES 35 SECONDS WEST, 130.50 FEET TO A POINT;
9. SOUTH 26 DEGREES 11 MINUTES 46 SECONDS EAST, 350.50 FEET TO A POINT;
10. SOUTH 31 DEGREES 41 MINUTES 46 SECONDS EAST, 78.40 FEET TO THE POINT OF BEGINNING HAVING AN AREA OF 502,108 SQUARE FEET OR 11.53 ACRES, MORE OR LESS.

NASHVILLE
315 Woodland Street
Nashville, TN 37206
(615) 244-8591

MURFREESBORO
100 East Vine Street, Suite 402
Murfreesboro, TN 37130
(615) 546-6050

CHATTANOOGA
1410 Cowart Street, Suite 200
Chattanooga, TN 37408
(423) 490-9400

RaganSmith

21-0244

OLD ZION, LLC PROPERTY DESCRIPTION

MAP 112, PARCELS 10.07

BEING A CERTAIN TRACT OF LAND LOCATED IN THE 8TH CIVIL DISTRICT OF MAURY COUNTY, TENNESSEE. BEING PART OF THE SAME PROPERTY DEEDED TO OLD ZION, LLC OF RECORD IN DEED BOOK R2600, PAGE 96, REGISTER'S OFFICE FOR MAURY COUNTY, TENNESSEE (R.O.M.C.T.). BEING BOUNDED ON THE NORTH BY THE SOUTHERLY RIGHT OF WAY OF THE TENNESSEE SOUTHERN RAILROAD (200' RIGHT OF WAY WIDTH), ON THE EAST BY CITY OF COLUMBIA OF RECORD IN DEED BOOK R1875, PAGE 855, R.O.M.C.T., DOBUAL SPRING CREEK PARTNERS OF RECORD IN DEED BOOK 1239, PAGE 865, R.O.M.C.T. AND LOTS 7-17 AS SHOWN ON THE FINAL PLAT ENTITLED "ASHWOOD MANOR" OF RECORD IN PLAT BOOK 8, PAGE 90, R.O.M.C.T., ON THE SOUTH BY LOTS 17-21 ON SAID FINAL PLAT ENTITLED "ASHWOOD MANOR", SUSAN HUBBELL, ETVIR. OF RECORD IN DEED BOOK R2276, PAGE 1254, R.O.M.C.T., THE SAME BEING TRACT 2 AS SHOWN ON THE FINAL PLAT ENTITLED "JOSEPH W. FLEMING HEIRS PROPERTY" OF RECORD IN PLAT BOOK 7, PAGE 72, R.O.M.C.T., GABRIEL H. ALVAREZ OF RECORD IN DEED BOOK R2689, PAGE 972, R.O.M.C.T., DWIGHT YORK, ETUX. OF RECORD IN DEED BOOK 1349, PAGE 527, R.O.M.C.T., AND OLD ZION ROAD (50' RIGHT OF WAY WIDTH), ON THE WEST BY THE REMANING PORTION OF THE OLD ZION LLC PROPERTY OF RECORD IN DEED BOOK R2600, PAGE 96, R.O.M.C.T. BEING DESCRIBED ACCORDING TO A SURVEY PREPARED BY KEVIN L. BIRDWELL, RLS #1797 WHOSE ADDRESS IS RAGAN-SMITH ASSOCIATES, 315 WOODLAND STREET, NASHVILLE, TENNESSEE 37206, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT A 1/2" IRON ROD (NEW) WITH A PLASTIC CAP STAMPED "RAGAN-SMITH ASSOCIATES" (TYPICAL) AT THE INTERSECTION OF THE SOUTHERLY RIGHT OF WAY OF THE TENNESSEE SOUTHERN RAILROAD AND THE EASTERLY RIGHT OF WAY OF OLD ZION ROAD, SAID IRON ROD BEING THE NORTHWEST CORNER OF SAID OLD ZION LLC PROPERTY, AND PROCEEDING AS FOLLOWS:

THENCE, LEAVING THE EASTERLY RIGHT OF WAY OF OLD ZION ROAD, WITH THE SOUTHERLY RIGHT OF WAY OF TENNESSEE SOUTHERN RAILROAD THE FOLLOWING TWO CALLS (1 THROUGH 2):

1. NORTH 57 DEGREES 34 MINUTES 40 SECONDS EAST, 242.42 FEET TO AN IRON ROD (NEW);
2. NORTH 57 DEGREES 31 MINUTES 16 SECONDS EAST, 455.02 FEET TO THE POINT OF BEGINNING OF THE HERIN DESCRIBED TRACT OF LAND;

THENCE, WITH THE SOUHTERLY RIGHT OF WAY OF TENNESSEE SOUTHERN RAILROAD THE FOLLOWING TWO CALLS (1 THROUGH 2)

1. NORTH 57 DEGREES 31 MINUTES 16 SECONDS EAST, 599.32 FEET TO AN IRON ROD (NEW);
2. NORTH 57 DEGREES 31 MINUTES 16 SECONDS EAST, 2853.61 FEET TO AN IRON ROD (NEW) IN THE WEST LINE OF SAID CITY OF COLUMBIA PROPERTY;

THENCE, SOUTH 06 DEGREES 39 MINUTES 56 SECONDS WEST, 1288.38 FEET TO A CONCRETE MONUMENT (OLD) AT THE NORTHWEST CORNER OF SAID DOBUAL SPRING CREEK PARTNERS PROPERTY;

THENCE, WITH THE WEST LINE OF DOBUAL SPRING CREEK PARTNERS, SOUTH 08 DEGREES 14 MINUTES 58 SECONDS WEST, 1280.67 FEET TO A CONCRETE MONUMENT (OLD) AT THE NORTHEAST CORNER OF LOT 21 AS SHOWN ON SAID PLAT ENTITLED "ASHWOOD MANOR";

THENCE, WITH THE NORTHERLY LINES OF LOTS 21, 20, 19, 18, AND 17, NORTH 78 DEGREES 36 MINUTES 44 SECONDS WEST, 1257.79 FEET TO A 3/4" IRON ROD (OLD) AT THE NORTHWEST CORNER OF LOT 17;

THENCE, WITH THE WESTERLY LINES OF LOTS 17, 16, 15, 14, 13, 12, 11, 10, 9, 8, AND 7, SOUTH 00 DEGREES 32 MINUTES 54 SECONDS EAST, 1894.47 FEET TO A 5/8" IRON ROD (OLD) AT THE NORTHEAST CORNER OF SAID HUBBELL PROPERTY;

THENCE, WITH THE NORTH LINE OF SAID HUBBELL PROPERTY, NORTH 81 DEGREES 57 MINUTES 58 SECONDS WEST, 193.01 FEET TO A 1/2" IRON ROD (OLD) WITH A PLASTIC CAP STAMPED "RLS#1251" IN THE EAST LINE OF SAID ALVAREZ PROPERTY;

THENCE, WITH THE EASTERLY LINES OF SAID ALVAREZ AND YORK PROPERTIES THE FOLLOWING TWO CALLS (1 AND 2):

1. NORTH 04 DEGREES 38 MINUTES 50 SECONDS WEST, 77.05 FEET TO A 1/2" IRON ROD (OLD);
2. NORTH 03 DEGREES 35 MINUTES 44 SECONDS WEST, 154.03 FEET TO A 1" IRON PIPE (OLD) AT THE NORTHEAST CORNER OF SAID YORK PROPERTY;

THENCE, WITH THE NORTH LINE OF SAID YORK PROPERTY, NORTH 87 DEGREES 04 MINUTES 57 SECONDS WEST, 247.57 FEET TO A 1" IRON PIPE (OLD) AT THE NORTHWEST CORNER OF SAID YORK PROPERTY;

THENCE, WITH THE NORTHERLY RIGHT OF WAY OF OLD ZION ROAD THE FOLLOWING TWO CALLS (1 THROUGH 2):

1. NORTH 83 DEGREES 06 MINUTES 35 SECONDS WEST, 1368.79 FEET TO AN IRON ROD (NEW);
2. NORTH 82 DEGREES 07 MINUTES 36 SECONDS WEST 133.21 FEET TO A POINT IN THE CENTERLINE OF A DITCH;

THENCE, WITH A NEW LINE SEVERING OLD ZION LLC AND FOLLOWING THE CENTER OF LINE DITCH, THE FOLLOWING SIX CALLS (1 THROUGH 6)

1. NORTH 11 DEGREES 01 MINUTES 17 SECONDS EAST, 402.60 FEET TO A POINT;
2. NORTH 12 DEGREES 25 MINUTES 19 SECONDS EAST, 358.15 FEET TO A POINT;
3. NORTH 12 DEGREES 36 MINUTES 29 SECONDS EAST, 233.63 FEET TO A POINT;
4. NORTH 19 DEGREES 11 MINUTES 29 SECONDS EAST, 729.34 FEET TO A POINT;
5. NORTH 33 DEGREES 27 MINUTES 33 SECONDS EAST, 136.26 FEET TO A POINT;

6. NORTH 28 DEGREES 38 MINUTES 06 SECONDS EAST, 126.42 FEET TO THE POINT OF **BEGINNING** AND HAVING AN AREA OF 6,712,656 SQUARE FEET OR 156.10 ACRES, MORE OR LESS.

INCLUDED IN THE ABOVE DESCRIPTION BUT EXCLUDED FROM THE ABOVE DESCRIBED TRACT OF LAND IS THE FOLLOWING DESCRIBED TRACT CONVEYED TO OLD ZION ROAD, LLC, BY DEED OF RECORD IN BOOK R2600, PAGE 96, REGISTER'S OFFICE FOR MAURY COUNTY, TENNESSEE. POINT OF BEGINNING AN 3/4" IRON ROD (OLD) AT THE NORTHWEST CORNER OF LOT 17, AS SHOWN ON THE FINAL PLAT ENTITLED “ASHWOOD MANOR” OF RECORD IN PLAT BOOK 8, PAGE 90, AND PROCEEDING AS FOLLOWS:

THENCE, WITH THE WESTERLY LINE OF LOT 17 AND 16, SOUTH 00 DEGREES 32 MINUTES 54 SECONDS EAST, 261.29 FEET TO A POINT;

THENCE, CROSSING THE OLD ZION, LLC PROPERTY, AND WITH THE SOUTH, WEST, NORTH, AND EAST LINE OF THE HERIN DESCRIBED TRACT THE FOLLOWING TEN CALLS (1 THROUGH 10):

1. NORTH 89 DEGREES 33 MINUTES 25 SECONDS WEST, 441.50 FEET TO A POINT;
2. NORTH 75 DEGREES 33 MINUTES 25 SECONDS WEST, 112.50 FEET TO A POINT;
3. NORTH 04 DEGREES 33 MINUTES 25 SECONDS WEST, 634.50 FEET TO A POINT;
4. NORTH 04 DEGREES 26 MINUTES 35 SECONDS EAST, 198.50 FEET TO A POINT;
5. NORTH 11 DEGREES 26 MINUTES 35 SECONDS EAST, 239.70 FEET TO A POINT;
6. SOUTH 89 DEGREES 33 MINUTES 25 SECONDS EAST, 353.50 FEET TO A POINT;
7. SOUTH 00 DEGREES 41 MINUTES 35 SECONDS WEST, 321.50 FEET TO A POINT;
8. SOUTH 04 DEGREES 26 MINUTES 35 SECONDS WEST, 130.50 FEET TO A POINT;
9. SOUTH 26 DEGREES 11 MINUTES 46 SECONDS EAST, 350.50 FEET TO A POINT;
10. SOUTH 31 DEGREES 41 MINUTES 46 SECONDS EAST, 78.40 FEET TO THE POINT OF BEGINNING HAVING AN AREA OF 502,108 SQUARE FEET OR 11.53 ACRES, MORE OR LESS.

dotloop signature verification: dtlp.us/F8tg-X71s-h1d7

March 15th, 2022

Mr. Paul Keltner
City of Columbia
700 N Garden Street
Columbia, TN 38401

Reference: Annexation and Rezoning request for approximately 87.0 acres located on Trotwood Avenue, Columbia, TN, 38401, being **Map 112 Parcel 002.03** of the Maury County Tax Assessors Office

Dear Mr. Keltner,

Please accept this letter as our formal annexation and rezone request into the City of Columbia's municipal boundary. They property is located on Maury County Tax **Map 112** and is designated as **Parcel 002.03**. The property currently falls within the designated Urban Growth Boundary for the City of Columbia, TN.

With the successful annexation of the property, it is the intent of Encompass Land Group, LLC to seek a PUD-R zoning overlay. Attached with this request is a letter of availability for sewer service from the City of Columbia, TN Wastewater Department and a letter of availability for water service from Columbia Power & Water Systems.

We appreciate your recognition of this annexation and rezone request.

Respectfully,

Charlotte Ridley
dotloop verified
03/21/22 12:44 PM CDT
YMGV-PHZN-QFHO-9MJ3

Landowner

Eunice Colmore
dotloop verified
03/21/22 12:02 PM CDT
YHUL-CI8T-L7XZ-9TU4

Landowner

William P. Ridley
dotloop verified
03/21/22 11:16 AM CDT
7ZQT-86BE-DMJD-HVUX

Landowner

March 15th, 2022

Mr. Paul Keltner
City of Columbia
700 N Garden Street
Columbia, TN 38401

Reference: Annexation and Rezoning request for approximately 154.07 acres located on Old Zion Road being **Map 112 Parcel 10.01 and Map 112 Parcel 10.07** of the Maury County Tax Assessors Office

Dear Mr. Keltner,

Please accept this letter as our formal annexation and rezone request into the City of Columbia's municipal boundary. They property is located on Maury County Tax **Map 112** and is designated as **Parcel 10.01 and Parcel 10.07**. The portion of the property included in this request currently falls within the designated Urban Growth Boundary for the City of Columbia, TN. There is approximately 11.6 acres of this property that lies outside the City of Columbia's Urban Growth boundary that is not included in this request.

With the successful annexation of the property, it is the intent of Encompass Land Group, LLC to seek a PUD-R zoning overlay. Attached with this request is a letter of availability for sewer service from the City of Columbia, TN Wastewater Department and a letter of availability for water service from Columbia Power & Water Systems.

We appreciate your recognition of this annexation and rezone request.

Respectfully,



Landowner

DocuSign Envelope ID: DDC5CEF2-B854-4221-8079-ED6687D68E26

March 15th, 2022

Mr. Paul Keltner
City of Columbia
700 N Garden Street
Columbia, TN 38401

Reference: Annexation and Rezoning request for approximately 173.29 acres located on Trotwood Avenue being **Map 112 Parcel 009.00** of the Maury County Tax Assessors Office

Dear Mr. Keltner,

Please accept this letter as our formal annexation and rezone request into the City of Columbia's municipal boundary. They property is located on Maury County Tax **Map 112** and is designated as **Parcel 009.00**. The property included in this request currently falls within the designated Urban Growth Boundary for the City of Columbia, TN.

With the successful annexation of the property, it is the intent of Encompass Land Group, LLC to seek a PUD-R zoning overlay. Attached with this request is a letter of availability for sewer service from the City of Columbia, TN Wastewater Department and a letter of availability for water service from Columbia Power & Water Systems.

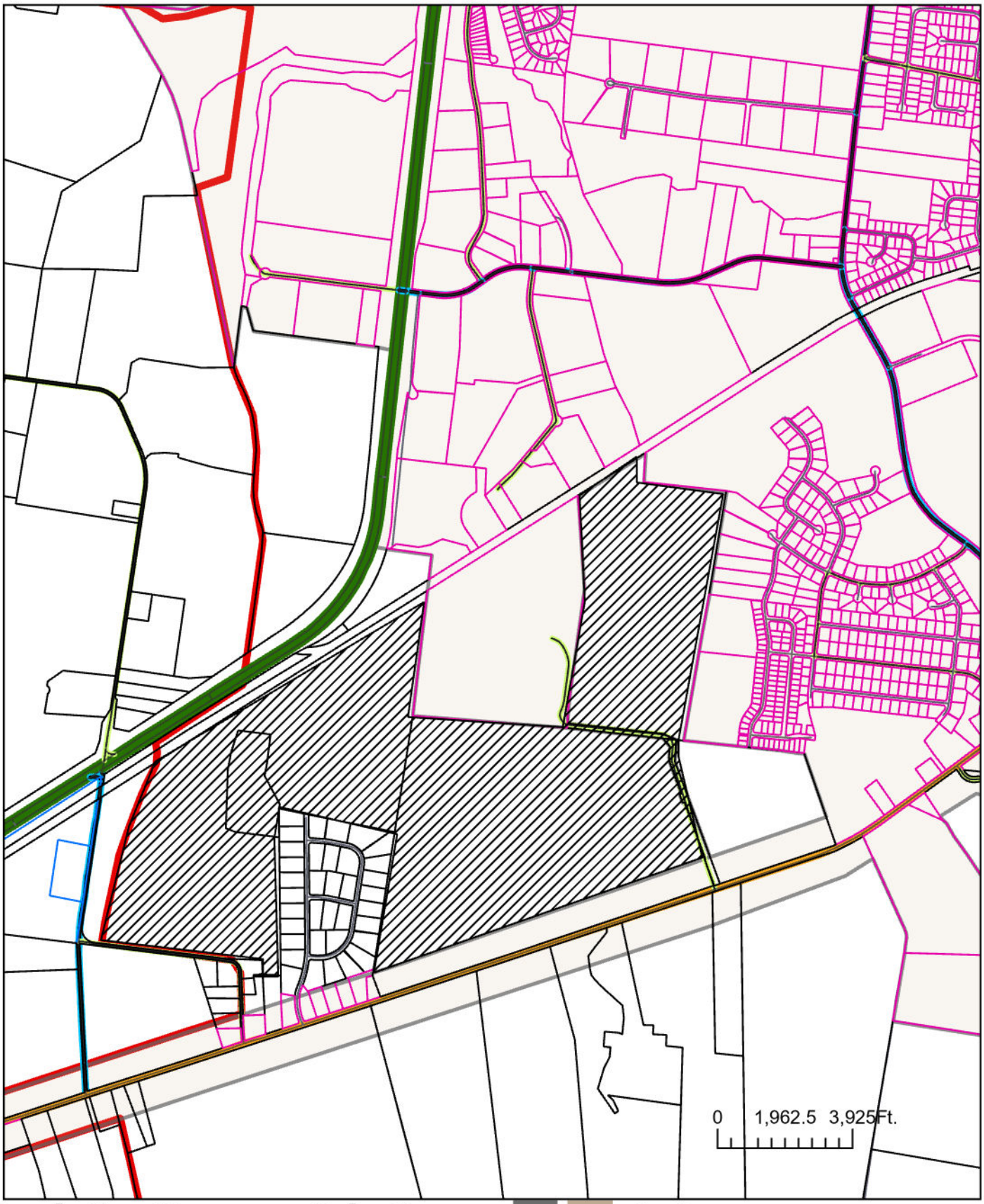
We appreciate your recognition of this annexation and rezone request.

Respectfully,

DocuSigned by:
Dorothy Butler
DFBDA4822AD8424...
Landowner

DocuSigned by:
2FC7A15A7658460...
Landowner

DocuSigned by:
Allen Halliday
0595816C8EF043D...
Landowner



Resolution No. 23-29 Exh. C
Tax Map 112 Parcels 9 & 10.07,
portion of
Tax Map 112 Parcels, 2.03 &10.01

CITY OF
COLUMBIA
TENNESSEE

DEVELOPMENT SERVICES
700 NORTH GARDEN STREET
COLUMBIA, TN 38401
PHONE: (931) 560-1560
FAX: (931) 560-1541

PLAN OF SERVICES

FOR ANNEXATION

6150 Trotwood Avenue PROPERTY

+/-476.81 ACRES,

BEING

TAX MAP 112 PARCELS 009.00, 010.07, 010.01 AND 002.03

A. Water

"The project is within Columbia Power and Water's service area and a Water Availability was recently issued. The availability of capacity to serve will be based on a determination by the Fire Marshal of fire flow requirements and the information submitted on the Water Service Availability Request application. CPWS will study the existing infrastructure and determine its ability to serve the proposed development. Should adequate facilities not currently exist the study will determine any required off-site improvements necessary to serve your development. Off-site improvements needed to serve a development are the responsibility of the developer/owner. All water system improvements are subject to the preparation and approval of detailed construction plans prepared in accordance with CPWS and Tennessee Department of Environment and Conservation requirements."

B. Sewer

The area of Old Zion Rd has had a sanitary sewer study completed in the last couple months. The results showed much capacity in the gravity mains. The goal for Columbia would be to keep the flow rates of the proposed pump stations of Old Zion Rd to a minimum to leave as much capacity as possible to other developments. Any extension to the existing sewer infrastructure will be initiated by the owner/developer, reviewed by our department and approved by the State of Tennessee. The project must be advanced in accordance with local, state and federal rules, regulations and policies. Funding and construction of those improvements will remain the responsibility of the owner/developer. No detailed design plans have been submitted at this time.

C. Police

The jurisdiction of the Columbia Police Department will be extended to the areas annexed immediately upon the effective date of annexation.

D. Fire and Rescue

1. The City of Columbia Fire & Rescue provides an array of services to the citizens and visitors of the City of Columbia. These services include but may not be limited to non-emergency services such as fire prevention and codes enforcement, pre-incident planning, public education programs, smoke alarm check/replacement, emergency management preparedness, and emergency services such as fire suppression, heavy rescue, emergency medical first response, and hazardous materials response. The City of Columbia Fire Department currently holds an Insurance Service Organization (ISO) class 1 rating.
2. Columbia Fire & Rescue strives to provide all services in a timely, courteous, and professional manner. Due to the nature of emergency services, we strive to arrive at the incident scene as quickly as possible but without posing additional dangers to the residents/visitors we meet while responding to your location.

   Infrastructure: The infrastructure put in place is like this foundation of your development. If the infrastructure is designed and constructed with the present needs and future plans in mind, your development will be prepared for the future.
   Water: Columbia Fire & Rescue requires that there be sufficient water provided through the municipal water system to meet the needed fire flow requirements for your facility. These flows are calculated by the Fire Marshal. These flows are based on many factors dealing with your buildings' construction type, fire load in the building, square footage, can drastically reduce fire flow requirements.
   Roadway and Bridges: Columbia Fire & Rescue serves the residents and visitors of our jurisdiction by utilizing highly trained firefighters and modern fire apparatus. A minimum response to a structure fire in your development will be four fire apparatus. One of the fire apparatus that will respond to your development will be four fire apparatus a ladder truck with a gross vehicle weight rating approximately 80,000 pounds. Roadways and bridges must be designed and constructed not only with light vehicle traffic in mind but with the emergency service vehicles that will be servicing your department.

Damage Free Property Access: Columbia Fire & Rescue requires all gates automatic or manual that will be or may be locked to be equipped with Knox Rapid Entry system. You can research this product at www.knoxbox.com or your gate vendor will be familiar with the product. Our department would also be happy to work with you to find what Knox Rapid Entry product is best suited for your application.

Damage Free Home/Facility Access: Currently, Columbia Fire & Rescue does not require residential occupancies to be equipped with the Knox Rapid Entry system. However, this product is a very wise investment for your future development. The Knox Rapid Entry System products allow homes to be secured but also allow the Columbia Fire & Rescue Department access to your property and /or homes without any delay or property damage. The system has an armored key lock safe recess mounted to the exterior of the homes with the key to the residence inside. Firefighters access the residence key during an emergency to gain entry into the home without causing any property damage. Again, our department would be happy to provide you with information and education on this program and its many positive attributes.

3. **Emergency Response to Your Location:** The proposed annex will be located on the property at 6150 Trotwood Avenue in Columbia, Tennessee. This location is approximately 1 mile from Columbia Fire Station #4 located at 5040 Trotwood Avenue, 3.8 miles from Fire Station #2 located at 711 Lion Parkway, and 5.4 miles from Fire Station #1 located at 1000 South Garden in downtown Columbia. These distances are used to calculate an estimated response time to your development for the different levels of emergency response that may be needed at your facilities.

4. **Medical Emergency Response:** Columbia Fire & Rescue normally responds a minimum of one fire apparatus from Station #4 to service your location for a medical emergency. From the time you dial 911 until the fire department will arrive at your location will be within 2.00 minutes. Should your property experience a mass casualty incident where additional fire apparatus/firefighters would need to respond, then Fire Station #2 could send an additional unit and arrive on-scene within 5.00 minutes of your 911 call.

5. **Fire Incident Response:** The Columbia Fire & Rescue Department recommends a multi-faceted fire suppression approach. First, future homes should be constructed to meet or exceed all applicable fire and life safety codes. Secondly, even if not required by building, fire, or life

safety codes, we encourage the installation and use of fire sprinklers in future homes.

6. Columbia Fire & Rescue's normal fire incident response to a single family residential development is three fire apparatus with a minimum 15 firefighters and 1 Chief Officer. Response times will be similar to the times estimated in the emergency medical response section. Your first fire apparatus should be on-scene within approximately 3.5 minutes, the second fire apparatus should be on-scene within 3.5 minutes, and the third/fourth apparatus should be on-scene within 6.5 minutes. Due to OSHA standards that require at least four firefighters to arrive on-scene prior to initiating an interior fire attack and Columbia Fire & Rescue's minimum staffing policy, it could take the 3.5 minutes to get the minimum number of firefighters to the scene to begin an interior fire attack.

7. In summary, the members of the Columbia Fire & Rescue consider it an honor to serve the residents and visitors in our community each and every day. When an emergency occurs, time is our worst enemy. Columbia firefighters train to reduce every second while not posing any additional undue risk to firefighters and/or the public when responding to or working at an emergency incident. The times estimated in the referenced examples are a combination of averages and estimations. Our department has very little data to support incident responses to your location. The time estimations are based on the fire companies being at their regular station, time it takes for Maury 911 to process a 911 call, the time it takes for Columbia firefighters to board the apparatus and leave the station, and the travel time from the station to your location is an estimate based on road miles, probable traffic conditions, and road conditions. You can see by the examples referenced above that it will take time for Columbia Fire & Rescue to receive your call for help and then respond to your location. The roadways have considerable driveway/cross street connections, hills, curves, and reduced speed zones that contribute to a long response time for fire apparatus to arrive.

E. Development Services

1. The planning and zoning jurisdiction of the City will extend to the annexed areas immediately upon the effective date of the annexation.

2. The property shall be zoned R-PUD (RS-6 base zoning) upon the effective date of the annexation.

3. The code administration jurisdiction of the City will extend to the annexed areas immediately upon the effective date of the annexation.

4. Upon the effective date of annexation, all development will be required to abide by the Columbia Zoning Ordinance.

5. Advisory: Property is not located in an area of change. Be prepared to explain how proposed development is consistent with intent, goals, policies with reference to transect model (p.13 of Connect Columbia).

6. As a note, PUD's typically have a 25" front setback to allow for front driveway parking.

F. Streets

1. Upon acceptance by City Council and all warranties have expired; all streets and drainage systems will be maintained by Public Works.

G. Parks and Recreation

Residents of the annexed areas may use all existing recreational facilities, parks, etc., on the effective date of annexation. The same standards and policies now used in the present City will be followed in expanding the recreational program and facilities in the enlarged City.

H. Refuse Collection

1. Two 8-yd dumpster enclosure for townhomes in the back- GREAT! What are sanitation plans for the townhomes in the front off Trotwood Avenue? Need six 8-yd dumpsters in place, trash compactor, or if going with trashcans it will be with a private sanitation hauler.

Garbage Collection

Residential customers will be issued one 96-gallon garbage receptacle with the option to purchase up to two additional garbage receptacles. The Sanitation Department will provide weekly curbside garbage collection. Bi-weekly curbside recycling will be offered on a subscription basis. Brush collection will be provided on a bi-weekly basis. Residents are allotted three free bulk item pickups per year.

Street and Drainage

Upon acceptance by City Council and all warranties have expired; all streets and drainage systems will be maintained by Public Works. Service will include street sweeping, catch basin cleaning, street and curb repair, snow removal, drainage maintenance, and sidewalk repair.

Signage

Upon acceptance by City Council, all approved street signs will be maintained by Public Works.

I. Power

Columbia Power System has an existing power line near the proposed development. We are willing to serve this new development subject to all Columbia Power System policies and procedures in effect at actual time service is rendered provided an approved final plat and complete electrical load information is furnished as soon as possible prior to start of actual construction.

J. Schools

This property falls under the jurisdiction of Maury County Public School System.
The school system provided no comments.

CITY OF COLUMBIA TENNESSEE
PLANNING COMMISSION
STAFF REPORT

STAFF REPORT CONTACT INFORMATION
Austin Brass, AICP, City Planner, abrass@columbiatn.com, 931-560-1560
Update by Paul Keltner, AICP, Director of Development Services, 931-560-1560

APPLICATION NUMBER	APPLICANT/PROPERTY OWNER
22-0069	**Andrew Ethridge / Dobual Spring Creek Partners, Eunice Colmore, Henry P Ingram Jr. & William P. Ridley Rev Trust**
PUBLIC HEARING DATE	PROPERTY ADDRESS/LOCATION
N/A	**6150 Trotwood Ave/ Tax Map 112, Parcels 9.00, 10.01, 10.07, 2.03**

CONFORMITY with the ZONING ORDINANCE

Update to Review:

This is the third time Planning Commission has reviewed the proposed Preliminary PUD Master Plan. In December of 2022 the City Council returned the proposal to Planning Commission for additional consideration. In March of 2023 the applicant submitted a revised Master Plan. Changes reflected in the revised Master Plan are summarized below.

Site Data:

- The total area of right-of-way dedication decreased from 58.99 to 55.98 acres.
- Total area within lots decreased from 207 to 170 acres.
- Dedicated open space increased from 149 (36%) to 189 acres (45%).
- Gross density decreased from 1.96 du/ac to 1.84 du/ac.
- Total lot count reduced from 815 to 764 (in addition to one existing structure). The first iteration of the development considered by Planning Commission included 985 lots.

Design:

- The mix of lot width types is similar to previous proposals
  - 441 lots are 60 feet wide.
  - 307 lots are 75 feet wide.
  - 16 lots are 100 feet wide.
  - There is a mix of front-loaded and alley-loaded lots.
  - The most recent previous plan had 21 lots at 150 feet wide as well as a few 65 foot wide lots.
- The lots around Ashwood Manor have been removed and replaced with open space
- The lots off Ridley Park Drive have been eliminated.
- Lots along Trotwood Avenue have been removed and converted to open space.
- There is additional open space between Ridley Park and the lots in the northern section of the property.
- The amenity center has shifted closer to the center of the site.
- Walking trail length has increased from 2.4 miles to a total of 3.0 miles.
- Amenity sizes have increased for playgrounds and the dog park area.

Additional Notes

- Phasing has been adjusted.
- Additional architectural designs have been added.

- Photometric details have been added for the lots near Ridley Park.
- The traffic impact study has been updated to reflect the reduced number of lots.

ATTACHMENTS (CIRCLE) SUBMITTED PLANS CITY MAPS LEGAL NOTICE LEGAL DESCRIPTION

PUBLIC COMMENTS AGENCY COMMENTS RESPONSE TO STANDARDS

CITY OF COLUMBIA TENNESSEE
PLANNING COMMISSION
STAFF REPORT

STAFF REPORT CONTACT INFORMATION
Austin Brass, AICP, City Planner, abrass@columbiatn.com, 931-560-1560

APPLICATION NUMBER	APPLICANT/PROPERTY OWNER
22-0069	**Andrew Ethridge / Dobual Spring Creek Partners, Eunice Colmore, Henry P Ingram Jr. & William P. Ridley Rev Trust**
PUBLIC HEARING DATE	PROPERTY ADDRESS/LOCATION
N/A	**6150 Trotwood Ave/ Tax Map 112, Parcels 9.00, 10.01, 10.07, 2.03**

SUMMARY OF REQUEST: **Annexation with Plan of Services when including an RS-6 Zoning with Preliminary PUD Master Plan.**

This request is for the annexation with a plan of services that includes a Preliminary PUD Master Plan. The proposed PUD utilizes a base-zoning of RS-6. The applicant seeks these changes in order to create a residential development consisting of 815 residential units and community amenities. The 415-acre property is located adjacent to Ridley Park and the Ashwood Manor subdivision.

Note* This request was reviewed prior to the adoption of Zoning Ordinance 4400 on July 14th, 2022 and is subject to the review criteria under the previous Zoning Ordinance.



MAP SOURCE: City GIS

EXISTING ZONING	EXISTING LAND USE	SURROUNDING ZONING & LAND USE	SITE IMPROVEMENTS PROPOSED	SIZE OF PROPERTY
RS-40/Unincorporated (County Zoning)	Undeveloped/Single Family	RS-40/Unincorporated	Single-Family Homes	415.5 ± acres

COMPATIBILITY with the **COMPREHENSIVE PLAN**

Suburban Neighborhood. The proposed development, an RS-6 base residential zoning designation is consistent with Connect Columbia. An RS-6 zoning district is compatible with

PROPERTY HISTORY

22-0069. Request from Andrew Ethridge for the annexation with Plan of Services, and Comprehensive Plan Amendment including an RM-1, & RS-6 Zoning with Preliminary PUD Master Plan for 981 residential units and community amenities. Recommendation to deny by Planning Commission was made with a 3-2 vote.

COMPATIBILITY with the ZONING ORDINANCE

Suburban Neighborhood
• Low Density Residential & Medium Density Residential, e.g. RS-6, RS-10 Zoning Districts • Public & Civic Uses (e.g. Religious Facilities)

As required by Section 3.20.10.B of the Zoning Ordinance, the applicant submitted a detailed Preliminary Planned Unit Development (PUD) Master Plan. The Master Plan depicts 815 residential lots. The gross density of the development would be 1.96 dwelling units per acre. The Master Plan also depicts landscape buffers, stormwater facilities, extensive walking trails, and community amenities. The proposed internal street network connects to Ridley Park. The revised PUD Master Plan does not depict a connection to an existing adjacent subdivision; this connection was requested by staff in aligning with policy outlined within *Connect Columbia* that recommends the connection of streets to create an interconnected grid network.

The Master Plan divides the overall development into three sections. The largest section consists of 338.20 acres and utilizes the development standards of the RS-6 Zone District. The remaining sections, totally 77.49 acres, utilize the standards of the RM-1 Zone District.

The phasing plan indicates that the development will be completed over 9-10 years.

Zoning Ordinance Referenced:

- Sections 7.3.1, 6.1.2, and 8.1.1 Land Use and Housing Type
- Sections 7.3 , 6.2.6, and 6.3.8 Residential Development Standards
- Sections 7.3.7, 11.2.7, and 11.2.6 Landscape Buffers

Proposed RS-6 PUD Section

The Zoning Ordinance limits development of properties subject to RS-6 standards to single-family detached residences and their subordinate accessory structures. The Master Plan consists of an R-6 base zoning with 10 different lot sizes.

RS-6 Single Family Detached Lot Standards:

- 815 lots are composed of a minimum of 60', 75', 100', and 1 lot at a 150' lot width in meeting the base lot width standards of an RS-6 zoning district with each lot having the minimum as required per the zoning ordinance:

<u>RS-6 base zoning standards:</u>

  - 20' front setback
  - 7.5' side setback
  - 20' rear setback

- 50’ lot width minimum

Of the 815 lots,

- 77 lots (60’rear alley loaded)
- 482 lots (60’)
- 13 lots (75’ rear alley loaded)
- 152 lots (75’)
- 22 lots (100’ rear alley loaded)
- 27 lots (100’)
- 18 lots (150’ rear alley loaded)
- 3 lots (150’)
- 20 lots (100’ at 1 acre)
- 1 lot (150’ min at 5 acres)

Overall Proposed Master Plan

Amenities/ Design:

The master plan contains a centralized amenity area connected with a series of walking trails that include a mixture of paved and natural trails with trail connections. The trails connect to Ridley Park. Within the amenity area, a clubhouse including pavilion with pool is shown including a dog park and open area lawn space for events. Architectural elements of single-family homes consist of a primary cladding material of fiber cement board, brick, and stone accented with neutral colors.

Connectivity:

- A new connection point will be added with Trotwood Ave connecting the development with Ridley Park
- A new connection point will be added with Old Zion Road.
- All local streets will consist of a 60-70’ right-of-way cross section generally meeting the City of Columbia Subdivision regulations including a 5’ sidewalk on both sides of all streets. A 20’ alley way is provided in meeting the base

Buffering:

- Buffer requirements for a PUD-RS-6 zoning adjacent to undeveloped property (*11.2.7 Project Boundary Buffers*) require a 0.4 opacity (15’ wide buffer). The site plan indicates this buffer adjacent to vacant property on the east boundary line.
- Buffer requirements for a PUD RS-6 requires a 0.6 opacity (25’ wide buffer). This site plan indicates this buffer adjacent to these zoning districts on all boundary lines.

Summary of Requested Variances

- There were no requested variances in the request as the site plan and lot dimensional standards meet the base zoning standards of an RS-6 zoning district.

ATTACHMENTS (CIRCLE) SUBMITTED PLANS CITY MAPS LEGAL NOTICE LEGAL DESCRIPTION

Comprehensive Plan Amendment:

Staff reviewed the request for an amendment to the Comprehensive Plan for consistency with the standards listed in the City of Columbia Zoning Ordinance. The relevant provisions of the Ordinance are listed below, followed by staff analysis.

3.19.6 CRITERIA FOR PLANNING COMMISSION RECOMMENDATIONS

The recommendations of the Planning Commission to the City Council shall show that the Planning Commission has studied and considered the proposed change in relation to the following, where applicable:

A. Whether the proposed change would be consistent with the intent, goals, objectives, policies, guiding principles and programs of any adopted plans;
B. Whether the proposed change would be compatible with the existing land use pattern and designated future land uses;
C. Whether the proposed change would create substantial adverse impacts in the adjacent area or the City in general; and
D. Whether the subject parcel is of adequate shape and size to accommodate the proposed change.

Staff's review of Section 3.19.6 in relation to this request finds the following:

A. Whether the proposed change would be consistent with the intent, goals, objectives, policies, guiding principles and programs of any adopted plans;

The future land use classification for the property is "Suburban Neighborhood". According to the Suburban Neighborhood Character Area Matrix, the intent of the character area is to "create new suburban neighborhoods that will improve the quality of life in Columbia, with an increased sense of place and a more interconnected community". A suburban neighborhood future land use is consistent with Connect Columbia within an RS-6 base zoning designation.

B. Whether the proposed change would be compatible with the existing land use pattern and designated future land uses

The subject property is located along Trotwood Avenue, a minor arterial. This request would align with Connect Columbia within a "Suburban Neighborhood Future Land Use".

C. Whether the proposed change would create substantial adverse impacts in the adjacent area or the City in general;

The applicant's intended use of the property will be subject to the standards contained in the Zoning Ordinance which mitigate potential adverse impacts upon adjoining property owners and the City in general. The development will also be controlled by the PUD Master Plan which can be conditioned to mitigate potential any adverse impacts.

D. Whether the subject parcel is of adequate shape and size to accommodate the proposed change:

The applicant has provided a Preliminary PUD Master Plan depicting a phased 815-unit residential development with community amenities. It is generally feasible to develop the site as depicted in the residential sections of the Preliminary Master Plan in conformance with the Zoning Ordinance. At the time of Final PUD Master Plan and Preliminary Plat, staff will review the proposed development to ensure adherence with the standards prescribed in the applicable Zoning Ordinance.

Rezoning:

Staff reviewed the request for an amendment of the Official Zoning Map for consistency with the City of Columbia Zoning Ordinance. The relevant provisions of the Ordinance are listed below, followed by staff analysis.

3.18.7.B ACTION BY THE PLANNING COMMISSION FOR REZONING

The Planning Commission in its review and recommendation shall make specific findings with regard to the following grounds for an amendment and shall note the same in the official record as follows:

1. The rezoning is in agreement with the general plan for the area;
2. It has been determined that the legal purposes for which zoning exists are not contravened;
3. It has been determined that there will be no adverse effect upon adjoining property owners unless such effect can be justified by the overwhelming public good or welfare;

4. It has been determined that no one property owner or small group of property owners will benefit materially from the change to the detriment of the general public; and
5. It has been determined that conditions affecting the area have changed to a sufficient extent to warrant an amendment to the area's general plan or other applicable local plans, and consequently, the zoning map.
6. The availability of adequate school, road, parks, wastewater treatment, water supply, and stormwater drainage facilities.

Staff's review of Section 3.18.7.B in relation to this rezoning request finds the following:

1. The rezoning is in agreement with the general plan for the area;

   The subject parcel for the proposed zoning and annexation is within a "Suburban Neighborhood" future land use. An RS-6 zoning designation within a Planned Unit Development may be consistent with the adopted general plan for the area.

2. The legal purposes for which zoning exists are not contravened;

   All future development will be required to conform to the Zoning Ordinance standards in effect at that time, as well as the PUD Master Plan; therefore, legal purposes for which zoning exists will not be contravened.

3. There will be no adverse effects upon adjoining property owners;

   Adjoining properties include vacant land, a park, and single-family residences. The applicant's Preliminary PUD Master Plan depicts connection to existing park. Development of the site as proposed under the Preliminary PUD Master Plan is unlikely to have an adverse effect upon the adjacent park property.

4. No one property owner or small group of property owners will benefit materially from the change to the detriment of the general public;

   The proposal will benefit a single property owner; however, any potential detrimental effects on the general public can be mitigated through the standards in the Zoning Ordinance and modification of the PUD Master Plan.

5. Conditions affecting the area have changed to a sufficient extent to warrant an amendment to City's Zoning Map.

   The Planning Commission may determine that demand for housing in the City of Columbia has increased to a sufficient extent to warrant the addition of a mixed-density residential PUD to the City's zoning map. Between the decennial censuses of 2010 and 2020, the city's population grew at nearly twice the rate of its housing inventory.

Demand for both rental and owner-occupied housing in Columbia has increased faster than supply..

6. There are adequate schools, roads, parks, wastewater treatment facilities, water supply, and stormwater drainage facilities to support this zoning change.

   Upon the advice of city staff, this request went through staff technical review twice. Technical comments from public service providers generally indicate that services are in place to support the zoning change. However, some plans of service contain caveats or identify the need for the applicant to provide additional analysis.

   - *The City of Columbia Public Works Department provided a Plan of Service for sanitation, as well as maintenance of streets and drainage systems, for the proposed development. Townhomes will require centralized trash collection via dumpsters or compactors.*
   - *Columbia Power and Water Systems (CPWS) has indicated that it will provide electrical service to the proposed development.*
   - *The Fire Marshall has indicated that there is adequate water available and pressure; some structures in the community will require sprinklers.*
   - *The City Engineer required a traffic impact study as part of the PUD Master Plan application. At resubmittal, the applicant provided a concurrence letter identifying off-site improvements to be made by the developer in order to maintain the current level of service.*
   - *Maury County Schools **did** provide comments regarding impacts to the school system. Specifically, the Maury County Schools is reviewing its capacity to serve the proposed development at its facilities in Columbia and Mt. Pleasant. Students living in the proposed development may be assigned to Mt. Pleasant attendance zones.*
   - *The City of Columbia Wastewater System indicated flow monitoring will be required at the applicant's expense. Is likely that gravity lines in the area will require major upgrades in order to serve the development.*
   - *CPWS (Water) indicated that it has infrastructure in place to serve the proposed development with domestic water.*
   - *CPWS (Power) has indicated that it will serve the proposed development.*
   - *The Maury County Highway Department provided a comment as part of technical review indicating that it had not reviewed the impact of the proposed development on county rights-of-way. Later, outside of technical review, the Maury County Highway Department submitted a letter taking exception to the scope of the applicant's Traffic Impact Study. Specifically, the County Highway Department expressed concern about the increased utilization of Yeatman Lane.*

Preliminary PUD Master Plan:

Staff reviewed the request for approval of a Preliminary PUD Master Plan for consistency with the City of Columbia Zoning Ordinance. The relevant provisions of the Ordinance are listed below, followed by staff analysis.

3.20.2 CONSISTENCY WITH AREA DEVELOPMENT PLANS

No PUD shall be approved unless all plans for development are found to be consistent with the then current issue of the General Plan of Columbia and any adopted special development plan for the area in which the development is proposed. The Planning Commission shall make a formal, written finding regarding the consistency of any proposed PUD, said report to include findings that the development:

A. Will be consistent with the currently effective General Plan as well as any special development plan for the area;
B. Is likely to be compatible with development permitted under the general development provisions of the Zoning Ordinance; and
C. Will not significantly interfere with the use and enjoyment of other land in the vicinity.

3.20.5 COMBINATION OF SEPARATE TYPES OF PUDS

The Planning Commission and the City Council may consider separate types of PUDs (such as residential and commercial PUD) within a consolidated master plan as a single administrative procedure provided the total tract is under the unified control of a landholder and the land area is sufficient to comply with separate area requirements combined. This provision in no way alters any requirements in this article.

3.20.8 CONSISTENCY WITH PUD STANDARDS

All PUD developments shall be subject to the design standards and requirements of Article 7, Planned Unit Development.

Staff's review of Section 3.20.2 in relation to this request finds the following:

A. Will be consistent with the currently effective General Plan as well as any special development plan for the area;
The future land use policy outlined in Connect Columbia is "Suburban Neighborhood" that aligns with an RS-6 PUD master plan.
B. Is likely to be compatible with development permitted under the general development provisions of the Zoning Ordinance;

As discussed in the summary of zoning standards above, it is feasible to implement the Preliminary PUD Master Plan in accordance with the Zoning Ordinance

provided the Planning Commission and City Council grant the deviations from strict application of the limited use standards of the Ordinance pertaining to parking for townhomes.

C. Will not significantly interfere with the use and enjoyment of other land in the vicinity.

As discussed in the analysis of Section 3.18.7.B.3 above, the Planning Commission may condition its recommendation on revisions to the Master Plan designed to mitigate any identifiable adverse impacts on other properties.

Staff's review of Section 3.20.5 in relation to this request finds the following:
The Planning Commission and the City Council may consider separate types of PUDs (such as residential and commercial PUD) within a consolidated master plan as a single administrative procedure provided the total tract is under the unified control of a landholder and the land area is sufficient to comply with separate area requirements combined. This provision in no way alters any requirements in this article.

The proposed PUD Master Plan includes residential uses of densities and open space that are permissible within an RS-6 base zoning district.

Staff's review of Section 3.20.8 in relation to this request finds the following:

All PUD developments shall be subject to the design standards and requirements of Article 7, Planned Unit Development.

- *The proposed PUD Master Plan conforms to the maximum permitted densities identified in Section 7.3.5 of the Zoning Ordinance.*

CITY OF COLUMBIA TENNESSEE
CITY COUNCIL
STAFF REPORT

STAFF REPORT CONTACT INFORMATION
Paul Keltner, Development Services Director, paul@columbiatn.com, 931-560-1560

AGENDA ITEM TITLE:
2ND CONSIDERATION OF ORDINANCE NO. 4456 - AN ORDINANCE TO AMEND ORDINANCE NO. 4400, THE SAME BEING THE ZONING ORDINANCE OF THE CITY OF COLUMBIA, TENNESSEE BY REZONING A PORTION OF TAX MAP 112 PARCEL 9, LOCATED AT 6150 TROTWOOD AVENUE FROM CD-2 (RURAL CHARACTER DISTRICT) TO PUD-R (PLANNED UNIT DEVELOPMENT - RESIDENTIAL)

RECOMMENDATION: Approve Ordinance No. 4456 on second consideration.

INFORMATION: The applicant is requesting to rezone a portion of the aforementioned property for the future development of residential homes as part of the proposed Old Zion Road Planned Unit Development subdivision consisting of 765 homes on 415 acres. The Planning Commission reviewed this request and recommended approval with a vote of 4-2 at the April 12, 2023 meeting.

AN ORDINANCE TO AMEND ORDINANCE NO. 4400, THE SAME BEING THE ZONING ORDINANCE OF THE CITY OF COLUMBIA, TENNESSEE BY REZONING A PORTION OF TAX MAP 112 PARCEL 9, LOCATED AT 6150 TROTWOOD AVENUE FROM CD-2 (RURAL CHARACTER DISTRICT) TO PUD-R (PLANNED UNIT DEVELOPMENT-RESIDENTIAL)

BE IT ORDAINED BY THE CITY OF COLUMBIA:

Section 1: That the City of Columbia Zoning Ordinance, the same being Ordinance No. 4400, and the zoning maps therein adopted be, and the same are hereby amended by rezoning property herein described from CD-2 (Rural Character District) to PUD-R (Planned Unit Development-Residential).

Section 2: Said property to be rezoned, being a portion of Tax Map 112 Parcel 9, located at 6150 Trotwood Avenue, is located in the Ninth Civil District of Maury County, Tennessee, within the corporate limits of the City of Columbia, as described on Exhibit "A", which is attached hereto and incorporated herein by reference. A location map showing the proposed area to be rezoned from CD-2 (Rural Character District) to PUD-R (Planned Unit Development-Residential) is attached hereto, identified as Exhibit "B" and incorporated herein by reference.

Section 3: This Ordinance is passed after review of Columbia Zoning Ordinance Section 8.5.19.H.4 by the Columbia Municipal Planning Commission with a recommendation of approval on the 12th day of April, 2023, and after a public hearing held on the 8th day of June, 2023, with notice of said hearing being given in The Daily Herald of Columbia, Tennessee, fifteen (15) days or more before said hearing.

Section 4: That pursuant to Section 8.5.19.K.6, the City Council makes the following specific findings:

A. The proposed rezoning is in agreement with the Comprehensive plan and any applicable local area plans;

B. It has been determined that the legal purposes for which zoning exists have not been contravened; and

C. It has been determined that there will have no adverse effect upon adjoining property owners unless such effect can be justified by the overwhelming public good or welfare;

Section 5: That all ordinances or parts of ordinances in conflict herewith are hereby repealed.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF COLUMBIA, TENNESSEE, This the 8th day of June, 2023.

_____
CHARLES (CHAZ) M. MOLDER, MAYOR

ATTEST:

_____
THAD H. JABLONSKI, CITY RECORDER

LEGAL FORM APPROVED:

C. Tim Tisher
C. TIM TISHER, CITY ATTORNEY

APPROVED FOR FIRST CONSIDERATION:

_____
ANTHONY R. MASSEY – CITY MANAGER

Passed on 1st consideration _____

Passed on 2nd consideration: _____

RaganSmith

21-0244

DOBUAL SPRING CREEK PARTNERS PROPERTY DESCRIPTION

MAP 112, PARCEL 9.00

BEING A CERTAIN TRACT OF LAND LOCATED IN THE 9TH CIVIL DISTRICT OF MAURY COUNTY, TENNESSEE. BEING PART OF THE SAME PROPERTY DEEDED TO DOBUAL SPRING CREEK PARTNERS OF RECORD IN DEED BOOK 1239, PAGE 865, REGISTER'S OFFICE FOR MAURY COUNTY, TENNESSEE (R.O.M.C.T.). BEING BOUNDED ON THE NORTH AND EAST BY CITY OF COLUMBIA OF RECORD IN DEED BOOK R1875, PAGE 855, DEED BOOK R2068, PAGE 364, AND DEED BOOK R2068, PAGE 361, R.O.M.C.T., ON THE SOUTH BY TROTWOOD AVENUE – STATE ROUTE 243 (60' RIGHT OF WAY WIDTH), ON THE WEST BY GREGORY BAXTER, ETUX. OF RECORD IN DEED BOOK R1884, PAGE 442, R.O.M.C.T., LOT 1 AND LOTS 21-28 AS SHOWN ON THE FINAL PLAT ENTITLED "ASHWOOD MANOR" OF RECORD IN PLAT BOOK 8, PAGE 90, R.O.M.C.T., AND OLD ZION, LLC OF RECORD IN DEED BOOK R2600, PAGE 96, R.O.M.C.T. BEING DESCRIBED ACCORDING TO A SURVEY PREPARED BY KEVIN L. BIRDWELL, RLS #1797 WHOSE ADDRESS IS RAGAN-SMITH ASSOCIATES, 315 WOODLAND STREET, NASHVILLE, TENNESSEE 37206, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A 1/2" IRON ROD (NEW) WITH A PLASTIC CAP STAMPED "RAGAN-SMITH ASSOCIATES" (TYPICAL) IN THE NORTHERLY RIGHT OF WAY OF TROTWOOD AVENUE – STATE ROUTE 243, SAID IRON ROD BEING THE SOUTHEAST CORNER OF THE HEREIN DESCRIBED TRACT OF LAND AND PROCEEDING AS FOLLOWS:

THENCE, WITH THE NORTHERLY RIGHT OF WAY OF TROTWOOD AVENUE – STATE ROUTE 243, SOUTH 71 DEGREES 43 MINUTES 53 SECONDS WEST, 3760.08 FEET TO A 1" IRON PIPE (OLD) AT THE SOUTHEAST CORNER OF SAID BAXTER PROPERTY;

THENCE, WITH THE EAST LINE OF SAID BAXTER PROPERTY, NORTH 18 DEGREES 37 MINUTES 31 SECONDS WEST, 257.38 FEET TO A 5/8" IRON ROD (OLD) AT THE COMMON CORNER OF SAID BAXTER AND LOT 1;

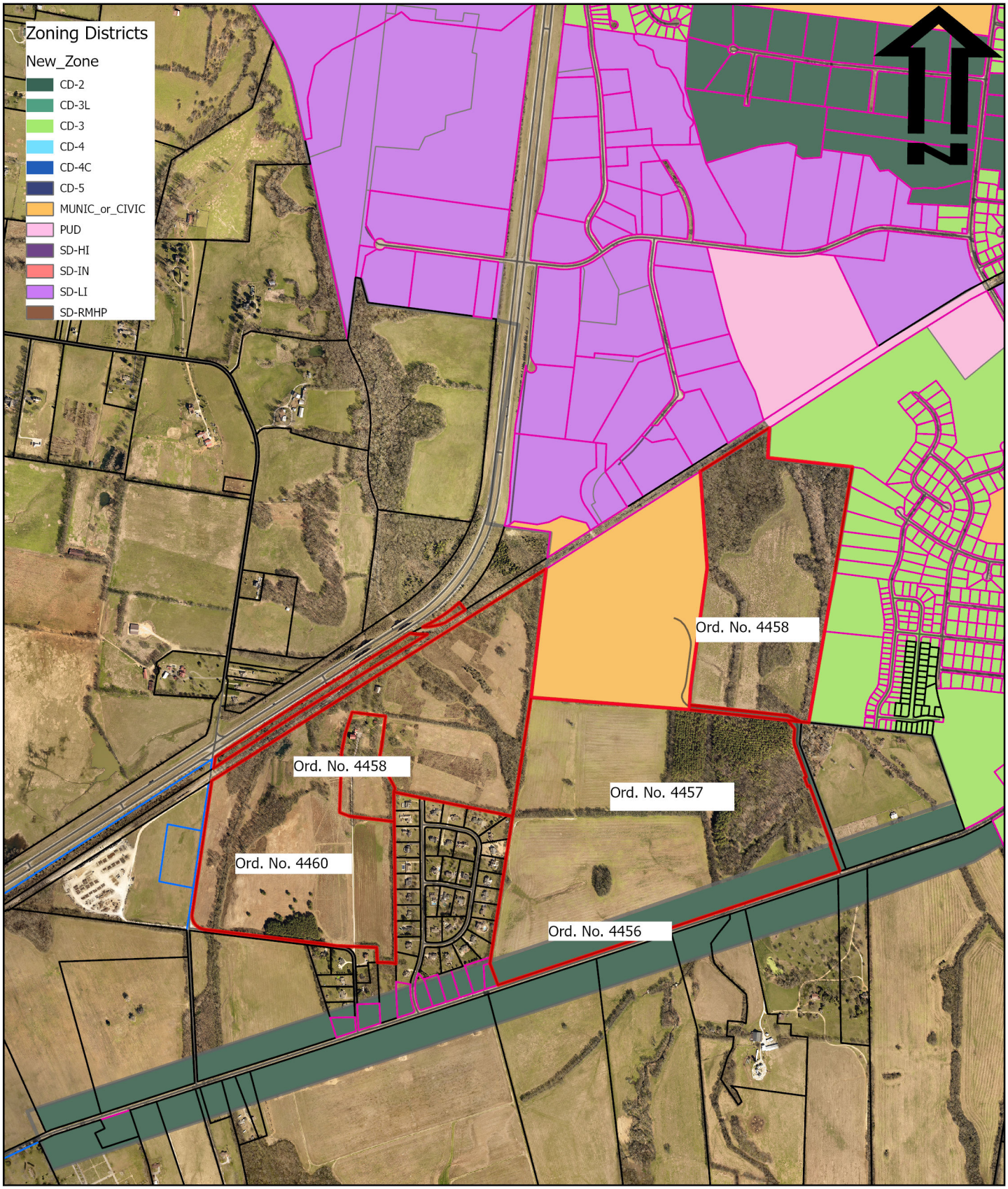
THENCE, WITH THE EASTERLY LINES OF LOT 1 AND LOTS 21-28 THE FOLLOWING THREE CALLS (1 THROUGH 3):

1. NORTH 08 DEGREES 55 MINUTES 46 SECONDS EAST, 775.72 FEET TO A 5/8" IRON ROD (OLD);
2. NORTH 08 DEGREES 22 MINUTES 18 SECONDS EAST, 329.80 FEET TO A 5/8" IRON ROD (OLD);
3. NORTH 07 DEGREES 55 MINUTES 00 SECONDS EAST, 447.60 FEET TO A CONCRETE MONUMENT (OLD) AT A SOUTHEAST CORNER OF OLD ZION, LLC PROPERTY;

THENCE, WITH AN EASTERLY LINE OF SAID OLD ZION, LLC PROPERTY, NORTH 08 DEGREES 14 MINUTES 58 SECONDS EAST, 1280.67 FEET TO A CONCRETE MONUMENT (OLD) AT THE SOUTHWEST CORNER OF SAID CITY OF COLUMBIA PROPERTY;

THENCE, WITH THE SOUTHERLY AND WESTERLY LINES OF SAID CITY OF COLUMBIA PROPERTY THE FOLLOWING FOURTEEN CALLS (1 THROUGH 14):

1. SOUTH 85 DEGREES 34 MINUTES 39 SECONDS EAST, 1577.22 FEET TO A PLANTED STONE;
2. SOUTH 85 DEGREES 08 MINUTES 00 SECONDS EAST, 97.47 FEET TO A CONCRETE MONUMENT (OLD);
3. SOUTH 83 DEGREES 55 MINUTES 40 SECONDS EAST, 1056.49 FEET TO AN IRON ROD (NEW);
4. ALONG THE ARC OF A CURVE TO THE RIGHT, HAVING A RADIUS OF 105.00 FEET, AN ARC LENGTH OF 165.16 FEET, A DELTA ANGLE OF 90 DEGREES 07 MINUTES 18 SECONDS, HAVING A CHORD BEARING AND DISTANCE OF SOUTH 38 DEGREES 52 MINUTES 06 SECONDS EAST, 148.65 FEET TO AN IRON ROD (NEW);
5. SOUTH 06 DEGREES 11 MINUTES 28 SECONDS WEST, 116.88 FEET TO AN IRON ROD (NEW);
6. ALONG THE ARC OF A CURVE TO THE LEFT, HAVING A RADIUS OF 130.00 FEET, AN ARC LENGTH OF 56.44 FEET, A DELTA ANGLE OF 24 DEGREES 52 MINUTES 34 SECONDS, HAVING A CHORD BEARING AND DISTANCE OF SOUTH 06 DEGREES 14 MINUTES 51 SECONDS EAST, 56.00 FEET TO AN IRON ROD (NEW);
7. SOUTH 18 DEGREES 41 MINUTES 06 SECONDS EAST, 357.57 FEET TO AN IRON ROD (NEW);
8. SOUTH 71 DEGREES 18 MINUTES 54 SECONDS WEST, 20.00 FEET TO AN IRON ROD (NEW);
9. SOUTH 18 DEGREES 41 MINUTES 06 SECONDS EAST, 100.00 FEET TO AN IRON ROD (NEW);
10. NORTH 71 DEGREES 18 MINUTES 54 SECONDS EAST, 20.00 FEET TO AN IRON ROD (NEW);
11. SOUTH 18 DEGREES 41 MINUTES 06 SECONDS EAST, 657.60 FEET TO AN IRON ROD (NEW);
12. SOUTH 71 DEGREES 18 MINUTES 54 SECONDS WEST, 10.00 FEET TO AN IRON ROD (NEW);
13. SOUTH 18 DEGREES 41 MINUTES 06 SECONDS EAST, 282.13 FEET TO AN IRON ROD (NEW);
14. SOUTH 26 DEGREES 27 MINUTES 57 SECONDS WEST, 13.94 FEET TO THE **POINT OF BEGINNING** AND HAVING AN AREA OF 7,592,427 SQUARE FEET OR 174.30 ACRES, MORE OR LESS.



Old Zion Road PUD
6150 Trotwood Ave.

Ord. No. 4456-4458; 4460
Exhibit B

CITY OF COLUMBIA TENNESSEE

DEVELOPMENT SERVICES
700 NORTH GARDEN STREET
COLUMBIA, TN 38401
PHONE: (931) 560-1560
FAX: (931) 560-1541

CITY OF COLUMBIA TENNESSEE
PLANNING COMMISSION
STAFF REPORT

STAFF REPORT CONTACT INFORMATION
Austin Brass, AICP, City Planner, abrass@columbiatn.com, 931-560-1560
Update by Paul Keltner, AICP, Director of Development Services, 931-560-1560

APPLICATION NUMBER	APPLICANT/PROPERTY OWNER
22-0069	**Andrew Ethridge / Dobual Spring Creek Partners, Eunice Colmore, Henry P Ingram Jr. & William P. Ridley Rev Trust**
PUBLIC HEARING DATE	PROPERTY ADDRESS/LOCATION
N/A	**6150 Trotwood Ave/ Tax Map 112, Parcels 9.00, 10.01, 10.07, 2.03**

CONFORMITY with the ZONING ORDINANCE

Update to Review:

This is the third time Planning Commission has reviewed the proposed Preliminary PUD Master Plan. In December of 2022 the City Council returned the proposal to Planning Commission for additional consideration. In March of 2023 the applicant submitted a revised Master Plan. Changes reflected in the revised Master Plan are summarized below.

Site Data:

- The total area of right-of-way dedication decreased from 58.99 to 55.98 acres.
- Total area within lots decreased from 207 to 170 acres.
- Dedicated open space increased from 149 (36%) to 189 acres (45%).
- Gross density decreased from 1.96 du/ac to 1.84 du/ac.
- Total lot count reduced from 815 to 764 (in addition to one existing structure). The first iteration of the development considered by Planning Commission included 985 lots.

Design:

- The mix of lot width types is similar to previous proposals
  - 441 lots are 60 feet wide.
  - 307 lots are 75 feet wide.
  - 16 lots are 100 feet wide.
  - There is a mix of front-loaded and alley-loaded lots.
  - The most recent previous plan had 21 lots at 150 feet wide as well as a few 65 foot wide lots.
- The lots around Ashwood Manor have been removed and replaced with open space
- The lots off Ridley Park Drive have been eliminated.
- Lots along Trotwood Avenue have been removed and converted to open space.
- There is additional open space between Ridley Park and the lots in the northern section of the property.
- The amenity center has shifted closer to the center of the site.
- Walking trail length has increased from 2.4 miles to a total of 3.0 miles.
- Amenity sizes have increased for playgrounds and the dog park area.

Additional Notes

- Phasing has been adjusted.
- Additional architectural designs have been added.

- Photometric details have been added for the lots near Ridley Park.
- The traffic impact study has been updated to reflect the reduced number of lots.

ATTACHMENTS (CIRCLE) SUBMITTED PLANS CITY MAPS LEGAL NOTICE LEGAL DESCRIPTION

PUBLIC COMMENTS AGENCY COMMENTS RESPONSE TO STANDARDS

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PUBLIC HEARING DATE	PROPERTY ADDRESS/LOCATION
N/A	**6150 Trotwood Ave/ Tax Map 112, Parcels 9.00, 10.01, 10.07, 2.03**

SUMMARY OF REQUEST: **Annexation with Plan of Services when including an RS-6 Zoning with Preliminary PUD Master Plan.**

This request is for the annexation with a plan of services that includes a Preliminary PUD Master Plan. The proposed PUD utilizes a base-zoning of RS-6. The applicant seeks these changes in order to create a residential development consisting of 815 residential units and community amenities. The 415-acre property is located adjacent to Ridley Park and the Ashwood Manor subdivision.

Note* This request was reviewed prior to the adoption of Zoning Ordinance 4400 on July 14th, 2022 and is subject to the review criteria under the previous Zoning Ordinance.



MAP SOURCE: City GIS

EXISTING ZONING	EXISTING LAND USE	SURROUNDING ZONING & LAND USE	SITE IMPROVEMENTS PROPOSED	SIZE OF PROPERTY
RS-40/Unincorporated (County Zoning)	Undeveloped/Single Family	RS-40/Unincorporated	Single-Family Homes	415.5 ± acres

COMPATIBILITY with the **COMPREHENSIVE PLAN**

Suburban Neighborhood. The proposed development as an RS-6 base residential zoning designation is consistent with Connect Columbia as an RS-6 zoning district is compatible with a Suburban Neighborhood Future Land Use.

PROPERTY HISTORY

22-0069. Request from Andrew Ethridge for the annexation with Plan of Services, and Comprehensive Plan Amendment including an RM-1, & RS-6 Zoning with Preliminary PUD Master Plan for 981 residential units and community amenities. Recommendation to deny by Planning Commission was made with a 3-2 vote.

COMPATIBILITY with the ZONING ORDINANCE

Suburban Neighborhood
• Low Density Residential & Medium Density Residential, e.g. RS-6, RS-10 Zoning Districts • Public & Civic Uses (e.g. Religious Facilities)

As required by Section 3.20.10.B of the Zoning Ordinance, the applicant submitted a detailed Preliminary Planned Unit Development (PUD) Master Plan. The Master Plan depicts 815 residential lots. The gross density of the development would be 1.96 dwelling units per acre. The Master Plan also depicts landscape buffers, stormwater facilities, extensive walking trails, and community amenities. The proposed internal street network connects to Ridley Park. The revised PUD Master Plan does not depict a connection to an existing adjacent subdivision; this connection was requested by staff in aligning with policy outlined within *Connect Columbia* that recommends the connection of streets to create an interconnected grid network.The phasing plan indicates that the development will be completed over 9-10 years.

Zoning Ordinance Referenced:

- Sections 7.3.1, 6.1.2, and 8.1.1 Land Use and Housing Type
- Sections 7.3 , 6.2.6, and 6.3.8 Residential Development Standards
- Sections 7.3.7, 11.2.7, and 11.2.6 Landscape Buffers

Proposed RS-6 PUD Section

The Zoning Ordinance limits development of properties subject to RS-6 standards to single-family detached residences and their subordinate accessory structures. The Master Plan consists of an R-6 base zoning with 10 different lot sizes.

RS-6 Single Family Detached Lot Standards:

- 815 lots are composed of a minimum of 60', 75', 100', and 1 lot at a 150' lot width in meeting the base lot width standards of an RS-6 zoning district with each lot having the minimum as required per the zoning ordinance:

<u>RS-6 base zoning standards:</u>

- 20' front setback
- 7.5' side setback
- 20' rear setback
- 50' lot width minimum

Of the 815 lots,

- 77 lots (60'rear alley loaded)
- 482 lots (60')
- 13 lots (75' rear alley loaded)
- 152 lots (75')

- 22 lots (100' rear alley loaded)
- 27 lots (100')
- 18 lots (150' rear alley loaded)
- 3 lots (150')
- 20 lots (100' at 1 acre)
- 1 lot (150' min at 5 acres)

Overall Proposed Master Plan

Amenities/ Design:

The master plan contains a centralized amenity area connected with a series of walking trails that include a mixture of paved and natural trails with trail connections. The trails connect to Ridley Park. Within the amenity area, a clubhouse including pavilion with pool is shown including a dog park and open area lawn space for events. Architectural elements of single-family homes consist of a primary cladding material of fiber cement board, brick, and stone accented with neutral colors.

Connectivity:

- A new connection point will be added with Trotwood Ave connecting the development with Ridley Park
- A new connection point will be added with Old Zion Road.
- All local streets will consist of a 60-70' right-of-way cross section generally meeting the City of Columbia Subdivision regulations including a 5' sidewalk on both sides of all streets. A 20' alley way is provided in meeting the base

Buffering:

- Buffer requirements for a PUD-RS-6 zoning adjacent to undeveloped property (*11.2.7 Project Boundary Buffers*) require a 0.4 opacity (15' wide buffer). The site plan indicates this buffer adjacent to vacant property on the east boundary line.
- Buffer requirements for a PUD RS-6 requires a 0.6 opacity (25' wide buffer). This site plan indicates this buffer adjacent to these zoning districts on all boundary lines.

Summary of Requested Variances:

- **There were no requested variances in the request as the site plan and lot dimensional standards meet the base zoning standards of an RS-6 zoning district.**

ATTACHMENTS (CIRCLE) SUBMITTED PLANS CITY MAPS LEGAL NOTICE LEGAL DESCRIPTION

PUBLIC COMMENTS AGENCY COMMENTS RESPONSE TO STANDARDS

3.19.6 CRITERIA FOR PLANNING COMMISSION RECOMMENDATIONS

The recommendations of the Planning Commission to the City Council shall show that the Planning Commission has studied and considered the proposed change in relation to the following, where applicable:

A. Whether the proposed change would be consistent with the intent, goals, objectives, policies, guiding principles and programs of any adopted plans;
B. Whether the proposed change would be compatible with the existing land use pattern and designated future land uses;
C. Whether the proposed change would create substantial adverse impacts in the adjacent area or the City in general; and
D. Whether the subject parcel is of adequate shape and size to accommodate the proposed change.

Staff's review of Section 3.19.6 in relation to this request finds the following:

A. Whether the proposed change would be consistent with the intent, goals, objectives, policies, guiding principles and programs of any adopted plans;

The future land use classification for the property is "Suburban Neighborhood". According to the Suburban Neighborhood Character Area Matrix, the intent of the character area is to "create new suburban neighborhoods that will improve the quality of life in Columbia, with an increased sense of place and a more interconnected community". A suburban neighborhood future land use is consistent with Connect Columbia within an RS-6 base zoning designation.

B. Whether the proposed change would be compatible with the existing land use pattern and designated future land uses

The subject property is located along Trotwood Avenue, a minor arterial. This request would align with Connect Columbia within a "Suburban Neighborhood Future Land Use".

C. Whether the proposed change would create substantial adverse impacts in the adjacent area or the City in general;

The applicant's intended use of the property will be subject to the standards contained in the Zoning Ordinance which mitigate potential adverse impacts upon adjoining property owners and the City in general. The development will also be controlled by the PUD Master Plan which can be conditioned to mitigate potential any adverse impacts.

D. Whether the subject parcel is of adequate shape and size to accommodate the proposed change:

The applicant has provided a Preliminary PUD Master Plan depicting a phased 815-unit

residential development with community amenities. It is generally feasible to develop the site as depicted in the residential sections of the Preliminary Master Plan in conformance with the Zoning Ordinance. At the time of Final PUD Master Plan and Preliminary Plat, staff will review the proposed development to ensure adherence with the standards prescribed in the applicable Zoning Ordinance.

Rezoning:

Staff reviewed the request for an amendment of the Official Zoning Map for consistency with the City of Columbia Zoning Ordinance. The relevant provisions of the Ordinance are listed below, followed by staff analysis.

3.18.7.B ACTION BY THE PLANNING COMMISSION FOR REZONING

The Planning Commission in its review and recommendation shall make specific findings with regard to the following grounds for an amendment and shall note the same in the official record as follows:

1. The rezoning is in agreement with the general plan for the area;
2. It has been determined that the legal purposes for which zoning exists are not contravened;
3. It has been determined that there will be no adverse effect upon adjoining property owners unless such effect can be justified by the overwhelming public good or welfare;
4. It has been determined that no one property owner or small group of property owners will benefit materially from the change to the detriment of the general public; and
5. It has been determined that conditions affecting the area have changed to a sufficient extent to warrant an amendment to the area's general plan or other applicable local plans, and consequently, the zoning map.
6. The availability of adequate school, road, parks, wastewater treatment, water supply, and stormwater drainage facilities.

Staff's review of Section 3.18.7.B in relation to this rezoning request finds the following:

1. The rezoning agrees with the general plan for the area;

   The subject parcel for the proposed zoning and annexation is within a "Suburban Neighborhood" future land use. An RS-6 zoning designation within a Planned Unit Development may be consistent with the adopted general plan for the area.

2. The legal purposes for which zoning exists are not contravened;

   All future development will be required to conform to the Zoning Ordinance standards in

effect at that time, as well as the PUD Master Plan; therefore, legal purposes for which zoning exists will not be contravened.

3. There will be no adverse effects upon adjoining property owners;

   Adjoining properties include vacant land, a park, and single-family residences. The applicant's Preliminary PUD Master Plan depicts connection to existing park. Development of the site as proposed under the Preliminary PUD Master Plan is unlikely to have an adverse effect upon the adjacent park property.

4. No one property owner or small group of property owners will benefit materially from the change to the detriment of the general public;

   The proposal will benefit a single property owner; however, any potential detrimental effects on the general public can be mitigated through the standards in the Zoning Ordinance and modification of the PUD Master Plan.

5. Conditions affecting the area have changed to a sufficient extent to warrant an amendment to City's Zoning Map.

   The Planning Commission may determine that demand for housing in the City of Columbia has increased to a sufficient extent to warrant the addition of a mixed-density residential PUD to the City's zoning map. Between the decennial censuses of 2010 and 2020, the city's population grew at nearly twice the rate of its housing inventory. Demand for both rental and owner-occupied housing in Columbia has increased faster than supply.

6. There are adequate schools, roads, parks, wastewater treatment facilities, water supply, and stormwater drainage facilities to support this zoning change.

   Upon the advice of city staff, this request went through staff technical review twice. Technical comments from public service providers generally indicate that services are in place to support the zoning change. However, some plans of service contain caveats or identify the need for the applicant to provide additional analysis.

   - *The City of Columbia Public Works Department provided a Plan of Service for sanitation, as well as maintenance of streets and drainage systems, for the proposed development.*
   - *Columbia Power and Water Systems (CPWS) has indicated that it will provide electrical service to the proposed development.*
   - *The Fire Marshall has indicated that there is adequate water available and pressure.*
   - *The City Engineer required a traffic impact study as part of the PUD Master Plan*

application. At resubmittal, the applicant provided a concurrence letter identifying off-site improvements to be made by the developer in order to maintain the current level of service.

- *Maury County Schools **did** provide comments regarding impacts to the school system. Specifically, the Maury County Schools is reviewing its capacity to serve the proposed development at its facilities in Columbia and Mt. Pleasant. Students living in the proposed development may be assigned to Mt. Pleasant attendance zones.*
- *The City of Columbia Wastewater System indicated flow monitoring will be required at the applicant's expense. Is likely that gravity lines in the area will require major upgrades in order to serve the development.*
- *CPWS (Water) indicated that it has infrastructure in place to serve the proposed development with domestic water.*
- *CPWS (Power) has indicated that it will serve the proposed development.*

Preliminary PUD Master Plan:

Staff reviewed the request for approval of a Preliminary PUD Master Plan for consistency with the City of Columbia Zoning Ordinance. The relevant provisions of the Ordinance are listed below, followed by staff analysis.

3.20.2 CONSISTENCY WITH AREA DEVELOPMENT PLANS

No PUD shall be approved unless all plans for development are found to be consistent with the then current issue of the General Plan of Columbia and any adopted special development plan for the area in which the development is proposed. The Planning Commission shall make a formal, written finding regarding the consistency of any proposed PUD, said report to include findings that the development:

A. Will be consistent with the currently effective General Plan as well as any special development plan for the area;
B. Is likely to be compatible with development permitted under the general development provisions of the Zoning Ordinance; and
C. Will not significantly interfere with the use and enjoyment of other land in the vicinity.

3.20.5 COMBINATION OF SEPARATE TYPES OF PUDS

The Planning Commission and the City Council may consider separate types of PUDs (such as residential and commercial PUD) within a consolidated master plan as a single administrative procedure provided the total tract is under the unified control of a landholder and the land area is sufficient to comply with separate area requirements combined. This provision in no way alters any requirements in this article.

3.20.8 CONSISTENCY WITH PUD STANDARDS

All PUD developments shall be subject to the design standards and requirements of Article 7, Planned Unit Development.

Staff's review of Section 3.20.2 in relation to this request finds the following:

A. Will be consistent with the currently effective General Plan as well as any special development plan for the area;
The future land use policy outlined in Connect Columbia is "Suburban Neighborhood" that aligns with an RS-6 PUD master plan.
B. Is likely to be compatible with development permitted under the general development provisions of the Zoning Ordinance;

As discussed in the summary of zoning standards above, it is feasible to implement the Preliminary PUD Master Plan in accordance with the Zoning Ordinance provided the Planning Commission and City Council grant the deviations from strict application of the limited use standards of the Ordinance pertaining to parking for townhomes.

C. Will not significantly interfere with the use and enjoyment of other land in the vicinity.

As discussed in the analysis of Section 3.18.7.B.3 above, the Planning Commission may condition its recommendation on revisions to the Master Plan designed to mitigate any identifiable adverse impacts on other properties.

Staff's review of Section 3.20.5 in relation to this request finds the following:
The Planning Commission and the City Council may consider separate types of PUDs (such as residential and commercial PUD) within a consolidated master plan as a single administrative procedure provided the total tract is under the unified control of a landholder and the land area is sufficient to comply with separate area requirements combined. This provision in no way alters any requirements in this article.

The proposed PUD Master Plan includes residential uses of densities and open space that are permissible within an RS-6 base zoning district.

Staff's review of Section 3.20.8 in relation to this request finds the following:

All PUD developments shall be subject to the design standards and requirements of Article 7, Planned Unit Development.

- *The proposed PUD Master Plan conforms to the maximum permitted densities identified in Section 7.3.5 of the Zoning Ordinance.*

CITY OF COLUMBIA TENNESSEE
CITY COUNCIL
STAFF REPORT

STAFF REPORT CONTACT INFORMATION
Paul Keltner, Development Services Director, paul@columbiatn.com, 931-560-1560

AGENDA ITEM TITLE:
2ND CONSIDERATION OF ORDINANCE NO. 4457 - AN ORDINANCE TO AMEND ORDINANCE NO. 4400 - THE SAME BEING THE ZONING ORDINANCE OF THE CITY OF COLUMBIA, TENNESSEE TO ZONE PROPERTY BEING ANNEXED BY RESOLUTION NO. 23-29, LOCATED AT 6150 TROTWOOD AVENUE BEING A PORTION OF TAX MAP 112 PARCEL 9 TO PUD-R (PLANNED UNIT DEVELOPMENT-RESIDENTIAL)

RECOMMENDATION: Approve Ordinance No. 4457 on second consideration.

INFORMATION: The applicant is requesting a portion of property be annexed and zoned for a Planned Unit Development residential development known as Old Zion Road PUD. Planning Commission reviewed the request at the April 12, 2023 meeting and recommended approval with a vote of 4-2.

AN ORDINANCE TO AMEND ORDINANCE NO. 4400 – THE SAME BEING THE ZONING ORDINANCE OF THE CITY OF COLUMBIA, TENNESSEE TO ZONE PROPERTY BEING ANNEXED BY RESOLUTION NO. 23-29, LOCATED AT 6150 TROTWOOD AVENUE BEING A PORTION OF TAX MAP 112 PARCEL 9 TO PUD-R (PLANNED UNIT DEVELOPMENT-RESIDENTIAL).

BE IT ORDAINED BY THE CITY OF COLUMBIA:

Section 1: That the City of Columbia Zoning Ordinance, the same being Ordinance No. 4400, and the zoning maps therein adopted be, and the same are hereby amended by zoning the property herein described and being annexed by Resolution No. 23-29 to PUD-R (Planned Unit Development-Residential).

Section 2: Said portion of property being annexed by Resolution No. 23-29, is located in the Ninth Civil District of Maury County, Tennessee, within the corporate limits of the City of Columbia, as described in Exhibit "A", which is attached hereto and incorporated herein by reference. A location map depicting the proposed PUD-R (Planned Unit Development-Residential) zoned area is identified as Exhibit "B" and is attached hereto and incorporated herein by reference.

Section 3: This Ordinance is passed after review of Columbia Zoning Ordinance Section 8.5.19.H.4 by the Columbia Municipal Planning Commission with a recommendation of approval on the 12th day of April, 2023, and after a public hearing held on the 8th day of June, 2023, with notice of said hearing being given in The Daily Herald of Columbia, Tennessee, fifteen (15) days or more before said hearing.

Section 4: That pursuant to Section 8.5.19.K.6, the City Council makes the following specific findings:

A. The rezoning is in agreement with the Comprehensive plan and any applicable local area plans;
B. It has been determined that the legal purposes for which zoning exists are not contravened; and

C. It has been determined that there will be no adverse effect upon adjoining property owners unless such effect can be justified by the overwhelming public good or welfare;

Section 5: That all ordinances or parts of ordinances in conflict herewith are hereby repealed.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF COLUMBIA, TENNESSEE, This the 8th day of June, 2023.

_____
CHARLES (CHAZ) M. MOLDER, MAYOR

ATTEST:

_____
THAD H. JABLONSKI, CITY RECORDER

LEGAL FORM APPROVED:

C. Tim Tisher
C. TIM TISHER, CITY ATTORNEY

APPROVED FOR FIRST CONSIDERATION:

_____
ANTHONY R. MASSEY, CITY MANAGER

Passed on 1st consideration: _____

Passed on 2nd consideration: _____

RaganSmith

21-0244

DOBUAL SPRING CREEK PARTNERS PROPERTY DESCRIPTION

MAP 112, PARCEL 9.00

BEING A CERTAIN TRACT OF LAND LOCATED IN THE 9TH CIVIL DISTRICT OF MAURY COUNTY, TENNESSEE. BEING PART OF THE SAME PROPERTY DEEDED TO DOBUAL SPRING CREEK PARTNERS OF RECORD IN DEED BOOK 1239, PAGE 865, REGISTER'S OFFICE FOR MAURY COUNTY, TENNESSEE (R.O.M.C.T.). BEING BOUNDED ON THE NORTH AND EAST BY CITY OF COLUMBIA OF RECORD IN DEED BOOK R1875, PAGE 855, DEED BOOK R2068, PAGE 364, AND DEED BOOK R2068, PAGE 361, R.O.M.C.T., ON THE SOUTH BY TROTWOOD AVENUE – STATE ROUTE 243 (60' RIGHT OF WAY WIDTH), ON THE WEST BY GREGORY BAXTER, ETUX. OF RECORD IN DEED BOOK R1884, PAGE 442, R.O.M.C.T., LOT 1 AND LOTS 21-28 AS SHOWN ON THE FINAL PLAT ENTITLED "ASHWOOD MANOR" OF RECORD IN PLAT BOOK 8, PAGE 90, R.O.M.C.T., AND OLD ZION, LLC OF RECORD IN DEED BOOK R2600, PAGE 96, R.O.M.C.T. BEING DESCRIBED ACCORDING TO A SURVEY PREPARED BY KEVIN L. BIRDWELL, RLS #1797 WHOSE ADDRESS IS RAGAN-SMITH ASSOCIATES, 315 WOODLAND STREET, NASHVILLE, TENNESSEE 37206, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A 1/2" IRON ROD (NEW) WITH A PLASTIC CAP STAMPED "RAGAN-SMITH ASSOCIATES" (TYPICAL) IN THE NORTHERLY RIGHT OF WAY OF TROTWOOD AVENUE – STATE ROUTE 243, SAID IRON ROD BEING THE SOUTHEAST CORNER OF THE HEREIN DESCRIBED TRACT OF LAND AND PROCEEDING AS FOLLOWS:

THENCE, WITH THE NORTHERLY RIGHT OF WAY OF TROTWOOD AVENUE – STATE ROUTE 243, SOUTH 71 DEGREES 43 MINUTES 53 SECONDS WEST, 3760.08 FEET TO A 1" IRON PIPE (OLD) AT THE SOUTHEAST CORNER OF SAID BAXTER PROPERTY;

THENCE, WITH THE EAST LINE OF SAID BAXTER PROPERTY, NORTH 18 DEGREES 37 MINUTES 31 SECONDS WEST, 257.38 FEET TO A 5/8" IRON ROD (OLD) AT THE COMMON CORNER OF SAID BAXTER AND LOT 1;

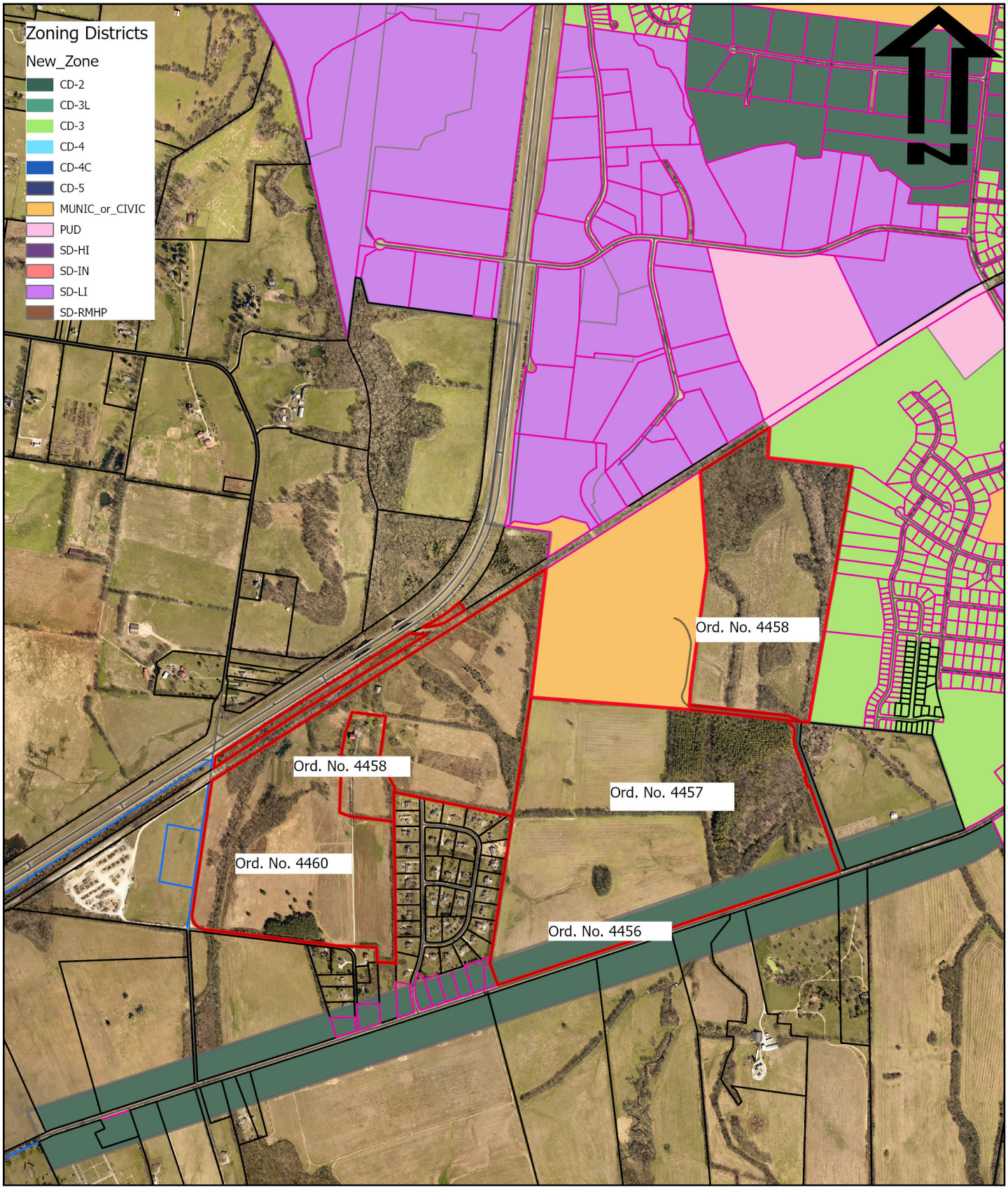
THENCE, WITH THE EASTERLY LINES OF LOT 1 AND LOTS 21-28 THE FOLLOWING THREE CALLS (1 THROUGH 3):

1. NORTH 08 DEGREES 55 MINUTES 46 SECONDS EAST, 775.72 FEET TO A 5/8" IRON ROD (OLD);
2. NORTH 08 DEGREES 22 MINUTES 18 SECONDS EAST, 329.80 FEET TO A 5/8" IRON ROD (OLD);
3. NORTH 07 DEGREES 55 MINUTES 00 SECONDS EAST, 447.60 FEET TO A CONCRETE MONUMENT (OLD) AT A SOUTHEAST CORNER OF OLD ZION, LLC PROPERTY;

THENCE, WITH AN EASTERLY LINE OF SAID OLD ZION, LLC PROPERTY, NORTH 08 DEGREES 14 MINUTES 58 SECONDS EAST, 1280.67 FEET TO A CONCRETE MONUMENT (OLD) AT THE SOUTHWEST CORNER OF SAID CITY OF COLUMBIA PROPERTY;

THENCE, WITH THE SOUTHERLY AND WESTERLY LINES OF SAID CITY OF COLUMBIA PROPERTY THE FOLLOWING FOURTEEN CALLS (1 THROUGH 14):

1. SOUTH 85 DEGREES 34 MINUTES 39 SECONDS EAST, 1577.22 FEET TO A PLANTED STONE;
2. SOUTH 85 DEGREES 08 MINUTES 00 SECONDS EAST, 97.47 FEET TO A CONCRETE MONUMENT (OLD);
3. SOUTH 83 DEGREES 55 MINUTES 40 SECONDS EAST, 1056.49 FEET TO AN IRON ROD (NEW);
4. ALONG THE ARC OF A CURVE TO THE RIGHT, HAVING A RADIUS OF 105.00 FEET, AN ARC LENGTH OF 165.16 FEET, A DELTA ANGLE OF 90 DEGREES 07 MINUTES 18 SECONDS, HAVING A CHORD BEARING AND DISTANCE OF SOUTH 38 DEGREES 52 MINUTES 06 SECONDS EAST, 148.65 FEET TO AN IRON ROD (NEW);
5. SOUTH 06 DEGREES 11 MINUTES 28 SECONDS WEST, 116.88 FEET TO AN IRON ROD (NEW);
6. ALONG THE ARC OF A CURVE TO THE LEFT, HAVING A RADIUS OF 130.00 FEET, AN ARC LENGTH OF 56.44 FEET, A DELTA ANGLE OF 24 DEGREES 52 MINUTES 34 SECONDS, HAVING A CHORD BEARING AND DISTANCE OF SOUTH 06 DEGREES 14 MINUTES 51 SECONDS EAST, 56.00 FEET TO AN IRON ROD (NEW);
7. SOUTH 18 DEGREES 41 MINUTES 06 SECONDS EAST, 357.57 FEET TO AN IRON ROD (NEW);
8. SOUTH 71 DEGREES 18 MINUTES 54 SECONDS WEST, 20.00 FEET TO AN IRON ROD (NEW);
9. SOUTH 18 DEGREES 41 MINUTES 06 SECONDS EAST, 100.00 FEET TO AN IRON ROD (NEW);
10. NORTH 71 DEGREES 18 MINUTES 54 SECONDS EAST, 20.00 FEET TO AN IRON ROD (NEW);
11. SOUTH 18 DEGREES 41 MINUTES 06 SECONDS EAST, 657.60 FEET TO AN IRON ROD (NEW);
12. SOUTH 71 DEGREES 18 MINUTES 54 SECONDS WEST, 10.00 FEET TO AN IRON ROD (NEW);
13. SOUTH 18 DEGREES 41 MINUTES 06 SECONDS EAST, 282.13 FEET TO AN IRON ROD (NEW);
14. SOUTH 26 DEGREES 27 MINUTES 57 SECONDS WEST, 13.94 FEET TO THE **POINT OF BEGINNING** AND HAVING AN AREA OF 7,592,427 SQUARE FEET OR 174.30 ACRES, MORE OR LESS.



Old Zion Road PUD
6150 Trotwood Ave.

Ord. No. 4456-4458; 4460
Exhibit B

CITY OF COLUMBIA
TENNESSEE

DEVELOPMENT SERVICES
700 NORTH GARDEN STREET
COLUMBIA, TN 38401
PHONE: (931) 560-1560
FAX: (931) 560-1541

CITY OF COLUMBIA TENNESSEE
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CONFORMITY with the ZONING ORDINANCE

Update to Review:

This is the third time Planning Commission has reviewed the proposed Preliminary PUD Master Plan. In December of 2022 the City Council returned the proposal to Planning Commission for additional consideration. In March of 2023 the applicant submitted a revised Master Plan. Changes reflected in the revised Master Plan are summarized below.

Site Data:

- The total area of right-of-way dedication decreased from 58.99 to 55.98 acres.
- Total area within lots decreased from 207 to 170 acres.
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- The mix of lot width types is similar to previous proposals
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- Lots along Trotwood Avenue have been removed and converted to open space.
- There is additional open space between Ridley Park and the lots in the northern section of the property.
- The amenity center has shifted closer to the center of the site.
- Walking trail length has increased from 2.4 miles to a total of 3.0 miles.
- Amenity sizes have increased for playgrounds and the dog park area.

Additional Notes

- Phasing has been adjusted.
- Additional architectural designs have been added.

- Photometric details have been added for the lots near Ridley Park.
- The traffic impact study has been updated to reflect the reduced number of lots.

ATTACHMENTS (CIRCLE) SUBMITTED PLANS CITY MAPS LEGAL NOTICE LEGAL DESCRIPTION

PUBLIC COMMENTS AGENCY COMMENTS RESPONSE TO STANDARDS

CITY OF COLUMBIA TENNESSEE
PLANNING COMMISSION
STAFF REPORT

STAFF REPORT CONTACT INFORMATION
Austin Brass, AICP, City Planner, abrass@columbiatn.com, 931-560-1560

APPLICATION NUMBER	APPLICANT/PROPERTY OWNER
22-0069	**Andrew Ethridge / Dobual Spring Creek Partners, Eunice Colmore, Henry P Ingram Jr. & William P. Ridley Rev Trust**
PUBLIC HEARING DATE	PROPERTY ADDRESS/LOCATION
N/A	**6150 Trotwood Ave/ Tax Map 112, Parcels 9.00, 10.01, 10.07, 2.03**

SUMMARY OF REQUEST: **Annexation with Plan of Services when including an RS-6 Zoning with Preliminary PUD Master Plan.**

This request is for the annexation with a plan of services that includes a Preliminary PUD Master Plan. The proposed PUD utilizes a base-zoning of RS-6. The applicant seeks these changes in order to create a residential development consisting of 815 residential units and community amenities. The 415-acre property is located adjacent to Ridley Park and the Ashwood Manor subdivision.

Note* This request was reviewed prior to the adoption of Zoning Ordinance 4400 on July 14th, 2022 and is subject to the review criteria under the previous Zoning Ordinance.



MAP SOURCE: City GIS

EXISTING ZONING	EXISTING LAND USE	SURROUNDING ZONING & LAND USE	SITE IMPROVEMENTS PROPOSED	SIZE OF PROPERTY
RS-40/Unincorporated (County Zoning)	Undeveloped/Single Family	RS-40/Unincorporated	Single-Family Homes	415.5 ± acres

COMPATIBILITY with the **COMPREHENSIVE PLAN**

Suburban Neighborhood. The proposed development as an RS-6 base residential zoning designation is consistent with Connect Columbia as an RS-6 zoning district is compatible with a Suburban Neighborhood Future Land Use.

PROPERTY HISTORY

22-0069. Request from Andrew Ethridge for the annexation with Plan of Services, and Comprehensive Plan Amendment including an RM-1, & RS-6 Zoning with Preliminary PUD Master Plan for 981 residential units and community amenities. Recommendation to deny by Planning Commission was made with a 3-2 vote.

COMPATIBILITY with the ZONING ORDINANCE

Suburban Neighborhood
• Low Density Residential & Medium Density Residential, e.g. RS-6, RS-10 Zoning Districts • Public & Civic Uses (e.g. Religious Facilities)

As required by Section 3.20.10.B of the Zoning Ordinance, the applicant submitted a detailed Preliminary Planned Unit Development (PUD) Master Plan. The Master Plan depicts 815 residential lots. The gross density of the development would be 1.96 dwelling units per acre. The Master Plan also depicts landscape buffers, stormwater facilities, extensive walking trails, and community amenities. The proposed internal street network connects to Ridley Park. The revised PUD Master Plan does not depict a connection to an existing adjacent subdivision; this connection was requested by staff in aligning with policy outlined within *Connect Columbia* that recommends the connection of streets to create an interconnected grid network.The phasing plan indicates that the development will be completed over 9-10 years.

Zoning Ordinance Referenced:

- Sections 7.3.1, 6.1.2, and 8.1.1 Land Use and Housing Type
- Sections 7.3 , 6.2.6, and 6.3.8 Residential Development Standards
- Sections 7.3.7, 11.2.7, and 11.2.6 Landscape Buffers

Proposed RS-6 PUD Section

The Zoning Ordinance limits development of properties subject to RS-6 standards to single-family detached residences and their subordinate accessory structures. The Master Plan consists of an R-6 base zoning with 10 different lot sizes.

RS-6 Single Family Detached Lot Standards:

- 815 lots are composed of a minimum of 60', 75', 100', and 1 lot at a 150' lot width in meeting the base lot width standards of an RS-6 zoning district with each lot having the minimum as required per the zoning ordinance:

<u>RS-6 base zoning standards:</u>

- 20' front setback
- 7.5' side setback
- 20' rear setback
- 50' lot width minimum

Of the 815 lots,

- 77 lots (60'rear alley loaded)
- 482 lots (60')
- 13 lots (75' rear alley loaded)
- 152 lots (75')

- 22 lots (100' rear alley loaded)
- 27 lots (100')
- 18 lots (150' rear alley loaded)
- 3 lots (150')
- 20 lots (100' at 1 acre)
- 1 lot (150' min at 5 acres)

Overall Proposed Master Plan

Amenities/ Design:

The master plan contains a centralized amenity area connected with a series of walking trails that include a mixture of paved and natural trails with trail connections. The trails connect to Ridley Park. Within the amenity area, a clubhouse including pavilion with pool is shown including a dog park and open area lawn space for events. Architectural elements of single-family homes consist of a primary cladding material of fiber cement board, brick, and stone accented with neutral colors.

Connectivity:

- A new connection point will be added with Trotwood Ave connecting the development with Ridley Park
- A new connection point will be added with Old Zion Road.
- All local streets will consist of a 60-70' right-of-way cross section generally meeting the City of Columbia Subdivision regulations including a 5' sidewalk on both sides of all streets. A 20' alley way is provided in meeting the base

Buffering:

- Buffer requirements for a PUD-RS-6 zoning adjacent to undeveloped property (*11.2.7 Project Boundary Buffers*) require a 0.4 opacity (15' wide buffer). The site plan indicates this buffer adjacent to vacant property on the east boundary line.
- Buffer requirements for a PUD RS-6 requires a 0.6 opacity (25' wide buffer). This site plan indicates this buffer adjacent to these zoning districts on all boundary lines.

Summary of Requested Variances:

- **There were no requested variances in the request as the site plan and lot dimensional standards meet the base zoning standards of an RS-6 zoning district.**

ATTACHMENTS (CIRCLE) SUBMITTED PLANS CITY MAPS LEGAL NOTICE LEGAL DESCRIPTION

PUBLIC COMMENTS AGENCY COMMENTS RESPONSE TO STANDARDS

3.19.6 CRITERIA FOR PLANNING COMMISSION RECOMMENDATIONS

The recommendations of the Planning Commission to the City Council shall show that the Planning Commission has studied and considered the proposed change in relation to the following, where applicable:

A. Whether the proposed change would be consistent with the intent, goals, objectives, policies, guiding principles and programs of any adopted plans;
B. Whether the proposed change would be compatible with the existing land use pattern and designated future land uses;
C. Whether the proposed change would create substantial adverse impacts in the adjacent area or the City in general; and
D. Whether the subject parcel is of adequate shape and size to accommodate the proposed change.

Staff's review of Section 3.19.6 in relation to this request finds the following:

A. Whether the proposed change would be consistent with the intent, goals, objectives, policies, guiding principles and programs of any adopted plans;

The future land use classification for the property is "Suburban Neighborhood". According to the Suburban Neighborhood Character Area Matrix, the intent of the character area is to "create new suburban neighborhoods that will improve the quality of life in Columbia, with an increased sense of place and a more interconnected community". A suburban neighborhood future land use is consistent with Connect Columbia within an RS-6 base zoning designation.

B. Whether the proposed change would be compatible with the existing land use pattern and designated future land uses

The subject property is located along Trotwood Avenue, a minor arterial. This request would align with Connect Columbia within a "Suburban Neighborhood Future Land Use".

C. Whether the proposed change would create substantial adverse impacts in the adjacent area or the City in general;

The applicant's intended use of the property will be subject to the standards contained in the Zoning Ordinance which mitigate potential adverse impacts upon adjoining property owners and the City in general. The development will also be controlled by the PUD Master Plan which can be conditioned to mitigate potential any adverse impacts.

D. Whether the subject parcel is of adequate shape and size to accommodate the proposed change:

The applicant has provided a Preliminary PUD Master Plan depicting a phased 815-unit

residential development with community amenities. It is generally feasible to develop the site as depicted in the residential sections of the Preliminary Master Plan in conformance with the Zoning Ordinance. At the time of Final PUD Master Plan and Preliminary Plat, staff will review the proposed development to ensure adherence with the standards prescribed in the applicable Zoning Ordinance.

Rezoning:

Staff reviewed the request for an amendment of the Official Zoning Map for consistency with the City of Columbia Zoning Ordinance. The relevant provisions of the Ordinance are listed below, followed by staff analysis.

3.18.7.B ACTION BY THE PLANNING COMMISSION FOR REZONING

The Planning Commission in its review and recommendation shall make specific findings with regard to the following grounds for an amendment and shall note the same in the official record as follows:

1. The rezoning is in agreement with the general plan for the area;
2. It has been determined that the legal purposes for which zoning exists are not contravened;
3. It has been determined that there will be no adverse effect upon adjoining property owners unless such effect can be justified by the overwhelming public good or welfare;
4. It has been determined that no one property owner or small group of property owners will benefit materially from the change to the detriment of the general public; and
5. It has been determined that conditions affecting the area have changed to a sufficient extent to warrant an amendment to the area's general plan or other applicable local plans, and consequently, the zoning map.
6. The availability of adequate school, road, parks, wastewater treatment, water supply, and stormwater drainage facilities.

Staff's review of Section 3.18.7.B in relation to this rezoning request finds the following:

1. The rezoning agrees with the general plan for the area;

   The subject parcel for the proposed zoning and annexation is within a "Suburban Neighborhood" future land use. An RS-6 zoning designation within a Planned Unit Development may be consistent with the adopted general plan for the area.

2. The legal purposes for which zoning exists are not contravened;

   All future development will be required to conform to the Zoning Ordinance standards in

effect at that time, as well as the PUD Master Plan; therefore, legal purposes for which zoning exists will not be contravened.

3. There will be no adverse effects upon adjoining property owners;

   Adjoining properties include vacant land, a park, and single-family residences. The applicant's Preliminary PUD Master Plan depicts connection to existing park. Development of the site as proposed under the Preliminary PUD Master Plan is unlikely to have an adverse effect upon the adjacent park property.

4. No one property owner or small group of property owners will benefit materially from the change to the detriment of the general public;

   The proposal will benefit a single property owner; however, any potential detrimental effects on the general public can be mitigated through the standards in the Zoning Ordinance and modification of the PUD Master Plan.

5. Conditions affecting the area have changed to a sufficient extent to warrant an amendment to City's Zoning Map.

   The Planning Commission may determine that demand for housing in the City of Columbia has increased to a sufficient extent to warrant the addition of a mixed-density residential PUD to the City's zoning map. Between the decennial censuses of 2010 and 2020, the city's population grew at nearly twice the rate of its housing inventory. Demand for both rental and owner-occupied housing in Columbia has increased faster than supply.

6. There are adequate schools, roads, parks, wastewater treatment facilities, water supply, and stormwater drainage facilities to support this zoning change.

   Upon the advice of city staff, this request went through staff technical review twice. Technical comments from public service providers generally indicate that services are in place to support the zoning change. However, some plans of service contain caveats or identify the need for the applicant to provide additional analysis.

   - *The City of Columbia Public Works Department provided a Plan of Service for sanitation, as well as maintenance of streets and drainage systems, for the proposed development.*
   - *Columbia Power and Water Systems (CPWS) has indicated that it will provide electrical service to the proposed development.*
   - *The Fire Marshall has indicated that there is adequate water available and pressure.*
   - *The City Engineer required a traffic impact study as part of the PUD Master Plan*

application. At resubmittal, the applicant provided a concurrence letter identifying off-site improvements to be made by the developer in order to maintain the current level of service.

- *Maury County Schools **did** provide comments regarding impacts to the school system. Specifically, the Maury County Schools is reviewing its capacity to serve the proposed development at its facilities in Columbia and Mt. Pleasant. Students living in the proposed development may be assigned to Mt. Pleasant attendance zones.*
- *The City of Columbia Wastewater System indicated flow monitoring will be required at the applicant's expense. Is likely that gravity lines in the area will require major upgrades in order to serve the development.*
- *CPWS (Water) indicated that it has infrastructure in place to serve the proposed development with domestic water.*
- *CPWS (Power) has indicated that it will serve the proposed development.*

Preliminary PUD Master Plan:

Staff reviewed the request for approval of a Preliminary PUD Master Plan for consistency with the City of Columbia Zoning Ordinance. The relevant provisions of the Ordinance are listed below, followed by staff analysis.

3.20.2 CONSISTENCY WITH AREA DEVELOPMENT PLANS

No PUD shall be approved unless all plans for development are found to be consistent with the then current issue of the General Plan of Columbia and any adopted special development plan for the area in which the development is proposed. The Planning Commission shall make a formal, written finding regarding the consistency of any proposed PUD, said report to include findings that the development:

A. Will be consistent with the currently effective General Plan as well as any special development plan for the area;
B. Is likely to be compatible with development permitted under the general development provisions of the Zoning Ordinance; and
C. Will not significantly interfere with the use and enjoyment of other land in the vicinity.

3.20.5 COMBINATION OF SEPARATE TYPES OF PUDS

The Planning Commission and the City Council may consider separate types of PUDs (such as residential and commercial PUD) within a consolidated master plan as a single administrative procedure provided the total tract is under the unified control of a landholder and the land area is sufficient to comply with separate area requirements combined. This provision in no way alters any requirements in this article.

3.20.8 CONSISTENCY WITH PUD STANDARDS

All PUD developments shall be subject to the design standards and requirements of Article 7, Planned Unit Development.

Staff's review of Section 3.20.2 in relation to this request finds the following:

A. Will be consistent with the currently effective General Plan as well as any special development plan for the area;
The future land use policy outlined in Connect Columbia is "Suburban Neighborhood" that aligns with an RS-6 PUD master plan.
B. Is likely to be compatible with development permitted under the general development provisions of the Zoning Ordinance;

As discussed in the summary of zoning standards above, it is feasible to implement the Preliminary PUD Master Plan in accordance with the Zoning Ordinance provided the Planning Commission and City Council grant the deviations from strict application of the limited use standards of the Ordinance pertaining to parking for townhomes.

C. Will not significantly interfere with the use and enjoyment of other land in the vicinity.

As discussed in the analysis of Section 3.18.7.B.3 above, the Planning Commission may condition its recommendation on revisions to the Master Plan designed to mitigate any identifiable adverse impacts on other properties.

Staff's review of Section 3.20.5 in relation to this request finds the following:
The Planning Commission and the City Council may consider separate types of PUDs (such as residential and commercial PUD) within a consolidated master plan as a single administrative procedure provided the total tract is under the unified control of a landholder and the land area is sufficient to comply with separate area requirements combined. This provision in no way alters any requirements in this article.

The proposed PUD Master Plan includes residential uses of densities and open space that are permissible within an RS-6 base zoning district.

Staff's review of Section 3.20.8 in relation to this request finds the following:

All PUD developments shall be subject to the design standards and requirements of Article 7, Planned Unit Development.

- *The proposed PUD Master Plan conforms to the maximum permitted densities identified in Section 7.3.5 of the Zoning Ordinance.*

CITY OF COLUMBIA TENNESSEE
CITY COUNCIL
STAFF REPORT

STAFF REPORT CONTACT INFORMATION
Paul Keltner, Development Services Director, paul@columbiatn.com, 931-560-1560

AGENDA ITEM TITLE:
2ND CONSIDERATION OF ORDINANCE NO. 4458 - AN ORDINANCE TO AMEND ORDINANCE NO. 4400 - THE SAME BEING THE ZONING ORDINANCE OF THE CITY OF COLUMBIA, TENNESSEE TO ZONE PROPERTIES BEING ANNEXED BY RESOLUTION NO. 23-29, LOCATED AT TAX MAP 112 PARCELS 2.03 AND 10.01, OFF TROTWOOD AVENUE AND OLD ZION ROAD TO PUD-R (PLANNED UNIT DEVELOPMENT-RESIDENTIAL)

RECOMMENDATION: Approve Ordinance No. 4458 on second consideration.

INFORMATION: The applicant is requesting the aforementioned properties be zoned upon annexation to a Planned Unit Development Residential classification as part of the Old Zion Road PUD subdivision proposed. The Planning Commission reviewed the request at the April 12, 2023 meeting and recommended approval with a vote of 4-2.

AN ORDINANCE TO AMEND ORDINANCE NO. 4400 – THE SAME BEING THE ZONING ORDINANCE OF THE CITY OF COLUMBIA, TENNESSEE TO ZONE PROPERTIES BEING ANNEXED BY RESOLUTION NO. 23-29, LOCATED AT TAX MAP 112 PARCELS 2.03 AND 10.01, OFF TROTWOOD AVENUE AND OLD ZION ROAD TO PUD-R (PLANNED UNIT DEVELOPMENT-RESIDENTIAL)

BE IT ORDAINED BY THE CITY OF COLUMBIA:

Section 1: That the City of Columbia Zoning Ordinance, the same being Ordinance No. 4400, and the zoning maps therein adopted be, and the same are hereby amended by zoning the properties herein described and being annexed by Resolution No. 23-29 to PUD-R (Planned Unit Development-Residential).

Section 2: Said properties being annexed by Resolution No. 23-29, are located in the Eighth and Ninth Civil Districts of Maury County, Tennessee, within the corporate limits of the City of Columbia, as described in Exhibit "A", which is attached hereto and incorporated herein by reference. A location map depicting the proposed PUD-R (Planned Unit Development-Residential) zoned area is identified as Exhibit "B" and is attached hereto and incorporated herein by reference.

Section 3: This Ordinance is passed after review of Columbia Zoning Ordinance Section 8.5.19.H.4 by the Columbia Municipal Planning Commission with a recommendation of approval on the 12th day of April, 2023, and after a public hearing held on the 8th day of June, 2023, with notice of said hearing being given in The Daily Herald of Columbia, Tennessee, fifteen (15) days or more before said hearing.

Section 4: That pursuant to Section 8.5.19.K.6, the City Council makes the following specific findings:

A. The rezoning is in agreement with the Comprehensive plan and any applicable local area plans;

B. It has been determined that the legal purposes for which zoning exists are not contravened; and

C. It has been determined that there will be no adverse effect upon adjoining property owners unless such effect can be justified by the overwhelming public good or welfare;

Section 5: That all ordinances or parts of ordinances in conflict herewith are hereby repealed.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF COLUMBIA, TENNESSEE, This the 8th day of June, 2023.

_____
CHARLES (CHAZ) M. MOLDER, MAYOR

ATTEST:

_____
THAD H. JABLONSKI, CITY RECORDER

LEGAL FORM APPROVED:

C. Tim Tisher
C. TIM TISHER, CITY ATTORNEY

APPROVED FOR FIRST CONSIDERATION:

_____
ANTHONY R. MASSEY, CITY MANAGER

Passed on 1st consideration: _____

Passed on 2nd consideration: _____

RaganSmith

21-0244

WILLIAM P. RIDLEY AND CHARLOTTE M. RIDLEY, TRUSTEES OF THE WILLIAM P. RIDLEY REVOCABLE TRUST DATED AUGUST 19, 2011 PROPERTY DESCRIPTION

MAP 112, PARCEL 2.03

BEING A CERTAIN TRACT OF LAND LOCATED IN THE 9TH CIVIL DISTRICT OF MAURY COUNTY, TENNESSEE. BEING PART OF THE SAME PROPERTY DEEDED TO WILLIAM P. RIDLEY AND CHARLOTTE M. RIDLEY, TRUSTEES OF THE WILLIAM P. RIDLEY REVOCABLE TRUST DATED AUGUST 19, 2011, OF RECORD IN DEED BOOK R2165, PAGE 239, REGISTER'S OFFICE FOR MAURY COUNTY, TENNESSEE (R.O.M.C.T.). BEING BOUNDED ON THE NORTH BY WELTON INVESTMENTS LLC OF RECORD IN DEED BOOK R2077, PAGE 1007, AND BY THE CENTERLINE OF THE L AND N RAILROAD, ON THE EAST BY WESTFIELD ESTATES SECTION 3 OF RECORD IN PLAT BOOK 7, PAGE 224, R.O.M.C.T., BY KCS PROPERTY LLC OF RECORD IN DEED BOOK R2706, PAGE 1040, R.O.M.C.T. AND BY CHARLES RAINES OF RECORD IN DEED BOOK R2706, PAGE 1040, R.O.M.C.T., ON THE SOUTH BY JOHN R. NEAL OF RECORD IN DEED BOOK R2018, PAGE 400, R.O.M.C.T., AND BY THE CITY OF COLUMBIA OF RECORD IN DEED BOOK R2068, PAGE 364, R.O.M.C.T., ON THE WEST BY THE CITY OF COLUMBIA OF RECORD IN DEED BOOK R1875, PAGE 855, R.O.M.C.T., AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT BEING THE SOUTHWEST CORNER OF THE CHARLES RAINES PROPERTY, AND IN THE NORTH LINE OF THE JOHN NEIL PROPERTY AND BEING THE SOUTH EAST CORNER OF THE HERIN DESCRIBED TRACT OF LAND AND PROCEEDING AS FOLLOWS:

THENCE, WITH THE NORTH LINE OF JOHN R. NEAL THE FOLLOWING THREE CALLS (1 THROUGH 3)

1. NORTH 83 DEGREES 09 MINUTES 43 SECONDS WEST, 67.78 FEET TO A POINT;
2. SOUTH 28 DEGREES 38 MINUTES 38 SECONDS WEST, 4.82 FEET TO A 1 1/2" IRON PIPE (OLD)
3. SOUTH 83 DEGREES 55 MINUTES 40 SECONDS EAST, 56.59 FEET TO A POINT IN THE EAST LINE OF SAID CITY OF COLUMBIA PROPERTY;

THENCE WITH THE EASTERLY AND NORTHERLY LINE OF THE SAID CITY OF COLUMBIA, THE FOLLOWING TWO CALLS (1 THROUGH 2):

1. ALONG THE ARC OF A CURVE TO THE LEFT, HAVING A RADIUS OF 155.00 FEET, AN ARC LENGTH OF 128.18 FEET, A DELTA ANGLE OF 47 DEGREES 23 MINUTES 00 SECONDS, HAVING A CHORD BEARING AND DISTANCE OF NORTH 60 DEGREES 15 MINUTES 47 SECONDS WEST, 124.56 TO A POINT;
2. NORTH 83 DEGREES 55 MINUTES 40 SECONDS WEST, 1055.49 FEET TO A POINT IN THE EASTERLY LINE OF SAID CITY OF COLUMBIA PROPERTY;

THENCE, WITH SAID EASTERLY LINE THE FOLLOWING TWO CALLS (1 THROUGH 2):

1. NORTH 07 DEGREES 23 MINUTES 40 SECONDS EAST, 1467.74 FEET TO A POINT;
2. NORTH 03 DEGREES 55 MINUTES 43 SECONDS WEST 1023.72 FEET TO A POINT;
3. NORTH 03 DEGREES 55 MINUTES 43 SECONDS WEST, 34.22 FEET TO A POINT IN THE CENTERLINE OF SAID L AND N RAILROAD;

NASHVILLE
315 Woodland Street
Nashville, TN 37206
(615) 244-8591

MURFREESBORO
100 East Vine Street, Suite 402
Murfreesboro, TN 37130
(615) 546-6050

CHATTANOOGA
1410 Cowart Street, Suite 200
Chattanooga, TN 37408
(423) 490-9400

4.

THENCE, WITH THE WESTERLY AND SOUTHERLY LINE OF THE SAID WELTON INVESTMENTS LLC THE FOLLOWING FOUR CALLS (1 THROUGH 4):

1. SOUTH 05 DEGREES 04 MINUTES 17 SECONDS WEST 45.79 FEET TO A POINT;
2. SOUTH 03 DEGREES 52 MINUTES 17 SECONDS WEST 315.07 FEET TO POINT;
3. SOUTH 83 DEGREES 42 MINUTES 43 SECONDS EAST, 760.0 FEET TO A POINT;
4. SOUTH 83 DEGREES 42 MINUTES 43 SECONDS EAST, 181.89 FFET TO A POINT AT A NORTHWEST CORNER OF LOT 60 AS SHOWN ON SAID PLAN OF WESTFILED ESTATES SECTION 3;

THENCE, WITH WESTERLY LINE OF SAID WESTFIELD ESTATES SECTION 3, KCS PROPERTY LLC AND CHARLES RAINES THE FOLLOWING FOUR CALLS (1 THROUGH 4):

1. SOUTH 09 DEGREES 19 MINUTES 17 SECONDS WEST, 1025.00 FEET TO A POINT;
2. SOUTH 09 DEGREES 19 MINUTES 17 SECONDS WEST, 104.00 FEET TO A POINT;
3. SOUTH 10 DEGREES 39 MINUTES 17 SECONDS WEST, 666.42 FEET TO A POINT;
4. SOUTH 08 DEGREES 56 MINUTES 17 SECONDS WEST, 921.22 FEET TO THE POINT OF BEGINNING HAVING AN AREA OF 3,808,886 SQUARE FEET OR 87.44 ACRES, MORE OR LESS.

21-0244

OLD ZION, LLC PROPERTY DESCRIPTION

MAP 112, PARCELS 10.01

BEING A CERTAIN TRACT OF LAND LOCATED IN THE 8TH CIVIL DISTRICT OF MAURY COUNTY, TENNESSEE. BEING PART OF THE SAME PROPERTY DEEDED TO OLD ZION, LLC OF RECORD IN DEED BOOK R2600, PAGE 96, REGISTER'S OFFICE FOR MAURY COUNTY, TENNESSEE (R.O.M.C.T.). BEING BOUNDED ON THE SOUTH, WEST, AND NORTH BY OLD ZION LLC AND BEING BOUNDED ON THE EAST BY OLD ZION LLC AND "ASHWOOD MANNOR" PLAT BOOK 8, PAGE 90. BEING DESCRIBED ACCORDING TO A SURVEY PREPARED BY KEVIN L. BIRDWELL, RLS #1797 WHOSE ADDRESS IS RAGAN-SMITH ASSOCIATES, 315 WOODLAND STREET, NASHVILLE, TENNESSEE 37206, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A 3/4" IRON ROD (OLD) AT THE NORTHWEST CORNER OF LOT 17, AS SHOWN ON THE FINAL PLAT ENTITLED "ASHWOOD MANOR" OF RECORD IN PLAT BOOK 8, PAGE 90, AND PROCEEDING AS FOLLOWS:

THENCE, WITH THE WESTERLY LINE OF LOT 17 AND 16, SOUTH 00 DEGREES 32 MINUTES 54 SECONDS EAST, 261.29 FEET TO A POINT;

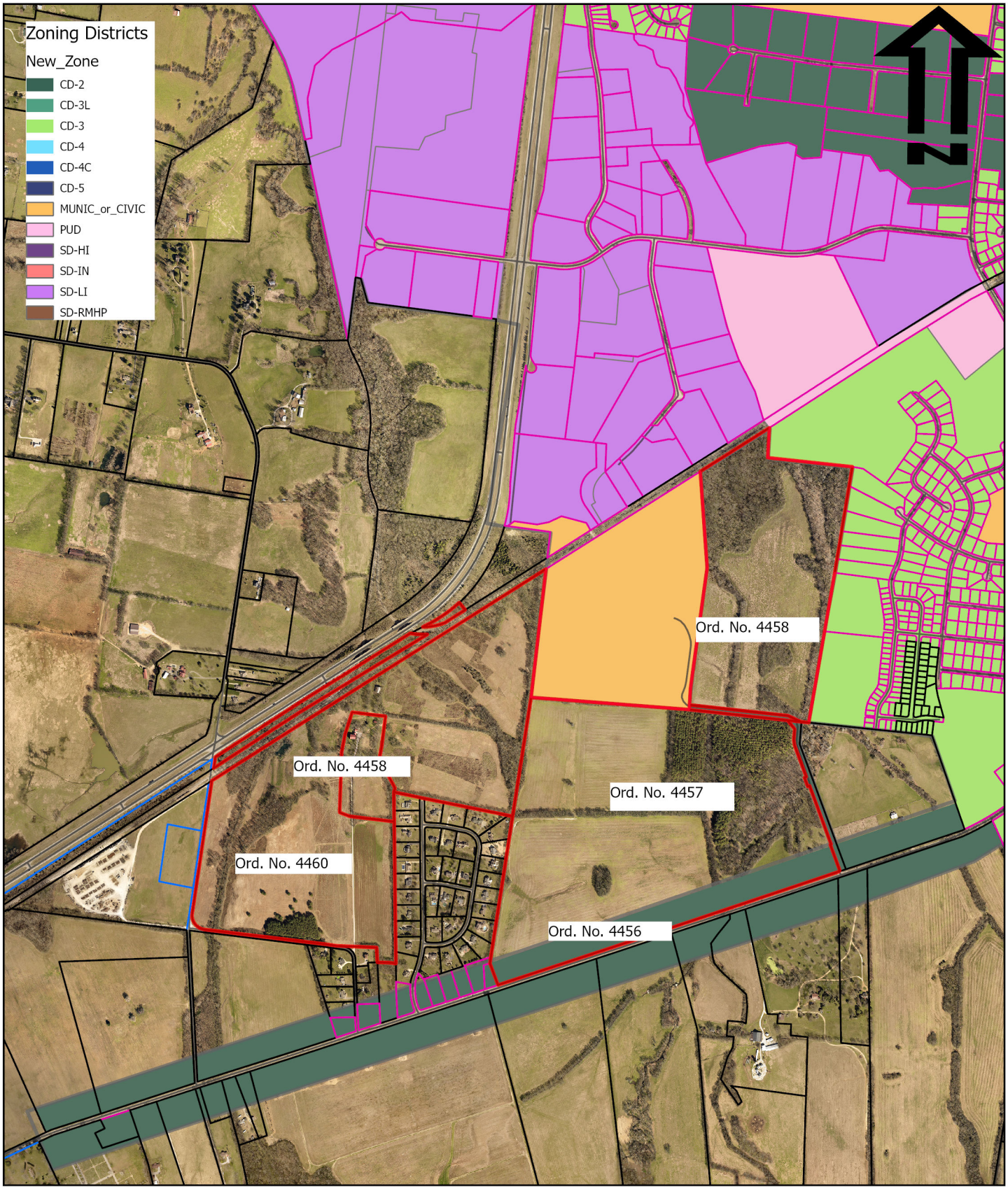
THENCE, CROSSING THE OLD ZION, LLC PROPERTY, AND WITH THE SOUTH, WEST, NORTH, AND EAST LINE OF THE HERIN DESCRIBED TRACT THE FOLLOWING TEN CALLS (1 THROUGH 10):

1. NORTH 89 DEGREES 33 MINUTES 25 SECONDS WEST, 441.50 FEET TO A POINT;
2. NORTH 75 DEGREES 33 MINUTES 25 SECONDS WEST, 112.50 FEET TO A POINT;
3. NORTH 04 DEGREES 33 MINUTES 25 SECONDS WEST, 634.50 FEET TO A POINT;
4. NORTH 04 DEGREES 26 MINUTES 35 SECONDS EAST, 198.50 FEET TO A POINT;
5. NORTH 11 DEGREES 26 MINUTES 35 SECONDS EAST, 239.70 FEET TO A POINT;
6. SOUTH 89 DEGREES 33 MINUTES 25 SECONDS EAST, 353.50 FEET TO A POINT;
7. SOUTH 00 DEGREES 41 MINUTES 35 SECONDS WEST, 321.50 FEET TO A POINT;
8. SOUTH 04 DEGREES 26 MINUTES 35 SECONDS WEST, 130.50 FEET TO A POINT;
9. SOUTH 26 DEGREES 11 MINUTES 46 SECONDS EAST, 350.50 FEET TO A POINT;
10. SOUTH 31 DEGREES 41 MINUTES 46 SECONDS EAST, 78.40 FEET TO THE POINT OF BEGINNING HAVING AN AREA OF 502,108 SQUARE FEET OR 11.53 ACRES, MORE OR LESS.

NASHVILLE
315 Woodland Street
Nashville, TN 37206
(615) 244-8591

MURFREESBORO
100 East Vine Street, Suite 402
Murfreesboro, TN 37130
(615) 546-6050

CHATTANOOGA
1410 Cowart Street, Suite 200
Chattanooga, TN 37408
(423) 490-9400



Old Zion Road PUD
6150 Trotwood Ave.

Ord. No. 4456-4458; 4460
Exhibit B

CITY OF COLUMBIA
TENNESSEE

DEVELOPMENT SERVICES
700 NORTH GARDEN STREET
COLUMBIA, TN 38401
PHONE: (931) 560-1560
FAX: (931) 560-1541

CITY OF COLUMBIA TENNESSEE
PLANNING COMMISSION
STAFF REPORT

STAFF REPORT CONTACT INFORMATION
Austin Brass, AICP, City Planner, abrass@columbiatn.com, 931-560-1560
Update by Paul Keltner, AICP, Director of Development Services, 931-560-1560

APPLICATION NUMBER	APPLICANT/PROPERTY OWNER
22-0069	**Andrew Ethridge / Dobual Spring Creek Partners, Eunice Colmore, Henry P Ingram Jr. & William P. Ridley Rev Trust**
PUBLIC HEARING DATE	PROPERTY ADDRESS/LOCATION
N/A	**6150 Trotwood Ave/ Tax Map 112, Parcels 9.00, 10.01, 10.07, 2.03**

CONFORMITY with the ZONING ORDINANCE

Update to Review:

This is the third time Planning Commission has reviewed the proposed Preliminary PUD Master Plan. In December of 2022 the City Council returned the proposal to Planning Commission for additional consideration. In March of 2023 the applicant submitted a revised Master Plan. Changes reflected in the revised Master Plan are summarized below.

Site Data:

- The total area of right-of-way dedication decreased from 58.99 to 55.98 acres.
- Total area within lots decreased from 207 to 170 acres.
- Dedicated open space increased from 149 (36%) to 189 acres (45%).
- Gross density decreased from 1.96 du/ac to 1.84 du/ac.
- Total lot count reduced from 815 to 764 (in addition to one existing structure). The first iteration of the development considered by Planning Commission included 985 lots.

Design:

- The mix of lot width types is similar to previous proposals
  - 441 lots are 60 feet wide.
  - 307 lots are 75 feet wide.
  - 16 lots are 100 feet wide.
  - There is a mix of front-loaded and alley-loaded lots.
  - The most recent previous plan had 21 lots at 150 feet wide as well as a few 65 foot wide lots.
- The lots around Ashwood Manor have been removed and replaced with open space
- The lots off Ridley Park Drive have been eliminated.
- Lots along Trotwood Avenue have been removed and converted to open space.
- There is additional open space between Ridley Park and the lots in the northern section of the property.
- The amenity center has shifted closer to the center of the site.
- Walking trail length has increased from 2.4 miles to a total of 3.0 miles.
- Amenity sizes have increased for playgrounds and the dog park area.

Additional Notes

- Phasing has been adjusted.
- Additional architectural designs have been added.

- Photometric details have been added for the lots near Ridley Park.
- The traffic impact study has been updated to reflect the reduced number of lots.

ATTACHMENTS (CIRCLE) SUBMITTED PLANS CITY MAPS LEGAL NOTICE LEGAL DESCRIPTION

PUBLIC COMMENTS AGENCY COMMENTS RESPONSE TO STANDARDS

CITY OF COLUMBIA TENNESSEE
PLANNING COMMISSION
STAFF REPORT

STAFF REPORT CONTACT INFORMATION
Austin Brass, AICP, City Planner, abrass@columbiatn.com, 931-560-1560

APPLICATION NUMBER	APPLICANT/PROPERTY OWNER
22-0069	**Andrew Ethridge / Dobual Spring Creek Partners, Eunice Colmore, Henry P Ingram Jr. & William P. Ridley Rev Trust**
PUBLIC HEARING DATE	PROPERTY ADDRESS/LOCATION
N/A	**6150 Trotwood Ave/ Tax Map 112, Parcels 9.00, 10.01, 10.07, 2.03**

SUMMARY OF REQUEST: **Annexation with Plan of Services when including an RS-6 Zoning with Preliminary PUD Master Plan.**

This request is for the annexation with a plan of services that includes a Preliminary PUD Master Plan. The proposed PUD utilizes a base-zoning of RS-6. The applicant seeks these changes in order to create a residential development consisting of 815 residential units and community amenities. The 415-acre property is located adjacent to Ridley Park and the Ashwood Manor subdivision.

Note* This request was reviewed prior to the adoption of Zoning Ordinance 4400 on July 14th, 2022 and is subject to the review criteria under the previous Zoning Ordinance.



MAP SOURCE: City GIS

EXISTING ZONING	EXISTING LAND USE	SURROUNDING ZONING & LAND USE	SITE IMPROVEMENTS PROPOSED	SIZE OF PROPERTY
RS-40/Unincorporated (County Zoning)	Undeveloped/Single Family	RS-40/Unincorporated	Single-Family Homes	415.5 ± acres

COMPATIBILITY with the **COMPREHENSIVE PLAN**

Suburban Neighborhood. The proposed development as an RS-6 base residential zoning designation is consistent with Connect Columbia as an RS-6 zoning district is compatible with a Suburban Neighborhood Future Land Use.

PROPERTY HISTORY

22-0069. Request from Andrew Ethridge for the annexation with Plan of Services, and Comprehensive Plan Amendment including an RM-1, & RS-6 Zoning with Preliminary PUD Master Plan for 981 residential units and community amenities. Recommendation to deny by Planning Commission was made with a 3-2 vote.

COMPATIBILITY with the ZONING ORDINANCE

Suburban Neighborhood
• Low Density Residential & Medium Density Residential, e.g. RS-6, RS-10 Zoning Districts • Public & Civic Uses (e.g. Religious Facilities)

As required by Section 3.20.10.B of the Zoning Ordinance, the applicant submitted a detailed Preliminary Planned Unit Development (PUD) Master Plan. The Master Plan depicts 815 residential lots. The gross density of the development would be 1.96 dwelling units per acre. The Master Plan also depicts landscape buffers, stormwater facilities, extensive walking trails, and community amenities. The proposed internal street network connects to Ridley Park. The revised PUD Master Plan does not depict a connection to an existing adjacent subdivision; this connection was requested by staff in aligning with policy outlined within *Connect Columbia* that recommends the connection of streets to create an interconnected grid network.The phasing plan indicates that the development will be completed over 9-10 years.

Zoning Ordinance Referenced:

- Sections 7.3.1, 6.1.2, and 8.1.1 Land Use and Housing Type
- Sections 7.3 , 6.2.6, and 6.3.8 Residential Development Standards
- Sections 7.3.7, 11.2.7, and 11.2.6 Landscape Buffers

Proposed RS-6 PUD Section

The Zoning Ordinance limits development of properties subject to RS-6 standards to single-family detached residences and their subordinate accessory structures. The Master Plan consists of an R-6 base zoning with 10 different lot sizes.

RS-6 Single Family Detached Lot Standards:

- 815 lots are composed of a minimum of 60', 75', 100', and 1 lot at a 150' lot width in meeting the base lot width standards of an RS-6 zoning district with each lot having the minimum as required per the zoning ordinance:

<u>RS-6 base zoning standards:</u>

- 20' front setback
- 7.5' side setback
- 20' rear setback
- 50' lot width minimum

Of the 815 lots,

- 77 lots (60'rear alley loaded)
- 482 lots (60')
- 13 lots (75' rear alley loaded)
- 152 lots (75')

- 22 lots (100' rear alley loaded)
- 27 lots (100')
- 18 lots (150' rear alley loaded)
- 3 lots (150')
- 20 lots (100' at 1 acre)
- 1 lot (150' min at 5 acres)

Overall Proposed Master Plan

Amenities/ Design:

The master plan contains a centralized amenity area connected with a series of walking trails that include a mixture of paved and natural trails with trail connections. The trails connect to Ridley Park. Within the amenity area, a clubhouse including pavilion with pool is shown including a dog park and open area lawn space for events. Architectural elements of single-family homes consist of a primary cladding material of fiber cement board, brick, and stone accented with neutral colors.

Connectivity:

- A new connection point will be added with Trotwood Ave connecting the development with Ridley Park
- A new connection point will be added with Old Zion Road.
- All local streets will consist of a 60-70' right-of-way cross section generally meeting the City of Columbia Subdivision regulations including a 5' sidewalk on both sides of all streets. A 20' alley way is provided in meeting the base

Buffering:

- Buffer requirements for a PUD-RS-6 zoning adjacent to undeveloped property (*11.2.7 Project Boundary Buffers*) require a 0.4 opacity (15' wide buffer). The site plan indicates this buffer adjacent to vacant property on the east boundary line.
- Buffer requirements for a PUD RS-6 requires a 0.6 opacity (25' wide buffer). This site plan indicates this buffer adjacent to these zoning districts on all boundary lines.

Summary of Requested Variances:

- **There were no requested variances in the request as the site plan and lot dimensional standards meet the base zoning standards of an RS-6 zoning district.**

ATTACHMENTS (CIRCLE) SUBMITTED PLANS CITY MAPS LEGAL NOTICE LEGAL DESCRIPTION

PUBLIC COMMENTS AGENCY COMMENTS RESPONSE TO STANDARDS

3.19.6 CRITERIA FOR PLANNING COMMISSION RECOMMENDATIONS

The recommendations of the Planning Commission to the City Council shall show that the Planning Commission has studied and considered the proposed change in relation to the following, where applicable:

A. Whether the proposed change would be consistent with the intent, goals, objectives, policies, guiding principles and programs of any adopted plans;
B. Whether the proposed change would be compatible with the existing land use pattern and designated future land uses;
C. Whether the proposed change would create substantial adverse impacts in the adjacent area or the City in general; and
D. Whether the subject parcel is of adequate shape and size to accommodate the proposed change.

Staff's review of Section 3.19.6 in relation to this request finds the following:

A. Whether the proposed change would be consistent with the intent, goals, objectives, policies, guiding principles and programs of any adopted plans;

The future land use classification for the property is "Suburban Neighborhood". According to the Suburban Neighborhood Character Area Matrix, the intent of the character area is to "create new suburban neighborhoods that will improve the quality of life in Columbia, with an increased sense of place and a more interconnected community". A suburban neighborhood future land use is consistent with Connect Columbia within an RS-6 base zoning designation.

B. Whether the proposed change would be compatible with the existing land use pattern and designated future land uses

The subject property is located along Trotwood Avenue, a minor arterial. This request would align with Connect Columbia within a "Suburban Neighborhood Future Land Use".

C. Whether the proposed change would create substantial adverse impacts in the adjacent area or the City in general;

The applicant's intended use of the property will be subject to the standards contained in the Zoning Ordinance which mitigate potential adverse impacts upon adjoining property owners and the City in general. The development will also be controlled by the PUD Master Plan which can be conditioned to mitigate potential any adverse impacts.

D. Whether the subject parcel is of adequate shape and size to accommodate the proposed change:

The applicant has provided a Preliminary PUD Master Plan depicting a phased 815-unit

residential development with community amenities. It is generally feasible to develop the site as depicted in the residential sections of the Preliminary Master Plan in conformance with the Zoning Ordinance. At the time of Final PUD Master Plan and Preliminary Plat, staff will review the proposed development to ensure adherence with the standards prescribed in the applicable Zoning Ordinance.

Rezoning:

Staff reviewed the request for an amendment of the Official Zoning Map for consistency with the City of Columbia Zoning Ordinance. The relevant provisions of the Ordinance are listed below, followed by staff analysis.

3.18.7.B ACTION BY THE PLANNING COMMISSION FOR REZONING

The Planning Commission in its review and recommendation shall make specific findings with regard to the following grounds for an amendment and shall note the same in the official record as follows:

1. The rezoning is in agreement with the general plan for the area;
2. It has been determined that the legal purposes for which zoning exists are not contravened;
3. It has been determined that there will be no adverse effect upon adjoining property owners unless such effect can be justified by the overwhelming public good or welfare;
4. It has been determined that no one property owner or small group of property owners will benefit materially from the change to the detriment of the general public; and
5. It has been determined that conditions affecting the area have changed to a sufficient extent to warrant an amendment to the area's general plan or other applicable local plans, and consequently, the zoning map.
6. The availability of adequate school, road, parks, wastewater treatment, water supply, and stormwater drainage facilities.

Staff's review of Section 3.18.7.B in relation to this rezoning request finds the following:

1. The rezoning agrees with the general plan for the area;

   The subject parcel for the proposed zoning and annexation is within a "Suburban Neighborhood" future land use. An RS-6 zoning designation within a Planned Unit Development may be consistent with the adopted general plan for the area.

2. The legal purposes for which zoning exists are not contravened;

   All future development will be required to conform to the Zoning Ordinance standards in

effect at that time, as well as the PUD Master Plan; therefore, legal purposes for which zoning exists will not be contravened.

3. There will be no adverse effects upon adjoining property owners;

   Adjoining properties include vacant land, a park, and single-family residences. The applicant's Preliminary PUD Master Plan depicts connection to existing park. Development of the site as proposed under the Preliminary PUD Master Plan is unlikely to have an adverse effect upon the adjacent park property.

4. No one property owner or small group of property owners will benefit materially from the change to the detriment of the general public;

   The proposal will benefit a single property owner; however, any potential detrimental effects on the general public can be mitigated through the standards in the Zoning Ordinance and modification of the PUD Master Plan.

5. Conditions affecting the area have changed to a sufficient extent to warrant an amendment to City's Zoning Map.

   The Planning Commission may determine that demand for housing in the City of Columbia has increased to a sufficient extent to warrant the addition of a mixed-density residential PUD to the City's zoning map. Between the decennial censuses of 2010 and 2020, the city's population grew at nearly twice the rate of its housing inventory. Demand for both rental and owner-occupied housing in Columbia has increased faster than supply.

6. There are adequate schools, roads, parks, wastewater treatment facilities, water supply, and stormwater drainage facilities to support this zoning change.

   Upon the advice of city staff, this request went through staff technical review twice. Technical comments from public service providers generally indicate that services are in place to support the zoning change. However, some plans of service contain caveats or identify the need for the applicant to provide additional analysis.

   - *The City of Columbia Public Works Department provided a Plan of Service for sanitation, as well as maintenance of streets and drainage systems, for the proposed development.*
   - *Columbia Power and Water Systems (CPWS) has indicated that it will provide electrical service to the proposed development.*
   - *The Fire Marshall has indicated that there is adequate water available and pressure.*
   - *The City Engineer required a traffic impact study as part of the PUD Master Plan*

application. At resubmittal, the applicant provided a concurrence letter identifying off-site improvements to be made by the developer in order to maintain the current level of service.

- *Maury County Schools **did** provide comments regarding impacts to the school system. Specifically, the Maury County Schools is reviewing its capacity to serve the proposed development at its facilities in Columbia and Mt. Pleasant. Students living in the proposed development may be assigned to Mt. Pleasant attendance zones.*
- *The City of Columbia Wastewater System indicated flow monitoring will be required at the applicant's expense. Is likely that gravity lines in the area will require major upgrades in order to serve the development.*
- *CPWS (Water) indicated that it has infrastructure in place to serve the proposed development with domestic water.*
- *CPWS (Power) has indicated that it will serve the proposed development.*

Preliminary PUD Master Plan:

Staff reviewed the request for approval of a Preliminary PUD Master Plan for consistency with the City of Columbia Zoning Ordinance. The relevant provisions of the Ordinance are listed below, followed by staff analysis.

3.20.2 CONSISTENCY WITH AREA DEVELOPMENT PLANS

No PUD shall be approved unless all plans for development are found to be consistent with the then current issue of the General Plan of Columbia and any adopted special development plan for the area in which the development is proposed. The Planning Commission shall make a formal, written finding regarding the consistency of any proposed PUD, said report to include findings that the development:

A. Will be consistent with the currently effective General Plan as well as any special development plan for the area;
B. Is likely to be compatible with development permitted under the general development provisions of the Zoning Ordinance; and
C. Will not significantly interfere with the use and enjoyment of other land in the vicinity.

3.20.5 COMBINATION OF SEPARATE TYPES OF PUDS

The Planning Commission and the City Council may consider separate types of PUDs (such as residential and commercial PUD) within a consolidated master plan as a single administrative procedure provided the total tract is under the unified control of a landholder and the land area is sufficient to comply with separate area requirements combined. This provision in no way alters any requirements in this article.

3.20.8 CONSISTENCY WITH PUD STANDARDS

All PUD developments shall be subject to the design standards and requirements of Article 7, Planned Unit Development.

Staff's review of Section 3.20.2 in relation to this request finds the following:

A. Will be consistent with the currently effective General Plan as well as any special development plan for the area;
The future land use policy outlined in Connect Columbia is "Suburban Neighborhood" that aligns with an RS-6 PUD master plan.
B. Is likely to be compatible with development permitted under the general development provisions of the Zoning Ordinance;

As discussed in the summary of zoning standards above, it is feasible to implement the Preliminary PUD Master Plan in accordance with the Zoning Ordinance provided the Planning Commission and City Council grant the deviations from strict application of the limited use standards of the Ordinance pertaining to parking for townhomes.

C. Will not significantly interfere with the use and enjoyment of other land in the vicinity.

As discussed in the analysis of Section 3.18.7.B.3 above, the Planning Commission may condition its recommendation on revisions to the Master Plan designed to mitigate any identifiable adverse impacts on other properties.

Staff's review of Section 3.20.5 in relation to this request finds the following:
The Planning Commission and the City Council may consider separate types of PUDs (such as residential and commercial PUD) within a consolidated master plan as a single administrative procedure provided the total tract is under the unified control of a landholder and the land area is sufficient to comply with separate area requirements combined. This provision in no way alters any requirements in this article.

The proposed PUD Master Plan includes residential uses of densities and open space that are permissible within an RS-6 base zoning district.

Staff's review of Section 3.20.8 in relation to this request finds the following:

All PUD developments shall be subject to the design standards and requirements of Article 7, Planned Unit Development.

- *The proposed PUD Master Plan conforms to the maximum permitted densities identified in Section 7.3.5 of the Zoning Ordinance.*

CITY OF COLUMBIA TENNESSEE
CITY COUNCIL
STAFF REPORT

STAFF REPORT CONTACT INFORMATION
Paul Keltner, Development Services Director, paul@columbiatn.com, 931-560-1560

AGENDA ITEM TITLE:
2ND CONSIDERATION ON ORDINANCE NO. 4460 - AN ORDINANCE TO AMEND ORDINANCE NO. 4400 - THE SAME BEING THE ZONING ORDINANCE OF THE CITY OF COLUMBIA, TENNESSEE TO ZONE PROPERTY BEING ANNEXED BY RESOLUTION NO. 23-29, LOCATED OFF OLD ZION ROAD, BEING A PORTION OF TAX MAP 112 PARCEL 10.07 TO PUD-R (PLANNED UNIT DEVELOPMENT-RESIDENTIAL)

RECOMMENDATION: Approve Ordinance No. 4460 on second consideration.

INFORMATION: The applicant is requesting a portion of the aforementioned property be zoned to PUD-R upon annexation as part of the proposed Old Zion Road Planned Unit Development subdivision which will consist of 765 lots on 415 acres. The Planning Commission reviewed the request at the April 12, 2023 meeting and recommended approval with a vote of 4-2.

AN ORDINANCE TO AMEND ORDINANCE NO. 4400 – THE SAME BEING THE ZONING ORDINANCE OF THE CITY OF COLUMBIA, TENNESSEE TO ZONE PROPERTY BEING ANNEXED BY RESOLUTION NO. 23-29, LOCATED OFF OLD ZION ROAD, BEING A PORTION OF TAX MAP 112 PARCEL 10.07 TO PUD-R (PLANNED UNIT DEVELOPMENT-RESIDENTIAL)

BE IT ORDAINED BY THE CITY OF COLUMBIA:

Section 1: That the City of Columbia Zoning Ordinance, the same being Ordinance No. 4400, and the zoning maps therein adopted be, and the same are hereby amended by zoning the property herein described and being annexed by Resolution No. 23-29 to PUD-R (Planned Unit Development-Residential).

Section 2: Said portion of property being annexed by Resolution No. 23-29, is located in the Eighth Civil District of Maury County, Tennessee, within the corporate limits of the City of Columbia, as described in Exhibit "A", which is attached hereto and incorporated herein by reference. A location map depicting the proposed PUD-R (Planned Unit Development-Residential) zoned area is identified as Exhibit "B" and is attached hereto and incorporated herein by reference.

Section 3: This Ordinance is passed after review of Columbia Zoning Ordinance Section 8.5.19.H.4 by the Columbia Municipal Planning Commission with a recommendation of approval on the 12th day of April, 2023, and after a public hearing held on the 8th day of June, 2023, with notice of said hearing being given in The Daily Herald of Columbia, Tennessee, fifteen (15) days or more before said hearing.

Section 4: That pursuant to Section 8.5.19.K.6, the City Council makes the following specific findings:

A. The rezoning is in agreement with the Comprehensive plan and any applicable local area plans;

B. It has been determined that the legal purposes for which zoning exists are not contravened; and

C. It has been determined that there will be no adverse effect upon adjoining property owners unless such effect can be justified by the overwhelming public good or welfare;

Section 5: That all ordinances or parts of ordinances in conflict herewith are hereby repealed.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF COLUMBIA, TENNESSEE, This the 8th day of June, 2023.

_____
CHARLES (CHAZ) M. MOLDER, MAYOR

ATTEST:

_____
THAD H. JABLONSKI, CITY RECORDER

LEGAL FORM APPROVED:

_____
C. TIM TISHER, CITY ATTORNEY

APPROVED FOR FIRST CONSIDERATION:

_____
ANTHONY R. MASSEY, CITY MANAGER

Passed on 1st consideration: _____

Passed on 2nd consideration: _____

RaganSmith

21-0244

OLD ZION, LLC PROPERTY DESCRIPTION

MAP 112, PARCELS 10.07

BEING A CERTAIN TRACT OF LAND LOCATED IN THE 8TH CIVIL DISTRICT OF MAURY COUNTY, TENNESSEE. BEING PART OF THE SAME PROPERTY DEEDED TO OLD ZION, LLC OF RECORD IN DEED BOOK R2600, PAGE 96, REGISTER'S OFFICE FOR MAURY COUNTY, TENNESSEE (R.O.M.C.T.). BEING BOUNDED ON THE NORTH BY THE SOUTHERLY RIGHT OF WAY OF THE TENNESSEE SOUTHERN RAILROAD (200' RIGHT OF WAY WIDTH), ON THE EAST BY CITY OF COLUMBIA OF RECORD IN DEED BOOK R1875, PAGE 855, R.O.M.C.T., DOBUAL SPRING CREEK PARTNERS OF RECORD IN DEED BOOK 1239, PAGE 865, R.O.M.C.T. AND LOTS 7-17 AS SHOWN ON THE FINAL PLAT ENTITLED "ASHWOOD MANOR" OF RECORD IN PLAT BOOK 8, PAGE 90, R.O.M.C.T., ON THE SOUTH BY LOTS 17-21 ON SAID FINAL PLAT ENTITLED "ASHWOOD MANOR", SUSAN HUBBELL, ETVIR. OF RECORD IN DEED BOOK R2276, PAGE 1254, R.O.M.C.T., THE SAME BEING TRACT 2 AS SHOWN ON THE FINAL PLAT ENTITLED "JOSEPH W. FLEMING HEIRS PROPERTY" OF RECORD IN PLAT BOOK 7, PAGE 72, R.O.M.C.T., GABRIEL H. ALVAREZ OF RECORD IN DEED BOOK R2689, PAGE 972, R.O.M.C.T., DWIGHT YORK, ETUX. OF RECORD IN DEED BOOK 1349, PAGE 527, R.O.M.C.T., AND OLD ZION ROAD (50' RIGHT OF WAY WIDTH), ON THE WEST BY THE REMANING PORTION OF THE OLD ZION LLC PROPERTY OF RECORD IN DEED BOOK R2600, PAGE 96, R.O.M.C.T. BEING DESCRIBED ACCORDING TO A SURVEY PREPARED BY KEVIN L. BIRDWELL, RLS #1797 WHOSE ADDRESS IS RAGAN-SMITH ASSOCIATES, 315 WOODLAND STREET, NASHVILLE, TENNESSEE 37206, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT A 1/2" IRON ROD (NEW) WITH A PLASTIC CAP STAMPED "RAGAN-SMITH ASSOCIATES" (TYPICAL) AT THE INTERSECTION OF THE SOUTHERLY RIGHT OF WAY OF THE TENNESSEE SOUTHERN RAILROAD AND THE EASTERLY RIGHT OF WAY OF OLD ZION ROAD, SAID IRON ROD BEING THE NORTHWEST CORNER OF SAID OLD ZION LLC PROPERTY, AND PROCEEDING AS FOLLOWS:

THENCE, LEAVING THE EASTERLY RIGHT OF WAY OF OLD ZION ROAD, WITH THE SOUTHERLY RIGHT OF WAY OF TENNESSEE SOUTHERN RAILROAD THE FOLLOWING TWO CALLS (1 THROUGH 2):

1. NORTH 57 DEGREES 34 MINUTES 40 SECONDS EAST, 242.42 FEET TO AN IRON ROD (NEW);
2. NORTH 57 DEGREES 31 MINUTES 16 SECONDS EAST, 455.02 FEET TO THE POINT OF BEGINNING OF THE HERIN DESCRIBED TRACT OF LAND;

THENCE, WITH THE SOUHTERLY RIGHT OF WAY OF TENNESSEE SOUTHERN RAILROAD THE FOLLOWING TWO CALLS (1 THROUGH 2)

1. NORTH 57 DEGREES 31 MINUTES 16 SECONDS EAST, 599.32 FEET TO AN IRON ROD (NEW);
2. NORTH 57 DEGREES 31 MINUTES 16 SECONDS EAST, 2853.61 FEET TO AN IRON ROD (NEW) IN THE WEST LINE OF SAID CITY OF COLUMBIA PROPERTY;

NASHVILLE
315 Woodland Street
Nashville, TN 37206
(615) 244-8591

MURFREESBORO
100 East Vine Street, Suite 402
Murfreesboro, TN 37130
(615) 546-6050

CHATTANOOGA
1410 Cowart Street, Suite 200
Chattanooga, TN 37408
(423) 490-9400

THENCE, SOUTH 06 DEGREES 39 MINUTES 56 SECONDS WEST, 1288.38 FEET TO A CONCRETE MONUMENT (OLD) AT THE NORTHWEST CORNER OF SAID DOBUAL SPRING CREEK PARTNERS PROPERTY;

THENCE, WITH THE WEST LINE OF DOBUAL SPRING CREEK PARTNERS, SOUTH 08 DEGREES 14 MINUTES 58 SECONDS WEST, 1280.67 FEET TO A CONCRETE MONUMENT (OLD) AT THE NORTHEAST CORNER OF LOT 21 AS SHOWN ON SAID PLAT ENTITLED "ASHWOOD MANOR";

THENCE, WITH THE NORTHERLY LINES OF LOTS 21, 20, 19, 18, AND 17, NORTH 78 DEGREES 36 MINUTES 44 SECONDS WEST, 1257.79 FEET TO A 3/4" IRON ROD (OLD) AT THE NORTHWEST CORNER OF LOT 17;

THENCE, WITH THE WESTERLY LINES OF LOTS 17, 16, 15, 14, 13, 12, 11, 10, 9, 8, AND 7, SOUTH 00 DEGREES 32 MINUTES 54 SECONDS EAST, 1894.47 FEET TO A 5/8" IRON ROD (OLD) AT THE NORTHEAST CORNER OF SAID HUBBELL PROPERTY;

THENCE, WITH THE NORTH LINE OF SAID HUBBELL PROPERTY, NORTH 81 DEGREES 57 MINUTES 58 SECONDS WEST, 193.01 FEET TO A 1/2" IRON ROD (OLD) WITH A PLASTIC CAP STAMPED "RLS#1251" IN THE EAST LINE OF SAID ALVAREZ PROPERTY;

THENCE, WITH THE EASTERLY LINES OF SAID ALVAREZ AND YORK PROPERTIES THE FOLLOWING TWO CALLS (1 AND 2):

1. NORTH 04 DEGREES 38 MINUTES 50 SECONDS WEST, 77.05 FEET TO A 1/2" IRON ROD (OLD);
2. NORTH 03 DEGREES 35 MINUTES 44 SECONDS WEST, 154.03 FEET TO A 1" IRON PIPE (OLD) AT THE NORTHEAST CORNER OF SAID YORK PROPERTY;

THENCE, WITH THE NORTH LINE OF SAID YORK PROPERTY, NORTH 87 DEGREES 04 MINUTES 57 SECONDS WEST, 247.57 FEET TO A 1" IRON PIPE (OLD) AT THE NORTHWEST CORNER OF SAID YORK PROPERTY;

THENCE, WITH THE NORTHERLY RIGHT OF WAY OF OLD ZION ROAD THE FOLLOWING TWO CALLS (1 THROUGH 2):

1. NORTH 83 DEGREES 06 MINUTES 35 SECONDS WEST, 1368.79 FEET TO AN IRON ROD (NEW);
2. NORTH 82 DEGREES 07 MINUTES 36 SECONDS WEST 133.21 FEET TO A POINT IN THE CENTERLINE OF A DITCH;

THENCE, WITH A NEW LINE SEVERING OLD ZION LLC AND FOLLOWING THE CENTER OF LINE DITCH, THE FOLLOWING SIX CALLS (1 THROUGH 6)

1. NORTH 11 DEGREES 01 MINUTES 17 SECONDS EAST, 402.60 FEET TO A POINT;
2. NORTH 12 DEGREES 25 MINUTES 19 SECONDS EAST, 358.15 FEET TO A POINT;
3. NORTH 12 DEGREES 36 MINUTES 29 SECONDS EAST, 233.63 FEET TO A POINT;
4. NORTH 19 DEGREES 11 MINUTES 29 SECONDS EAST, 729.34 FEET TO A POINT;
5. NORTH 33 DEGREES 27 MINUTES 33 SECONDS EAST, 136.26 FEET TO A POINT;

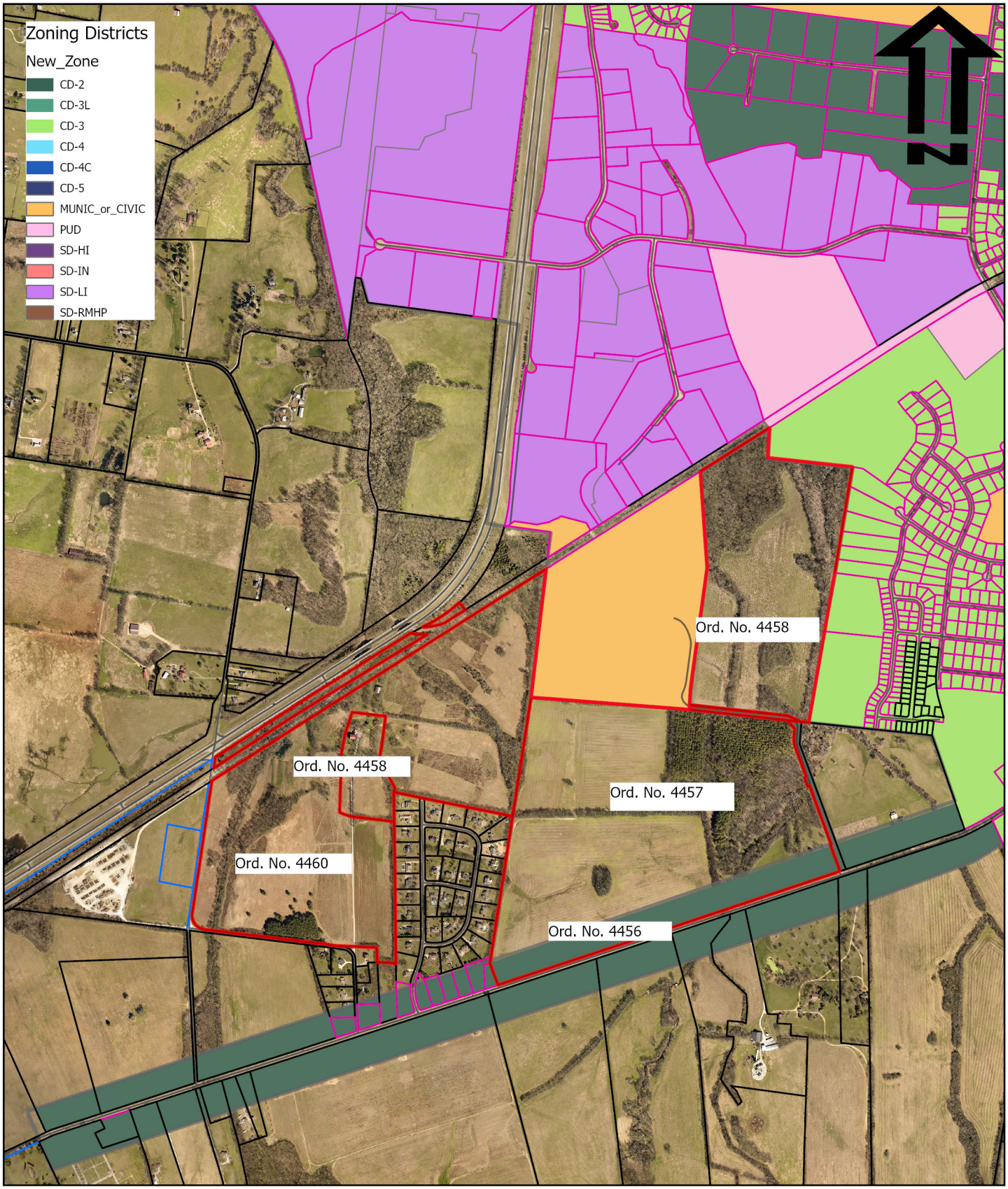
6. NORTH 28 DEGREES 38 MINUTES 06 SECONDS EAST, 126.42 FEET TO THE POINT OF **BEGINNING** AND HAVING AN AREA OF 6,712,656 SQUARE FEET OR 156.10 ACRES, MORE OR LESS.

INCLUDED IN THE ABOVE DESCRIPTION BUT EXCLUDED FROM THE ABOVE DESCRIBED TRACT OF LAND IS THE FOLLOWING DESCRIBED TRACT CONVEYED TO OLD ZION ROAD, LLC, BY DEED OF RECORD IN BOOK R2600, PAGE 96, REGISTER'S OFFICE FOR MAURY COUNTY, TENNESSEE. POINT OF BEGINNING AN 3/4" IRON ROD (OLD) AT THE NORTHWEST CORNER OF LOT 17, AS SHOWN ON THE FINAL PLAT ENTITLED “ASHWOOD MANOR” OF RECORD IN PLAT BOOK 8, PAGE 90, AND PROCEEDING AS FOLLOWS:

THENCE, WITH THE WESTERLY LINE OF LOT 17 AND 16, SOUTH 00 DEGREES 32 MINUTES 54 SECONDS EAST, 261.29 FEET TO A POINT;

THENCE, CROSSING THE OLD ZION, LLC PROPERTY, AND WITH THE SOUTH, WEST, NORTH, AND EAST LINE OF THE HERIN DESCRIBED TRACT THE FOLLOWING TEN CALLS (1 THROUGH 10):

1. NORTH 89 DEGREES 33 MINUTES 25 SECONDS WEST, 441.50 FEET TO A POINT;
2. NORTH 75 DEGREES 33 MINUTES 25 SECONDS WEST, 112.50 FEET TO A POINT;
3. NORTH 04 DEGREES 33 MINUTES 25 SECONDS WEST, 634.50 FEET TO A POINT;
4. NORTH 04 DEGREES 26 MINUTES 35 SECONDS EAST, 198.50 FEET TO A POINT;
5. NORTH 11 DEGREES 26 MINUTES 35 SECONDS EAST, 239.70 FEET TO A POINT;
6. SOUTH 89 DEGREES 33 MINUTES 25 SECONDS EAST, 353.50 FEET TO A POINT;
7. SOUTH 00 DEGREES 41 MINUTES 35 SECONDS WEST, 321.50 FEET TO A POINT;
8. SOUTH 04 DEGREES 26 MINUTES 35 SECONDS WEST, 130.50 FEET TO A POINT;
9. SOUTH 26 DEGREES 11 MINUTES 46 SECONDS EAST, 350.50 FEET TO A POINT;
10. SOUTH 31 DEGREES 41 MINUTES 46 SECONDS EAST, 78.40 FEET TO THE POINT OF BEGINNING HAVING AN AREA OF 502,108 SQUARE FEET OR 11.53 ACRES, MORE OR LESS.



Old Zion Road PUD
6150 Trotwood Ave.

Ord. No. 4456-4458; 4460
Exhibit B

CITY OF COLUMBIA
TENNESSEE

DEVELOPMENT SERVICES
700 NORTH GARDEN STREET
COLUMBIA, TN 38401
PHONE: (931) 560-1560
FAX: (931) 560-1541

CITY OF COLUMBIA TENNESSEE
PLANNING COMMISSION
STAFF REPORT

STAFF REPORT CONTACT INFORMATION
Austin Brass, AICP, City Planner, abrass@columbiatn.com, 931-560-1560
Update by Paul Keltner, AICP, Director of Development Services, 931-560-1560

APPLICATION NUMBER	APPLICANT/PROPERTY OWNER
22-0069	**Andrew Ethridge / Dobual Spring Creek Partners, Eunice Colmore, Henry P Ingram Jr. & William P. Ridley Rev Trust**
PUBLIC HEARING DATE	PROPERTY ADDRESS/LOCATION
N/A	**6150 Trotwood Ave/ Tax Map 112, Parcels 9.00, 10.01, 10.07, 2.03**

CONFORMITY with the ZONING ORDINANCE

Update to Review:

This is the third time Planning Commission has reviewed the proposed Preliminary PUD Master Plan. In December of 2022 the City Council returned the proposal to Planning Commission for additional consideration. In March of 2023 the applicant submitted a revised Master Plan. Changes reflected in the revised Master Plan are summarized below.

Site Data:

- The total area of right-of-way dedication decreased from 58.99 to 55.98 acres.
- Total area within lots decreased from 207 to 170 acres.
- Dedicated open space increased from 149 (36%) to 189 acres (45%).
- Gross density decreased from 1.96 du/ac to 1.84 du/ac.
- Total lot count reduced from 815 to 764 (in addition to one existing structure). The first iteration of the development considered by Planning Commission included 985 lots.

Design:

- The mix of lot width types is similar to previous proposals
    - 441 lots are 60 feet wide.
    - 307 lots are 75 feet wide.
    - 16 lots are 100 feet wide.
    - There is a mix of front-loaded and alley-loaded lots.
    - The most recent previous plan had 21 lots at 150 feet wide as well as a few 65 foot wide lots.
- The lots around Ashwood Manor have been removed and replaced with open space
- The lots off Ridley Park Drive have been eliminated.
- Lots along Trotwood Avenue have been removed and converted to open space.
- There is additional open space between Ridley Park and the lots in the northern section of the property.
- The amenity center has shifted closer to the center of the site.
- Walking trail length has increased from 2.4 miles to a total of 3.0 miles.
- Amenity sizes have increased for playgrounds and the dog park area.

Additional Notes

- Phasing has been adjusted.
- Additional architectural designs have been added.

- Photometric details have been added for the lots near Ridley Park.
- The traffic impact study has been updated to reflect the reduced number of lots.

ATTACHMENTS (CIRCLE) SUBMITTED PLANS CITY MAPS LEGAL NOTICE LEGAL DESCRIPTION

PUBLIC COMMENTS AGENCY COMMENTS RESPONSE TO STANDARDS

CITY OF COLUMBIA TENNESSEE
PLANNING COMMISSION
STAFF REPORT

STAFF REPORT CONTACT INFORMATION
Austin Brass, AICP, City Planner, abrass@columbiatn.com, 931-560-1560

APPLICATION NUMBER	APPLICANT/PROPERTY OWNER
22-0069	**Andrew Ethridge / Dobual Spring Creek Partners, Eunice Colmore, Henry P Ingram Jr. & William P. Ridley Rev Trust**
PUBLIC HEARING DATE	PROPERTY ADDRESS/LOCATION
N/A	**6150 Trotwood Ave/ Tax Map 112, Parcels 9.00, 10.01, 10.07, 2.03**

SUMMARY OF REQUEST: **Annexation with Plan of Services when including an RS-6 Zoning with Preliminary PUD Master Plan.**

This request is for the annexation with a plan of services that includes a Preliminary PUD Master Plan. The proposed PUD utilizes a base-zoning of RS-6. The applicant seeks these changes in order to create a residential development consisting of 815 residential units and community amenities. The 415-acre property is located adjacent to Ridley Park and the Ashwood Manor subdivision.

Note* This request was reviewed prior to the adoption of Zoning Ordinance 4400 on July 14th, 2022 and is subject to the review criteria under the previous Zoning Ordinance.



MAP SOURCE: City GIS

EXISTING ZONING	EXISTING LAND USE	SURROUNDING ZONING & LAND USE	SITE IMPROVEMENTS PROPOSED	SIZE OF PROPERTY
RS-40/Unincorporated (County Zoning)	Undeveloped/Single Family	RS-40/Unincorporated	Single-Family Homes	415.5 ± acres

COMPATIBILITY with the **COMPREHENSIVE PLAN**

Suburban Neighborhood. The proposed development as an RS-6 base residential zoning designation is consistent with Connect Columbia as an RS-6 zoning district is compatible with a Suburban Neighborhood Future Land Use.

PROPERTY HISTORY

22-0069. Request from Andrew Ethridge for the annexation with Plan of Services, and Comprehensive Plan Amendment including an RM-1, & RS-6 Zoning with Preliminary PUD Master Plan for 981 residential units and community amenities. Recommendation to deny by Planning Commission was made with a 3-2 vote.

COMPATIBILITY with the ZONING ORDINANCE

Suburban Neighborhood
• Low Density Residential & Medium Density Residential, e.g. RS-6, RS-10 Zoning Districts • Public & Civic Uses (e.g. Religious Facilities)

As required by Section 3.20.10.B of the Zoning Ordinance, the applicant submitted a detailed Preliminary Planned Unit Development (PUD) Master Plan. The Master Plan depicts 815 residential lots. The gross density of the development would be 1.96 dwelling units per acre. The Master Plan also depicts landscape buffers, stormwater facilities, extensive walking trails, and community amenities. The proposed internal street network connects to Ridley Park. The revised PUD Master Plan does not depict a connection to an existing adjacent subdivision; this connection was requested by staff in aligning with policy outlined within *Connect Columbia* that recommends the connection of streets to create an interconnected grid network.The phasing plan indicates that the development will be completed over 9-10 years.

Zoning Ordinance Referenced:

- Sections 7.3.1, 6.1.2, and 8.1.1 Land Use and Housing Type
- Sections 7.3 , 6.2.6, and 6.3.8 Residential Development Standards
- Sections 7.3.7, 11.2.7, and 11.2.6 Landscape Buffers

Proposed RS-6 PUD Section

The Zoning Ordinance limits development of properties subject to RS-6 standards to single-family detached residences and their subordinate accessory structures. The Master Plan consists of an R-6 base zoning with 10 different lot sizes.

RS-6 Single Family Detached Lot Standards:

- 815 lots are composed of a minimum of 60', 75', 100', and 1 lot at a 150' lot width in meeting the base lot width standards of an RS-6 zoning district with each lot having the minimum as required per the zoning ordinance:

<u>RS-6 base zoning standards:</u>

- 20' front setback
- 7.5' side setback
- 20' rear setback
- 50' lot width minimum

Of the 815 lots,

- 77 lots (60'rear alley loaded)
- 482 lots (60')
- 13 lots (75' rear alley loaded)
- 152 lots (75')

- 22 lots (100' rear alley loaded)
- 27 lots (100')
- 18 lots (150' rear alley loaded)
- 3 lots (150')
- 20 lots (100' at 1 acre)
- 1 lot (150' min at 5 acres)

Overall Proposed Master Plan

Amenities/ Design:

The master plan contains a centralized amenity area connected with a series of walking trails that include a mixture of paved and natural trails with trail connections. The trails connect to Ridley Park. Within the amenity area, a clubhouse including pavilion with pool is shown including a dog park and open area lawn space for events. Architectural elements of single-family homes consist of a primary cladding material of fiber cement board, brick, and stone accented with neutral colors.

Connectivity:

- A new connection point will be added with Trotwood Ave connecting the development with Ridley Park
- A new connection point will be added with Old Zion Road.
- All local streets will consist of a 60-70' right-of-way cross section generally meeting the City of Columbia Subdivision regulations including a 5' sidewalk on both sides of all streets. A 20' alley way is provided in meeting the base

Buffering:

- Buffer requirements for a PUD-RS-6 zoning adjacent to undeveloped property (*11.2.7 Project Boundary Buffers*) require a 0.4 opacity (15' wide buffer). The site plan indicates this buffer adjacent to vacant property on the east boundary line.
- Buffer requirements for a PUD RS-6 requires a 0.6 opacity (25' wide buffer). This site plan indicates this buffer adjacent to these zoning districts on all boundary lines.

Summary of Requested Variances:

- **There were no requested variances in the request as the site plan and lot dimensional standards meet the base zoning standards of an RS-6 zoning district.**

ATTACHMENTS (CIRCLE) SUBMITTED PLANS CITY MAPS LEGAL NOTICE LEGAL DESCRIPTION

PUBLIC COMMENTS AGENCY COMMENTS RESPONSE TO STANDARDS

3.19.6 CRITERIA FOR PLANNING COMMISSION RECOMMENDATIONS

The recommendations of the Planning Commission to the City Council shall show that the Planning Commission has studied and considered the proposed change in relation to the following, where applicable:

A. Whether the proposed change would be consistent with the intent, goals, objectives, policies, guiding principles and programs of any adopted plans;
B. Whether the proposed change would be compatible with the existing land use pattern and designated future land uses;
C. Whether the proposed change would create substantial adverse impacts in the adjacent area or the City in general; and
D. Whether the subject parcel is of adequate shape and size to accommodate the proposed change.

Staff's review of Section 3.19.6 in relation to this request finds the following:

A. Whether the proposed change would be consistent with the intent, goals, objectives, policies, guiding principles and programs of any adopted plans;

The future land use classification for the property is "Suburban Neighborhood". According to the Suburban Neighborhood Character Area Matrix, the intent of the character area is to "create new suburban neighborhoods that will improve the quality of life in Columbia, with an increased sense of place and a more interconnected community". A suburban neighborhood future land use is consistent with Connect Columbia within an RS-6 base zoning designation.

B. Whether the proposed change would be compatible with the existing land use pattern and designated future land uses

The subject property is located along Trotwood Avenue, a minor arterial. This request would align with Connect Columbia within a "Suburban Neighborhood Future Land Use".

C. Whether the proposed change would create substantial adverse impacts in the adjacent area or the City in general;

The applicant's intended use of the property will be subject to the standards contained in the Zoning Ordinance which mitigate potential adverse impacts upon adjoining property owners and the City in general. The development will also be controlled by the PUD Master Plan which can be conditioned to mitigate potential any adverse impacts.

D. Whether the subject parcel is of adequate shape and size to accommodate the proposed change:

The applicant has provided a Preliminary PUD Master Plan depicting a phased 815-unit

residential development with community amenities. It is generally feasible to develop the site as depicted in the residential sections of the Preliminary Master Plan in conformance with the Zoning Ordinance. At the time of Final PUD Master Plan and Preliminary Plat, staff will review the proposed development to ensure adherence with the standards prescribed in the applicable Zoning Ordinance.

Rezoning:

Staff reviewed the request for an amendment of the Official Zoning Map for consistency with the City of Columbia Zoning Ordinance. The relevant provisions of the Ordinance are listed below, followed by staff analysis.

3.18.7.B ACTION BY THE PLANNING COMMISSION FOR REZONING

The Planning Commission in its review and recommendation shall make specific findings with regard to the following grounds for an amendment and shall note the same in the official record as follows:

1. The rezoning is in agreement with the general plan for the area;
2. It has been determined that the legal purposes for which zoning exists are not contravened;
3. It has been determined that there will be no adverse effect upon adjoining property owners unless such effect can be justified by the overwhelming public good or welfare;
4. It has been determined that no one property owner or small group of property owners will benefit materially from the change to the detriment of the general public; and
5. It has been determined that conditions affecting the area have changed to a sufficient extent to warrant an amendment to the area's general plan or other applicable local plans, and consequently, the zoning map.
6. The availability of adequate school, road, parks, wastewater treatment, water supply, and stormwater drainage facilities.

Staff's review of Section 3.18.7.B in relation to this rezoning request finds the following:

1. The rezoning agrees with the general plan for the area;

   The subject parcel for the proposed zoning and annexation is within a "Suburban Neighborhood" future land use. An RS-6 zoning designation within a Planned Unit Development may be consistent with the adopted general plan for the area.

2. The legal purposes for which zoning exists are not contravened;

   All future development will be required to conform to the Zoning Ordinance standards in

effect at that time, as well as the PUD Master Plan; therefore, legal purposes for which zoning exists will not be contravened.

3. There will be no adverse effects upon adjoining property owners;

   Adjoining properties include vacant land, a park, and single-family residences. The applicant's Preliminary PUD Master Plan depicts connection to existing park. Development of the site as proposed under the Preliminary PUD Master Plan is unlikely to have an adverse effect upon the adjacent park property.

4. No one property owner or small group of property owners will benefit materially from the change to the detriment of the general public;

   The proposal will benefit a single property owner; however, any potential detrimental effects on the general public can be mitigated through the standards in the Zoning Ordinance and modification of the PUD Master Plan.

5. Conditions affecting the area have changed to a sufficient extent to warrant an amendment to City's Zoning Map.

   The Planning Commission may determine that demand for housing in the City of Columbia has increased to a sufficient extent to warrant the addition of a mixed-density residential PUD to the City's zoning map. Between the decennial censuses of 2010 and 2020, the city's population grew at nearly twice the rate of its housing inventory. Demand for both rental and owner-occupied housing in Columbia has increased faster than supply.

6. There are adequate schools, roads, parks, wastewater treatment facilities, water supply, and stormwater drainage facilities to support this zoning change.

   Upon the advice of city staff, this request went through staff technical review twice. Technical comments from public service providers generally indicate that services are in place to support the zoning change. However, some plans of service contain caveats or identify the need for the applicant to provide additional analysis.

   - *The City of Columbia Public Works Department provided a Plan of Service for sanitation, as well as maintenance of streets and drainage systems, for the proposed development.*
   - *Columbia Power and Water Systems (CPWS) has indicated that it will provide electrical service to the proposed development.*
   - *The Fire Marshall has indicated that there is adequate water available and pressure.*
   - *The City Engineer required a traffic impact study as part of the PUD Master Plan*

application. At resubmittal, the applicant provided a concurrence letter identifying off-site improvements to be made by the developer in order to maintain the current level of service.

- *Maury County Schools **did** provide comments regarding impacts to the school system. Specifically, the Maury County Schools is reviewing its capacity to serve the proposed development at its facilities in Columbia and Mt. Pleasant. Students living in the proposed development may be assigned to Mt. Pleasant attendance zones.*
- *The City of Columbia Wastewater System indicated flow monitoring will be required at the applicant's expense. Is likely that gravity lines in the area will require major upgrades in order to serve the development.*
- *CPWS (Water) indicated that it has infrastructure in place to serve the proposed development with domestic water.*
- *CPWS (Power) has indicated that it will serve the proposed development.*

Preliminary PUD Master Plan:

Staff reviewed the request for approval of a Preliminary PUD Master Plan for consistency with the City of Columbia Zoning Ordinance. The relevant provisions of the Ordinance are listed below, followed by staff analysis.

3.20.2 CONSISTENCY WITH AREA DEVELOPMENT PLANS

No PUD shall be approved unless all plans for development are found to be consistent with the then current issue of the General Plan of Columbia and any adopted special development plan for the area in which the development is proposed. The Planning Commission shall make a formal, written finding regarding the consistency of any proposed PUD, said report to include findings that the development:

A. Will be consistent with the currently effective General Plan as well as any special development plan for the area;
B. Is likely to be compatible with development permitted under the general development provisions of the Zoning Ordinance; and
C. Will not significantly interfere with the use and enjoyment of other land in the vicinity.

3.20.5 COMBINATION OF SEPARATE TYPES OF PUDS

The Planning Commission and the City Council may consider separate types of PUDs (such as residential and commercial PUD) within a consolidated master plan as a single administrative procedure provided the total tract is under the unified control of a landholder and the land area is sufficient to comply with separate area requirements combined. This provision in no way alters any requirements in this article.

3.20.8 CONSISTENCY WITH PUD STANDARDS

All PUD developments shall be subject to the design standards and requirements of Article 7, Planned Unit Development.

Staff's review of Section 3.20.2 in relation to this request finds the following:

A. Will be consistent with the currently effective General Plan as well as any special development plan for the area;
The future land use policy outlined in Connect Columbia is "Suburban Neighborhood" that aligns with an RS-6 PUD master plan.
B. Is likely to be compatible with development permitted under the general development provisions of the Zoning Ordinance;

As discussed in the summary of zoning standards above, it is feasible to implement the Preliminary PUD Master Plan in accordance with the Zoning Ordinance provided the Planning Commission and City Council grant the deviations from strict application of the limited use standards of the Ordinance pertaining to parking for townhomes.

C. Will not significantly interfere with the use and enjoyment of other land in the vicinity.

As discussed in the analysis of Section 3.18.7.B.3 above, the Planning Commission may condition its recommendation on revisions to the Master Plan designed to mitigate any identifiable adverse impacts on other properties.

Staff's review of Section 3.20.5 in relation to this request finds the following:
The Planning Commission and the City Council may consider separate types of PUDs (such as residential and commercial PUD) within a consolidated master plan as a single administrative procedure provided the total tract is under the unified control of a landholder and the land area is sufficient to comply with separate area requirements combined. This provision in no way alters any requirements in this article.

The proposed PUD Master Plan includes residential uses of densities and open space that are permissible within an RS-6 base zoning district.

Staff's review of Section 3.20.8 in relation to this request finds the following:

All PUD developments shall be subject to the design standards and requirements of Article 7, Planned Unit Development.

- *The proposed PUD Master Plan conforms to the maximum permitted densities identified in Section 7.3.5 of the Zoning Ordinance.*

CITY OF COLUMBIA TENNESSEE
CITY COUNCIL
STAFF REPORT

STAFF REPORT CONTACT INFORMATION
Paul Keltner, Development Services Director, paul@columbiatn.com, 931-560-1560

AGENDA ITEM TITLE:
2ND CONSIDERATION OF ORDINANCE NO. 4461 - AN ORDINANCE TO AMEND ORDINANCE NO. 4400, THE SAME BEING THE ZONING ORDINANCE OF THE CITY OF COLUMBIA, TENNESSEE BY APPROVING THE OLD ZION ROAD PUD PRELIMINARY MASTER PLAN LOCATED OFF TROTWOOD AVENUE AT TAX MAP 112 PARCELS 2.03, 9, 10.01, AND 10.07 - WARD 1

RECOMMENDATION: Approve Ordinance No. 4461 on second consideration.

INFORMATION: The applicant is requesting approval of the preliminary master plan for the Old Zion Road Planned Unit Development. The development will consist of 764 new residential lots that vary in three lot widths and with one existing lot on a total of 415 acres that will be developed in a multitude of phasing with 45% of the site being open space. Amenities include three (3) miles of walking trails, playgrounds, a pool, and dog park area. There was discussion on the possible connection between Ashwood Manor Subdivision and this development with no connection being proposed at this time. The Planning Commission reviewed this request at the April 12, 2023 meeting and recommended approval by a vote of 4-2.

AN ORDINANCE TO AMEND ORDINANCE NO. 4400 - THE SAME BEING THE ZONING ORDINANCE OF THE CITY OF COLUMBIA, TENNESSEE BY APPROVING THE OLD ZION ROAD PUD MASTER PLAN LOCATED OFF TROTWOOD AVENUE AT TAX MAP 112 PARCELS 2.03, 9, 10.01 AND 10.07

BE IT ORDAINED BY THE CITY OF COLUMBIA:

Section 1: That the City of Columbia Zoning Ordinance, the same being Ordinance No. 4400, and the zoning maps therein adopted be, and the same are hereby amended by approving the Old Zion Road PUD Master Plan for properties off Trotwood Avenue, at Tax Map 112 Parcels 2.03, 9, 10.01 and 10.07.

Section 2: Said Planned Unit Development Master Plan is located in the Eighth and Ninth Civil Districts of Maury County, Tennessee, within the corporate limits of the City of Columbia. The PUD Master Plan, which is attached hereto and incorporated herein by reference, is identified as Exhibit "A". The façade elevations for the PUD Master Plan, which are attached hereto and incorporated herein by reference, are identified as Exhibit "B".

Section 3 This Ordinance is passed after review by the Columbia Municipal Planning Commission with a recommendation of approval on the 12th day of April, 2023, and after a public hearing held on the 8th day of June, 2023, with notice of said hearing being given in The Daily Herald of Columbia, Tennessee, fifteen (15) days or more before said hearing.

Section 4: That pursuant to Section 8.5.19.K.6, the City Council makes the following findings:

a. The proposed PUD Master Plan is in agreement with the Comprehensive plan and any applicable local area plans;

b. It has been determined that the legal purposes for which zoning exists have not been contravened;

c. The proposed PUD Master Plan will have no adverse effect upon adjoining property owners unless such effect can be justified by the overwhelming public good or welfare;

.

Section 5: That ordinances or parts of ordinances in conflict herewith are hereby repealed.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF THE CITY OF COLUMBIA, TENNESSEE, This the 8th day of June, 2023.

_____

CHARLES (CHAZ) M. MOLDER, MAYOR

ATTEST:

_____

THAD H. JABLONSKI, CITY RECORDER

LEGAL FORM APPROVED:

C. Tim Tisher

C. TIM TISHER, CITY ATTORNEY

APPROVED FOR FIRST CONSIDERATION:

_____

ANTHONY R. MASSEY – CITY MANAGER

Passed on 1st consideration _____

Passed on 2nd consideration: _____

RaganSmith

Nashville - Murfreesboro - Chattanooga
ragansmith.com

OLD ZION RD. PRELIMINARY PUD MASTERPLAN

FOR

ENCOMPASS LAND GROUP, LLC.

COLUMBIA, TENNESSEE

Scale:	1"=300'
Date:	3/15/23
Approved By:	TF
Revisions:	

Drawing Title:

EXISTING CONDITIONS

Drawing No.

C0.0

Project No.

21-0244

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C2.2-B

C1.4
C2.4

C1.3
C2.3

C1.4-B
C2.4-B

C1.5
C2.5

C1.2-A
C2.2-A

C1.1
C2.1

PROPERTY TO BE DONATED TO CITY OF COLUMBIA

RIDLEY PARK

TRAILHEAD PARKING TO BE CONSTRUCTED BY DEVELOPER

ASHWOOD MANOR

LAWRENCEBURG HWY

OLD ZION RD

OLD ZION RD EXT.

FIELDS PARK RD

TROTWOOD AVE

SEE TRAFFIC STUDY

SEE TRAFFIC STUDY

0 300 600

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OLD ZION RD. PRELIMINARY PUD MASTERPLAN

FOR

ENCOMPASS LAND GROUP, LLC.

COLUMBIA, TENNESSEE

Scale: 1"=300'

Date: 3/15/23

Approved By: TF

Revisions:

Drawing Title:

OVERALL SITE PLAN

Drawing No.

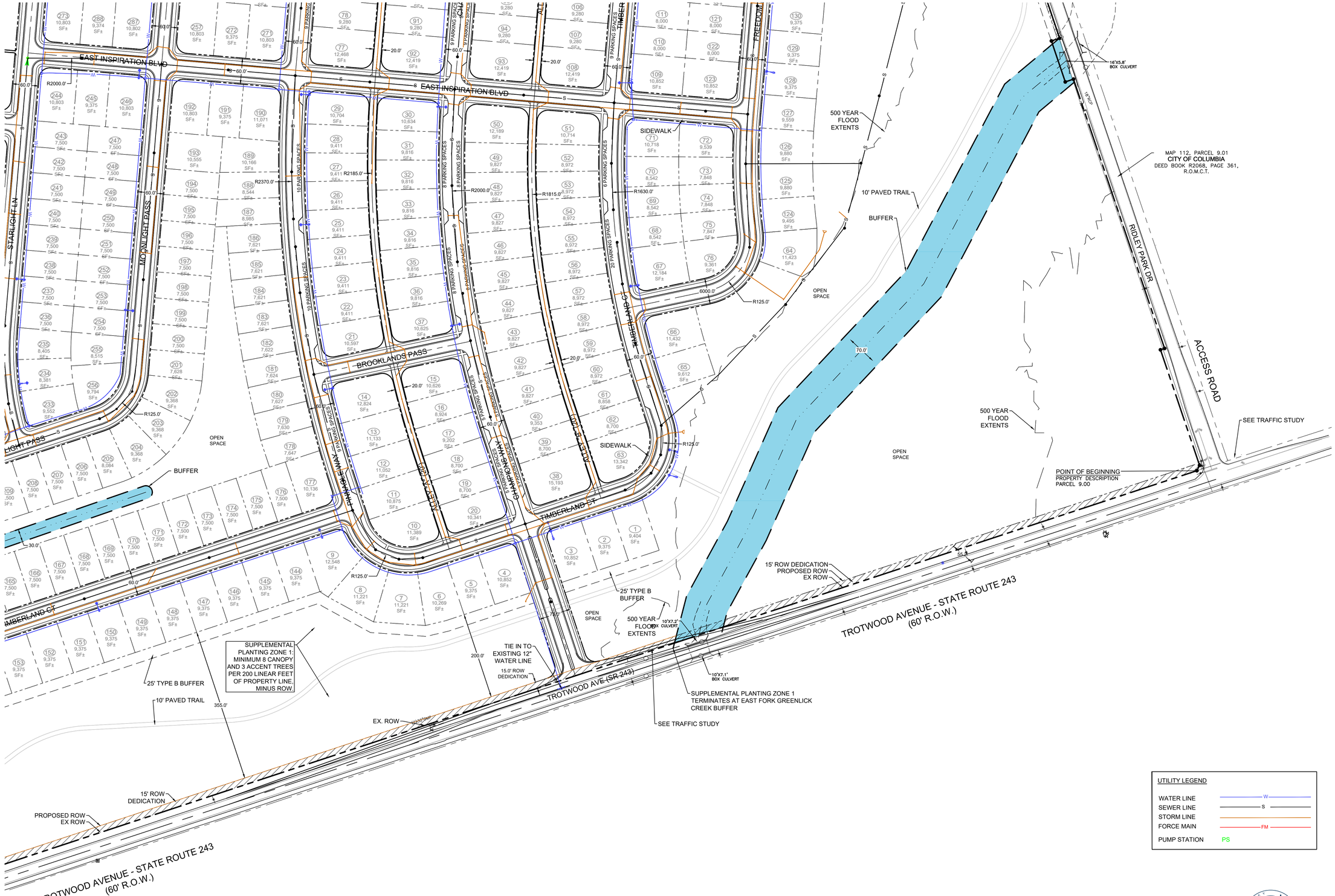
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OLD ZION RD. PRELIMINARY PUD MASTERPLAN

FOR

ENCOMPASS LAND GROUP, LLC.

COLUMBIA, TENNESSEE

Scale:	1"=100'
Date:	3/15/23
Approved By:	TF
Revisions:	

UTILITY LEGEND

WATER LINE	W
SEWER LINE	S
STORM LINE	
FORCE MAIN	FM
PUMP STATION	PS

Drawing Title:

SITE PLAN ENLARGEMENT

Drawing No.

C1.1

Project No.

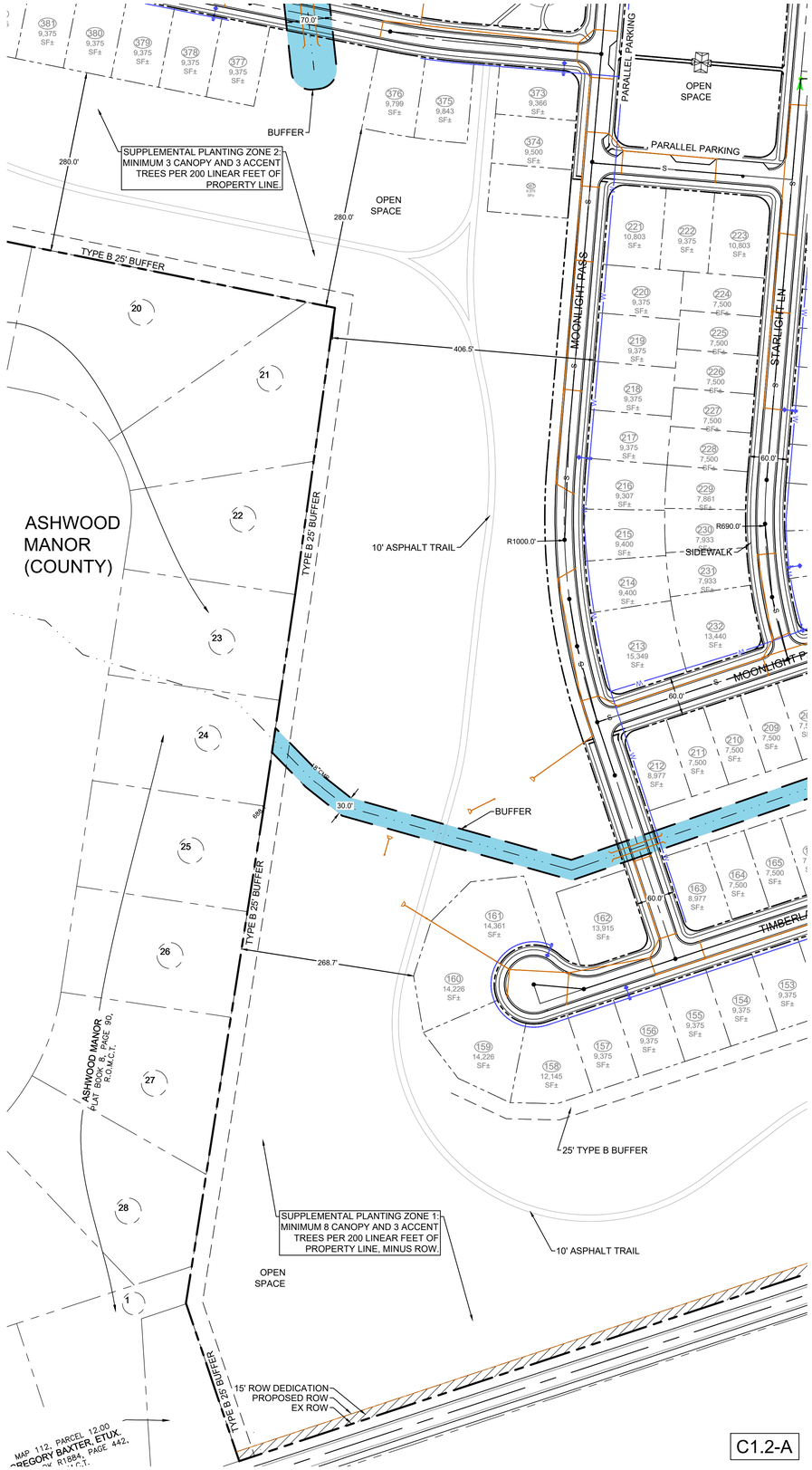
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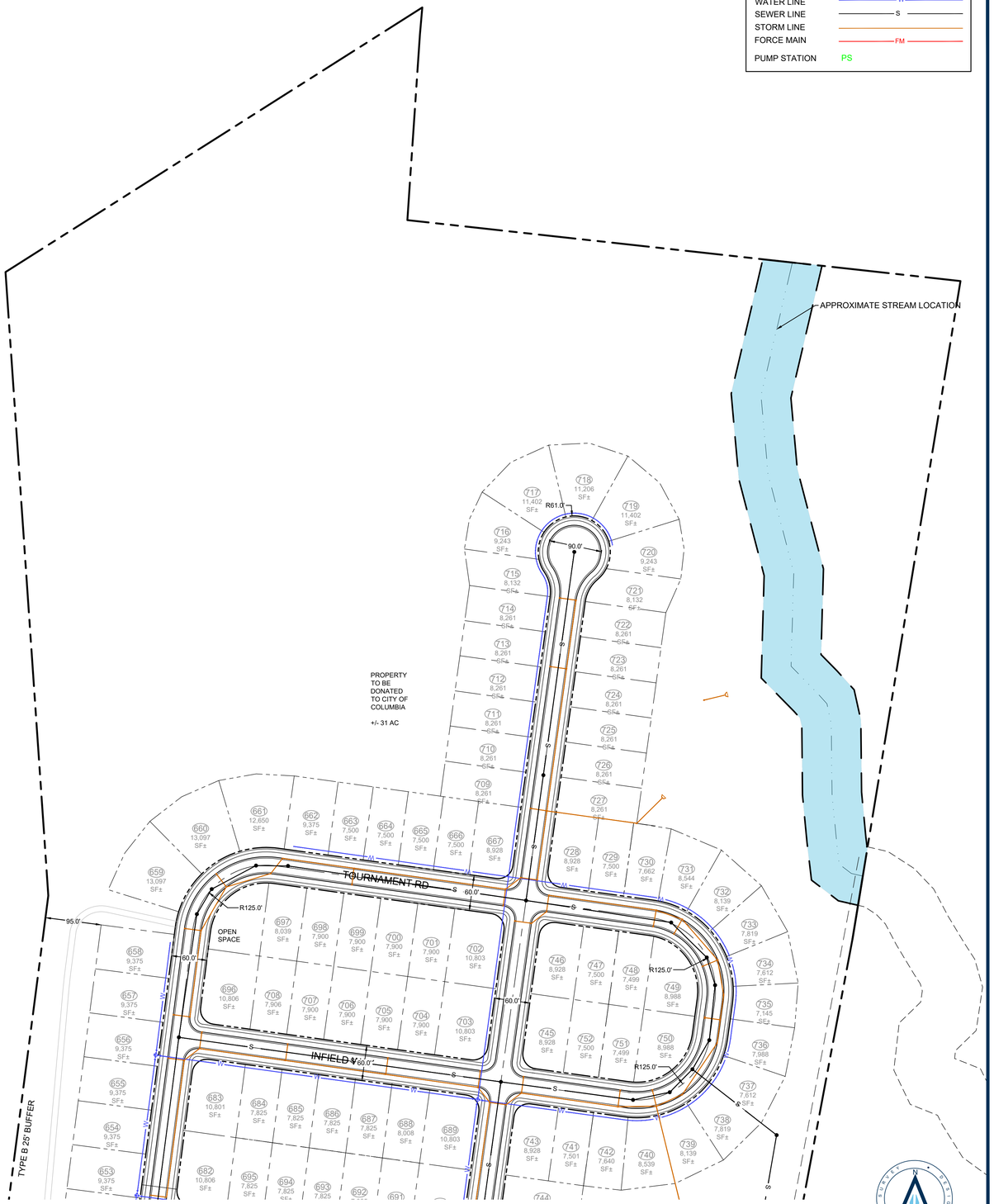
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Page 134 of 966

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UTILITY LEGEND

WATER LINE	W
SEWER LINE	S
STORM LINE	
FORCE MAIN	FM
PUMP STATION	PS

C1.2-A

C1.2-B

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OLD ZION RD. PRELIMINARY PUD MASTERPLAN

FOR

ENCOMPASS LAND GROUP, LLC.

COLUMBIA, TENNESSEE

Scale:	1"=100'
Date:	3/15/23
Approved By:	TF
Revisions:	

Drawing Title:

SITE PLAN ENLARGEMENT

Drawing No.

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Project No.

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UTILITY LEGEND

WATER LINE	W
SEWER LINE	S
STORM LINE	
FORCE MAIN	FM
PUMP STATION	PS

RIDLEY PARK

TRAILHEAD PARKING TO BE CONSTRUCTED BY DEVELOPER

T-INTERSECTION (3 WAY STOP) - REALIGNMENT OF PARK DRIVE CURVE TO 90 DEGREE INTERSECTION

TRAIL CONNECTION TO RIDLEY PARK

TOURNAMENT RD

INFIELD WAY

HOMERUN DR

GRAND SLAM PL

FREEDOM PASS

SOLAR LN

SUNSHINE DR

PINNACLE WAY

SCHAMPIONS WAY

TIMBERLAND CT

ALLEY "B" (20')

ACCESS ROAD

RIDLEY PARK DR

TYPE B 25' BUFFER

TYPE A 15' BUFFER

OPEN SPACE

PARALLEL PARKING

9 PARKING SPACES

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OLD ZION RD. PRELIMINARY PUD MASTERPLAN

FOR

ENCOMPASS LAND GROUP, LLC.

COLUMBIA, TENNESSEE

Scale: 1"=100'

Date: 3/15/23

Approved By: TF

Revisions:

Drawing Title:

SITE PLAN ENLARGEMENT

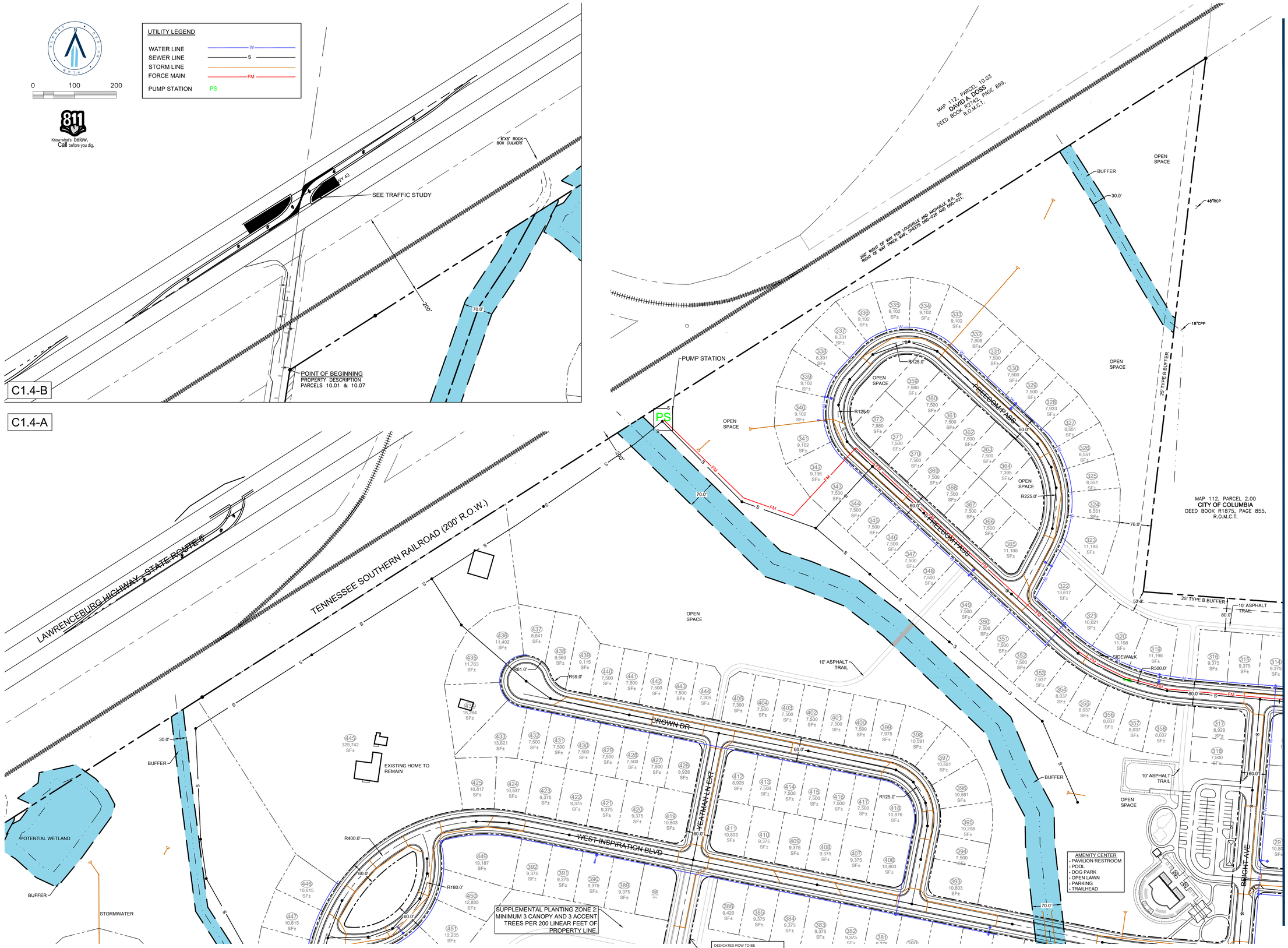
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Project No.

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RaganSmith

Nashville - Murfreesboro - Chattanooga
ragansmith.com

OLD ZION RD. PRELIMINARY PUD MASTERPLAN

FOR

ENCOMPASS LAND GROUP, LLC.

COLUMBIA, TENNESSEE

Scale: 1"=100'

Date: 3/15/23

Approved By: TF

Revisions:

Drawing Title:

SITE PLAN ENLARGEMENT

Drawing No.

C1.4

Project No.

21-0244

D:\21-0244_CIVIL ENGINEERING\C-0844_BASE.DWG
PLOTTED BY TYLOR FISCHER ON 3/15/2023 2:13 PM
LAST UPDATED BY GWESLEY ON 3/8/2023 11:49 AM

POINT OF BEGINNING
PROPERTY DESCRIPTION
PARCELS 10.01 & 10.07

PARCEL 28.05
OUTHERN
AD CO, INC.
OOK R1935,
AGE 353,
O.M.C.T.

OLD ZION RD

PROPOSED ROW
EX ROW

BOUNDARY LINE

BUFFER

OPEN SPACE

SEE TRAFFIC STUDY

11'X7.4' BOX CULVERT

11'X7' BOX CULVERT

SEE TRAFFIC STUDY

TERMINATE SIDEWALK AT STREAM CROSSING

NO SIDEWALK ON OPPOSITE SIDE

EX ROW
PROPOSED ROW

LOT 493 AND 485 DRIVEWAY ACCESS TO BE FROM INTERNAL NEIGHBORHOOD ROAD

BUFFER

OPEN SPACE

ZINGER CT

WEST INSPIRATION DRIVE

BLACKHORSE DR

ALLEY "C" (20')

THIS WAY

THAT WAY

TRAVELER'S RUN

10' PAVED TRAIL

DEDICATED ROW TO BE CONSTRUCTED AT LATER DATE (60' PUBLIC)

UTILITIES TO BE INSTALLED AT TIME OF ROAD CONSTRUCTION

25' TYPE B BUFFER

280.0'

201.1'

ASHWOOD MANOR
PLAT BOOK 8, PAGE 90,
R.O.M.C.T.

ASHWOOD MANOR
(COUNTY)

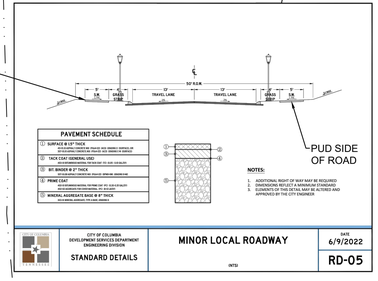
SUPPLEMENTAL PLANTING ZONE 2 MINIMUM 3 CANOPY AND 3 ACCENT TREES PER 200 LINEAR FEET OF PROPERTY LINE.

TERMINATE SIDEWALK AT EXISTING ROW

MAP 112, PARCEL 13.01
DWIGHT YORK, ETUX.
DEED BOOK 1349, PAGE 527,
R.O.M.C.T.

MAP 112,
PARCEL 13.05
SUSAN HUBBELL, ETVIR.
DEED BOOK R2276,
PAGE 1254

MAP 112,
PARCEL 13.01



UTILITY LEGEND

WATER LINE	W
SEWER LINE	S
STORM LINE	
FORCE MAIN	FM
PUMP STATION	PS

811 Know what's below. Call before you dig.

0 100 200

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OLD ZION RD. PRELIMINARY PUD MASTERPLAN

FOR

ENCOMPASS LAND GROUP, LLC.

COLUMBIA, TENNESSEE

Scale: 1"=100'

Date: 3/15/23

Approved By: TF

Revisions:

Drawing Title:

SITE PLAN ENLARGEMENT

Drawing No.

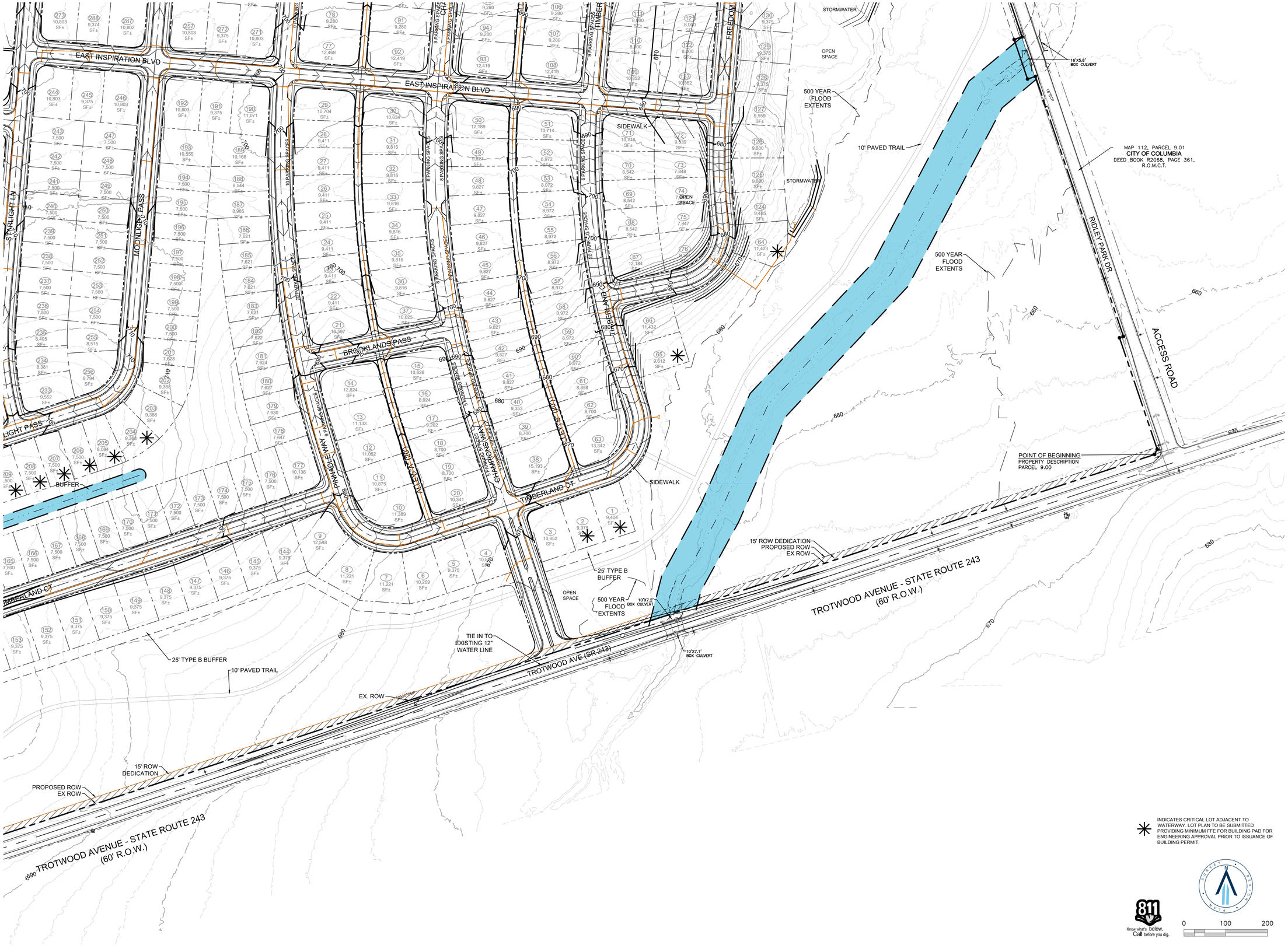
C1.5

Project No.

21-0244

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PLOTTED BY TYLOR FISCHER ON 3/17/2023 2:15 PM

LAST UPDATED BY GMEDLEY ON 3/8/2023 11:48 AM



INDICATES CRITICAL LOT ADJACENT TO WATERWAY. LOT PLAN TO BE SUBMITTED PROVIDING MINIMUM FFE FOR BUILDING PAD FOR ENGINEERING APPROVAL PRIOR TO ISSUANCE OF BUILDING PERMIT.

Know what's below. Call before you dig.

0 100 200

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OLD ZION RD. PRELIMINARY PUD MASTERPLAN

FOR

ENCOMPASS LAND GROUP, LLC.

COLUMBIA, TENNESSEE

Scale: 1"=100'

Date: 3/15/23

Approved By: TF

Revisions:

Drawing Title:

GRADING PLAN

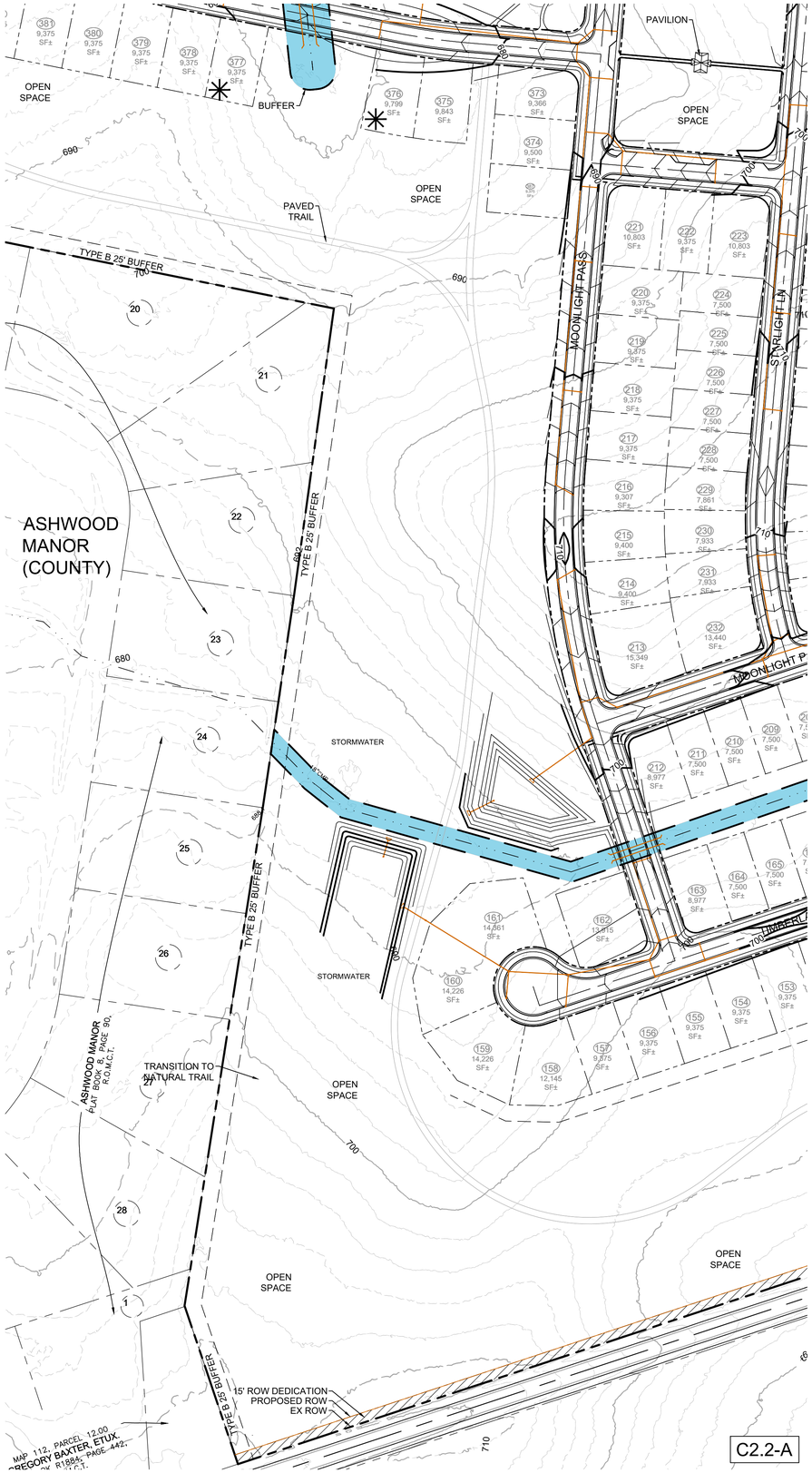
Drawing No.

C2.1

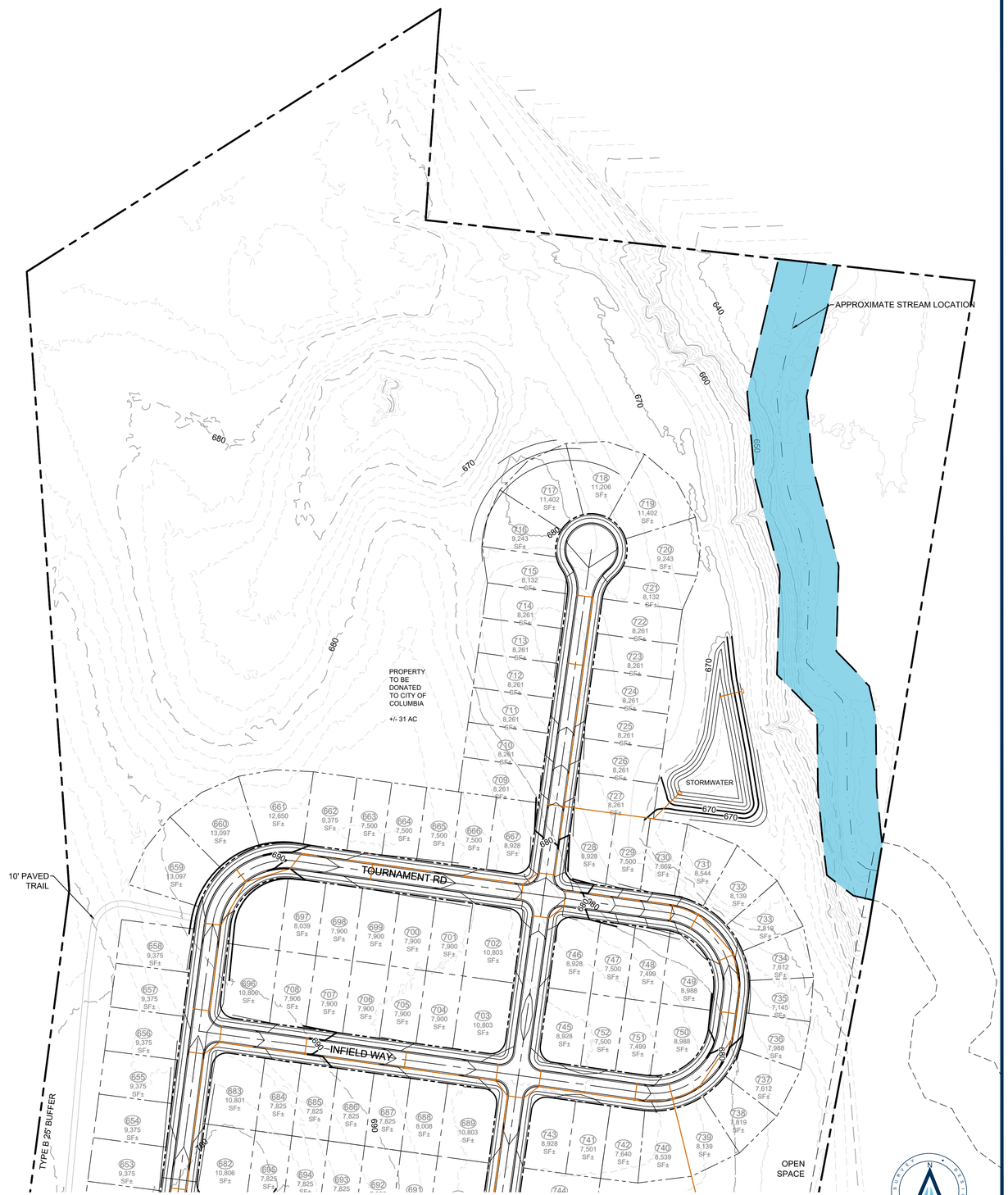
Project No.

21-0244

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PLOTTED BY TYLOR FISCHER ON 3/17/2023 2:15 PM
LAST UPDATED BY GMEDLEY ON 3/8/2023 11:48 AM



C2.2-A



C2.2-B

✳ INDICATES CRITICAL LOT ADJACENT TO WATERWAY, LOT PLAN TO BE SUBMITTED PROVIDING MINIMUM FFE FOR BUILDING PAD FOR ENGINEERING APPROVAL PRIOR TO ISSUANCE OF BUILDING PERMIT.

811 Know what's below. Call before you dig.

0 100 200

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OLD ZION RD. PRELIMINARY PUD MASTERPLAN

FOR

ENCOMPASS LAND GROUP, LLC.

COLUMBIA, TENNESSEE

Scale: 1"=100'

Date: 3/15/23

Approved By: TF

Revisions:

Drawing Title:

GRADING PLAN

Drawing No.

C2.2

Project No.

21-0244

G:\21-0244_CIVIL ENGINEERING\21-0244_BASE.DWG
PLOTTED BY TYLOR FISCHER ON 3/13/2023 2:19 PM
LAST UPDATED BY GMEULEY ON 3/9/2023 11:48 AM

811 Know what's below. Call before you dig.

0 100 200

INDICATES CRITICAL LOT ADJACENT TO WATERWAY. LOT PLAN TO BE SUBMITTED PROVIDING MINIMUM FFE FOR BUILDING PAD FOR ENGINEERING APPROVAL PRIOR TO ISSUANCE OF BUILDING PERMIT.

RIDLEY PARK

TOURNAMENT RD

INFIELD WAY

TOURNAMENT RD

HOMERUN DR

GRAND SLAM RL

TOURNAMENT RD

TYPE B 25' BUFFER

OPEN SPACE

STORMWATER

STORMWATER

ALLEY "B" (20')

ACCESS ROAD

RIDLEY PARK DR

MAP 112, PARCEL 2.08
CITY OF COLUMBIA
DEED BOOK R2068, PAGE 364,
R.O.M.C.T.

OPEN SPACE

STORMWATER

TYPE A 15' BUFFER

ACCESS ROAD

TYPE B 25' BUFFER

10' PAVED TRAIL

TYPE B 25' BUFFER

10' PAVED TRAIL

TYPE B 25' BUFFER

FREEDOM PASS

FREEDOM PASS

SIDEWALK

SOLAR LN

SUNSHINE DR

PINNACLE WAY

ALLEY "A" (20')

CHAMPIONS WAY

ALLEY "B" (20')

TIMBERLAND CT

FREEDOM PASS

9 PARKING SPACES

9 PARKING SPACES

9 PARKING SPACES

9 PARKING SPACES

9 PARKING SPACES

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OLD ZION RD. PRELIMINARY PUD MASTERPLAN

FOR

ENCOMPASS LAND GROUP, LLC.

COLUMBIA, TENNESSEE

Scale:	1"=100'
Date:	3/15/23
Approved By:	TF
Revisions:	

Drawing Title:

GRADING PLAN

Drawing No.

C2.3

Project No.

21-0244

D:\2-REMOTE CIVIL ENGINEERING\21-0244_BASE.DWG
PLOTTED BY TYLOR FISCHER ON 3/31/2023 2:16 PM

LAST UPDATED BY GMEDLEY ON 3/29/2023 11:49 AM

INDICATES CRITICAL LOT ADJACENT TO WATERWAY. LOT PLAN TO BE SUBMITTED PROVIDING MINIMUM FFE FOR BUILDING PAD FOR ENGINEERING APPROVAL PRIOR TO ISSUANCE OF BUILDING PERMIT.

0 100 200

811 Know what's below. Call before you dig.

C2.4-B

C2.4-A

6'X5' ROCK BOX CULVERT

POINT OF BEGINNING
PROPERTY DESCRIPTION
PARCELS 10.01 & 10.07

200'

LAWRENCEBURG HIGHWAY - STATE ROUTE 6

TENNESSEE SOUTHERN RAILROAD (200' R.O.W.)

MAP 112, PARCEL 10.03
DAVID A. DOSS
DEED BOOK R2742, PAGE 899,
R.O.M.C.T.

200' RIGHT OF WAY PER LOUISVILLE AND NASHVILLE R.R. CO. RIGHT OF WAY TRACK MAP, SHEETS DR-0128 AND DR-0121

MAP 112, PARCEL 2.00
CITY OF COLUMBIA
DEED BOOK R1875, PAGE 855,
R.O.M.C.T.

EXISTING HOME TO REMAIN

POTENTIAL WETLAND

OPEN SPACE

BUFFER

STORMWATER

NATURAL TRAIL

FREEDOM PASS

CROWN DR

YEATMAN DR EXT

WEST INSPIRATION BLVD

BRIGHT AVE

48"RCP

18"CPP

25' TYPE B BUFFER

10' ASPHALT TRAIL

SIDEWALK

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OLD ZION RD. PRELIMINARY PUD MASTERPLAN

FOR

ENCOMPASS LAND GROUP, LLC.

COLUMBIA, TENNESSEE

Scale:	1"=100'
Date:	3/15/23
Approved By:	TF
Revisions:	

Drawing Title:

GRADING PLAN

Drawing No.

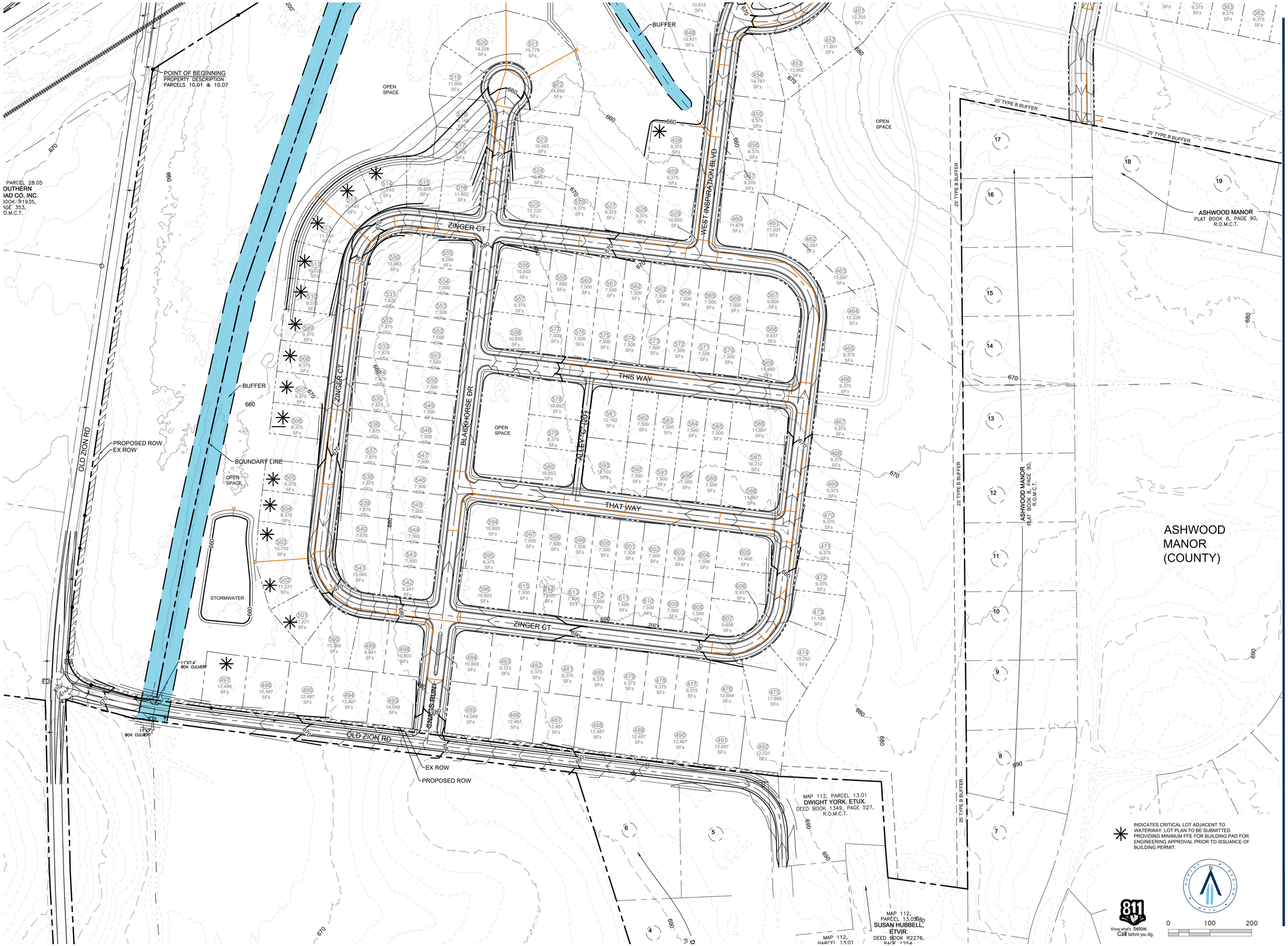
C2.4

Project No.

21-0244

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OLD ZION RD. PRELIMINARY PUD MASTERPLAN

FOR

ENCOMPASS LAND GROUP, LLC.

COLUMBIA, TENNESSEE

Scale:	1"=100'
Date:	3/15/23
Approved By:	TF
Revisions:	

Drawing Title:

GRADING PLAN

Drawing No.

C2.5

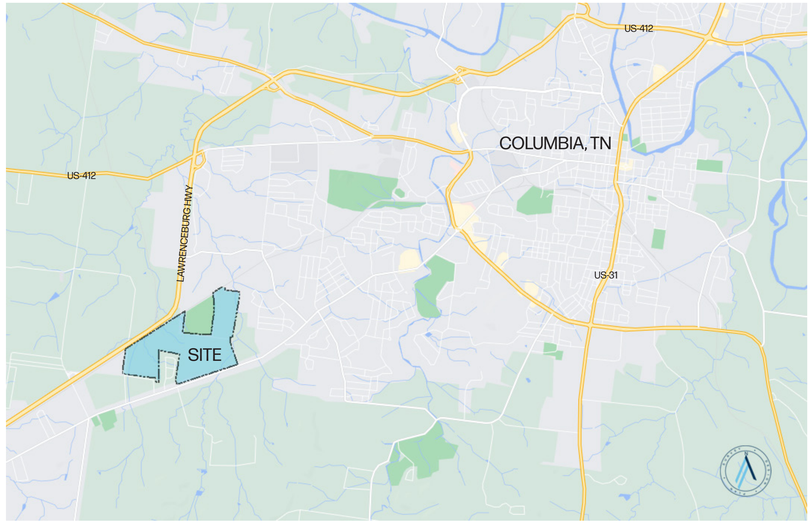
Project No.

21-0244

LAST UPDATED BY GMEDLEY ON: 9/26/2023 11:48 AM

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PLOTTED BY TYLOR FISCHER ON: 9/13/2023 2:17 PM







EXISTING HOME TO REMAIN

PRELIMINARY PUD PLANS
FOR
OLD ZION ROAD
FOR
ENCOMPASS LAND GROUP

DRAWING TITLE:
COVER SHEET

DRAWING NUMBER:
CVR

RaganSmith

CITY OF COLUMBIA, TN | MAURY COUNTY
21-0244 | 01/26/2022

CONTACTS

OWNER/ DEVELOPER
ANDREW ETHRIDGE, VICE PRESIDENT
Willow Branch Homes
1718 General George Patton Dr.
Brentwood, TN, 37027
(615) 499-9887
aethridge@elg-tn.com

CIVIL ENGINEERING
MARK MERRILL
RaganSmith
315 Woodland St
Nashville, TN 31206
(615) 244-8591
mmerrill@ragansmith.com

TRANSPORTATION ENGINEERING
BRANDON BAXTER, P.E.
RaganSmith
315 Woodland St
Nashville, TN 37206
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LAND PLANNING
JAY EASTER
RaganSmith
315 Woodland St
Nashville, TN 37206
(615) 244-8591
jeaster@ragansmith.com

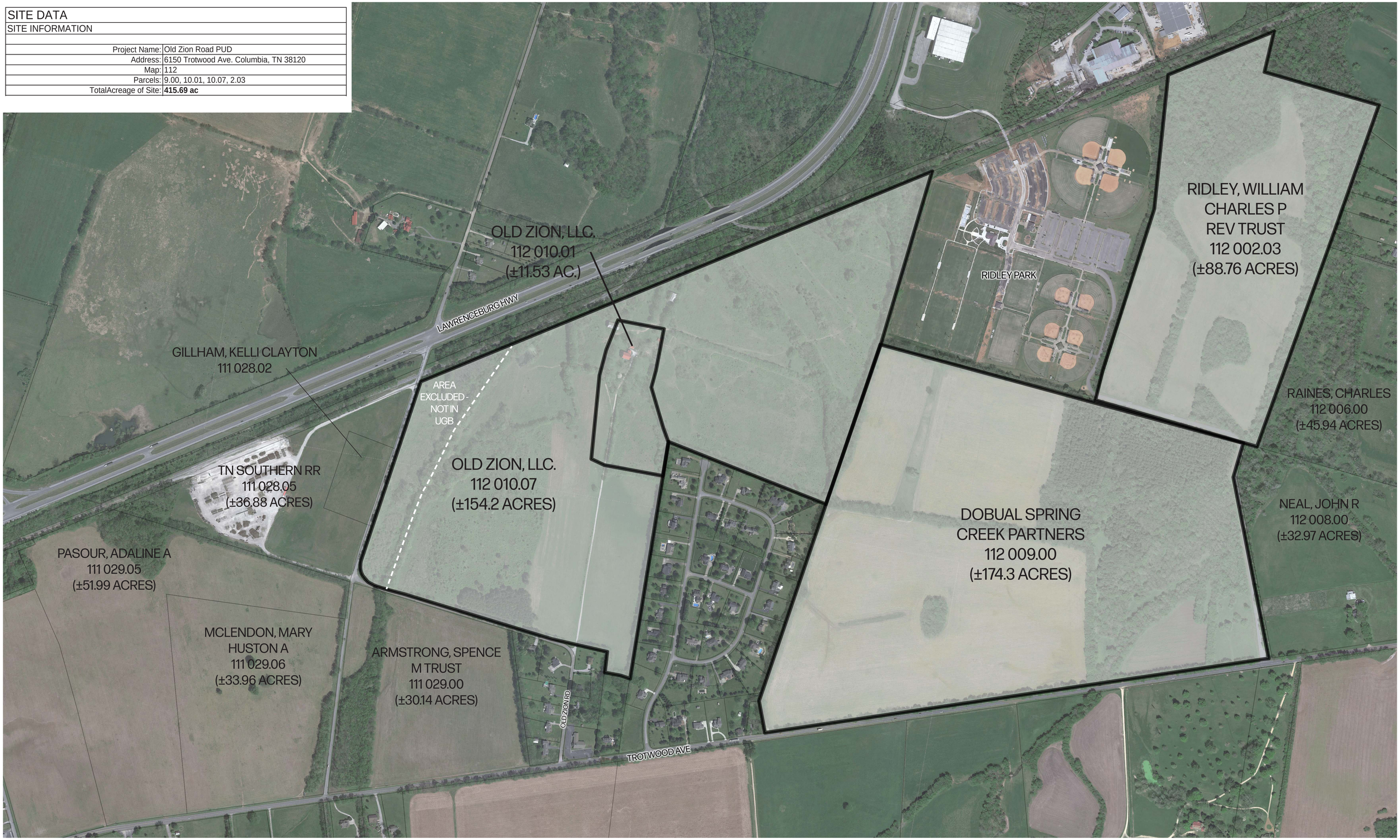
INDEX OF SHEETS

SHEET	DESCRIPTION
CVR	COVER SHEET
EXHIBITS	
1.0	PARCELS
2.0	LOCATION MAP
3.0	ANNEXATION EXHIBIT
4.0	LAND USE
5.0	REZONING EXHIBIT
6.0	OVERALL MASTERPLAN
7.0	OPEN SPACE AND PEDESTRIAN PLAN
8.0	OPEN SPACE - AMENITY PLAN A
9.0	OPEN SPACE - AMENITY PLAN B
10.0	BUFFER PLAN
11.0	LOT TYPICALS AND SETBACKS
12.0	TYPICAL ROADWAY CROSS-SECTIONS
13.0	MASTERPLAN ENLARGEMENT
14.0	MASTERPLAN ENLARGEMENT
15.0	MASTERPLAN ENLARGEMENT
16.0	MASTERPLAN ENLARGEMENT
17.0	MASTERPLAN ENLARGEMENT
ARCHITECTURAL IMAGERY & EXHIBITS	
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A2	ARCHITECTURAL IMAGERY - SINGLE FAMILY
A3	STREETSCAPE CHARACTER - 60' LOTS
A4	STREETSCAPE CHARACTER - 75' LOTS
E1	SPORTS LIGHTING PHOTOMETRIC IMPACT
SITE PLANS	
C0.0	EXISTING CONDITIONS
C1.0	OVERALL SITE PLAN
C1.1	SITE PLAN ENLARGEMENT
C1.2	SITE PLAN ENLARGEMENT
C1.3	SITE PLAN ENLARGEMENT
C1.4	SITE PLAN ENLARGEMENT
C1.5	SITE PLAN ENLARGEMENT
C2.1	GRADING PLAN
C2.2	GRADING PLAN
C2.3	GRADING PLAN
C2.4	GRADING PLAN

SITE DATA	
SITE INFORMATION	
Project Name:	Old Zion Road PUD
Address:	6150 Trotwood Ave. Columbia, TN 38120
Map:	112
Parcels:	9.00, 10.01, 10.07, 2.03
TotalAcreage of Site:	**415.69 ac**
(total) Internal Right of Way Dedication:	55.98 ac
(total) Adjusted Site Acreage:	359.71 ac
(total) Area Within Lots	170.23 ac
Dedicated Open Space:	189.48 ac (+/- 45% of total site area)
Gross Density:	**1.84 D.U./ AC**
REGULATIONS	
Current Zoning:	A2 (Maury County)
Proposed Zoning:	PUD-R (RS6 base)
Unit Counts:	
Single Family Lots:	± 765 (one existing)

NOTE:
ALL CONNECTIONS TO EXISTING COUNTY ROADS AND ROW ARE SUBJECT TO THE APPLICABLE PERMITS, FEES, APPROVALS, AND STANDARDS/ SPECIFICATIONS SET FORTH BY THE MAURY COUNTY HIGHWAY DEPARTMENT

SITE DATA	
SITE INFORMATION	
Project Name:	Old Zion Road PUD
Address:	6150 Trotwood Ave. Columbia, TN 38120
Map:	112
Parcels:	9.00, 10.01, 10.07, 2.03
TotalAcreage of Site:	**415.69 ac**



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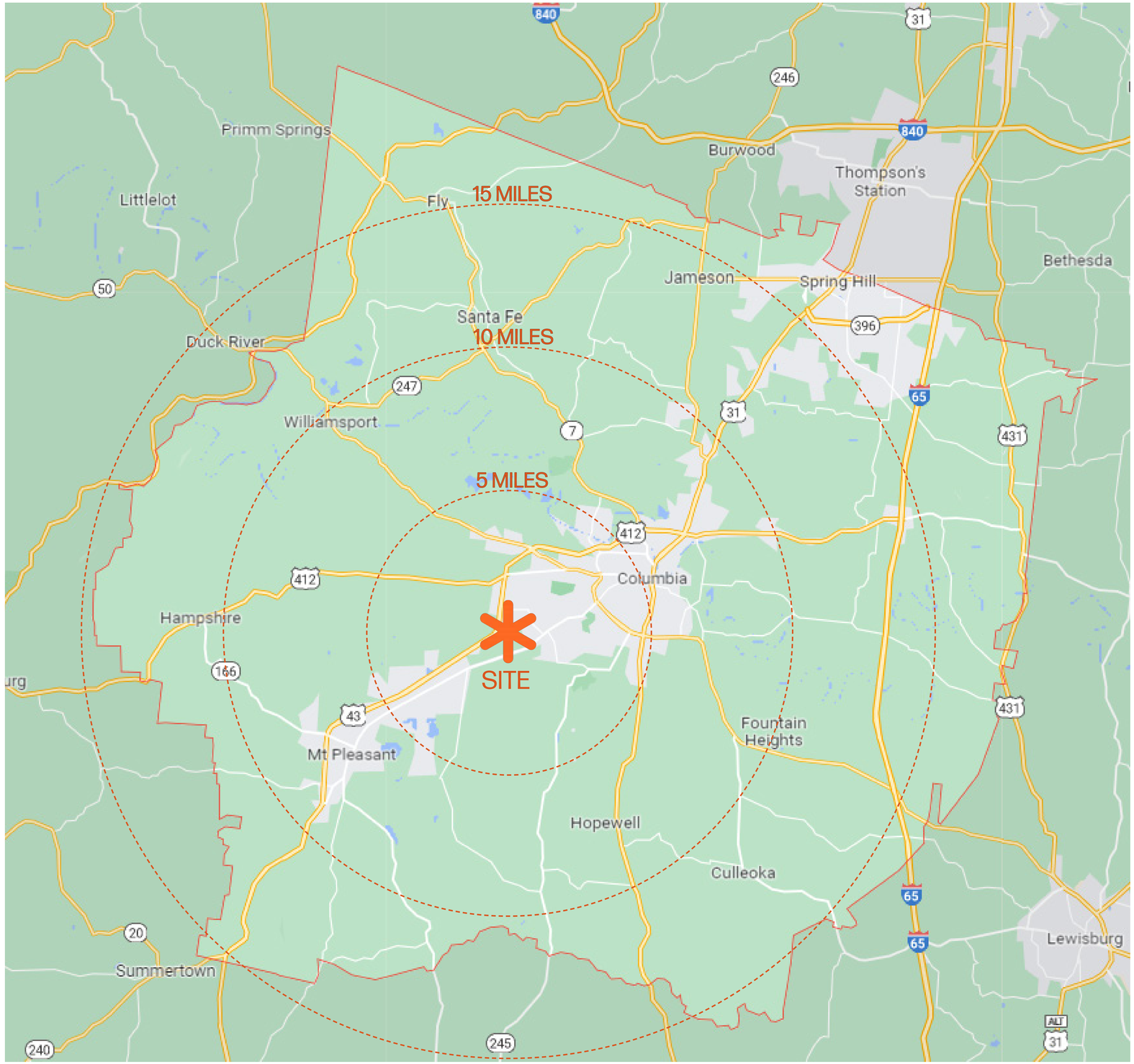
OLD ZION ROAD
PRELIMINARY PUD MASTERPLAN

DRAWING TITLE: PARCELS

DRAWING NUMBER: 1.0

0 600 1200

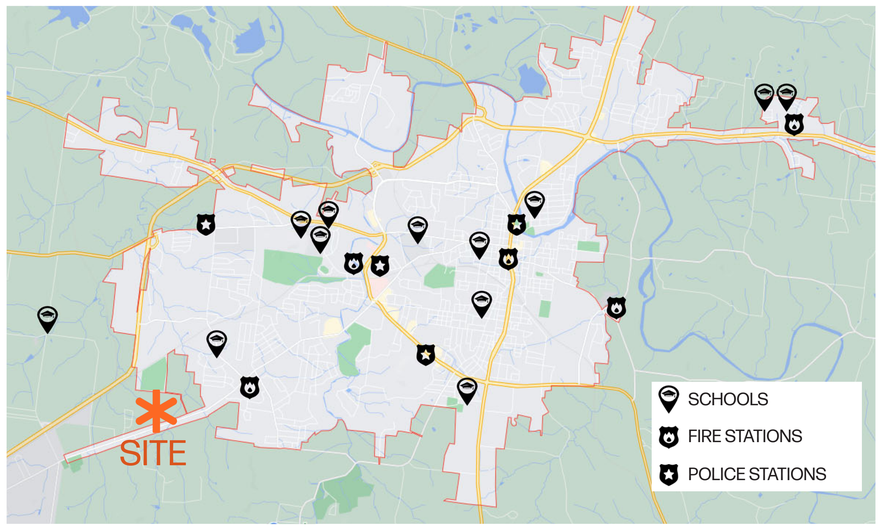
SCALE = 1"=300'



MILEAGE TO SURROUNDING MUNICIPALITIES

COLUMBIA …	6	MILES
MOUNT PLEASANT …	7.5	MILES
SPRING HILL …	21	MILES
LEWISBURG …	25	MILES
THOMPSON'S STATION …	32.5	MILES
FRANKLIN …	40	MILES
BRENTWOOD …	47	MILES
NASHVILLE …	56	MILES

The Old Zion PUD site sits at the south-eastern extent of the City of Columbia, adjacent to Ridley Sports Complex. This site is a half way point between downtown Columbia and downtown Mount Pleasant. As such, the residents would have easy commutes to work in either municipality. This area is within a few miles of multiple City of Columbia schools as well as two fire stations that would serve the residents. Columbia city square is only a 10 minute drive away. Columbia's population continues to grow as families decide to move farther from large cities such as Nashville or Knoxville with an increased opportunity to work from home. Columbia is currently growing over 2% per year, and is on pace to have more than ten thousand new residents by the time all phases of this development are completed. This development will have the capacity to house up to a quarter of those new residents and provides a diversity of products that can meet the needs of a wider range of individuals. Due to the growth of the County and the new jobs being created in the area by employers such as GM and Maury Regional Medical Center, paired with the planned widening of Trotwood Avenue to increase its capacity as a major arterial road through the City, the homes located within this site will be much needed and appreciated by future City residents. In addition, the site has been designed to improve the circulation to Ridley Park by offering a direct route with a traffic light. This will help all residents and visitors to the City that visit the Sports Complex for games, tournaments, or weekend leisure to have a safer and more efficient experience.



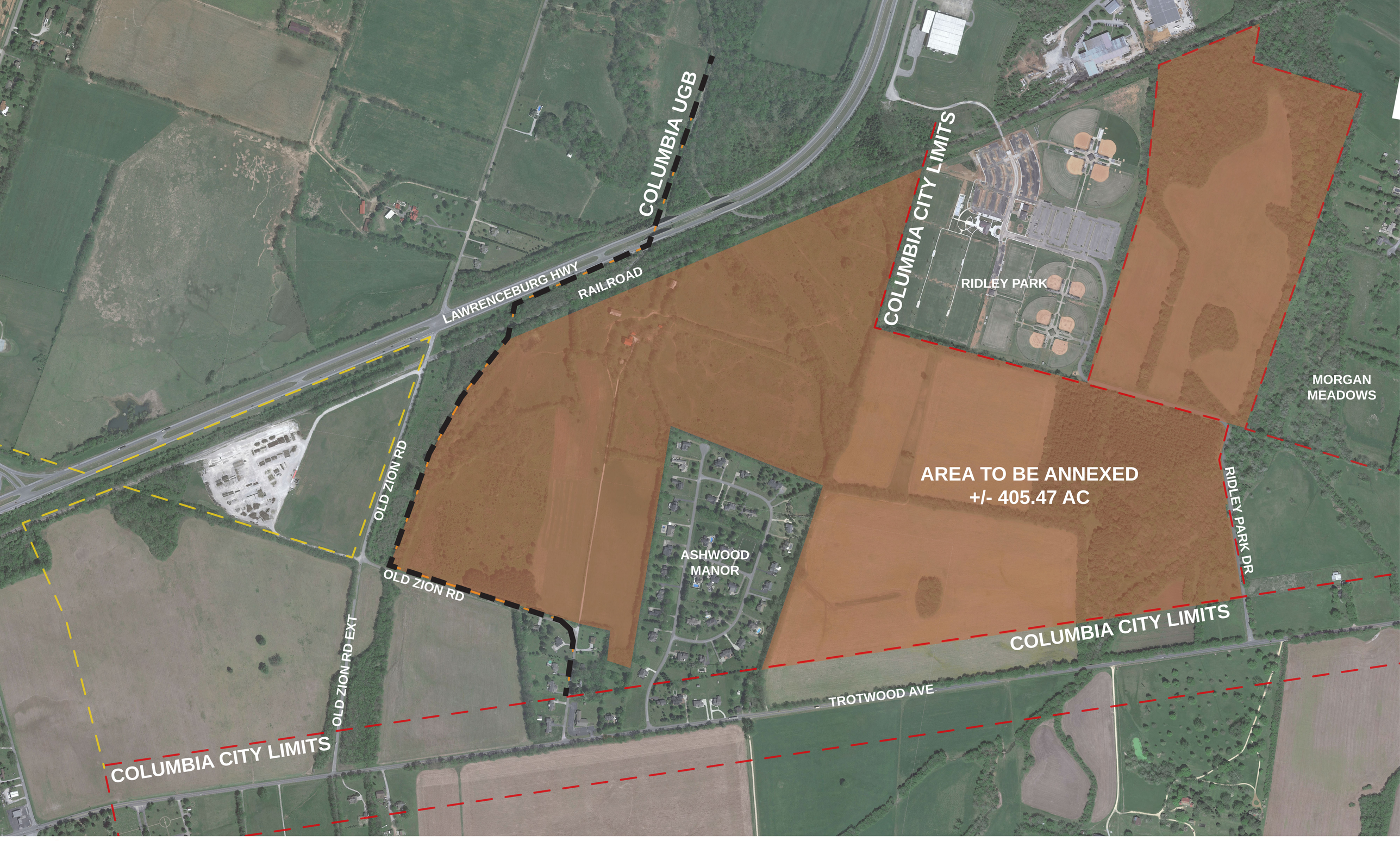
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OLD ZION ROAD
PRELIMINARY PUD MASTERPLAN

DRAWING TITLE: LOCATION MAP

DRAWING NUMBER: 2.0

NOT TO SCALE



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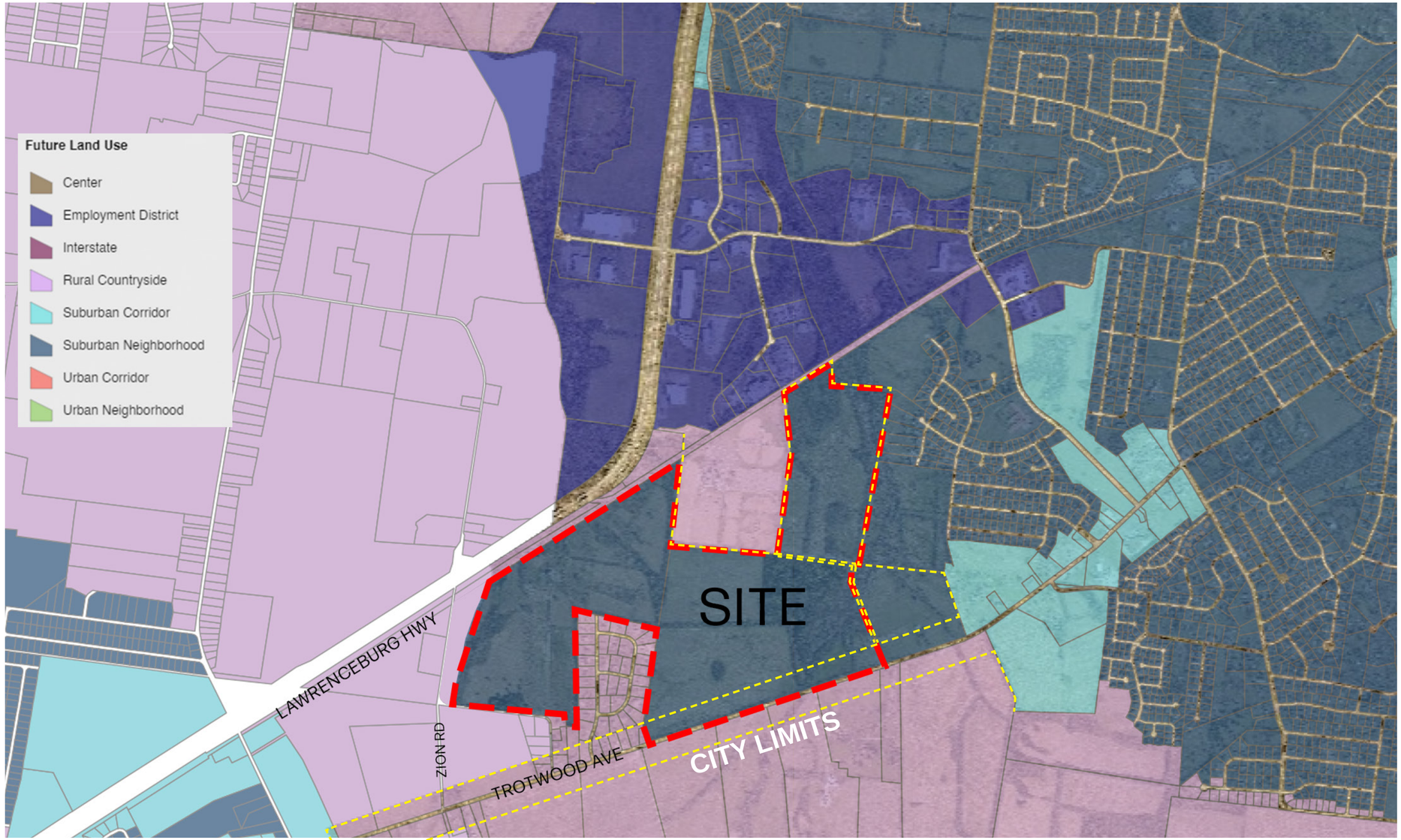
OLD ZION ROAD
PRELIMINARY PUD MASTERPLAN

DRAWING TITLE: ANNEXATION

DRAWING NUMBER: 3.0

0 600 1200

SCALE = 1"=300'



FUTURE LAND USE, CURRENT:
SUBURBAN NEIGHBORHOOD

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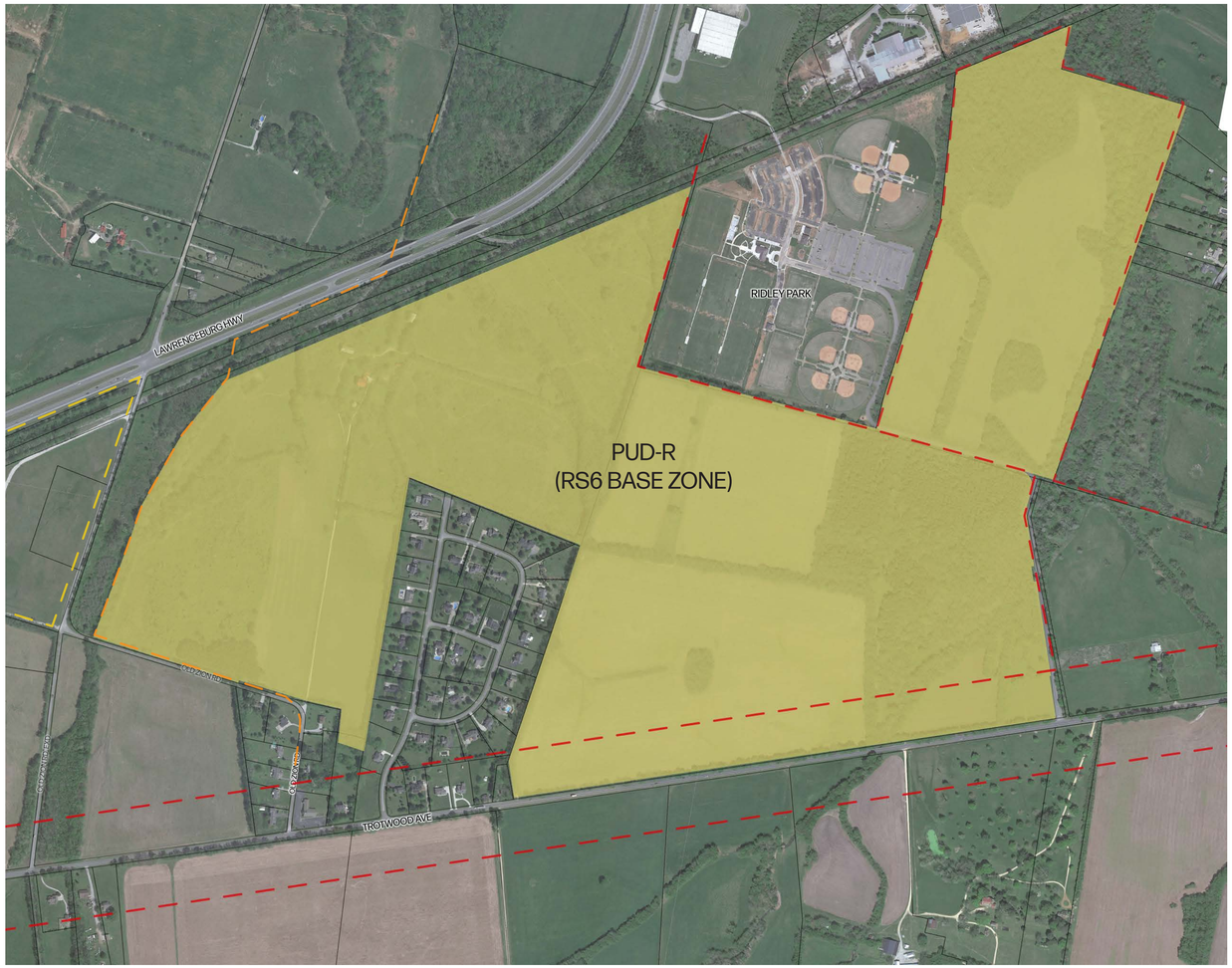
OLD ZION ROAD
PRELIMINARY PUD MASTERPLAN

DRAWING TITLE: LAND USE

DRAWING NUMBER: 4.0



EXISTING ZONING (PRE JULY 14, 2022)



PROPOSED ZONING

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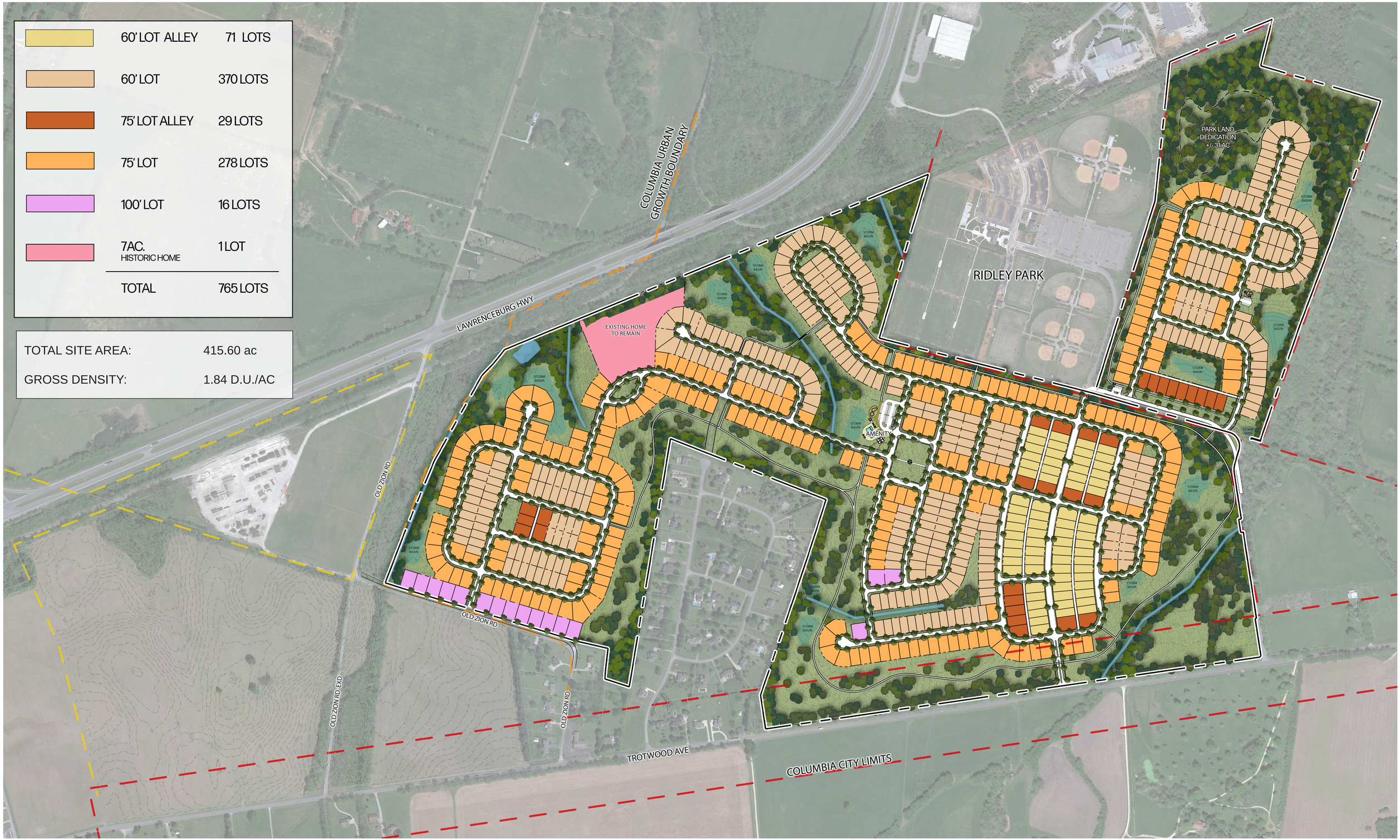
OLD ZION ROAD
PRELIMINARY PUD MASTERPLAN

DRAWING TITLE: REZONING EXHIBIT

DRAWING NUMBER: 5.0

	60' LOT ALLEY	71 LOTS
	60' LOT	370 LOTS
	75' LOT ALLEY	29 LOTS
	75' LOT	278 LOTS
	100' LOT	16 LOTS
	7AC. HISTORIC HOME	1 LOT
	TOTAL	765 LOTS

TOTAL SITE AREA:	415.60 ac
GROSS DENSITY:	1.84 D.U./AC



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OLD ZION ROAD
PRELIMINARY PUD MASTERPLAN

DRAWING TITLE: OVERALL MASTERPLAN

DRAWING NUMBER: 6.0

0 600 1200

SCALE = 1"=300'

OPEN SPACE PROVIDED: 189.48 ACRES
(+/- 45% OF SITE)

SIDEWALK

WALKING TRAIL
+/- 3.0 MILES PAVED

TRAIL CONNECTION

RIDLEY PARK CONNECTION



RaganSmith

OLD ZION ROAD
PRELIMINARY PUD MASTERPLAN

DRAWING TITLE: OPEN SPACE AND PEDESTRIAN CIRCULATION PLAN

DRAWING NUMBER: 7.0

0 600 1200
SCALE = 1"=300'

CBU PARKING CALCULATIONS - MAIL KIOSK "A"

REQUIREMENT:
2 SPACES FOR FIRST 25 MAILBOXES + 1 SPACE FOR EVERY ADDITIONAL 25 MAILBOXES

MAILBOXES: 615
FIRST 25 MAILBOXES - 2 SPACES
590 REMAINING MAILBOXES/ 25 = 24

TOTAL REQUIRED: 286SPACES
PROVIDED: 49 SPACES MIN (SHARED WITH AMENITY)

AMENITY BREAKDOWN

PAVILION & RESTROOM:	+/- 1500 SF
POOL:	+/- 3500 SF WET AREA
PLAYGROUNDS:	+/- 4000 SF
DOG PARK:	+/- 8000 SF

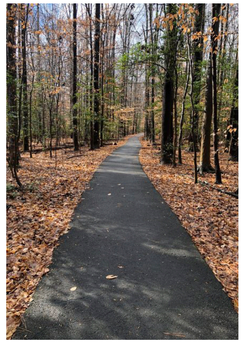
NOTE: AMENITY DRAWINGS ARE CONCEPTUAL AND SUBJECT TO MODIFICATION DURING DEVELOPMENT OF FINAL PUD PLANS. AMENITIES SHOWN WILL BE OF EQUAL OR GREATER SIZE AND QUALITY TO WHAT IS SHOWN.



POOL



PAVILION/ RESTROOM



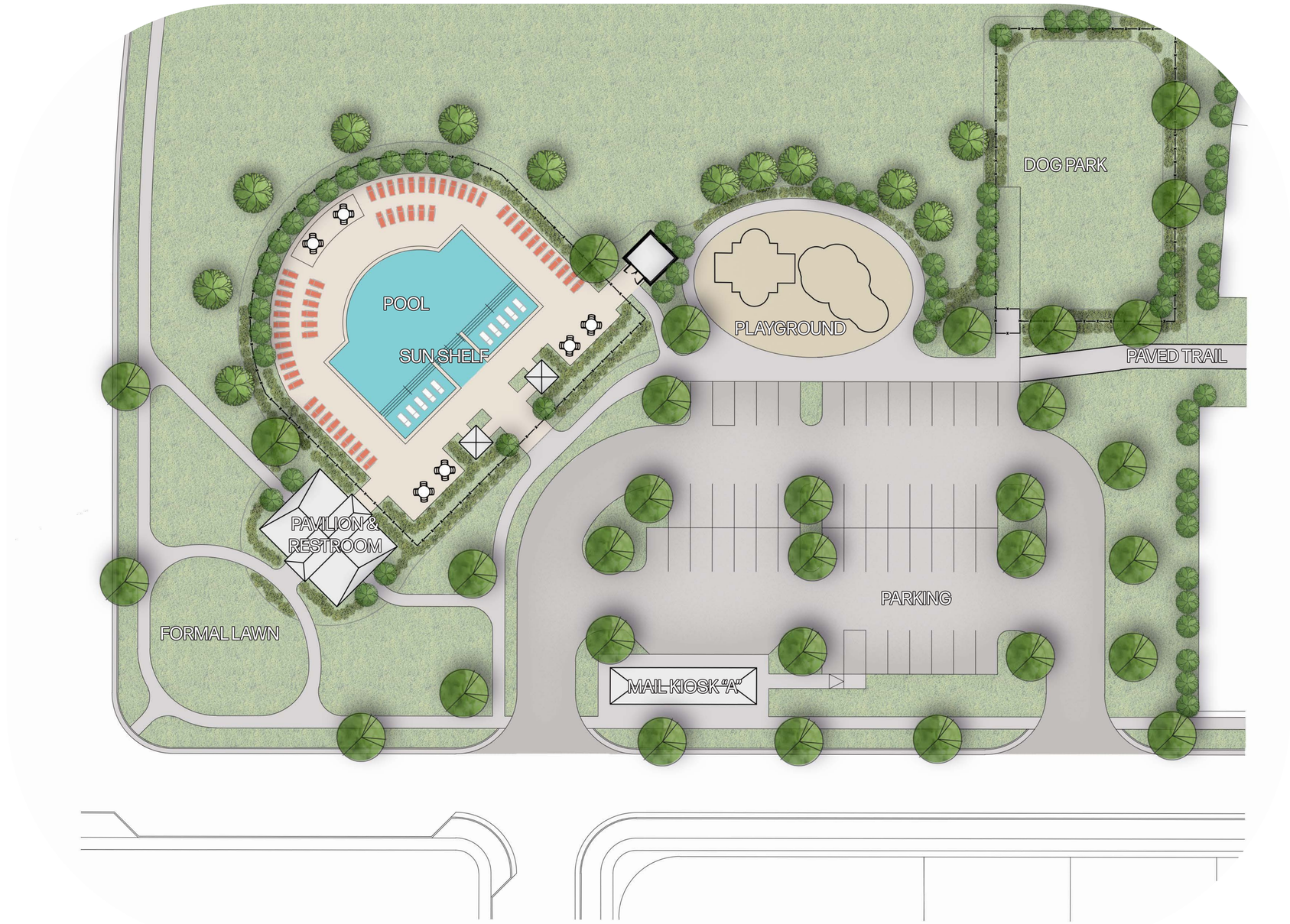
PAVED TRAIL



DOG PARK



PLAYGROUND



RaganSmith

OLD ZION ROAD
PRELIMINARY PUD MASTERPLAN

DRAWING TITLE: OPEN SPACE - AMENITY PLAN A

DRAWING NUMBER: 8.0

NOT TO SCALE

CBU PARKING CALCULATIONS - MAIL KIOSK "B"

REQUIREMENT:
2 SPACES FOR FIRST 25 MAILBOXES + 1 SPACE FOR EVERY ADDITIONAL 25 MAILBOXES

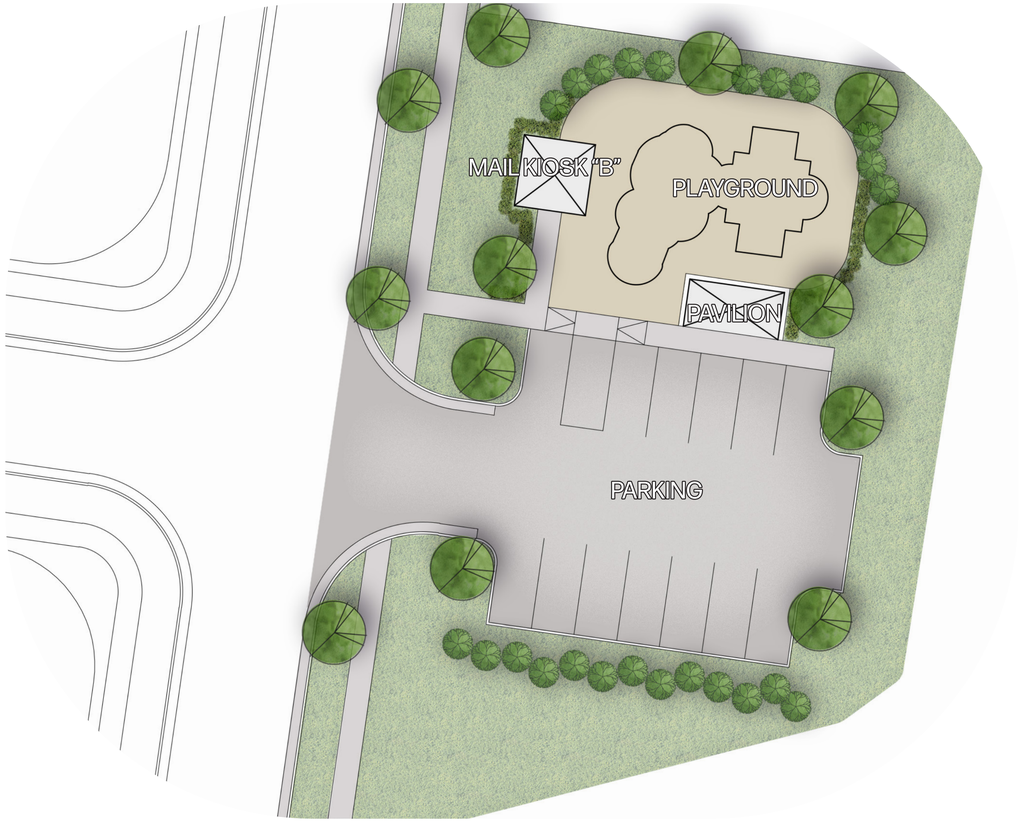
MAILBOXES: 150
FIRST 25 MAILBOXES - 2 SPACES
123 REMAINING MAILBOXES/ 25 = 5

TOTAL REQUIRED: 7 SPACES
PROVIDED: 13 SPACES MIN (SHARED WITH AMENITY)

AMENITY BREAKDOWN

PAVILION & RESTROOM:	+/- 200 SF
MAIL PAVILION:	+/- 225 SF MIN
PLAYGROUND:	+/- 2500 SF

NOTE: AMENITY DRAWINGS ARE CONCEPTUAL AND SUBJECT TO MODIFICATION DURING DEVELOPMENT OF FINAL PUD PLANS. AMENITIES SHOWN WILL BE OF EQUAL OR GREATER SIZE AND QUALITY TO WHAT IS SHOWN.





PAVILIONS



PLAYGROUND

RaganSmith

OLD ZION ROAD
PRELIMINARY PUD MASTERPLAN

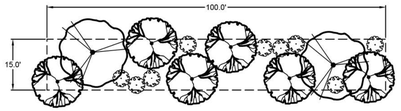
DRAWING TITLE: OPEN SPACE - AMENITY PLAN B

DRAWING NUMBER: 9.0

NOT TO SCALE

NOTES:

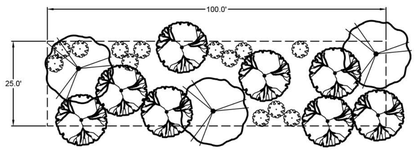
1. ALL BUFFERS SHALL MEET THE REQUIREMENTS OUTLINED IN SECTION 11 OF THE ZONING ORDINANCE INCLUDING TABLES 11.2.7A AND 11.2.7B.
2. ALL BUFFER YARDS TO BE MAINTAINED BY HOA.
3. PROPOSED PLANTS SHALL BE RELOCATED AS NECESSARY TO AVOID PLANTING WITHIN EXISTING DRIPLINE



TYPE A BUFFER
0.4 OPACITY
15' DEEP
2 CANOPY TREES, 6 ACCENT TREES, & 9 SHRUBS
(TYPICAL PER 100 LINEAR FEET)



TYPE "A" BUFFER EXAMPLE



TYPE B BUFFER
0.6 OPACITY
25' DEEP
3 CANOPY TREES, 8 ACCENT TREES, & 13 SHRUBS
(TYPICAL PER 100 LINEAR FEET)



TYPE "B" BUFFER EXAMPLE



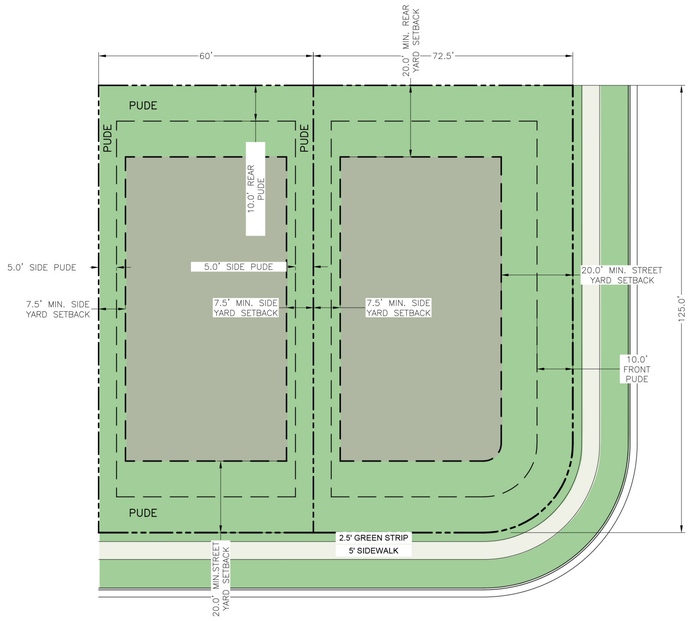
RaganSmith

OLD ZION ROAD
PRELIMINARY PUD MASTERPLAN

DRAWING TITLE: BUFFER PLAN

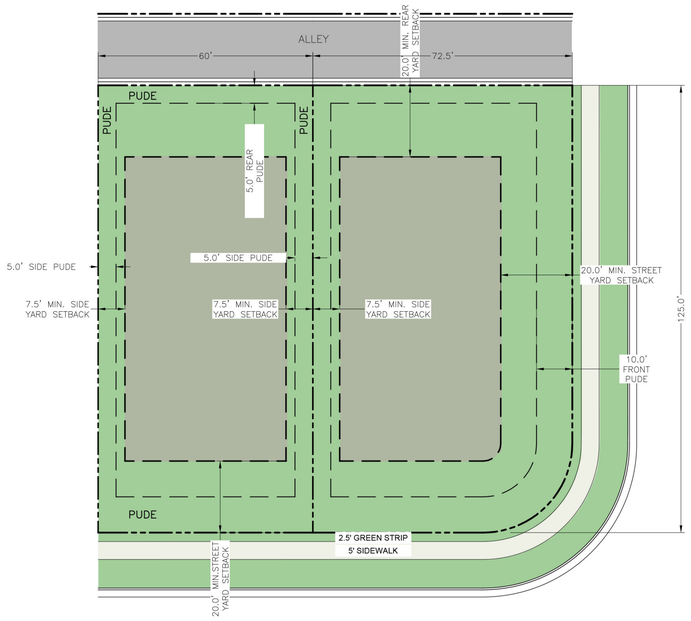
DRAWING NUMBER: 10.0

0 600 1200
SCALE = 1"=300'



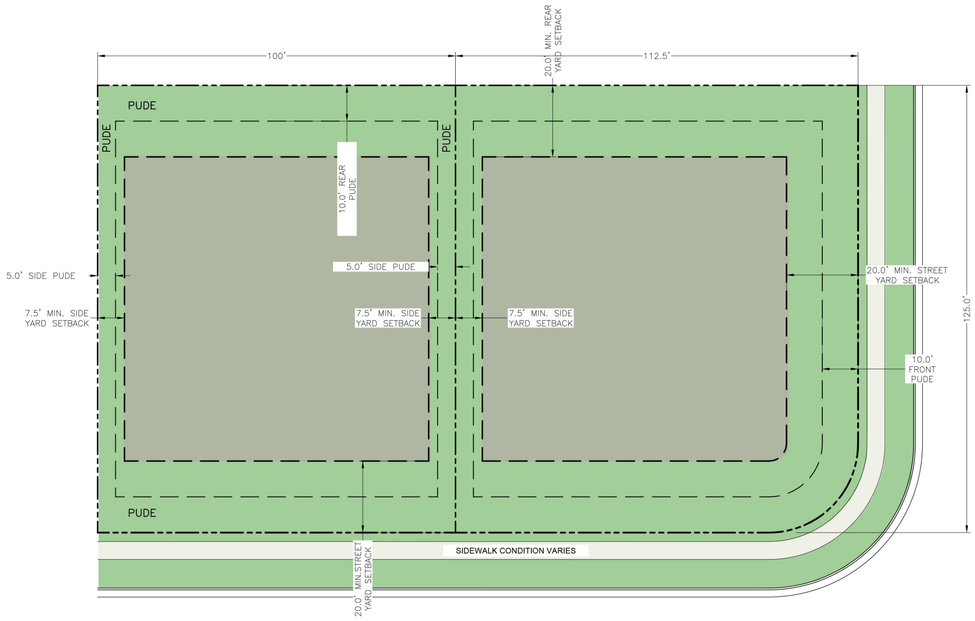
TYPICAL 60' LOT

TYPICAL 60' CORNER LOT



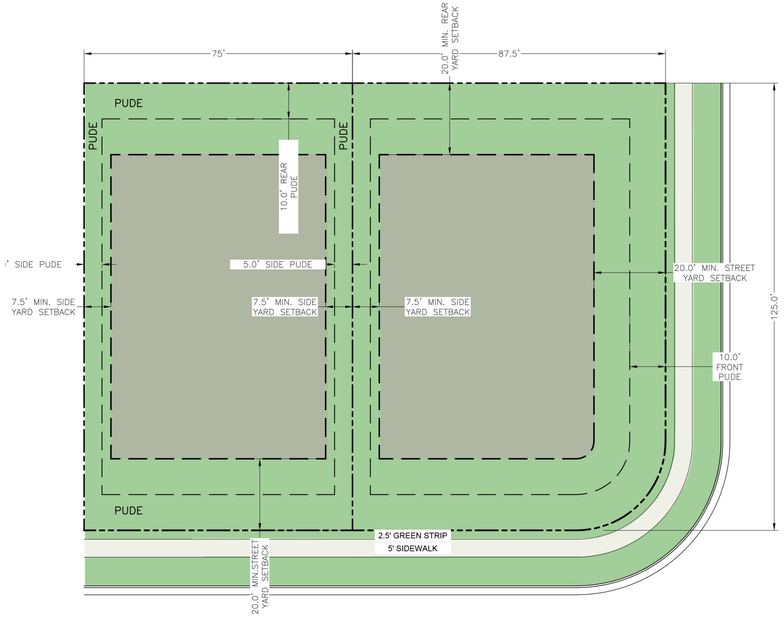
TYPICAL 60' LOT (ALLEY)

TYPICAL 60' CORNER LOT (ALLEY)



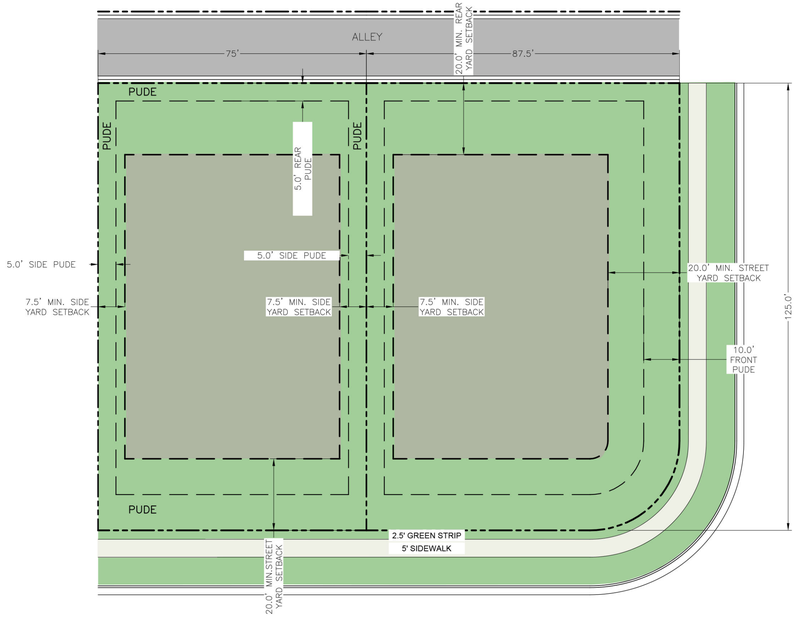
TYPICAL 100' OR GREATER LOT

TYPICAL 100' OR GREATER CORNER LOT



TYPICAL 75' LOT

TYPICAL 75' CORNER LOT



TYPICAL 75' LOT (ALLEY)

TYPICAL 75' CORNER LOT (ALLEY)

GARAGES:

2 CAR GARAGE -
18' X 22' INTERIOR MIN.
16' 1.5" DOUBLE CAR DOOR

1 CAR GARAGE-
15' X 22' INTERIOR MIN.
10' MIN SINGLE CAR DOOR

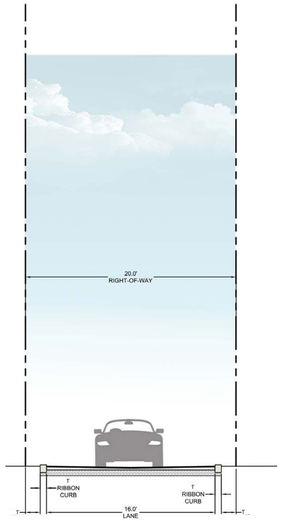
RaganSmith

OLD ZION ROAD
PRELIMINARY PUD MASTERPLAN

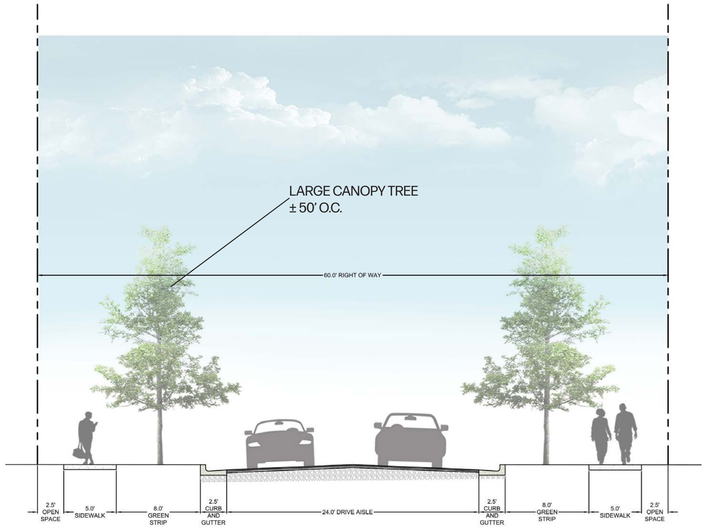
DRAWING TITLE: LOT TYPICALS AND SETBACKS

DRAWING NUMBER: 11.0

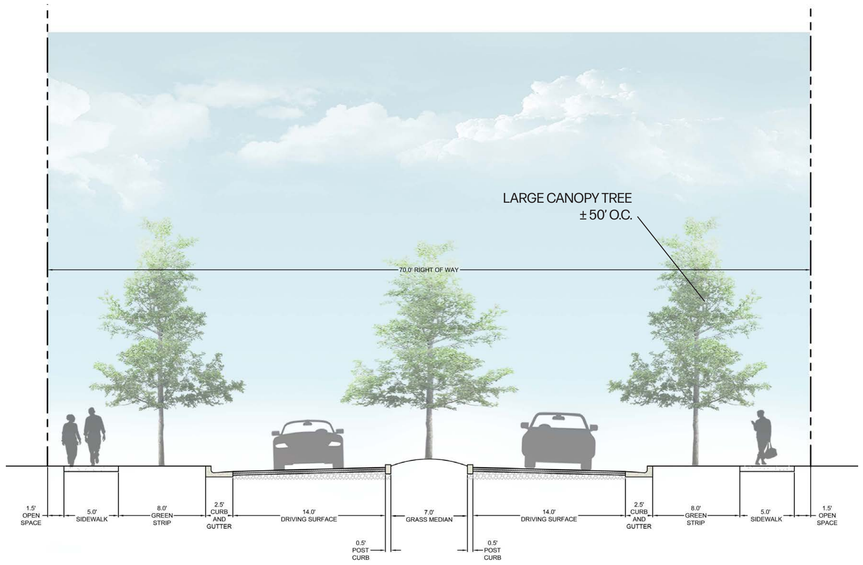
NOT TO SCALE



**TYPICAL 20'
ALLEY
(PUBLIC)**



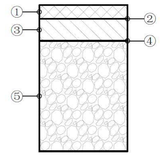
**TYPICAL 60' LOCAL
RIGHT-OF-WAY
(PUBLIC)**



**TYPICAL 70' LOCAL
RIGHT-OF-WAY
(PUBLIC)**

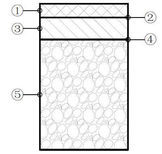
PAVEMENT SCHEDULE	
①	SURFACE @ 1.5" THICK 411-01.10 ASPHALT CONCRETE MIX (PG64-22) (ACS) GRADING D (SURFACE), OR 307-01.10 ASPHALT CONCRETE MIX (PG64-22) (ACS) GRADING C-M (SURFACE)
②	TACK COAT (GENERAL USE) 403-01 BITUMINOUS MATERIAL FOR TACK COAT (TC) (0.05 - 0.10 GAL/SY)
③	BIT. BINDER @ 3" THICK 307-01.08 ASPHALT CONCRETE MIX (PG64-22) (BPMB-HM) GRADING B-M2
④	PRIME COAT 402-01 BITUMINOUS MATERIAL FOR PRIME COAT (PC) (0.30-0.35 GAL/SY) 402-02 AGGREGATE FOR COVER MATERIAL (PC) (8-12 LB/SY)
⑤	MINERAL AGGREGATE BASE @ 10" THICK 303-01 MINERAL AGGREGATE, TYPE A BASE, GRADING D

TYPICAL ROADWAY SECTION



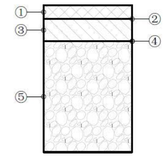
PAVEMENT SCHEDULE	
①	SURFACE @ 1.5" THICK 411-01.10 ASPHALT CONCRETE MIX (PG64-22) (ACS) GRADING D (SURFACE), OR 307-01.10 ASPHALT CONCRETE MIX (PG64-22) (ACS) GRADING C-M (SURFACE)
②	TACK COAT (GENERAL USE) 403-01 BITUMINOUS MATERIAL FOR TACK COAT (TC) (0.05 - 0.10 GAL/SY)
③	BIT. BINDER @ 2" THICK 307-01.08 ASPHALT CONCRETE MIX (PG64-22) (BPMB-HM) GRADING B-M2
④	PRIME COAT 402-01 BITUMINOUS MATERIAL FOR PRIME COAT (PC) (0.30-0.35 GAL/SY) 402-02 AGGREGATE FOR COVER MATERIAL (PC) (8-12 LB/SY)
⑤	MINERAL AGGREGATE BASE @ 8" THICK 303-01 MINERAL AGGREGATE, TYPE A BASE, GRADING D

TYPICAL ALLEY SECTION



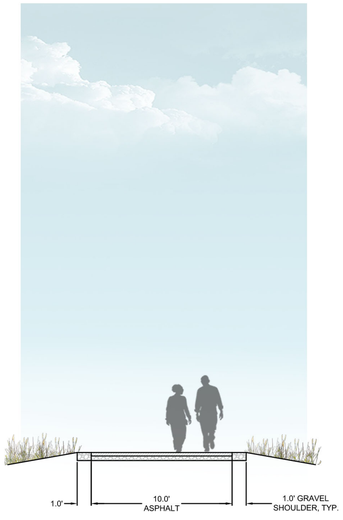
PAVEMENT SCHEDULE	
①	SURFACE @ 1.5" THICK 411-01.10 ASPHALT CONCRETE MIX (PG64-22) (ACS) GRADING D (SURFACE), OR 307-01.10 ASPHALT CONCRETE MIX (PG64-22) (ACS) GRADING C-M (SURFACE)
②	TACK COAT (GENERAL USE) 403-01 BITUMINOUS MATERIAL FOR TACK COAT (TC) (0.05 - 0.10 GAL/SY)
③	BIT. BINDER @ 2" THICK 307-01.08 ASPHALT CONCRETE MIX (PG64-22) (BPMB-HM) GRADING B-M2
④	PRIME COAT 402-01 BITUMINOUS MATERIAL FOR PRIME COAT (PC) (0.30-0.35 GAL/SY) 402-02 AGGREGATE FOR COVER MATERIAL (PC) (8-12 LB/SY)
⑤	MINERAL AGGREGATE BASE @ 6" THICK 303-01 MINERAL AGGREGATE, TYPE A BASE, GRADING D

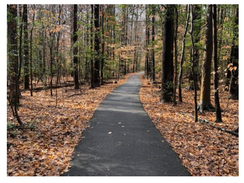
TYPICAL TRAIL SECTION

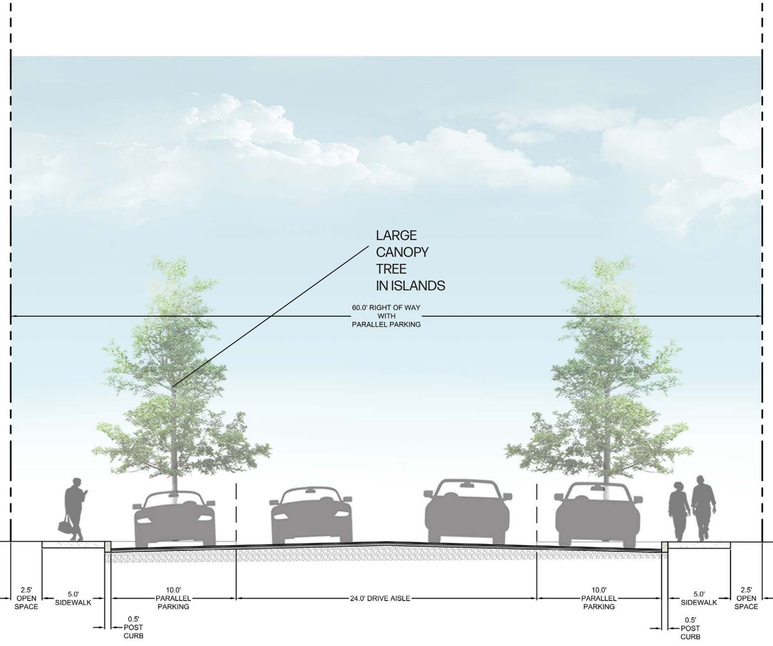




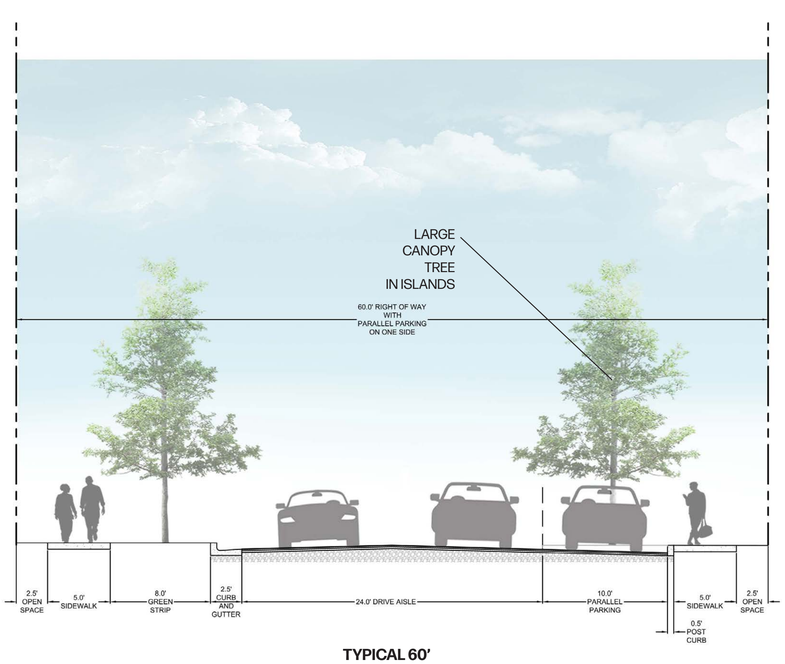








**TYPICAL 60'
LOCAL RIGHT-OF-WAY
PARALLEL PARKING
BOTH SIDES
(PUBLIC)**



**TYPICAL 60'
LOCAL RIGHT-OF-WAY
PARALLEL PARKING
ON ONE SIDE
(PUBLIC)**

NOTE:
ALL CONNECTIONS TO EXISTING COUNTY ROADS AND ROW ARE SUBJECT TO THE APPLICABLE PERMITS, FEES, APPROVALS, AND STANDARDS/ SPECIFICATIONS SET FORTH BY THE MAURY COUNTY HIGHWAY DEPARTMENT

NOT TO SCALE

RaganSmith

OLD ZION ROAD
PRELIMINARY PUD MASTERPLAN

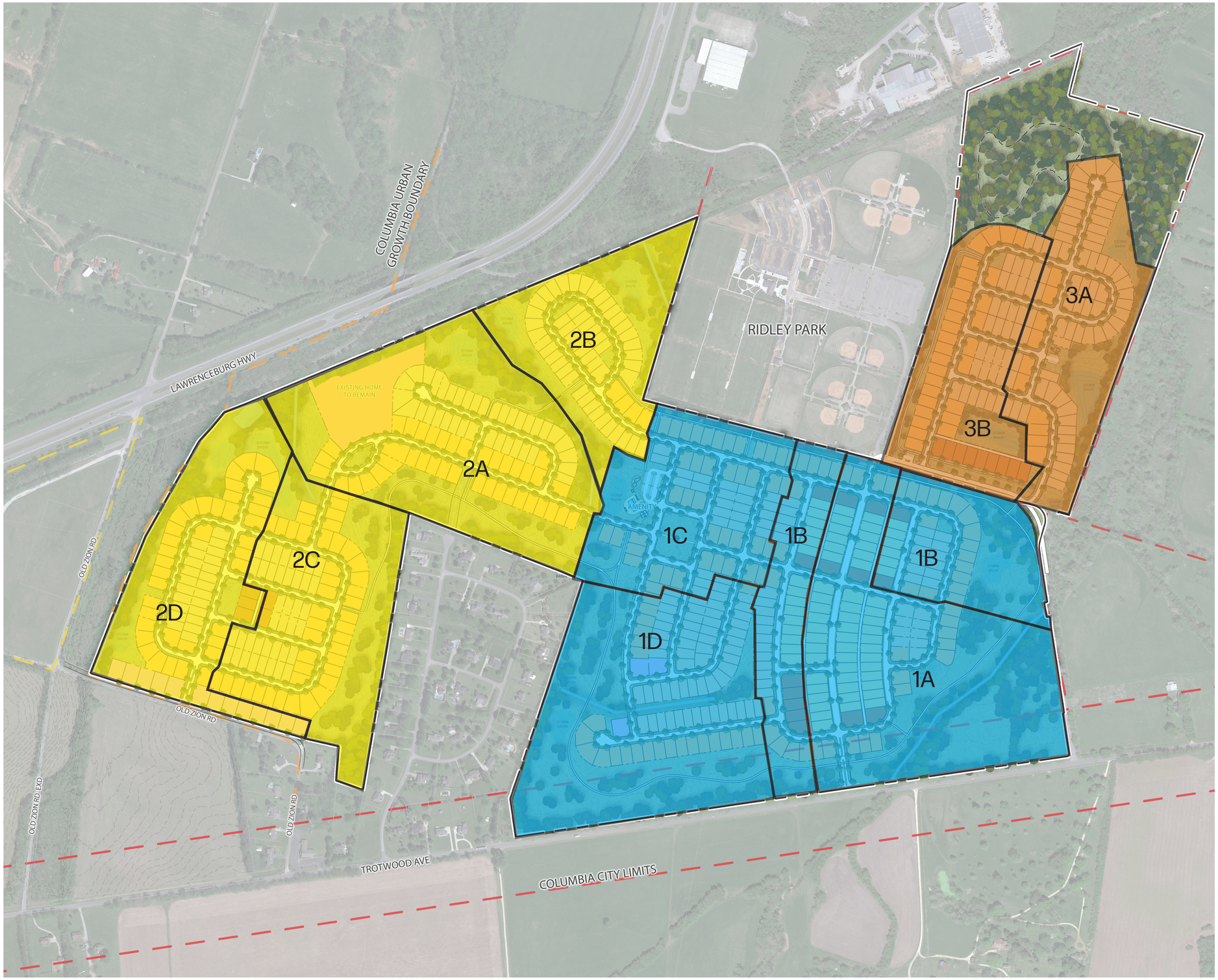
DRAWING TITLE: TYPICAL ROADWAY CROSS-SECTIONS

DRAWING NUMBER: 12.0

ESTIMATED PHASING TIMELINE

PHASE 1A	APRIL 2024	+/- 82 LOTS
PHASE 1B	APRIL 2025	+/- 89 LOTS
PHASE 1C	APRIL 2026	+/- 64 LOTS
PHASE 1D	APRIL 2027	+/- 87 LOTS
PHASE 2A	APRIL 2028	+/- 78 LOTS
PHASE 2B	APRIL 2029	+/- 54 LOTS
PHASE 2C	APRIL 2030	+/- 84 LOTS
PHASE 2D	APRIL 2031	+/- 77 LOTS
PHASE 3A	APRIL 2032	+/- 78 LOTS
PHASE 3B	APRIL 2033	+/- 72 LOTS

THIS TIMELINE AND PHASING IS AN APPROXIMATION BASED ON UTILITY FEASIBILITY AND ANTICIPATED CONSTRUCTION TIMES. THIS PLAN IS SUBJECT TO CHANGE BASED ON CHANGES TO UTILITIES, GRADING, STORMWATER, TRAFFIC, GEOTECHNICAL, OR OTHER FACTORS THAT MAY DEVELOP THROUGH THE CONSTRUCTION DOCUMENTATION PROCESS.



RaganSmith

OLD ZION ROAD
PRELIMINARY PUD MASTERPLAN

DRAWING TITLE: ANTICIPATED PHASING PLAN

DRAWING NUMBER: 13.0

0 600 1200

SCALE = 1"=300'

	60' LOT ALLEY	0 LOTS
	60' LOT	101 LOTS
	75' LOT ALLEY	9 LOTS
	75' LOT	40 LOTS
	100' LOT	0 LOTS
	7AC. HISTORIC HOME	0 LOTS
		TOTAL: 150 LOTS



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OLD ZION ROAD
PRELIMINARY PUD MASTERPLAN

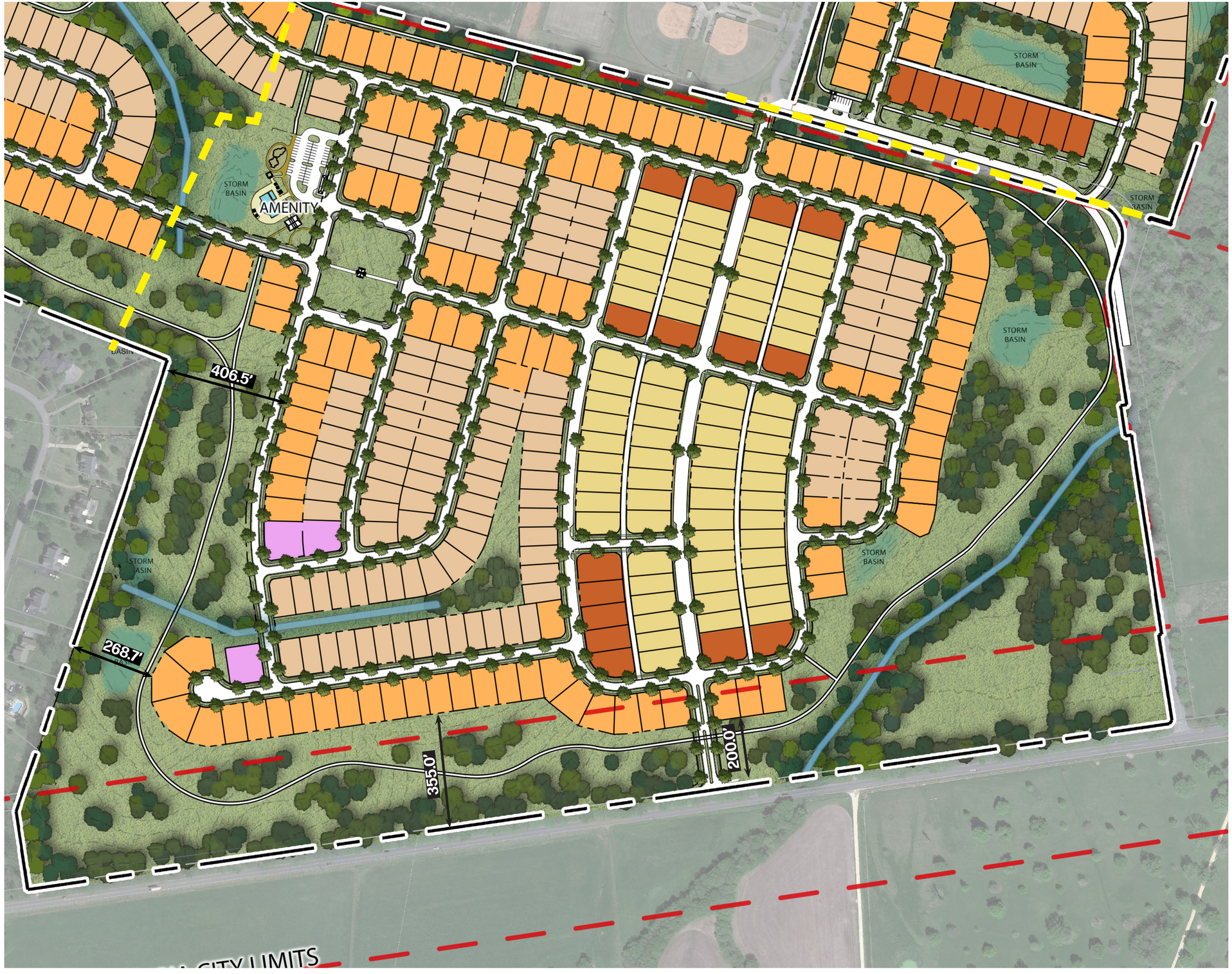
DRAWING TITLE: MASTERPLAN ENLARGEMENT

DRAWING NUMBER: 14.0

0 600 1200

SCALE = 1"=150'

60' LOT ALLEY	71 LOTS
60' LOT	121 LOTS
75' LOT ALLEY	15 LOTS
75' LOT	112 LOTS
100' LOT	3 LOTS
7AC. HISTORIC HOME	0 LOTS
	TOTAL: 322 LOTS



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OLD ZION ROAD
PRELIMINARY PUD MASTERPLAN

DRAWING TITLE: MASTERPLAN ENLARGEMENT

DRAWING NUMBER: 15.0

0 600 1200

SCALE = 1"=150'

	60' LOT ALLEY	0 LOTS
	60' LOT	87 LOTS
	75' LOT ALLEY	0 LOTS
	75' LOT	49 LOTS
	100' LOT	0 LOTS
	7AC. HISTORIC HOME	1 LOT
		TOTAL: 137 LOTS



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OLD ZION ROAD
PRELIMINARY PUD MASTERPLAN

DRAWING TITLE: MASTERPLAN ENLARGEMENT

DRAWING NUMBER: 16.0

0 600 1200
SCALE = 1"=150'

	60' LOT ALLEY	0 LOTS
	60' LOT	63 LOTS
	75' LOT ALLEY	5 LOTS
	75' LOT	75 LOTS
	100' LOT	13 LOTS
	7AC. HISTORIC HOME	0 LOTS
		TOTAL: 156 LOTS



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OLD ZION ROAD
PRELIMINARY PUD MASTERPLAN

DRAWING TITLE: MASTERPLAN ENLARGEMENT

DRAWING NUMBER: 17.0

0 600 1200

SCALE = 1"=150'

* REPRESENTATIVE ARCHITECTURE IS INDICATIVE OF TYPICAL SCALE, MASSING, MATERIALS, ETC. COMPATIBLE AND ARCHITECTURALLY HARMONIOUS VARIATIONS ARE ANTICIPATED.

*HOMES ON 100' AND GREATER LOTS MAY BE CUSTOM OR SEMI-CUSTOM. CUSTOM HOMES WILL HAVE COMPLIMENTARY DESIGN TO THE REST OF THE NEIGHBORHOOD HOMES. THE HOA FOR THE COMMUNITY WILL HAVE ITS OWN ARCHITECTURAL REVIEW COMMITTEE (The "ARC") THAT MUST REVIEW THE PLANS AS REQUIRED IN THE CC&Rs. UPON ARC APPROVAL, THE PLANS SHALL BE SUBMITTED TO THE CITY OF COLUMBIA ARCHITECTURAL REVIEW BOARD FOR APPROVAL PRIOR TO CONSTRUCTION. THE CITY ARCHITECTURAL REVIEW BOARD MAY CHOOSE TO FORWARD PLANS TO PC FOR REVIEW IF IT DEEMS SO NECESSARY

Exterior Siding Materials Permitted:
- Stone
- Brick
- Stone Veneer
- Natural Wood
- Hardie Planks/ Panels
- Cementitious Fiber Siding/ Cladding

Roofing Materials Permitted:
- Laminated Shingles
- Standing Seam Metal Roofs
- Dimensional Asphalt Shingles
- Copper Finishes

Awning Types Permitted:
- Heavy Canvas
- Illuminated Awnings
- Metal Awnings

Colors Permitted:
- Natural/ Earth tones
- Black/ Grey
- Muted

Building Separation:
- Single Family – 15' min
- Townhomes – 20' min between buildings , 6 attached units max.

Building Height and Massing:
- Single Family – 2 story, 35' max, attached garages
- Townhome – 2 story, 35' max, attached garages



RIVERSIDE "A"



ASHBURN "A"



AVONDALE "A"



AVONDALE "B"



SARATOGA "A"



BERKELEY "A"



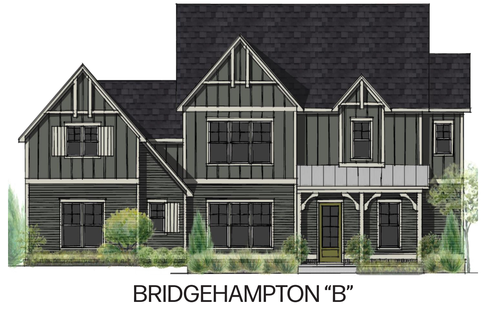
BERKELEY "B"



BRIDGEHAMPTON "A"



SARATOGA "B"



BRIDGEHAMPTON "B"



DALTON "A"



HEALDSBURG "B"



SONOMA "A"



HEALDSBURG "A"



HELENA "A"



HIGHLAND "A"



LINDEN "A"



LINDEN "B"



PATTERSON "A"

RaganSmith

OLD ZION ROAD
PRELIMINARY PUD MASTERPLAN

DRAWING TITLE: ARCHITECTURAL IMAGERY - SINGLE FAMILY

DRAWING NUMBER: A1

NOT TO SCALE

* REPRESENTATIVE ARCHITECTURE IS INDICATIVE OF TYPICAL SCALE, MASSING, MATERIALS, ETC. COMPATIBLE AND ARCHITECTURALLY HARMONIOUS VARIATIONS ARE ANTICIPATED.

*HOMES ON 100' AND GREATER LOTS MAY BE CUSTOM OR SEMI-CUSTOM. CUSTOM HOMES WILL HAVE COMPLIMENTARY DESIGN TO THE REST OF THE NEIGHBORHOOD HOMES. THE HOA FOR THE COMMUNITY WILL HAVE ITS OWN ARCHITECTURAL REVIEW COMMITTEE (The "ARC") THAT MUST REVIEW THE PLANS AS REQUIRED IN THE CC&Rs. UPON ARC APPROVAL, THE PLANS SHALL BE SUBMITTED TO THE CITY OF COLUMBIA ARCHITECTURAL REVIEW BOARD FOR APPROVAL PRIOR TO CONSTRUCTION. THE CITY ARCHITECTURAL REVIEW BOARD MAY CHOOSE TO FORWARD PLANS TO PC FOR REVIEW IF IT DEEMS SO NECESSARY

Exterior Siding Materials Permitted:
- Stone
- Brick
- Stone Veneer
- Natural Wood
- Hardie Planks/ Panels
- Cementitious Fiber Siding/ Cladding

Roofing Materials Permitted:
- Laminated Shingles
- Standing Seam Metal Roofs
- Dimensional Asphalt Shingles
- Copper Finishes

Awning Types Permitted:
- Heavy Canvas
- Illuminated Awnings
- Metal Awnings

Colors Permitted:
- Natural/ Earth tones
- Black/ Grey
- Muted

Building Separation:
- Single Family – 15' min
- Townhomes – 20' min between buildings , 6 attached units max.

Building Height and Massing:
- Single Family – 2 story, 35' max, attached garages
- Townhome – 2 story, 35' max, attached garages



SUSSEX "A"



AMHURST "A"



ANNA MARIA "A"



ANNA MARIA "B"



EMILYE "B"



CHATHAM "A"



CUMBERLAND "A"



SUTLER "A"



NEWPORT "B"



MAGNOLIA "B"



HARPETH "B"



IVY "B"



STEEPLECHASE "A"



STEEPLECHASE "B"



MILEAH"A"



NEWPORT "A"



BRAXTON "A"



EASTON"B"



FENWICK "B"



FENWICK "A"

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OLD ZION ROAD
PRELIMINARY PUD MASTERPLAN

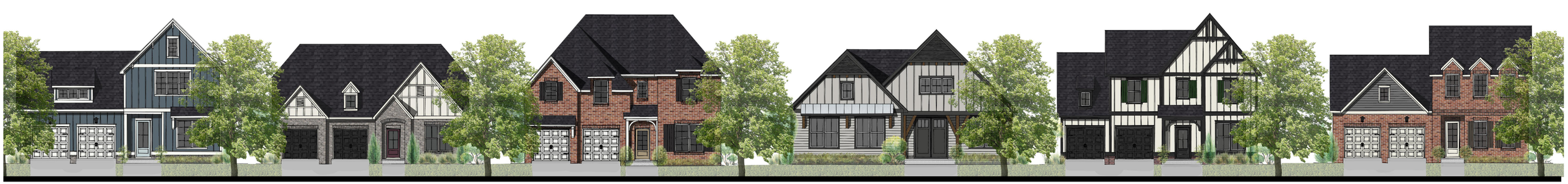
DRAWING TITLE: ARCHITECTURAL IMAGERY - SINGLE FAMILY

DRAWING NUMBER: A2

NOT TO SCALE



ANNA MARIA “A” | EMILYE “B” | SUSSEX “A” | HARPETH “B” | MILEAH“A” | CHATHAM “A”



NEWPORT “A” | ANNA MARIA “B” | IVY “B” | AMHURST “A” | MAGNOLIA “B” | NEWPORT “B”

RaganSmith

OLD ZION ROAD
PRELIMINARY PUD MASTERPLAN

DRAWING TITLE: STREETSCAPE CHARACTER (60’ LOTS)

DRAWING NUMBER: A3

NOT TO SCALE



HELENA “A” | LINDEN “B” | PATTERSON “A” | BRIDGEHAMPTON “A” | HIGHLAND “A” | HEALDSBURG “A”



AVONDALE “A” | BERKELEY “B” | HEALDSBURG “B” | DALTON “A” | SARATOGA “A” | SONOMA “A”

RaganSmith

OLD ZION ROAD
PRELIMINARY PUD MASTERPLAN

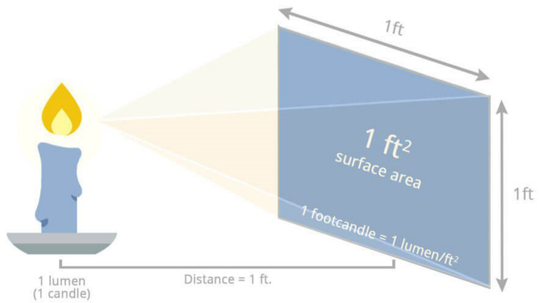
DRAWING TITLE: STREETSCAPE CHARACTER (75’ LOTS)

DRAWING NUMBER: A4

NOT TO SCALE

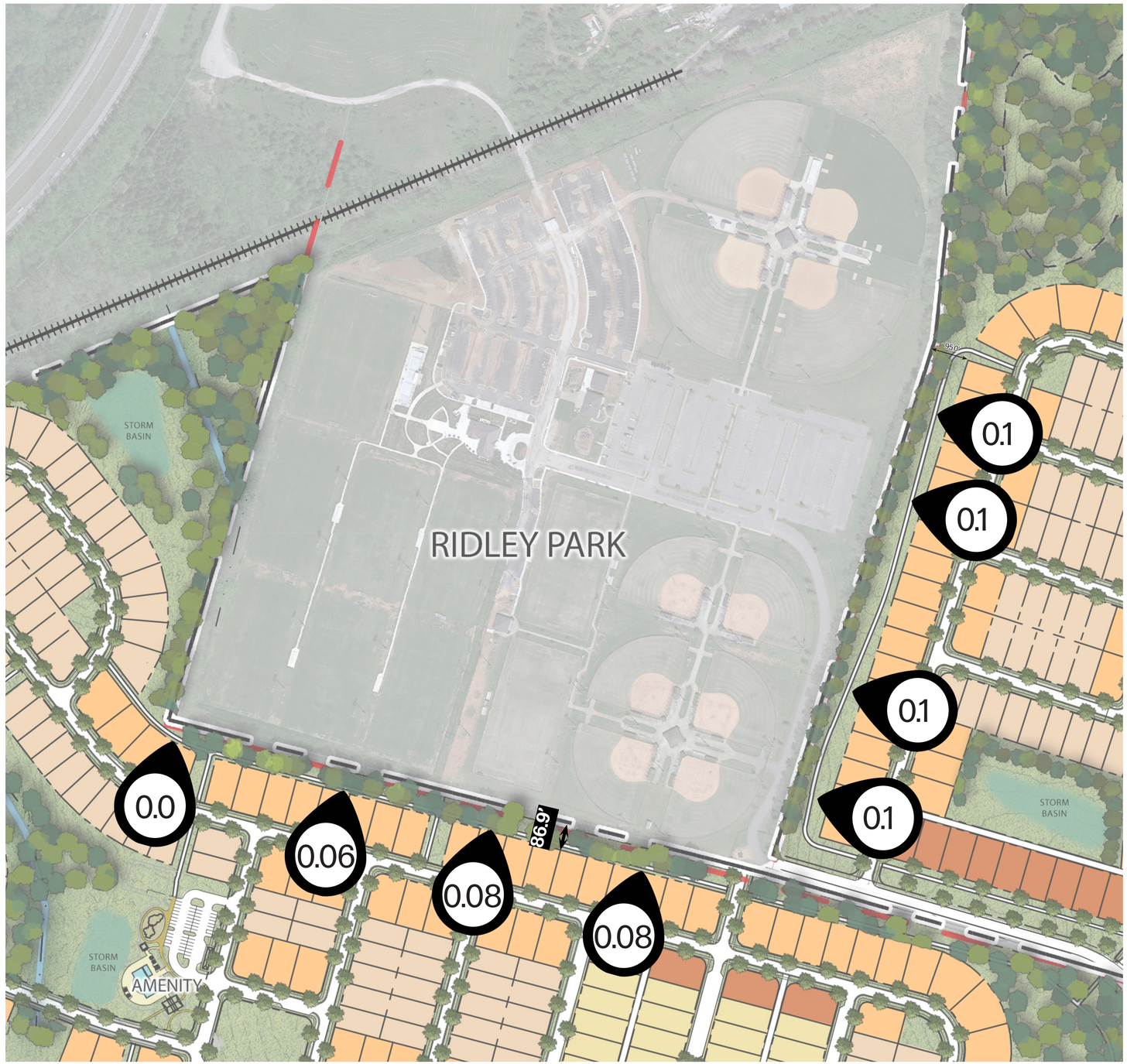
LUX RATING CHART

	Condition	Light Level (LUX)	Foot Candles (FC)
Day Time	Sunlight	107,527	10,000
	Daylight	10,752.70	1,000
	Overcast Day	1,075.30	100
	Very Dark Day	107.53	10
	Twilight	10.75	1
Night Time	Deep Twilight	1.08	0.1
	Full Moon	0.108	0.01
	Quarter Moon	0.0108	0.001
	Starlight	0.0011	0.0001
	Overcast Night	0.0001	0.00001



Foot-Candle Diagram





RaganSmith

OLD ZION ROAD
PRELIMINARY PUD MASTERPLAN

DRAWING TITLE: SPORTS LIGHTING IMPACT EXHIBIT

DRAWING NUMBER: E1

NOT TO SCALE

CITY OF COLUMBIA TENNESSEE
PLANNING COMMISSION
STAFF REPORT

STAFF REPORT CONTACT INFORMATION
Austin Brass, AICP, City Planner, abrass@columbiatn.com, 931-560-1560
Update by Paul Keltner, AICP, Director of Development Services, 931-560-1560

APPLICATION NUMBER	APPLICANT/PROPERTY OWNER
22-0069	**Andrew Ethridge / Dobual Spring Creek Partners, Eunice Colmore, Henry P Ingram Jr. & William P. Ridley Rev Trust**
PUBLIC HEARING DATE	PROPERTY ADDRESS/LOCATION
N/A	**6150 Trotwood Ave/ Tax Map 112, Parcels 9.00, 10.01, 10.07, 2.03**

CONFORMITY with the ZONING ORDINANCE

Update to Review:

This is the third time Planning Commission has reviewed the proposed Preliminary PUD Master Plan. In December of 2022 the City Council returned the proposal to Planning Commission for additional consideration. In March of 2023 the applicant submitted a revised Master Plan. Changes reflected in the revised Master Plan are summarized below.

Site Data:

- The total area of right-of-way dedication decreased from 58.99 to 55.98 acres.
- Total area within lots decreased from 207 to 170 acres.
- Dedicated open space increased from 149 (36%) to 189 acres (45%).
- Gross density decreased from 1.96 du/ac to 1.84 du/ac.
- Total lot count reduced from 815 to 764 (in addition to one existing structure). The first iteration of the development considered by Planning Commission included 985 lots.

Design:

- The mix of lot width types is similar to previous proposals
    - 441 lots are 60 feet wide.
    - 307 lots are 75 feet wide.
    - 16 lots are 100 feet wide.
    - There is a mix of front-loaded and alley-loaded lots.
    - The most recent previous plan had 21 lots at 150 feet wide as well as a few 65 foot wide lots.
- The lots around Ashwood Manor have been removed and replaced with open space
- The lots off Ridley Park Drive have been eliminated.
- Lots along Trotwood Avenue have been removed and converted to open space.
- There is additional open space between Ridley Park and the lots in the northern section of the property.
- The amenity center has shifted closer to the center of the site.
- Walking trail length has increased from 2.4 miles to a total of 3.0 miles.
- Amenity sizes have increased for playgrounds and the dog park area.

Additional Notes

- Phasing has been adjusted.
- Additional architectural designs have been added.

- Photometric details have been added for the lots near Ridley Park.
- The traffic impact study has been updated to reflect the reduced number of lots.

ATTACHMENTS (CIRCLE) SUBMITTED PLANS CITY MAPS LEGAL NOTICE LEGAL DESCRIPTION

PUBLIC COMMENTS AGENCY COMMENTS RESPONSE TO STANDARDS

CITY OF COLUMBIA TENNESSEE
PLANNING COMMISSION
STAFF REPORT

STAFF REPORT CONTACT INFORMATION
Austin Brass, AICP, City Planner, abrass@columbiatn.com, 931-560-1560

APPLICATION NUMBER	APPLICANT/PROPERTY OWNER
22-0069	**Andrew Ethridge / Dobual Spring Creek Partners, Eunice Colmore, Henry P Ingram Jr. & William P. Ridley Rev Trust**
PUBLIC HEARING DATE	PROPERTY ADDRESS/LOCATION
N/A	**6150 Trotwood Ave/ Tax Map 112, Parcels 9.00, 10.01, 10.07, 2.03**

SUMMARY OF REQUEST: **Annexation with Plan of Services when including an RS-6 Zoning with Preliminary PUD Master Plan.**

This request is for the annexation with a plan of services that includes a Preliminary PUD Master Plan. The proposed PUD utilizes a base-zoning of RS-6. The applicant seeks these changes in order to create a residential development consisting of 815 residential units and community amenities. The 415-acre property is located adjacent to Ridley Park and the Ashwood Manor subdivision.

Note* This request was reviewed prior to the adoption of Zoning Ordinance 4400 on July 14th, 2022 and is subject to the review criteria under the previous Zoning Ordinance.



MAP SOURCE: City GIS

EXISTING ZONING	EXISTING LAND USE	SURROUNDING ZONING & LAND USE	SITE IMPROVEMENTS PROPOSED	SIZE OF PROPERTY
RS-40/Unincorporated (County Zoning)	Undeveloped/Single Family	RS-40/Unincorporated	Single-Family Homes	415.5 ± acres

COMPATIBILITY with the **COMPREHENSIVE PLAN**

Suburban Neighborhood. The proposed development as an RS-6 base residential zoning designation is consistent with Connect Columbia as an RS-6 zoning district is compatible with a Suburban Neighborhood Future Land Use.

PROPERTY HISTORY

22-0069. Request from Andrew Ethridge for the annexation with Plan of Services, and Comprehensive Plan Amendment including an RM-1, & RS-6 Zoning with Preliminary PUD Master Plan for 981 residential units and community amenities. Recommendation to deny by Planning Commission was made with a 3-2 vote.

COMPATIBILITY with the ZONING ORDINANCE

Suburban Neighborhood
• Low Density Residential & Medium Density Residential, e.g. RS-6, RS-10 Zoning Districts • Public & Civic Uses (e.g. Religious Facilities)

As required by Section 3.20.10.B of the Zoning Ordinance, the applicant submitted a detailed Preliminary Planned Unit Development (PUD) Master Plan. The Master Plan depicts 815 residential lots. The gross density of the development would be 1.96 dwelling units per acre. The Master Plan also depicts landscape buffers, stormwater facilities, extensive walking trails, and community amenities. The proposed internal street network connects to Ridley Park. The revised PUD Master Plan does not depict a connection to an existing adjacent subdivision; this connection was requested by staff in aligning with policy outlined within *Connect Columbia* that recommends the connection of streets to create an interconnected grid network.The phasing plan indicates that the development will be completed over 9-10 years.

Zoning Ordinance Referenced:

- Sections 7.3.1, 6.1.2, and 8.1.1 Land Use and Housing Type
- Sections 7.3 , 6.2.6, and 6.3.8 Residential Development Standards
- Sections 7.3.7, 11.2.7, and 11.2.6 Landscape Buffers

Proposed RS-6 PUD Section

The Zoning Ordinance limits development of properties subject to RS-6 standards to single-family detached residences and their subordinate accessory structures. The Master Plan consists of an R-6 base zoning with 10 different lot sizes.

RS-6 Single Family Detached Lot Standards:

- 815 lots are composed of a minimum of 60', 75', 100', and 1 lot at a 150' lot width in meeting the base lot width standards of an RS-6 zoning district with each lot having the minimum as required per the zoning ordinance:

<u>RS-6 base zoning standards:</u>

- 20' front setback
- 7.5' side setback
- 20' rear setback
- 50' lot width minimum

Of the 815 lots,

- 77 lots (60'rear alley loaded)
- 482 lots (60')
- 13 lots (75' rear alley loaded)
- 152 lots (75')

- 22 lots (100' rear alley loaded)
- 27 lots (100')
- 18 lots (150' rear alley loaded)
- 3 lots (150')
- 20 lots (100' at 1 acre)
- 1 lot (150' min at 5 acres)

Overall Proposed Master Plan

Amenities/ Design:

The master plan contains a centralized amenity area connected with a series of walking trails that include a mixture of paved and natural trails with trail connections. The trails connect to Ridley Park. Within the amenity area, a clubhouse including pavilion with pool is shown including a dog park and open area lawn space for events. Architectural elements of single-family homes consist of a primary cladding material of fiber cement board, brick, and stone accented with neutral colors.

Connectivity:

- A new connection point will be added with Trotwood Ave connecting the development with Ridley Park
- A new connection point will be added with Old Zion Road.
- All local streets will consist of a 60-70' right-of-way cross section generally meeting the City of Columbia Subdivision regulations including a 5' sidewalk on both sides of all streets. A 20' alley way is provided in meeting the base

Buffering:

- Buffer requirements for a PUD-RS-6 zoning adjacent to undeveloped property (*11.2.7 Project Boundary Buffers*) require a 0.4 opacity (15' wide buffer). The site plan indicates this buffer adjacent to vacant property on the east boundary line.
- Buffer requirements for a PUD RS-6 requires a 0.6 opacity (25' wide buffer). This site plan indicates this buffer adjacent to these zoning districts on all boundary lines.

Summary of Requested Variances:

- **There were no requested variances in the request as the site plan and lot dimensional standards meet the base zoning standards of an RS-6 zoning district.**

ATTACHMENTS (CIRCLE) SUBMITTED PLANS CITY MAPS LEGAL NOTICE LEGAL DESCRIPTION

PUBLIC COMMENTS AGENCY COMMENTS RESPONSE TO STANDARDS

3.19.6 CRITERIA FOR PLANNING COMMISSION RECOMMENDATIONS

The recommendations of the Planning Commission to the City Council shall show that the Planning Commission has studied and considered the proposed change in relation to the following, where applicable:

A. Whether the proposed change would be consistent with the intent, goals, objectives, policies, guiding principles and programs of any adopted plans;
B. Whether the proposed change would be compatible with the existing land use pattern and designated future land uses;
C. Whether the proposed change would create substantial adverse impacts in the adjacent area or the City in general; and
D. Whether the subject parcel is of adequate shape and size to accommodate the proposed change.

Staff's review of Section 3.19.6 in relation to this request finds the following:

A. Whether the proposed change would be consistent with the intent, goals, objectives, policies, guiding principles and programs of any adopted plans;

The future land use classification for the property is "Suburban Neighborhood". According to the Suburban Neighborhood Character Area Matrix, the intent of the character area is to "create new suburban neighborhoods that will improve the quality of life in Columbia, with an increased sense of place and a more interconnected community". A suburban neighborhood future land use is consistent with Connect Columbia within an RS-6 base zoning designation.

B. Whether the proposed change would be compatible with the existing land use pattern and designated future land uses

The subject property is located along Trotwood Avenue, a minor arterial. This request would align with Connect Columbia within a "Suburban Neighborhood Future Land Use".

C. Whether the proposed change would create substantial adverse impacts in the adjacent area or the City in general;

The applicant's intended use of the property will be subject to the standards contained in the Zoning Ordinance which mitigate potential adverse impacts upon adjoining property owners and the City in general. The development will also be controlled by the PUD Master Plan which can be conditioned to mitigate potential any adverse impacts.

D. Whether the subject parcel is of adequate shape and size to accommodate the proposed change:

The applicant has provided a Preliminary PUD Master Plan depicting a phased 815-unit

residential development with community amenities. It is generally feasible to develop the site as depicted in the residential sections of the Preliminary Master Plan in conformance with the Zoning Ordinance. At the time of Final PUD Master Plan and Preliminary Plat, staff will review the proposed development to ensure adherence with the standards prescribed in the applicable Zoning Ordinance.

Rezoning:

Staff reviewed the request for an amendment of the Official Zoning Map for consistency with the City of Columbia Zoning Ordinance. The relevant provisions of the Ordinance are listed below, followed by staff analysis.

3.18.7.B ACTION BY THE PLANNING COMMISSION FOR REZONING

The Planning Commission in its review and recommendation shall make specific findings with regard to the following grounds for an amendment and shall note the same in the official record as follows:

1. The rezoning is in agreement with the general plan for the area;
2. It has been determined that the legal purposes for which zoning exists are not contravened;
3. It has been determined that there will be no adverse effect upon adjoining property owners unless such effect can be justified by the overwhelming public good or welfare;
4. It has been determined that no one property owner or small group of property owners will benefit materially from the change to the detriment of the general public; and
5. It has been determined that conditions affecting the area have changed to a sufficient extent to warrant an amendment to the area's general plan or other applicable local plans, and consequently, the zoning map.
6. The availability of adequate school, road, parks, wastewater treatment, water supply, and stormwater drainage facilities.

Staff's review of Section 3.18.7.B in relation to this rezoning request finds the following:

1. The rezoning agrees with the general plan for the area;

   The subject parcel for the proposed zoning and annexation is within a "Suburban Neighborhood" future land use. An RS-6 zoning designation within a Planned Unit Development may be consistent with the adopted general plan for the area.

2. The legal purposes for which zoning exists are not contravened;

   All future development will be required to conform to the Zoning Ordinance standards in

effect at that time, as well as the PUD Master Plan; therefore, legal purposes for which zoning exists will not be contravened.

3. There will be no adverse effects upon adjoining property owners;

   Adjoining properties include vacant land, a park, and single-family residences. The applicant's Preliminary PUD Master Plan depicts connection to existing park. Development of the site as proposed under the Preliminary PUD Master Plan is unlikely to have an adverse effect upon the adjacent park property.

4. No one property owner or small group of property owners will benefit materially from the change to the detriment of the general public;

   The proposal will benefit a single property owner; however, any potential detrimental effects on the general public can be mitigated through the standards in the Zoning Ordinance and modification of the PUD Master Plan.

5. Conditions affecting the area have changed to a sufficient extent to warrant an amendment to City's Zoning Map.

   The Planning Commission may determine that demand for housing in the City of Columbia has increased to a sufficient extent to warrant the addition of a mixed-density residential PUD to the City's zoning map. Between the decennial censuses of 2010 and 2020, the city's population grew at nearly twice the rate of its housing inventory. Demand for both rental and owner-occupied housing in Columbia has increased faster than supply.

6. There are adequate schools, roads, parks, wastewater treatment facilities, water supply, and stormwater drainage facilities to support this zoning change.

   Upon the advice of city staff, this request went through staff technical review twice. Technical comments from public service providers generally indicate that services are in place to support the zoning change. However, some plans of service contain caveats or identify the need for the applicant to provide additional analysis.

   - *The City of Columbia Public Works Department provided a Plan of Service for sanitation, as well as maintenance of streets and drainage systems, for the proposed development.*
   - *Columbia Power and Water Systems (CPWS) has indicated that it will provide electrical service to the proposed development.*
   - *The Fire Marshall has indicated that there is adequate water available and pressure.*
   - *The City Engineer required a traffic impact study as part of the PUD Master Plan*

application. At resubmittal, the applicant provided a concurrence letter identifying off-site improvements to be made by the developer in order to maintain the current level of service.

- *Maury County Schools **did** provide comments regarding impacts to the school system. Specifically, the Maury County Schools is reviewing its capacity to serve the proposed development at its facilities in Columbia and Mt. Pleasant. Students living in the proposed development may be assigned to Mt. Pleasant attendance zones.*
- *The City of Columbia Wastewater System indicated flow monitoring will be required at the applicant's expense. Is likely that gravity lines in the area will require major upgrades in order to serve the development.*
- *CPWS (Water) indicated that it has infrastructure in place to serve the proposed development with domestic water.*
- *CPWS (Power) has indicated that it will serve the proposed development.*

Preliminary PUD Master Plan:

Staff reviewed the request for approval of a Preliminary PUD Master Plan for consistency with the City of Columbia Zoning Ordinance. The relevant provisions of the Ordinance are listed below, followed by staff analysis.

3.20.2 CONSISTENCY WITH AREA DEVELOPMENT PLANS

No PUD shall be approved unless all plans for development are found to be consistent with the then current issue of the General Plan of Columbia and any adopted special development plan for the area in which the development is proposed. The Planning Commission shall make a formal, written finding regarding the consistency of any proposed PUD, said report to include findings that the development:

A. Will be consistent with the currently effective General Plan as well as any special development plan for the area;
B. Is likely to be compatible with development permitted under the general development provisions of the Zoning Ordinance; and
C. Will not significantly interfere with the use and enjoyment of other land in the vicinity.

3.20.5 COMBINATION OF SEPARATE TYPES OF PUDS

The Planning Commission and the City Council may consider separate types of PUDs (such as residential and commercial PUD) within a consolidated master plan as a single administrative procedure provided the total tract is under the unified control of a landholder and the land area is sufficient to comply with separate area requirements combined. This provision in no way alters any requirements in this article.

3.20.8 CONSISTENCY WITH PUD STANDARDS

All PUD developments shall be subject to the design standards and requirements of Article 7, Planned Unit Development.

Staff's review of Section 3.20.2 in relation to this request finds the following:

A. Will be consistent with the currently effective General Plan as well as any special development plan for the area;
The future land use policy outlined in Connect Columbia is "Suburban Neighborhood" that aligns with an RS-6 PUD master plan.
B. Is likely to be compatible with development permitted under the general development provisions of the Zoning Ordinance;

As discussed in the summary of zoning standards above, it is feasible to implement the Preliminary PUD Master Plan in accordance with the Zoning Ordinance provided the Planning Commission and City Council grant the deviations from strict application of the limited use standards of the Ordinance pertaining to parking for townhomes.

C. Will not significantly interfere with the use and enjoyment of other land in the vicinity.

As discussed in the analysis of Section 3.18.7.B.3 above, the Planning Commission may condition its recommendation on revisions to the Master Plan designed to mitigate any identifiable adverse impacts on other properties.

Staff's review of Section 3.20.5 in relation to this request finds the following:
The Planning Commission and the City Council may consider separate types of PUDs (such as residential and commercial PUD) within a consolidated master plan as a single administrative procedure provided the total tract is under the unified control of a landholder and the land area is sufficient to comply with separate area requirements combined. This provision in no way alters any requirements in this article.

The proposed PUD Master Plan includes residential uses of densities and open space that are permissible within an RS-6 base zoning district.

Staff's review of Section 3.20.8 in relation to this request finds the following:

All PUD developments shall be subject to the design standards and requirements of Article 7, Planned Unit Development.

- *The proposed PUD Master Plan conforms to the maximum permitted densities identified in Section 7.3.5 of the Zoning Ordinance.*

CITY OF COLUMBIA TENNESSEE
CITY COUNCIL
STAFF REPORT

STAFF REPORT CONTACT INFORMATION
Paul Keltner, Development Services Director, paul@columbiatn.com, 931-560-1560

AGENDA ITEM TITLE:
2ND CONSIDERATION OF ORDINANCE NO. 4462 - AN ORDINANCE AMENDING ORDINANCE NO. 4400, THE SAME BEING THE ZONING ORDINANCE OF THE CITY OF COLUMBIA, TENNESSEE REGARDING MOBILE VENDING

RECOMMENDATION: Approve Ordinance No. 4462 on second consideration.

INFORMATION: Amendments may be recommended due to circumstances over a time period. Columbia established mobile vending under the Zoning Ordinance in 2018 and since that time, it has been identified in Strategic Planning to be an item for review. Staff consulted surrounding areas for their regulations and also consulted with local vendors to provide suggested amendments. Also being a part of this zoning ordinance amendment is the establishment of food truck court regulations. Planning Commission then reviewed the various proposed amendments and at the April 12, 2023 meeting recommended approval of the attached by a vote of 6-0.

AN ORDINANCE AMENDING ORDINANCE NO. 4400, THE SAME BEING THE ZONING ORDINANCE OF THE CITY OF COLUMBIA, TENNESSEE REGARDING MOBILE VENDING AND ESTABLISHING FOOD TRUCK COURT REGULATIONS

WHEREAS, Section §13-7-201 of the Tennessee Code Annotated empowers the city to enact a zoning ordinance and to provide for its administration, enforcement, and amendment; and

WHEREAS, the City Council deems it necessary for the purpose of promoting the health, safety, morals and general welfare of the city to enact such an ordinance; and

WHEREAS, the City Council, pursuant to the provisions of Section §13-4-101 of the Tennessee Code Annotated has appointed a Planning Commission to recommend the appropriate regulations to be enforced therein; and

WHEREAS, on the 12th day of April 2023, the Planning Commission reviewed and recommended specific changes in accordance to Section 8.5.18, to the Zoning Ordinance regarding modifications of standards for mobile vending along with establishing regulations for food truck courts, Exhibits A and B, as attached hereto and referenced herein, respectively. Said recommendations are being considered after a public hearing held on the 8th day of June, 2023, notice of which was published in the Daily Herald of Columbia fifteen (15) days or more prior to said meeting; and

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF COLUMBIA:

Section 1: That Ordinance number 4400, the same being the Zoning Ordinance of the City of Columbia, Tennessee is hereby amended by revising the mobile vending standards as attached in Exhibit A;

Section 2: That pursuant to Section 8.5.18.J.4, the City Council makes the following specific findings:

a. The extent to which the proposed Zoning Ordinance Amendment is consistent with the remainder of this Ordinance, including, specifically, any purpose and intent statements;
b. The extent to which the proposed Zoning Ordinance Amendment represents a new idea not considered in this Ordinance, or represents a revision necessitated by changing circumstances over time;
c. Whether or not the proposed Zoning Ordinance Amendment corrects an error in this Ordinance; and
d. Whether or not the proposed Zoning Ordinance Amendment revises this Ordinance to comply with state or federal statutes or case law.

Section 3: That ordinances or parts of ordinances in conflict herewith are hereby repealed

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF COLUMBIA, TENNESSEE, this the 8th day of June, 2023.

_____
CHARLES (CHAZ) M. MOLDER, MAYOR

ATTEST:

_____
THAD H. JABLONSKI, CITY RECORDER

LEGAL FORM APPROVED:

C. Tim Tisher
C. TIM TISHER, CITY ATTORNEY

APPROVED FOR FIRST CONSIDERATION:

_____

ANTHONY R. MASSEY – CITY MANAGER

Passed on 1st consideration _____

Passed on 2nd consideration:_____

Proposed Zoning Text Amendment

Additions are Underlined
~~Deletions are Strikethrough~~

TABLE 4.3.9.A-1 – Principal Uses

Remove On-Street Vending / Mobile Vendor from Table 4.3.9.A-1 (p.232)

TABLE 4.3.9.A-3 – Temporary Uses

Add On-Street Vending / Mobile Vending to Table 4.3.9.A-3 (p.264) as a Temporary Use Permitted Subject to Limited Standards (PL).

§ 4.3.9.E.6.x (p. 252) – Limited Use Standards

x. **Mobile Vending** shall be permitted in accordance with TABLE 4.3.9.A-3~~the applicable Use Table~~, subject to the following:

(1) Issuance of a Temporary Use Permit pursuant to Section 8.5.9 ~~for a Temporary Use on private property within any Commercial or Industrial Zoning use~~.

(2) All Mobile Vending shall be subject to the following requirements and limitations:

~~(a) A plot or Building Site plan shall be required to be submitted with the Temporary Use Permit showing: the location of the vending area, the location of the site access points/driveways, the number of parking spaces that are being occupied~~

Plot plan requirement at application eliminated

~~by the temporary use, and any other necessary information, as determined by the Development Services Department~~

(~~b~~a) Access, ingress, egress, and interior vehicular or pedestrian circulation ~~on the private property~~at the vending location shall not be impeded.

(b) Mobile vendors may not obstruct corner or driveway sight triangles depicted in Tables 4.3.3.G.1 and 4.3.3.G.2.

Adds requirement to maintain clear sight triangle.

(c~~c~~) The primary use on site shall maintain an adequate parking supply ~~after the temporary use site area~~.

(d) upon request of the Zoning Administrator or the Columbia Police Department the Mobile Vendor shall provide a ~~A~~ written and signed agreement from the property owner, or owner's authorized agent, granting permission for the temporary use of the property, which shall include a provision for the usage of onsite restroom facilities when tables and/or chairs are incorporated.

Owner permission no longer required at time of application but must be provided if there is an issue

(e) Trash receptacle of adequate size shall be provided by the vendor.

(f) All signage shall be on located on the mobile vending apparatus.

Additions are Underlined
~~Deletions are Strikethrough~~

(g) With the exception of special events, vending shall only take place ~~in conjunction with a primary structure and/or~~ on a hard surface conforming to Section 4.3.12.C-7 or on properties with existing non-conforming parking areas with an approved driveway entrance.

Paved surface requirement modified to permit vending on existing unpaved lots with provision to prevent unauthorized access to RoW.

(h) With the exception of ~~special events~~Food Trucks, mobile vendors shall not remain on a single site for more than four (4) ~~-~~consecutive days ~~within a seven day time period~~.

Four-day rule still applies to non-food trucks. Food trucks must remain movable (see sub-para i)

(i) Food Trucks and shall remain movable at all times and may not be permanently secured to the site~~;~~. upon request of the Zoning Administrator, each operator of a Food Truck must show current registration to operate the apparatus on public roads and demonstrate that the apparatus is movable.

(j) Mobile vendors must dispose of fats, oils, and grease appropriately and may not connect to city sanitary sewer.

Adds safeguard against FOG entry into sanitary sewer

(k) Any Mobile Vendor serving alcohol must by licensed by the Tennessee Alcoholic Beverage Commission and must comply with all regulations related to the sale of alcohol.

This deals with the mobile bar situation. They must comply with ABC regulations and the Municipal Code and have a designated area.

(l) Mobile Vendors operating at a location for a duration of more than four hours must have a written agreement, available upon request by the Zoning Administrator or the City of Columbia Police Department, that permits employees to have access to a restroom no more than 300 feet from the vending location during all the hours of operation.

Restroom facilities required for employees.

(3) Within Character District CD-5~~, on a case by case basis~~, ~~Mobile Vending trucks~~Food Trucks and Pushcarts may be permitted to set up for service or to conduct business in the public right of way under the following criteria~~, which shall be reviewed for approval by the Zoning Administrator~~:

Vending in- RoW within CD-5 allowed on streets that the ZA has deemed appropriate for 90-days at a time. The ZA will publish a map each quarter and revise based on experience. Hours limited to 7am – 10pm.

(a) ~~Compliance with the requirements of Sections 4.3.9.D.6.x(2)(a)-(h);~~

~~(b)~~ Mobile Vending ~~Location~~locations ~~and time of service are clearly outlined on the permit~~shall be limited to street ~~sections~~segments designated as appropriate for Mobile Vending by the ~~Zoning Administrator~~Zoning Administrator; the Zoning Administrator shall create a map of street segments designated for mobile vending at least quarterly; Mobile Vendors who set up for service in the right of way must verify allowable vending locations

(b) Hours of operation shall be limited to 7:00

am to 10:00 pm;

(c) Only one parking space ~~as assigned by the Zoning Administrator~~ shall be occupied;

(d) Such Food ~~t~~Truck shall be removed from the parking space each day; n~~N~~o Food Truck may remain in the public rights of way for more than six (6) consecutive hours;

Six-hour limit for street vending.

(e) Mobile Vendors shall not reserve, obstruct, or otherwise limit the use of parking spaces while not actually occupying the space;

Unimpeded flow of vehicular and pedestrian traffic required. Reserving spaces not permitted.

(f) The Zoning Administrator, the Department of Public Works, or the City of Columbia Police Department may direct the Mobile Vendor to vacate the right of way at any time, the Mobile Vendor must immediately comply with directions to leave a parking space ~~The Use must be fulfilling a lack in culinary diversity within the area, so as to not directly compete with area brick and mortar stores.~~

(f) The mobile vendor shall clearly identify the mobile vending area with traffic cones or similar device.

(4) Within CIVIC Districts, Food Trucks may be permitted to set up for service or to conduct business under the following criteria:

Mobile vending in CIVIC Districts as part of a City sanctioned event. Vendors must hold an active mobile vending permit.

(a) The Mobile Vendor holds a current Mobile Vending Permit;

(b) The City of Columbia, or a person or organization that has entered into a use agreement with the City of Columbia, has invited the Mobile Vendor to cater a community event;

(c) The serving window of the Food Truck must face away from any right of way; and

(d) The mobile vendor shall clearly identify the mobile vending area with traffic cones or similar device.

(~~4~~5) Except as set forth in Section 4.3.9.D.6.x(3) with respect to Character District CD-5, in order to maintain the safe movement of vehicles and pedestrians on the City's roadways, Mobile Vendors, excluding Ice Cream Truck and Canteen Truck operations, shall not be permitted to set up for service or to conduct business on any public right-of-Way.

(~~5~~6) In addition to the circumstances under which Mobile Vendors may be permitted to set up for service or to conduct business in the public right of way of Character District CD-5 under Section 4.3.9.D.6.x(~~5~~3), Mobile Vendors shall be permitted to set up for service or to conduct business in Character District CD-5 for a special event that includes full or partial street closures, or mass gathering permits sanctioned by the City.

(7) A canteen truck with a current mobile food vending permit may operate on private property or from the right of way adjacent to a construction site with an active building permit in order to cater to on-site workers: between the hours of 6:00 a.m. and 6:00 p.m. on week days; a Canteen Truck may not remain on any one site for more than one (1) hour each day; the serving window of the Canteen Truck must face private property.

Adds Canteen Truck provisions which match Brentwood and other cities modeled on Brentwood.

(8) An Ice Cream Truck with a current mobile food vending permit may operate on private property or from the right of way; an Ice Cream Truck may not remain at any one location for more than 15 minutes before relocating to another location not less than one- quarter mile from the previous location; the serving window of the Ice Cream Truck must face private property.

Adds ice cream truck regulations. The Ordinance already includes a definition but these standards permit them to operate.

(9~~6~~) The Zoning Administrator may revoke the annual temporary use permit found to be in violation of any provision of this Ordinance.~~Permit holders with repeated violations may have the annual temporary use permit revoked.~~

8.5.9 Temporary Use Permit

A. Applicability.

1. Temporary Uses occurring on property outside of the public right-of-way shall be allowed only upon the issuance of a Temporary Use Permit, except as set forth in Section 4.3.9.~~G~~.

2. The provisions of this section shall not apply to Temporary Uses occurring within the public right-of-way, except as provided for in section 4.3.9.E.6.x.

B. Application Requirements.

A Temporary Use Permit application shall be submitted in accordance with Section 8.5.4.C.

C. Action by Zoning Administrator.

1. After receiving the application, the Zoning Administrator shall have up to 30 days to review the application.

2. Upon hearing recommendations from all appropriate departments, the Zoning Administrator shall approve the issuance of a Temporary Use Permit subject the use standards established in Section 4.3.9 and the following:

a. No lighting or electrical service shall be provided without an electrical permit;

b. No Temporary Use Structure shall be erected without a Building Permit;

c. No Temporary Use Structure shall block fire lanes or pedestrian or vehicular access;

d. The site of the Temporary Use shall be cleared of all debris at the end of the Temporary Use. All temporary Structures shall be cleared from the site within five days after the use is terminated;

e. Written permission of the property owner for the Temporary Use shall be provided;

f. Adequate Parking shall be provided;

g. Required Parking for other uses shall remain available;

h. Adequate traffic control measures shall be provided;

i. Adequate provisions for refuse disposal and sanitary facilities shall be provided; and

j. When appropriate, adequate provisions for crowd control shall be provided.

3. Temporary Use Permits shall be valid for the time period established in Section 4.3.9.G. Where no time period is established in Section 4.3.9.G, the use shall automatically be permitted for thirty (30) days. The Zoning Administrator may extend this time period by up to sixty (60) days at his/her discretion provided the request is made at the time of original application.

4. Temporary Use Permits may be renewed one time by the Zoning Administrator unless other renewal standards are specified in Section 4.3.9.G or in other provisions of this Section.

D. Temporary Use Permit for Mobile Vending

(1) All permits for Mobile Vending shall expire one year from the date of issuance, and shall be renewable.

One-year permit

(2) The fee for a Mobile Vending permit shall be established as provided under Section 8.5.4.C.; applicants found to be operating without a permit within the previous twelve (12) months shall be charges 200% of the regular fee.

Double fee for operating without a permit.

(3) Prior to issuing a permit for Mobile Vending, the Zoning Administrator shall confirm that the City of Columbia Fire Marshal has inspected the mobile vending apparatus and issued a fire permit certifying compliance with the International Fire Code, or the that the Fire Marshall has accepted an equivalent fire permit.

This provides for the possibility of a statewide fire permit. The permit may be issued by either the City of Columbia Fire Marshal or State Fire Marshal.

~~D~~E. Revocation of Temporary Use Permit.

A Temporary Use Permit shall be revoked if the Zoning Administrator finds that the terms of the permit have been violated or that there is a hazard to the public health, safety and welfare.

E. Appeal

Final action on a Temporary Use Permit may be appealed in accordance with Section 8.5.17.

§ 9.3 (p.500 & p.508) – Definitions

Canteen Truck: A Mobile Vending Apparatus used to serve pre-cooked products to workers at various locations where other food service options are unavailable or impractical (e.g. construction site). Service is often from the Right-of-Way.

Adds Canteen Truck definition (see 4.3.9.x.7)

Proposed Zoning Text Amendment

Additions are Underlined
~~Deletions are Strikethrough~~

Food Truck: A Mobile Vending Apparatus which qualifies as a vehicle or tow-behind trailer under TCA § 55-1-101-126 from which edible food products and beverage are cooked, prepared, assembled and offered for sale to the general public for immediate consumption. A food truck is not a Mobile Kitchen.

Adds specific definition for Food Truck, a subset of Mobile Vending Apparatus. Food Trucks are permitted in some circumstances that others are not (i.e., permissive on-street vending in CD-5).

Ice Cream Truck: are motorized vehicles from which the operator vends only pre-packaged frozen dairy or frozen water based food products. Service is often from the Right-of-Way.

~~Mobile Vendor /~~ Mobile Vending: any temporary activity ~~and/or apparatus from which the operator~~which includes prepara<u>tion</u>~~s~~, assembly<u>s</u>~~es~~, or display <u>of</u>~~s~~ items with the intent to sell such items to the general public (excluding produce stands).

Mobile Vending Apparatus: Any vehicle, trailer, cart, table, tent or other equipment utilized for Mobile Vending.

Separates definition of land use activity and physical apparatus.

Pushcart: A mobile vending apparatus which may be moved without assistance of a motor from which merchandise or food is stored and prepared with the intent to sell to the public.

Adds definition to allow hotdog carts, ice cream carts and similar vendors to set-up operate in the CD-5 right-of-way.

Zoning Text Amendment
Food Truck Court

Additions are Underlined
~~Deletions are Strikethrough~~

TABLE 4.3.9.A-1 (p.231) – Principal Uses

Add Food Truck Court to Table 4.3.9.A-1 as a Principal Use within the Restaurant grouping, Permitted Subject to Limited Standards (PL) in CD-4, CD-4C, CD-5, CD-5C, SD-LI, and SD-INT and Not Permitted (NP) in CD-2, CD-3, CD-3L, and SD-HI.

Adds Food Truck Court as a new principal use.

TABLE 4.3.12.B-12 (p. 273) – Vehicular Parking Requirements

Add Food Truck Court minimum parking ratio of two spaces per mobile Food Truck stall.

§ 8.5.6.D.3 (p. 411) – Development Plan Review

The Planning Commission shall be the Decision Making Authority for Site Development Plans that include Food Truck Courts, Large Multi-Family Buildings or Manufactured Home Parks, one or more Development Parcels, or an application referred by the Zoning Administrator.

Development Plan approval required to establish a Food Truck Court. The Planning Commission is Decision Making Authority.

§ 4.3.9.E.6 (p. 247) – Limited Use Standards

l. **Food Truck Courts** shall be permitted as a Principal Use on any Lot or Building Site in

New Limited Use Standard will become sub-paragraph l, subsequent uses will be relisted accordingly.

accordance with Table **4.3.9.A-1**, subject to the following:

(1) Approval of a Development Plan pursuant to Section 8.5.6. As part of the Development Plan application, the Zoning Administrator shall review the items listed below and may request review by other City of Columbia officials.

(2) Each Food Truck operating within a Food Truck Court must hold a current Mobile Vending permit from the City of Columbia.

(3) A designated manager must be responsible for the orderly organization of the site, the cleanliness of the site, and compliance with all City of Columbia regulations.

(4) The Food Truck Court must be kept clear of litter and debris at all times.

(5) Waste receptacles must be provided on site during all hours of operation.

(6) At least 30 percent of the lot or building site area must be shared common area not utilized for Food Truck stalls or parking.

(7) The common area shall be designed for customer use and must include designated seating for patrons.

(8) Electrical service must be provided on-site.

(9) Food Truck Courts on lots or building sites greater than or equal to 0.50 acres in area must provide on-site

accessible restroom facilities available for both customers and employees within a permanent structure.

(10) Food Truck Courts on lots or building sites less than 0.50 acres in area must either provide

(a) on-site accessible restroom facilities; or

(b) a written agreement granting use of restrooms within 300 feet of the Food Truck Court for customers and employees during hours of operation.

(11) Temporary or portable toilet facilities are not permitted.

(12) Each Food Truck shall occupy a designated Food Truck Stall.

(13) Food Truck stalls shall conform to the dimensional standards of a parallel parking stall in Table 4.3.12.C-1 and to the off-street parking surface requirements of the applicable Character District or Special District.

A paved surface is required for Food Truck stalls.

(14) There shall be at least ten feet of unobstructed clearance between each Food Truck.

(15) Food, drink, and other merchandise must be sold directly from Food Trucks or other Mobile Vending Apparatuses.

(16) Except in Character District CD-5, the sale of alcohol in a Food Truck Court is prohibited.

(17) Food Truck Courts with more than five Food Truck stalls must utilize a single point of sale system associated with a business entity with a situs and current business license and in the City of Columbia.

(18) Required parking shall be provided

(a) as described at § 4.3.12.B.3;

(b) on another lot or building site within 1,320 feet of the Food Truck Court by parking agreement or easement, provided the principal use on the shared site shall maintain minimum required parking;

(c) On street space within 1,320 feet of the Food Truck Court; or

(d) a combination of a -c above.

(19) The Food Truck Court operator shall provide a detailed operating plan which includes:

Operating plan required.

(a) The maximum number of Food Trucks that can operate on the site at one time;

(b) A copy of the rules of operation to which Food Trucks operating on the site must adhere;

(c) A plan for the appropriate disposal of fats, oils, and grease which prevents release into the city sanitary sewer;

(d) Hours of operation of the Food Truck Court;

(e) Contact information for the designated manager;

(f) An explanation of how required parking will be provided; and

(g) An explanation of how required restroom facilities will be provided.

(20) The Food Truck Court operator shall provide a plot or building site plan which depicts:

Plot plan required

(a) The exact location of each Food Truck stall;

(b) The location of all permanent structures on the property;

(c) Access, ingress, egress, and interior vehicular and pedestrian circulation;

(d) The location of any on-site parking;

(e) The location of landscaping;

(f) The location of all seating areas, trash receptacles and other movable and permanent physical elements of the Food Truck Court; and

(g) All other information deemed necessary by the Zoning Administrator.

§ 9.3 (p.508) – Definitions

Adds Food Truck Court definition.

Food Truck Court: A parcel of land where two or more Mobile Vendors congregate to offer food and beverage for sale to the public as the principal use of

the site, where permitted by Table 4.3.9.A-1. This definition shall not be interpreted to include a congregation of mobile food vendors as an accessory use or temporary use, where permitted by Table 4.3.9.A-2 and 4.3.9.A-3.

CITY OF COLUMBIA TENNESSEE
PLANNING COMMISSION
STAFF REPORT

STAFF REPORT CONTACT INFORMATION
Kevin McCarthy, City Planner & Zoning Administrator, kmccarthy@columbiatn.com, 931-560-1531

APPLICATION NUMBER	APPLICANT/PROPERTY OWNER
23-0035	**Zoning Administrator/ N/A**
PUBLIC HEARING DATE	PROPERTY ADDRESS/LOCATION
N/A	**Citywide**

SUMMARY OF REQUEST: **Zoning Ordinance Text Amendment (Mobile Vending)**
Updated Following April Planning Commission Meeting

This is a request to amend the text of the zoning ordinance at § 4.3.9.E.6.x. The proposed amendment is intended to better regulate food trucks and other mobile vendors. The proposed changes remove impediments for mobile vending entrepreneurs while protecting and promoting the public health, safety, comfort, morals and general welfare of Columbia.

This request was presented to Planning Commission on the initiative of the Zoning Administrator. The City Council established a policy agenda for the City as part of the 2022 strategic plan. The agenda prioritizes various actions necessary to position Columbia as an attractive livable city with a growing economy. The plan identifies "evaluate city food truck ordinance" as a top priority. In Columbia, food trucks are regulated by the mobile vending provisions of the Zoning Ordinance.

As directed by the Strategic Plan, the Zoning Administrator and the director of Development Services asked planning staff to research how Middle Tennessee communities regulate mobile vending, and to identify administrative challenges related to the current ordinance. Staff presented initial research to the Planning Commission at its January 2023 meeting. On February 16, 2023, staff from Development Services and the Office of the Fire Marshal held a listening session with mobile vendors and other stakeholders to hear suggestions for improving the ordinance.

Staff initially prepared two alternatives for the Planning Commission to consider. The first "Zoning Administrator's Proposed Text Amendment" incorporates many recommendations from mobile vendors, the best practices of other communities, and the experience of the Zoning Administrator. The second, "Alternative Proposed Text Amendment" included all of the changes supported by the Zoning Administrator, as well as additional recommendations from mobile vendors. At its April 2023 meeting, the Commission recommended a proposed text amendment which incorporates elements of both proposals.

At its March 2023 meeting, the Planning Commission directed planning staff to research additional topics: Food Truck Courts and Mobile Kitchens. Staff presented draft zoning text amendments related to these topics at the Commission's April meeting. The Planning Commission recommended adoption of the Food Truck Court standards.

MAP SOURCE: City GIS

EXISTING ZONING	EXISTING LAND USE	SURROUNDING ZONING & LAND USE	SITE IMPROVEMENTS PROPOSED	SIZE OF PROPERTY
N/A	N/A	N/A	N/A	N/A

CONSISTENCY with the **COMPREHENSIVE PLAN:**

The proposed zoning text amendment regulates a temporary land use that occurs throughout the city. Connect Columbia does not provide specific policy direction for mobile vending. The proposal is consistent with the guiding principles listed at p.5 of the Framework Plan. Updated mobile vending regulations provide a ***dynamic*** community that provides "diverse opportunities for economic innovation and growth." Orderly mobile vending adds to Columbia's ***sense of place*** by enhancing a vibrant community character.

HISTORY

In the late 2010s, Development Services staff found that the city's 90-day temporary use permit did not accommodate the needs of mobile vendors serving customers in Columbia. The Planning Commission first considered mobile vending regulations in October of 2017. After months of review by Planning Commission and City Council, Columbia added mobile vending standards to the Zoning Ordinance in April 2018. The mobile vending standards carried over with only minor modification when the city adopted the current zoning ordinance in July 2022. Following a failed attempt to preempt local authority to regulate mobile vending during the 112th General Assembly, City Council identified "evaluate city food truck ordinance" as a top priority for city staff.

CONFORMITY to the ZONING ORDINANCE:

Zoning Ordinance Referenced:

The mobile vending regulations are located at § 4.3.9.E.6.x (p. 252) with reference to the parking lot standards at 4.3.12.C.7 (p. 280). Applicable definitions are located at § 9.3 (p.500 & p.508) of the Zoning Ordinance. Specific standards considered for revision include:

- § 4.3.9.E.6.x(1) – Excluding mobile vending from residential zones (CD-2, CD-3L, CD-3)
- § 4.3.9.E.6.x(2)(a) – The requirement for a detailed plot plan submitted at the time of application.
- § 4.3.9.E.6.x(2)(d) – The requirement for an owner agreement at the time of application.
- § 4.3.9.E.6.x(2)(h) – Limiting the duration of the temporary use to four days out of seven.
- § 4.3.9.E.6.x(3) – The criteria for Zoning Administrator approval of vending in the right-of-way in the CD-5 district
- § 4.3.9.E.6.x(5) – Exemptions for city-sponsored events and mass gatherings.

Staff Comment:

The proposed text amendment responds to concerns from staff and permitted mobile vendors.

- Both options enact the following changes.
  - Adjusts Tables 4.3.9.A-1 and 4.9.3.A-3.
  - Adds a Mobile Vending Apparatus definition (§ 9.3; p11, L 295 297).
    - It has become apparent over time administering the ordinance that various vendor types require differing standards. Defining an apparatus, and types of apparatuses, allows the Zoning Administrator to understand the regulatory intent

of Planning Commission and City Council for different situations.

- Adds a Food Truck definition (§ 9.3; p.11, L 279 285).
  - This change responds to a request from food truck operators to distinguish their businesses from other mobile vendors. It also reflects the implicit directive of City Council in the instruction to "evaluate city food truck ordinance." It is the practice of other jurisdictions across Middle Tennessee to specifically define and regulate the activity of operating a food truck as distinct from other mobile vending.
- Adds a Pushcart Definition (§ 9.3; p.11, L 298 301).
  - Several individuals have asked the Zoning Administrator whether the Ordinance permits this type of vending. The new definition clarifies when and where vending from a pushcart is appropriate.
- Eliminate the requirement for a plot plan at application (§ 4.3.9.E.6.x.2; 4.3.9.E.6.x.2; p.1 2, L
- 19 30).
  - This change reflects the best practices of other communities across Middle Tennessee, removes a significant frustration for applicants, and eliminates an administrative burden for staff.
- Clarifies the requirement to maintain a clear sight triangle at any mobile vending location (§ 4.3.9.E.6.x.2; p. 2, L 35 37).
  - The Zoning Administrator requests this provision to protect the safety and welfare of the public.
- Eliminates the requirement for owner permission form at application (§ 4.3.9.E.6.x.2; 4.3.9.E.6.x.2; p.2, L 41 51).
  - This change reflects the best practices of other communities across Middle Tennessee, removes a significant frustration for applicants, and eliminates an administrative burden for staff. The proposed language does require vendors to document permission upon demand, a best practice among other cities in the region.
- Clarifies the prohibition on release of fats, oils, and grease into the City's sanitary sewer system (§ 4.3.9.E.6.x.2; p. 3, L 64 66).
  - The Zoning Administrator requests this provision to protect public infrastructure.
- Clarifies the regulatory authority for mobile vendors serving alcohol (§ 4.3.9.E.6.x.2; p.3, L 67-71).
  - The Zoning Administrator has had limited experience with mobile alcohol vendors. Significant research was required to answer questions form a mobile vendor who recently requested a permit to sell alcohol from a mobile apparatus. The Tennessee Alcoholic Beverage Commission thoroughly regulates the activity and the municipal code contains provisions which limit the location of alcohol sales. The proposed language clarifies the regulatory authority for potential vendors and future staff.
- Allows permissive vending in right-of-way within character district CD-5 on street segments designated by the Zoning Administrator (§ 4.3.9.E.6.x.3; p. 3 5, L 72-119).
  - This is the most significant proposed change. The change was suggested by a group of at least ten mobile vendors who coordinated their recommendations. Although permissive on-street vending is not a widespread practice among peer cities, Murfreesboro has successfully permitted mobile vending by food trucks in

designated areas of the downtown area since 2016. The proposal allows the Zoning Administrator to periodically adjust the permissive vending areas to relive potential conflicts over parking. This approach also allows the Zoning Administrator to leverage public interest in food trucks and direct activity to emerging commercial revitalization throughout downtown Columbia. The initial designations will likely include sections of W. 5th Street, portions of N. Main north of E 6th Street, portions of E. 6th Street, portions of Glade Street, Woodland Street, E. 8th Street, and the 900 block of S. Main Street.

- Adds a Canteen Truck definition (§ 9.3; p.10, L 274-278).
  - The definition distinguishes distinct activities (Food Trucks and Canteen Trucks). Due to operation from the right-of-way and regular presence in residential areas, Canteen trucks pose a greater risk to public welfare than Food Trucks which vend from one location at a time.
- Adds Canteen Truck standards which allow mobile vending at active construction sites for up to one hour (§ 4.3.9.E.6.x.6; p. 6, L 137 145).
  - This change recognizes and regulates an activity which is already occurring in Columbia and adopts best practices from other municipalities in the region.
- Modifies the Ice Cream Truck Definition (§ 9.3; p.11, L 286-289).
  - The modified definition distinguishes distinct activities and clarifies that Ice Cream Trucks operate from the right-of-way.
- Adds Ice Cream Truck standards which allow limited mobile vending from the right-of-way for up to 15 minutes (§ 4.3.9.E.6.x.7; p. 6, L 146-153).
- Modifies the procedural language in § 8.5.9 to clarify that temporary uses may occur in the right-of-way.
  - The current language is contradictory; the proposed language provides greater clarity.
- Adds a subsection to § 8.5.9 which deals specifically with mobile vending (p. 10 , L 248-263).
  - The current ordinance does not distinguish procedurally between mobile vending and other temporary uses. The additional language creates a process to accommodate the unique needs of mobile vendors.
- Provides for a permit that expires one year from the date of issuance (§ 8.5.9.D.1; p. 9, L 249-251).
  - This change responds to a request from mobile vendors, spreads the administrative burden throughout the year, and adopts best practices of many Middle Tennessee jurisdictions.
- Adds a penalty fee for operating without a permit (§ 8.5.9.D; p. 9, L 252-256).
  - The change creates a disincentive for operating in Columbia without a permit.
- Adds language clarifying the need to obtain a fire permit (§ 8.5.9.D; p. 10, L 257-263).
  - The Fire Marshall and the Zoning Administrator each permit mobile vendors under different regulatory authority. The Zoning Administrator has required applicants to pass the Fire Marshall's inspection prior to issuance of a mobile vending permit. Similarly, the Fire Marshall will not release the fire permit until the applicant has met the requirements for a mobile vending permit. The new language codifies this administrative practice. The wording of the language is flexible enough to include a state fire permit should the General Assembly enact HB0814/SB0907.

- Modifies the "paved surface" requirement (p. 3, L 56 62).
  - This change would permit mobile vending on vacant properties with an existing non-conforming parking area and an approved driveway access.
- Removes the "four-day rule" limitation for Food Trucks and clarifies the requirement that a Food Truck remain movable at all times (p. 3, L 63 67).
  - Staff receives frequent complaints about the "four-day rule." A few operators have simply ignored the rule. Effective enforcement is a challenge for staff. There is no clear best practice among peer cities. Some require mobile vendors to move daily, others do not regulate the duration of the activity on a single site. A group of mobile vendors have requested the elimination or modification of this requirement.
- Provides for mobile vending in Civic districts at the invitation of the City, another local government, or an organization with an approved use agreement with the city (p. 5-6, L125-154).
- Adds a requirement that mobile vendors secure access to a restroom for employee use when on a mobile vending location for more than four hours.

In addition to these substantive changes, the Zoning Administrator will modify the procedures for reviewing and issuing mobile vending permits.

- Zoning staff will send a confirmation email through the Land Management (LAMA) online permitting portal (applicants must provide email address in order to receive confirmation). The email will confirm that the application has been received and list any deficiencies to be corrected.
- If the Planning Commission and City Council amend the Zoning Ordinance to allow on-street vending on designated street segments, the Zoning Administrator will, at least quarterly, publish a map of areas in the CD-5 zone where permissive vending may occur in the right-of-way.

Food Truck Courts:

- A Food Truck Park or Food Truck Court is a commercial land use which provides a gathering place for food truck patrons to experience a rotating troupe of mobile vendors. Attendees at the February 16th listening session provided examples of this land use in other cities.
- Over the course of the past year, at least two property owners have asked whether this land use is permitted in Columbia.
- The Planning Commission directed staff to research the issue and prepare draft ordinance changes to accommodate the use.
- At its April meeting, the Planning Commission recommended a proposed text amendment that adds the new land use and associated standards to the Zoning Ordinance.

Planning Commission and City Council Action:

Section 8.5.18.G and J require the Planning Commission and City Council to make specific findings with regard to the grounds for a Zoning Ordinance amendment. Those standards are listed below with staff analysis.

Zoning Ordinance Text Amendment:

Staff reviewed the request for a zoning text amendment for consistency with the standards listed in the City of Columbia Zoning Ordinance. The relevant provisions of the Ordinance are listed below, followed by staff analysis.

Staff's review of Section 8.5.18.C in relation to this request finds the following:

1. All petitions for Zoning Ordinance Amendment must be consistent with the Comprehensive Plan and applicable local plans. A petition for Zoning Ordinance Amendment shall not be approved by the City Council when there is a conflict with the Comprehensive Plan or applicable local plans, as determined by the Planning Commission (see Section 8.3.3.B.4).

Staff Comment: The relevant section of the Zoning Ordinance regulates a temporary land use that occurs throughout the city. Connect Columbia does not provide specific policy direction for mobile vending. The proposal is consistent with the guiding principles listed at p.5 of the Framework Plan. Updated mobile vending regulations provide a dynamic community that provides "diverse opportunities for economic innovation and growth." Orderly mobile vending adds to Columbia's sense of place by enhancing a vibrant community character.

2. When required, an application for an amendment to the Comprehensive Plan or local plan may be submitted concurrently with an application for Zoning Ordinance Amendment. The decisions, however, shall be rendered with separate motions.

Staff Comment: The proposed revision to the Zoning Ordinance does not require an amendment to Connect Columbia.

Staff's review of Section 8.5.18.G in relation to this request finds the following:

3. The Planning Commission in its review and recommendation shall make specific findings with regard to the following grounds for a Zoning Ordinance Amendment and shall note the same in the official record as follows:

    a. The extent to which the proposed Zoning Ordinance Amendment is consistent with the remainder of this Ordinance, including, specifically, any purpose and intent statements

    Staff Comment: The proposed zoning text amendment is consistent with the

purposes, intent, and objectives listed at § 1.5 (p. 6). Specifically, the text amendment will "protect and promote the public health, safety, morals, comfort, convenience, and general welfare of the people and community" (§ 1.5.1.A) and allows for the beneficial use of property (§ 1.5.1.P).

Mobile vending is a temporary use. Disguising between temporary mobile vending activity and permanent retail sales remains an important issue for Planning Commission to consider. Establishing standards for the built environment is a primary function of the Zoning Ordinance. One of the stated purposes of the Ordinance is to fix "reasonable standards to which buildings or structures shall conform" (§ 1.5.1.G). Another purpose of the Ordinance is to prohibit "uses, buildings, or structures which are incompatible with the character" of the specified zoning districts (§ 1.5.1.H).

Section 4.3.9.E.6.x(2)(h) of the current ordinance limits the duration of the temporary use to four days out of seven. The recommended zoning text amendment removes this standard, but clarifies that a mobile vending activity must be transitory and that any associated apparatus must remain movable at all times. This change provides flexibility for mobile vending businesses while maintaining standards for permanent structures erected in the city.

Peer cities are mixed in their treatment of this issue. Some require mobile vendors to move from the vending location daily, creating a clear distinction between temporary and permanent activities. This approach may be overly burdensome for vendors who have ongoing multiday arrangements to vend at a particular location. A few jurisdictions in Middle Tennessee do not limit duration of mobile vending at all. This approach negates the bulk standards of the ordinance and removes quasi-permanent structures from life safety regulations of the International Building Code and the International Fire Code. The recommended text amendment provides a middle-course between overly burdensome regulatory framework and an effective loophole in the standards for the built environment. Planning Commission may determine that a different standard would better distinguish temporary from permanent activities. However, mobile vendors and other stake-holders have been emphatic in their comments that the "four-day rule" limits their ability to serve customers in Columbia. There is room for greater flexibility without contravening the purposes of the ordinance.

b. The extent to which the proposed Zoning Ordinance Amendment represents a new idea not considered in this Ordinance, or represents a revision necessitated by

changing circumstances over time;

Staff Comment: The proposed zoning text amendment represents a revision necessitated by changing circumstances over time. The minutes of the Planning Commission meetings in October 2017, November 2017, and February 2018 indicate that the current standards are a first step in regulating a new activity. Further refinement was expected. Over the last five years, City staff have learned more about the needs of mobile vendors. The proposed zoning text amendment is intended to accommodate their needs while protecting the public interest and providing orderly conduct of the regulated land use.

c. Whether or not the proposed Zoning Ordinance Amendment corrects an error in this Ordinance; and

Staff Comment: The proposed zoning text amendment is not intended to correct an error in the Ordinance, however, staff suggests taking the opportunity to correct any scriveners errors in the relevant section of the Ordinance.

d. Whether or not the proposed Zoning Ordinance Amendment revises this Ordinance to comply with state or federal statutes or case law.

Staff Comment: During the 112th General Assembly, Representative Michael Curcio, along with Senator Kerry Roberts, proposed a bill to preempt local regulation of food trucks. If enacted as proposed, the bill would have prevented Columbia and other municipalities from regulating the operations of a "mobile food unit" on private property. The proposal would have also prevented the Fire Marshal from requiring compliance with the International Fire Code as adopted by the City of Columbia. The language of the bill did not permit a municipality to require mobile vendors to obtain a local fire inspection if the vendor had already passed a fire inspection elsewhere in the state, regardless of the inspecting jurisdiction's standards. The House bill was evaluated by one subcommittee before failing to advance beyond the full Health Committee. The Senate version of the bill was referred to the Health and Welfare Committee but was never placed on the agenda.

While the bill was under consideration, several mobile vendors from Columbia spoke at a City Council meeting recommending that the city reevaluate its regulation of food trucks. The failure of the proposed legislation to advance to the agenda of a single committee in the Senate, or move beyond the Health Committee in the House, indicates that total preemption of local authority to regulate mobile vendors is unlikely in the near future. However, the General Assembly is currently considering HB0814/SB0907 which would require the State Fire Marshall to create

a statewide fire permit for food trucks.[1] *If enacted as proposed, the bill would require municipalities to accept the statewide permit in lieu of inspection by a local fire marshal. The language of the proposed zoning text amendment allows for this possibility.*

Mobile vendors have made staff aware of a growing movement, largely coordinated by the Institute for Justice, to challenge local food truck regulations in court. So far, most of these cases have focused on anticompetitive provisions which separate mobile food vendors from brick-and-mortar restaurants. In some cases, food trucks needed approval from restauranteurs to operate nearby. Columbia's ordinances do not contain any provisions of this kind. So far, there have not been any similar challenges to Tennessee jurisdictions' regulation of mobile vending.

The criteria for City Council action on a Zoning Ordinance Amendment at § 8.5.18.J.4 are identical to the criteria for Planning Commission review at 8.5.18.G.3. Staff's analysis is the same for both sets of criteria.

[1] https://wapp.capitol.tn.gov/apps/BillInfo/Default.aspx?BillNumber=HB0814

CITY OF COLUMBIA TENNESSEE
CITY COUNCIL
STAFF REPORT

STAFF REPORT CONTACT INFORMATION
Kim Dale, Asst. City Recorder, kdale@columbiatn.com, 931-560-1579

AGENDA ITEM TITLE:
2ND CONSIDERATION OF ORDINANCE NO. 4463 – AN ORDINANCE FIXING THE TAX RATE FOR THE CITY OF COLUMBIA FOR THE YEAR 2023 ON ALL TAXABLE PROPERTY AT THE RATE OF $0.8251 PER $100.00

RECOMMENDATION: Approve Ordinance No. 4463 on second consideration.

INFORMATION: Annually, the City Council adopts the property tax rate by Ordinance. This proposed Ordinance calls for the tax rate of $0.8251 per $100.00 of assessed value for the 2023 City taxes.

AN ORDINANCE FIXING THE TAX RATE FOR THE CITY OF COLUMBIA FOR THE YEAR 2023 ON ALL TAXABLE PROPERTY AT THE RATE OF $0.8251 PER $100.00

BE IT ORDAINED BY THE CITY OF COLUMBIA, TENNESSEE:

Section 1: That there is hereby levied on all taxable property, real, personal and mixed, the sum of $0.8251 on each $100.00 of such taxable property for the year 2023 for the following purposes:

General Corporation Purposes	$0.8251

Section 2: That this Ordinance is enacted pursuant to Article 9, Section 9.07 (2) of the Charter of the City of Columbia, consistent and in conformity with which it shall be administered, executed and construed.

Section 3: That such taxes shall become delinquent on the fifteenth (15th) day of December, 2023, and immediately upon the delinquency of such taxes, shall bear interest at the rate of one-half percent (1/2%) from December 16, 2023 through December 31, 2023 and thereafter at the rate of six percent (6%) per annum, and in addition, a penalty of one-half of one percent shall apply for each month thereafter, beginning with the first day of February, 2024.

Section 4: This Ordinance is passed after a public hearing held on the 8th day of June 2023, with notice of said hearing being given in the Daily Herald of Columbia, Tennessee.

Ordinance No. 4463
Page 1 of 2

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF COLUMBIA, TENNESSEE, this the _____ day of _____, 2023.

_____
CHARLES (CHAZ) M. MOLDER - MAYOR

ATTEST:

_____
THAD H. JABLONSKI – CITY RECORDER

LEGAL FORM APPROVED:

C. Tim Tisher
C. TIM TISHER – CITY ATTORNEY

APPROVED ON FIRST CONSIDERATION:

_____
ANTHONY R. MASSEY – CITY MANAGER

Passed 1st Consideration _____

Passed 2nd Consideration _____

CITY OF COLUMBIA TENNESSEE
CITY COUNCIL
STAFF REPORT

STAFF REPORT CONTACT INFORMATION
Thad Jablonski, Finance Director, tjablonski@columbiatn.com, 931-560-1580

AGENDA ITEM TITLE:
2ND CONSIDERATION OF ORDINANCE NO. 4464 – APPROPRIATION ORDINANCE FOR FISCAL YEAR JULY 1, 2023 THROUGH JUNE 30, 2024

RECOMMENDATION: Approve Ordinance No. 4464 on second consideration.

INFORMATION: Each year, pursuant to the City Charter, the City Council considers the formal adoption of the City budget through an appropriation ordinance for the coming year. The proposed budget was delivered to the City Council at the May 4th study session. The Wastewater budget was presented to the City Council in April in one-on-one session. One-on-one meetings were held for review of other departments and funds in advance of first consideration. Additional meetings will be scheduled as necessary. A Public Hearing is required prior to second consideration and will be scheduled for June 8, 2023. Required publication of the tentative Appropriation Ordinance was made in the Columbia Daily Herald on April 30, 2023.

Per past practice, the City Council is being requested to advance the Appropriation Ordinance for the upcoming fiscal year based upon the appropriations listed in the proposed budget. The total proposed budget is $80,428,968.

Second consideration and final adoption of the proposed ordinance is tentatively scheduled for June 8, 2023.

AN APPROPRIATION ORDINANCE FOR THE CITY OF COLUMBIA, TENNESSEE FOR THE FISCAL YEAR BEGINNING JULY 1, 2023 AND ENDING JUNE 30, 2024

WHEREAS, *Tennessee Code Annotated* Title 9 Chapter 1 Section 116 requires that all funds of the State of Tennessee and all its political subdivisions shall first be appropriated before being expended and that only funds that are available shall be appropriated; and

WHEREAS, the Municipal Budget Law of 1982 requires that the governing body of each municipality adopt and operate under an annual budget ordinance presenting a financial plan with at least the information required by that state statute, that no municipality may expend any moneys regardless of the source except in accordance with a budget ordinance and that the governing body shall not make any appropriation in excess of estimated available funds; and

WHEREAS, the governing body has published the annual operating budget and budgetary comparisons of the proposed budget with the prior year (actual) and the current year (estimated) in a newspaper of general circulation not less than ten (10) days prior to the meeting where the governing body will consider final passage of the budget.

NOW THEREFORE BE IT ORDAINED BY THE CITY OF COLUMBIA, TENNESSEE, AS FOLLOWS:

SECTION 1. That amounts hereinafter set out constitute the estimated revenues and the budgeted expenditures for the City of Columbia, Tennessee, and the said sums specified herein are hereby appropriated for the purpose of meeting the expenses of the various departments and programs of the City of Columbia for the fiscal year beginning July 1, 2023 and ending June 30, 2024, to wit:

GENERAL FUND

	FY 2021-2022 ACTUAL	FY 2022-2023 ESTIMATED	FY 2023-2024 BUDGET
Beginning Fund Balance			$ 45,471,643
Revenues and Other Sources:			
Taxes	$ 36,707,084	$ 34,987,280	$ 33,026,700
Licenses and Permits	2,487,909	1,583,800	1,043,700
Fines and Fees	190,126	214,300	232,100
Charges for Services	277,811	242,440	239,000
Intergovernmental	6,488,760	5,680,009	4,272,400
Interest	(398,267)	400,000	160,000
Other	539,455	2,283,666	7,721,548
Total Revenues and Sources	$ 46,292,879	$ 45,391,495	$ 46,695,448
Total Funds Available			$ 92,167,091

Note: FY 2021-2022 and FY 2022-2023 columns are shown for informational purposes only.

GENERAL FUND

	FY 2021-2022 ACTUAL	FY 2022-2023 ESTIMATED	FY 2023-2024 BUDGET
Expenditures and Other Uses:			
City Council	$ 377,735	$ 396,626	$ 445,837
Legal Services	236,123	279,576	278,560
City Manager's Office	473,810	572,875	773,995
Management Information Systems	918,573	1,344,016	1,086,533
Finance & City Recorder's Office	893,279	970,535	1,124,913
Human Resources	290,445	244,345	283,953
General City Admin	4,351,590	5,376,651	5,994,926
Police Department	9,908,513	10,946,610	12,064,131
Fire Department	8,035,929	8,946,811	9,450,523
Public Works-Streets	4,013,512	5,548,382	5,352,015
Development Services	1,704,448	1,743,138	2,207,684
Parks and Recreation	2,758,457	2,867,883	3,570,012
Transfer to Capital Projects Fund	2,897,869	2,627,985	2,535,000
Transfer to Debt Service Fund	1,519,150	1,521,418	1,527,367
Total Expenditures and Other Uses	$ 38,379,434	$ 43,386,852	$ 46,695,448
Estimated Ending Fund Balance			$ 45,471,643

Note: FY 2021-2022 and FY 2022-2023 columns are shown for informational purposes only.

STATE STREET AID FUND

	FY 2021-2022 ACTUAL	FY 2022-2023 ESTIMATED	FY 2023-2024 BUDGET
Beginning Fund Balance			$ 2,078,191
Revenues:			
State Fuel Taxes	$ 1,438,102	$ 1,420,000	$ 1,961,000
Other	-	-	-
Interest Earnings	4,175	40,000	8,000
Total Revenues	$ 1,442,277	$ 1,460,000	$ 1,969,000
Total Funds Available			$ 4,047,191
Expenditures:			
Street Maintenance	$ 270,182	$ 1,003,294	$ 1,814,000
Transfer to Capital Projects Fund	75,000	75,000	75,000
Capital Outlay	19,904	264,559	80,000
Total Expenditures	$ 365,086	$ 1,342,853	$ 1,969,000
Estimated Ending Fund Balance			$ 2,078,191

Note: FY 2021-2022 and FY 2022-2023 columns are shown for informational purposes only.

NARCOTICS & VICE FUND

	FY 2021-2022 ACTUAL	FY 2022-2023 ESTIMATED	FY 2023-2024 BUDGET
Beginning Fund Balance			$ 43,868
Revenues and Other Sources:			
Settlements	$ 29,488	$ 50,000	$ 50,000
Transfer from Drug Fund	-	30,000	40,000
Miscellaneous Revenue	348		
Interest Earnings	$ -	$ -	$ -
Total Revenues	$ 29,836	$ 80,000	$ 90,000
Total Funds Available			$ 133,868
Expenditures:			
Drug Enforcement	$ 3,703	$ 70,000	$ 90,000
Total Expenditures	$ 3,703	$ 70,000	$ 90,000
Estimated Ending Fund Balance			$ 43,868

Note: FY 2021-2022 and FY 2022-2023 columns are shown for informational purposes only.

STREETS & TRANSPORTATION FUND

	FY 2021-2022 ACTUAL	FY 2022-2023 ESTIMATED	FY 2023-2024 BUDGET
Beginning Fund Balance			$ 44,310
Revenues:			
State Fuel Taxes	$ 75,792	$ 75,500	$ 75,000
Interest Earnings	142	100	100
Total Revenues	$ 75,934	$ 75,600	$ 75,100
Total Funds Available			$ 119,410
Street lighting-utilities	$ 65,100	$ 65,100	$ 75,100
Total Expenditures and Other Uses	$ 65,100	$ 65,100	$ 75,100
Estimated Ending Fund Balance			$ 44,310

Note: FY 2021-2022 and FY 2022-2023 columns are shown for informational purposes only.

DRUG FUND

	FY 2021-2022 ACTUAL	FY 2022-2023 ESTIMATED	FY 2023-2024 BUDGET
Beginning Fund Balance			$ 307,256
Revenues:			
Drug Related Fines/Other	$ 32,679	$ 117,534	$ 99,453
Interest Earnings	788	7,000	1,600
Total Revenues	$ 33,467	$ 124,534	$ 101,053
Total Funds Available			$ 408,309
Expenditures and Other Uses:			
Drug Enforcement	$ 38,205	$ 13,166	$ 61,053
Transfer to N&V Fund	-	$ -	40,000
Capital Outlay	-	-	-
Total Expenditures and Other Uses	$ 38,205	$ 13,166	$ 101,053
Estimated Ending Fund Balance			$ 307,256

Note: FY 2021-2022 and FY 2022-2023 columns are shown for informational purposes only.

SOLID WASTE SANITATION REVENUE FUND

	FY 2021-2022 ACTUAL	FY 2022-2023 ESTIMATED	FY 2023-2024 BUDGET
Beginning Fund Balance			$ 1,761,133
Revenues and Other Sources:			
Charges for Services	$ 3,749,861	$ 3,787,000	$ 4,312,000
Other	70,385	16,133	184,366
Transfer from General Fund	-	-	-
Interest Earnings	(23,800)	17,000	10,000
Total Revenues	$ 3,796,446	$ 3,820,133	$ 4,506,366
Total Funds Available			$ 6,267,499
Expenditures and Other Uses:			
Sanitation operations	$ 3,437,964	$ 3,326,073	$ 4,030,373
Capital outlay	1,285,266	351,594	400,000
Transfer to Debt Service Fund	125,489	125,486	75,993
Total Expenditures and Other Uses	$ 4,848,718	$ 3,803,153	$ 4,506,366
Estimated Ending Fund Balance			$ 1,761,134

Note: FY 2021-2022 and FY 2022-2023 columns are shown for informational purposes only.

DEBT SERVICE FUND

	FY 2021-2022 ACTUAL	FY 2022-2023 ESTIMATED	FY 2023-2024 BUDGET
Beginning Fund Balance			$229,354
Revenues:			
Transfer from General Fund	$ 1,519,150	$ 1,521,418	$ 1,527,367
Transfer from Sanitation Fund	125,489	125,486	75,993
Proceeds from Sale of Bonds	-	-	-
Other	-	-	3,050
Interest Earnings	3,786	21,612	8,000
Total Revenues and Other Sources	$ 1,648,425	$ 1,668,516	$ 1,614,410
Total Funds Available			$ 1,843,764
Debt Service Expenditures	$ 1,645,464	$ 1,656,766	$ 1,614,410
Estimated Ending Fund Balance			$ 229,353

Note: FY 2021-2022 and FY 2022-2023 columns are shown for informational purposes only.

CAPITAL PROJECTS FUND

	FY 2021-2022 ACTUAL	FY 2022-2023 BUDGET*	FY 2023-2024 BUDGET*
Revenues And Other Sources:			
Federal, State and Private Sources	$ 484,546	$ 2,300	$ -
Transfer from General Fund	2,897,869	2,835,335	2,500,000
Transfer from Other Funds	75,000	75,000	110,000
Debt Proceeds	1,000,000	-	-
Other Funding Sources	27,335	-	333,029
Interest Earnings	11,970	130,000	10,000
Total Revenues and Other Sources	$ 4,496,720	$ 3,042,635	$ 2,953,029
Expenditures:			
Transportation projects (incl roadscapes grant)	$ 613,874	$ 2,739,756	$ 120,000
Parks and Recreation	-	-	-
Buildings and Facilities	299,892	671,270	2,500,000
NSP Program Income agreement	-	-	333,029
Other	1,000,000	-	-
Total Project Appropriations and Other Uses	$ 1,913,766	$ 3,411,026	$ 2,953,029

* Project appropriations shown are amounts estimated to remain for outstanding or committed projects or project phases. Balances remaining at the end of any fiscal year may carry over to subsequent years.

Note: FY 2021-2022 and FY 2022-2023 columns are shown for informational purposes only.

SECTION 2. That the following amounts in the Wastewater Fund are projected operating revenues and expenses for the fiscal year beginning July 1, 2023 and ending June 30, 2024 and are provided for informational purposes.

Operating Revenues	$ 11,127,500
Operating Expenses	$ 22,434,562

SECTION 3. That total actual expenditures for the funds shown in Sections 1 and 2 herein shall not exceed total appropriations for said funds, except as may be provided by ordinance to amend the budget.

SECTION 4. Said amounts so allocated and appropriated to be on the basis of the analysis of disbursements as shown in the budget, which will be considered by the City Council. All warrants for expenditure of funds hereinafter appropriated shall be drawn by the Chief Financial Officer and signed by the Mayor, City Manager and Chief Financial Officer.

SECTION 5. That a detailed line item financial plan to support the budget as set forth herein shall be provided to the City Council and to the various departments of the City, which financial plan shall be used as guidance and generally followed in incurring expenditures and obligations on behalf of the City.

SECTION 6. That upon second and final passage, this ordinance shall be effective as of July 1, 2023, which is the beginning of the Fiscal Year, the public welfare requiring it, and that all ordinances or part of ordinances in conflict with any of the provisions of this ordinance are hereby repealed.

SECTION 7. This ordinance is enacted pursuant to and in compliance and conformity with Article 9 of the Charter of the City of Columbia and has been published on the 30th day of April 2023 and it shall be executed and construed consistent with the Charter and the laws of the State of Tennessee. A public hearing has been noticed and held on the 8th of June, 2023.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF COLUMBIA, TENNESSEE, THIS THE 8th DAY OF JUNE, 2023.

_____
CHARLES (CHAZ) M. MOLDER, MAYOR

ATTEST:

_____
THAD H. JABLONSKI, CITY RECORDER

LEGAL FORM APPROVED:

_____
C. TIM TISHER, CITY ATTORNEY

APPROVED FOR FIRST CONSIDERATION:

_____
ANTHONY R. MASSEY, CITY MANAGER

Passed on 1st Consideration: _____

Passed on 2nd Consideration: _____

CITY OF COLUMBIA TENNESSEE
CITY COUNCIL
STAFF REPORT

STAFF REPORT CONTACT INFORMATION
Thad Jablonski, Finance Director, tjablonski@columbiatn.com, 931-560-1580

AGENDA ITEM TITLE:
2ND CONSIDERATION OF ORDINANCE NO. 4466 AS AMENDED – AN ORDINANCE TO AMEND THE FISCAL YEAR 2022-2023 BUDGET ORDINANCE NO. 4404 PROVIDING FOR REVISIONS TO THE GENERAL, SANITATION, AND WASTEWATER FUNDS

RECOMMENDATION: Approve Ordinance No. 4466 as amended on second consideration.

INFORMATION: The proposed ordinance is the third amendment to the FY 2023 Appropriation Ordinance, impacting the Sanitation, Capital and Wastewater Funds and several departments within the General Fund.

Within this budget amendment, the following items are included:

- Appropriation of funds for step 1 of the pay plan approved May 11, 2023, which totals $364,258 in General, $20,864 in Sanitation and $47,394 in Wastewater,
- Budget SAFER Grant in Fire totaling $174,833 for three (3) new firefighter positions,
- Budget $3,000 in HR for a new scanner for document imaging.

On second consideration, the following items were added:

- Budget reserves for year-end retirement funding totaling $600,000 in General City Admin,
- Budget funds for additional fuel in the following General Fund departments:
  - Police - $5,700
  - Fire - $20,620
  - Public Works - $32,800
  - Development Services - $2,380
  - Parks - $8,000
- Budget recovery of insurance funds for water damage totaling $6,185, HAZMAT funds totaling $5,582, auto repair for claimed auto damage totaling $4,544 and funds for an emergency generator totaling $104,445 in Fire,
- Budget $15,000 for auto-repairs offset with insurance proceeds in Public Works,
- Appropriation of funds for landfill charges exceeding budget estimates ($350,000) and year-end retirement funding ($220,000) in Sanitation.
- Budget funds for parking garage study in Capital Projects totaling $49,122.

A detailed schedule of items included within this budget amendment is attached. This amendment increases the City's total budget for FY 2023 by $2,034,727 to $92,997,260.

ORDINANCE NO. 4466 (AS AMENDED)

AN ORDINANCE TO AMEND THE FISCAL YEAR 2022-2023 BUDGET ORDINANCE NO. 4404 AS AMENDED PROVIDING FOR REVISIONS TO THE GENERAL, SANITATION, CAPITAL, AND WASTEWATER FUNDS

BE IT ORDAINED BY THE CITY OF COLUMBIA, TENNESSEE:

Section 1: That Ordinance No. 4404, the same being the Appropriation Ordinance for the City of Columbia for the Fiscal Year July 1, 2022 through June 30, 2023, be amended. That the total budget appropriation for the fiscal year be increased from $90,962,533 to $92,997,260 an increase of $2,034,727.

Section 2: That the budget appropriations shall be revised as follows:

Legal total of $280,963 be amended to $281,796, an increase of $833.

MIS total of $1,430,581 be amended to $1,435,878, an increase of $5,297.

City Manager's Office total of $638,151 be amended to $644,206, an increase of $6,055.

Finance and City Recorder's Office total of $1,054,924 be amended to $1,069,989, an increase of $15,065.

Human Resources total of $256,062 be amended to $262,840, an increase of $6,778.

Police total of $12,013,979 be amended to $12,146,079, an increase of $132,100.

Fire total of $9,737,986 be amended to $10,160,663, an increase of $422,677.

Public Works total of $5,825,175 be amended to $5,914,104, an increase of $88,929.

Development Services total of $1,893,161 be amended to $1,923,343, an increase of $30,182.

Parks total of $3,167,890 be amended to $3,207,321, an increase of $39,431.

Sanitation total of $4,438,918 be amended to $5,029,782, an increase of $590,864.

Capital Projects total of $8,714,489 be amended to $8,763,611, an increase of $49,122.

Wastewater total of $24,363,213 be amended to $24,410,607, an increase of $47,394.

ALL OTHER APPROPRIATIONS REMAIN THE SAME.

Section 3: This ordinance is enacted pursuant to and in compliance and conformity with Article 9, Section 9 of the Charter of the City of Columbia, with Notice of Public Hearing published on the 21st day of May, 2023, and it shall be executed and construed consistent with said charter and laws of the State of Tennessee.

Section 4: That all ordinances or parts of ordinances in conflict herewith are hereby repealed.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF COLUMBIA, TENNESSEE, THIS THE 8th DAY OF JUNE, 2023.

_____

CHARLES (CHAZ) M. MOLDER, MAYOR

ATTEST:

_____

THAD H. JABLONSKI, CITY RECORDER

LEGAL FORM APPROVED:

C. Tim Tisher

C. TIM TISHER, CITY ATTORNEY

APPROVED FOR FIRST CONSIDERATION:

_____

ANTHONY R. MASSEY, CITY MANAGER

Passed on 1st Consideration: _____

Passed on 2nd Consideration: _____

Summary of Appropriation Amendment #3
Second Consideration - June 8th (6/8/23)

Legal			
Budget funds for Step 1 Pay Plan			833.00
	Total Legal	**$**	**833.00**
MIS			
Budget funds for Step 1 Pay Plan			5,297.00
	Total MIS	**$**	**5,297.00**
City Manager's Office			
Budget funds for Step 1 Pay Plan			6,055.00
	Total City Manager's Office	**$**	**6,055.00**
Finance and City Recorder's Office			
Budget funds for Step 1 Pay Plan			15,065.00
	Total Finance and City Recorder's Office	**$**	**15,065.00**
HR			
Budget funds for scanner			3,000.00
Budget funds for Step 1 Pay Plan			3,778.00
	Total HR	**$**	**6,778.00**
Police			
Budget additional funds for E911			126,400.00
	Total Police	**$**	**126,400.00**
Fire			
Budget funds for Step 1 Pay Plan			106,468.00
Budget SAFER Grant			174,833.00
	Total Fire	**$**	**281,301.00**
Development Services			
Budget funds for Step 1 Pay Plan			27,802.00
	Total Development Services	**$**	**27,802.00**
Public Works			
Budget funds for Step 1 Pay Plan			41,129.00
	Total Public Works	**$**	**41,129.00**
Parks			
Budget funds for Step 1 Pay Plan			31,431.00
	Total Parks	**$**	**31,431.00**
	TOTAL GENERAL FUND	**$**	**542,091.00**
Sanitation			
Budget increased funds for fuel line items			20,864.00
	Total Sanitation	**$**	**20,864.00**
Wastewater (Sewer) Fund			
Budget funds for CMAR for sewer plant precon and other UV system construction work			47,394.00
	Total Wastewater (Sewer) Fund	**$**	**47,394.00**
Total Increase - All Funds (First Consideration)		**$**	**610,349.00**
Added on Second Consideration (6/8/2023)			

General City Admin			
Budget reserves for year-end retirement funding			600,000.00
	Total General City Admin	**$**	**600,000.00**
Police			
Budget funds for additional fuel		$	5,700.00
	Total Police	**$**	**5,700.00**
Fire			
Budget recovery of insurance funds for water damage			6,185.00
Budget recovery of OEM Hazmat funds			5,582.00
Budget funds for auto repair - insurance claim filed			4,544.00
Budget funds for additional fuel			20,620.00
Budget funds for Emergency Generator			104,445.00
	Total Fire	**$**	**141,376.00**
Public Works			
Budget insurance proceeds for repairs		$	15,000.00
Budget funds for additional fuel			32,800.00
	Total Public Works	**$**	**47,800.00**
Development Services			
Budget funds for additional fuel		$	2,380.00
	Total Development Services	**$**	**2,380.00**
Parks and Recreation			
Budget funds for additional fuel		$	8,000.00
	Total Parks and Recreation	**$**	**8,000.00**
	TOTAL GENERAL FUND	**$**	**805,256.00**
Sanitation			
Budget funds for landfill charges exceeding budget estimates			350,000.00
Budget reserves for year-end retirement funding			220,000.00
	Total Sanitation	**$**	**570,000.00**
Capital Projects Fund			
Budget funds for Parking Garage study			49,122.00
	Total Capital Projects Fund	**$**	**49,122.00**
Total Increase - All Funds (Second Consideration)		**$**	**1,424,378.00**
Total Increase - FY 2023 Appropriation Amendment No. 3		**$**	**2,034,727.00**

CITY OF COLUMBIA
FY 2023 APPROPRIATION AMENDMENT #3
Second Consideration 6/8/23

1) Budget funds for Step 1 of 2023 Pay Plan (General Fund)

Detail increase across various departments of the General Fund - approved by Council 5/11/23

Increase Revenues

110-37110	$	364,258.00	Prior Year Revenue

Increase Expenditures

110-41200-110		773.00	Legal - Salaries and wages
110-41200-141		60.00	Legal - FICA
	$	833.00	Legal Subtotal
110-41300-110		4,920.00	MIS - Salaries and wages
110-41300-141		377.00	MIS - FICA
	$	5,297.00	MIS Subtotal
110-41320-110		6,023.00	City Manager's Office - Salaries and wages
110-41320-141		32.00	City Manager's Office - FICA
	$	6,055.00	City Manager's Office Subtotal
110-41500-110		7,099.00	Finance - Salaries and wages
110-41500-141		536.00	Finance - FICA
110-41510-110		6,895.00	Recorder's Office - Salaries and wages
110-41510-141		535.00	Recorder's Office - FICA
	$	15,065.00	Finance & Administration Subtotal
110-41650-110		3,508.00	HR - Salaries and wages
110-41650-141		270.00	HR - FICA
	$	3,778.00	HR Subtotal
110-42110-110		5,522.00	Police Admin - Salaries and wages
110-42110-141		429.00	Police Admin - FICA
110-42121-110		16,575.00	Police Detective - Salaries and wages
110-42121-141		1,447.00	Police Detective - FICA
110-42123-110		75,010.00	Police Patrol - Salaries and wages
110-42123-141		5,976.00	Police Patrol - FICA
110-42150-110		11,444.00	Police Support - Salaries and wages
110-42150-141		913.00	Police Support - FICA
110-42180-110		8,267.00	Police Narc/Vice - Salaries and wages
110-42180-141		817.00	Police Narc/Vice - FICA
	$	126,400.00	Police Subtotal

110-42210-110		11,045.00	Fire Admin - Salaries and wages
110-42210-141		853.00	Fire Admin - FICA
110-42220-110		80,429.00	Fire Suppression - Salaries and wages
110-42220-141		6,696.00	Fire Suppression - FICA
110-42230-110		4,323.00	Fire Investigation - Salaries and wages
110-42230-141		334.00	Fire Investigation - FICA
110-42240-110		1,326.00	Fire Training - Salaries and wages
110-42240-141		102.00	Fire Training - FICA
110-42260-110		1,264.00	EMA - Salaries and wages
110-42260-141		96.00	EMA - FICA
	$	106,468.00	Fire Subtotal
110-43110-110		6,187.00	Public Works-General - Salaries and wages
110-43110-141		479.00	Public Works-General - FICA
110-43120-110		22,459.00	Public Works-Street Maint. - Salaries and wages
110-43120-141		1,802.00	Public Works-Street Maint. - FICA
110-43126-110		6,975.00	Public Works-Vehicle Maint. - Salaries and wages
110-43126-141		570.00	Public Works-Vehicle Maint. - FICA
110-43160-110		2,434.00	Public Works-Traffic Control - Salaries and wages
110-43160-141		223.00	Public Works-Traffic Control - FICA
	$	41,129.00	Public Works-Streets Subtotal
110-43710-110		25,815.00	Development Services - Salaries and wages
110-43710-141		1,987.00	Development Services - FICA
	$	27,802.00	Development Services Subtotal
110-44410-110		4,298.00	Parks Admin - Salaries and wages
110-44410-141		332.00	Parks Admin - FICA
110-44415-110		8,372.00	Parks Maint. Services - Salaries and wages
110-44415-141		673.00	Parks Maint. Services - FICA
110-44435-110		9,188.00	Parks Rec. Programming - Salaries and wages
110-44435-141		720.00	Parks Rec. Programming - FICA
110-44450-110		7,269.00	Parks Ridley Park - Salaries and wages
110-44450-141		579.00	Parks Ridley Park - FICA
	$	31,431.00	Parks Subtotal
	$	364,258.00	General Fund Total

2) Budget funds for Step 1 of 2023 Pay Plan (Sanitation Fund)

Detail increase across various departments of the Sanitation Fund - approved by Council 5/11/23

Increase Revenues

127-37110	$	20,864.00	Prior Year Revenue

Increase Expenditures

127-43210-110		4,185.00	Sanitation General - Salaries and wages
127-43210-141		346.00	Sanitation General - FICA
127-43220-110		4,119.00	Sanitation Brush/Trash - Salaries and wages
127-43220-141		356.00	Sanitation Brush/Trash - FICA
127-43230-110		2,049.00	Sanitation Commercial - Salaries and wages
127-43230-141		157.00	Sanitation Commercial - FICA
127-43235-110		8,928.00	Sanitation Residential - Salaries and wages
127-43235-141		724.00	Sanitation Residential - FICA
	$	20,864.00	Sanitation Total

3) Budget funds for Step 1 of 2023 Pay Plan (Wastewater Fund)

Detail increase across various departments of the Wastewater (Sewer) Fund - approved by Council 5/11/23

Increase Revenues

412-37110	$	47,394.00	Prior Year Revenue

Increase Expenditures

412-52211-110		7,029.00	Sewer Line Maintenance - Salaries and wages
412-52211-141		557.00	Sewer Line Maintenance- FICA
412-52212-110		6,923.00	Pumping Station - Salaries and wages
412-52212-141		570.00	Pumping Station - FICA
412-52213-110		16,765.00	Treatment Plant - Salaries and wages
412-52213-141		1,358.00	Treatment Plant - FICA
412-52214-110		693.00	Industrial Pretreatment - Salaries and wages
412-52214-141		53.00	Industrial Pretreatment - FICA
412-52215-110		7,232.00	Sewer Rehabilitation - Salaries and wages
412-52215-141		619.00	Sewer Rehabilitation - FICA
412-52230-110		5,178.00	Sewer Construction - Salaries and wages
412-52230-141		417.00	Sewer Construction - FICA
	$	47,394.00	Wastewater (Sewer) System Total

4) Budget SAFER Grant

Increase Revenues

110-33239	166,308.00	SAFER Grant
110-37110	8,525.00	Prior Year Revenue
	174,833.00	Total

Increase Expenditures

110-42253-110		136,722.00	SAFER Grant - Salaries
110-42253-141		10,956.00	SAFER Grant - Salaries
110-42253-142		20,351.00	SAFER Grant - Salaries
110-42253-143		6,804.00	SAFER Grant - Salaries
	$	174,833.00	SAFER Grant - Total

5) Budget funds for Scanner for HR

Increase Revenues

110-37110	3,000.00	Prior Year Revenue

Increase Expenditures

110-41650-321	3,000.00	Human Resources - Operating Supplies - Controllable

Items added for Second Consideration on 6/8/23

6) Budget reserves for year-end retirement funding

Increase Revenues

110-37110	$ 600,000.00	Prior Year Revenue

Increase Expenditures

110-41900-800	$ 600,000.00	General City Admin - Misc. - Reserves

7) Budget increased funds for fuel line items

Increase Revenues

110-37110	$ 69,500.00	Prior Year Revenue

Increase Expenditures

110-42110-331	$ 5,400.00	Police-Admin - Fuel
110-42150-331	$ 300.00	Police-Support Services - Fuel
Police total	$ 5,700.00	
110-42210-331	$ 2,120.00	Fire Dept-Administrative - Fuel
110-42220-331	$ 16,290.00	Fire Dept-Suppression - Fuel
110-42230-331	$ 1,100.00	Fire Dept-Investigation - Fuel
110-42240-331	$ 590.00	Fire Dept-Training - Fuel
110-42260-331	$ 520.00	Fire-Emergency Mgmt - Fuel
Fire total	$ 20,620.00	
110-43120-331	$ 700.00	Street-Maintenance - Fuel
110-43126-331	$ 32,100.00	Street-Vehicle Maintenance - Fuel
Streets total	$ 32,800.00	
110-43710-331	$ 2,380.00	Development Services - Fuel
110-44415-331	$ 8,000.00	Recreation - Maintenance Shop - Fuel
Total (110)	$ 69,500.00	Total General Fund Fuel Line Items

8) Budget recovery of insurance funds for water damage

Increase Revenues

110-37110	$	6,185.00	Prior Year Revenue

Increase Expenditures

110-42220-269	$	6,185.00	Fire Dept-Suppression - Maint/Repair Other

9) Budget recovery of OEM Hazmat funds

Increase Revenues

110-34225	$	5,582.00	Fire & EMA Services Charge

Increase Expenditures

110-42260-800	$	5,582.00	Fire Dept - Emergency Management - Reserves

10) Budget funds for auto repair - insurance claim filed

Increase Revenues

110-37110	$	4,544.00	Prior Year Revenue

Increase Expenditures

110-42220-261	$	4,544.00	Fire Dept-Suppression - Maint/Repair Auto

11) Budget funds for Emergency Generator

Increase Revenues

110-37110	$	104,445.00	Prior Year Revenue

Increase Expenditures

110-42220-941	$	104,445.00	Fire Dept-Suppression - Machinery, Equipment And Auto

12) Budget funds for landfill charges exceeding budget estimates

Increase Revenues

127-37110	$	350,000.00	Prior Year Revenue

Increase Expenditures

127-43210-295	$	350,000.00	Sanitation - Admin - Landfill

13) Budget reserves for year-end retirement funding

Increase Revenues

127-37110	$	220,000.00	Prior Year Revenue

Increase Expenditures

127-43210-800	$	220,000.00	Sanitation - Admin - Reserves

14) Budget funds for Parking Garage study

Increase Revenues

311-37110	$	49,122.00	Prior Year Revenue

Increase Expenditures

311-41850-936		49,122.00	Capital Projects Fund - Parking Garage

15) Budget funds for repair expenditures using insurance proceeds

Increase Revenues

110-36901	$	15,000.00	Insurance proceeds

Increase Expenditures

110-43110-250	$	15,000.00	Street-General - Professional Services

FY 2023 Budget Summary - AA#3						
6/8/2023						
		SERVICES &		CAPITAL	DEBT	AA#3
Departments	PERSONNEL	SUPPLIES	TRANSFERS	OUTLAY	SERVICE	FY 2023
City Council	$92,423	$350,900	$0	$0	$0	$443,323
Legal Services	$64,696	$217,100	$0	$0	$0	$281,796
Management Info Systems	$331,687	$276,100	$0	$828,091	$0	$1,435,878
City Manager	$462,318	$181,888	$0	$0	$0	$644,206
Finance & City Recorder's	$1,009,591	$60,398	$0	$0	$0	$1,069,989
Human Resources	$229,475	$33,365	$0	$0	$0	$262,840
General City Admin	$1,574,636	$7,788,609	$3,056,418	$805,388	$0	$13,225,051
Police	$9,049,900	$1,824,637	$0	$1,271,542	$0	$12,146,079
Fire	$8,302,075	$968,028	$0	$890,560	$0	$10,160,663
Streets & Maintenance	$2,987,591	$760,255	$0	$2,166,258	$0	$5,914,104
Development Services	$1,529,791	$363,552	$0	$30,000	$0	$1,923,343
Parks & Recreation	$2,060,599	$667,039	$0	$479,683	$0	$3,207,321
Total General Fund	$27,694,782	$13,491,871	$3,056,418	$6,471,522	$0	$50,714,593
State Street Aid Fund	$0	$1,575,638	$75,000	$453,922	$0	$2,104,560
N&V Chief's Fund	$0	$90,000	$0	$0	$0	$90,000
Street & Transportation Fund	$0	$65,100	$0	$0	$0	$65,100
Drug Fund	$0	$121,053	$40,000	$0	$0	$161,053
Solid Waste (Sanitation) Fund	$2,062,419	$2,490,283	$125,486	$351,594	$0	$5,029,782
Debt Service Fund	$0	$0	$0	$0	$1,657,954	$1,657,954
Capital Projects Fund	$0	$0	$0	$8,763,611	$0	$8,763,611
Wastewater (Sewer) Fund	$3,301,909	$4,455,812	$0	$15,146,090	$1,506,796	$24,410,607
Grand Total	$33,059,110	$22,289,758	$3,296,904	$31,186,739	$3,164,750	$92,997,260

CITY OF COLUMBIA TENNESSEE
CITY COUNCIL
STAFF REPORT

STAFF REPORT CONTACT INFORMATION
Jeff DeWire, Public Works Director, jdewire@columbiatn.com , 931-388-8650

AGENDA ITEM TITLE:
2ND CONSIDERATION OF ORDINANCE NO. 4467 - AN ORDINANCE TO AMEND TITLE 17, CHAPTER 1, SECTION 17-108 OF THE COLUMBIA MUNICIPAL CODE, THE SAME BEING THE SCHEDULE OF FEES FOR THE COLLECTION OF GARBAGE AND REFUSE WITHIN THE CORPORATE LIMITS OF THE CITY OF COLUMBIA, TENNESSEE

RECOMMENDATION: Approve Ordinance No. 4467 on second consideration.

INFORMATION: It is recommended the City sanitation fee be increased by $3.00 to address increasing costs for providing this service.

AN ORDINANCE TO AMEND TITLE 17, CHAPTER 1, SECTION 17-108 OF THE COLUMBIA MUNICIPAL CODE, THE SAME BEING THE SCHEDULE OF FEES FOR THE COLLECTION OF GARBAGE AND REFUSE WITHIN THE CORPORATE LIMITS OF THE CITY OF COLUMBIA, TENNESSEE

WHEREAS, the City of Columbia provides garbage collection as a service to both residential and commercial users within the corporate limits of Columbia; and

WHEREAS, Title 17, Chapter 1, Section 17-108 of the Municipal Code of the City of Columbia, Tennessee, sets forth a fee schedule for the collection of garbage and refuse for residential and commercial users within the corporate limits of Columbia; and

WHEREAS, the increasing cost of operation has necessitated an increase in the fees charged for the collection of residential garbage and refuse.

NOW, THEREFORE BE IT ORDAINED BY THE CITY OF COLUMBIA:

Section 1: That Title 17, Chapter 1, Section 17-108 of the Columbia Municipal Code, is hereby deleted in its entirety and replaced with a new Title 17, Chapter 1, Section 17-108, as follows:

17-108. Schedule of Fees for Collection of Garbage and Refuse. The fees for the collection of refuse shall be as follows:

(1) Residential User - $17.00 per month (once per week pickup).

(a) The following persons shall be exempt from this fee:

(A) Persons 65 years of age in whose name the meter is billed with a total household annual income from all sources not to exceed the income limit as set forth by the State of Tennessee Property Tax Relief Program under T.C.A. §67-5-702.

(B) Totally and permanently disabled persons drawing social security benefits in whose name the meter is billed with a total household annual income from all sources not to exceed the eligibility limits per the State of Tennessee Property Tax Relief Program.

(C) The income eligibility limit shall be adjusted annually to coincide with the income limit each year for eligibility for property tax relief under T.C.A. §67-5-702.

(2) Class 1 Commercial - $24.50 per month — (minimum charge for service once per week pickup).

(3) Class 2 Commercial

Four (4) cubic yard box - $19.50 per pick-up per week, per container.

Six (6) cubic yard box - $21.50 per pick-up per week, per container.
Eight (8) cubic yard box - $24.50 per pick-up per week, per container.

(4) Any Commercial User whose refuse is collected by the City of Columbia on Saturday shall be charged, in addition to all other fees set forth herein, an additional charge of $22.00 for each Saturday collection.

(5) Duplexes shall be charged at the rate of a residential user for each dwelling unit contained therein beginning at the time of the installation of an electric meter and in the name of the person in whose name the charges for electric power are made.

(6) The fees set forth above shall be billed to the users as a part of the monthly electric bill. A late charge shall be charged at the same rates as are charged on electric bills and collection service shall be terminated at the same time and in the same manner as termination of electric service is done in the event of the non-payment of an electric bill.

(7) Payment by the Columbia Power and Water System of the refuse collection fees and late charges, if any, shall be remitted to the City Recorder on a monthly basis accompanied by an accounting therefore.

(8) Additional collections at one residence or business in a week shall be at the rate of Fifty Dollars ($50.00) per each additional collection.

Section 2: That all Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF COLUMBIA, TENNESSEE, this the ____ day of _____, 2023.

_____
CHARLES (CHAZ) M. MOLDER, MAYOR

ATTEST:

_____
THAD H. JABLONSKI, CITY RECORDER

LEGAL FORM APPROVED:

C. Tim Tisher

C. TIM TISHER, CITY ATTORNEY

APPROVED FOR FIRST CONSIDERATION:

ANTHONY R. MASSEY, CITY MANAGER

Passed on 1st consideration _____

Passed on 2nd consideration _____

CITY OF COLUMBIA QUARTERLY UPDATE

JUNE 2023

Columbia | Mt. Pleasant | Spring Hill
MAURY COUNTY
Chamber & Economic Alliance

Columbia | Mt. Pleasant | Spring Hill
MAURY COUNTY
Chamber & Economic Alliance

Economic Dashboard | May2023

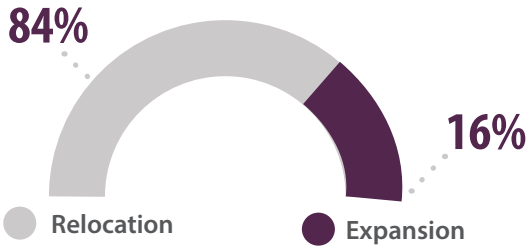
Active Projects

19 NEW JOBS

3,017 POTENTIAL NEW JOBS

$2.4B POTENTIAL CAPITAL INVESTMENT

Project Breakdown

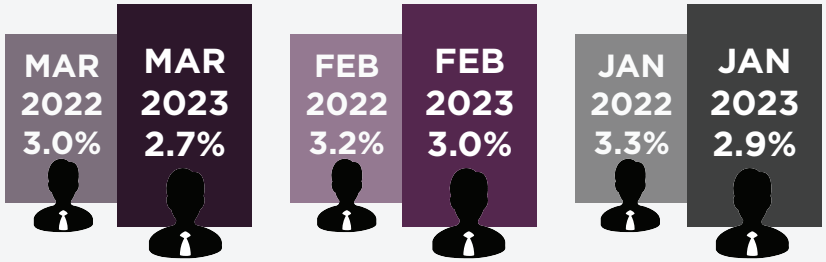


Manufacturing	5
Automotive	2
Ceramics	2
Distribution & Logistics	2
Metals	2
Retail	2
Business Services	1
Defense	1
Food/Beverage	1
Medical Device	1

2022 COST OF LIVING AVERAGE

95.1	Maury County TN	98.0	Charleston SC
97.8	Nashville TN	145.9	Oakland CA
120.3	Chicago IL	110.5	Denver CO
101.6	Atlanta GA	168.6	New York (Brooklyn) NY

UNEMPLOYMENT RATE



YTD HOUSING PERMITS

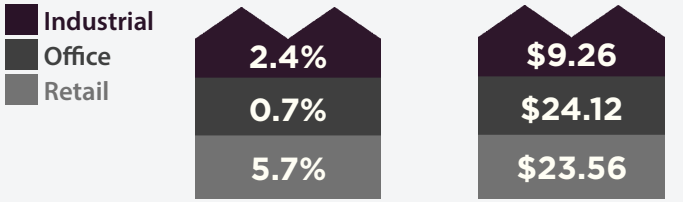
5	140	280	66
Mt. Pleasant	Spring Hill	Columbia	County

HOUSING PRICES

2023 Median Rental Price $1,574/month

MAR 2023 Median Home Value $368,154

CURRENT VACANCY & RATES



MAURY COUNTY EMPLOYMENT

24%	20%	13%	13%	11%	8%	6%	5%	<1%
Trade Transportation & Utilities	Manufacturing	Education & Health Services	Leisure & Hospitality	Professional & Business Services	Financial	Construction	Information & Other Services	Agriculture & Mining

LABOR FORCE PARTICIPATION



61.01%	67.79%	58.96%	62.18%
Maury County	Nashville MSA	Tennessee	United States

2022 SUCCESSFUL PROJECT SURVEY STAKEHOLDERS

DECEMBER 2021	Economic Development Council
FEBRUARY 2022	Maury Alliance Board of Directors
JUNE 2022	Maury County Industrial Development Board
JULY 2022	Columbia City Council
OCTOBER 2022	Maury County Commission
NOVEMBER 2022	Mount Pleasant Commissioners
DECEMBER 2022	Spring Hill Board of Mayor and Aldermen

Columbia | Mt. Pleasant | Spring Hill
MAURY COUNTY
Chamber & Economic Alliance

Columbia | Mt. Pleasant | Spring Hill
MAURY COUNTY
Chamber & Economic Alliance

2022 | SUCCESSFUL PROJECT SURVEY SUMMARY
COLUMBIA CITY COUNCIL RESULTS

STRONGLY AGREE | SOMEWHAT AGREE | NEUTRAL | SOMEWHAT DISAGREE | STRONGLY DISAGREE

I view this type of project as a win for Maury County...

A manufacturing project that results in high capital investment, high job creation, and high wages.



A manufacturing project that results in high capital investment, high job creation, and average wages.



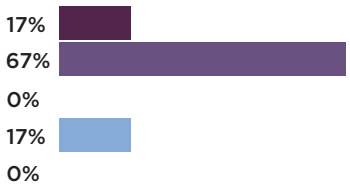
A manufacturing project that results in high capital investment, limited job creation, and high wages.



A small to medium size manufacturing project that results in low job creation with high wages.



A small to medium size manufacturing project that results in average job creation with average wages.



A large scale back-office project that produces high job creation with relatively low wages.



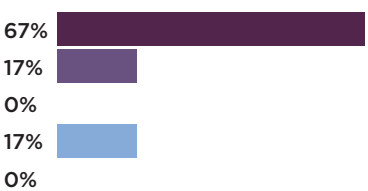
A design and engineering-based project that includes a small production/assembly component that results in low job creation with high wages.



A corporate HQ project that results in high job creation with high wages.



A corporate HQ project that results in low job creation with high wages.



A corporate HQ project that results in high job creation with average wages.



A small office or manufacturing project that results in industry diversification.



A solar/green energy project that results in no job creation but high capital investment.



My top priority for evaluating economic development projects is...

- 67% Wages
- 33% Job Creation
- 0% Industry Diversification
- 0% Capital Investment

Project criteria ranked from most to least important...

- #1 Wages
- #1 Job Creation
- #2 Appropriate use of site and infrastructure
- #3 Industry Diversification
- #4 Capital Investment
- - Potential Traffic Impact

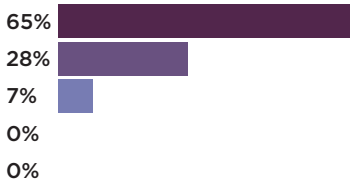
Columbia | Mt. Pleasant | Spring Hill
MAURY COUNTY
Chamber & Economic Alliance

2022 | SUCCESSFUL PROJECT SURVEY SUMMARY
COMBINED RESULTS - ALL STAKEHOLDERS

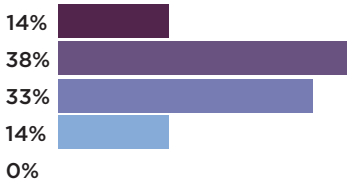
STRONGLY AGREE | SOMEWHAT AGREE | NEUTRAL | SOMEWHAT DISAGREE | STRONGLY DISAGREE

I view this type of project as a win for Maury County...

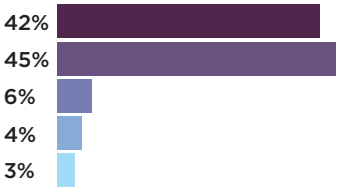
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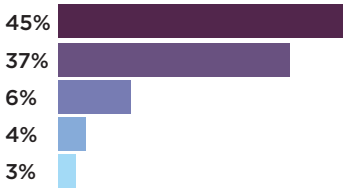
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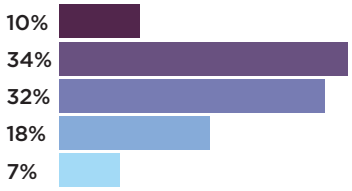
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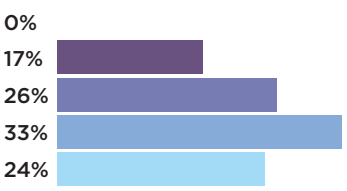
A small to medium size manufacturing project that results in low job creation with high wages.



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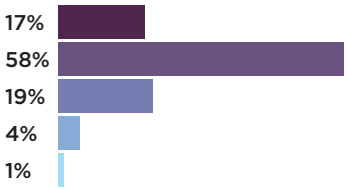
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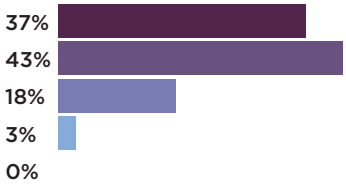
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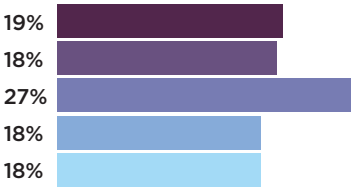
A corporate HQ project that results in high job creation with average wages.



A small office or manufacturing project that results in industry diversification.



A solar/green energy project that results in no job creation but high capital investment.



My top priority for evaluating economic development projects is...

- 50% Wages
- 22% Industry Diversification
- 16% Capital Investment
- 13% Job Creation

Project criteria ranked from most to least important...

- #1 Wages
- #2 Industry Diversification
- #3 Appropriate Use of Site & Infrastructure
- #4 Capital Investment
- #5 Job Creation
- #6 Potential Traffic Impact

Columbia | Mt. Pleasant | Spring Hill
MAURY COUNTY
Chamber & Economic Alliance

Economic Development
MAURY COUNTY KPIs

POPULATION
104,760
Source: Census, ACS

↑	Y-Y CHANGE	3%
↑	5-YEAR CHANGE	17%
↑	10-YEAR CHANGE	28.5%

PER CAPITA INCOME
$52,041
Source: Census, US Bureau of Economic Analysis

↑	Y-Y CHANGE	8.4%
↑	5-YEAR CHANGE	32.4%
↑	10-YEAR CHANGE	54.6%

AVG ANNUAL INCOME
$36,030
Source: Bureau of Labor Statistics, QCEW

↑	Y-Y CHANGE	2.4%
↑	5-YEAR CHANGE	11.6%
↑	10-YEAR CHANGE	36.2%

MEDIAN HOUSEHOLD INCOME
$66,353
Source: Census, ACS

↑	Y-Y CHANGE	9.6%
↑	5-YEAR CHANGE	33.8%
↑	10-YEAR CHANGE	42.5%

TOTAL ASSESSED VALUE (2022)
$3,933,474,557
Source: Maury County Property Assessor's Office

↑	Y-Y CHANGE	44%
↑	5-YEAR CHANGE	119%
-	10-YEAR CHANGE	N/A

RETAIL SALES
$2,036,388,458
Source: Tennessee Department of Revenue

↑	Y-Y CHANGE	17.5%
↑	5-YEAR CHANGE	50.2%
↑	10-YEAR CHANGE	86.2%

CIVILIAN WORKFORCE
77,427
Source: Census, ACS

↑	Y-Y CHANGE	4.8%
↑	5-YEAR CHANGE	16.8%
↑	10-YEAR CHANGE	23.1%

TOTAL EMPLOYMENT
49,645
Source: Census, ACS

↑	Y-Y CHANGE	8.3%
↑	5-YEAR CHANGE	27.3%
↑	10-YEAR CHANGE	31.2%

LABOR FORCE PARTICIPATION
66%
Source: Census, ACS

↑	Y-Y CHANGE	2.3%
↑	5-YEAR CHANGE	4.3%
↑	10-YEAR CHANGE	1.2%

HIGH SCHOOL GRADUATION RATE
86.5%
Source: TN Department of Education

↓	Y-Y CHANGE	-3%
-	5-YEAR CHANGE	N/A
-	10-YEAR CHANGE	N/A

AVG ACT SCORE (2022)
18.4
Source: TN Department of Education

↑	Y-Y CHANGE	1.7%
-	5-YEAR CHANGE	N/A
-	10-YEAR CHANGE	N/A

CTE CONCENTRATORS RATE
77.5%
Source: TN Department of Education

↑	Y-Y CHANGE	21.1%
-	5-YEAR CHANGE	N/A
-	10-YEAR CHANGE	N/A

ASSOCIATES DEGREE OR HIGHER
36.7%
Source: Census, ACS

↑	Y-Y CHANGE	9.9%
↑	5-YEAR CHANGE	49.9%
↑	10-YEAR CHANGE	92.1%

Updated APR 2023 - all numbers reflect 2021 data, except where indicated.

Columbia | Mt. Pleasant | Spring Hill
MAURY COUNTY
Chamber & Economic Alliance

2022 | SUCCESSFUL PROJECT SURVEY SUMMARY
COLUMBIA CITY COUNCIL RESULTS

STRONGLY AGREE | SOMEWHAT AGREE | NEUTRAL | SOMEWHAT DISAGREE | STRONGLY DISAGREE

I view this type of project as a win for Maury County...

A manufacturing project that results in high capital investment, high job creation, and high wages.



A manufacturing project that results in high capital investment, high job creation, and average wages.



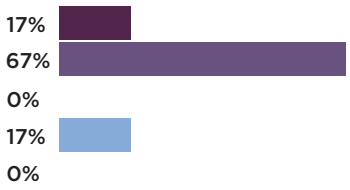
A manufacturing project that results in high capital investment, limited job creation, and high wages.



A small to medium size manufacturing project that results in low job creation with high wages.



A small to medium size manufacturing project that results in average job creation with average wages.



A large scale back-office project that produces high job creation with relatively low wages.



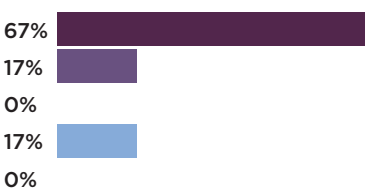
A design and engineering-based project that includes a small production/assembly component that results in low job creation with high wages.



A corporate HQ project that results in high job creation with high wages.



A corporate HQ project that results in low job creation with high wages.



A corporate HQ project that results in high job creation with average wages.



A small office or manufacturing project that results in industry diversification.



A solar/green energy project that results in no job creation but high capital investment.



My top priority for evaluating economic development projects is...

- 67% Wages
- 33% Job Creation
- 0% Industry Diversification
- 0% Capital Investment

Project criteria ranked from most to least important...

- #1 Wages
- #1 Job Creation
- #2 Appropriate use of site and infrastructure
- #3 Industry Diversification
- #4 Capital Investment
- - Potential Traffic Impact

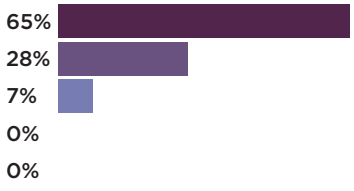
Columbia | Mt. Pleasant | Spring Hill
MAURY COUNTY
Chamber & Economic Alliance

2022 | SUCCESSFUL PROJECT SURVEY SUMMARY
COMBINED RESULTS - ALL STAKEHOLDERS

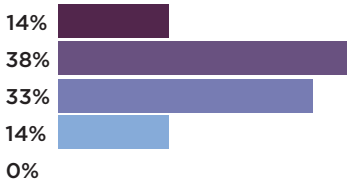
STRONGLY AGREE | SOMEWHAT AGREE | NEUTRAL | SOMEWHAT DISAGREE | STRONGLY DISAGREE

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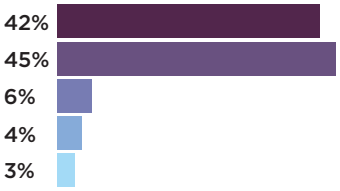
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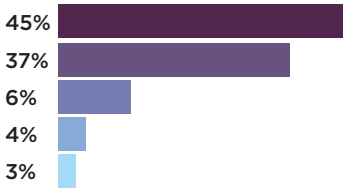
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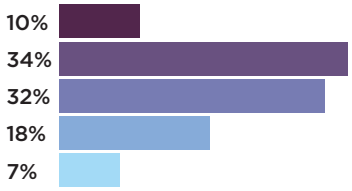
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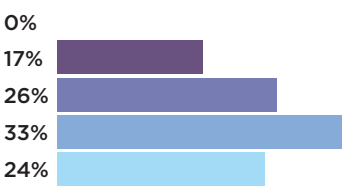
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A small to medium size manufacturing project that results in average job creation with average wages.



A large scale back-office project that produces high job creation with relatively low wages.



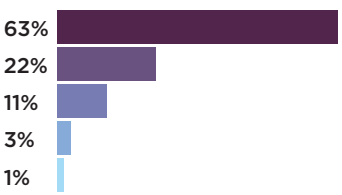
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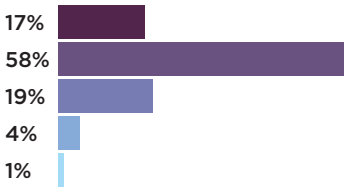
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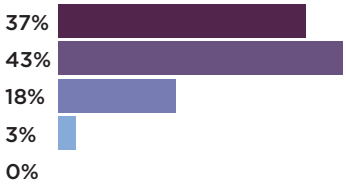
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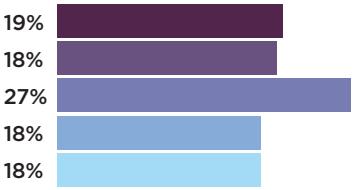
A corporate HQ project that results in high job creation with average wages.



A small office or manufacturing project that results in industry diversification.



A solar/green energy project that results in no job creation but high capital investment.



My top priority for evaluating economic development projects is...

- 50% Wages
- 22% Industry Diversification
- 16% Capital Investment
- 13% Job Creation

Project criteria ranked from most to least important...

- #1 Wages
- #2 Industry Diversification
- #3 Appropriate Use of Site & Infrastructure
- #4 Capital Investment
- #5 Job Creation
- #6 Potential Traffic Impact

PUBLIC HEARINGS

REGULAR MEETING

CALL TO ORDER/ROLL CALL

Mayor Chaz Molder called the meeting to order, pursuant to proper public notice having been given. Present were Council Member Debbie Wiles, Council Member Danny Coleman, Council Member DaVena Hardison, Council Member Kenny Marshall, Vice Mayor Randy McBroom, Mayor Chaz Molder City Manager Tony Massey, City Attorney Tim Tisher, City Recorder Thad Jablonski and Recording Secretary Liz Bermudez. Council Member Tony Greene was absent.

INVOCATION

Council Member Davena Hardison offered the invocation followed by the Pledge of Allegiance led by Council Member Debbie Wiles.

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

Council Member Marshall moved to approve the agenda. Council Member Coleman seconded the motion.

All Council Members present voted aye.

PRESENTATIONS

Item 5.1. - **RECOGNITION OF MAYOR'S YOUTH COUNCIL**

Mayor had the Council join him up front to present certificates to the Youth Council. Savannah, President of the Youth Council, gave an overview of things they have done and accomplished. She said they have 26 members, comprised of students from all schools in Maury County. Once of their successful events was a toy drive where they collected and organized over 600 books, toys, clothes and distributed them locally. Savannah went over individual accomplishments of those on the council.

Item 5.2. - **PRESENTATION OF A PROCLAMATION IN RECOGNITION OF NATIONAL PUBLIC WORKS WEEK**

Mayor Molder read the Proclamation for Public Works Week and thanked our Public Works Department for all they do for our community.

Item 5.3. - **PRESENTATION OF A PROCLAMATION FOR POLICE WEEK**

Mayor Molder read the Proclamation for Police Week and thanked the Police Department for all they do for our community.

ORGANIZATIONAL BUSINESS

Item 6.1. - **APPROVE THE MINUTES OF THE APRIL 13, 2023 CITY COUNCIL MEETING**

Council Member Marshall moved to approve the Minuts of the April 13, 2023 City Council Meeting. Council Member Coleman seconded the motion.

All Council Members present voted aye.

Item 6.2. - **APPROVE THE RETIREMENT BENEFITS FOR MERILEE MESCHEFSKE, ASSISTANT DIRECTOR OF PARKS AND RECREATION**

Council Member Coleman moved to approve the retirement benefits for Merilee Meeschefske. Council Member Marshall seconded the motion.

All Council Members present voted aye.

Item 6.3. - **APPROVAL OF COUNCIL'S APPOINTMENT TO THE CITY OF COLUMBIA HOUSING BOARD OF ADJUSTMENTS/APPEALS FOR A THREE-YEAR TERM EXPIRING ON MAY 11, 2026**

Mayor Molder moved to approve the appointment of Sarah Harris Barry to the Columbia Housing Board of Adjustments/Appeals for a three-year term expiring on May 11, 2026 . Council Member Coleman seconded the motion.

All Council Members present voted aye.

CONSENT AGENDA

Council Member Marshall moved to approve Consent Agenda. Council Member Coleman seconded the motion.

All Council Members present voted aye and the following items were approved:

Item 7.1. - **APPROVE DISBURSEMENTS FOR THE MONTH OF MARCH 2023 IN THE AMOUNT OF $5,265,708.37**

Item 7.2. - **APPROVE PROFESSIONAL SERVICES PROPOSAL WITH HENDERSON, HUTCHERSON AND MCCULLOUGH FOR ANNUAL AUDITING SERVICES**

Item 7.3. - **APPROVE PAYMENT TO MAURY COUNTY TO PROVIDE FUNDING FOR THE MAURY COUNTY/CITY OF COLUMBIA ANIMAL SERVICES FACILITY FOR THE THIRD QUARTER OF FY 2023 $50,000**

Item 7.4. - **APPROVE SOLE SOURCE PROCUREMENT OF PERSONAL PATROL VEHICLE FROM TRIKKE PROFESSIONAL MOBILITY IN THE AMOUNT OF $26,424**

Item 7.5. - **APPROVE DONATING TEN OUTDATED KENWOOD RADIOS TO THE TENNESSEE LAW ENFORCEMENT TRAINING ACADEMY**

Item 7.6. - **APPROVE MAYOR SIGNING AMENDMENT WITH LOSE DESIGN IN THE AMOUNT OF $4,250 FOR DESIGN AND ENGINEERING FEES**

Item 7.7. - **RATIFY APPROVAL OF THE MAYOR EXECUTING A MUTUAL AID AGREEMENT WITH WAYNE COUNTY FOR DISASTER CLEANUP**

Item 7.8. - **APPROVE THE PAYMENT OF $49,662.52 TO CUMBERLAND MACHINE COMPANY FOR THE REBUILD OF ONE OF THE GREENLICK SANITARY SEWER PUMP STATION PUMP.**

Item 7.9. - **APPROVE AND AUTHORIZE THE MAYOR TO SIGN THE NON-EXCLUSIVE USE AND OCCUPANCY PERMIT BETWEEN THE CITY OF COLUMBIA AND THE MULETOWN BASEBALL LEAGUE FOR THE 2023 SEASON - WARD 3**

Item 7.10. - **APPROVE AND AUTHORIZE THE MAYOR TO SIGN THE NON-EXCLUSIVE USE AND OCCUPANCY PERMIT BETWEEN THE CITY OF COLUMBIA AND THE COLUMBIA AMERICAN LITTLE LEAGUE FOR THE 2023 SEASON - WARD 4**

Item 7.11. - **APPROVE AND AUTHORIZE THE MAYOR TO SIGN THE NON-EXCLUSIVE USE AND OCCUPANCY PERMIT BETWEEN THE CITY OF COLUMBIA AND THE COLUMBIA SOCCER ASSOCIATION - WARDS 1 AND 4**

Item 7.12. - **APPROVE THE PURCHASE OF A TRACTOR AND EQUIPMENT IN THE AMOUNT OF $62,719.03 USING SOURCEWELL CONTRACT**

Item 7.13. - **APPROVE THE MAYOR EXECUTING THE HOLD HARMLESS AGREEMENT WITH TJ CROWELL PROPERTIES LLC**

Item 7.14. - **APPROVE THE MAYOR EXECUTING THE FORM TO APPROVED OFFER FOR TRACTS 1, 3 & 4 FOR SLOPE AND CONSTRUCTION EASEMENTS NEEDED TO CONSTRUCT THE IRON BRIDGE, BRIDGE REPLACEMENT OVER LYTLE CREEK**

Item 7.15. - **RATIFY CUSTOMER SERVICE AGREEMENT WITH CINTAS FOR UNIFORM, JANITORIAL & LINEN RENTALS - CITY WIDE**

Item 7.16. - **APPROVE AND AUTHORIZE THE MAYOR TO SIGN A PURCHASE AGREEMENT IN THE AMOUNT OF $7,770 AND MAINTENANCE AGREEMENT IN THE AMOUNT OF $.0075 PER BLACK & WHITE COPY AND $.045 PER COLOR COPY BILLED QUARTERLY WITH BETTER BUSINESS SOLUTIONS FOR ONE SHARP BP-70C55 COPIER SYSTEM**

ADMINISTRATION

RESOLUTIONS

Item 9.1. - **RESOLUTION NO. 23-28 - TAX CORRECTIONS**

Council Member Coleman moved to approve Resolution No. 23-28. Council Member Marshall seconded the motion.

All Council Members present voted aye.

Item 9.2. - **RESOLUTION NO. 23-30 - A RESOLUTION TO ADOPT AN OFFICIAL FLAG FOR THE CITY OF COLUMBIA**

Mayor Molder moved to approve Resolution No. 23-30. Council Member Coleman seconded the motion. Mayor Molder thanked Tourism and Marketing Director Kellye Murphy for her role in this process. There was a brief presentation/discussion on how this process came about with it being part of Nathanial Bliss' Eagle Scout project and the meaning behind the winning design submitted by Bryson Leach. Also recognized were other finalists.

All Council Members present voted aye.

Item 9.3. - **RESOLUTION NO. 23-31 - A RESOLUTION TO ACCEPT THE OWNERSHIP AND MAINTENANCE OF SEWER IMPROVEMENTS SERVING 501 CHEAIRS CIRCLE AND ABANDON 108 LINEAR FEET OF THE EXISTING LINE - WARD 5**

Council Member Coleman moved to approve Resolution No. 23-31. Council Member Marshall seconded the motion.

All Council Members present voted aye.

Item 9.4. - **RESOLUTION NO. 23-32 - A RESOLUTION TO ACCEPT A DONATION FROM F3 MULETOWN OF A PIN OAK TREE VALUED IN THE AMOUNT OF TWO HUNDRED SIXTY-EIGHT DOLLARS AND EIGHTY-EIGHT CENTS ($268.88) TO BE PLANTED IN THE SAME AREA TO REPLACE THE ONE THAT FELL IN WOODLAND PARK.**

Council Member Coleman moved to approve Resolution No. 23-32. Council Member Marshall seconded the motion.

All Council Members present voted aye.

ORDINANCES

Item 10.1. - **2ND CONSIDERATION OF ORDINANCE NO. 4459 AS AMENDED - AN ORDINANCE TO AMEND ORDINANCE NO. 4411, THE CLASSIFICATION AND COMPENSATION PLAN FOR THE EMPLOYEES OF THE CITY OF COLUMBIA FOR THE 2022-2023 FISCAL YEAR**

Council Member Coleman moved to approve Ordinance No. 4459 as amended on second consideration. Council Member Marshall seconded the motion.

All Council Members present voted aye.

Item 10.2. - **1ST CONSIDERATION OF ORDINANCE NO. 4456 - AN ORDINANCE TO AMEND ORDINANCE NO. 4400, THE SAME BEING THE ZONING ORDINANCE OF THE CITY OF COLUMBIA, TENNESSEE BY REZONING A PORTION OF TAX MAP 112 PARCEL 9, LOCATED AT 6150 TROTWOOD AVENUE FROM CD-2 (RURAL CHARACTER DISTRICT) TO PUD-R (PLANNED UNIT DEVELOPMENT - RESIDENTIAL) AND ESTABLISH JUNE 8, 2023 AS THE DATE OF PUBLIC HEARING - WARD 4**

Michael White, Cheryl Holley, Connie Green, Randy Butler, Rickey South, Doug Chapman all shared their concerns with Council about the traffic, overcrowding, buffers, and too many units for the area to name a few. Jay with Ragan Smith advised the project is less dense than the recommended zoning for the property, they have dropped over 240 lots from original submittal. He said a substantial traffic study has been done and they are in compliance with the land use plan, so they are seeking council recommendation. There was a lengthy discussion on the traffic lights in Mt. Pleasant, the turn lanes and deceleration lanes for this project. Mayor Molder asked the developers confirm that Mt. Pleasant plans to install a traffic light in their jurisdiction. The connection between this project and Ashwood Manor was also discussed in length. Mayor Molder moved to approve Ordinance No. 4456 on first consideration and establish the date of June 8, 2023 as the date of Public Hearing subject to the traffic signalization at Ridley Park for Phase 1A and access to Ridley Park and maintain the easement but to require 80% of residential lot owners in Ashwood Manor to request the connectivity at a Planning Commission Meeting. Council Member Coleman seconded the motion. After the motion and second there was more discussion about the connectivity. It was advised that the Developer could bond the easement for the life of the project and if the percentage mentioned previously of the Ashwood Manor property owners wanted the road constructed while the construction phase was still occurring, then the road could be constructed. The developers agreed they would bond the easement during construction. Mayor Molder amended the motion to include his previous motion and to include during the entire life of the project the developer shall maintain a letter of credit or bond sufficient to complete the easement/road for connectivity. Council Member Coleman seconded the amended motion.

All Council Members present voted aye with the exception of Council Member Hardison who voted no. Motion passed.

Item 10.3. - **1ST CONSIDERATION OF ORDINANCE NO. 4457 - AN ORDINANCE TO AMEND ORDINANCE NO. 4400 - THE SAME BEING THE ZONING ORDINANCE OF THE CITY OF COLUMBIA, TENNESSEE TO ZONE PROPERTY BEING ANNEXED BY RESOLUTION NO. 23-29, LOCATED AT 6150 TROTWOOD AVENUE BEING A PORTION OF TAX MAP 112 PARCEL 9 TO PUD-R (PLANNED UNIT**

DEVELOPMENT-RESIDENTIAL) AND ESTABLISH JUNE 8, 2023 AS THE DATE OF PUBLIC HEARING - WARD 4

Mayor Molder moved to approve Ordinance No. 4457 with the same motion as item 10.2 on first consideration and establish the date of June 8, 2023 as the date of Public Hearing. Council Member Coleman seconded the motion.

All Council Members present voted aye with the exception of Council Member Hardison who voted no. Motion passed

Item 10.4. - **1ST CONSIDERATION OF ORDINANCE NO. 4458 - AN ORDINANCE TO AMEND ORDINANCE NO. 4400 - THE SAME BEING THE ZONING ORDINANCE OF THE CITY OF COLUMBIA, TENNESSEE TO ZONE PROPERTIES BEING ANNEXED BY RESOLUTION NO. 23-29, LOCATED AT TAX MAP 112 PARCELS 2.03 AND 10.01, OFF TROTWOOD AVENUE AND OLD ZION ROAD TO PUD-R (PLANNED UNIT DEVELOPMENT-RESIDENTIAL) AND ESTABLISH JUNE 8, 2023 AS THE DATE OF PUBLIC HEARING - WARD 4**

Mayor Molder moved to approve Ordinance No. 4458 with the same motion as item 10.2 on first consideration and establish the date of June 8, 2023 as the date of Public Hearing. Council Member Coleman seconded the motion.

All Council Members present voted aye with the exception of Council Member Hardison who voted no. Motion passed.

Item 10.5. - **1ST CONSIDERATION ON ORDINANCE NO. 4460 - AN ORDINANCE TO AMEND ORDINANCE NO. 4400 - THE SAME BEING THE ZONING ORDINANCE OF THE CITY OF COLUMBIA, TENNESSEE TO ZONE PROPERTY BEING ANNEXED BY RESOLUTION NO. 23-29, LOCATED OFF OLD ZION ROAD, BEING A PORTION OF TAX MAP 112 PARCEL 10.07 TO PUD-R (PLANNED UNIT DEVELOPMENT-RESIDENTIAL) AND ESTABLISH JUNE 8, 2023 AS THE DATE OF PUBLIC HEARING - WARD 4**

Mayor Molder moved to approve Ordinance No. 4460 with the same motion as item 10.2 on first consideration and establish the date of June 8, 2023 as the date of Public Hearing. Council Member Coleman seconded the motion.

All Council Members present voted aye with the exception of Council Member Hardison who voted no. Motion passed.

Item 10.6. - **1ST CONSIDERATION OF ORDINANCE NO. 4461 - AN ORDINANCE TO AMEND ORDINANCE NO. 4400, THE SAME BEING THE ZONING ORDINANCE OF THE CITY OF COLUMBIA, TENNESSEE BY APPROVING THE OLD ZION ROAD PUD PRELIMINARY MASTER PLAN LOCATED OFF TROTWOOD AVENUE AT TAX MAP 112 PARCELS 2.03, 9, 10.01, AND 10.07 AND ESTABLISH JUNE 8, 2023 AS THE DATE OF PUBLIC HEARING - WARD 4**

Mayor Molder moved to approve Ordinance No. 4461 with the same motion as item 10.2 on first consideration and establish the date of June 8, 2023 as the date of Public Hearing. Council Member Coleman seconded the motion.

All Council Members present voted aye with the exception of Council Member Hardison who voted no. Motion passed.

Item 10.7. - **1ST CONSIDERATION OF ORDINANCE NO. 4462 - AN ORDINANCE AMENDING ORDINANCE NO. 4400, THE SAME BEING THE ZONING ORDINANCE OF THE CITY OF COLUMBIA, TENNESSEE REGARDING MOBILE VENDING AND ESTABLISHING JUNE 8, 2023 AS THE DATE OF PUBLIC HEARING - CITYWIDE**

Council Member Marshall moved to approve Ordinance No. 4462 on first consideration. Council Member Coleman seconded the motion.

All Council Members present voted aye with the exception of Vice Mayor McBroom who abstained.

Item 10.8. - **1ST CONSIDERATION OF ORDINANCE NO. 4463 – AN ORDINANCE FIXING THE TAX RATE FOR THE CITY OF COLUMBIA FOR THE YEAR 2023 ON ALL TAXABLE PROPERTY AT THE RATE OF $0.8251 PER $100.00 AND ESTABLISH THE DATE OF JUNE 8, 2023 AS THE DATE OF PUBLIC HEARING - WARD 4**

Council Member Marshall moved to approve Ordinance No. 4463 on first consideration and establish the date of June 8, 2023 as the date of Public Hearing. Council Member Coleman seconded the motion.

All Council Members present voted aye.

Item 10.9. - **1ST CONSIDERATION OF ORDINANCE NO. 4464 – APPROPRIATION ORDINANCE FOR FISCAL YEAR JULY 1, 2023 THROUGH JUNE 30, 2024 AND ESTABLISH JUNE 8, 2023 AS THE DAY OF PUBLIC HEARING**

Council Member Coleman moved to approve Ordinance No. 4464 on first consideration and establish the date of June 8, 2023 as the date of Public Hearing. Council Member Marshall seconded the motion.

All Council Members present voted aye.

Item 10.10. - **1ST CONSIDERATION OF ORDINANCE NO. 4465 - AN ORDINANCE TO APPROVE THE CLASSIFICATION AND COMPENSATION PLAN FOR THE EMPLOYEES OF THE CITY OF COLUMBIA FOR THE 2023-2024 FISCAL YEAR**

Council Member Marshall moved to approve Ordinance No. 4465 on first consideration and establish the date of June 8, 2023 as the date of Public Hearing. Council Member Coleman seconded the motion.

All Council Members present voted aye.

Item 10.11. - **1ST CONSIDERATION OF ORDINANCE NO. 4466 – AN ORDINANCE TO AMEND THE FISCAL YEAR 2022-2023 BUDGET ORDINANCE NO. 4404 PROVIDING FOR REVISIONS TO THE GENERAL, SANITATION, AND WASTEWATER FUNDS**

Council Member Marshall moved to approve Ordinance No. 4466 on first consideration and establish the date of June 8, 2023 as the date of Public Hearing.. Council Member Coleman seconded the motion.

All Council Members present voted aye.

Item 10.12. - **1ST CONSIDERATION OF ORDINANCE NO. 4467 - AN ORDINANCE TO AMEND TITLE 17, CHAPTER 1, SECTION 17-108 OF THE COLUMBIA MUNICIPAL CODE, THE SAME BEING THE SCHEDULE OF FEES FOR THE COLLECTION OF GARBAGE AND REFUSE WITHIN THE CORPORATE LIMITS OF THE CITY OF COLUMBIA, TENNESSEE AND ESTABLISH THE DATE OF JUNE 8, 2023 AS THE DATE OF PUBLIC HEARING.**

Council Member Marshall moved to approve Ordinance No. 4467 on first consideration and establish the date of June 8, 2023 as the date of Public Hearing. Council Member Hardison seconded the motion.

All Council Members present voted aye.

OTHER BUSINESS

Council Member Marshall advised the CPWS update has been placed at each of Council's spot.

EXECUTIVE SESSION

ADJOURNMENT

There being no further business Council Member Coleman moved adjourn the meeting. Council Member Marshall seconded the motion. All members present voted aye. The meeting adjourned at 07:28 PM.

UPCOMING EVENTS

Item 14.1. - **COLUMBIA POLICE DEPARTMENT'S MEMORIAL SERVICE - TUESDAY, MAY 16, 2023 - 7:00 P.M. - PLEASANT HEIGHTS PARK BAPTIST CHURCH**

CITY OF COLUMBIA

DISBURSEMENTS FOR MONTH ENDING APRIL 30, 2023

FUND	GROSS	TRANSFERS & CD's	PAYROLL TRANSFERS	NET TOTAL
General Fund	3,099,013.70	472,043.89	1,399,516.50	1,227,453.31
Sanitation Fund	288,601.83	48,151.30	68,724.68	171,725.85
Wastewater Fund	645,839.97	50,374.82	146,996.95	448,468.20
Street & Transportation Fund				-
State Street Aid	100,678.24	-		100,678.24
Drug Fund	1,987.57			1,987.57
Debt Service Fund	569,225.00			569,225.00
Capital Projects Fund	151,897.64			151,897.64
Sewer Revenue & Tax Bond Issue	-			-
Sewer Impact Fee #2	-			-
Insurance Fund	378,651.30	355,509.54		23,141.76
2017 GO Public Imp Bonds	-			-
2010 GO Bond Issue	-			-
Cleary Construction Escrow	-			-
Industrial Development Board	110,452.90	-	-	110,452.90
	$ 5,346,348.15	$ 926,079.55	$ 1,615,238.13	$ 2,805,030.47

CITY OF COLUMBIA
DISBURSEMENT REPORT
FOR THE PERIOD 4/1/2023 - 4/30/2023

GENERAL FUND

131730	4/5/2023	City Of Col Employees Retireme	$263,391.74
131731	4/5/2023	Columbia Power & Water Systems	$102.90
131732	4/5/2023	Jones & Lang Sporting Goods	$40.00
131733	4/5/2023	Morgan Brothers Electric Inc	$140.08
131734	4/5/2023	Tn Dept Of Revenue	$752.53
131735	4/5/2023	TN Dept Of Safety	$80.75
131736	4/5/2023	Maury Co United Way	$479.00
131737	4/5/2023	Stoltz Printing Co	$229.00
131738	4/5/2023	Duck River Electric	$56.28
131739	4/5/2023	Neel-Schaffer	$10,047.00
131740	4/5/2023	AT&T	$1,421.63
131741	4/5/2023	AT&T	$70.17
131742	4/5/2023	Lose Design - Lose & Associates, Inc	$7,060.00
131743	4/5/2023	Office Warehouse LLC	$749.00
131744	4/5/2023	State Of TN Attn: Lily White	$171.00
131745	4/5/2023	State Of TN Dept Of Revenue	$19.00
131746	4/5/2023	Columbia Firefighter Assn	$490.00
131747	4/5/2023	UniFirst Corporation	$614.66
131748	4/5/2023	City Of Col Tn Retirement	$34,492.71
131749	4/5/2023	United Rentals	$354.51
131750	4/5/2023	Atmos Energy	$509.05
131751	4/5/2023	Volkert Inc	$1,172.00
131752	4/5/2023	Chrysler Dodge Jeep Ram	$27,216.00
131753	4/5/2023	Phillips Distributing	$1,725.00
131754	4/5/2023	Waypoint Business Solutions	$7,410.00
131755	4/5/2023	Hutton Advertising LLC	$1,515.00
131756	4/5/2023	TriStar Elevator LLC	$264.00
131757	4/5/2023	Total Group LLC	$2,548.38
131758	4/5/2023	Georgia McCaleb	$75.00
131759	4/5/2023	Verizon Connect	$400.00
131760	4/5/2023	Holston Gases	$5,618.70
131761	4/5/2023	Waynes Pest Control	$55.00
131762	4/5/2023	Spectrum Enterprise	$989.00
131763	4/5/2023	Kelli Johnson	$1,537.98
131764	4/5/2023	WilcoLocal Media	$450.00
131765	4/5/2023	Roof Systems, Inc.	$600.00
131766	4/5/2023	Wells Fargo Financial Leasing, Inc	$365.80
131767	4/5/2023	Maury Regional Occupational Health	$7,582.00
131768	4/5/2023	Patricia M Jones	$75.00
131769	4/5/2023	Cleaning Partners LLC	$1,975.00
131770	4/5/2023	Sandra Richardson	$25.00
131771	4/14/2023	Ace Hardware	$389.50
131772	4/14/2023	Columbia Power & Water Systems	$22,663.89
131773	4/14/2023	Doors Unlimited Of Tn Inc	$1,879.79
131774	4/14/2023	Jones & Lang Sporting Goods	$5.00
131775	4/14/2023	Sherwin Williams	$887.67
131776	4/14/2023	Columbia Oil Company Inc	$6,998.41
131777	4/14/2023	Truckers Lighthouse	$3,911.50
131778	4/14/2023	Utility Equipment Service Inc	$1,240.20
131779	4/14/2023	Rogers Group Inc	$1,734.16
131780	4/14/2023	Southeastern Sound Inc	$285.00
131781	4/14/2023	NexAir LLC	$40.11

131782	4/14/2023	Sunbelt Rentals Inc	$192.96
131783	4/14/2023	Southern Computer Warehouse	$1,887.78
131784	4/14/2023	Best Cleaners	$51.70
131785	4/14/2023	Vulcan Materials Co	$262.87
131786	4/14/2023	Parman Energy Group LLC	$392.25
131787	4/14/2023	UniFirst Corporation	$1,284.07
131788	4/14/2023	J & M Supply Solutions	$97.42
131789	4/14/2023	Tri Star Energy	$8,651.74
131790	4/14/2023	CPWS - Broadband	$550.00
131791	4/14/2023	AT&T	$296.99
131792	4/14/2023	Life Services EAP	$1,647.30
131793	4/14/2023	Global Industrial	$1,455.18
131794	4/14/2023	JayBird Portable Restrooms LLC	$85.00
131795	4/14/2023	Thad Jablonski	$89.08
131796	4/14/2023	SRM Concrete	$2,531.00
131797	4/14/2023	State Systems, LLC	$2,417.00
131798	4/14/2023	Rescue 1	$22,750.00
131799	4/14/2023	Foley Products Company	$6,952.00
131800	4/14/2023	Summit Uniforms	$449.28
131801	4/14/2023	Waypoint Business Solutions	$3,998.85
131802	4/14/2023	Knighthorst Shredding, LLC	$68.31
131803	4/14/2023	LanLink Communications, LLC	$357.95
131804	4/14/2023	Apparel Masters of Tennessee	$730.80
131805	4/14/2023	SiteOne Landscape Supply LLC	$254.11
131806	4/14/2023	TriStar Elevator LLC	$264.00
131807	4/14/2023	Pollock Printing Co.	$16,896.97
131808	4/14/2023	Verizon Connect	$322.15
131809	4/14/2023	Waynes Pest Control	$30.00
131810	4/14/2023	Southeastern Shirt Corp.	$1,039.77
131811	4/14/2023	Beard Equipment Company, Inc.	$4,083.86
131812	4/14/2023	Carol A Liggett-Eastside Dry Cleaner	$972.00
131813	4/14/2023	Leia Smith	$64.19
131814	4/14/2023	Maury Regional Occupational Health	$23,867.00
131815	4/14/2023	Brenda S Bolt	$75.00
131816	4/14/2023	Gayle A Harris	$75.00
131817	4/14/2023	Tyler Technologies, Inc	$47,454.00
131818	4/14/2023	Civil Engineering Services	$200.00
131819	4/21/2023	Ace Hardware	$143.63
131820	4/21/2023	AFLAC-Amer Family Life Assurance Co	$275.44
131821	4/21/2023	Columbia Power & Water Systems	$6,076.17
131822	4/21/2023	Jones & Lang Sporting Goods	$45.00
131823	4/21/2023	United Farm & Home Cooperative	$319.96
131824	4/21/2023	Morgan Brothers Electric Inc	$5,402.56
131825	4/21/2023	South Central Tennessee Development District	$8,755.00
131826	4/21/2023	Ted's Sporting Goods	$999.95
131827	4/21/2023	Maury Co United Way	$479.00
131828	4/21/2023	Columbia Oil Company Inc	$97.16
131829	4/21/2023	TN Dept of Labor & Workforce D	$191.88
131830	4/21/2023	NAFECO Inc	$1,356.00
131831	4/21/2023	Pioneer Manufacturing Company	$359.69
131832	4/21/2023	Mail Call	$3,743.96
131833	4/21/2023	Rogers Group Inc	$1,532.89

131834	4/21/2023	Dell Marketing L P	$207.00
131835	4/21/2023	Sunbelt Rentals Inc	$757.37
131836	4/21/2023	Office Warehouse LLC	$359.00
131837	4/21/2023	Kiwanis Club Of Columbia	$155.00
131838	4/21/2023	Short Services Group dba Landscape Management Co	$4,106.45
131839	4/21/2023	Break Time Services	$136.25
131840	4/21/2023	Best Cleaners	$580.78
131841	4/21/2023	Impressions	$709.00
131842	4/21/2023	Unum Life Insurance Co Of Amer	$2,191.00
131843	4/21/2023	Columbia Firefighter Assn	$490.00
131844	4/21/2023	Jeremy Humphrey	$157.00
131845	4/21/2023	UniFirst Corporation	$448.98
131846	4/21/2023	Trane U.S. Inc	$4,358.00
131847	4/21/2023	Columbia Kubota LLC	$156.59
131848	4/21/2023	Public Entity Partners	$6,405.80
131849	4/21/2023	J & M Supply Solutions	$952.65
131850	4/21/2023	Joseph Allen Ervin	$79.00
131851	4/21/2023	Michael Brown	$79.00
131852	4/21/2023	D & D Towing & Recovery	$300.00
131853	4/21/2023	Food Lion	$56.00
131854	4/21/2023	Atmos Energy	$3,643.92
131855	4/21/2023	Preventia Security	$84.00
131856	4/21/2023	My Alarm Center LLC	$297.21
131857	4/21/2023	Daily Herald (Ads)	$1,478.88
131858	4/21/2023	Tim Smith Appliance Repair	$200.00
131859	4/21/2023	Global Industrial	$1,827.42
131860	4/21/2023	Thad Jablonski	$183.43
131861	4/21/2023	SRM Concrete	$788.00
131862	4/21/2023	Choice Screening	$427.50
131863	4/21/2023	Chrysler Dodge Jeep Ram of Columbia	$1,202.00
131864	4/21/2023	Leaf	$643.00
131865	4/21/2023	Combined Insurance, a Chubb Company	$1,499.01
131866	4/21/2023	Maury Regional Medical Center	$90.00
131867	4/21/2023	Middle Tn Law Group Trust Account	$200.00
131868	4/21/2023	Verizon Wireless 01	$169.33
131869	4/21/2023	Tennessee Farmers Mutual	$309.63
131870	4/21/2023	Courier Printing Company	$1,394.00
131871	4/21/2023	Apparel Masters of Tennessee	$248.80
131872	4/21/2023	Volunteer Paving LLC	$104.72
131873	4/21/2023	Adient US LLC	$2,634.00
131874	4/21/2023	Door Tech of Nashville Inc	$10,771.97
131875	4/21/2023	Visual Media Co LLC	$300.00
131876	4/21/2023	Southeastern Shirt Corp.	$562.78
131877	4/21/2023	Chapdelaine & Associates	$300.00
131878	4/21/2023	Richmond American Homes of TN	$1,603.13
131879	4/21/2023	Eric Solano	$79.00
131880	4/21/2023	Lennar Homes of Tennessee, LLC	$1,268.44
131881	4/21/2023	Darrin Robinson	$355.57
131882	4/21/2023	Selective Site Consultants, Inc	$200.00
131883	4/21/2023	McNeely Civil Engineering	$100.00
131884	4/21/2023	Ransom Entertainment	$589.00
131885	4/21/2023	Danny Coleman	$372.92

131886	4/27/2023	Columbia Power & Water Systems	$6,547.22
131887	4/27/2023	A To Z Office Resource	$603.00
131888	4/27/2023	Maury Co Government	$15,863.93
131889	4/27/2023	Morgan Brothers Electric Inc	$665.30
131890	4/27/2023	Rippey Auto Parts Co Inc	$156.00
131891	4/27/2023	Temple Inc	$95.50
131892	4/27/2023	Duck River Electric	$56.79
131893	4/27/2023	Neel-Schaffer	$2,535.00
131894	4/27/2023	Public Entity Partners	$12,257.88
131895	4/27/2023	Lively Florist	$262.42
131896	4/27/2023	Pioneer Manufacturing Company	$1,877.54
131897	4/27/2023	David's Lock & Key Inc	$32.00
131898	4/27/2023	Mail Call	$1,106.17
131899	4/27/2023	Maury County Solid Waste	$75.00
131900	4/27/2023	Trailer Store	$2,950.00
131901	4/27/2023	Robert J Young Company LLC	$174.64
131902	4/27/2023	Maury County Chamber &	$50,000.00
131903	4/27/2023	Break Time Services	$96.25
131904	4/27/2023	Royal Flush Portables	$190.00
131905	4/27/2023	Southern Software Inc	$4,623.00
131906	4/27/2023	Maury County Equipment	$90.00
131907	4/27/2023	Parman Energy Group LLC	$418.28
131908	4/27/2023	UniFirst Corporation	$466.49
131909	4/27/2023	J & M Supply Solutions	$314.77
131910	4/27/2023	Tri Star Energy	$19,380.90
131911	4/27/2023	Atmos Energy	$113.48
131912	4/27/2023	Global Industrial	$503.94
131913	4/27/2023	Brookmeade Hardware & Supply	$202.47
131914	4/27/2023	Kellye Murphy	$100.87
131915	4/27/2023	Simpleview, LLC	$13,400.00
131916	4/27/2023	Maury County 911	$20,312.19
131917	4/27/2023	Tristar Bank	$6,364.70
131918	4/27/2023	Davenport Group	$32,213.40
131919	4/27/2023	MissionSquare Retirement	$250.00
131920	4/27/2023	Verizon Wireless 03	$41.77
131921	4/27/2023	Verizon Wireless 09	$18.26
131922	4/27/2023	Motorola Solutions Inc	$130.00
131923	4/27/2023	Reach Technologies	$153.63
131924	4/27/2023	SiteOne Landscape Supply LLC	$124.78
131925	4/27/2023	PM Environmental, Inc	$8,556.25
131926	4/27/2023	STS Distribution	$1,040.00
131927	4/27/2023	Volunteer Paving LLC	$259.60
131928	4/27/2023	Leia Smith	$64.19
131929	4/27/2023	Crane Fitness Equipment	$5,298.00
131930	4/28/2023	City Of Col Employees Retireme	$181,125.43
131931	4/28/2023	Robert J Young Company LLC	$177.96
131932	4/28/2023	TN Fire Svs & Codes Enf Academy	$191.00
131933	4/28/2023	G & W Diesel Services, Inc.	$646.37
131934	4/28/2023	B & P Ice Machines, Inc	$9,644.87
131935	4/28/2023	UniFirst Corporation	$121.13
131936	4/28/2023	City Of Col Tn Retirement	$23,719.45
131937	4/28/2023	C.E.S. City Electric Supply Co	$34.18

GENERAL FUND

131938	4/28/2023	SRM Concrete	$724.00
131939	4/28/2023	Colonial Life	$6,588.46
131940	4/28/2023	Maury County 911	$7,358.09
131941	4/28/2023	Summit Uniforms	$964.27
131942	4/28/2023	Vanderbilt University Medical Center	$1,025.21
131943	4/28/2023	T-Mobile	$146.09
131944	4/28/2023	Spectrum Enterprise	$989.00
131945	4/28/2023	Southeastern Shirt Corp.	$146.00

Total Purchase Cards:	$	121,772.69
Total Payroll Transfers:	$	1,399,516.50
Total Misc. Transfers:	$	472,043.89
Total Checks: 216	$	1,105,680.62
Total:	$	3,099,013.70

STATE STREET AID

7983	4/5/2023	Columbia Power & Water Systems	$10,937.35
7984	4/5/2023	Duck River Electric	$70.26
7985	4/5/2023	3M Company	$1,116.00
7986	4/5/2023	Cutting Edge Lawn and Landscapes	$1,300.00
7987	4/14/2023	3M Company	$2,005.18
7988	4/21/2023	Columbia Power & Water Systems	$6.83
7989	4/21/2023	Wright Paving Contractors, Inc	$80,995.81
7990	4/21/2023	Firstnet Services Provided By AT&T Mobility	$1,191.30
7991	4/27/2023	Columbia Power & Water Systems	$19.72
7992	4/27/2023	G & C Supply Co Inc	$2,600.46
7993	4/28/2023	Firstnet Services Provided By AT&T Mobility	$382.48

Total Purchase Cards:	$	52.85
Total Misc. Transfers:	$	-
Total Checks: 11	$	100,625.39
Total:	$	100,678.24

SANITATION

21932	4/5/2023	City Of Col Employees Retireme	$11,483.47
21933	4/5/2023	UniFirst Corporation	$132.31
21934	4/5/2023	City Of Col Tn Retirement	$1,503.82
21935	4/5/2023	Atmos Energy	$509.05
21936	4/5/2023	United Waste Haulers Of TN LLC	$2,778.60
21937	4/5/2023	Marshall County Solid Waste and Recycling	$2,585.70
21938	4/5/2023	Wells Fargo Financial Leasing, Inc	$134.25
21939	4/14/2023	Columbia Power & Water Systems	$900.90
21940	4/14/2023	Columbia Oil Company Inc	$22,764.48
21941	4/14/2023	Maury Fence Co Of Tn Inc	$200.00
21942	4/14/2023	UniFirst Corporation	$264.62
21943	4/14/2023	Tri Star Energy	$930.52
21944	4/14/2023	Life Services EAP	$107.10
21945	4/14/2023	United Waste Haulers Of TN LLC	$2,902.74
21946	4/21/2023	Unum Life Insurance Co Of Amer	$165.60

SANITATION

21947	4/21/2023	Public Entity Partners	$5,564.41
21948	4/21/2023	United Waste Haulers Of TN LLC	$1,003.01
21949	4/21/2023	Choice Screening	$20.00
21950	4/21/2023	Combined Insurance, a Chubb Company	$159.06
21951	4/21/2023	KS Supply Pressure Washer	$16.10
21952	4/27/2023	Columbia Power & Water Systems	$24.24
21953	4/27/2023	Temple Inc	$95.50
21954	4/27/2023	Public Entity Partners	$1,349.22
21955	4/27/2023	Maury County Solid Waste	$85,912.64
21956	4/27/2023	UniFirst Corporation	$132.31
21957	4/27/2023	Brookmeade Hardware & Supply	$202.47
21958	4/27/2023	United Waste Haulers Of TN LLC	$1,024.33
21959	4/28/2023	City Of Col Employees Retireme	$7,865.86
21960	4/28/2023	City Of Col Tn Retirement	$1,030.08
21961	4/28/2023	Colonial Life	$635.08

Total Purchase Cards:	$	19,328.38
Total Payroll Transfers:	$	68,724.68
Total Misc. Transfers:	$	48,151.30
Total Checks: 30	$	152,397.47
Total:	$	288,601.83

WASTEWATER

47910	4/5/2023	City Of Col Employees Retireme	$23,085.21
47911	4/5/2023	Columbia Power & Water Systems	$247.49
47912	4/5/2023	Columbia Oil Company Inc	$250.00
47913	4/5/2023	Duck River Electric	$214.06
47914	4/5/2023	Vulcan Materials Co	$749.40
47915	4/5/2023	Nixon Power Services LLC	$1,103.99
47916	4/5/2023	City Of Col Tn Retirement	$3,023.15
47917	4/5/2023	TriStar Elevator LLC	$614.00
47918	4/5/2023	Waypoint Analytical, LLC	$68.00
47919	4/14/2023	Columbia Power & Water Systems	$80,697.64
47920	4/14/2023	Columbia Oil Company Inc	$4,700.92
47921	4/14/2023	Stoltz Printing Co	$399.50
47922	4/14/2023	Brenntag Mid-South Inc	$13,298.00
47923	4/14/2023	UniFirst Corporation	$339.48
47924	4/14/2023	Tri Star Energy	$1,526.82
47925	4/14/2023	Life Services EAP	$204.00
47926	4/14/2023	Mark Brewer	$125.00
47927	4/14/2023	Sirens for Cities Inc	$14,654.03
47928	4/21/2023	Ace Hardware	$27.70
47929	4/21/2023	Columbia Power & Water Systems	$395.96
47930	4/21/2023	Morgan Brothers Electric Inc	$1,200.00
47931	4/21/2023	Rippey Auto Parts Co Inc	$2,535.95
47932	4/21/2023	Thompson Machinery	$1,650.00
47933	4/21/2023	Columbia Oil Company Inc	$535.89
47934	4/21/2023	Duck River Electric	$1,987.19
47935	4/21/2023	Guthrie Sales & Service Inc	$7,387.75
47936	4/21/2023	Southern Sales Co	$1,763.00

WASTEWATER

47937	4/21/2023	WM CORPORATE SERVICES, INC	$7,427.88
47938	4/21/2023	J R Wauford & Co Cons Eng, Inc	$124,200.00
47939	4/21/2023	Vulcan Materials Co	$414.29
47940	4/21/2023	Unum Life Insurance Co Of Amer	$524.40
47941	4/21/2023	UniFirst Corporation	$1,053.21
47942	4/21/2023	Public Entity Partners	$840.37
47943	4/21/2023	US Bank Trust Natl Assn	$28,695.00
47944	4/21/2023	Atmos Energy	$53.83
47945	4/21/2023	Choice Screening	$20.00
47946	4/21/2023	State Systems, LLC	$790.00
47947	4/21/2023	Chrysler Dodge Jeep Ram of Columbia	$29,656.25
47948	4/21/2023	Combined Insurance, a Chubb Company	$44.10
47949	4/21/2023	ACT & C	$2,589.28
47950	4/21/2023	Xylem Dewatering Solutions Inc	$7,584.51
47951	4/21/2023	Waypoint Analytical, LLC	$52.00
47952	4/21/2023	Carey Albright	$215.18
47953	4/27/2023	Columbia Power & Water Systems	$5,952.90
47954	4/27/2023	Columbia Machine Works	$11,639.00
47955	4/27/2023	Public Entity Partners	$1,272.49
47956	4/27/2023	AT&T	$6,411.00
47957	4/27/2023	North Central Laboratories-NCL of Wisconsin, Inc	$1,099.34
47958	4/27/2023	Robert J Young Company LLC	$542.56
47959	4/27/2023	UniFirst Corporation	$339.29
47960	4/27/2023	Atmos Energy	$46.97
47961	4/27/2023	IDEXX Distribution, Inc.	$1,199.08
47962	4/27/2023	Cook's Pest Control Inc	$117.00
47963	4/27/2023	ACT & C	$532.31
47964	4/27/2023	Waypoint Analytical, LLC	$68.00
47965	4/27/2023	Dick Cartwright	$125.00
47966	4/28/2023	City Of Col Employees Retireme	$15,353.17
47967	4/28/2023	WM CORPORATE SERVICES, INC	$18,749.56
47968	4/28/2023	City Of Col Tn Retirement	$2,010.59
47969	4/28/2023	Colonial Life	$1,187.06

Total Purchase Cards:	$	14,878.45
Total Payroll Transfers:	$	146,996.95
Total Misc. Transfers:	$	50,374.82
Total Checks: 60	$	433,589.75
Total:	$	645,839.97

DRUG

5944	4/14/2023	TTI-Tactical Technologies Inc	$204.00
5945	4/14/2023	Thomson Reuters - West	$64.00

Total Purchase Cards:	$	1,719.57
Total Checks: 2	$	268.00
Total:	$	1,987.57

INSURANCE

3043	4/21/2023	BlueCross BlueShield Of TN	$23,141.76

Total Misc. Transfers:	$	355,509.54
Total Checks: 1	$	23,141.76
Total:	$	378,651.30

CAPITAL PROJECTS

3021	4/5/2023	Ragan Smith & Associates Inc	$7,010.81
3022	4/5/2023	Adams Contracting, LLC	$139,497.30
3023	4/27/2023	Ragan Smith & Associates Inc	$5,389.53

Total Misc. Transfers:	$	-
Total Checks: 3	$	151,897.64
Total:	$	151,897.64

DEBT SERVICE

2394	4/21/2023	US Bank Trust Natl Assn	$569,225.00

Total Misc. Transfers:	$	-
Total Checks: 1	$	569,225.00
Total:	$	569,225.00

IDB

1065	4/5/2023	Norris Bros Excavating LLC	$110,452.90

Total Misc. Transfers:	$	-
Total Checks: 1	$	110,452.90
Total:	$	110,452.90

SURPLUS LISTING FOR COUNCIL AGENDA 6/8/2023

Dept Code	Description	Serial #
41900	Misc office equipment and furniture (including 36	
42100	2011 Chevrolet Impala	2G1WD5EM2B1124942
43100	2003 Ford F350 4x4 Crew Cab	1FTSW31L43EC57512
43100	2002 Ford F350 SD 4x4	FTSW31L02ED11435
43100	2010 Ford Fusion 4-door	3FAHP0HG7AR284668
43100	1990 Ford Club Wagon XL	1FBJS31H9LHB42958
43100	2007 Ford F150 Truck	1FTRF12W67KB64073
43100	1995 VBSFWE 679 6x4 Hydraulic Excavator	950201

CITY OF COLUMBIA TENNESSEE
CITY COUNCIL
STAFF REPORT

STAFF REPORT CONTACT INFORMATION
Ginger Adams, Administrative Assistant, gadams@columbiatn.com, 931-560-1723

AGENDA ITEM TITLE: APPROVE BID AWARD TO NORTH AMERICAN FIRE EQUIPMENT COMPANY, INCORPORATED FOR TURNOUT GEAR – FIRE & RESCUE.

RECOMMENDATION: Approve the bid award to North American Fire Equipment Company (NAFECO) for the purchase of all turnout gear purchased through October 30, 2023 at the unit prices found on the separately supplied bid tabulation. It is further recommended that Council allow an extension of the award at the discretion of the Purchasing Agent through October 2025 based upon documented increases in pricing from the manufacturer and 30 days' notice from NAFECO.

INFORMATION: The City supplies turnout gear consisting of coats, pants, suspenders and belts to all firefighters. Due to the extreme and dangerous conditions under which firefighters must sometimes work it is imperative that the gear be of highest quality and workmanship. In addition to the initial supply of gear upon hire, turnout gear has a function life of about ten years at which time it is recommended that it be replaced.

The City requested bids for gear with the intent to award to a single vendor based upon unit pricing for all gear purchased during the term of the award. The terms of the bid were for fixed pricing through October 2023 with adjustment and renewal thereafter based upon cost increases from the manufacturer.

Columbia Fire & Rescue recommends the second lowest bid, NAFECO the current supplier, due to meeting all bid specifications and using quality materials.

CERTIFICATION: The Chief Financial Officer certifies that $16,878 is budgeted and unencumbered in Fire Dept. – Suppression – Wearing Apparel.

Bid Tabulation

ITB - Turnout Gear
Solicitation #422-1022-08
Bid Opening 11/10/2022; 2:00 PM CT

Vendor	Item	Manufacturer	Model	Fixed thru 10/30/2023	Delivery ARO
NAFECO North America Fire Equipment Co., Inc.	Turnout Coat	Lion	Super Deluxe	$ 1,698.00	180 Days ARO
	Turnout Pants	Lion	Super Deluxe	$ 1,029.00	180 Days ARO
	Suspenders	Lion	SB342 (All lengths)	$ 34.00	180 Days ARO
	Belt	Lion	BHS013	$ 52.00	180 Days ARO
			NAFECO Total	**$ 2,813.00**	
Tennessee Fire Equipment & Safety Supplies	Turnout Coat	Honeywell	Morning Pride	$ 1,748.47	75 Days or Less
	Turnout Pants	Honeywell	Morning Pride	$ 1,385.72	75 Days or Less
	Suspenders	Honeywell	Morning Pride	included	75 Days or Less
	Belt	Honeywell	Morning Pride	included	75 Days or Less
			TN Fire Equip Total	**$ 3,134.19**	
Safe Industries	Turnout Coat	Globe	G-Xtreme 3.0	$ 1,760.00	120 Days +/-
	Turnout Pants	Globe	Globe Pant System	$ 1,340.00	120 Days +/-
	Suspenders	Globe	Padded H-Back Ripcord	included	120 Days +/-
	Belt	Globe	Full Bel	included	120 Days +/-
			Safe Industries Total	**$ 3,100.00**	
American Emergency Response Training	Turnout Coat	Viking	PS 1125 "Warrior"	$ 1,370.00	14 Weeks
	Turnout Pants	Viking	PS 1175 "Warrior"	$ 1,029.00	14 Weeks
	Suspenders	Viking	S-590068602	28	14 Weeks
	Belt	Viking	1041446	45	14 Weeks
			AERT Total	**$ 2,472.00**	

This is a complete and accurate tabulation of all bids received

Sommar Jaynes, Purchasing Agent

CITY OF COLUMBIA TENNESSEE
CITY COUNCIL
STAFF REPORT

STAFF REPORT CONTACT INFORMATION
Lindsay Barrier, Administrative Assistant, lbarrier@columbiatn.com, 931.560.1527

AGENDA ITEM TITLE:
APPROVE A REIMBURSEMENT IN THE AMOUNT OF $465,000 TO TAMARACK LAND – CARTER'S STATION, LLC FOR SUMMIT AT CARTER'S STATION SUBDIVISION IN THE CITY OF COLUMBIA, TENNESSEE – WARD 5 - DEVELOPMENT SERVICES DEPARTMENT.

RECOMMENDATION: Approve Reimbursement

INFORMATION: On December 19, 2022 a surety guarantee was deposited from Tamarack Land – Carter's Station, LLC to ensure the completion of roads, striping, signage, curbing, sidewalks, drainage, grading and street lighting at Summit at Carter's Station.
Tamarack Land- Carters Station LLC for Summit at Carter's Station Subdivision has submitted a Letter of Credit in the amount of $465,000 from INSBANK to replace the Surety Guarantee that was submitted. So, at this time they would like reimbursement of $465,000.00

ATTACHMENTS: Surety Guarantee, Receipt and Letter of Credit

INSBANK

WHERE GENUINE MATTERS.

IRREVOCABLE LETTER OF CREDIT

APPROVED AS TO AMOUNT:
City Engineer 4/28/23 Date

APPROVED AS TO LEGAL FORM:
City Attorney 5/10/23 Date

DATE: March 17, 2023
LETTER OF CREDIT NO: 61023791-51010
EXPIRATION DATE: March 17, 2024

TO: CITY OF COLUMBIA
700 NORTH GARDEN STREEET
COLUMBIA, TENNESSEE 38401

RE: Irrevocable Standby Letter of Credit for Tamarack Land – Carters Station LLC for Summit at Carter's Station Subdivision, Columbia, Tennessee.

This Bank hereby issues in your favor its Irrevocable Standby Letter of Credit for the account of Tamarack Land –Carters Station LLC for an amount not to exceed in the aggregate U.S. Dollars $465,000.00 effective March 17, 2023 and expiring automatically at this Bank's Office at 5614 Franklin Pike Circle, Brentwood, TN 37027 on March 17, 2024. The purpose of this Letter of Credit is to ensure the completion of roads, striping, signage, curbing sidewalks, drainage, grading and street lighting for Summit at Carter's Station, Columbia, Tennessee 38401 as required by the City of Columbia.

Funds under this credit are available only against your drafts drawn on this Bank, each bearing on its face the clause "Drawn under Letter of Credit No. 61023791-51010 presented at sight at Bank's above office, on or before the above expiration date, accompanied by the following documents, and in strict compliance with the following terms and conditions:

> A statement executed by an authorized official of the City of Columbia certifying that Tamarack Land – Carters Station LLC has failed to perform the completion of roads, striping, signage, curbing, sidewalks, drainage, grading or street lighting for Summit at Carter's Station Subdivision, Columbia, Tennessee 38401 as required by the City of Columbia.

Your issuance or negotiation of any drafts hereunder shall be considered a guaranty to this Bank that all of the foregoing terms and conditions have been fulfilled.

Furthermore, this original letter of credit must accompany the above documents required under this credit. No rights hereunder may be transferred, negotiated or assigned in any manner, as this credit is hereby extended solely for your benefit.

It is a condition of the Letter of Credit that it shall be deemed automatically extended, without amendment for a one (1) year period from the expiration date shown here on, or any future expiration date unless at least (60) days prior to any expiration date we send notice to the City of Columbia by Registered Mail that we elect not to renew this Letter of Credit for any such additional period.

This Bank agrees with you that your drafts under and in strict compliance with the terms of this letter of credit will be duly honored if property presented to this Bank before the above expiration date.

Sincerely,

Patrick Wright,
SVP

Surety Guarantee

DATE: 12/19/2022
EXPIRATION DATE: 12/19/2023

TO: CITY OF COLUMBIA
700 NORTH GARDEN STREEET
COLUMBIA, TENNESSEE 38401

RE: Deposited Check #21139 from Tamarack Land – Carter's Station LLC for Summit at Carter's Station Subdivision, Columbia, Tennessee 38401.

The Developer hereby issues in your favor a business check for the account of Tamarack Land – Carter's Station LLC for an amount not to exceed in the aggregate U.S. Dollars $465,000.00 effective 12/19/2022. The purpose of this Deposited Business Check # 21139 is to ensure the completion of roads, striping, signage, curbing, sidewalks, drainage, grading and street lighting for Summit at Carter's Station Subdivision, Columbia, Tennessee 38401 as required by the City of Columbia.

These funds are available if Tamarack Land – Carter's Station, LLC fail to perform the completion of roads, striping, signage, curbing, sidewalks, drainage, grading or street lighting for Summit at Carter's Station Subdivision, Columbia, Tennessee 38401 as required by the City of Columbia.

It is a condition of this surety that it shall be deemed automatically extended, without amendment for a one (1) year period from the expiration date shown here on, or any future expiration date unless at least (60) days prior to any expiration date the developer sends notice to the City of Columbia by Registered Mail that they elect not to renew this Letter of Credit for any such additional period.

OWNER	DEVELOPER
PRESIDENT TITLE	PRESIDENT TITLE
ATTEST:	ATTEST:
CFO TITLE	TITLE

Receipt Date: 12/21/2022

City Of Columbia

700 North Garden Street
Columbia, TN 38401
(931) 560-1500
Receipt Number: 10087957

Miscellaneous Receipt

Name: TAMARACK LAND CARTERS STATION LLC

Code: 999-MISCELLANEOUS
Amt: $465,000.00
MR #: 10069846

Description: SURETY BOND
Reference: FOR SUMMIT AT CARTER'S STATION SUBDIVISION
Notes:

GL Account	Description	Amount
110-21502-	Letters Of Credit/Surety Bonds/Called Bonds	465000.00

Payment Information

Special Check 21139 $465,000.00

Paid By: TAMARACK LAND CARTERS STATION LLC

Amount Tendered: $465,000.00
Total Paid: $465,000.00
Change: $0.00

☐ Voided

Batch: SURETY GUARANTEE
12/21/2022 3:08 Page 1 of 1

Collecting Official, City Of Columbia



SECURITY
BANK & TRUST CO.

75-1616/919

021139

DATE 12/20/2022

$ 465,000.00

PAY TO THE ORDER OF CITY OF COLUMBIA

$465,000.00 DOLLARS

DOLLAR FOUR SIX FIVE COMMA ZERO ZERO ZERO PERIOD ZERO ZERO

Security features included. Details on back.

CASHIER'S CHECK

MEMO

REMITTER TAMARACK LAND CARTERS STATION

AUTHORIZED SIGNATURE

⑈021139⑈ ⑆091916161⑆ 1435⑈ 500

CITY OF COLUMBIA TENNESSEE
CITY COUNCIL
STAFF REPORT

STAFF REPORT CONTACT INFORMATION
Lindsay Barrier, Administrative Assistant, lbarrier@columbiatn.com, 931.560.1527

AGENDA ITEM TITLE:
APPROVE AND AUTHORIZE THE MAYOR TO SIGN AMENDMENT NO. 2 TO THE STATE OF TENNESSEE DEPARTMENT OF TRANSPORTATION (TDOT) CONTRACT FOR IMPROVEMENTS AT AND AROUND THE INTERSECTION OF SR-6 (NASHVILLE HIGHWAY) AND SR-99 (BEAR CREEK PIKE) PIN 125912.00 - WARD 5 - DEVELOPMENT SERVICES DEPARTMENT.

RECOMMENDATION: Approve Amendment No. 2 to TDOT Agreement# 170119.

INFORMATION: The City of Columbia City Council approved the TDOT contract for improvements at and around the intersection of US-31/SR-6 (Nashville Highway) and US-412/SR-99 (Bear Creek Pike) on November 9, 2017. This project is located at the busiest intersection within the City of Columbia, and the plans to improve safety and congestion include geometric and signal phasing improvements along with, widening Bear Creek Pike from 2 to 3 lanes from Nashville Highway to Tom Hitch Parkway, adding right turn lanes on Bear Creek Pike and US Highway 43 Bypass, closing medians openings near the intersection and consolidating drives.

This Amendment No. 2 to the City of Columbia's contract with TDOT will add $4,400,615 to Nashville Hwy and Bear Creek Pike Project.
The City of Columbia requested additional funding needed for right away and construction and TDOT granted that request. This project is being funded by 80% Federal and TDOT is covering the 20% match.

ATTACHMENTS:
Amendment No. 2

STATE OF TENNESSEE
DEPARTMENT OF TRANSPORTATION
PROGRAM DEVELOPMENT & ADMINISTRATION DIVISION
LOCAL PROGRAMS DEVELOPMENT OFFICE
SUITE 600, JAMES K. POLK BUILDING
505 DEADERICK STREET
NASHVILLE, TENNESSEE 37243-1402
(615) 741-5314

BUTCH ELEY
DEPUTY GOVERNOR &
COMMISSIONER OF TRANSPORTATION

BILL LEE
GOVERNOR

May 23, 2023

The Honorable Chaz Molder
Mayor, City of Columbia
700 North Garden Street
Columbia, TN 38401

Re: SR-06 (US-31, Nashville Highway) Intersection at SR-99
City of Columbia, Maury County
PIN: 125912.00
Federal Project Number: STP-M-9302(19)
State Project Number: 60LPLM-F3-034
Agreement Number: 170119

Dear Mayor Molder:

I am attaching an amendment to the original contract to this letter. The amendment updates the Exhibit A. Please review the amendment and advise me if it requires further explanation. If you find the amendment satisfactory, please execute it in accordance with all rules, regulations, and laws. Adobe Sign will then forward the document for the signature of the attorney for your agency. Once the amendment is fully executed Adobe Sign will email you a link to the fully executed amendment.

If you have any questions or need any additional information, please contact Simchah Edwards at 615-741-0805 or Simchah.Edwards@tn.gov.

Sincerely,

Kimery Grant

Kimery Grant
Transportation Manager 2

Attachment

Amendment Number: 2

Agreement Number: 170119

Project Identification Number: 125912.00

Federal Project Number: STP-M-9302(19)

State Project Number: 60LPLM-F3-034

THIS AGREEMENT AMENDMENT is made and entered into this _____ day of _____, 20___ by and between the STATE OF TENNESSEE DEPARTMENT OF TRANSPORTATION, an agency of the State of Tennessee (hereinafter called the "Department") and the CITY OF COLUMBIA (hereinafter called the "Agency"), for the purpose of providing an understanding among the parties of their respective obligations related to the management of the project described as:

"SR-06 (US-31, Nashville Highway) Intersection at SR-99"

1. The language of Agreement # 170119 dated October 17, 2022 Exhibit A is hereby deleted in its entirety and replaced with the attached Exhibit A for Amendment 2.

All provisions of the original contract not expressly amended hereby shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have caused this instrument to be executed by their respective authorized officials on the date first above written.

CITY OF COLUMBIA

Signature:

Email: chaz.molder@columbiatn.com

STATE OF TENNESSEE
DEPARTMENT OF TRANSPORTATION

Signature:

Email: TDOT.COMMISSIONER'S.Office@tn.gov

APPROVED AS TO
FORM AND LEGALITY

Signature:

Email: ttisher@tfllaw.com

APPROVED AS TO
FORM AND LEGALITY

Signature:

Email: TDOT.Legal.Attorneys@tn.gov

Signature:

Email: Daniel.Pallme@tn.gov

EXHIBIT "A" for AMENDMENT **2**

Agreement #: **170119**
Project Identification #: **125912.00**
Federal Project #: **STP-M-9302(19)**
State Project #: **60LPLM-F3-034**

Project Description: SR-06 (US-31, Nashville Highway) Intersection at SR-99 - Improvements at and around the intersection of SR-06 (US-31, Nashville Highway) and SR-99 (US-412, Bear Creek Pike) including geometric and signal phasing improvements along with widening Bear Creek Pike from 2 to 3 lanes from Nashville Highway to Tom Hitch Parkway, adding right turn lanes on SR-99 and US Highway bypass, providing free flow right turn/acceleration lane from Nashville Highway to US-43 and possibly closing median openings near the intersection and consolidating drives.

Change in Cost: Cost hereunder is controlled by the figures shown in the TIP and any amendments, adjustments or changes thereto.

Type of Work: Intersection Improvements

Phase	Funding Source	Fed %	State %	Local %	Estimated Cost
PE-NEPA	L-STBG	80	20	0	**$125,000.00**
PE-DESIGN	L-STBG	80	20	0	**$250,000.00**
RIGHT-OF-WAY	L-STBG	80	20	0	**$50,000.00**
CONSTRUCTION	L-STBG	80	20	0	**$2,519,540.00**
CONSTRUCTION	S-STBG	80	20	0	**$3,599,620.00**
CEI	L-STBG	80	20	0	**$611,916.00**
TDOT ES	L-STBG	80	20	0	**$61,191.00**

Ineligible Cost: One hundred percent (100%) of the actual cost will be paid from Agency funds if the use of said state or federal funds is ruled ineligible at any time by the Federal Highway Administration.

Legislative Authority: STBG: 23 U.S.C.A., Section 133, Surface Transportation Block Grant Program funds allocated or subject to allocation to the Agency

TDOT Engineering Services (TDOT ES): In order to comply with all federal and state laws, rules, and regulations, the TDOT Engineering Services line item in Exhibit A is placed there to ensure that TDOT's expenses associated with the project during construction are covered.

For federal funds included in this contract, the CFDA Number is 20.205, Highway Planning and Construction funding provided through an allocation from the US Department of Transportation.

CITY OF COLUMBIA TENNESSEE
CITY COUNCIL
STAFF REPORT

STAFF REPORT CONTACT INFORMATION
Lindsay Barrier, Administrative Assistant, lbarrier@columbiatn.com, 931.560.1527

AGENDA ITEM TITLE: APPROVE AND AUTHORIZE THE MAYOR TO SIGN ADDENDUM NO. 1 FOR PROFESSIONAL SERVICES WITH GRESHAM, SMITH AND PARTNERS FOR THE NASHVILLE HIGHWAY AND BEAR CREEK PIKE INTERSECTION PROJECT - WARD 5

RECOMMENDATION: Approve Addendum No. 1 to the current contract with Gresham, Smith and Partners.

INFORMATION: The Developments Services prepared a Request for Qualifications and advertised for consultant engineers to provide services related to design and construction of intersection improvements at Nashville Highway (ST6-/US-31) and Bear Creek Pike (SR-99/US-412) intersection east to Tom Hitch Parkway.

The purpose of this Addendum is to allow additional services to be performed by Engineer and Modifications of payment to Engineer.

Gresham Smith has been working on developing right-of-way plans so the City can begin acquiring right-of-way (ROW). Since initiating this right-of-way design, TDOT has changed or revised processes that require additional services that were not included in the original scope and fee for this project. In addition, design elements of the project have changed that required additional designs that were not included in the original fee. The original contract was based on all design being within the existing ROW with no additional ROW or easements to be acquired.

Original Agreement Amount $375,000
Amendment Amount $207,488
Adjusted Agreement Amount $582,488

CERTIFICATION: The Chief Financial Officer certifies that $207,488 is budgeted and unencumbered in Capital Projects – STBG Projects – Project US-31/US-412.

EXHIBIT F – Amendment to Owner-Engineer Agreement

Amendment No. 1

The Effective Date of this Amendment is: March 3, 2023

Background Data

Effective Date of Owner-Engineer Agreement: August 20, 2018

Owner: City of Columbia

Engineer: Gresham Smith

Project: Nashville Highway (SR-6/US-31) and Bear Creek Pike (SR-99)/US-412 intersection east to Tom Hitch Parkway

Nature of Amendment:

- ☒ Additional Services to be performed by Engineer
- ☒ Modifications to services of Engineer
- ☐ Modifications to responsibilities of Owner
- ☒ Modifications of payment to Engineer
- ☐ Modifications to time(s) for rendering services
- ☐ Modifications to other terms and conditions of the Agreement

Description of Modifications: See attached scope of services

Agreement Summary: Provide additional services and fee as stated in attached scope

Original agreement amount:	$375,000.00
Net change for prior amendments:	$0
This amendment amount:	$207,488.00
Adjusted Agreement amount:	$582,488.00
Change in time for services (days or date, as applicable):	N/A

The foregoing Agreement Summary is for reference only and does not alter the terms of the Agreement, including those set forth in Exhibit B/C.

Owner and Engineer hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect.

In witness whereof, the parties have caused their duly authorized representatives to execute this Amendment as of the date shown below.

OWNER:
City of Columbia

By: _____
Print name: _____
Title: _____
Date: _____

ENGINEER:
Gresham Smith

By: _____
Print Name: Jody Vance
Title: Principal
Date: March 3, 2023

APPROVED AS TO LEGAL FORM

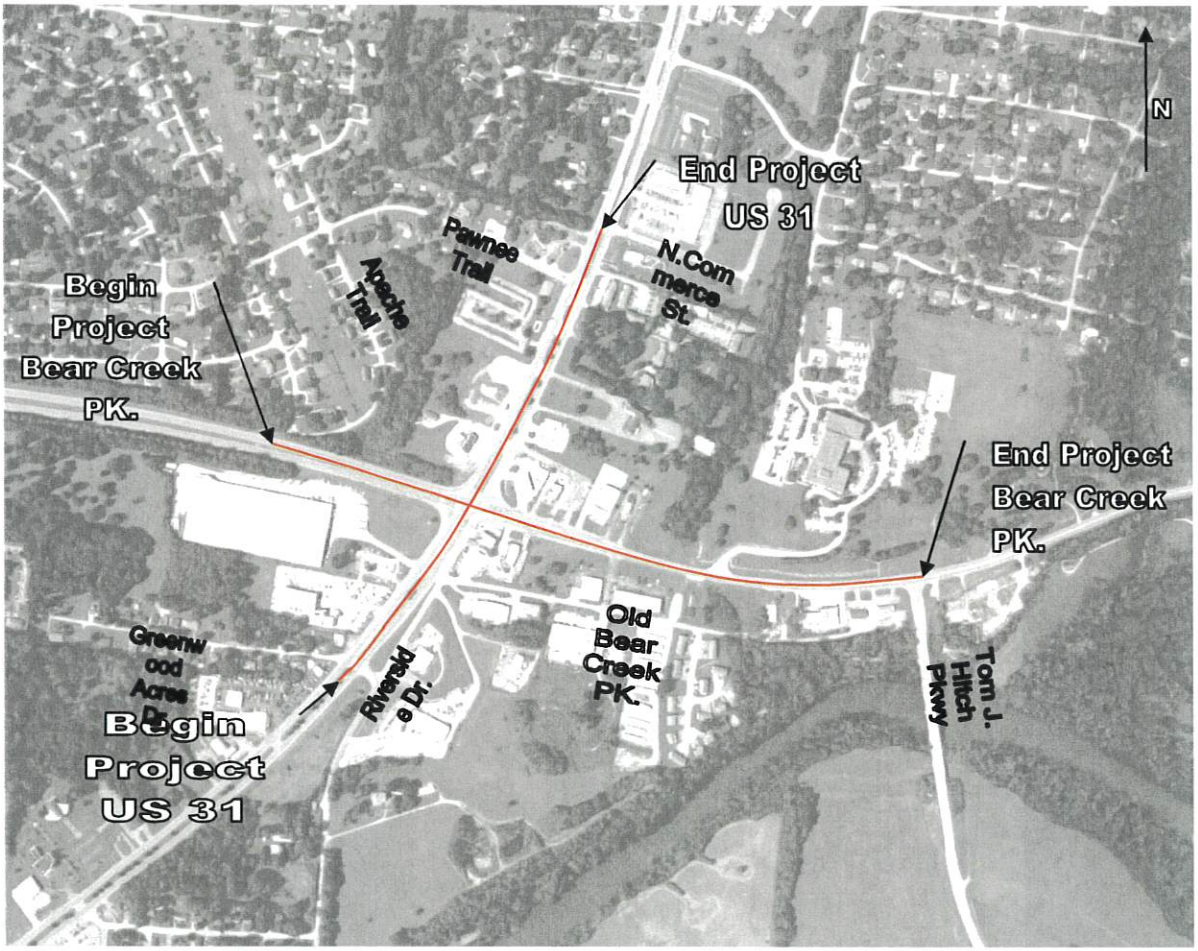
C. TIM TISHER, CITY ATTORNEY

GRESHAM SMITH AND PARTNERS

Scope of Services Addendum 1 for Bear Creek Pike (US 412) and US 31 Intersection Project
City of Columbia, Tennessee

LOCATION & DESCRIPTION

The area of improvement is located at the intersection of US 412 (Bear Creek Pike) and US 31 (Nashville Highway) as shown in the picture below. This project is intended to improve the safety, functionality and overall level of service of the intersection and approaching/departing lanes, improve pedestrian connectivity and mitigate safety concerns contributed to access control for private business driveway in proximity of the intersection.



DESCRIPTION OF ADDITIONAL SERVICES ENGINEERING SERVICES

Gresham Smith has been working on developing right-of-way plans so the City can begin acquiring right-of-way (ROW). Since initiating this right-of-way design, TDOT has changed or revised processes that require additional services that were not included in the original scope and fee for this project. In addition, design elements of the project have changed that required additional designs that were not included in the original fee. The original contract was based on all design being within the existing ROW with no additional ROW or easements to be acquired. The items are detailed below.

A. Coordination with TDOT Local Programs Office for ROW Acquisition $10,000.00

TDOT now requires locals to obtain appraisals, review and appraisals and negotiations for all tracts that require any acquisitions including slope and construction easements instead of allowing the NPP forms to be used. Gresham Smith will coordinate the appraisals, reviews and negotiators documents with TDOT for review and approve to move to the next step in the process.

B. Survey $3,013.00

Additional survey: Additional survey was required to obtain invert elevations on catchbasins and the closed drainage system to extend the project limits further south to Riverside Drive area. Additional survey areas were also needed outside of the original survey boundaries for Advance Auto Parts for drainage and driveway tie ins.

C. Additional Design Not Included in Original Fee $60,000.00

Retaining walls were added to the plans in order to avoid impacts to the stream and parking lots. Retaining wall concepts were added to the plans.

TDOT now requires construction easements to tie driveways back in. The plans will add construction easements around the driveways and add the areas to the acquisition table.

The project originally assumed there would be no ROW acquisition required so exhibits and descriptions were omitted from the fee. Exhibits and descriptions are now required for 9 tracts. In addition, the 9 tracts will be added to the plans sheets detailing the areas and the acquisition table.

Coordination with two developers have been added to the scope. The City has proposed developments for Farm Bureau and for the Avenue at Columbia. Gresham Smith is coordinating design of the roadway project with the developments and modifying the plans to accommodate these developments in the best way possible.

The City requested the southern limit be extended to Riverside Drive and to close one existing entrance on the southern end of the project. Gresham Smith has extended the limits and incorporated the redesign of these side roads/entrances into the plans. This included additional storm drainage analysis that was not originally in the scope.

TDOT recently added the requirement of a Qualified Hydraulic Professional provide an Environmental Boundaries Report for every project. Gresham Smith will need to add these boundaries to the plans and coordinate the areas with TDOT Environmental permitting. The stream known stream on this project will have impacts to it which will require an TDEC ARAP permit be applied for and obtained. Gresham Smith will complete the application for the City and coordinate with TDEC for the permit. Application fees and mitigation fees (if required) will be paid for by the City and are not included in this addendum.

TDOT now requires a Traffic Management Plan (TMP) be completed and submitted with the ROW and Construction plans. Gresham Smith will complete the TMP and coordinate with TDOT for approval.

Gresham Smith is including in this addendum to complete cost estimates at each phase (Preliminary, ROW and Construction) as now required by TDOT Local Programs.

D. NEPA **$14,000.00**

TDOT Environmental requires a NEPA Reevaluation on this project because ROW is not required (ROW includes slope or construction easements.)

A NEPA Reevaluation documentation will be developed to meet Tennessee Department of Transportation (TDOT) and the Federal Highway Administration (FHWA) requirements as outlined in FHWA Technical Advisory T6640.8A. The document will also meet TDOT's Local Governmental Guidelines.

The scope of work includes required coordination with state and federal agencies to complete the NEPA Reevaluation document. A request to initiate coordination will be sent to the following TDOT Technical Sections: Cultural Resources, Air Quality/Noise, Hazardous Materials, and Ecology.

Cultural Resources – Cultural Resources includes Archaeology, Historic Architecture, and Native American Coordination. Previous coordination for this project with the Archaeology and Historic Architecture Section indicated that the project would not adversely affect any resources in the area. Coordination will take place with the Sections to determine if their previous findings are still valid. It may be necessary to initiate new Native American Coordination, Gresham Smith will provide TDOT with information to coordinate with the Native American Tribes.

Air Quality/Noise – Gresham Smith will coordinate with the Air Quality and Noise Section as required for the NEPA Reevaluation.

Hazardous Materials – Gresham Smith will conduct a file review and database search for the project pertaining to Hazardous Materials. This search will include database reviews of Google Earth imagery, EPA National Priorities List, EPA EnviroMapper, TDEC Registered Underground Storage Tanks Data and Reports, TDEC Division of Water Resources Public Data Viewer, and Oil and Gas Wells database. Based on the reviews, Gresham Smith will develop a memo of findings to submit to the TDOT Hazardous Materials Section for review.

Ecology - Since approval of the Programmatic Categorical Exclusion (PCE) in August 2020, TDOT Ecology Section is now requiring an Environmental Boundaries Report (EBR) for Local Programs projects. This EBR should indicate that a Qualified Hydrologic Professional (QHP) has evaluated the entire project footprint along with maps that document features and feature locations within or near the project limits. The Gresham Smith team will prepare the EBR and submit to TDOT Ecology Section for review by TDOT, the Tennessee Department of Environment and Conservation (TDEC), Tennessee Wildlife Resources Agency (TWRA), and United States Fish and Wildlife Service (USFWS).

After coordination responses have been received, Gresham Smith will prepare the NEPA Reevaluation document with appendices documenting that the project meets the criteria outlined in 23CFR771.117(c).

The NEPA document will be submitted to TDOT for review, comment and approval.

E. Ecology Study **$3,100.00**

TDOT requested an ecology study be completed for the stream as part of the original NEPA document.

F. Additional Utility Coordination Services **$10,000.00**

TDOT began requiring an early coordination process with utilities. They require a general location map and letter be sent to all utilities within the county to determine if they have utilities within the general area. The utilities have 60 days to respond. If no response is obtained from a utility a 10 day letter must be submitted notifying them they have 10 days to respond to the original request.

G. Appraisals **$40,500.00**

Boozer and Associates has submitted a proposal for appraisals based on the current ROW plans. Nine (9) tracts are currently shown to have acquisition. The fee for appraisals is $4,500 per tract based on the current design. Any and all updates to the appraisal reports as a result of plans changes, along with meetings/depositions/testimony/conferences regarding litigation of the property, shall be billed at a rate of $300 per hour. This includes in-person and virtual project status meetings, which will have a minimum charge of $300 per meeting regardless of actual time spent in meeting. No additional fee for these services are included with this addendum.

H. Appraisal Reviews **$26,100.00**

Button and Associates has submitted a proposal for appraisal reviews based on the current ROW plans. Nine (9) tracts are currently shown to have acquisition. The fee for appraisal reviews is $2,900 per tract based on the current design.

I. Negotiations $13,275.00

R&D Enterprises has submitted a proposal for negotiations based on the current ROW plans. Nine (9) tracts are currently shown to have acquisition. The fee for negotiations is $1,475 per tract based on the current design.
The fee as listed includes:

1. Property Owner Verification
2. Prepare documents to deliver to the property owners and singed documents to the Agency.
3. Contact property owners, meet and explain how the property is being affected.
4. Deliver Acquisition Offer and/or donation per Tract, address property owner concerns.
5. Complete negotiations to a satisfactory solution for the property owner and the City.
6. Follow TDOT Guidelines for FHWA Uniform Act 49 CFR Part 24, and Local Public Agency Guidelines.

J. Geotechnical Study for Retaining Walls $27,500.00

The two retaining walls require a geotechnical investigation. GEOServices has provided a fee to provide this investigation and study.

One retaining wall is approximately 85' and one is 685' with a maximum height of 16'. The purpose of the geotechnical exploration is to explore subsurface conditions and provide geotechnical recommendations for the proposed retaining walls. The assessment of site environmental conditions for the presence of pollutants in the soil, rock, or ground water of the site is beyond the proposed scope of this exploration.

GEOServices proposes to explore the site subsurface conditions by drilling seven (7) soil test borings along the RW1 alignment and two (2) soil test borings along the RW2 alignment. This number and spacing of borings will generally provide one boring approximately every 100 feet along the retaining wall alignments.

Clearing to access the borings and allow drilling in the wooded and overgrown areas will be required. GEOServices have included a fee for the use of a subcontractor operated bulldozer or excavator to clear paths and form relatively level pads at the boring locations. A member of their staff can be present to direct the subcontractor to the boring locations during the clearing. They have assumed one (1) day of clearing to access the borings.

Traffic control will likely be required for access during the clearing and soil test boring work along the shoulder of the highway. GEOServices will obtain the services of a subcontractor to perform the required traffic control for these locations. They have assumed up to three (3) days of traffic control will be required.

The borings will be drilled to depths of 20 to 30 feet below the existing ground surface. The borings will be drilled to the assigned termination depths, or auger refusal, whichever is first encountered. The number and depth of proposed borings will combine to produce a total of 200 linear feet of drilling.

Standard Penetration Tests (SPT) will be performed in the borings on 2½ foot intervals in the upper 10 feet and at 5 foot intervals thereafter in general accordance with ASTM D1586. Rock coring, to explore auger refusal materials, is not included in their scope of services. Relatively undisturbed (Shelby tube) samples of the soil will be obtained from

selected intervals of the cohesive soil at the site, if possible, in general accordance with ASTM D1587. The borings will be backfilled with soil cuttings prior to leaving the site.

The soil samples will be returned to GEOServices laboratory where they will be reviewed by a geotechnical engineer or staff professional to visually classify the soils and to select representative samples for testing. Laboratory testing of selected soil samples may include natural moisture content, grain size, Atterberg limits and unconfined compressive strength tests.

Their services will culminate with a written report prepared by a geotechnical engineer or project staff professional under the review of a senior engineer licensed in Tennessee. The report will provide a summary of the subsurface conditions encountered in the test borings and present geotechnical recommendations for design and construction of the retaining wall foundation system. The report will include:

Figures showing the site location and approximate boring locations.

- The laboratory test results.
- The graphical boring logs showing vertical sections, including the boring number and the visual-manual soil classification according to the Unified Soil Classification System identified with the appropriate letter symbol for each soil type.
- A description of the existing site surface conditions and summary of the subsurface conditions encountered in the borings.
- A discussion of the site geology and karst potential.
- The soil nature and origin, including changes resulting from man's activities and stream erosion/deposition.
- Recommendations for soil related construction including site preparation, fill construction, and ground water control.
- Earthwork construction criteria, including the suitability of the site soils for reuse as fill, subgrade support conditions, stabilization recommendations, and fill compaction criteria.
- Unsatisfactory soil conditions and recommended remedial measures.
- A discussion of anticipated difficult excavation.
- Recommendations for the design and construction of shallow foundations, including allowable soil bearing pressure, minimum dimensions and embedment and estimated settlements.
- Recommended lateral earth pressures and backfill materials for the design of below grade walls.
- Recommended seismic site class definition from the AASHTO LRFD Bridge Design Specifications, Fifth Edition, based on the SPT N-values from the soil test borings.

Additional Services:

Specific items **not** included in the scope but may be completed at the request of the owner for additional fees include:

- Title Searches
- Relocations including sign relocations

- Additional appraisals, reviews or negotiations
- Permit fees
- Stream mitigation design
- Stream mitigation fees
- Additional changes required by TDOT Local Programs
- Graphic design or renderings
- Additional retaining walls other than described above
- Additional environmental studies or reevaluations

CITY OF COLUMBIA TENNESSEE
CITY COUNCIL
STAFF REPORT

STAFF REPORT CONTACT INFORMATION
Lindsay Barrier, Administrative Assistant, lbarrier@columbiatn.com, 931.560.1527

AGENDA ITEM TITLE: APPROVE THE CHANGE ORDER TO THE AGREEMENT WITH TREE WORX IN THE AMOUNT OF $7,320

RECOMMENDATION: Approve Change Order.

INFORMATION: The change order is providing an additional 20 trees to replace Gingko Trees, 10 European Hornbeams, 10 Blackgums @$234/tree including delivery and handling from nursery. Additional service surcharge for undisclosed underground debris and obstacles found during the course of work. Concrete, rebar and electrical wires. The total amount with the additional services is $7,320.

CERTIFICATION: The Chief Financial Officer certifies that $7,320 is budgeted and unencumbered in the General City Admin – Misc. – Other Services & Charges.

Invoice Date	2023-05-08
Due Date	2023-06-07
Invoice #	00665-I

TREE WORX
ARBOR SERVICES

Contact Information

Client:	City of Columbia
Client Address:	700 North Garden Street, Columbia TN 38401
Client Phone:	(931) 560-1555
Client Email:	paul@columbiatn.com
Job Site Contact:	Paul Keltner

Invoice Details

DESCRIPTION	PRICE
Additional Service	$ 2,000.00
Tree Worx will provide 58 Gator Bags and install then when planting the fifty eight trees. The gator bags are great for spring, summer, and fall to ease the essential chore of keeping newly planted trees well-watered.	
Additional Service	$ 4,680.00
Additional 20 trees to replace gingkos. 10 European Hornbeams, 10 Blackgums. $234/ tree (includes delivery + handling from nursery.)	
Additional Service	$ 2,640.00
Additional surcharge for undisclosed underground debris and obstacles found during the course of work. Concrete, rebar, and electrical wire. Please see pictures.	

Sum:	$ 9,320.00
Subtotal:	$ 9,320.00
Total Payable:	$ 9,320.00

Thank you for your business!

All work will be completed in accordance with these plans unless subsequent changes are agreed upon in writing. Payment is due upon completion of service. If payment is not received within 14 days of completion of service, a late fee of 5% will be added to the total. We also require a 10% deposit on all jobs, in order to hold a job date, which will be collected when we call you with the job date.

P.O. Box 907, Chattanooga, TN, 37401 WEB: www.treeworxllc.com
PHONE: (423) 451-6388 EMAIL: info@treeworxllc.com

CITY OF COLUMBIA TENNESSEE
CITY COUNCIL
STAFF REPORT

STAFF REPORT CONTACT INFORMATION
Jill Carlson, Administrative Assistant, jcarlson@columbiatn.com, 931-560-1451

AGENDA ITEM TITLE: APPROVE AND AUTHORIZE THE MAYOR TO EXECUTE AN AMENDED AGREEMENT WITH KIMLEY-HORN AND ASSOCIATES, INC. FROM JANUARY 31, 2023 FEASIBILITY STUDY TO THE DESIGN PHASE OF A SPLASH PAD IN FAIRVIEW PARK, INCREASING THE AMOUNT BY FORTY THOUSAND FIFTY-SIX DOLLARS ($40,056) TO SEVENTY-NINE THOUSAND EIGHT HUNDRED DOLLARS ($79,800).

RECOMMENDATION: Approve.

INFORMATION: The Parks and Recreation Department entered an agreement with Kimley-Horn and Associates, Inc. for a feasibility study related to the design and construction of a skate park and splash pad in the City of Columbia. This agreement is being amended to move from the study phase to the design phase, which increases the agreement amount by forty thousand fifty-six dollars ($40,056) to a total of seventy-nine thousand eight hundred dollars ($79,800). This is for the design of a splash pad in Fairview Park.

CERTIFICATION: The Chief Financial Officer certifies that $40,056 is budgeted and unencumbered in Parks – Maintenance Services-Park Improvements.

January 31, 2023

Mackel Reagan
Parks and Recreation Director
City of Columbia
700 N Garden Street
Columbia, Tennessee 38401

Re: Professional Services Agreement
Skate Park and Splash Pad Feasibility Study

Dear Mr. Reagan:

Kimley-Horn and Associates, Inc. ("Kimley-Horn" or "Consultant") is pleased to submit this letter agreement (the "Agreement") to the City of Columbia ("Client") for providing design services related to the Skate Park and Splash Pad Feasibility Study.

Project Understanding

The City of Columbia desires to complete a feasibility study for the addition of a skate park and a splash pad in the City of Columbia. The goal of the feasibility study is to provide input on the potential location as well as provide a general concept and opinion of probable cost.

Scope of Services

Kimley-Horn will provide the services specifically set forth below.

Task 1 – Project Coordination and Meetings

This task will consist of general project management, administrative, and accounting activities for the project. Coordination activities will consist of preparing and distributing project correspondence, scheduling of meetings, and discussion of project elements with the Client throughout the process.

Task 1.1 – Kickoff Meeting and Site Visit

Kimley-Horn will attend one (1) in-person kickoff meeting and site visits with staff. The goal is to understand the needs and determine objectives for the project as well as document the potential site options with photographs and written notes.

Task 1.2 – Public Survey

Kimley-Horn will create a public survey that will consist of up to twenty (20) questions for citizens to provide public input for this project such as design elements to be incorporated. This survey will be provided in an online format via Survey Monkey as well as a printed version. Kimley-Horn will provide an executive summary of the survey methodology, a description of major findings, and charts to depict highlights of the results as a section in the feasibility report.

Task 1.3 – Program Workshop Meeting
Kimley-Horn will present the public survey response data to staff and discuss the preferred programming and features for both the skate park and splash pad.

Task 2 – Property Evaluations
Kimley-Horn will evaluate up to five (5) locations for the proposed skate park and splash pad.
We will evaluate each parcel provided by the City on the following parameters:

- Utility infrastructure
- Parcel location
- Suitability of program elements
- Existing topography

Kimley-Horn will provide a memo outlining the scoring for the above parameters for each parcel as well as any notable pros and cons for each site. A summary of this data will be provided in the feasibility report. We will provide this data to the City for input on determining the selected project location.

Task 3 – Conceptual Plan
Task 3.1 – Preliminary Concepts
Based on the agreed upon design program from Task 1.3 above and the selected site location in Task 2 above, we will prepare one (1) concept for the skate park and one (1) concept for the splash pad. The purpose of the concept will be to illustrate the organization of the spaces in a functional arrangement and to confirm that the facility footprint will contain the areas proposed in the Design Program. Kimley-Horn will utilize aerial mapping for the drawing base and will create a computer-generated color rendering plan.

Task 3.2 – Opinion of Probable Construction Cost
We will prepare an Opinion of Probable Construction Cost for both designs created in Task 3.1 above. Recent project bid figures of similar projects will be used as well as national estimating guides and local cost adjustment factors. The hard construction cost figures will be supplemented by a development cost factor, which will consist of such "soft" costs as professional fees, survey, geotechnical report, and other anticipated expenses related to the administration of the project. The sum of these two (2) cost figures will be the total project costs.

The Consultant has no control over the cost of labor, materials, equipment, or over the Contractor's methods of determining prices or over competitive bidding or market conditions. Opinions of probable costs provided herein are based on the information known to Consultant at this time and represent only the Consultant's judgment as a design professional familiar with the construction industry. The Consultant cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from its opinions of probable costs.

Task 3.3 – Concept Revision
Based on input from the Client, we will make one (1) round of revisions to each of the concepts for the final deliverable.

Task 4 – Feasibility Report

Kimley-Horn will prepare a summary report detailing the findings and recommendations of the project and compile the deliverables from the tasks above. The report will consist of graphics and summary text that documents the process of the feasibility study.

A draft plan document will be submitted to staff for review and comment for a thirty (30) day review period. Once a consolidated set of comments are received from the City, Kimley-Horn will address these comments and revise the document. The final document will then be submitted to the City in digital PDF format.

Additional Services

Any services not specifically provided for in the above scope will be billed as additional services and performed at our then current hourly rates. Additional services we can provide include, but are not limited to, the following:

- Additional meetings beyond those listed above
- Design services beyond those listed above
- Geotechnical studies
- Construction documents
- Bid phase services
- Construction administration
- Others as requested by the Client

Schedule

We will provide our services as expeditiously as practicable.

Fee and Expenses

Kimley-Horn will perform the services in Tasks 1-4 for the total lump sum fee of $43,200. All permitting, application, and similar project fees will be paid directly by the Client.

Lump sum fees will be invoiced monthly based upon the overall percentage of services performed. Payment will be due within 25 days of your receipt of the invoice and should include the invoice number and Kimley-Horn project number.

Closure

In addition to the matters set forth herein, our Agreement shall include and be subject to, and only to, the attached Standard Provisions, which are incorporated by reference. As used in the Standard Provisions, "Consultant" shall refer to Kimley-Horn and Associates, Inc., and "Client" shall refer to the City of Columbia.

Kimley-Horn, in an effort to expedite invoices and reduce paper waste, submits invoices via email in an Adobe PDF format. We can also provide a paper copy via regular mail if requested. Please include the invoice number and Kimley-Horn project number with all payments. Please provide the following information:

____ Please email all invoices to _____

____ Please copy _____

To ensure proper set up of your projects so that we can get started, please complete and return with the signed copy of this Agreement. Failure to supply this information could result in delay in starting work on your project.

We appreciate the opportunity to provide these services to you. Please contact me if you have any questions.

Very truly yours,

KIMLEY-HORN AND ASSOCIATES, INC.

Alisha Eley

Alisha Eley, PLA, LEED AP, ASLA
Project Manager

Christoph D. Rhodes

Christopher D. Rhodes, P.E.
Vice President

CITY OF COLUMBIA

SIGNED: _____ Attested by:

PRINTED NAME: Charles (Chaz) M. Molder

TITLE: Mayor

DATE: 2.10.2023

Attachments – Standard Provisions

KIMLEY-HORN AND ASSOCIATES, INC.

STANDARD PROVISIONS

1) **Consultant's Scope of Services and Additional Services.** The Consultant will perform only the services specifically described in this Agreement. If requested by the Client and agreed to by the Consultant, the Consultant will perform Additional Services, which shall be governed by these provisions. Unless otherwise agreed to in writing, the Client shall pay the Consultant for any Additional Services an amount based upon the Consultant's then-current hourly rates plus an amount to cover certain direct expenses including telecommunications, in-house reproduction, postage, supplies, project related computer time, and local mileage. Other direct expenses will be billed at 1.15 times cost.

2) **Client's Responsibilities.** In addition to other responsibilities herein or imposed by law, the Client shall:
   a. Designate in writing a person to act as its representative, such person having complete authority to transmit instructions, receive information, and make or interpret the Client's decisions.
   b. Provide all information and criteria as to the Client's requirements, objectives, and expectations for the project and all standards of development, design, or construction.
   c. Provide the Consultant all available studies, plans, or other documents pertaining to the project, such as surveys, engineering data, environmental information, etc., all of which the Consultant may rely upon.
   d. Arrange for access to the site and other property as required for the Consultant to provide its services.
   e. Review all documents or reports presented by the Consultant and communicate decisions pertaining thereto within a reasonable time so as not to delay the Consultant.
   f. Furnish approvals and permits from governmental authorities having jurisdiction over the project and approvals and consents from other parties as may be necessary.
   g. Obtain any independent accounting, legal, insurance, cost estimating, and feasibility services required by Client.
   h. Give prompt written notice to the Consultant whenever the Client becomes aware of any development that affects the Consultant's services or any defect or noncompliance in any aspect of the project.

3) **Period of Services.** Unless otherwise stated herein, the Consultant will begin work after receipt of a properly executed copy of this Agreement. This Agreement assumes conditions permitting continuous and orderly progress through completion of the services. Times for performance shall be extended as necessary for delays or suspensions due to circumstances that the Consultant does not control. If such delay or suspension extends for more than six months, Consultant's compensation shall be renegotiated.

4) **Method of Payment.** Client shall pay Consultant as follows:
   a. Invoices will be submitted periodically for services performed and expenses incurred. Payment of each invoice will be due within 25 days of receipt. The Client shall also pay any applicable sales tax. All retainers will be held by the Consultant and applied against the final invoice. Interest will be added to accounts not paid within 25 days at the maximum rate allowed by law. If the Client fails to make any payment due under this or any other agreement within 30 days after the Consultant's transmittal of its invoice, the Consultant may, after giving notice to the Client, suspend services and withhold deliverables until all amounts due are paid.
   b. If the Client relies on payment or proceeds from a third party to pay Consultant and Client does not pay Consultant's invoice within 60 days of receipt, Consultant may communicate directly with such third party to secure payment.
   c. If the Client objects to an invoice, it must advise the Consultant in writing giving its reasons within 14 days of receipt of the invoice or the Client's objections will be waived, and the invoice shall conclusively be deemed due and owing. If the Client objects to only a portion of the invoice, payment for all other portions remains due.
   d. If the Consultant initiates legal proceedings to collect payment, it may recover, in addition to all amounts due, its reasonable attorneys' fees, reasonable experts' fees, and other expenses related to the proceedings. Such expenses shall include the cost, at the Consultant's normal hourly billing rates, of the time devoted to such proceedings by its employees.
   e. The Client agrees that the payment to the Consultant is not subject to any contingency or condition. The Consultant may negotiate payment of any check tendered by the Client, even if the words "in full satisfaction" or words intended to have similar effect appear on the check without such negotiation being an accord and satisfaction of any disputed debt and without prejudicing any right of the Consultant to collect additional amounts from the Client.

5) **Use of Documents.** All documents and data prepared by the Consultant are related exclusively to the services described in this Agreement and may be used only if the Client has satisfied all of its obligations under this Agreement. They are not intended or represented to be suitable for use or reuse by the Client or others on extensions of this project or on any other project. Any modifications by the Client to any of the Consultant's documents, or any reuse of the documents without written authorization by the Consultant will be at the Client's sole risk and without liability to the Consultant, and the Client shall indemnify, defend and hold the Consultant harmless from all claims, damages, losses and expenses, including but not limited to attorneys' fees, resulting therefrom. The Consultant's electronic files and source code remain the property of the Consultant and shall be

provided to the Client only if expressly provided for in this Agreement. Any electronic files not containing an electronic seal are provided only for the convenience of the Client and use of them is at the Client's sole risk. In the case of any defects in the electronic files or any discrepancies between them and the hardcopy of the documents prepared by the Consultant, the hardcopy shall govern.

6) **Intellectual Property.** Consultant may use or develop its proprietary software, patents, copyrights, trademarks, trade secrets, and other intellectual property owned by Consultant or its affiliates ("Intellectual Property") in the performance of this Agreement. Unless explicitly agreed to in writing by both parties to the contrary, Consultant maintains all interest in and ownership of its Intellectual Property and conveys no interest, ownership, license to use, or any other rights in the Intellectual Property to Client. Any enhancements of Intellectual Property made during the performance of this Agreement are solely owned by Consultant and its affiliates.

7) **Opinions of Cost.** Because the Consultant does not control the cost of labor, materials, equipment or services furnished by others, methods of determining prices, or competitive bidding or market conditions, any opinions rendered as to costs, including but not limited to the costs of construction and materials, are made solely based on its judgment as a professional familiar with the industry. The Consultant cannot and does not guarantee that proposals, bids or actual costs will not vary from its opinions of cost. If the Client wishes greater assurance as to the amount of any cost, it shall employ an independent cost estimator. Consultant's services required to bring costs within any limitation established by the Client will be paid for as Additional Services.

8) **Termination.** The obligation to provide further services under this Agreement may be terminated by either party upon seven days' written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof, or upon thirty days' written notice for the convenience of the terminating party. The Consultant shall be paid for all services rendered and expenses incurred to the effective date of termination, and other reasonable expenses incurred by the Consultant as a result of such termination.

9) **Standard of Care.** The standard of care applicable to Consultant's services will be the degree of care and skill ordinarily exercised by consultants performing the same or similar services in the same locality at the time the services are provided. No warranty, express or implied, is made or intended by the Consultant's performance of services, and it is agreed that the Consultant is not a fiduciary with respect to the Client.

10) **LIMITATION OF LIABILITY.** In recognition of the relative risks and benefits of the Project to the Client and the Consultant, the risks are allocated such that, to the fullest extent allowed by law, and notwithstanding any other provisions of this Agreement or the existence of applicable insurance coverage, that the total liability, in the aggregate, of the Consultant and the Consultant's officers, directors, employees, agents, and subconsultants to the Client or to anyone claiming by, through or under the Client, for any and all claims, losses, costs or damages whatsoever arising out of or in any way related to the services under this Agreement from any causes, including but not limited to, the negligence, professional errors or omissions, strict liability or breach of contract or any warranty, express or implied, of the Consultant or the Consultant's officers, directors, employees, agents, and subconsultants, shall not exceed twice the total compensation received by the Consultant under this Agreement or $50,000, whichever is greater. Higher limits of liability may be negotiated for additional fee. This Section is intended solely to limit the remedies available to the Client or those claiming by or through the Client, and nothing in this Section shall require the Client to indemnify the Consultant.

11) **Mutual Waiver of Consequential Damages.** In no event shall either party be liable to the other for any consequential, incidental, punitive, or indirect damages including but not limited to loss of income or loss of profits.

12) **Construction Costs.** Under no circumstances shall the Consultant be liable for extra costs or other consequences due to unknown conditions or related to the failure of contractors to perform work in accordance with the plans and specifications. Consultant shall have no liability whatsoever for any costs arising out of the Client's decision to obtain bids or proceed with construction before the Consultant has issued final, fully approved plans and specifications. The Client acknowledges that all preliminary plans are subject to substantial revision until plans are fully approved and all permits obtained.

13) **Certifications.** All requests for the Consultant to execute certificates, lender consents, or other third-party reliance letters must be submitted to the Consultant at least 14 days prior to the requested date of execution. The Consultant shall not be required to execute certificates, consents, or third-party reliance letters that are inaccurate, that relate to facts of which the Consultant does not have actual knowledge, or that would cause the Consultant to violate applicable rules of professional responsibility.

14) **Dispute Resolution.** All claims arising out of this Agreement or its breach shall be submitted first to mediation in accordance with the American Arbitration Association as a condition precedent to litigation. Any mediation or civil

action by Client must be commenced within one year of the accrual of the cause of action asserted but in no event later than allowed by applicable statutes.

15) **Hazardous Substances and Conditions.** Consultant shall not be a custodian, transporter, handler, arranger, contractor, or remediator with respect to hazardous substances and conditions. Consultant's services will be limited to analysis, recommendations, and reporting, including, when agreed to, plans and specifications for isolation, removal, or remediation. The Consultant will notify the Client of unanticipated hazardous substances or conditions of which the Consultant actually becomes aware. The Consultant may stop affected portions of its services until the hazardous substance or condition is eliminated.

16) **Construction Phase Services.**

a. If the Consultant prepares construction documents and the Consultant is not retained to make periodic site visits, the Client assumes all responsibility for interpretation of the documents and for construction observation, and the Client waives any claims against the Consultant in any way connected thereto.

b. The Consultant shall have no responsibility for any contractor's means, methods, techniques, equipment choice and usage, sequence, schedule, safety programs, or safety practices, nor shall Consultant have any authority or responsibility to stop or direct the work of any contractor. The Consultant's visits will be for the purpose of endeavoring to provide the Client a greater degree of confidence that the completed work of its contractors will generally conform to the construction documents prepared by the Consultant. Consultant neither guarantees the performance of contractors, nor assumes responsibility for any contractor's failure to perform its work in accordance with the contract documents.

c. The Consultant is not responsible for any duties assigned to it in the construction contract that are not expressly provided for in this Agreement. The Client agrees that each contract with any contractor shall state that the contractor shall be solely responsible for job site safety and its means and methods; that the contractor shall indemnify the Client and the Consultant for all claims and liability arising out of job site accidents; and that the Client and the Consultant shall be made additional insureds under the contractor's general liability insurance policy.

17) **No Third-Party Beneficiaries; Assignment and Subcontracting.** This Agreement gives no rights or benefits to anyone other than the Client and the Consultant, and all duties and responsibilities undertaken pursuant to this Agreement will be for the sole benefit of the Client and the Consultant. The Client shall not assign or transfer any rights under or interest in this Agreement, or any claim arising out of the performance of services by Consultant, without the written consent of the Consultant. The Consultant reserves the right to augment its staff with subconsultants as it deems appropriate due to project logistics, schedules, or market conditions. If the Consultant exercises this right, the Consultant will maintain the agreed-upon billing rates for services identified in the contract, regardless of whether the services are provided by in-house employees, contract employees, or independent subconsultants.

18) **Confidentiality.** The Client consents to the use and dissemination by the Consultant of photographs of the project and to the use by the Consultant of facts, data and information obtained by the Consultant in the performance of its services. If, however, any facts, data or information are specifically identified in writing by the Client as confidential, the Consultant shall use reasonable care to maintain the confidentiality of that material.

19) **Miscellaneous Provisions.** This Agreement is to be governed by the law of the State where the Project is located. This Agreement contains the entire and fully integrated agreement between the parties and supersedes all prior and contemporaneous negotiations, representations, agreements, or understandings, whether written or oral. Except as provided in Section 1, this Agreement can be supplemented or amended only by a written document executed by both parties. Any conflicting or additional terms on any purchase order issued by the Client shall be void and are hereby expressly rejected by the Consultant. If Client requires Consultant to register with or use an online vendor portal for payment or any other purpose, any terms included in the registration or use of the online vendor portal that are inconsistent or in addition to these terms shall be void and shall have no effect on Consultant or this Agreement. Any provision in this Agreement that is unenforceable shall be ineffective to the extent of such unenforceability without invalidating the remaining provisions. The non-enforcement of any provision by either party shall not constitute a waiver of that provision nor shall it affect the enforceability of that provision or of the remainder of this Agreement.

AMENDMENT NUMBER 1 TO THE AGREEMENT BETWEEN CLIENT AND KIMLEY-HORN AND ASSOCIATES, INC.

This is Amendment number 1 dated April 20, 2023 to the agreement between City of Columbia ("Client") and Kimley-Horn and Associates, Inc. ("Consultant") dated January 31, 2023 ("the Agreement") concerning Skate Park and Splash Pad Feasibility Study (the "Project").

The Consultant has entered into the Agreement with Client for the furnishing of professional services, and the parties now desire to amend the Agreement.

The Agreement is amended to include services to be performed by Consultant for compensation as set forth below in accordance with the terms of the Agreement, which are incorporated by reference.

Consultant will perform the following services:

Task 1 – Project Coordination Services and Meetings

This task will consist of general project management, administrative, and accounting activities for the project. Coordination activities will consist of preparing and distributing project correspondence, scheduling of meetings, and discussion of project elements with the Client throughout the process.

A Kimley-Horn staff person will attend up to four (4) design review meetings to facilitate discussion regarding the project prior to the project being put out for bid. Two (2) of these will be virtual and two (2) will be in-person. The first meeting will be a design charrette in order to select the splashpad features.

Task 2 – Construction Plans

Task 2.1 – Concept Development

Kimley-Horn and the splashpad manufacturer will coordinate to create a hand-rendered sketch concept layout to depict splashpad features, locations, and other project materials.

Task 2.2 – Preliminary Construction Plans

Following receipt of the City-approved concept from Task 2.1 above, Kimley-Horn will prepare a set of construction plans for the proposed splashpad. It is anticipated this set of plans will be 24"x36" in size and will consist of the following sheets:

- Cover Sheet – This sheet will contain relevant project/contact information.
- General Notes – This sheet will contain notes related to contractor responsibilities, and coordination requirements during construction.
- Existing Conditions / Demolition Plan – This sheet will contain limited existing conditions and demolition areas based on the survey base mapping.
- Erosion and Sediment Control Plan – This sheet will show temporary erosion control measures, consisting of tree protection fence, silt fence, and diversions as necessary. A one-phase plan is assumed since less than an acre will be disturbed.
- Site Plan – This sheet will contain a site plan showing the locations of the proposed splashpad and any necessary concrete revisions showing typical dimensions. The product manufacturer will provide the plan sheets for the splashpad features, plumbing, and details.
- Grading and Drainage Plan – This sheet will consist of proposed contours, key spot grades, stormwater improvements, and limits of disturbance.

- Landscape Plan – This sheet will consist of planting design, plant material schedule, and planting details.
- Utility Plan – This sheet will note any minor water or sewer line renovations needed to serve the splashpad improvements. It is assumed that the existing water meter and all service lines will be utilized.

Task 2.3 –Opinion of Probable Construction Cost
Kimley-Horn will prepare an opinion of the probable construction cost to accompany the preliminary design plans. The opinion of probable construction cost will be based on actual bid prices for recent projects which involved similar equipment and construction, to the extent that such information is available. This cost will be based on preliminary construction quantities developed from the preliminary construction plans.

Any opinions rendered as to costs, expenses, or revenue, including but not limited to opinions as to the costs of construction and materials, shall be made based on the Kimley-Horn's experience and represent its judgment as an experienced and qualified professional, familiar with the industry. Kimley-Horn cannot and does not guarantee that proposals, bids, actual costs, or revenues will not vary from its opinions.

Task 2.4 – Final Plans and Opinion of Probable Construction Cost
After receiving one comprehensive list of revisions from the Client, Kimley-Horn will prepare the final construction plan sheets listed in Task 2.2 above and will revise the opinion of probable construction cost to reflect changes made in the final construction plans.

Task 3 – Permitting
Task 3.1 – Department of Health
Kimley-Horn will submit the drawings to the local health department contact for review.

Task 3.2 – City of Columbia Building Permit
Kimley-Horn will submit for a building permit. It is assumed that the fee will be waived because this is a City of Columbia project.

Task 4 – Bid Phase Services
Task 4.1 – Bid book
Kimley-Horn will prepare a bid book that will consist of request for proposals, contract documents, bid forms, and required special provisions per City requirements. The City will be responsible for advertising the bid and printing documents for contractors.

Task 4.2 – Requests for Information (RFI)
Kimley-Horn will respond to a consolidated list of questions that arise during the bidding process and issue a statement of clarification or bid addendum as appropriate.

Task 4.3 – Pre-bid Meeting
Kimley-Horn will conduct one (1) pre-bid meeting at a time and location determined by the Client. Kimley-Horn will prepare and distribute meeting minutes.

Task 5 – Limited Construction Phase Services (Hourly)
Kimley-Horn can provide construction observation services during the construction of the project at our then current hourly rates.

Such visits and observations by Consultant are not intended to be exhaustive or to extend to every aspect of Contractor's work in progress. Observations are to be limited to spot checking, selective measurement, and similar methods of general observation of the Work based on Consultant's exercise of professional judgment. Based on information obtained during such visits and such observations, Consultant will evaluate whether Contractor's work is generally proceeding in accordance with the Contract Documents, and Consultant will keep Client informed of the general progress of the Work by writing a brief description of the site visit and forwarding it, along with photographs, if applicable, to the Client.

The purpose of Consultant's site visits will be to enable Consultant to better carry out the duties and responsibilities specifically assigned in this Agreement to Consultant, and to provide Client a greater degree of confidence that the completed Work will conform in general to the Contract Documents. Consultant shall not, during such visits or as a result of such observations of Contractor's work in progress, supervise, direct, or have control over Contractor's work, nor shall Kimley-Horn have authority over or responsibility for the means, methods, techniques, equipment choice and usage, sequences, schedules, or procedures of construction selected by Contractor, for safety precautions and programs incident to Contractor's work, nor for any failure of Contractor to comply with laws and regulations applicable to Contractor's furnishing and performing the Work. Consultant shall not have the authority to stop the Contractor's work. Accordingly, Consultant neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish and perform its work in accordance with the Contract Documents.

Task 6 – Additional Services

Any services not specifically provided for in the above scope, as well as any changes in the scope the City requests, will be considered Additional Services and will be performed at our then current hourly rates. Additional Services Kimley-Horn can provide include, but are not limited to, the following:

- Additional meetings beyond those outlined in the above scope
- Additional design beyond the scope that is outlined above
- Additional site visits beyond those outlined in the above scope
- Stormwater quality or quantity calculations and design
- Structural engineering
- Permitting beyond what is outlined in the above scope
- Others as requested by the Client

INFORMATION PROVIDED BY CLIENT

We shall be entitled to rely on the completeness and accuracy of all information provided by the Client or the Client's Kimley-Horns or representatives. The Client shall provide all information requested by Kimley-Horn during the project, including but not limited to the following:

- Existing pool construction documents

FEE AND BILLING

Kimley-Horn will perform the services described in Tasks 1 through 4 for the total lump sum fee below.

Task 1-4 Total: $ 79,800

Task 5 services will be provided at our then-current hourly rates.

Fees and expenses will be invoiced monthly based, as applicable, upon the percentage of services performed or actual services performed and expenses incurred as of the invoice date. Payment will be due within 25 days of your receipt of the invoice.

CLIENT:	CONSULTANT:
City of Columbia	KIMLEY-HORN AND ASSOCIATES, INC.
By: _____	By: Alisha Eley
Title: _____	Title: Project Manager
Date: _____	Date: April 20, 2023

APPROVED AS TO LEGAL FORM

C. Tim Tisher
C. TIM TISHER, CITY ATTORNEY

CITY OF COLUMBIA TENNESSEE
CITY COUNCIL
STAFF REPORT

STAFF REPORT CONTACT INFORMATION
Molly Benderman, Court and Internal Records Administrator, mbenderman@columbiatn.com
931-560-1520

AGENDA ITEM TITLE:
RECEIVE AND FILE COST OF LIVING ADJUSTMENT (COLA) FOR ELIGIBLE RETIREES OR BENEFICIARIES OF THE CITY OF COLUMBIA EMPLOYEES' RETIREMENT PLAN

RECOMMENDATION: Approve.

INFORMATION:
Each year the cost of living adjustment for eligible retirees or beneficiaries of the City of Columbia Employees' Retirement Plan is forwarded to the Trustees of the City Retirement Plan by the actuarial consultant. The increase of 3% of their current retirement benefit is to become effective July 1, 2023 for those retirees or beneficiaries, who began receiving benefits on or before July 1, 2022. The City Retirement Plan provides that the cost of living adjustment shall be increased for eligible retirees or beneficiaries each July 1, based on the Consumer Price Index (CPI-U) for all Urban Consumers, not to exceed three (3%) percent. The 3% is based on the period March 31, 2022 to March 31, 2023.

ATTACHMENTS:
Copy of Section 5:09 (Cost of Living Adjustments) of the City of Columbia Employees' Retirement Plan Ordinance No. 3968 amendment adopted January 9, 2014.

the annual rate he was receiving from the City at the determination date and that the Social Security Act remains unchanged after the determination date. Provided, however, that the Participant's temporary supplemental retirement benefit shall be reduced on a pro rata basis for each year that his years of Credited Service is less than 25. To receive this temporary supplemental retirement benefit, a Participant must submit a copy of his wage history from the Social Security Administration.

All Employees hired on or after January 1, 2009, shall not be eligible for benefits under this section 5.08.

5.09 Cost of Living Adjustments.

The monthly benefit of any Retired Participant or Beneficiary shall be increased as of each July 1 beginning with the later of (i) the first July 1 coinciding with or following the first anniversary of the date as of which the Retired Participant's monthly benefit payments commenced, and (ii) July 1, 1994. The monthly benefit shall be further increased as of each subsequent July 1 as long as the benefit is payable.

The amount of each annual increase to the monthly benefit shall be a percentage of the monthly benefit immediately preceding the first increase (i.e., the initial benefit amount), such percentage to be equal to the lesser of (i) the annual change in the consumer price index from March 31 of the prior calendar year to March 31 of the current calendar year, and (ii) 3%. The consumer price index to be used for purposes of this adjustment is the Consumer Price Index for All Urban Consumers (CPI-U), not seasonally adjusted, constructed by the U.S. Department of Labor, Bureau of Labor Statistics. However, effective July 1, 2006, the amount of each annual increase to the monthly benefit shall be the same percentage described above, but applied to the monthly benefit currently in effect.

The increases provided by this section 5.09 shall not apply to any temporary supplemental retirement benefit to which a Participant may be entitled pursuant to section 5.08 hereof.

5.10 Rehired Employees.

Effective July 1, 2001, an Employee who had previously terminated his employment with the City and received a refund of his Plan contributions under section 5.06, but who has subsequently returned to the City as an Employee, and is currently participating in the Plan, may request to buy back prior Credited Service. A rehired Employee seeking to buy back prior years Credited Service must file a written application with the City Recorder. Such application must be filed within 12 months from the date the Employee's was rehired as a full-time Employee. An Employee that was rehired prior to July 1, 2001, may buy back his prior years Credited Service if he files a written application with the City Recorder on or before September 6, 2002. The City will not consider any request to buy back Credited Service that do not fall within the time frames specified in this paragraph.

In order to buy back Credited Service an Employee must remit to the Plan a sum of money that is equal to all refunded contributions, plus interest calculated at a rate of 7.5% per year, or any lower rate mandated by applicable usury laws compounded from the date the refund check was issue to a date 30 days after the date the rehired Employee applied to buy back his Credited Service. This sum must be fully remitted to the Trust within 30 days of the rehired Employee's application to buy back Credited Service. No partial payments for such Credited Service will be accepted and the Employee must buy back all prior eligible Credited Service to take advantage of the benefits provided for under this section 5.10.

CITY OF COLUMBIA TENNESSEE
CITY COUNCIL
STAFF REPORT

STAFF REPORT CONTACT INFORMATION
Donnie Boshers, Director Wastewater, dboshers@columbiatn.com, (931)560-1011

AGENDA ITEM TITLE: APPROVE THE MAYOR TO AUTHORIZE THE EXTENSION OF THE AGREEMENT WITH MSD ENVIRONMENTAL SERVICES, INC. FOR ONE (1) MONTH AT THE COST OF $20,000 FOR THE 1.0 METER BELT PRESS.

RECOMMENDATION: Approve.

INFORMATION: The Department's belt presses used to de-water the sludge are experiencing a problem with the conveyance system that carries the sludge from the presses to the discharge chute. Lead time on the repair is 4 to 6 weeks. This will also allow the Department to witness the operation of the presses that will be used in the new treatment plant. Cost of the rental is $20,000.00 per month as per the attached agreement.

CERTIFICATION: The Chief Financial Officer certifies that $20,000 is budgeted and unencumbered in Sewer Treatment Plant – Rentals.

MSD

Environmental Services, Inc.

May 23th, 2023

Corey Jenks
Chief Operator
Columbia WWTP
1244 Treatment Plant Road
Columbia, TN 38401
Office: (931) 560-1015

RE: Proposal for Rental Extension of 3 Belt, 1.0 Meter BDP Trailer Mounted Belt Press

Dear Corey,

MSD Environmental Services, Inc. is pleased to provide you with the following quotation for the rental of a BDP model 3DP belt press on a Curtain side, drop-deck trailer.

Equipment Description

One (1) Late model BDP Industries, 1 Meter, Model 3DP belt filter press, including sludge conditioning and mixing device, seamed woven belts, nylon coated drive/pressure rolls and idler rolls, hydraulic belt tensioning and tracking devices, variable speed press drive, controls and starting equipment, and accessory items or special construction features as follows:

1. One (1) 1M 3DP with independent gravity section *at **operator level***
   -Hot Dipped Galvanized steel tubular frame.
   -Machined bearing pads.
   -304 stainless steel wetted parts.
   -304 stainless steel hardware.
   -Nylon coated rollers.
   -Self-cleaning showers.
   -50 PLI hydraulic belt tension.
   -Up-flow feedbox with high solids, variable speed paddle wheel distribution box to insure even sludge distribution.
   -Ten foot long, independent gravity belt section at operator level.
   -Six rows of adjustable, furrowing plows.
   -Adjustable, curved wedge section.
   -20" diameter, 304, stainless steel perforated roller.
   -Stainless steel non-rewetting perforated roll.
   -Eight s-wrap, vertical pressure section.
   -Severe duty, TEFC motors.
   -Individual drip trays to eliminate cake rewetting.

2. One (1) Hydraulic Power Unit.

3. One (1) Custom bi fold, full width conveyor, capable of loading large dump trucks and trailers. Conveyor is made of stainless steel and is variable speed, hydraulic drive.

4. One Emulsion polymer feed system with 10 GPH progressive cavity pump.

5. One Bornemann EH1900 progressive cavity sludge pump, rated at an approximate maximum of 300 GPM.

6. One (1) 20 hp Gould's 3656 booster pump for shower water rated for 60 GPM at 120 PSI.

7. One (1) Hot dipped galvanized skid with a 304L stainless steel sump pan with 4" cam lock connections on both sides.

8. One 4" Diameter Siemens Magnetic Flow Meter.

9. One (1) Complete electrical control panel for all belt filter press control functions and drives. The press shall contain interlocks required for ancillary equipment.
   -NEMA 4X stainless steel enclosure.
   -100 amp service.
   -Start/Stop push buttons with run lights on all press drives and auxiliary equipment.
   -PLC based control system.
   -Alarm lights for e-stop, belt misalignment.
   -All VFD drives for press, GBT and sludge feed pump.

10. Custom Stainless Steel Catwalks, including:
    -Catwalks with non-slip aluminum grating. Stainless steel construction on catwalk frame and handrails. Cantilever design to fold up & down. Complete on one side of the press.

11. One lot of wash down hoses and spray nozzles.

Scope of Work

MSD will perform/provide the following:

- Supply unit as described.
- Test run machine prior to shipment.
- Provide setup assistance and training as noted in proposal.

Under the terms of this agreement, the Customer will be responsible to provide the following:

- Access to the site to facilitate the delivery of the press.
- Utilities - Electrical -480 volt, 3 phase 100 amp power source with a disconnect.
- Set up, maintenance and repairs of unit, as outlined in the O&M manual.
- Optimal polymer required for proper press operation.
- Competent operation of the unit.
- Daily cleaning of the press, after operation has ceased.
- **Certificate of Insurance:** A certificate of Insurance providing the following:
  - Property coverage for the value of the rental unit and including MSD as a loss payee. Value: $565,000.00

- Liability coverage for no less than $1,000,000 per occurrence for bodily injury and/or property damage and $2,000,000 aggregate, listing MSD Environmental Services, Inc. as additional insured.
- Cancellation provision to give 30 days' notice to Certificate Holder.
- Certificate holder to read: MSD Environmental Services, Inc., 1000 US 127 South, Eaton, OH 45320

- Any necessary **permits and associated fees** required for the project.
- *All rental equipment must be kept clean, and returned in excellent condition. Customer will be responsible for all maintenance and any cleaning charges. Customer will also be responsible for any damage to the unit while in Customer's possession. Customer is responsible for missing parts or items. MSD reserves the right to inspect the equipment at any time, during normal working hours. Customer agrees to pay MSD invoices for damaged or missing parts or equipment.*
- *Customer will be responsible for winterizing the press each day at the end of operation under the circumstances of cold weather. The customer is responsible for any damages created by freezing water to the press. MSD will go over winterization during training.*

Rental Pricing

The rental price for the 1M unit as outlined above is **$20,000.00** per month

(Minimum 1 month rental period)

Extended until 6/23/23

Price is based on 72 hours per week of operation. *Any additional hours in excess of 72 hours per week will be billed at **$50.00 per hour*** based on the reading from the hour meter on the control panel.

Set Up Assistance and Training

MSD will provide one day of setup and training for **$2,600.00** (not required as training was already done)

Any further training or set up is **$1,300.00** per day, per technician needed

Pickup and Return

MSD will provide third party Pickup and return for an ***estimated* $4,000.00**

The rental rate starts the day the unit leaves our shop in Eaton, OH. The rental rate stops when unit returns to our shop.

PAYMENT TERMS

The first month's rent and delivery is due prior to pickup of the equipment. The following net invoice amounts shall be due in full within fifteen (15) days from the invoice date.

Taxes and Other Charges**: Any use tax, sales tax, excise tax, duty, custom, or any other tax, fee or charge of any nature whatsoever imposed by any governmental authority, on or measured by the transaction between Seller and Buyer shall be paid by Buyer in addition to the price quoted or invoiced. Buyer shall provide Seller at the time the Contract is submitted an exemption certificate or other document acceptable to the authority imposing the tax, fee or charge. **However, in the event any governmental authority subsequently requires Seller to pay any such tax, fee or charge, then Buyer shall be responsible for and shall promptly reimburse Seller for the full amount that Seller is required to pay.

This Proposal is Valid for 30 days

Equipment Availability

As with any "in-stock" equipment, the units are available on a "first come-first serve" basis. If the unit is rented or sold prior to your rental, MSD can provide quotes on additional equipment, if available.

Thank you for the opportunity to extend this proposal. If you have any questions or concerns, don't hesitate to call me at 937-733-7734.

Sincerely,

Aaron Deaton

Aaron Deaton
MSD Environmental Services, Inc.

1000 US 127 South Eaton, OH 45320 937-533-4682 (Fax) 937-533-4780 www.msdenvironmental.com

LIMITATION OF LIABILITY

In no event and under no circumstances shall MSD Environmental Services, Inc. be liable to the customer for consequential, incidental, indirect, special or punitive damages, whether due to delay, breach of contract, tort (including without limitation negligence) or any other cause. In no event shall MSD Environmental Services, Inc. liability hereunder exceed the value to this contract regardless of legal theory. MSD Environmental Services, Inc. is not responsible for any accidents or injuries related to the equipment and Customer agrees to release, defend, indemnify and hold MSD Environmental Services, Inc. harmless from and against and all accidents, injuries, losses and liabilities.

Non Hazardous Certification

Customer hereby certifies that none of the residuals to be provided to MSD Environmental Services, Inc. under this agreement shall constitute hazardous waste under federal, state or local law. Customer further certifies that it will not combine or mix hazardous waste with the residuals to be provided to MSD Environmental Services, Inc.

CHOICE OF FORUM AND APPLICABLE LAW

This Agreement shall be construed under and governed by the laws of the State of Ohio. The Customer submits and consents to the jurisdiction of the Preble County Common Pleas Court, State of Ohio as the sole and exclusive forum, court and venue to hear any lawsuit or other cause of action regarding this Agreement including, but not limited to, its enforceability, interpretation, validity, damages and issuance of restraining orders, injunctions, both temporary and permanent.

Shipment and Risk of Loss

Risk of loss or damage to the Equipment shall pass to Customer upon tender of the Equipment to Customer or common carrier at MSD Environmental Services, Inc.'s facility. Customer shall keep the Goods fully insured with loss payable to Seller from the time of delivery until the Equipment has been returned to MSD Environmental Services, Inc.

ACCEPTANCE OF THIS PROPOSAL:

We accept the terms and conditions of this proposal as prepared and presented to _____ this_____ day of _____, 2023 for the rental of a 1 Meter Trailer Mounted Belt Press. By signing the acceptance of this proposal, the individuals warrant that they have the authority to bind the respective parties in this agreement.

MSD Environmental Services, Inc.	City of Columbia
_____	_____
Signature	Signature
_____	_____
Title	Title
_____	_____
Date	Date

APPROVED AS TO LEGAL FORM

C. TIM TISHER, CITY ATTORNEY

Example Stock photo Pictures of Mobile 1 Meter 3DP Units:





CITY OF COLUMBIA TENNESSEE
CITY COUNCIL
STAFF REPORT

STAFF REPORT CONTACT INFORMATION

Donald J. Boshers; Wastewater DIRECTOR; dboshers@columbiatn.com; (931) 560-1011

AGENDA ITEM TITLE: Approve change order no. one (final) to close out the contract with SBW Constructors, LLC, contract no. 19-02, for the WCTS, Cayce Valley Line Rehab.

RECOMMENDATION: APPROVE

INFORMATION: City council approved the bid award to SBW Constructors, LLC on July 9, 2020 for the amount of $3,285,272.50 for the WCTS (Wastewater Collections Transmission System) rehabilitation, i.e. Cayce Valley line rehab. To close out the contract, the City has been presented with Change Order No. 1 (final) which results in an overall decrease of $213,686.23, resulting in a final contract cost of $3,071,586.27. The description of changes is explained in the Contract Change Order attached to this agenda item.

CERTIFICATION:

ATTACHMENTS: Final Pay Estimate, SBW Affidavit, Balancing change order, cover letter

WAUFORD
J. R. Wauford & Company, Consulting Engineers, Inc.
www.jrwauford.com

May 4, 2023

Mr. Donnie Boshers
Director
Columbia Wastewater System
1244 Treatment Plant Road
Columbia, Tennessee 38401

RE: Sewer System Improvements
Sewer System Rehabilitation
Columbia, Tennessee
Wauford Project No. 2000; Contract 19-02

Dear Mr. Boshers:

SBW Constructors, LLC has satisfactorily completed all work on the subject project and the rehabilitated and replaced sewer lines are in service. We are, therefore, recommending the SBW contract be closed out.

The total contract amount earned by SBW is $3,071,986.27 of which our records indicate Columbia has paid $2,985,563.40, which leaves a balance of $86,422.87. If your records confirm these amounts, we hereby recommend payment to SBW Constructors, LLC of said $86,422.87.

The $86,422.87 should come from the retainage account for this project. The remaining funds in the retainage account after this payment may be distributed back to the City.

We have established November 27, 2022 as the substantial completion date; SBW has a contractual one-year warranty which expires November 27, 2023. We will be available for a one-year inspection approximately one month prior to expiration of said warranty.

Enclosed are two (2) copies of the Contractor's Affidavit for your files and three (3) copies of the final balancing Change Order. Please return a signed copy of the Change Order to me for distribution by email.

Should you have any questions, please contact me.

Yours very truly,

J. R. WAUFORD & COMPANY,
CONSULTING ENGINEERS, INC.

Daniel G. Tribble, P.E.
Manager of Field Services

DGT:lan
Enclosures

cc: Jeramie White – SBW Constructors (via email)
Steve DiDominzio – Wauford
2000 estimate file

60 Volunteer Boulevard
Jackson, Tennessee 38305
(731) 668-1953
Fax (731) 668-6809

2835 Lebanon Pike
P.O. Box 140350 Nashville,
Tennessee 37214
(615) 883-3243
Fax (615) 391-3710

908 West Broadway Avenue
Maryville, Tennessee 37801
(865) 984-9638
Fax (865) 983-4327

CERTIFICATE OF THE CONTRACTOR OR HIS DULY AUTHORIZED REPRESENTATIVE

To the best of my knowledge and belief, I certify that all items, unit quantities, and prices of work and materials shown on the face of Sheet 1 of this Periodical Estimate are correct and all work has been performed and materials supplied in full accordance with the terms and conditions of the corresponding construction contract documents between the undersigned as Contractor and the City of Columbia as Owner, dated 24 April 2023, and all authorized changes thereto; that the following is a true and correct statement of the contract amount up to and including the last day of the period covered by this estimate and that no part of the "Total Amount Due" has been received:

Original Contract Amount		$	3,285,672.50
Plus/Minus Approved Change Orders:			
No. 1	**Dated:** 4/14/2023		($213,686.23)
No.	**Dated:**		
No.	**Dated:**		
No.	**Dated:**		
No.	**Dated:**		
No.	**Dated:**		
No.	**Dated:**		
No.	**Dated:**		
Total Contract Amount to Date			$3,071,986.27

(a)	**Amount Earned To Date**	$	3,071,986.27
	Stored Materials	$	-
	Total Amount Earned	$	3,071,986.27
(b)			
	Retainage: 5%	$	-
	Less Retainage Held in Escrow Account		
	Current Retainage Held By City of Columbia		
(c)	**Total Earned Less Current Retainage Held**	$	3,071,986.27
(d)	**Less Total Previously Approved for Payment & Escrow**	$	2,985,563.40
(e)	**Liquidated Damages**	$	-
(f)	**TOTAL AMOUNT DUE THIS ESTIMATE**	$	86,422.87

I further certify that all claims outstanding as of this date against the undersigned as Contractor for labor, materials, and expendable equipment employed in the performance of said contract up to this date have been paid in full accordance with the requirements of said contract

PROJECT NAME: Sewer System Improvements 2020 **ESTIMATE NUMBER:** 18 (Final) **Purchase Order Number:**

PROJECT NUMBER: 19-02 10/1/2022 **thru** 4/24/2023 **Contract Number:**

CONTRACTOR: SBW Constructors, LLC **BY:** Clint A. Mayo **TITLE:** Project Manager

ENGINEER'S CERTIFICATE FOR PAYMENT

I certify that I have verified this Periodical Estimate and that to the best of my knowledge and belief it is a true and correct statement of work performed and materials supplied under the Contract and that the Contractor's certified statement of his account and the amount due him is correct and just, and that all work and materials included in this periodical estimate have been performed in full accordance with the terms and conditions of the corresponding construction contract documents and authorized changes thereto.

NAME: DANIEL TREBLE J. R. Wauford & Company Consulting Engineers, Inc. **NAME:** DGT FOR STEVE DI DOMINZIO

BY: **DATE:** 5/1/2023 **BY:**

OWNER'S RECOMMENDATION FOR PAYMENT

APPROVED AND PAYMENT RECOMMENDED:

OWNER: _____ **DATE:** _____

BY: _____ **TITLE** _____

APPROVED AS TO LEGAL FORM

C. TIM TISHER, CITY ATTORNEY

JOB NAME: Sewer System Improvements 2020
Project No: 19-02

CONTRACTOR: **SBW Constructors, LLC**
P.O. Box 1347
White House, TN 37188

PAY ESTIMATE NO. 18 (Final)

FOR PERIOD FROM 01-Oct-22 TO 18-Nov-22

ITEM NO.	DESCRIPTION	CONTRACT QUANTITY	UNIT	UNIT PRICE	CONTRACT AMOUNT	APPROVED QUANTITIES			CURRENT AMOUNT	AMOUNT TO DATE
						CURRENT	PREVIOUS	TOTAL		
A-1	8" gravity sewer replacement by open cut, 0 to 10' depth	284	LF	$100.00	$28,400.00		284.00	284.00	$ -	$ 28,400.00
A-2	15" PVC gravity sewer replacement by open cut, 0' to 10 depth	2172	LF	$140.00	$304,080.00		2172	2,172.00	$ -	$ 304,080.00
A-3	16" CL 350 DIP gravity sewer replacement, 0 to 10' depth	438	LF	$294.00	$128,772.00		438	438.00	$ -	$ 128,772.00
A-4	6" SDR 26 PVC pipe for sewer service connections (installed vertically or horizontally)	300	LF	$62.00	$18,600.00		313	313.00	$ -	$ 19,406.00
A-5	Sewer Service Connections, including 6" saddle, adapters, 6" cleanout w/ riser and plug	12	EA	$2,150.00	$25,800.00		17	17.00	$ -	$ 36,550.00
A-6	Replacement of existing manhole, 4' dia.	12	EA	$4,950.00	$59,400.00		10	10.00	$ -	$ 49,500.00
A-7	Replacement of existing drop manhole, 4' dia.	2	EA	$8,485.00	$16,970.00		2	2.00	$ -	$ 16,970.00
A-8	Std. manhole 4' dia., where shown on plans	6	EA	$4,950.00	$29,700.00		5	5.00	$ -	$ 24,750.00
A-9	Replacement of existing manhole, 4' dia. watertight cover	1	EA	$4,995.00	$4,995.00		1	1.00	$ -	$ 4,995.00
A-10	Replacement of drop existing manhole, 4' dia. Watertight cover	1	EA	$8,575.00	$8,575.00		1	1.00	$ -	$ 8,575.00
A-11	MH barrel extensions for 4' dia. MH's.	32	VF	$215.00	$6,880.00		40	40.00	$ -	$ 8,600.00
A-12	Abandon existing MH, including excavation and backfill	6	EA	$1,350.00	$8,100.00		4	4.00	$ -	$ 5,400.00
A-13	TDOT No. 67 Crushed Stone for backfill of ditch under streets or as directed	1300	CY	$55.00	$71,500.00		1250	1,250.00	$ -	$ 68,750.00
A-14	Dense Grade Aggregate compacted for Traffic under existing paved surfaces	250	CY	$45.00	$11,250.00		200	200.00	$ -	$ 9,000.00
A-15	Asphaltic Concrete Pavement binder course	120	CY	$375.00	$45,000.00		95	95.00	$ -	$ 35,625.00
A-16	Asphaltic Concrete Pavement final resurfacing	50	CY	$400.00	$20,000.00		4.49	4.49	$ -	$ 1,796.00
A-17	Fill existing 8" sewer with flowable fill	245	LF	$18.00	$4,410.00		245	245.00	$ -	$ 4,410.00
A-18	Fill existing 10" sewer with flowable fill	800	LF	$18.00	$14,400.00		800	800.00	$ -	$ 14,400.00
A-19	Std. temporary silt fence w/ hay or straw bales	2900	LF	$4.00	$11,600.00		2900	2,900.00	$ -	$ 11,600.00
A-20	Removal by saw cutting and replacement of Sidewalks, Concrete Driveways using Class "A" concrete	10	SY	$225.00	$2,250.00		10	10.00	$ -	$ 2,250.00
	Subtotal for Bid Form A (Sewer Lines S-1, S-2, S-3, and S-4)								$ -	$ 783,829.00
B-1	8" Replacement S-5, 0 to 10' depth	227	LF	$100.00	$22,700.00		227	227.00	$ -	$ 22,700.00
B-2	6" SDR 26 PVC pipe for sewer service connections (installed vertically or horizontally)	50	LF	$62.00	$3,100.00		50	50.00	$ -	$ 3,100.00
B-3	Sewer Service Connections, including 6" saddle, adapters, 6" cleanout w/ riser and plug	2	EA	$2,150.00	$4,300.00		2	2.00	$ -	$ 4,300.00
B-4	Replacement of existing 4' dia. MH's, Std.	2	EA	$4,950.00	$9,900.00		2	2.00	$ -	$ 9,900.00
B-5	Manhole Barrel extensions	3	VF	$215.00	$645.00		3	3.00	$ -	$ 645.00
B-6	TDOT No. 67 Crushed Stone for backfill of ditch under streets or as directed	325	CY	$55.00	$17,875.00		90	90.00	$ -	$ 4,950.00
B-7	Dense Grade Aggregate compacted for Traffic under existing paved surfaces	50	CY	$45.00	$2,250.00		25	25.00	$ -	$ 1,125.00
B-8	Asphaltic Concrete Pavement binder course	40	CY	$375.00	$15,000.00		22.62	22.62	$ -	$ 8,482.50
B-9	Asphaltic Final resurfacing	20	CY	$400.00	$8,000.00		10.53	10.53	$ -	$ 4,212.00
B-10	Removal by saw cutting and replacement of Sidewalks, Concrete Driveways using Class "A" concrete	25	SY	$225.00	$5,625.00		25	25.00	$ -	$ 5,625.00
	Subtotal for Bid Form B (Sewer Line S-5)								$ -	$ 65,039.50
C-1	8" Replacement S-6, 0 to 10' depth	234	LF	$100.00	$23,400.00		234	234.00	$ -	$ 23,400.00
C-2	6" SDR 26 PVC pipe for sewer service connections (installed vertically or horizontally)	25	LF	$62.00	$1,550.00		50	50.00	$ -	$ 3,100.00
C-3	Sewer Service Connections, including 6" saddle, adapters, 6" cleanout w/ riser and plug	1	EA	$2,150.00	$2,150.00		1	1.00	$ -	$ 2,150.00
C-4	Replacement of existing 4' dia. MH's, Std.	2	EA	$4,950.00	$9,900.00		2	2.00	$ -	$ 9,900.00
C-5	Manhole Barrel extensions	4	VF	$215.00	$860.00		4	4.00	$ -	$ 860.00
C-6	TDOT No. 67 Crushed Stone for backfill of ditch under streets or as directed	150	CY	$55.00	$8,250.00		32	32.00	$ -	$ 1,760.00
C-7	Dense Grade Aggregate compacted for Traffic under existing paved surfaces	30	CY	$45.00	$1,350.00		8	8.00	$ -	$ 360.00
C-8	Asphaltic Concrete Pavement binder course	30	CY	$375.00	$11,250.00		18.42	18.42	$ -	$ 6,907.50
C-9	Asphaltic Final resurfacing	10	CY	$400.00	$4,000.00		4.61	4.61	$ -	$ 1,844.00
C-10	Standard Temporary Silt Fence w/ hay or straw bales	235	LF	$4.00	$940.00			0.00	$ -	$ -
	Subtotal for Bid Form C (Sewer Line S-6)								$ -	$ 50,281.50
D-1	8" Replacement S-7, 0 to 10' depth	445	LF	$100.00	$44,500.00		445	445.00	$ -	$ 44,500.00
D-2	Replacement of existing MH, 4' dia. std. casting	3	EA	$4,950.00	$14,850.00		3	3.00	$ -	$ 14,850.00
D-3	Manhole Barrel extensions	2	VF	$215.00	$430.00		1.5	1.50	$ -	$ 322.50

D-4	Standard Temporary Silt Fence w/ hay or straw bales	445	LF	$4.00	$1,780.00			0.00	$ -	$ -
	Subtotal for Bid Form D (Sewer Line S-7)								$ -	$ 59,672.50
E-1	8" Replacement, S-8, 0 to 10' depth	250	LF	$100.00	$25,000.00		250	250.00	$ -	$ 25,000.00
E-2	Std. manhole 4' dia., where shown on plans	2	EA	$4,950.00	$9,900.00		2	2.00	$ -	$ 9,900.00
E-3	Replacement of existing MH, 4' dia. std. casting	1	EA	$4,950.00	$4,950.00		1	1.00	$ -	$ 4,950.00
E-4	Manhole Barrel extensions	9	VF	$215.00	$1,935.00		9	9.00	$ -	$ 1,935.00
E-5	Fill existing 8" sewer with flowable fill	230	LF	$18.00	$4,140.00		230	230.00	$ -	$ 4,140.00
E-6	Standard Temporary Silt Fence w/ hay or straw bales	250	LF	$4.00	$1,000.00			0.00	$ -	$ -
	Subtotal for Bid Form E (Sewer Line S-8)								$ -	$ 45,925.00
F-1	8" Replacement, S-9, 0 to 10' depth	141	LF	$100.00	$14,100.00		141	141.00	$ -	$ 14,100.00
F-2	Std. manhole 4' dia., where shown on plans	1	EA	$4,950.00	$4,950.00		1	1.00	$ -	$ 4,950.00
F-3	Manhole Barrel extensions	1	VF	$215.00	$215.00		2	2.00	$ -	$ 430.00
F-4	Abandon existing MH, including excavation and backfill	1	EA	$1,350.00	$1,350.00		1	1.00	$ -	$ 1,350.00
F-5	Fill existing 8" sewer with flowable fill	90	LF	$18.00	$1,620.00		90	90.00	$ -	$ 1,620.00
F-6	Standard Temporary Silt Fence w/ hay or straw bales	140	LF	$4.00	$560.00			0.00	$ -	$ -
	Subtotal for Bid Form F (Sewer Line S-9)								$ -	$ 22,450.00
G-1	15" Replacement by open cut, 0 to 10' depth, Sewer Line S-10	50	LF	$140.00	$7,000.00		57	57.00	$ -	$ 7,980.00
G-2	Replacement of existing MH, 4' dia. std. casting	2	EA	$4,950.00	$9,900.00		2	2.00	$ -	$ 9,900.00
G-3	Manhole Barrel extensions	2	VF	$215.00	$430.00		3	3.00	$ -	$ 645.00
G-4	TDOT No. 67 Crushed Stone for backfill of ditch under streets or as directed	25	CY	$55.00	$1,375.00		15	15.00	$ -	$ 825.00
G-5	Dense Grade Aggregate compacted for Traffic under existing paved surfaces	10	CY	$45.00	$450.00		6	6.00	$ -	$ 270.00
G-6	Asphaltic Concrete Pavement binder course	10	CY	$375.00	$3,750.00		13.92	13.92	$ -	$ 5,220.00
G-7	Asphaltic Concrete Pavement final resurfacing	5	CY	$400.00	$2,000.00			0.00	$ -	$ -
G-8	Standard Temporary Silt Fence w/ hay or straw bales	50	LF	$4.00	$200.00			0.00	$ -	$ -
G-9	Relocate existing drain line into ditch, including pipe, excavation, backfill	1	LS	$15,000.00	$15,000.00		1	1.00	$ -	$ 15,000.00
	Subtotal for Bid Form G (Sewer Line S-10)								$ -	$ 39,840.00
H-1	8" Replacement, 0 to 10' depth, sewer line S-11	228	LF	$100.00	$22,800.00		228	228.00	$ -	$ 22,800.00
H-2	6" SDR 26 PVC pipe for sewer service connections (installed vertically or horizontally)	75	LF	$62.00	$4,650.00		70	70.00	$ -	$ 4,340.00
H-3	Sewer Service Connections, including 6" saddle, adapters, 6" cleanout w/ riser and plug	3	EA	$2,150.00	$6,450.00		3	3.00	$ -	$ 6,450.00
H-4	Replacement of 4' dia. std. MH	2	EA	$4,950.00	$9,900.00		2	2.00	$ -	$ 9,900.00
H-5	Manhole Barrel extensions	1	VF	$215.00	$215.00		1	1.00	$ -	$ 215.00
H-6	TDOT No. 67 Crushed Stone for backfill of ditch under streets or as directed	250	CY	$55.00	$13,750.00		75	75.00	$ -	$ 4,125.00
H-7	Dense Grade Aggregate compacted for Traffic under existing paved surfaces	60	CY	$45.00	$2,700.00		21	21.00	$ -	$ 945.00
H-8	Asphaltic Concrete Pavement binder course	40	CY	$375.00	$15,000.00		15.19	15.19	$ -	$ 5,696.25
H-9	Asphaltic Concrete Pavement final resurfacing	20	CY	$400.00	$8,000.00		10.41	10.41	$ -	$ 4,164.00
	Subtotal for Bid Form H (Sewer Line S-11)								$ -	$ 58,635.25
I-1	8" Replacement, 0 to 10' depth, sewer line S-12	351	LF	$100.00	$35,100.00		351	351.00	$ -	$ 35,100.00
I-2	6" SDR 26 PVC pipe for sewer service connections (installed vertically or horizontally)	175	LF	$62.00	$10,850.00		70	70.00	$ -	$ 4,340.00
I-3	Sewer Service Connections, including 6" saddle, adapters, 6" cleanout w/ riser and plug	7	EA	$2,150.00	$15,050.00		7	7.00	$ -	$ 15,050.00
I-4	Replacement of 4' dia. std. MH	3	EA	$4,950.00	$14,850.00		3	3.00	$ -	$ 14,850.00
I-5	Standard Temporary Silt Fence w/ hay or straw bales	350	LF	$4.00	$1,400.00			0.00	$ -	$ -
	Subtotal for Bid Form I (Sewer Line S-12)								$ -	$ 69,340.00
J-1	8" upsize to 10" via pipe bursting, including CCTV, crushed stone backfill, cleaning, bypass, and connections	2047	LF	$80.00	$163,760.00		2050	2,050.00	$ -	$ 164,000.00
J-2	6" SDR 26 PVC pipe for sewer service connections (installed vertically or horizontally)	675	LF	$55.00	$37,125.00		620	620.00	$ -	$ 34,100.00
J-3	Sewer Service Connections, including 6" saddle, adapters, 6" cleanout w/ riser and plug	27	EA	$3,565.00	$96,255.00		26	26.00	$ -	$ 92,690.00
J-4	Replacement of 4' dia. std. MH	14	EA	$5,350.00	$74,900.00		14	14.00	$ -	$ 74,900.00
J-5	Replacement of 4' dia. drop MH w/ std. casting	2	EA	$6,535.00	$13,070.00		2	2.00	$ -	$ 13,070.00
J-6	Manhole Barrel extensions	18	VF	$215.00	$3,870.00		15	15.00	$ -	$ 3,225.00
J-7	Dense Grade Aggregate compacted for Traffic under existing paved surfaces	50	CY	$45.00	$2,250.00		65	65.00	$ -	$ 2,925.00
J-8	Asphaltic Concrete Pavement binder course	40	CY	$375.00	$15,000.00		33.46	33.46	$ -	$ 12,547.50
J-9	Asphaltic Concrete Pavement final resurfacing	20	CY	$400.00	$8,000.00		28.93	28.93	$ -	$ 11,572.00
	Subtotal for Bid Form J - Pipe Burst Work								$ -	$ 409,029.50
K-1	Clean and TV 8" to 10" sewer (not Pre or Post CCTV inspections)	2237	LF	$2.50	$5,592.50		2710.1	2,710.10	$ -	$ 6,775.25
K-2	Clean and TV 24" to 30" sewer (not Pre or Post CCTV inspections)	925	LF	$13.00	$12,025.00		685	685.00	$ -	$ 8,905.00
K-3	Root Cut and TV existing 8" (not Pre or Post CCTV inspections)	1122	LF	$3.50	$3,927.00		718	718.00	$ -	$ 2,513.00
K-4	8" CIPP line renovations	6445	LF	$41.00	$264,245.00		6085.9	6,085.90	$ -	$ 249,521.90
K-5	10" CIPP line renovations	575	LF	$51.00	$29,325.00		379	379.00	$ -	$ 19,329.00
K-6	24" CIPP line renovations	187	LF	$338.00	$63,206.00		187	187.00	$ -	$ 63,206.00

K-7	6" SDR 26 PVC pipe for sewer service connections (installed vertically or horizontally)	444	LF	$62.00	$27,528.00	39	405	444.00	$ 2,418.00	$ 27,528.00
K-8	Sewer Service Connections, including 6" saddle, adapters, 6" cleanout w/ riser and plug	29.4	EA	$2,150.00	$63,210.00	1.4	28	29.40	$ 3,010.00	$ 63,210.00
K-9	Add #2 -- Lateral launch 4" and 6" services from mainline to ROW	89	EA	$235.00	$20,915.00		89	89.00	$ -	$ 20,915.00
K-10	Add#2 -- Full Wrap 4" or 6" CIPP lateral lining from Main to 10'	35	EA	$2,965.00	$103,775.00		35	35.00	$ -	$ 103,775.00
K-11	Add#2 -- Additional 4" or 6" CIPP lateral lining beyond 10 LF	408	LF	$35.00	$14,280.00		408	408.00	$ -	$ 14,280.00
K-12	Add #2 -- Cleanout Installation at sewer service utilizing CIPP lateral w/ 6" Cleanout and riser	53	EA	$1,800.00	$95,400.00		53	53.00	$ -	$ 95,400.00
K-13	Replacement of 4' dia. MH, std. casting	66	EA	$6,175.00	$407,550.00		66	66.00	$ -	$ 407,550.00
K-14	Manhole Barrel extensions	57	VF	$215.00	$12,255.00		57	57.00	$ -	$ 12,255.00
K-15	Dense Grade Aggregate compacted for Traffic under existing paved surfaces	99.26	CY	$45.00	$4,466.70	4.26	95	99.26	$ 191.67	$ 4,466.70
K-16	Asphaltic Concrete Pavement binder course	139.91	CY	$375.00	$52,466.25	6.39	133.52	139.91	$ 2,395.83	$ 52,466.25
K-17	Asphaltic Concrete Pavement final resurfacing	53.65	CY	$400.00	$21,460.00	2.81	50.84	53.65	$ 1,124.00	$ 21,460.00
	Subtotal for Bid Form K - CIPP and Cleaning Work								**$ 9,139.50**	**$ 1,173,556.10**
L-1	Open Cut Point Repair, 0 to 10' cut, including 10 LF of 8" pipe	30	EA	$2,900.00	$87,000.00		30	30.00	$ -	$ 87,000.00
L-2	Open Cut Point Repair, 0 to 10' cut, including 20 LF of 8" pipe	3	EA	$4,250.00	$12,750.00		3	3.00	$ -	$ 12,750.00
L-3	Open Cut Point Repair, 0 to 10' cut, including 20 LF of 8" ductile iron pipe	0	EA	$8,750.00	$0.00			0.00	$ -	$ -
L-4	Dense Grade Aggregate compacted for Traffic under existing paved surfaces	0	CY	$45.00	$0.00			0.00	$ -	$ -
L-5	Asphaltic Concrete Pavement binder course	10.94	CY	$375.00	$4,102.50		10.94	10.94	$ -	$ 4,102.50
L-6	Asphaltic Concrete Pavement final resurfacing	9.72	CY	$400.00	$3,888.00		9.72	9.72	$ -	$ 3,888.00
	Subtotal for Bid Form L - Point Repairs								**$ -**	**$ 107,740.50**
M-1	6" SDR 26 PVC pipe for sewer service connections (installed vertically or horizontally)	42	LF	$62.00	$2,604.00		42	42.00	$ -	$ 2,604.00
M-2	Sewer Service Connections, including 6" saddle, adapters, 6" cleanout w/ riser and plug	4	EA	$2,150.00	$8,600.00		4	4.00	$ -	$ 8,600.00
M-3	TDOT No. 67 Crushed Stone for backfill of ditch under streets or as directed	149.4	CY	$55.00	$8,217.00		149.4	149.40	$ -	$ 8,217.00
M-4	Dense Grade Aggregate compacted for Traffic under existing paved surfaces	75	CY	$45.00	$3,375.00		75	75.00	$ -	$ 3,375.00
M-5	Asphaltic Concrete Pavement binder course	0	CY	$375.00	$0.00			0.00	$ -	$ -
M-6	Asphaltic Concrete Pavement final resurfacing	239.66	CY	$400.00	$95,864.00		239.66	239.66	$ -	$ 95,864.00
M-7	Removal by saw cutting and replacement of Sidewalks, Concrete Driveways using Class "A" concrete	20	SY	$225.00	$4,500.00		20	20.00	$ -	$ 4,500.00
M-8	Removal by saw cutting and replacement of Concrete Curb and Gutter using Class "A" concrete	100	LF	$95.00	$9,500.00		100	100.00	$ -	$ 9,500.00
M-9	Class "C" concrete for encasements as directed by Engineer	2	CY	$215.00	$430.00		2	2.00	$ -	$ 430.00
M-10	Protruding Taps	37	EA	$1,000.00	$37,000.00		37	37.00	$ -	$ 37,000.00
M-11	Creek Crossing	1	LS	$96,409.42	$96,409.42		1	1.00	$ -	$ 96,409.42
	Reimbursement Cost	1	LS	($79,852.00)	($79,852.00)	1		1.00	$ (79,852.00)	$ (79,852.00)
	Subtotal for Bid Form M - Adjustment Items								**$ (79,852.00)**	**$ 186,647.42**
				TOTALS:	$ 3,071,986.27				$ (70,712.50)	$ 3,071,986.27

CONTRACTOR'S AFFIDAVIT

STATE OF TENNESSEE
COUNTY OF SUMNER

Jeramie White affirms that he is Managing Partner of SBW Constructors, LLC, a limited liability company which constructed or caused to be constructed Sewer System Improvements, Sewer System Rehabilitation, Wauford Project No. 2000; Contract 19-02, covered under contract entered into on the 6th day of August, 2020, by and between the City of Columbia, Tennessee and SBW Constructors, LLC.

Affiant further states that all material used therein was of the quality prescribed in the Plans and Specifications prepared by J. R. Wauford & Company, Consulting Engineers, Inc., that all claims against the Owner on the Contractor's part have been met in full; that all accounts for labor performed, accounts for materials, liens, judgments, and claims of every nature against the Contractor have been satisfied by the Contractor in full, warrants and guarantees to hold the City of Columbia, Tennessee free and immune from any liability therefore.

Affiant further states that any obligation whatsoever, which may be present or suits arising therefrom in connection with the work after the final settlement has been made, is to be borne by SBW Constructors, LLC.

Affiant further states that SBW Constructors, LLC guarantees to the City of Columbia, Tennessee all of its construction against defective materials, equipment, and workmanship for a period of 12 months from November 27, 2022 and will replace such defective parts without cost to the City of Columbia, Tennessee.

Affiant further states that said construction began on the 31st day of August, 2020, and was completed on the 27th day of November, 2022, and he acknowledges receipt of all monies due SBW Constructors, LLC for the construction thereof, with the exception of the final retainage/payment in the amount of $86,422.87.

SBW Constructors, LLC

BY: _____

Sworn to and subscribed before me this

28 day of April, 2023.

_____

NOTARY PUBLIC

My Commission Expires: 1-8-2024

RYAN NELSON
STATE OF TENNESSEE
NOTARY PUBLIC
WILLIAMSON COUNTY
MY COMMISSION EXPIRES 1-8-2024

CONTRACT CHANGE ORDER

Order No. One (FINAL)

Date: April 14, 2023

State: Tennessee

Contract for: Sewer System Improvements, Sewer System Rehabilitation, Wauford Project No. 2000; Contract 19-02

County: Maury

Owner: City of Columbia, Tennessee, 700 North Garden Street, Columbia, Tennessee 38401

To: SBW Constructors, LLC, P.O. Box 1347, White House, Tennessee 37188

(Contractor)

You are hereby requested to comply with the following changes from the Construction Drawings and Detailed Specifications:

Description of Changes	DECREASE In Contract Price	INCREASE In Contract Price
1. Attached final balancing change order dated April 14, 2023	-$133,834.23	
2. Reimbursement of costs for General Engineering and Resident Project Representation from January 1, 2022 to November 27, 2022 as shown on the attached DRAFT invoice dated March 8, 2023, less half of the costs from July 14, 2022 to August 26, 2022 as shown on the attached DRAFT invoice dated April 13, 2023	-$67,422.00	
3. Reimbursement of costs by the Owner for work shown on the attached invoices dated June 3, 2022	-$12,430.00	
TOTALS	-$213,686.23	
NET CHANGE IN CONTRACT PRICE	-$213,686.23	

JUSTIFICATION: Balancing of quantities required for project closeout. The Contractor agrees to the reimbursement of costs to the Owner associated with general engineering and resident project representation by the Engineer, and costs for yard restoration paid directly by the Owner. All parties acknowledge the Contractor reduced their original offer to replace the Bigby Creek Sewer gravity sewer crossing from $123,298.05 to $96,409.42 in addition to the cost reimbursement for resident project representation imposed by this Change Order.

The amount of the Contract will be Decreased by the Sum of Two Hundred Thirteen Thousand Six Hundred Eighty-Six and 23/100 Dollars ($213,686.23). The Contract Total including this and previous change orders will be Three Million Seventy-One Thousand Nine Hundred Eighty-Six and 27/100 Dollars ($3,071,986.27). The Contract period provided for completion will be unchanged.

Requested Jeramie White — 4/18/23

SBW Constructors, LLC — (Date)

Recommended — 5/1/2023

J. R. Wauford & Company, Consulting Engineers, Inc. — (Date)

Accepted _____ _____

City of Columbia, Tennessee — (Date)

CHANGE ORDER NO. 1 (FINAL)
SEWER SYSTEM IMPROVEMENTS
SEWER SYSTEM REHABILITATION
COLUMBIA, TENNESSEE
Wauford Project No. 2000; Contract 19-02
April 14, 2023

ITEM	ADD/DEDUCT	DESCRIPTION	AMOUNT
A-4	Add	Add 13 L.F. @ $62.00 / L.F. 6" Service Line	$806.00
A-5	Add	Add 5 Each at @ $2,150.00 Each for Sewer Service Connection	$10,750.00
A-6	Deduct	Deduct 2 Each at @ $4,950.00 Each for Standard Manhole Replacement	($9,900.00)
A-8	Deduct	Deduct 1 Each at @ $4.950.00 Each for Standard Manhole	($4,950.00)
A-11	Add	Add 8 V.F. @ $215.00 / V.F. for Manhole Barrel Extension	$1,720.00
A-12	Deduct	Deduct 2 Each @ $1,350.00 Each for Abandon Existing Manhole	($2,700.00)
A-13	Deduct	Deduct 50 C.Y. @ $55.00 / C.Y. for Crushed Stone	($2,750.00)
A-14	Deduct	Deduct 50 C.Y. @ $45.00 / C.Y. for Dense Grade Aggregate	($2,250.00)
A-15	Deduct	Deduct 25 C.Y. @ $375.00 / C.Y. for Binder Pavement	($9,375.00)
A-16	Deduct	Deduct 45.51 C.Y. @ $400.00 / C.Y. for Finish Pavement	($18,204.00)
B-6	Deduct	Deduct 235 C.Y. @ $55.00 / C.Y. for Crushed Stone	($12,925.00)
B-7	Deduct	Deduct 25 C.Y. @ $45.00 / C.Y. for Dense Grade Aggregate	($1,125.00)
B-8	Deduct	Deduct 17.38 C.Y. @ $375.00 / C.Y. for Binder Pavement	($6,517.50)
B-9	Deduct	Deduct 9.47 C.Y. @ $400.00 / C.Y. for Finish Pavement	($3,788.00)
C-2	Add	Add 25 LF. @ $62.00 / L.F. 6" Service Line	$1,550.00
C-6	Deduct	Deduct 235 C.Y. @ $55.00 / C.Y. for Crushed Stone	($6,490.00)
C-7	Deduct	Deduct 22 C.Y. @ $45.00 / C.Y. for Dense Grade Aggregate	($990.00)
C-8	Deduct	Deduct 11.58 C.Y. @ $375.00 / C.Y. for Binder Pavement	($4,342.50)
C-9	Deduct	Deduct 5.39 C.Y. @ $400.00 / C.Y. for Finish Pavement	($2,156.00)
C-10	Deduct	Deduct 235 L.F. @ $4.00 / L.F. Silt Fence	($940.00)
D-3	Add	Add 0.5 V.F. @ $215.00 / V.F. for Manhole Barrel Extension	($107.50)
D-4	Deduct	Deduct 445 L.F. @ $4.00 / L.F. Silt Fence	($1,780.00)
E-6	Deduct	Deduct 250 L.F. @ $4.00 / L.F. Silt Fence	($1,000.00)

F-3	Add	Add 1 V.F. @ $215.00 / V.F. for Manhole Barrel Extension	$215.00
F-6	Deduct	Deduct 140 LF. @ $4.00 / L.F. Silt Fence	($560.00)
G-1	Add	Add 7 L.F. @ $140.00 / L.F. 15" Sewer Line	$980.00
G-3	Add	Add 1 V.F. @ $215.00 / V.F. for Manhole Barrel Extension	$215.00
G-4	Deduct	Deduct 10 C.Y. @ $55.00 / C.Y. for Crushed Stone	($550.00)
G-5	Deduct	Deduct 4 C.Y. @ $45.00 / C.Y. for Crushed Stone	($180.00)
G-6	Add	Add 3.92 C.Y. @ $375.00 / C.Y. for Binder Pavement	$1,470.00
G-7	Deduct	Deduct 5 C.Y. @ $400.00 / C.Y. for Finish Pavement	($2,000.00)
G-8	Deduct	Deduct 50 L.F. @ $4.00 / L.F. Silt Fence	($200.00)
H-2	Deduct	Deduct 5 L.F. @ $62.00 / L.F. 6" Service Line	($310.00)
H-6	Deduct	Deduct 175 C.Y. @ $55.00 / C.Y. for Crushed Stone	($9,625.00)
H-7	Deduct	Deduct 39 C.Y. @ $45.00 / C.Y. for Dense Grade Aggregate	($1,755.00)
H-8	Deduct	Deduct 24.81 C.Y. @ $375.00 / C.Y. for Binder Pavement	($9,303.75)
H-9	Deduct	Deduct 9.59 C.Y. @ $400.00 / C.Y. for Finish Pavement	($3,836.00)
I-2	Deduct	Deduct 105 L.F. @ $62.00 / L.F. 6" Service Line	($6,510.00)
I-5	Deduct	Deduct 350 L.F. @ $4.00 / L.F. Silt Fence	($1,400.00)
J-1	Add	Add 3 L.F. @ $80.00 / L.F. 8-inch to 10-inch Pipe Burst	$240.00
J-2	Deduct	Deduct 55 L.F. @ $55.00 / L.F. 6" Service Line	($3,025.00)
J-3	Deduct	Deduct 1 Each at @ $3,565.00 Each for Sewer Service Connection	($3,565.00)
J-6	Deduct	Deduct 3 V.F. @ $215.00 / V.F. for Manhole Barrel Extension	($645.00)
J-7	Add	Add 15 C.Y. @ $45.00 / C.Y. for Dense Grade Aggregate	$675.00
J-8	Deduct	Deduct 6.54 C.Y. @ $375.00 / C.Y. for Binder Pavement	($2,452.50)
J-9	Add	Add 8.93 C.Y. @ $400.00 / C.Y. for Finish Pavement	$3,572.00
K-1	Add	Add 473.1 L.F. @ $2.50 / L.F. for 8-inch to 10-inch CCTV	$1,182.75
K-2	Deduct	Deduct 240 L.F. @ $13.00 / L.F. for 24-inch to 30-inch CCTV	($3,120.00)
K-3	Deduct	Deduct 404 L.F. @ $3.50 / L.F. for Root Cut 8-inch Sewer	($1,414.00)
K-4	Deduct	Deduct 359.1 L.F. @ $41.00 / L.F. for 8" CIPP Lining	($14,723.10)
K-5	Deduct	Deduct 196 L.F. @ $51.00 / L.F. for 10" CIPP Lining	($9,996.00)
K-7	Deduct	Deduct 556 LF. @ $62.00 / L.F. 6" Service Line	($34,472.00)
K-8	Add	Add 2.4 Each at @ $2,150.00 Each for Sewer Service Connection	$5,160.00

K-9	Add	Add 12 Each @ $235.00 Each for Service Lateral Launch	$2,820.00
K-10	Deduct	Deduct 15 Each @ $2,965.00 Each for Full Wrap Lateral Lining of 4-inch or 6-inch up to 10'	($44,475.00)
K-11	Deduct	Deduct 592 L.F. @ $35.00 / L.F. for Full Wrap Lateral Lining of 4-inch or 6-inch beyond 10'	($20,720.00)
K-12	Add	Add 3 Each @ $1,800.00 Each for Sewer Service Cleanout Installation	$5,400.00
K-14	Add	Add 2 V.F. @ $215.00 / V.F. for Manhole Barrel Extension	$430.00
K-15	Deduct	Deduct 200.74 C.Y. @ $45.00 / C.Y. for Dense Grade Aggregate	($9,033.30)
K-16	Deduct	Deduct 60.09 C.Y. @ $375.00 / C.Y. for Binder Pavement	($22,533.75)
K-17	Deduct	Deduct 46.35 C.Y. @ $400.00 / C.Y. for Finish Pavement	($18,540.00)
L-1	Deduct	Deduct 3 Each @ $2,900.00 Each for 10-foot 8-inch PVC Point Repair	($8,700.00)
L-2	Add	Add 2 Each @ $4,250.00 Each for 20-foot 8-inch PVC Point Repair	$8,500.00
L-3	Deduct	Deduct 1 Each @ $8,750 Each for 10-foot 8-inch DIP Point Repair	($8,750.00)
L-4	Deduct	Deduct 25 C.Y. @ $45.00 / C.Y. for Dense Grade Aggregate	($1,125.00)
L-5	Deduct	Deduct 9.06 C.Y. @ $375.00 / C.Y. for Binder Pavement	($3,397.50)
L-6	Deduct	Deduct 0.28 C.Y. @ $400.00 / C.Y. for Finish Pavement	($112.00)
M-1	Deduct	Deduct 58 L.F. @ $62.00 / L.F. 6" Service Line	($3,596.00)
M-2	Deduct	Deduct 6 Each at @ $2,150.00 Each for Sewer Service Connection	($12,900.00)
M-3	Deduct	Deduct 50.6 C.Y. @ $55.00 / C.Y. for Crushed Stone	($2,783.00)
M-4	Deduct	Deduct 25 C.Y. @ $45.00 / C.Y. for Dense Grade Aggregate	($1,125.00)
M-5	Deduct	Deduct 50 C.Y. @ $375.00 / C.Y. for Binder Pavement	($18,750.00)
M-6	Add	Add 189.66 C.Y. @ $400.00 / C.Y. for Finish Pavement	$75,864.00
M-9	Deduct	Deduct 48 C.Y. @ $215.00 / C.Y. for Class "C" Concrete Encasement	($10,320.00)
M-10*	Add	Add 37 Each @ $1,000 / Each Protruding Taps on CIPP Lines	$37,000.00
M-11*	Add	Add Lump Sum for Bigby Creek Sewer Line Crossing	$96,409.42
		TOTAL	($133,834.23)

* Denotes item added to Bid Form

WAUFORD
J. R. Wauford & Company, Consulting Engineers, Inc.

2835 Lebanon Pike, P. O. Box 140350, Nashville, TN 37214 615-883-3243

INVOICE TO: March 8, 2023

COLUMBIA WASTEWATER SYSTEM
1244 TREATMENT PLANT ROAD
COLUMBIA, TENNESSEE 38401

ATTN: Mr. Donnie Boshers, Director

Wauford Project No. 2000 – EPA Enforcement Action Assistance – Additional Engineering Services
General Engineering and Resident Observation Services During Construction

ENGINEERING SERVICES 01-01-22 THROUGH 11-27-22

PROJECT NO. 3 – SEWER SYSTEM REHABILITATION

Employee	Title	Hours		
Daniel G. Tribble	Manager of Field Services	38.5		
Steven A. DiDominzio	Resident Observer	238.5		
Travis C. Jones	Resident Observer	103.5		
William C. Buhl	Resident Observer	244.0		
R. Mark Steel	Resident Observer	184.0		
	Payroll Cost		$16,953.75	
	+ 76.18% Payroll Additives		12,915.36	
	Subtotal		29,869.11	
	x 2.0 Multiplier			$59,738.22

EXPENSES

Mileage (527.0 miles @ $0.56/mile)	295.12	
Mileage (13,835.0 miles @ $0.585/mile)	8,093.48	
Mileage (6,307.0 miles @ $0.625/mile)	3,941.88	
Telephone	406.99	
On-Site Living	2,266.87	
Travel	515.64	
Total Expenses		15,519.98
TOTAL AMOUNT DUE THIS STATEMENT		**$75,258.20**

WAUFORD
J. R. Wauford & Company, Consulting Engineers, Inc.

2835 Lebanon Pike, P. O. Box 140350, Nashville, TN 37214 615-883-3243

INVOICE TO: April 13, 2023

COLUMBIA WASTEWATER SYSTEM
1244 TREATMENT PLANT ROAD
COLUMBIA, TENNESSEE 38401

ATTN: Mr. Donnie Boshers, Director

Wauford Project No. 2000 – EPA Enforcement Action Assistance – Additional Engineering Services
General Engineering and Resident Observation Services During Construction

ENGINEERING SERVICES 07-14-22 THROUGH 08-26-22 – BIGBY CREEK CROSSING WORK ONLY

PROJECT NO. 3 – SEWER SYSTEM REHABILITATION

Employee	Title	Hours		
Daniel G. Tribble	Manager of Field Services	2.0		
Steven A. DiDominzio	Resident Observer	25.5		
R. Mark Steel	Resident Observer	142.0		
	Payroll Cost		$3,487.50	
	+ 76.18% Payroll Additives		2,656.77	
	Subtotal		6,144.27	
	x 2.0 Multiplier			$12,288.54

EXPENSES

Mileage (5,301.0 miles @ $0.625/mile)	3,313.13	
Telephone	70.73	
Total Expenses		3,383.86

TOTAL AMOUNT DUE THIS STATEMENT **$15,672.40**

Stormin Norman's

willstormin1987@hotmail.com

Estimate

ADDRESS

Dave Zeinak

ESTIMATE # 1442
DATE 06/03/2022

Debris Removal - remove and dispose of all silt fence and erosion matting left over by contractor	1	250.00	250.00
Add-ons - fill in and smooth out ruts caused by trees that were taken down into customers lawn	1	100.00	100.00
Top Soil - (4) loads screened top soil delivered by McCanless Trucking Co	4	650.00	2,600.00
Seed - (2) bags fescue lawn seed	2	100.00	200.00
Grading - re-grade entire slope for proper fall into drainage ditch	1	3,500.00	3,500.00

TOTAL $6,650.00

Accepted Date

Stormin Norman's
Home, Landscape, Commercial Painting
& Everything In Between

Stormin Norman's

willstormin1987@hotmail.com

Estimate

ADDRESS
Billy Cook
Acre 4x4

ESTIMATE # 1443
DATE 06/03/2022

	QTY	RATE	TOTAL
Top Soil (3) loads screened topsoil delivered by McCanless Trucking Co	3	650.00	1,950.00
Add-ons rake up remove an rocks / debris / & erosion matting leftover by contractor dispose	1	250.00	250.00
Grading	1	3,000.00	3,000.00
Seed (2) bags fescue lawn seed	2	100.00	200.00
Erosion Mat install (4) erosion mats with staples along side lot line and property line of Mr. Cooks home	4	95.00	380.00

Summary of labor and materials provided: remove all rocks and debris from current lawn area, then rake out the grade, seed & install erosion matting on the side and back of customers property leading down to the pond.
NOTE: there is a chance that heavy rain before the seed has a chance to germinate may cause some minor washout which will be responsibility of customer to reseed the lawn.

TOTAL $5,780.00

Accepted By

Accepted Date

CITY OF COLUMBIA TENNESSEE
CITY COUNCIL
STAFF REPORT

STAFF REPORT CONTACT INFORMATION
Donnie Boshers, Wastewater Director, dboshers@columbiatn.com, 931-560-1001

AGENDA ITEM TITLE:
APPROVE AMENDMENT NO. 5, AGREEMENT FOR ENGINEERING SERVICE RELATED TO EPA AOC NO. CWA-04-2014-4752

RECOMMENDATION: Approve.

INFORMATION: Amendment No. 5 covers the additional cost of engineering services provided by J.R. Wauford during the delays by SBW Constructors, LLC. SBW Constructors, LLC signed change order No. 1 on April 18, 2023 that included $67,422 for J.R. Wauford engineering services and $12,430 being deducted from their contract to pay for damages to two (2) yards compromised during the project.

AMENDMENT NO. 5
AGREEMENT FOR ENGINEERING SERVICES
RELATED TO EPA ADMINISTRATIVE ORDER ON CONSENT
DOCKET NO. CWA-04-2014-4752
COLUMBIA, TENNESSEE

WITNESSETH, there exists an AGREEMENT entitled "*Agreement for Engineering Services Related to EPA Administrative Order on Consent Docket No. CWA-04-2014-4752*" by and between the City of Columbia, Tennessee as OWNER and J. R. Wauford & Company, Consulting Engineers, Inc. as ENGINEER, and

WITNESSETH, that Project No. 6 – Gravity Sewer Rehabilitation in the WCTS Remediation Plan was awarded by the OWNER to the low bidder, SBW Constructors, LLC, and a construction contract was executed by both parties on August 6, 2020, and

WITNESSETH, that Project No. 6 – Gravity Sewer Rehabilitation in the WCTS Remediation Plan was substantially completed by SBW Constructors, LLC on November 27, 2022, and

WITNESSETH, that delays during construction by SBW Constructors, LLC required the ENGINEER to furnish additional Construction Administration services including General Engineering and Resident Project Representation and required the OWNER to complete yard restoration for property owners, and

WITNESSETH, that SBW Constructors, LLC signed Change Order No. 1 on April 18, 2023, which included $67,422 being deducted from their contract to pay damages related to these additional engineering expenses and $12,430 being deducted from their contract to pay damages related to yard restoration.

NOW THEREFORE, the OWNER and the ENGINEER agree as follows **(changes in bold)**:

1. Revise Paragraph 3.3.b. Compensation as follows:

"b. Compensation

The OWNER agrees to pay the ENGINEER the following lump sum amounts for the project indicated payable monthly as work progresses:

- Project No. 1 – Renovation of the G. E. Sewage Pumping Station: $80,000

- Project No. 2 – Renovation of the Santa Fe Sewage Pumping Station: $80,000

- **Project No. 3 – Sewer System Rehabilitation: $247,422**"

2. All other provisions of the AGREEMENT shall remain in full effect.

IN WITNESS WHEREOF, they have executed this AMENDMENT NO. 5 this _____ day of _____, 2023.

ENGINEER:

J. R. WAUFORD & COMPANY
CONSULTING ENGINEERS, INC.

BY:_____
J. Gregory Davenport, P.E.
President

ATTEST:

BY:_____
Stephen C. Lee, P.E.
Corporate Secretary

OWNER:

CITY OF COLUMBIA, TENNESSEE

BY:_____
Charles (Chaz) M. Molder
Mayor

ATTEST:

BY:_____
Thad H. Jablonski
City Recorder

LEGAL FORM APPROVED

BY:_____
C. Tim Tisher
City Attorney

CITY OF COLUMBIA TENNESSEE
CITY COUNCIL
STAFF REPORT

STAFF REPORT CONTACT INFORMATION
Wanda McClain, HR Director, wmcclain@columbiatn.com, 931-560-1570

AGENDA ITEM TITLE:
APPROVE THE CITY OF COLUMBIA'S STOP LOSS GROUP MEDICAL INSURANCE PREMIUM WITH SUN LIFE FINANCIAL WITH AN INDIVIDUAL SPECIFIC DEDUCTIBLE OF $150,000 AND AN AGGREGATING SPECIFIC CORRIDOR OF $125,000 EFFECTIVE JULY 1, 2023 AND AUTHORIZE THE MAYOR TO SIGN ANY NECESSARY DOCUMENTS

RECOMMENDATION: Approve.

INFORMATION: To ensure we are receiving the most competitive rates and the best possible service for our eligible employees; Sherrill Morgan does a request for proposals for stop loss coverage. This plan year our health plan experienced fewer high claimants than in the previous plan year. The results of the lower claims cost and competition resulted in a reduction of the renewal premium from our current stop loss insurance carrier, Sun Life. The renewal rates for the year beginning July 1, 2023, are -14% lower than last year's premium.

Sun Life continues to guarantee against any of our employees being subject to an individual laser and that we will not receive an increase above 50%. With this guarantee and the reduction in premium, the decision was made to stay with Sun Life for the stop loss.

Blue Cross gave us a 3.2% increase on our administrative fees; for the 23-24 plan year they will be $52.22 per employee per month. The administrative fee for dental remained at $4.46 per covered life per month.

In an effort to improve employee awareness of their current health condition(s), the City will continue the tobacco and HRA/biometric requirements. These requirements do not apply to those employees who are not on the group medical plan and receive the "In lieu of insurance" amount of $1,700 annually.

CERTIFICATION: The Chief Financial Officer certifies that sufficient funds are available and unencumbered in the Insurance Fund.



Sun Life

STOP-LOSS

Expertise

Renewal proposal created for

City of Columbia

Presented by Tara Mittleman

Telephone: 773-680-6332

Tara.Mittleman@sunlife.com



Why Sun Life?

A leader you can **continue** to count on

Being a leader in stop-loss coverage doesn't happen overnight. Sun Life has been in the business for more than 35 years, listening closely to what our clients want from us and delivering the coverage, insights, and client experience to be the best partner in stop-loss. As an industry leader, we are proud to provide our clients the dependability and stability they need, along with the flexible options they want to meet the unique needs of their business.

Strength and Stability

Count on us to be there to support you now and into the future, even in times of uncertainty.

- A leading stop-loss carrier, with more than 35 years of experience
- Over 4.7M covered members and $2B of in-force premium[1]
- Strong financial ratings[2]
- Consistent underwriting and fast claim reimbursement

Innovation and Customization

Count on us to build customized solutions to best fit your unique needs – and to always be thinking about what's next.

- Tailored coverage options that work for you
- Increased predictability on your renewal
- Consultative, value-added services to improve cost and care outcomes
- A variety of features including NEW COVID-19 options

Insights and Expertise

Count on us to turn our robust data into actionable insights to help you make the right decisions about your coverage.

- Annual high-cost claim and injectable drug trends analysis with actionable recommendations
- Insights on emerging gene therapies
- Self-funding best practices and legislative updates
- Customized benchmarking data to guide your self-funded strategy



Predictable renewals

Our comprehensive renewal approach provides customers with fair and predictable renewals.

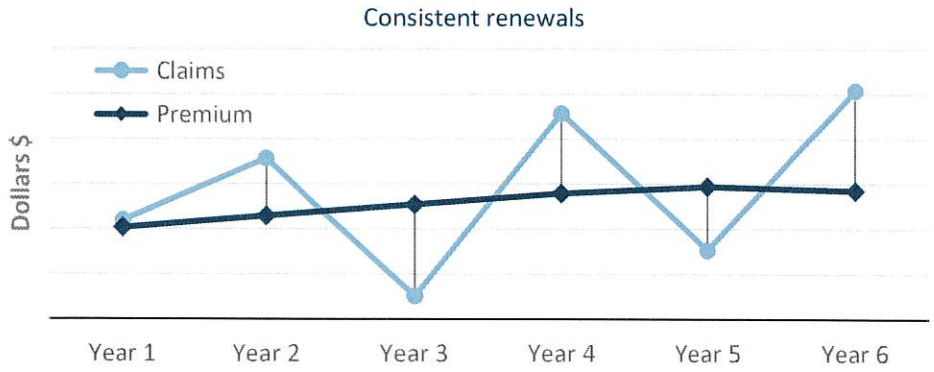
All of Sun Life Stop-Loss renewals include the following:

1. An explanation about how **pooling helps deliver rate stability**
2. A **claims summary** showing how your plan is performing
3. Education about **market factors** that affect stop-loss rates
4. A clear renewal illustration that outlines **current rates and renewal options**

SECTION ONE

How pooling helps deliver renewal rate stability over time

We combine your company's Stop-Loss experience with that of other customers to help produce more consistent renewal costs. This is called "pooling", which means that the overall cost of claims is shared by your company and the others in the pool. Sun Life is able to provide increased rate stability through pooling due to our book of Stop-Loss business being large enough to absorb the claim fluctuations that would be produced by any one customer



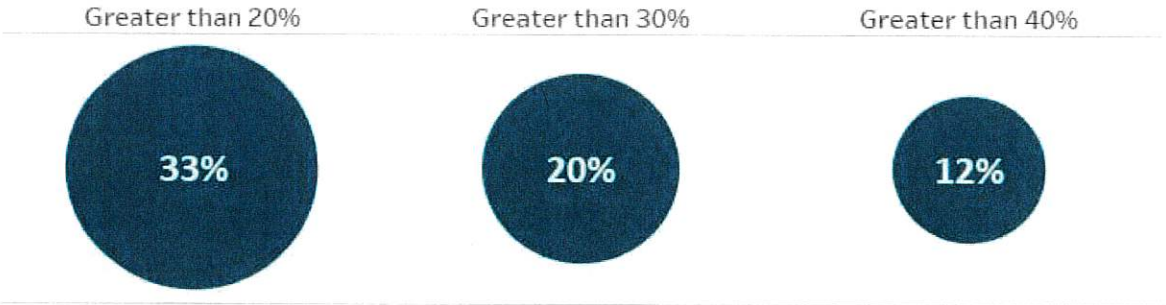
The chart above shows how our pooled approach can provide protection against significant changes in renewal costs. Your Stop-Loss claims can rise and fall from year to year, largely due to the volatility often associated with catastrophic claims.

In a non-pooled approach, your renewal premium would likely be adjusted each year to reflect your individual claims experience. The corresponding rate changes might be extreme, depending on how poor or how favorable the experience was during the most recent contract periods. Pooling decreases volatility, since the cost of the catastrophic claim is shared by the entire customer pool.

Proven results you can depend on

Our pooled approach has provided stability for our clients in good times and bad.

Below is the distribution of rate increases over the last three renewal years **2018-2020** [3]**:**



SECTION TWO

Specific claims summary

City of Columbia, Specific claims summary

The charts below show your current Specific claims activity related to your Specific deductible.

This chart shows the total number of claims that exceeded the Specific deductible during the contract period(s). For the current period, the expected claim count is a year-to-date number to be comparable to the claim count.

Number of claims beyond Specific deductible

Year	Spec level	Claim count	Expected	Actual to expected
Current	$150,000	1	1	83%
Prior 1	$150,000	1	3	30%
Prior 2	$150,000	3	3	100%
Totals		5	8	66%

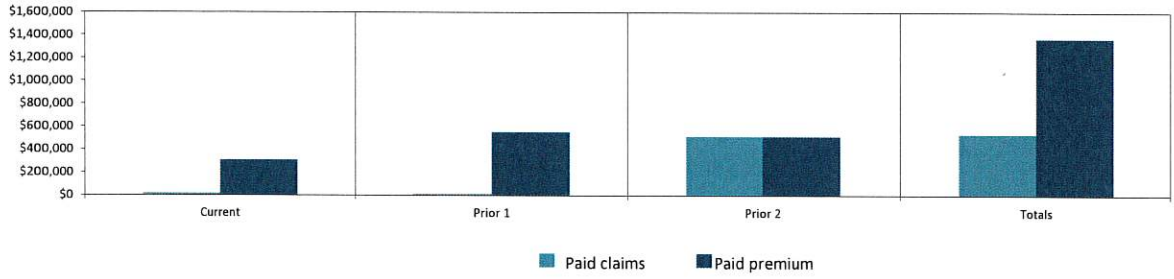
This chart shows the total number of claims that exceeded the Specific deductible during the contract period(s). For the current period, the expected claim count is a year-to-date number to be comparable to the claim count.

Reimbursed claims compared to paid premiums

Year	Claim count	Paid claims	Paid premium	Loss ratio
Current	1	$14,774	$304,264	5%
Prior 1	1	$7,196	$551,221	1%
Prior 2	3	$512,419	$512,226	100%
Totals	5	$534,388	$1,367,710	39%

This chart shows your total reimbursed claims compared to total paid premiums.

Paid claims versus paid premiums



This chart shows your total reimbursed claims compared to total premiums.

Estimated reimbursable claims

When preparing your renewal options, Sun Life assumes that a number of claims have not yet been reported in the current policy period. We use a completion factor to help us predict how many claims will be submitted for reimbursement in the remaining months of the policy period. A completion factor is an estimated amount of time it might take for an incurred stop-loss claim to be submitted for reimbursement.

Estimated reimbursable claims projection

Reported claims	Not-yet-reported claims
Spanning the 9 completed months of the policy year	Spanning the remaining 3 months in the policy year
53%	47%

This chart shows the estimated percentage of reported and not-yet-reported claims for your policy year as of the date of this renewal proposal.

SECTION THREE

Market factors that affect stop-loss rates

A variety of market factors impact the development of your stop-loss rates. Some of the more influential are medical trend, leveraged trend, your health-care plan design, and your group's attributes. However, other factors such as economic conditions, current legislation and the stop-loss industry itself are also taken into consideration.



Here's more detail behind the key factors that affect stop-loss rates:

The health-care plan and the group's attributes

Significant factors that influence how a stop-loss carrier sets its rates are:

Health-care plan design services may include co-payments, deductibles, employee contributions, incentives, wellness programs, and participation levels

Network selections provides the choice of preffered provider organization (PPO), a health maintenance organization (HMO) or a reference-based pricing approach

Group attributes like the demographics of the employee population, the geographic location of the employer, and the type of industry.

Medical trend is a prediction of how much health-care costs will change over time. It is driven by a combination of the changes in costs for services as well as the rates of utilization. Historically, medical trend has increased at a rate that has outpaced inflation.[4]

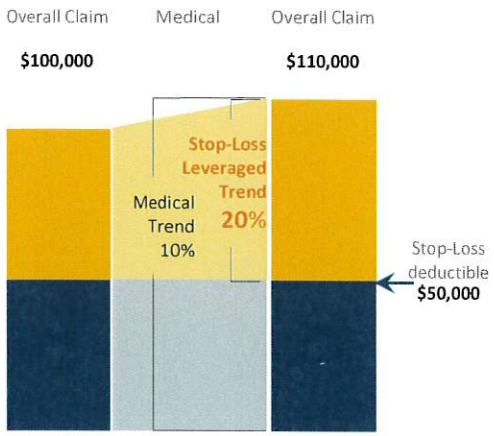
Leveraged trend is a prediction of how much the cost of catostrophic claims – the type of claims that stop-loss insurance covers – will rise or fall over time in relation to health-care costs.

If the stop-loss deductible remains the same from year to year, the division of risk between the employer and the stop-loss insurer will change and the stop-loss carrier will assume a larger portion of the risk in return for higher premiums.

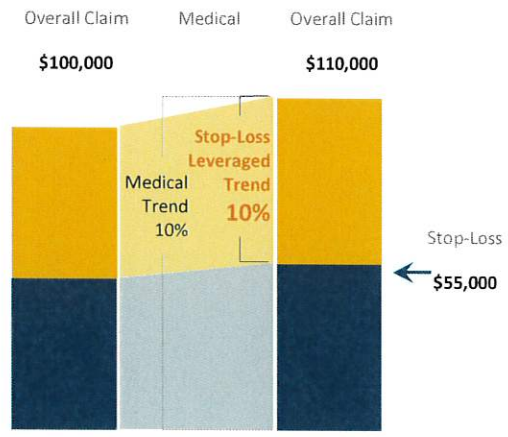
How can you reduce the impact of leveraged trend?
An employer can offset the effect of leveraged trend on it's Specific stop-loss premium by choosing a higher specific deductible to offset the additional risk absorbed by the carrier.

Leveraged trend example

Impact without a change to Stop-Loss Deductible



Impact with an increase to Stop-Loss Deductible



SECTION FOUR

Renewal options

To accept the renewal proposal, please do the following:

- At the bottom of this page, **select a renewal option and sign where indicated.**
- Email, fax, or mail this page to me by June 1, 2023, in order to avoid a lapse in coverage.

Policyholder name:	City of Columbia	Account number:	913256
Policyholder Address:	700 N Garden St	Renewal status:	Open
	Columbia, TN 38401	TPA Name:	BLUE CROSS/BLUE SHIELD OF TN
Situs State:	TN	PPO Name:	BCBS Tenn-Chatt/Memphis
Renewal Eff. Date:	July 1, 2023		

Current and renewal rate summary

Tier	Employees
Single	259
Family	150
Total	**409**

Specific Stop-Loss policy details and renewal options

Plan thresholds	Current	Renewal option 1	Renewal option 2	Renewal option 3
Individual Specific deductible	$150,000	$150,000	$165,000	$175,000
Aggregating Specific deductible	$125,000	$125,000	$125,000	$125,000
Annual maximum	Unlimited	Unlimited	Unlimited	Unlimited
Lifetime maximum	Unlimited	Unlimited	Unlimited	Unlimited
Claims basis	PAID	PAID	PAID	PAID
Benefits covered	Medical and Rx	Medical and Rx	Medical and Rx	Medical and Rx
Single	$76.01	$65.38	$59.82	$55.55
Family	$161.61	$139.00	$127.18	$118.11
Total monthly premium	**$43,928.09**	**$37,783.42**	**$34,570.38**	**$32,103.95**
Renewal rate action as a % increase to current monthly premium		-14.0%	-21.3%	-26.9%

Total estimated annual plan costs

Total costs	Current	Renewal option 1	Renewal option 2	Renewal option 3
Total annual premium	$527,137.08	$453,401.04	$414,844.56	$385,247.40
Total estimated self-funded plan costs	**$527,137.08**	**$453,401.04**	**$414,844.56**	**$385,247.40**
Renewal rate action as a % increase to total estimated annual plan cost.		-14.0%	-21.3%	-26.9%

Select renewal option			

Please indicate the renewal option you have selected by initialing one of the three boxes above. The premium rates agreed upon as part of the renewal will be effective on the Policy Renewal Effective Date. Your signature on the renewal proposal constitutes your acceptance of the terms, conditions, assumptions and contingencies set forth in it.

Please acknowledge your acceptance of the renewal proposal, which includes all pages of the proposal, by signing below and returning the signed page to Tara Mittleman.

Policyholder Signature:_____ Date:_____

Printed Name:_____ Printed Title:_____

APPROVED AS TO LEGAL FORM:

C. Tim Tisher

C. TIM TISHER, CITY ATTORNEY

Renewal options, continued

May 15, 2023

Policyholder name:	City of Columbia
Account number:	913256
Renewal status:	Open
Renewal Eff. Date:	July 1, 2023

Specific Stop-Loss coverage

The following options and programs are included in your policy:

Options:

- **No New Lasers at Renewal option with Renewal Rate Cap of 50%**
  This option prevents new lasers from being added to the new policy if it renews. The rate cap applies to Specific Benefit rates and the Aggregating Specific deductible (if applicable), and it assumes there are no material changes to the underlying plan, the Sun Life Stop-Loss policy, or the covered group.
- **Mirroring Endorsement**
  This option is subject to review and approval by Sun Life and may affect the quoted rates. To include this endorsement with your policy, within 90 days of the policy effective date, we need your plan document and an executed Renewal Options signature page.
- **Advance Funding option**
  This option enhances the cash flow of your self-funded plan by advancing the stop-loss funds to you or your administrator up front, before you pay the provider.
- **Retiree coverage**
- **Rx claims are included and bundled with the administration (no carve-out PBM)**
  This proposal assumes that your stop-loss insurance will include coverage for prescription drug claims and that the standard large claimant reporting from your medical administrator will include both medical and prescription drug claims. Based on the information provided, your PBM vendor is Ventegra.

Programs:

- **SunElite℠ medical document review service**
  SunElite is a medical plan document review service for Sun Life Stop-Loss clients. Your custom SunElite report will analyze the plan's cost-containment, federal law compliance and discretionary authority.
- **SunResources® preferred network program**
  SunResources is our preferred cost-containment vendor program. On a voluntary basis, Sun Life clients gain access to an extensive network of cost-containment vendors that have gone through a rigorous vetting process to ensure quality service and performance. SunResources can help lower costs both before and after a catastrophic claim occurs.

The following are not included in your policy:

- **Clinical Trials option**
- **Terminal Liability option**
- **Experience Rating Refund**

Producer commissions

Sun Life pays the following commission percent to the Stop-Loss producer: 0.0%.

Specific Benefit Stop-Loss renewal acceptance

Acceptance of your Specific Benefit Stop-Loss renewal by Sun Life is subject to timely receipt of a signed renewal proposal and contingent upon a review of large claims over $50,000 with diagnosis/prognosis for the period of July 1, 2022, through March 31, 2023, with accompanying required information. For large claims, the required information includes paid claims, pending claims, and notification of known situations. Upon review of your large claims information, we reserve the right to recalculate quoted rates.

Sun Life will not reimburse for claims expenses incurred outside the Policy Year parameters.

General coverage

- **Captive coverage**
  Any Stop Loss policy issued to a policyholder that is part of a captive program, is excluded from any and all Sun Life incentive, bonus or override programs.

- **Affordable Care Act accommodations**
  This renewal proposal represents Sun Life's efforts to work with you to meet your requirements under the Affordable Care Act (ACA), including, but not limited to, the dependent age provisions of the ACA. It is the self-funded medical plan's responsibility to keep its census data up to date at all times. If the plan inadvertently does not remove a terminated participant, Sun Life may deny any claims from the participant. However, in that situation, the self-funded medical plan is responsible for the claim.

Disclosures

1. Sun Life book of business data through March 2020.
2. For complete financial ratings, visit www.sunlife.com/financialratings.
3. Sun Life renewal statistics data from 2018 to 2020.
4. Health Research Institute Medical Trend "Behind The Numbers" report 2021.

Producer licensing
All Sun Life companies require producers using insurance quotes we issue for the purpose of soliciting, selling, or negotiating insurance to be licensed both by the state where the prospective client is located and by any state where the solicitation, sale, or negotiation of insurance occurs, if different. This requirement pertains to all forms of solicitation, sales or negotiation of insurance, including but not limited to solicitation, sale, or negotiation conducted in person, by telephone, by email, by fax, or otherwise.

Producer compensation
We encourage brokers and their clients to discuss what commission or other compensation may be paid in connection with the purchase of products and services from Sun Life companies. All Sun Life companies may pay the selling broker, agency, or third party administrator for the promotion, sale, and renewal of the products and services offered in this proposal. In addition to our standard compensation, we may make additional cash payments or reimbursements to selling brokers in recognition of their marketing and distribution activities, persistency levels, and volume of business.

For New York situs business, we may pay reduced compensation where fewer services are offered and increased compensation where more services are provided. Producers must comply with the specific compensation disclosure requirements of New York Regulation 194.

Plan and rates
This renewal proposal is based on the employee census information that was provided. Acceptance of the group and final rates will be determined by the Sun Life home office in the United States based on actual enrollment and case experience, if required. Terms and conditions of any coverage under the policy will be determined by all necessary final data and by underwriting rules, policy requirements, and policy provisions in effect on the date coverage begins.

Sun Life Companies
The Sun Life group of companies operates under the "Sun Life" name. In the United States and elsewhere, insurance products are offered by members of the Sun Life group of companies that are insurance companies.

Currently, group underwriting companies include Sun Life and Health Insurance Company (U.S.) and Sun Life Assurance Company of Canada. Sun Life Inc., the publicly traded holding company for the Sun Life group of companies, is not an insurance company and does not guarantee the obligations of these insurance companies. Each insurance company relies on its own financial strength and claims-paying ability.

Group stop-loss insurance policies are underwritten by Sun Life Assurance Company of Canada (Wellesley Hills, MA) in all states, except New York, under Policy Form Series 07-SL REV 7-12. In New York, group stop-loss insurance policies are underwritten by Sun Life and Health Insurance Company (U.S.) (Lansing, MI) under Policy Form Series 07-NYSL REV 7-12. Product offerings may not be available in all states and may vary depending on state laws and regulations.

Stop-Loss information
The following services are not insurance and carry a separate charge included with the price of coverage: Clinical 360, owned by Sun Life; SunExcel®, owned by Sun Life; SunElite℠, owned by Sun Life with services provided by The Phia Group, LLC.

Information
Issuance of a Stop Loss policy is dependent upon meeting underwriting guidelines and participation requirements.

Sun Life

If you have any questions or to learn more, contact your Sun Life Stop-Loss Specialist.

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MEDICAL ADMINISTRATIVE FEES

Main Administrative Services Fee:	7/1/23 Fee
Admin Fee	$ 43.80
Medical Main Administrative Services Fee	$ 43.80
Medical Guaranteed Administrative Services Fee	$ 43.80
COBRA - Std w/INL	$ 0.68
Chronic Care Mgmt - Incl Nurseline	$ 1.98
Advanced Radiological Imaging	$ 0.58
Genetic Testing	$ 0.18
Rx Transparency Admin Fee	$ 5.00
Medical Total Administrative Services Fee	$ 52.22

Shared Savings:

Subrogation Recoveries	15%	of Recovery, plus attorney fees
Mass Torts	15%	of Recovery, plus attorney fees
Class Action Suit Recoveries	15%	of Recovery, plus attorney fees
Claim & Provider Audit Recoveries	15%	of Recovery or Prevention
COB Recoveries	15%	of Recovery
Medical Drug Rebates	100%	of Medical Drug Rebates
Pharmacy PBM Rebates	0%	of Pharmacy PBM Rebates

Conditions

1. BlueCross retains the right to adjust the administrative services fee to cover reasonably anticipated cost variations resulting from:
   a. Changes in the plan, legislation, regulation, or required assessment or tax that changes BlueCross' costs in offering the plan.
   b. Termination or addition of a subsidiary, operation or class of employees

BlueCrossBlueShield of Tennessee, Inc., an Independent Licensee of the BlueCross BlueShield Association

c. Fluctuation of the actual number of covered employees by +/- 10% by location, state, and/or in aggregate from the 395 contracts that the quote was based on.

2. The Administrative Services Fees listed above were based upon a member to subscriber ratio of 1.76. If this member to subscriber ratio changes by +/- 0.05, BlueCross reserves the right to recalculate the Administrative Services Fees.

3. The financial offer above is contingent upon both medical and pharmacy being administered by BlueCross for the duration of the multi-year agreement.

4. Rating may be revised if Federal, State, or Local action impacts the benefit levels quoted herein or affects our ability to meet our obligations to you, to your covered employees/our customers or to our contracted providers. By way of illustration, such legislation or executive actions which impose controls or requirements that affect: our ability to determine rates; covered medical expenses or service benefits; providers' delivery of care or the fees they charge; or our contracts with providers, may be deemed to so affect our contractual obligations. Should this happen, BlueCross will make a good faith effort to work to reach a new agreement that equitably reflects the circumstances as altered by government action.

5. Effective Case Management requires that BlueCross Case Managers have sufficient group engagement and contact information for those members identified and/or actively engaged in Case Management programs.

6. This self-funded services fee agreement requires the group to notify BlueCross within 30 days if any information set forth in this exhibit changes at any time while coverage is provided to you by BlueCross.

7. The coverage of this self-funded services fee agreement allows caveats and conditions set forth in this document to survive execution of any final contract and/or issuance by BlueCross of any policy and/or Administrative Services Agreement.

8. This self-funded pricing proposal is a high-level summary of the proposed coverage. It does not identify all the categories of health care expenses that are covered or excluded.

BlueCrossBlueShield of Tennessee, Inc., an Independent Licensee of the BlueCross BlueShield Association

DENTAL ADMINISTRATIVE FEES

Dental Administrative Services Fee:	7/1/23 Fee
Admin Fee	$ 4.46
Dental Administrative Services Fee	$ 4.46
Dental Guaranteed Administrative Services Fee	$ 4.46
Dental Total Administrative Services Fee	$ 4.46

Conditions

1. BlueCross retains the right to adjust the administrative services fee to cover reasonably anticipated cost variations resulting from:
   a. Changes in the plan, legislation, regulation, or required assessment or tax that changes BlueCross' costs in offering the plan.
   b. Termination or addition of a subsidiary, operation or class of employees
   c. Fluctuation of the actual number of covered employees by +/- 10% by location, state, and/or in aggregate from the 320 contracts that the quote was based on.

2. The Administrative Services Fees listed above were based upon a member to subscriber ratio of 2.06. If this member to subscriber ratio changes by +/- 0.05, BlueCross reserves the right to recalculate the Administrative Services Fees.

BlueCrossBlueShield of Tennessee, Inc., an Independent Licensee of the BlueCross BlueShield Association

CITY OF COLUMBIA TENNESSEE
CITY COUNCIL
STAFF REPORT

STAFF REPORT CONTACT INFORMATION
Ginger Adams, Administrative Assistant, gadams@columbiatn.com, 931-560-1723

AGENDA ITEM TITLE: APPROVE BID AWARD TO NATIVE INSTINCT LLC FOR A 200KW STANDBY GENERATOR AND TWO (2) AUTOMATIC TRANSFER SWITCHES IN THE AMOUNT OF $104,444.21

RECOMMENDATION: Approve.

INFORMATION: The City of Columbia requested bids for a New 200KW Standby Generator and (2) Two Automatic Transfer Switches for the Fire Station 1 remodel. Due to the anticipated sixty (60) week time frame, an invitation to bid was initiated.

CERTIFICATION: The Chief Financial Officer certifies that $104,445 is budgeted and unencumbered in Fire-Suppression-Machinery/Equipment.

CITY OF COLUMBIA
TENNESSEE
Something good around every corner.

BID TABULATION

New 200KW Standby Generator and (2) Two Automatic Transfer Switches
Solicitation 422-0423-17
May 18, 2023

Vendor	Cost
Nixon Power Services 1515 JP Hennessy Drive LaVergne, TN 37086	$119,152.00
Native Instinct LLC 4413 Cycad Lane Boyton Beach, FL 33436	$104,444.21

This is a tabulation of all bids received.

Sommar Jaynes

Purchasing Agent

CITY OF COLUMBIA TENNESSEE
CITY COUNCIL
STAFF REPORT

STAFF REPORT CONTACT INFORMATION
Melissa Sanders, Planning Associate I, msanders@columbiatn.com, 931-560-1560

AGENDA ITEM TITLE:
RESOLUTION NO. 23-29 - A RESOLUTION TO ANNEX AND APPROVE A PLAN OF SERVICES FOR PROPERTIES AND PORTIONS OF PROPERTIES AT TAX MAP 112 PARCELS 2.03, 9, 10.01, AND 10.07 LOCATED OFF TROTWOOD AVENUE INTO THE CITY OF COLUMBIA, TENNESSEE - WARD 1

RECOMMENDATION: Approve Resolution No. 23-29.

INFORMATION: The property owner(s) and the applicant are requesting annexation into the City of Columbia for future residential development under a Planned Unit Development Master plan known as Old Zion Road PUD. The Planning Commission reviewed this request and recommended approval with a vote of 4-2 at the April 12, 2023 meeting.

A RESOLUTION TO ANNEX AND APPROVE A PLAN OF SERVICES FOR PROPERTIES AND PORTIONS OF PROPERTIES AT TAX MAP 112 PARCELS 2.03, 9, 10.01, AND 10.07, LOCATED OFF TROTWOOD AVENUE, INTO THE CITY OF COLUMBIA, TENNESSEE.

WHEREAS, pursuant to the authority of Tennessee Code Annotated Section §6-51-1 et.seq., the City of Columbia has the power to annex property into such City when petitioned by the owner; and

WHEREAS, the property owner(s) have requested and petitioned the City Council of the City of Columbia to annex into the City of Columbia as illustrated in Exhibit "B" which is attached hereto and incorporated herein by reference; and

WHEREAS, it appears to the City Council of the City of Columbia that the prosperity of the City of Columbia and the property described in Exhibit "A" attached hereto and incorporated herein by reference will be materially retarded and the safety and welfare of the inhabitants and property endangered unless said property is annexed.

NOW THEREFORE, BE IT HEREBY RESOLVED BY THE CITY OF COLUMBIA:

Section 1. The City of Columbia hereby annexes into the City of Columbia, Tennessee and incorporates within the boundaries thereof, properties and portions of properties at Tax Map 112 Parcels 2.03, 9, 10.01, and 10.07, located off Trotwood Avenue, lying between the present corporate limits and the new corporate limits. A location map depicting the proposed annexation area is identified as Exhibit "C" and is attached hereto and incorporated herein by reference.

Section 2. This Resolution was passed after a public hearing relative to this proposed annexation held by the Mayor and City Council of the City of Columbia, at the City Hall at 5:30 p.m. on the 8th day of June 2023, with notice of said hearing being given in The Daily Herald of Columbia, Tennessee, fifteen (15) days or more before said hearing. The Columbia Municipal Planning Commission recommended approval for the said annexation on the 12th day of April, 2023.

Section 3. It appearing to the City Council of the City of Columbia, Tennessee, that in accordance with Tennessee Code Annotated, Section §6-51-102, a Plan of Services is required for the territory to be annexed. The City Council of the City of Columbia adopted a Plan of Services for the above described property on the 8th day of June, 2023, following a duly advertised public hearing, setting forth the identification and projected timing of municipal services to be extended in the above described area to be annexed. It further appearing that said Plan of Services as adopted by the City Council of the City of Columbia was previously submitted to the Columbia Municipal Planning Commission which studied said Plan of Services and rendered a written report to the City Council of the City of Columbia on the 12th day of April, 2023.

Section 4. This Resolution shall become effective thirty (30) days after its passage.

Section 5. That all Resolutions or parts of Resolutions in conflict herewith are hereby repealed.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF COLUMBIA, TENNESSEE THIS 8th DAY OF JUNE, 2023.

_____

CHARLES (CHAZ) M. MOLDER, MAYOR

ATTEST:

_____

THAD H. JABLONSKI, CITY RECORDER

LEGAL FORM APPROVED:

C. Tim Tisher

C. TIM TISHER, CITY ATTORNEY

RaganSmith

21-0244

DOBUAL SPRING CREEK PARTNERS PROPERTY DESCRIPTION

MAP 112, PARCEL 9.00

BEING A CERTAIN TRACT OF LAND LOCATED IN THE 9TH CIVIL DISTRICT OF MAURY COUNTY, TENNESSEE. BEING PART OF THE SAME PROPERTY DEEDED TO DOBUAL SPRING CREEK PARTNERS OF RECORD IN DEED BOOK 1239, PAGE 865, REGISTER'S OFFICE FOR MAURY COUNTY, TENNESSEE (R.O.M.C.T.). BEING BOUNDED ON THE NORTH AND EAST BY CITY OF COLUMBIA OF RECORD IN DEED BOOK R1875, PAGE 855, DEED BOOK R2068, PAGE 364, AND DEED BOOK R2068, PAGE 361, R.O.M.C.T., ON THE SOUTH BY TROTWOOD AVENUE – STATE ROUTE 243 (60' RIGHT OF WAY WIDTH), ON THE WEST BY GREGORY BAXTER, ETUX. OF RECORD IN DEED BOOK R1884, PAGE 442, R.O.M.C.T., LOT 1 AND LOTS 21-28 AS SHOWN ON THE FINAL PLAT ENTITLED "ASHWOOD MANOR" OF RECORD IN PLAT BOOK 8, PAGE 90, R.O.M.C.T., AND OLD ZION, LLC OF RECORD IN DEED BOOK R2600, PAGE 96, R.O.M.C.T. BEING DESCRIBED ACCORDING TO A SURVEY PREPARED BY KEVIN L. BIRDWELL, RLS #1797 WHOSE ADDRESS IS RAGAN-SMITH ASSOCIATES, 315 WOODLAND STREET, NASHVILLE, TENNESSEE 37206, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A 1/2" IRON ROD (NEW) WITH A PLASTIC CAP STAMPED "RAGAN-SMITH ASSOCIATES" (TYPICAL) IN THE NORTHERLY RIGHT OF WAY OF TROTWOOD AVENUE – STATE ROUTE 243, SAID IRON ROD BEING THE SOUTHEAST CORNER OF THE HEREIN DESCRIBED TRACT OF LAND AND PROCEEDING AS FOLLOWS:

THENCE, WITH THE NORTHERLY RIGHT OF WAY OF TROTWOOD AVENUE – STATE ROUTE 243, SOUTH 71 DEGREES 43 MINUTES 53 SECONDS WEST, 3760.08 FEET TO A 1" IRON PIPE (OLD) AT THE SOUTHEAST CORNER OF SAID BAXTER PROPERTY;

THENCE, WITH THE EAST LINE OF SAID BAXTER PROPERTY, NORTH 18 DEGREES 37 MINUTES 31 SECONDS WEST, 257.38 FEET TO A 5/8" IRON ROD (OLD) AT THE COMMON CORNER OF SAID BAXTER AND LOT 1;

THENCE, WITH THE EASTERLY LINES OF LOT 1 AND LOTS 21-28 THE FOLLOWING THREE CALLS (1 THROUGH 3):

1. NORTH 08 DEGREES 55 MINUTES 46 SECONDS EAST, 775.72 FEET TO A 5/8" IRON ROD (OLD);
2. NORTH 08 DEGREES 22 MINUTES 18 SECONDS EAST, 329.80 FEET TO A 5/8" IRON ROD (OLD);
3. NORTH 07 DEGREES 55 MINUTES 00 SECONDS EAST, 447.60 FEET TO A CONCRETE MONUMENT (OLD) AT A SOUTHEAST CORNER OF OLD ZION, LLC PROPERTY;

THENCE, WITH AN EASTERLY LINE OF SAID OLD ZION, LLC PROPERTY, NORTH 08 DEGREES 14 MINUTES 58 SECONDS EAST, 1280.67 FEET TO A CONCRETE MONUMENT (OLD) AT THE SOUTHWEST CORNER OF SAID CITY OF COLUMBIA PROPERTY;

THENCE, WITH THE SOUTHERLY AND WESTERLY LINES OF SAID CITY OF COLUMBIA PROPERTY THE FOLLOWING FOURTEEN CALLS (1 THROUGH 14):

1. SOUTH 85 DEGREES 34 MINUTES 39 SECONDS EAST, 1577.22 FEET TO A PLANTED STONE;
2. SOUTH 85 DEGREES 08 MINUTES 00 SECONDS EAST, 97.47 FEET TO A CONCRETE MONUMENT (OLD);
3. SOUTH 83 DEGREES 55 MINUTES 40 SECONDS EAST, 1056.49 FEET TO AN IRON ROD (NEW);
4. ALONG THE ARC OF A CURVE TO THE RIGHT, HAVING A RADIUS OF 105.00 FEET, AN ARC LENGTH OF 165.16 FEET, A DELTA ANGLE OF 90 DEGREES 07 MINUTES 18 SECONDS, HAVING A CHORD BEARING AND DISTANCE OF SOUTH 38 DEGREES 52 MINUTES 06 SECONDS EAST, 148.65 FEET TO AN IRON ROD (NEW);
5. SOUTH 06 DEGREES 11 MINUTES 28 SECONDS WEST, 116.88 FEET TO AN IRON ROD (NEW);
6. ALONG THE ARC OF A CURVE TO THE LEFT, HAVING A RADIUS OF 130.00 FEET, AN ARC LENGTH OF 56.44 FEET, A DELTA ANGLE OF 24 DEGREES 52 MINUTES 34 SECONDS, HAVING A CHORD BEARING AND DISTANCE OF SOUTH 06 DEGREES 14 MINUTES 51 SECONDS EAST, 56.00 FEET TO AN IRON ROD (NEW);
7. SOUTH 18 DEGREES 41 MINUTES 06 SECONDS EAST, 357.57 FEET TO AN IRON ROD (NEW);
8. SOUTH 71 DEGREES 18 MINUTES 54 SECONDS WEST, 20.00 FEET TO AN IRON ROD (NEW);
9. SOUTH 18 DEGREES 41 MINUTES 06 SECONDS EAST, 100.00 FEET TO AN IRON ROD (NEW);
10. NORTH 71 DEGREES 18 MINUTES 54 SECONDS EAST, 20.00 FEET TO AN IRON ROD (NEW);
11. SOUTH 18 DEGREES 41 MINUTES 06 SECONDS EAST, 657.60 FEET TO AN IRON ROD (NEW);
12. SOUTH 71 DEGREES 18 MINUTES 54 SECONDS WEST, 10.00 FEET TO AN IRON ROD (NEW);
13. SOUTH 18 DEGREES 41 MINUTES 06 SECONDS EAST, 282.13 FEET TO AN IRON ROD (NEW);
14. SOUTH 26 DEGREES 27 MINUTES 57 SECONDS WEST, 13.94 FEET TO THE **POINT OF BEGINNING** AND HAVING AN AREA OF 7,592,427 SQUARE FEET OR 174.30 ACRES, MORE OR LESS.

RaganSmith

21-0244

WILLIAM P. RIDLEY AND CHARLOTTE M. RIDLEY, TRUSTEES OF THE WILLIAM P. RIDLEY REVOCABLE TRUST DATED AUGUST 19, 2011 PROPERTY DESCRIPTION

MAP 112, PARCEL 2.03

BEING A CERTAIN TRACT OF LAND LOCATED IN THE 9TH CIVIL DISTRICT OF MAURY COUNTY, TENNESSEE. BEING PART OF THE SAME PROPERTY DEEDED TO WILLIAM P. RIDLEY AND CHARLOTTE M. RIDLEY, TRUSTEES OF THE WILLIAM P. RIDLEY REVOCABLE TRUST DATED AUGUST 19, 2011, OF RECORD IN DEED BOOK R2165, PAGE 239, REGISTER'S OFFICE FOR MAURY COUNTY, TENNESSEE (R.O.M.C.T.). BEING BOUNDED ON THE NORTH BY WELTON INVESTMENTS LLC OF RECORD IN DEED BOOK R2077, PAGE 1007, AND BY THE CENTERLINE OF THE L AND N RAILROAD, ON THE EAST BY WESTFIELD ESTATES SECTION 3 OF RECORD IN PLAT BOOK 7, PAGE 224, R.O.M.C.T., BY KCS PROPERTY LLC OF RECORD IN DEED BOOK R2706, PAGE 1040, R.O.M.C.T. AND BY CHARLES RAINES OF RECORD IN DEED BOOK R2706, PAGE 1040, R.O.M.C.T., ON THE SOUTH BY JOHN R. NEAL OF RECORD IN DEED BOOK R2018, PAGE 400, R.O.M.C.T., AND BY THE CITY OF COLUMBIA OF RECORD IN DEED BOOK R2068, PAGE 364, R.O.M.C.T., ON THE WEST BY THE CITY OF COLUMBIA OF RECORD IN DEED BOOK R1875, PAGE 855, R.O.M.C.T., AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT BEING THE SOUTHWEST CORNER OF THE CHARLES RAINES PROPERTY, AND IN THE NORTH LINE OF THE JOHN NEIL PROPERTY AND BEING THE SOUTH EAST CORNER OF THE HERIN DESCRIBED TRACT OF LAND AND PROCEEDING AS FOLLOWS:

THENCE, WITH THE NORTH LINE OF JOHN R. NEAL THE FOLLOWING THREE CALLS (1 THROUGH 3)

1. NORTH 83 DEGREES 09 MINUTES 43 SECONDS WEST, 67.78 FEET TO A POINT;
2. SOUTH 28 DEGREES 38 MINUTES 38 SECONDS WEST, 4.82 FEET TO A 1 1/2" IRON PIPE (OLD)
3. SOUTH 83 DEGREES 55 MINUTES 40 SECONDS EAST, 56.59 FEET TO A POINT IN THE EAST LINE OF SAID CITY OF COLUMBIA PROPERTY;

THENCE WITH THE EASTERLY AND NORTHERLY LINE OF THE SAID CITY OF COLUMBIA, THE FOLLOWING TWO CALLS (1 THROUGH 2):

1. ALONG THE ARC OF A CURVE TO THE LEFT, HAVING A RADIUS OF 155.00 FEET, AN ARC LENGTH OF 128.18 FEET, A DELTA ANGLE OF 47 DEGREES 23 MINUTES 00 SECONDS, HAVING A CHORD BEARING AND DISTANCE OF NORTH 60 DEGREES 15 MINUTES 47 SECONDS WEST, 124.56 TO A POINT;
2. NORTH 83 DEGREES 55 MINUTES 40 SECONDS WEST, 1055.49 FEET TO A POINT IN THE EASTERLY LINE OF SAID CITY OF COLUMBIA PROPERTY;

THENCE, WITH SAID EASTERLY LINE THE FOLLOWING TWO CALLS (1 THROUGH 2):

1. NORTH 07 DEGREES 23 MINUTES 40 SECONDS EAST, 1467.74 FEET TO A POINT;
2. NORTH 03 DEGREES 55 MINUTES 43 SECONDS WEST 1023.72 FEET TO A POINT;
3. NORTH 03 DEGREES 55 MINUTES 43 SECONDS WEST, 34.22 FEET TO A POINT IN THE CENTERLINE OF SAID L AND N RAILROAD;

4.

THENCE, WITH THE WESTERLY AND SOUTHERLY LINE OF THE SAID WELTON INVESTMENTS LLC THE FOLLOWING FOUR CALLS (1 THROUGH 4):

1. SOUTH 05 DEGREES 04 MINUTES 17 SECONDS WEST 45.79 FEET TO A POINT;
2. SOUTH 03 DEGREES 52 MINUTES 17 SECONDS WEST 315.07 FEET TO POINT;
3. SOUTH 83 DEGREES 42 MINUTES 43 SECONDS EAST, 760.0 FEET TO A POINT;
4. SOUTH 83 DEGREES 42 MINUTES 43 SECONDS EAST, 181.89 FFET TO A POINT AT A NORTHWEST CORNER OF LOT 60 AS SHOWN ON SAID PLAN OF WESTFILED ESTATES SECTION 3;

THENCE, WITH WESTERLY LINE OF SAID WESTFIELD ESTATES SECTION 3, KCS PROPERTY LLC AND CHARLES RAINES THE FOLLOWING FOUR CALLS (1 THROUGH 4):

1. SOUTH 09 DEGREES 19 MINUTES 17 SECONDS WEST, 1025.00 FEET TO A POINT;
2. SOUTH 09 DEGREES 19 MINUTES 17 SECONDS WEST, 104.00 FEET TO A POINT;
3. SOUTH 10 DEGREES 39 MINUTES 17 SECONDS WEST, 666.42 FEET TO A POINT;
4. SOUTH 08 DEGREES 56 MINUTES 17 SECONDS WEST, 921.22 FEET TO THE POINT OF BEGINNING HAVING AN AREA OF 3,808,886 SQUARE FEET OR 87.44 ACRES, MORE OR LESS.

21-0244

OLD ZION, LLC PROPERTY DESCRIPTION

MAP 112, PARCELS 10.01

BEING A CERTAIN TRACT OF LAND LOCATED IN THE 8TH CIVIL DISTRICT OF MAURY COUNTY, TENNESSEE. BEING PART OF THE SAME PROPERTY DEEDED TO OLD ZION, LLC OF RECORD IN DEED BOOK R2600, PAGE 96, REGISTER'S OFFICE FOR MAURY COUNTY, TENNESSEE (R.O.M.C.T.). BEING BOUNDED ON THE SOUTH, WEST, AND NORTH BY OLD ZION LLC AND BEING BOUNDED ON THE EAST BY OLD ZION LLC AND "ASHWOOD MANNOR" PLAT BOOK 8, PAGE 90. BEING DESCRIBED ACCORDING TO A SURVEY PREPARED BY KEVIN L. BIRDWELL, RLS #1797 WHOSE ADDRESS IS RAGAN-SMITH ASSOCIATES, 315 WOODLAND STREET, NASHVILLE, TENNESSEE 37206, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A 3/4" IRON ROD (OLD) AT THE NORTHWEST CORNER OF LOT 17, AS SHOWN ON THE FINAL PLAT ENTITLED "ASHWOOD MANOR" OF RECORD IN PLAT BOOK 8, PAGE 90, AND PROCEEDING AS FOLLOWS:

THENCE, WITH THE WESTERLY LINE OF LOT 17 AND 16, SOUTH 00 DEGREES 32 MINUTES 54 SECONDS EAST, 261.29 FEET TO A POINT;

THENCE, CROSSING THE OLD ZION, LLC PROPERTY, AND WITH THE SOUTH, WEST, NORTH, AND EAST LINE OF THE HERIN DESCRIBED TRACT THE FOLLOWING TEN CALLS (1 THROUGH 10):

1. NORTH 89 DEGREES 33 MINUTES 25 SECONDS WEST, 441.50 FEET TO A POINT;
2. NORTH 75 DEGREES 33 MINUTES 25 SECONDS WEST, 112.50 FEET TO A POINT;
3. NORTH 04 DEGREES 33 MINUTES 25 SECONDS WEST, 634.50 FEET TO A POINT;
4. NORTH 04 DEGREES 26 MINUTES 35 SECONDS EAST, 198.50 FEET TO A POINT;
5. NORTH 11 DEGREES 26 MINUTES 35 SECONDS EAST, 239.70 FEET TO A POINT;
6. SOUTH 89 DEGREES 33 MINUTES 25 SECONDS EAST, 353.50 FEET TO A POINT;
7. SOUTH 00 DEGREES 41 MINUTES 35 SECONDS WEST, 321.50 FEET TO A POINT;
8. SOUTH 04 DEGREES 26 MINUTES 35 SECONDS WEST, 130.50 FEET TO A POINT;
9. SOUTH 26 DEGREES 11 MINUTES 46 SECONDS EAST, 350.50 FEET TO A POINT;
10. SOUTH 31 DEGREES 41 MINUTES 46 SECONDS EAST, 78.40 FEET TO THE POINT OF BEGINNING HAVING AN AREA OF 502,108 SQUARE FEET OR 11.53 ACRES, MORE OR LESS.

NASHVILLE
315 Woodland Street
Nashville, TN 37206
(615) 244-8591

MURFREESBORO
100 East Vine Street, Suite 402
Murfreesboro, TN 37130
(615) 546-6050

CHATTANOOGA
1410 Cowart Street, Suite 200
Chattanooga, TN 37408
(423) 490-9400

RaganSmith

21-0244

OLD ZION, LLC PROPERTY DESCRIPTION

MAP 112, PARCELS 10.07

BEING A CERTAIN TRACT OF LAND LOCATED IN THE 8TH CIVIL DISTRICT OF MAURY COUNTY, TENNESSEE. BEING PART OF THE SAME PROPERTY DEEDED TO OLD ZION, LLC OF RECORD IN DEED BOOK R2600, PAGE 96, REGISTER'S OFFICE FOR MAURY COUNTY, TENNESSEE (R.O.M.C.T.). BEING BOUNDED ON THE NORTH BY THE SOUTHERLY RIGHT OF WAY OF THE TENNESSEE SOUTHERN RAILROAD (200' RIGHT OF WAY WIDTH), ON THE EAST BY CITY OF COLUMBIA OF RECORD IN DEED BOOK R1875, PAGE 855, R.O.M.C.T., DOBUAL SPRING CREEK PARTNERS OF RECORD IN DEED BOOK 1239, PAGE 865, R.O.M.C.T. AND LOTS 7-17 AS SHOWN ON THE FINAL PLAT ENTITLED "ASHWOOD MANOR" OF RECORD IN PLAT BOOK 8, PAGE 90, R.O.M.C.T., ON THE SOUTH BY LOTS 17-21 ON SAID FINAL PLAT ENTITLED "ASHWOOD MANOR", SUSAN HUBBELL, ETVIR. OF RECORD IN DEED BOOK R2276, PAGE 1254, R.O.M.C.T., THE SAME BEING TRACT 2 AS SHOWN ON THE FINAL PLAT ENTITLED "JOSEPH W. FLEMING HEIRS PROPERTY" OF RECORD IN PLAT BOOK 7, PAGE 72, R.O.M.C.T., GABRIEL H. ALVAREZ OF RECORD IN DEED BOOK R2689, PAGE 972, R.O.M.C.T., DWIGHT YORK, ETUX. OF RECORD IN DEED BOOK 1349, PAGE 527, R.O.M.C.T., AND OLD ZION ROAD (50' RIGHT OF WAY WIDTH), ON THE WEST BY THE REMANING PORTION OF THE OLD ZION LLC PROPERTY OF RECORD IN DEED BOOK R2600, PAGE 96, R.O.M.C.T. BEING DESCRIBED ACCORDING TO A SURVEY PREPARED BY KEVIN L. BIRDWELL, RLS #1797 WHOSE ADDRESS IS RAGAN-SMITH ASSOCIATES, 315 WOODLAND STREET, NASHVILLE, TENNESSEE 37206, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT A 1/2" IRON ROD (NEW) WITH A PLASTIC CAP STAMPED "RAGAN-SMITH ASSOCIATES" (TYPICAL) AT THE INTERSECTION OF THE SOUTHERLY RIGHT OF WAY OF THE TENNESSEE SOUTHERN RAILROAD AND THE EASTERLY RIGHT OF WAY OF OLD ZION ROAD, SAID IRON ROD BEING THE NORTHWEST CORNER OF SAID OLD ZION LLC PROPERTY, AND PROCEEDING AS FOLLOWS:

THENCE, LEAVING THE EASTERLY RIGHT OF WAY OF OLD ZION ROAD, WITH THE SOUTHERLY RIGHT OF WAY OF TENNESSEE SOUTHERN RAILROAD THE FOLLOWING TWO CALLS (1 THROUGH 2):

1. NORTH 57 DEGREES 34 MINUTES 40 SECONDS EAST, 242.42 FEET TO AN IRON ROD (NEW);
2. NORTH 57 DEGREES 31 MINUTES 16 SECONDS EAST, 455.02 FEET TO THE POINT OF BEGINNING OF THE HERIN DESCRIBED TRACT OF LAND;

THENCE, WITH THE SOUHTERLY RIGHT OF WAY OF TENNESSEE SOUTHERN RAILROAD THE FOLLOWING TWO CALLS (1 THROUGH 2)

1. NORTH 57 DEGREES 31 MINUTES 16 SECONDS EAST, 599.32 FEET TO AN IRON ROD (NEW);
2. NORTH 57 DEGREES 31 MINUTES 16 SECONDS EAST, 2853.61 FEET TO AN IRON ROD (NEW) IN THE WEST LINE OF SAID CITY OF COLUMBIA PROPERTY;

THENCE, SOUTH 06 DEGREES 39 MINUTES 56 SECONDS WEST, 1288.38 FEET TO A CONCRETE MONUMENT (OLD) AT THE NORTHWEST CORNER OF SAID DOBUAL SPRING CREEK PARTNERS PROPERTY;

THENCE, WITH THE WEST LINE OF DOBUAL SPRING CREEK PARTNERS, SOUTH 08 DEGREES 14 MINUTES 58 SECONDS WEST, 1280.67 FEET TO A CONCRETE MONUMENT (OLD) AT THE NORTHEAST CORNER OF LOT 21 AS SHOWN ON SAID PLAT ENTITLED "ASHWOOD MANOR";

THENCE, WITH THE NORTHERLY LINES OF LOTS 21, 20, 19, 18, AND 17, NORTH 78 DEGREES 36 MINUTES 44 SECONDS WEST, 1257.79 FEET TO A 3/4" IRON ROD (OLD) AT THE NORTHWEST CORNER OF LOT 17;

THENCE, WITH THE WESTERLY LINES OF LOTS 17, 16, 15, 14, 13, 12, 11, 10, 9, 8, AND 7, SOUTH 00 DEGREES 32 MINUTES 54 SECONDS EAST, 1894.47 FEET TO A 5/8" IRON ROD (OLD) AT THE NORTHEAST CORNER OF SAID HUBBELL PROPERTY;

THENCE, WITH THE NORTH LINE OF SAID HUBBELL PROPERTY, NORTH 81 DEGREES 57 MINUTES 58 SECONDS WEST, 193.01 FEET TO A 1/2" IRON ROD (OLD) WITH A PLASTIC CAP STAMPED "RLS#1251" IN THE EAST LINE OF SAID ALVAREZ PROPERTY;

THENCE, WITH THE EASTERLY LINES OF SAID ALVAREZ AND YORK PROPERTIES THE FOLLOWING TWO CALLS (1 AND 2):

1. NORTH 04 DEGREES 38 MINUTES 50 SECONDS WEST, 77.05 FEET TO A 1/2" IRON ROD (OLD);
2. NORTH 03 DEGREES 35 MINUTES 44 SECONDS WEST, 154.03 FEET TO A 1" IRON PIPE (OLD) AT THE NORTHEAST CORNER OF SAID YORK PROPERTY;

THENCE, WITH THE NORTH LINE OF SAID YORK PROPERTY, NORTH 87 DEGREES 04 MINUTES 57 SECONDS WEST, 247.57 FEET TO A 1" IRON PIPE (OLD) AT THE NORTHWEST CORNER OF SAID YORK PROPERTY;

THENCE, WITH THE NORTHERLY RIGHT OF WAY OF OLD ZION ROAD THE FOLLOWING TWO CALLS (1 THROUGH 2):

1. NORTH 83 DEGREES 06 MINUTES 35 SECONDS WEST, 1368.79 FEET TO AN IRON ROD (NEW);
2. NORTH 82 DEGREES 07 MINUTES 36 SECONDS WEST 133.21 FEET TO A POINT IN THE CENTERLINE OF A DITCH;

THENCE, WITH A NEW LINE SEVERING OLD ZION LLC AND FOLLOWING THE CENTER OF LINE DITCH, THE FOLLOWING SIX CALLS (1 THROUGH 6)

1. NORTH 11 DEGREES 01 MINUTES 17 SECONDS EAST, 402.60 FEET TO A POINT;
2. NORTH 12 DEGREES 25 MINUTES 19 SECONDS EAST, 358.15 FEET TO A POINT;
3. NORTH 12 DEGREES 36 MINUTES 29 SECONDS EAST, 233.63 FEET TO A POINT;
4. NORTH 19 DEGREES 11 MINUTES 29 SECONDS EAST, 729.34 FEET TO A POINT;
5. NORTH 33 DEGREES 27 MINUTES 33 SECONDS EAST, 136.26 FEET TO A POINT;

6. NORTH 28 DEGREES 38 MINUTES 06 SECONDS EAST, 126.42 FEET TO THE POINT OF **BEGINNING** AND HAVING AN AREA OF 6,712,656 SQUARE FEET OR 156.10 ACRES, MORE OR LESS.

INCLUDED IN THE ABOVE DESCRIPTION BUT EXCLUDED FROM THE ABOVE DESCRIBED TRACT OF LAND IS THE FOLLOWING DESCRIBED TRACT CONVEYED TO OLD ZION ROAD, LLC, BY DEED OF RECORD IN BOOK R2600, PAGE 96, REGISTER'S OFFICE FOR MAURY COUNTY, TENNESSEE. POINT OF BEGINNING AN 3/4" IRON ROD (OLD) AT THE NORTHWEST CORNER OF LOT 17, AS SHOWN ON THE FINAL PLAT ENTITLED “ASHWOOD MANOR” OF RECORD IN PLAT BOOK 8, PAGE 90, AND PROCEEDING AS FOLLOWS:

THENCE, WITH THE WESTERLY LINE OF LOT 17 AND 16, SOUTH 00 DEGREES 32 MINUTES 54 SECONDS EAST, 261.29 FEET TO A POINT;

THENCE, CROSSING THE OLD ZION, LLC PROPERTY, AND WITH THE SOUTH, WEST, NORTH, AND EAST LINE OF THE HERIN DESCRIBED TRACT THE FOLLOWING TEN CALLS (1 THROUGH 10):

1. NORTH 89 DEGREES 33 MINUTES 25 SECONDS WEST, 441.50 FEET TO A POINT;
2. NORTH 75 DEGREES 33 MINUTES 25 SECONDS WEST, 112.50 FEET TO A POINT;
3. NORTH 04 DEGREES 33 MINUTES 25 SECONDS WEST, 634.50 FEET TO A POINT;
4. NORTH 04 DEGREES 26 MINUTES 35 SECONDS EAST, 198.50 FEET TO A POINT;
5. NORTH 11 DEGREES 26 MINUTES 35 SECONDS EAST, 239.70 FEET TO A POINT;
6. SOUTH 89 DEGREES 33 MINUTES 25 SECONDS EAST, 353.50 FEET TO A POINT;
7. SOUTH 00 DEGREES 41 MINUTES 35 SECONDS WEST, 321.50 FEET TO A POINT;
8. SOUTH 04 DEGREES 26 MINUTES 35 SECONDS WEST, 130.50 FEET TO A POINT;
9. SOUTH 26 DEGREES 11 MINUTES 46 SECONDS EAST, 350.50 FEET TO A POINT;
10. SOUTH 31 DEGREES 41 MINUTES 46 SECONDS EAST, 78.40 FEET TO THE POINT OF BEGINNING HAVING AN AREA OF 502,108 SQUARE FEET OR 11.53 ACRES, MORE OR LESS.

dotloop signature verification: dtlp.us/F8tg-X71s-h1d7

March 15th, 2022

Mr. Paul Keltner
City of Columbia
700 N Garden Street
Columbia, TN 38401

Reference: Annexation and Rezoning request for approximately 87.0 acres located on Trotwood Avenue, Columbia, TN, 38401, being **Map 112 Parcel 002.03** of the Maury County Tax Assessors Office

Dear Mr. Keltner,

Please accept this letter as our formal annexation and rezone request into the City of Columbia's municipal boundary. They property is located on Maury County Tax **Map 112** and is designated as **Parcel 002.03**. The property currently falls within the designated Urban Growth Boundary for the City of Columbia, TN.

With the successful annexation of the property, it is the intent of Encompass Land Group, LLC to seek a PUD-R zoning overlay. Attached with this request is a letter of availability for sewer service from the City of Columbia, TN Wastewater Department and a letter of availability for water service from Columbia Power & Water Systems.

We appreciate your recognition of this annexation and rezone request.

Respectfully,

Charlotte Ridley
dotloop verified
03/21/22 12:44 PM CDT
YMGV-PHZN-QFHO-9MJ3

Landowner

Eunice Colmore
dotloop verified
03/21/22 12:02 PM CDT
YHUL-CI8T-L7XZ-9TU4

Landowner

William P. Ridley
dotloop verified
03/21/22 11:16 AM CDT
7ZQT-86BE-DMJD-HVUX

Landowner

March 15th, 2022

Mr. Paul Keltner
City of Columbia
700 N Garden Street
Columbia, TN 38401

Reference: Annexation and Rezoning request for approximately 154.07 acres located on Old Zion Road being **Map 112 Parcel 10.01 and Map 112 Parcel 10.07** of the Maury County Tax Assessors Office

Dear Mr. Keltner,

Please accept this letter as our formal annexation and rezone request into the City of Columbia's municipal boundary. They property is located on Maury County Tax **Map 112** and is designated as **Parcel 10.01 and Parcel 10.07**. The portion of the property included in this request currently falls within the designated Urban Growth Boundary for the City of Columbia, TN. There is approximately 11.6 acres of this property that lies outside the City of Columbia's Urban Growth boundary that is not included in this request.

With the successful annexation of the property, it is the intent of Encompass Land Group, LLC to seek a PUD-R zoning overlay. Attached with this request is a letter of availability for sewer service from the City of Columbia, TN Wastewater Department and a letter of availability for water service from Columbia Power & Water Systems.

We appreciate your recognition of this annexation and rezone request.

Respectfully,



Landowner

DocuSign Envelope ID: DDC5CEF2-B854-4221-8079-ED6687D68E26

March 15th, 2022

Mr. Paul Keltner
City of Columbia
700 N Garden Street
Columbia, TN 38401

Reference: Annexation and Rezoning request for approximately 173.29 acres located on Trotwood Avenue being **Map 112 Parcel 009.00** of the Maury County Tax Assessors Office

Dear Mr. Keltner,

Please accept this letter as our formal annexation and rezone request into the City of Columbia's municipal boundary. They property is located on Maury County Tax **Map 112** and is designated as **Parcel 009.00**. The property included in this request currently falls within the designated Urban Growth Boundary for the City of Columbia, TN.

With the successful annexation of the property, it is the intent of Encompass Land Group, LLC to seek a PUD-R zoning overlay. Attached with this request is a letter of availability for sewer service from the City of Columbia, TN Wastewater Department and a letter of availability for water service from Columbia Power & Water Systems.

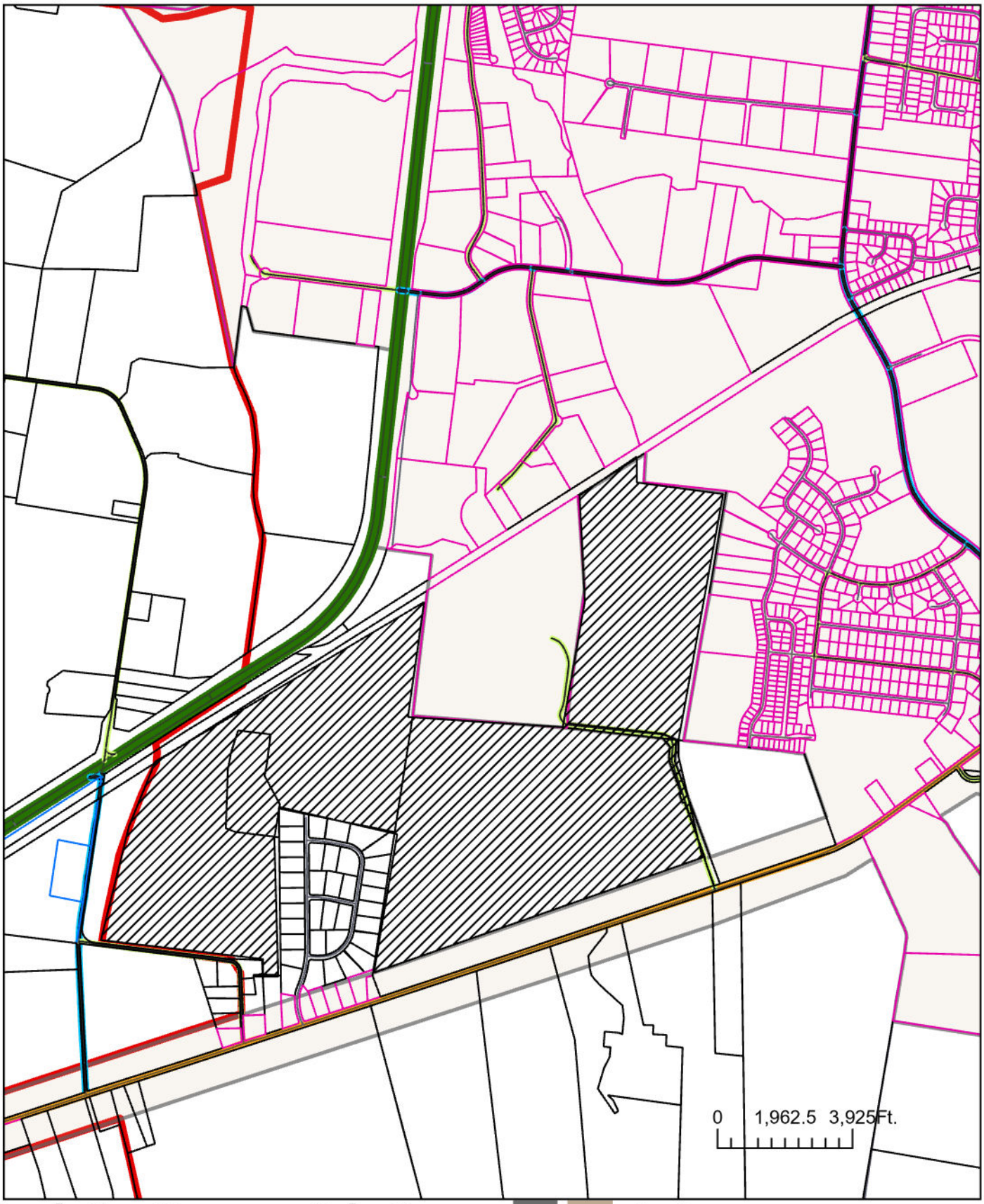
We appreciate your recognition of this annexation and rezone request.

Respectfully,

DocuSigned by:
Dorothy Butler
DFBDA4822AD8424...
Landowner

DocuSigned by:
2FC7A15A7658460...
Landowner

DocuSigned by:
Allen Halliday
0595816C8EF043D...
Landowner



Resolution No. 23-29 Exh. C
Tax Map 112 Parcels 9 & 10.07,
portion of
Tax Map 112 Parcels, 2.03 &10.01

CITY OF
COLUMBIA
TENNESSEE

DEVELOPMENT SERVICES
700 NORTH GARDEN STREET
COLUMBIA, TN 38401
PHONE: (931) 560-1560
FAX: (931) 560-1541

PLAN OF SERVICES

FOR ANNEXATION

6150 Trotwood Avenue PROPERTY

+/-476.81 ACRES,

BEING

TAX MAP 112 PARCELS 009.00, 010.07, 010.01 AND 002.03

A. Water

"The project is within Columbia Power and Water's service area and a Water Availability was recently issued. The availability of capacity to serve will be based on a determination by the Fire Marshal of fire flow requirements and the information submitted on the Water Service Availability Request application. CPWS will study the existing infrastructure and determine its ability to serve the proposed development. Should adequate facilities not currently exist the study will determine any required off-site improvements necessary to serve your development. Off-site improvements needed to serve a development are the responsibility of the developer/owner. All water system improvements are subject to the preparation and approval of detailed construction plans prepared in accordance with CPWS and Tennessee Department of Environment and Conservation requirements."

B. Sewer

The area of Old Zion Rd has had a sanitary sewer study completed in the last couple months. The results showed much capacity in the gravity mains. The goal for Columbia would be to keep the flow rates of the proposed pump stations of Old Zion Rd to a minimum to leave as much capacity as possible to other developments. Any extension to the existing sewer infrastructure will be initiated by the owner/developer, reviewed by our department and approved by the State of Tennessee. The project must be advanced in accordance with local, state and federal rules, regulations and policies. Funding and construction of those improvements will remain the responsibility of the owner/developer. No detailed design plans have been submitted at this time.

C. Police

The jurisdiction of the Columbia Police Department will be extended to the areas annexed immediately upon the effective date of annexation.

D. Fire and Rescue

1. The City of Columbia Fire & Rescue provides an array of services to the citizens and visitors of the City of Columbia. These services include but may not be limited to non-emergency services such as fire prevention and codes enforcement, pre-incident planning, public education programs, smoke alarm check/replacement, emergency management preparedness, and emergency services such as fire suppression, heavy rescue, emergency medical first response, and hazardous materials response. The City of Columbia Fire Department currently holds an Insurance Service Organization (ISO) class 1 rating.
2. Columbia Fire & Rescue strives to provide all services in a timely, courteous, and professional manner. Due to the nature of emergency services, we strive to arrive at the incident scene as quickly as possible but without posing additional dangers to the residents/visitors we meet while responding to your location.

   Infrastructure: The infrastructure put in place is like this foundation of your development. If the infrastructure is designed and constructed with the present needs and future plans in mind, your development will be prepared for the future.
   Water: Columbia Fire & Rescue requires that there be sufficient water provided through the municipal water system to meet the needed fire flow requirements for your facility. These flows are calculated by the Fire Marshal. These flows are based on many factors dealing with your buildings' construction type, fire load in the building, square footage, can drastically reduce fire flow requirements.
   Roadway and Bridges: Columbia Fire & Rescue serves the residents and visitors of our jurisdiction by utilizing highly trained firefighters and modern fire apparatus. A minimum response to a structure fire in your development will be four fire apparatus. One of the fire apparatus that will respond to your development will be four fire apparatus a ladder truck with a gross vehicle weight rating approximately 80,000 pounds. Roadways and bridges must be designed and constructed not only with light vehicle traffic in mind but with the emergency service vehicles that will be servicing your department.

Damage Free Property Access: Columbia Fire & Rescue requires all gates automatic or manual that will be or may be locked to be equipped with Knox Rapid Entry system. You can research this product at www.knoxbox.com or your gate vendor will be familiar with the product. Our department would also be happy to work with you to find what Knox Rapid Entry product is best suited for your application.

Damage Free Home/Facility Access: Currently, Columbia Fire & Rescue does not require residential occupancies to be equipped with the Knox Rapid Entry system. However, this product is a very wise investment for your future development. The Knox Rapid Entry System products allow homes to be secured but also allow the Columbia Fire & Rescue Department access to your property and /or homes without any delay or property damage. The system has an armored key lock safe recess mounted to the exterior of the homes with the key to the residence inside. Firefighters access the residence key during an emergency to gain entry into the home without causing any property damage. Again, our department would be happy to provide you with information and education on this program and its many positive attributes.

3. **Emergency Response to Your Location:** The proposed annex will be located on the property at 6150 Trotwood Avenue in Columbia, Tennessee. This location is approximately 1 mile from Columbia Fire Station #4 located at 5040 Trotwood Avenue, 3.8 miles from Fire Station #2 located at 711 Lion Parkway, and 5.4 miles from Fire Station #1 located at 1000 South Garden in downtown Columbia. These distances are used to calculate an estimated response time to your development for the different levels of emergency response that may be needed at your facilities.

4. **Medical Emergency Response:** Columbia Fire & Rescue normally responds a minimum of one fire apparatus from Station #4 to service your location for a medical emergency. From the time you dial 911 until the fire department will arrive at your location will be within 2.00 minutes. Should your property experience a mass casualty incident where additional fire apparatus/firefighters would need to respond, then Fire Station #2 could send an additional unit and arrive on-scene within 5.00 minutes of your 911 call.

5. **Fire Incident Response:** The Columbia Fire & Rescue Department recommends a multi-faceted fire suppression approach. First, future homes should be constructed to meet or exceed all applicable fire and life safety codes. Secondly, even if not required by building, fire, or life

safety codes, we encourage the installation and use of fire sprinklers in future homes.

6. Columbia Fire & Rescue's normal fire incident response to a single family residential development is three fire apparatus with a minimum 15 firefighters and 1 Chief Officer. Response times will be similar to the times estimated in the emergency medical response section. Your first fire apparatus should be on-scene within approximately 3.5 minutes, the second fire apparatus should be on-scene within 3.5 minutes, and the third/fourth apparatus should be on-scene within 6.5 minutes. Due to OSHA standards that require at least four firefighters to arrive on-scene prior to initiating an interior fire attack and Columbia Fire & Rescue's minimum staffing policy, it could take the 3.5 minutes to get the minimum number of firefighters to the scene to begin an interior fire attack.

7. In summary, the members of the Columbia Fire & Rescue consider it an honor to serve the residents and visitors in our community each and every day. When an emergency occurs, time is our worst enemy. Columbia firefighters train to reduce every second while not posing any additional undue risk to firefighters and/or the public when responding to or working at an emergency incident. The times estimated in the referenced examples are a combination of averages and estimations. Our department has very little data to support incident responses to your location. The time estimations are based on the fire companies being at their regular station, time it takes for Maury 911 to process a 911 call, the time it takes for Columbia firefighters to board the apparatus and leave the station, and the travel time from the station to your location is an estimate based on road miles, probable traffic conditions, and road conditions. You can see by the examples referenced above that it will take time for Columbia Fire & Rescue to receive your call for help and then respond to your location. The roadways have considerable driveway/cross street connections, hills, curves, and reduced speed zones that contribute to a long response time for fire apparatus to arrive.

E. Development Services

1. The planning and zoning jurisdiction of the City will extend to the annexed areas immediately upon the effective date of the annexation.

2. The property shall be zoned R-PUD (RS-6 base zoning) upon the effective date of the annexation.

3. The code administration jurisdiction of the City will extend to the annexed areas immediately upon the effective date of the annexation.

4. Upon the effective date of annexation, all development will be required to abide by the Columbia Zoning Ordinance.

5. Advisory: Property is not located in an area of change. Be prepared to explain how proposed development is consistent with intent, goals, policies with reference to transect model (p.13 of Connect Columbia).

6. As a note, PUD's typically have a 25" front setback to allow for front driveway parking.

F. Streets

1. Upon acceptance by City Council and all warranties have expired; all streets and drainage systems will be maintained by Public Works.

G. Parks and Recreation

Residents of the annexed areas may use all existing recreational facilities, parks, etc., on the effective date of annexation. The same standards and policies now used in the present City will be followed in expanding the recreational program and facilities in the enlarged City.

H. Refuse Collection

1. Two 8-yd dumpster enclosure for townhomes in the back- GREAT! What are sanitation plans for the townhomes in the front off Trotwood Avenue? Need six 8-yd dumpsters in place, trash compactor, or if going with trashcans it will be with a private sanitation hauler.

Garbage Collection

Residential customers will be issued one 96-gallon garbage receptacle with the option to purchase up to two additional garbage receptacles. The Sanitation Department will provide weekly curbside garbage collection. Bi-weekly curbside recycling will be offered on a subscription basis. Brush collection will be provided on a bi-weekly basis. Residents are allotted three free bulk item pickups per year.

Street and Drainage

Upon acceptance by City Council and all warranties have expired; all streets and drainage systems will be maintained by Public Works. Service will include street sweeping, catch basin cleaning, street and curb repair, snow removal, drainage maintenance, and sidewalk repair.

Signage

Upon acceptance by City Council, all approved street signs will be maintained by Public Works.

I. Power

Columbia Power System has an existing power line near the proposed development. We are willing to serve this new development subject to all Columbia Power System policies and procedures in effect at actual time service is rendered provided an approved final plat and complete electrical load information is furnished as soon as possible prior to start of actual construction.

J. Schools

This property falls under the jurisdiction of Maury County Public School System.
The school system provided no comments.

CITY OF COLUMBIA TENNESSEE
PLANNING COMMISSION
STAFF REPORT

STAFF REPORT CONTACT INFORMATION
Austin Brass, AICP, City Planner, abrass@columbiatn.com, 931-560-1560
Update by Paul Keltner, AICP, Director of Development Services, 931-560-1560

APPLICATION NUMBER	APPLICANT/PROPERTY OWNER
22-0069	**Andrew Ethridge / Dobual Spring Creek Partners, Eunice Colmore, Henry P Ingram Jr. & William P. Ridley Rev Trust**
PUBLIC HEARING DATE	PROPERTY ADDRESS/LOCATION
N/A	**6150 Trotwood Ave/ Tax Map 112, Parcels 9.00, 10.01, 10.07, 2.03**

CONFORMITY with the ZONING ORDINANCE

Update to Review:

This is the third time Planning Commission has reviewed the proposed Preliminary PUD Master Plan. In December of 2022 the City Council returned the proposal to Planning Commission for additional consideration. In March of 2023 the applicant submitted a revised Master Plan. Changes reflected in the revised Master Plan are summarized below.

Site Data:

- The total area of right-of-way dedication decreased from 58.99 to 55.98 acres.
- Total area within lots decreased from 207 to 170 acres.
- Dedicated open space increased from 149 (36%) to 189 acres (45%).
- Gross density decreased from 1.96 du/ac to 1.84 du/ac.
- Total lot count reduced from 815 to 764 (in addition to one existing structure). The first iteration of the development considered by Planning Commission included 985 lots.

Design:

- The mix of lot width types is similar to previous proposals
  - 441 lots are 60 feet wide.
  - 307 lots are 75 feet wide.
  - 16 lots are 100 feet wide.
  - There is a mix of front-loaded and alley-loaded lots.
  - The most recent previous plan had 21 lots at 150 feet wide as well as a few 65 foot wide lots.
- The lots around Ashwood Manor have been removed and replaced with open space
- The lots off Ridley Park Drive have been eliminated.
- Lots along Trotwood Avenue have been removed and converted to open space.
- There is additional open space between Ridley Park and the lots in the northern section of the property.
- The amenity center has shifted closer to the center of the site.
- Walking trail length has increased from 2.4 miles to a total of 3.0 miles.
- Amenity sizes have increased for playgrounds and the dog park area.

Additional Notes

- Phasing has been adjusted.
- Additional architectural designs have been added.

- Photometric details have been added for the lots near Ridley Park.
- The traffic impact study has been updated to reflect the reduced number of lots.

ATTACHMENTS (CIRCLE) SUBMITTED PLANS CITY MAPS LEGAL NOTICE LEGAL DESCRIPTION

PUBLIC COMMENTS AGENCY COMMENTS RESPONSE TO STANDARDS

CITY OF COLUMBIA TENNESSEE
PLANNING COMMISSION
STAFF REPORT

STAFF REPORT CONTACT INFORMATION
Austin Brass, AICP, City Planner, abrass@columbiatn.com, 931-560-1560

APPLICATION NUMBER	APPLICANT/PROPERTY OWNER
22-0069	**Andrew Ethridge / Dobual Spring Creek Partners, Eunice Colmore, Henry P Ingram Jr. & William P. Ridley Rev Trust**
PUBLIC HEARING DATE	PROPERTY ADDRESS/LOCATION
N/A	**6150 Trotwood Ave/ Tax Map 112, Parcels 9.00, 10.01, 10.07, 2.03**

SUMMARY OF REQUEST: **Annexation with Plan of Services when including an RS-6 Zoning with Preliminary PUD Master Plan.**

This request is for the annexation with a plan of services that includes a Preliminary PUD Master Plan. The proposed PUD utilizes a base-zoning of RS-6. The applicant seeks these changes in order to create a residential development consisting of 815 residential units and community amenities. The 415-acre property is located adjacent to Ridley Park and the Ashwood Manor subdivision.

Note* This request was reviewed prior to the adoption of Zoning Ordinance 4400 on July 14th, 2022 and is subject to the review criteria under the previous Zoning Ordinance.



MAP SOURCE: City GIS

EXISTING ZONING	EXISTING LAND USE	SURROUNDING ZONING & LAND USE	SITE IMPROVEMENTS PROPOSED	SIZE OF PROPERTY
RS-40/Unincorporated (County Zoning)	Undeveloped/Single Family	RS-40/Unincorporated	Single-Family Homes	415.5 ± acres

COMPATIBILITY with the **COMPREHENSIVE PLAN**

Suburban Neighborhood. The proposed development, an RS-6 base residential zoning designation is consistent with Connect Columbia. An RS-6 zoning district is compatible with

PROPERTY HISTORY

22-0069. Request from Andrew Ethridge for the annexation with Plan of Services, and Comprehensive Plan Amendment including an RM-1, & RS-6 Zoning with Preliminary PUD Master Plan for 981 residential units and community amenities. Recommendation to deny by Planning Commission was made with a 3-2 vote.

COMPATIBILITY with the ZONING ORDINANCE

Suburban Neighborhood
• Low Density Residential & Medium Density Residential, e.g. RS-6, RS-10 Zoning Districts • Public & Civic Uses (e.g. Religious Facilities)

As required by Section 3.20.10.B of the Zoning Ordinance, the applicant submitted a detailed Preliminary Planned Unit Development (PUD) Master Plan. The Master Plan depicts 815 residential lots. The gross density of the development would be 1.96 dwelling units per acre. The Master Plan also depicts landscape buffers, stormwater facilities, extensive walking trails, and community amenities. The proposed internal street network connects to Ridley Park. The revised PUD Master Plan does not depict a connection to an existing adjacent subdivision; this connection was requested by staff in aligning with policy outlined within *Connect Columbia* that recommends the connection of streets to create an interconnected grid network.

The Master Plan divides the overall development into three sections. The largest section consists of 338.20 acres and utilizes the development standards of the RS-6 Zone District. The remaining sections, totally 77.49 acres, utilize the standards of the RM-1 Zone District.

The phasing plan indicates that the development will be completed over 9-10 years.

Zoning Ordinance Referenced:

- Sections 7.3.1, 6.1.2, and 8.1.1 Land Use and Housing Type
- Sections 7.3 , 6.2.6, and 6.3.8 Residential Development Standards
- Sections 7.3.7, 11.2.7, and 11.2.6 Landscape Buffers

Proposed RS-6 PUD Section

The Zoning Ordinance limits development of properties subject to RS-6 standards to single-family detached residences and their subordinate accessory structures. The Master Plan consists of an R-6 base zoning with 10 different lot sizes.

RS-6 Single Family Detached Lot Standards:

- 815 lots are composed of a minimum of 60', 75', 100', and 1 lot at a 150' lot width in meeting the base lot width standards of an RS-6 zoning district with each lot having the minimum as required per the zoning ordinance:

<u>RS-6 base zoning standards:</u>

  - 20' front setback
  - 7.5' side setback
  - 20' rear setback

- 50’ lot width minimum

Of the 815 lots,

- 77 lots (60’rear alley loaded)
- 482 lots (60’)
- 13 lots (75’ rear alley loaded)
- 152 lots (75’)
- 22 lots (100’ rear alley loaded)
- 27 lots (100’)
- 18 lots (150’ rear alley loaded)
- 3 lots (150’)
- 20 lots (100’ at 1 acre)
- 1 lot (150’ min at 5 acres)

Overall Proposed Master Plan

Amenities/ Design:

The master plan contains a centralized amenity area connected with a series of walking trails that include a mixture of paved and natural trails with trail connections. The trails connect to Ridley Park. Within the amenity area, a clubhouse including pavilion with pool is shown including a dog park and open area lawn space for events. Architectural elements of single-family homes consist of a primary cladding material of fiber cement board, brick, and stone accented with neutral colors.

Connectivity:

- A new connection point will be added with Trotwood Ave connecting the development with Ridley Park
- A new connection point will be added with Old Zion Road.
- All local streets will consist of a 60-70’ right-of-way cross section generally meeting the City of Columbia Subdivision regulations including a 5’ sidewalk on both sides of all streets. A 20’ alley way is provided in meeting the base

Buffering:

- Buffer requirements for a PUD-RS-6 zoning adjacent to undeveloped property (*11.2.7 Project Boundary Buffers*) require a 0.4 opacity (15’ wide buffer). The site plan indicates this buffer adjacent to vacant property on the east boundary line.
- Buffer requirements for a PUD RS-6 requires a 0.6 opacity (25’ wide buffer). This site plan indicates this buffer adjacent to these zoning districts on all boundary lines.

Summary of Requested Variances

- There were no requested variances in the request as the site plan and lot dimensional standards meet the base zoning standards of an RS-6 zoning district.

ATTACHMENTS (CIRCLE) SUBMITTED PLANS CITY MAPS LEGAL NOTICE LEGAL DESCRIPTION

Comprehensive Plan Amendment:

Staff reviewed the request for an amendment to the Comprehensive Plan for consistency with the standards listed in the City of Columbia Zoning Ordinance. The relevant provisions of the Ordinance are listed below, followed by staff analysis.

3.19.6 CRITERIA FOR PLANNING COMMISSION RECOMMENDATIONS

The recommendations of the Planning Commission to the City Council shall show that the Planning Commission has studied and considered the proposed change in relation to the following, where applicable:

A. Whether the proposed change would be consistent with the intent, goals, objectives, policies, guiding principles and programs of any adopted plans;
B. Whether the proposed change would be compatible with the existing land use pattern and designated future land uses;
C. Whether the proposed change would create substantial adverse impacts in the adjacent area or the City in general; and
D. Whether the subject parcel is of adequate shape and size to accommodate the proposed change.

Staff's review of Section 3.19.6 in relation to this request finds the following:

A. Whether the proposed change would be consistent with the intent, goals, objectives, policies, guiding principles and programs of any adopted plans;

The future land use classification for the property is "Suburban Neighborhood". According to the Suburban Neighborhood Character Area Matrix, the intent of the character area is to "create new suburban neighborhoods that will improve the quality of life in Columbia, with an increased sense of place and a more interconnected community". A suburban neighborhood future land use is consistent with Connect Columbia within an RS-6 base zoning designation.

B. Whether the proposed change would be compatible with the existing land use pattern and designated future land uses

The subject property is located along Trotwood Avenue, a minor arterial. This request would align with Connect Columbia within a "Suburban Neighborhood Future Land Use".

C. Whether the proposed change would create substantial adverse impacts in the adjacent area or the City in general;

The applicant's intended use of the property will be subject to the standards contained in the Zoning Ordinance which mitigate potential adverse impacts upon adjoining property owners and the City in general. The development will also be controlled by the PUD Master Plan which can be conditioned to mitigate potential any adverse impacts.

D. Whether the subject parcel is of adequate shape and size to accommodate the proposed change:

The applicant has provided a Preliminary PUD Master Plan depicting a phased 815-unit residential development with community amenities. It is generally feasible to develop the site as depicted in the residential sections of the Preliminary Master Plan in conformance with the Zoning Ordinance. At the time of Final PUD Master Plan and Preliminary Plat, staff will review the proposed development to ensure adherence with the standards prescribed in the applicable Zoning Ordinance.

Rezoning:

Staff reviewed the request for an amendment of the Official Zoning Map for consistency with the City of Columbia Zoning Ordinance. The relevant provisions of the Ordinance are listed below, followed by staff analysis.

3.18.7.B ACTION BY THE PLANNING COMMISSION FOR REZONING

The Planning Commission in its review and recommendation shall make specific findings with regard to the following grounds for an amendment and shall note the same in the official record as follows:

1. The rezoning is in agreement with the general plan for the area;
2. It has been determined that the legal purposes for which zoning exists are not contravened;
3. It has been determined that there will be no adverse effect upon adjoining property owners unless such effect can be justified by the overwhelming public good or welfare;

4. It has been determined that no one property owner or small group of property owners will benefit materially from the change to the detriment of the general public; and
5. It has been determined that conditions affecting the area have changed to a sufficient extent to warrant an amendment to the area's general plan or other applicable local plans, and consequently, the zoning map.
6. The availability of adequate school, road, parks, wastewater treatment, water supply, and stormwater drainage facilities.

Staff's review of Section 3.18.7.B in relation to this rezoning request finds the following:

1. The rezoning is in agreement with the general plan for the area;

   The subject parcel for the proposed zoning and annexation is within a "Suburban Neighborhood" future land use. An RS-6 zoning designation within a Planned Unit Development may be consistent with the adopted general plan for the area.

2. The legal purposes for which zoning exists are not contravened;

   All future development will be required to conform to the Zoning Ordinance standards in effect at that time, as well as the PUD Master Plan; therefore, legal purposes for which zoning exists will not be contravened.

3. There will be no adverse effects upon adjoining property owners;

   Adjoining properties include vacant land, a park, and single-family residences. The applicant's Preliminary PUD Master Plan depicts connection to existing park. Development of the site as proposed under the Preliminary PUD Master Plan is unlikely to have an adverse effect upon the adjacent park property.

4. No one property owner or small group of property owners will benefit materially from the change to the detriment of the general public;

   The proposal will benefit a single property owner; however, any potential detrimental effects on the general public can be mitigated through the standards in the Zoning Ordinance and modification of the PUD Master Plan.

5. Conditions affecting the area have changed to a sufficient extent to warrant an amendment to City's Zoning Map.

   The Planning Commission may determine that demand for housing in the City of Columbia has increased to a sufficient extent to warrant the addition of a mixed-density residential PUD to the City's zoning map. Between the decennial censuses of 2010 and 2020, the city's population grew at nearly twice the rate of its housing inventory.

Demand for both rental and owner-occupied housing in Columbia has increased faster than supply..

6. There are adequate schools, roads, parks, wastewater treatment facilities, water supply, and stormwater drainage facilities to support this zoning change.

   Upon the advice of city staff, this request went through staff technical review twice. Technical comments from public service providers generally indicate that services are in place to support the zoning change. However, some plans of service contain caveats or identify the need for the applicant to provide additional analysis.

   - *The City of Columbia Public Works Department provided a Plan of Service for sanitation, as well as maintenance of streets and drainage systems, for the proposed development. Townhomes will require centralized trash collection via dumpsters or compactors.*
   - *Columbia Power and Water Systems (CPWS) has indicated that it will provide electrical service to the proposed development.*
   - *The Fire Marshall has indicated that there is adequate water available and pressure; some structures in the community will require sprinklers.*
   - *The City Engineer required a traffic impact study as part of the PUD Master Plan application. At resubmittal, the applicant provided a concurrence letter identifying off-site improvements to be made by the developer in order to maintain the current level of service.*
   - *Maury County Schools **did** provide comments regarding impacts to the school system. Specifically, the Maury County Schools is reviewing its capacity to serve the proposed development at its facilities in Columbia and Mt. Pleasant. Students living in the proposed development may be assigned to Mt. Pleasant attendance zones.*
   - *The City of Columbia Wastewater System indicated flow monitoring will be required at the applicant's expense. Is likely that gravity lines in the area will require major upgrades in order to serve the development.*
   - *CPWS (Water) indicated that it has infrastructure in place to serve the proposed development with domestic water.*
   - *CPWS (Power) has indicated that it will serve the proposed development.*
   - *The Maury County Highway Department provided a comment as part of technical review indicating that it had not reviewed the impact of the proposed development on county rights-of-way. Later, outside of technical review, the Maury County Highway Department submitted a letter taking exception to the scope of the applicant's Traffic Impact Study. Specifically, the County Highway Department expressed concern about the increased utilization of Yeatman Lane.*

Preliminary PUD Master Plan:

Staff reviewed the request for approval of a Preliminary PUD Master Plan for consistency with the City of Columbia Zoning Ordinance. The relevant provisions of the Ordinance are listed below, followed by staff analysis.

3.20.2 CONSISTENCY WITH AREA DEVELOPMENT PLANS

No PUD shall be approved unless all plans for development are found to be consistent with the then current issue of the General Plan of Columbia and any adopted special development plan for the area in which the development is proposed. The Planning Commission shall make a formal, written finding regarding the consistency of any proposed PUD, said report to include findings that the development:

A. Will be consistent with the currently effective General Plan as well as any special development plan for the area;
B. Is likely to be compatible with development permitted under the general development provisions of the Zoning Ordinance; and
C. Will not significantly interfere with the use and enjoyment of other land in the vicinity.

3.20.5 COMBINATION OF SEPARATE TYPES OF PUDS

The Planning Commission and the City Council may consider separate types of PUDs (such as residential and commercial PUD) within a consolidated master plan as a single administrative procedure provided the total tract is under the unified control of a landholder and the land area is sufficient to comply with separate area requirements combined. This provision in no way alters any requirements in this article.

3.20.8 CONSISTENCY WITH PUD STANDARDS

All PUD developments shall be subject to the design standards and requirements of Article 7, Planned Unit Development.

Staff's review of Section 3.20.2 in relation to this request finds the following:

A. Will be consistent with the currently effective General Plan as well as any special development plan for the area;
The future land use policy outlined in Connect Columbia is "Suburban Neighborhood" that aligns with an RS-6 PUD master plan.
B. Is likely to be compatible with development permitted under the general development provisions of the Zoning Ordinance;

As discussed in the summary of zoning standards above, it is feasible to implement the Preliminary PUD Master Plan in accordance with the Zoning Ordinance

provided the Planning Commission and City Council grant the deviations from strict application of the limited use standards of the Ordinance pertaining to parking for townhomes.

C. Will not significantly interfere with the use and enjoyment of other land in the vicinity.

As discussed in the analysis of Section 3.18.7.B.3 above, the Planning Commission may condition its recommendation on revisions to the Master Plan designed to mitigate any identifiable adverse impacts on other properties.

Staff's review of Section 3.20.5 in relation to this request finds the following:
The Planning Commission and the City Council may consider separate types of PUDs (such as residential and commercial PUD) within a consolidated master plan as a single administrative procedure provided the total tract is under the unified control of a landholder and the land area is sufficient to comply with separate area requirements combined. This provision in no way alters any requirements in this article.

The proposed PUD Master Plan includes residential uses of densities and open space that are permissible within an RS-6 base zoning district.

Staff's review of Section 3.20.8 in relation to this request finds the following:

All PUD developments shall be subject to the design standards and requirements of Article 7, Planned Unit Development.

- *The proposed PUD Master Plan conforms to the maximum permitted densities identified in Section 7.3.5 of the Zoning Ordinance.*

CITY OF COLUMBIA TENNESSEE
CITY COUNCIL
STAFF REPORT

STAFF REPORT CONTACT INFORMATION
Lindsay Barrier, Administrative Assistant, lbarrier@columbiatn.com, 931.560.1527

AGENDA ITEM TITLE:

RESOLUTION NO. 23-34 - A RESOLUTION TO ACCEPT THE STREETS AND DRAINAGE IMPROVEMENTS IN AUTUMN BROOK SUBDIVISION FOR OWNERSHIP AND MAINTENANCE

RECOMMENDATION: Approve Resolution No. 23-34.

INFORMATION: This resolution refers to acceptance of streets and drainage improvements in Autumn Brook Subdivision for ownership and maintenance in the City of Columbia. The Engineering Division has made inspections and recommends acceptance of the streets and drainage improvements.

RESOLUTION NO. 23-34

A RESOLUTION TO ACCEPT THE STREETS AND DRAINAGE IMPROVEMENTS IN AUTUMN BROOK SUBDIVISION FOR OWNERSHIP AND MAINTENANCE

WHEREAS, The City of Columbia, has been requested to accept the streets and drainage improvements in Autumn Brook Subdivision for ownership and maintenance; and

WHEREAS, the City of Columbia has inspected said streets and drainage improvements and has determined that said streets and drainage improvements in the Autumn Brook Subdivision meet the requirements imposed by the City of Columbia.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF COLUMBIA, that the City of Columbia does hereby accept the ownership and maintenance of said streets and drainage improvements located in the Autumn Brook Subdivision.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF COLUMBIA, TENNESSEE, this the 8th day of June, 2023.

_____
CHARLES (CHAZ) M. MOLDER - MAYOR

ATTEST:

_____
THAD H. JABLONSKI - CITY RECORDER

LEGAL FORM APPROVED:

_____
C. TIM TISHER - CITY ATTORNEY

SMITH DOUGLAS HOMES

QUALITY | INTEGRITY | VALUE

October 14, 2021

City of Columbia
700 N Garden St
Columbia, TN 38401
Attn: Glenn Harper

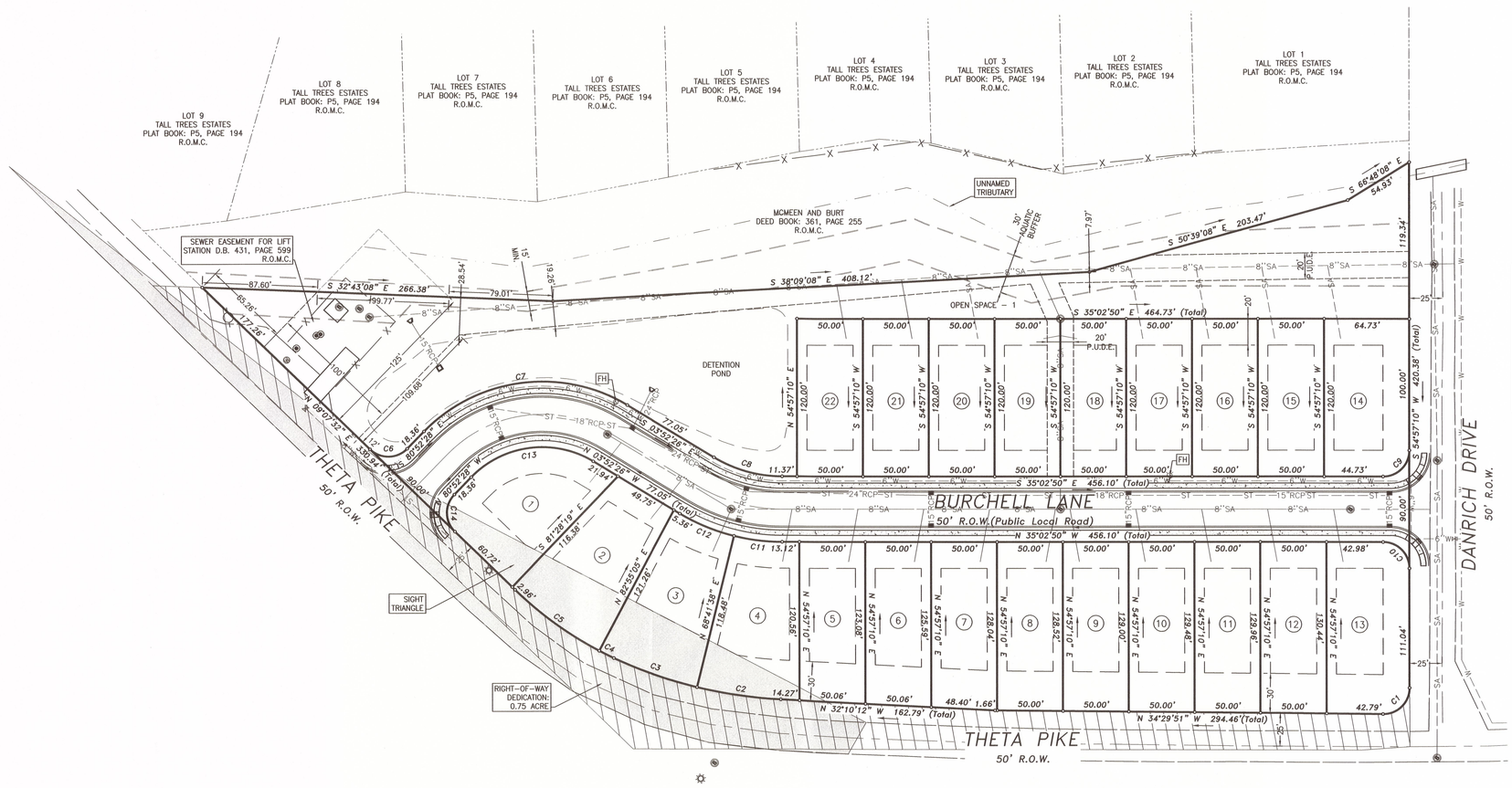
Re: Request of bond release for Autumn Brook

Mr. Harper,

I would like to request that Smith Douglas Homes be released from its bond in the Autumn Brook Subdivision. If we need to schedule a time to meet on site and go over any remaining items, please let me know.

Thank you,

Zachary Doty
Land Development Manager
Smith Douglas Homes
269-823-4879





Location Map

©2019

PARCEL NUMBER:	TAX MAP 075, PCL 45.00 DEED BOOK: R2366, PAGE 999
PARCEL ADDRESS:	420 THETA PIKE COLUMBIA, TENNESSEE 38401
EXISTING ZONING:	R-6
BUILDING SETBACKS:	STREET: MINOR - 20' COLLECTOR - 30' ARTERIAL - 40' SIDE - 7.5' REAR - 20'
ACREAGE OF PARCEL:	±6.46 ACRE (281,479.9 SQFT) TOTAL ±1.67 ACRE (72,700.6 SQFT) IN RIGHT OF WAY DEDICATION
PROPERTY OWNER:	KCS COMPANIES LLC 2010 ELMER POGUE DRIVE COLUMBIA, TN 38401
DENSITY:	3.41 LOTS/ACRE

PURPOSE NOTE:
The purpose of this final plat is to create 22 single family lots.

STORMWATER MANAGEMENT AGREEMENT:
RECORDED: 03/07/2018
DEED BOOK: R2483 PAGE: 988-1000

06/05/2019 - 10:17 AM
19007920
1 PGS:AL-PLAT
SUSIE BATCH: 214073
PLAT BOOK: P22
PAGE: 1

REC FEE	15.00
DP FEE	2.00
TOTAL	17.00

STATE OF TENNESSEE, MAURY COUNTY
JOHN FLEMING
REGISTER OF DEEDS

Register of Deed Recording Stamp

CERTIFICATE OF APPROVAL OF STREETS, DRAINAGE, STREET SIGNS, AND UTILITIES

I hereby certify that the streets, drainage, and utilities designated in Autumn Brook Subdivision have been installed in accordance with City Specifications, or a performance bond in the amount of $ 103,000 for streets and drainage has been posted with the City of Columbia, Tennessee, to assure completion of such improvements.

6/5/19 — Date
City Engineer
Columbia, Tennessee

CERTIFICATE OF APPROVAL FOR SUBDIVISION NAMES AND STREET NAMES

Subdivision and street names approved by the Maury County Emergency Communication.

6-3-19 — Date
Crystal Gideon
Maury County E-911
Columbia, Tennessee

CERTIFICATE OF APPROVAL OF SEWER SYSTEM

I, (we) hereby certify that the sewer system(s) outlined or indicated on the final subdivision plat entitled Autumn Brook Subdivision have been installed in accordance with current local and state government requirements, or a sufficient bond or cash has been filed which will guarantee said installation.

6/7/19 — Date
Name, Tile and Agency or Authorized Approving Agent

CERTIFICATE OF APPROVAL OF WATER SYSTEM

I, (we) hereby certify that the water system(s) outlined or indicated on the final subdivision plat entitled Autumn Brook Subdivision has/have been installed in accordance with current local and state government requirements, or a sufficient bond or other surety has been filed to guarantee said installation.

6/4/2019 — Date
Name, Tile and Agency or Authorized Approving Agent

CERTIFICATE OF OWNERSHIP AND DEDICATION

I, (we) hereby certify that I am (we are) the owner(s) of the property shown and described hereon as evidenced in Book Number R2472, Page 697, Maury County Registers Office, and that I (we) hereby adopt this plan of subdivision with my (our) free consent, establish the minimum building restriction lines, and that offers of irrevocable dedication for all public ways, utilities, and other facilities have been filed.

5/31/19 — Date
KCS Companies, LLC

Member — Title (if acting for partnership or corporation)
Wade Kincaid

CERTIFICATE OF COMPLIANCE

I hereby certify that the subdivision plat shown hereon has been found to comply with the City of Columbia Subdivision Regulations and other adopted ordinances and policies.

6/3/19 — Date
City Engineer
Columbia, Tennessee

CERTIFICATE OF APPROVAL FOR RECORDING

I hereby certify that the subdivision plat shown hereon has been found to comply with the City of Columbia Subdivision Regulations, with the exception of such variances, if any, as are noted in the minutes of the Planning Commission, and that it has been approved for recording in the Office of the County Register:

6/5/19 — Date
Secretary, Planning Commission

SURVEYOR'S CERTIFICATION (TENNESSEE)

I hereby certify that this is a Category "I" survey and the ratio of precision of the unjusted survey is greater than 1:10,000 as shown hereon, this survey was done in compliance with current Tennessee Minimum Standards of Practice.

5/30/19 — Date
Allen B. O'Leary, TN RLS #1987

ALLEN B. O'LEARY — REGISTERED LAND SURVEYOR — AGRICULTURE — 1987 — TENNESSEE NO. 1987

allen@wesengineers.com

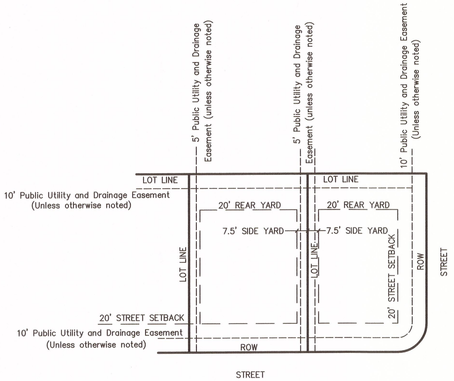
Additional Notes
1. All driveways shall be constructed on Burchell Lane.
2. The sight triangle along Theta Pike is to be kept clear and is defined by the hatched area.

Curve Table

CURVE	ARC LENGTH	RADIUS	DELTA ANGLE	CHORD BEARING	CHORD LENGTH
C1	31.61'	20.00'	90°32'59"	N 79°46'21" W	28.42'
C2	64.36'	339.20'	10°52'15"	N 26°44'04" W	64.26'
C3	67.22'	339.20'	11°21'16"	N 15°37'19" W	67.11'
C4	12.41'	280.00'	2°32'21"	N 08°21'06" W	12.41'
C5	79.21'	280.00'	16°12'27"	S 01°01'18" W	78.94'
C6	31.42'	20.00'	90°00'00"	S 35°52'28" E	28.28'
C7	167.99'	125.00'	77°00'02"	N 42°22'27" W	155.63'
C8	54.41'	100.00'	31°10'25"	N 19°27'38" W	53.74'
C9	31.42'	20.00'	90°00'00"	N 80°02'50" W	28.28'
C10	31.42'	20.00'	90°00'00"	N 09°57'10" E	28.28'
C11	36.95'	150.00'	14°06'48"	S 27°59'26" E	36.86'
C12	44.66'	150.00'	17°03'36"	S 12°24'14" E	44.50'
C13	100.79'	75.00'	77°00'02"	S 42°22'27" E	93.38'
C14	31.42'	20.00'	90°00'00"	N 54°07'32" E	28.28'

Lot Area Table

LOT	SQ. FT.	ACRES
1	7,813.07	0.18
2	7,801.66	0.18
3	7,743.74	0.18
4	7,666.31	0.18
5	6,091.07	0.14
6	6,216.72	0.14
7	6,342.32	0.15
8	6,413.82	0.15
9	6,437.81	0.15
10	6,461.80	0.15
11	6,485.78	0.15
12	6,509.77	0.15
13	8060.08	0.19
14	7,681.67	0.18
15	6,000.00	0.14
16	6,000.00	0.14
17	6,000.00	0.14
18	6,000.00	0.14
19	6,000.00	0.14
20	6,000.00	0.14
21	6,000.00	0.14
22	6,000.00	0.14
OS-1	62,960.97	1.45



AUTUMN BROOK SUBDIVISION
TYPICAL LOT LAYOUT

Surveyor's Notes

1. All distances were measured with E.D.M. equipment and have been adjusted for temperature and pressure.
2. The property (Boundary) Line Survey exceeds the minimum requirements of an Urban Land Survey Category 1 as per Standards of Practice adopted by the State Board of Examiners for Land Surveyors for the State of Tennessee, and the precision of the unadjusted survey is greater than 1 foot in 10,000 feet.
3. Information concerning site utility services and appurtenances shown hereon is based on visible evidence noted during the survey, information provided by utility representatives or information shown on original construction plans by other. Information and location of service lines on site should be considered approximate and there may be underground utility lines that are not shown on the survey. Owner(s) and contractor(s) should assume responsibility of locating all underground utility service lines prior to any construction, excavation or any disturbance of the existing ground elevation to avoid hazard of unnecessary expense.
4. Information concerning major utilities or appurtenances shown hereon are based on visible evidence noted during the survey or information provided by utility representatives. Verification of existence, size, location, depth and availability of service should be confirmed by local utility agencies.
5. The property shown hereon is located within the City of Columbia, Maury County, TN. All matters pertaining to construction, use location of improvements, signage, parking, noise, vibration, emissions, fire hazards, radiation, illumination, setback provisions, etc., are subject to the City of Columbia's Zoning Regulation as interpreted and regulated by the Department of Planning and Codes.
6. The area of the parcels as shown hereon is 6.46 Acres.
7. This property currently identified as Tax Map No. 075 Parcel No. 045.00, Maury County. For designation shown thus ( ) indicates Parcel Numbers for said map.
8. Plat reference: n/a
9. Deed reference: Book R2472 Page 697
10. Bearings based on: Tennessee State Plane, Fipzone 4100.
11. This drawing was prepared in accordance with our field survey notes. It shows improvements as they exist to the best of our knowledge, but is not guaranteed to be correct in each and every detail.
12. This survey was prepared from current deeds of record and does not represent a title search or a guarantee of title, and is subject to any state of facts a current and accurate search may reveal.
13. This survey was prepared for the exclusive use of the person, persons, or entity, if any, named on the certification hereon. Said certificate does not extend to any unnamed person without an express re-certification by the surveyor naming said person.
14. The certification as provided on this survey, is purely a statement of professional opinion based on knowledge, information and belief, based on existing field evidence and documentary evidence provided by others.
15. The certification is not an expressed or implied warranty or guarantee.
16. This property is not located in a Special Flood Hazard Area as shown on F.E.M.A. Flood Insurance Rate Map, Community Panel No. 47119C0170E, dated April 16, 2007, and shown hereon graphically.
17. All public utility and drainage easements located on proposed lots are to be maintained by the individual property owner for said lot.
18. All property corners are ½" rebar with cap reading "WES 1987" unless otherwise noted.

GRAPHIC SCALE
50 0 25 50 100 200
(IN FEET)
1 inch = 50 ft.

Legend

EIP		Bench Mark		Catch Basin	E	Electric Riser	Power Pole
IPS	Iron Rod Found	Stake Found		Curb Inlet	T	Telephone Riser	Flag Pole
I.P.F.	Iron Pipe Found	Fire Hydrant		Storm Pipe	TB	Telephone Booth	Guy Wire
AXLE	Axle Found	Water Meter		Cable Manhole		Gas Meter	Mailbox
FCM	Fence Post	Water Valve		Electric Manhole		Gas Valve	Parking Block
	Concrete Monument Existing	Water Reducer		Telephone Manhole		Light Pole	Satellite Dish
P.K.F.	PK Nail Found	Clean Out		Water Manhole		Power Pole	Handicap Parking
P.K.S.	PK Nail Set	Sanitary Sewer Manhole		Electric Meter		Telephone Pole	Water Spigot
R.R.S.-F	Railroad Spike Found	Storm Sewer Manhole		Cable Riser		Guy Pole	Bollard
R.R.S.-S	Railroad Spike Set						

Evergreen Tree, Deciduous Tree, Bush, Sign

Adjoining Property Line; Subject Property Line; Easement Line; Building Setback Line; Centerline; Edge of Pavement; Edge of Gravel; Fence Line; Landscape; Woods / Tree line

Edge of Water; Ditch / Creek Centerline; Minor Contour Line; Index Contour Line; Gas Line (G); Sanitary Sewer Line (SA); Water Line (W); Storm Sewer Line (ST); Overhead Utility Line (OH); Overhead Cable Line (OHC)

Overhead Electric Line (OHE); Overhead Telephone Line (OHT); Underground Utility Line (UG); Underground Cable Line (UGC); Underground Electric Line (UGE); Underground Telephone Line (UGT); Forced Main Line (FM)

OPEN SPACE NOTE:
ALL OPEN SPACE AREA IS TO BE MAINTAINED BY THE HOMEOWNERS ASSOCIATION, CREATED FOR THE PURPOSE OF MAINTAINING ALL COMMON OPEN SPACE AND GROUNDS INCLUDING THE DETENTION AREAS SHOWN ON THIS PLAT.

WES ENGINEERS & SURVEYORS
CIVIL ENGINEERS & LAND SURVEYORS
2486 NASHVILLE HIGHWAY
COLUMBIA, TN 38401
PHONE: (931) 388-2329
www.wesengineers.com
ENGINEERS & SURVEYORS

Client
KCS COMPANIES LLC
2010 ELMER POGUE DRIVE
COLUMBIA, TN 38401

REVISIONS	DATE
TECHNICAL COMMITTEE COMMENTS	04-26-2019

FINAL PLAT
AUTUMN BROOK SUBDIVISION
420 THETA PIKE, COLUMBIA, MAURY COUNTY, TENNESSEE

Drawn: EB
Checked: AO
Approved: AO
Date: 10-15-2018

Job no. 18552
Scale: Vertical: 1"=50' Horizontal:

1 of 1

FILE: J:\WES_Engineers_Surveyors 2018\18552 - Theta 22 - Land Management\Dwg\Survey\18552_Survey Final Plat.dwg

CITY OF COLUMBIA TENNESSEE
CITY COUNCIL
STAFF REPORT

STAFF REPORT CONTACT INFORMATION
Lindsay Barrier, Administrative Assistant, lbarrier@columbiatn.com, 931.560.1527

AGENDA ITEM TITLE:

RESOLUTION NO. 23-35 - A RESOLUTION TO ACCEPT THE STREETS AND DRAINAGE IMPROVEMENTS IN HONEY FARM SUBDIVISION, PHASE 2, SECTION 9, FOR OWNERSHIP AND MAINTENANCE

RECOMMENDATION: Approve Resolution No. 23-35.

INFORMATION: This resolution refers to acceptance of streets and drainage improvements in Honey Farm Subdivision, Phase 2, Section 9, for ownership and maintenance in the City of Columbia. The Engineering Division has made inspections and recommends acceptance of the streets and drainage improvements.

RESOLUTION NO. 23-35

A RESOLUTION TO ACCEPT THE STREETS AND DRAINAGE IMPROVEMENTS IN THE HONEY FARM SUBDIVISION, PHASE 2, SECTION 9, FOR OWNERSHIP AND MAINTENANCE

WHEREAS, The City of Columbia, has been requested to accept the streets and drainage improvements in Honey Farm Subdivision, Phase 2, Section 9, for ownership and maintenance; and

WHEREAS, the City of Columbia has inspected said streets and drainage improvements and has determined that said streets and drainage improvements in the Honey Farm Subdivision, Phase 2, Section 9, meet the requirements imposed by the City of Columbia.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF COLUMBIA, that the City of Columbia does hereby accept the ownership and maintenance of said streets and drainage improvements located in the Honey Farm Subdivision, Phase 2, Section 9.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF COLUMBIA, TENNESSEE, this the 8th day of June, 2023.

_____
CHARLES (CHAZ) M. MOLDER - MAYOR

ATTEST:

_____
THAD H. JABLONSKI - CITY RECORDER

LEGAL FORM APPROVED:

C. Tim Tisher
C. TIM TISHER - CITY ATTORNEY

Charles Raines Construction
P.O. Box 1715
Spring Hill, TN 37174

March 2nd 2022

To: City of Columbia
Attn: Mr. Glenn Harper

We are requesting final acceptance by the City of Columbia for Phase 2, Section 9 of the Honey Farm Subdivision.

Sincerely,

Charles Raines

Charles Raines

HONEY FARM WAY
50' R.O.W. (MINOR PUBLIC ROAD)

HONEY FARM
PHASE 1, SECTION 1,
PLAT BOOK: P18, PAGE 191

HONEY FARM
PHASE 1, SECTION 1,
PLAT BOOK: P18, PAGE 191

HONEY FARM
PHASE 2, SECTION 5,
PLAT BOOK: P21, PAGE 421

HONEY FARM
PHASE 2, SECTION 8,
DEED BOOK R1917, PAGE 546

COMMON-PARK-AREA

TAX MAP
051P, GRP "B"
(50.00)
HONEY FARM HOMEOWNERS ASSOCIATION INC
D.B. R2083 PG. 11
R.O.M.C., TN
PLAT BOOK: P18, PAGE 191
HONEY FARM PHASE 1, SECTION 1
COMMON PARK AREA
(FOR USE OF LOT OWNERS)

TAX MAP
051
(58.02)
HONEY FARMS MANAGEMENT LLC
D.B. R2360 PG. 1373
R.O.M.C., TN

TAX MAP
051P, GRP "A"
(32.00)
JERRY D & CONNIE G SHRIEVES
D.B. R1567 PG. 566
R.O.M.C., TN
SAGEWOOD ESTATES – SECTION 1C
PLAT BOOK: P5, PAGE 51

TAX MAP
051P, GRP "A"
(31.00)
ALFONSO MENDEZ LOA & ANDREA MEJIA LEAL
D.B. R2525 PG. 801
R.O.M.C., TN
SAGEWOOD ESTATES – SECTION 1C
PLAT BOOK: P5, PAGE 51

EXISTING 30' PERMANENT WATERMAIN EASEMENT (DEED BOOK 1197, PG 48)

EXISTING 30' PERMANENT WATERMAIN EASEMENT (DEED BOOK 1197, PG 48)

BEESWAX STREET
50' R.O.W. (MINOR PUBLIC ROAD)

APIARY COURT
50' R.O.W. (MINOR PUBLIC ROAD)

WORKER BEE DRIVE
50' R.O.W. (MINOR PUBLIC ROAD)

OS-A

MAIL KIOSKS

AIR RELEASE

36" WATER LINE

BLOW OFF VALVE

5' SIDEWALK TYPICAL

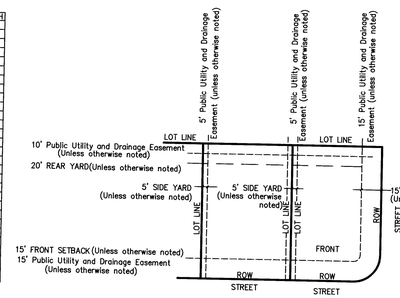
OPEN SPACE NOTE:
ALL OPEN SPACE AREA IS TO BE MAINTAINED BY THE HOMEOWNERS ASSOCIATION, CREATED FOR THE PURPOSE OF MAINTAINING ALL COMMON OPEN SPACE AND GROUNDS INCLUDING THE DETENTION AREAS SHOWN ON THIS PLAT.

LOT AREA TABLE

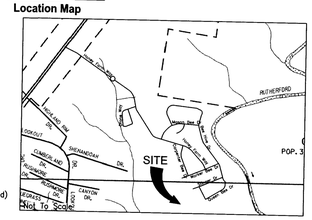
LOT	SQ. FT.	ACRES
379	8,848.6	0.20
380	7,500.1	0.17
381	7,500.0	0.17
382	7,306.9	0.17
404	6,000.0	0.14
405	6,000.0	0.14
406	6,000.0	0.14
407	6,000.0	0.14
408	6,000.0	0.14
409	5,990.0	0.14
410	12,460.0	0.29
411	10,931.6	0.25
412	9,876.3	0.23
413	10,187.8	0.23
414	7,225.5	0.17
415	10,109.4	0.23
OS–A	56,383.4	1.29
COMMON–PARK–AREA	187,454.6	4.30

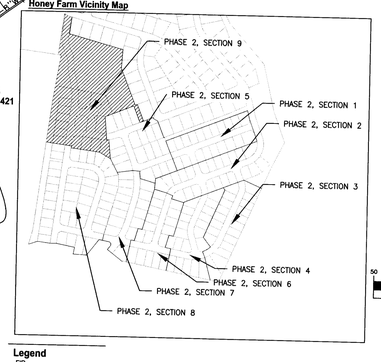
Curve Table

CURVE	ARC LENGTH	RADIUS	DELTA ANGLE	CHORD BEARING	CHORD LENGTH
C1	26.78'	400.00'	1°55'01"	N 05°30'03" E	26.78'
C2	121.87'	400.00'	17°27'23"	S 04°58'43" E	121.40'
C4	59.22'	137.00'	24°45'57"	N 10°31'46" W	58.76'
C5	102.15'	263.00'	22°15'14"	N 11°47'08" W	101.51'
C6	62.10'	400.00'	8°53'43"	N 03°47'21" E	62.04'
C7	8.17'	225.00'	2°04'50"	S 59°36'44" E	8.17'
C8	51.76'	225.00'	13°10'54"	N 67°14'56" W	51.65'
C9	3.56'	225.00'	0°54'25"	N 74°17'15" W	3.56'
C10	54.34'	350.00'	8°53'43"	S 03°47'21" W	54.28'
C11	82.73'	213.00'	22°15'14"	S 11°47'08" E	82.21'
C12	80.83'	187.00'	24°45'57"	S 10°31'46" E	80.20'
C13	71.50'	263.00'	15°34'13"	S 05°58'08" E	71.28'
C14	58.66'	450.00'	7°28'06"	N 09°59'23" W	58.61'
C15	108.58'	450.00'	13°49'28"	N 00°39'26" E	108.31'
C16	47.10'	30.00'	90°00'00"	N 37°39'51" W	42.43'
C17	31.07'	30.00'	59°20'22"	S 67°53'58" E	29.70'
C18	38.42'	55.00'	40°01'21"	S 58°14'27" W	37.64'
C19	61.71'	55.00'	64°17'07"	S 69°38'19" E	58.50'
C20	60.42'	55.00'	62°56'27"	N 05°59'32" E	57.43'
C21	87.19'	55.00'	90°49'31"	N 70°53'27" E	78.34'
C22	18.84'	55.00'	19°37'19"	S 53°53'08" E	18.74'
C23	20.08'	30.00'	38°21'23"	S 63°15'10" E	19.71'
C24	47.12'	30.00'	90°00'00"	S 52°34'09" W	42.43'
C25	47.12'	30.00'	90°00'00"	S 37°25'51" E	42.43'
C26	35.70'	200.00'	10°13'34"	N 87°32'38" W	35.65'
C27	17.32'	250.00'	3°58'08"	S 84°55'16" W	17.31'
C28	41.29'	250.00'	9°27'45"	N 89°21'48" W	41.24'
C29	5.24'	250.00'	1°12'04"	S 83°01'53" E	5.24'
C30	47.12'	30.00'	90°00'00"	N 52°34'09" E	42.43'



HONEY FARM
TYPICAL LOT LAYOUT
NOT TO SCALE





GRAPHIC SCALE
50 0 25 50 100 200
(IN FEET)
1 inch = 50 ft.

PARCEL NUMBER: TAX MAP 051, PCL 58.01
DEED BOOK: R1917, PAGE 546

PARCEL ADDRESS: NASHVILLE HWY
COLUMBIA, TENNESSEE 38401

PROPERTY OWNER: CHARLES RAINES & J.D. EATHERLY
PO BOX 1715
SPRING HILL, TN 37174

PARCEL NUMBER: TAX MAP 051P, GRP "B", PCL 50.00
DEED BOOK: R2083, PAGE 11

PARCEL ADDRESS: 2260 HONEY FARM WAY
COLUMBIA, TENNESSEE 38401

PROPERTY OWNER: HONEY FARM HOMEOWNERS ASSOCIATION, INC
PO BOX 1940
SPRING HILL, TN 37174

EXISTING ZONING: MU-PUD

BUILDING SETBACKS: FRONT - 15', SIDE - 5', REAR - 20'

ACREAGE OF PARCEL: ±10.32 ACRE (449,771 SQFT) TOTAL
±1.79 ACRE (78,017 SQFT) IN RIGHT OF WAY DEDICATION

DENSITY: 1.55 LOTS/ACRE

PURPOSE NOTE:
The purpose of this final plat is to create 16 single family lots and modify the Common Park Area recorded on Honey Farm, Phase 1, Section 1(P18, Page 191).

STORMWATER MANAGEMENT AGREEMENT:
RECORDED: 02/06/2017
DEED BOOK: R2415 PAGE: 1427-1433

The recording of this plat voids, vacates, and supercedes the previous plat of record in Plat Book P18, Page 191 Common Park Area shown hereon.

Surveyor's Notes

1. All distances were measured with E.D.M. equipment and have been adjusted for temperature and pressure.
2. The property (Boundary) Line Survey exceeds the minimum requirements of an Urban Land Survey Category 1 as per Standards of Practice adopted by the State Board of Examiners for Land Surveyors for the State of Tennessee, and the precision of the unadjusted survey is greater than 1 foot in 10,000 feet.
3. Information concerning site utility services and appurtenances shown hereon is based on visible evidence noted during the survey, information provided by utility representatives or information shown on original construction plans by other. Information and location of service lines on site should be considered approximate and there may be underground utility lines that are not shown on the survey. Owner(s) and contractor(s) should assume responsibility of locating all underground utility service lines prior to any construction, excavation or any disturbance of the existing ground elevation to avoid hazard of unnecessary expense.
4. Information concerning major utilities or appurtenances shown hereon are based on visible evidence noted during the survey or information provided by utility representatives. Verification of existence, size, location, depth and availability of service should be confirmed by local utility agencies.
5. The property shown hereon is located within the City of Columbia, Maury County, TN. All matters pertaining to construction, use location of improvements, signage, parking, noise, vibration, emissions, fire hazards, radiation, illumination, setback provisions, etc., are subject to the City of Columbia's Zoning Regulation as interpreted and regulated by the Department of Planning and Codes.
6. The area of the parcels as shown hereon is 10.32 Acres.
7. This property currently identified as Tax Map No. 051 Parcel No. 058.01 & Tax Map No. 051P Grp "B" Parcel 50.00, Maury County. For designation shown thus ( ) indicates Parcel Numbers for said map.
8. Plat reference: P18, Page 191
9. Deed reference: Book R1917, Page 546 & R2083, Page 11
10. Bearings based on: Tennessee State Plane, Fipzone 4100.
11. This drawing was prepared in accordance with our field survey notes. It shows improvements as they exist to the best of our knowledge, but is not guaranteed to be correct in each and every detail.
12. This survey was prepared from current deeds of record and does not represent a title search or a guarantee of title, and is subject to any state of facts a current and accurate search may reveal.
13. This survey was prepared for the exclusive use of the person, persons, or entity, if any, named on the certification hereon. Said certificate does not extend to any unnamed person without an express re-certification by the surveyor naming said person.
14. The certification as provided on this survey, is purely a statement of professional opinion based on knowledge, information and belief, based on existing field evidence and documentary evidence provided by others.
15. The certification is not an expressed or implied warranty or guarantee.
16. This property is not located in a Special Flood Hazard Area as shown on F.E.M.A. Flood Insurance Rate Map, Community Panel No. 47119C0190E, dated April 16, 2007, and shown hereon graphically.
17. All public utility and drainage easements located on proposed lots are to be maintained by the individual property owner for said lot.
18. All property corners are ½" rebar with cap reading "WES 1987" unless otherwise noted.
19. All Open Space Area is a Public Utility and Drainage Easements.
20. The recording of this plat vacates, voids, and supercedes other plats of record for the subject property.

Legend

IP	Iron Rod Found
○	Iron Rod Set
I.P.F.	Iron Pipe Found
AXLE	Axle Found
FCM	Fence Post
	Concrete Monument Existing
O.P.K.F.	PK Nail Found
O.P.K.S.	PK Nail Set
R.R.S.F.	Railroad Spike Found
R.R.S.S.	Railroad Spike Set
	Bench Mark
	Stake Found
	Fire Hydrant
	Water Meter
	Water Valve
	Water Reducer
	Clean Out
	Sanitary Sewer Manhole
	Storm Sewer Manhole
	Catch Basin
	Curb Inlet
	Storm Pipe
	Cable Manhole
	Electric Manhole
	Telephone Manhole
	Water Manhole
E	Electric Meter
	Cable Riser
	Electric Riser
	Telephone Riser
	Telephone Booth
	Gas Meter
	Gas Valve
	Light Pole
	Power Pole
	Telephone Pole
	Guy Pole
	Power Pole
	Flag Pole
	Guy Wire
	Mailbox
	Parking Block
	Satellite Dish
	Handicap Parking
	Water Spigot
	Bollard
	Evergreen Tree
	Deciduous Tree
	Bush
	Sign
	Adjoining Property Line
	Subject Property Line
	Easement Line
	Building Setback Line
	Centerline
	Edge of Pavement
	Edge of Gravel
X	Fence Line
	Landscape
	Woods / Tree line
	Edge of Water
	Ditch / Creek Centerline
	Minor Contour Line
	Index Contour Line
G	Gas Line
SA	Sanitary Sewer Line
W	Water Line
ST	Storm Sewer Line
OH	Overhead Utility Line
OHC	Overhead Cable Line
OHE	Overhead Electric Line
OHT	Overhead Telephone Line
UG	Underground Utility Line
UGC	Underground Cable Line
UGE	Underground Electric Line
UGT	Underground Telephone Line
FM	Forced Main Line

CERTIFICATE OF OWNERSHIP AND DEDICATION

I, (we) hereby certify that I am (we are) the owner(s) of the property shown and described hereon as evidenced in Book Number See Below, Page See Below, Maury County Registers Office, and that I (we) hereby adopt this plan of subdivision with my (our) free consent, establish the minimum building restriction lines, and that offers of irrevocable dedication for all public ways, utilities, and other facilities have been filed.

Tax Map 051, Parcel 58.01
Deed Book: R1917, Page 546

8/2/19 — Charles Raines
Date — Charles Raines

— J.D. Eatherly
Date — J.D. Eatherly

Tax Map 051P, Grp "B", Parcel 50.00
Deed Book: R2083, Page 11

8/5/19 — Honey Farm Homeowners Association, Inc
Date — Honey Farm Homeowners Association, Inc

Title (if acting for partnership or corporation)

CERTIFICATE OF APPROVAL OF STREETS, DRAINAGE, STREET SIGNS, AND UTILITIES

I hereby certify that the streets, drainage, and utilities designated in Honey Farm Subdivision have been installed in accordance with City Specifications, or a performance surety in the amount of $ 76,000 for streets and drainage has been posted with the City of Columbia, Tennessee, to assure completion of such improvements.

8/6/19 — City Engineer, Columbia, Tennessee
Date

CERTIFICATE OF APPROVAL FOR SUBDIVISION NAME, STREET NAMES, AND STREET SIGNS

Subdivision name and street names approved by the City Engineering Department and by E-911 Maury County.

8/5/2019 — Maury County E-911, Columbia, Tennessee
Date

CERTIFICATE OF APPROVAL OF SEWER SYSTEM

I hereby certify that the sewer system outlined or indicated on this final subdivision plat has been installed in accordance with the current local and state government requirements, or a sufficient bond or other has been filed to guarantee said installation.

8/31/19 — Director of Wastewater Department, Columbia, Tennessee
Date

CERTIFICATE OF APPROVAL OF WATER SYSTEM

I, (we) hereby certify that the water system(s) outlined or indicated on the final subdivision plat entitled Honey Farm Phase II, Section IX has/have been installed in accordance with current local and state government requirements, or a sufficient bond or other surety has been filed to guarantee said installation.

7/29/2019 — Name, Title and Agency or Authorized Approving Agent
Date

CERTIFICATE OF COMPLIANCE

I hereby certify that the subdivision plat shown hereon has been found to comply with the City of Columbia Subdivision Regulations and other adopted ordinances and policies.

8/6/19 — City Engineer, Columbia, Tennessee
Date

CERTIFICATE OF APPROVAL FOR RECORDING

I hereby certify that the subdivision plat shown hereon has been found to comply with the Subdivision Regulations, with the exception of such variances, if any, as are noted in the minutes of the Planning Commission, and that it has been approved for recording in the Office of the County Register:

8/6/19 — Secretary, Planning Commission
Date

SURVEYOR'S CERTIFICATION (TENNESSEE)

I hereby certify that to the best of my knowledge and belief this is a true and accurate survey of the property shown hereon; that this is a category "I" Land Survey as defined in Title 62, Chapter 18, Tennessee Code Annotated, and that the ratio of precision is greater than or equal to 1:10,000.

7/16/19 — Allen B. O'Leary, TN RLS #1987
Date — Allen B. O'Leary — TN RLS #1987 Number

08/07/2019 - 01:51 PM
19011531
1 PGS:AL-PLAT
JANE BATCH: 216679
PLAT BOOK: P22
PAGE: 41

REC FEE	16.00
DP FEE	2.00
TOTAL	17.00

STATE OF TENNESSEE, MAURY COUNTY
JOHN FLEMING
REGISTER OF DEEDS

Register of Deed Recording Stamp

ALLEN B. O'LEARY — REGISTERED LAND SURVEYOR — TENNESSEE — TENNESSEE NO. 1987

WES ENGINEERS & SURVEYORS
CIVIL ENGINEERS & LAND SURVEYORS
2486 NASHVILLE HIGHWAY
COLUMBIA, TN 38401
PHONE: (931) 388-2329
www.wesengineer.com
ENGINEERS & SURVEYORS

© 2019

Client
CHARLES RAINES &
J.D. EATHERLY
PO BOX 1715
SPRING HILL, TN 37174

REVISIONS	DATE
TECHNICAL COMMITTEE COMMENTS	06-28-2019

Drawn: EB
Checked: AO
Approved: AO
Date: 04-15-2019

Job. no. 08505
Scale: Vertical: 1"=50' Horizontal:

FINAL PLAT
HONEY FARM PHASE II, SECTION IX
COLUMBIA, TN 38401

1 of 1

FILE: J:\WEBB ENGINEERING\08505 – Honey Farm – Raines\Survey\dwg\08505 – Phase 2 Section 9.dwg

CITY OF COLUMBIA TENNESSEE
CITY COUNCIL
STAFF REPORT

STAFF REPORT CONTACT INFORMATION
Ginger Adams, Administrative Assistant to Fire Chief, gadams@columbiatn.com, 931-560-1723

AGENDA ITEM TITLE: RESOLUTION NO. 23-36 - A RESOLUTION ACCEPTING A DONATION OF FIVE CONTAINMENT BLANKETS DESIGNED SPECIFICALLY FOR ELECTRIC AND HYBRID VEHICLE FIRES FROM GENERAL MOTORS TO BE UTILIZED BY COLUMBIA FIRE & RESCUE

RECOMMENDATION: Approve.

INFORMATION: Columbia Fire & Rescue request Council's approval to accept the donation of five containment blankets designed specifically for electric and hybrid vehicle fires from General Motors.

ATTACHMENTS: Resolution No. 23-36**.**

A RESOLUTION ACCEPTING A DONATION OF FIVE (5) CONTAINMENT BLANKETS DESIGNED SPECIFICALLY FOR ELECTRIC AND HYBRID VEHICLE FIRES FROM GENERAL MOTORS TO BE UTILIZED BY COLUMBIA FIRE & RESCUE

WHEREAS, Columbia Fire & Rescue would like to accept the donation of five (5) containment blankets designed specifically for electric and hybrid vehicle fires from General Motors with an approximate value of $7,250 (Seven Thousand Two Hundred Fifty Dollars) to be utilized by Columbia Fire & Rescue; and

WHEREAS, no matching funds are required.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF COLUMBIA, that such city does hereby endorse the efforts of Columbia Fire & Rescue by accepting this donation.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF COLUMBIA, TENNESSEE, this the _____day of _____, 2023.

_____
CHARLES (CHAZ) M. MOLDER, MAYOR

ATTEST:

_____
THAD H. JABLONSKI, CITY RECORDER

LEGAL FORM APPROVED:

_____
C. TIM TISHER, CITY ATTORNEY

CITY OF COLUMBIA TENNESSEE
CITY COUNCIL
STAFF REPORT

STAFF REPORT CONTACT INFORMATION

Donald J. Boshers; Wastewater DIRECTOR; dboshers@columbiatn.com; (931) 560-1011

AGENDA ITEM TITLE: Resolution No. 23-37 – A resolution to accept ownership and maintenance of sewer improvements serving Baker Creek Place – Ward 3

RECOMMENDATION: APPROVE

INFORMATION: Baker Creek Place consist of 1,375 linear feet of 8-inch gravity sanitary sewer lines located in Ward 3. The Developers have met all of the qualifications for acceptance, i.e. as-built plans, dedication letter, lien affidavit and maintenance surety, 25% of the construction surety, to be left in place for one year after council acceptance. The Wastewater Department has performed the necessary testing and inspections.

CERTIFICATION:

ATTACHMENTS: Dedication letter

RESOLUTION NO. 23-37

A RESOLUTION TO ACCEPT THE OWNERSHIP AND MAINTENANCE OF SEWER IMPROVEMENTS SERVING BAKER CREEK PLACE

WHEREAS, The City of Columbia, has been requested to accept ownership and maintenance of the existing 1,375 linear feet of 8" gravity sanitary sewer line serving Baker Creek Place; and

WHEREAS, the City of Columbia has inspected said sanitary sewer line and has determined that said sanitary sewer line meets the requirements imposed by the City of Columbia.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF COLUMBIA, that the City of Columbia does hereby accept the ownership and maintenance of said sanitary sewer line serving the Baker Creek Place.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF COLUMBIA, TENNESSEE, this the 8th day of June, 2023.

_____
CHARLES (CHAZ) M. MOLDER - MAYOR

ATTEST:

_____
THAD H. JABLONSKI - CITY RECORDER

LEGAL FORM APPROVED:

C. Tim Tisher
C. TIM TISHER - CITY ATTORNEY

SMITH DOUGLAS HOMES

Date: 2 May 2023

Columbia City Council
City of Columbia, Tennessee
City Hall
700 North Garden Street
Columbia, Tennessee 38401

Dear Council Members:

I wish to present for dedication to the Council of the City of Columbia, Tennessee, the wastewater system improvements installed to service Baker Creek Place in the amount of 1,375 linear feet.

You have been provided with CCTV and as-built drawings of the project and all inspections and testing has been completed. All fees required for dedication have been paid. You have also been provided a one-year maintenance surety in the amount of $33,336.48, set to expire one year from date of Council acceptance.

Acceptance by the Columbia City Council for these wastewater system improvements would be appreciated.

Sincerely,
Signed: Matthew Fausett

Print: Matthew Fausett

361 Mallory Station Road, Suite 103 • Franklin, TN 37067 • Phone: 615-920-4615

CITY OF COLUMBIA TENNESSEE
CITY COUNCIL
STAFF REPORT

STAFF REPORT CONTACT INFORMATION
Ginger Adams, Administrative Assistant to Fire Chief, gadams@columbiatn.com, 931-560-1723

AGENDA ITEM TITLE: RESOLUTION NO. 23-38 - A RESOLUTION TO RATIFY THE CITY OF COLUMBIA'S APPLICATION FOR THE FEMA PUBLIC ASSISTANCE GRANT, ACCEPT THE AWARD AND AUTHORIZE THE MAYOR TO EXECUTE DOCUMENTS RELATED TO ACCEPTING AND ADMINISTERING THE GRANT PROJECT

RECOMMENDATION: Approve.

INFORMATION: The President of the United States issued a major disaster declaration under the authority of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5121 *et seq*. (the "Stafford Act"), for costs associated with the Corona Virus Disease 2019 (Covid-19 Pandemic).

The City of Columbia is eligible to receive funds to recover costs that are funded 100% by FEMA.

Columbia Fire & Rescue requests the Council's approval to apply for the Grant with no matching funds required by the City of Columbia.

ATTACHMENTS: Resolution No. 23-38.



A RESOLUTION TO RATIFY THE CITY OF COLUMBIA'S APPLICATION FOR THE FEMA PUBLIC ASSISTANCE GRANT, ACCEPT THE AWARD AND AUTHORIZE THE MAYOR TO EXECUTE DOCUMENTS RELATED TO ACCEPTING AND ADMINISTERING THE GRANT PROJECT

WHEREAS, the President of the United States issued a major disaster declaration under the authority of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5121 *et seq*. (the "Stafford Act"), for costs associated with the Corona Virus Disease 2019 (Covid-19 Pandemic); and

WHEREAS, the City of Columbia is eligible for funds under the FEMA-4514-DR-TN Public Assistance Grant; and

WHEREAS, this provides the opportunity to recover costs; and

WHEREAS, the City of Columbia will utilize said monies to recover costs as a result of the pandemic; and

WHEREAS, all funds received are funded 100% by FEMA; and

WHEREAS, no matching funds are required by TEMA or the City of Columbia.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF COLUMBIA, as follows:

1. That the City of Columbia is hereby authorized to request for public assistance.
2. That the City Council hereby approves any funds awarded under the authority of the Robert T. Stafford Disaster Relief and Emergency Assistance Act.
3. That the Mayor is hereby authorized and directed to enter into all necessary agreements to receive and administer such funds.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF COLUMBIA, TENNESSEE, this the ___ day of June, 2023.

_____
CHARLES (CHAZ) M. MOLDER, MAYOR

ATTEST:

_____
THAD H. JABLONSKI, CITY RECORDER

LEGAL FORM APPROVED:

_____
C. TIM TISHER, CITY ATTORNEY

CITY OF COLUMBIA TENNESSEE
CITY COUNCIL
STAFF REPORT

STAFF REPORT CONTACT INFORMATION
Regina Connelly, City Recorder's Office, rconnelly@columbiatn.com, 931-560-1520

AGENDA ITEM TITLE:
RESOLUTION NO. 23-39 – TAX CORRECTIONS

RECOMMENDATION: Approve Resolution No. 23-39.

INFORMATION: The City Recorder is presenting tax corrections through 5/19/2023 for Council consideration as submitted by Mr. Bobby Daniels, Maury County Tax Assessor.

ATTACHMENTS: Staff Report; Resolution No. 23-39; Tax Corrections.

RESOLUTION

WHEREAS, the City of Columbia, Tennessee, has on its books certain property that is assessed which should not be assessed; and

WHEREAS, the City of Columbia, Tennessee, has on its books certain property that is incorrectly assessed; and

WHEREAS, the City of Columbia, Tennessee, desires to correct these errors to properly reflect the corrections on the books of the City of Columbia.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF COLUMBIA, that the following corrections are hereby approved:

(SEE SCHEDULE "A" ATTACHED HERETO)

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF

COLUMBIA, TENNESSEE, this the _____ day of _____, 2023.

_____
CHARLES (CHAZ) M. MOLDER - MAYOR

ATTEST:

_____
THAD H. JABLONSKI, CITY RECORDER

LEGAL FORM APPROVED:

C. Tim Tisher
C. TIM TISHER, CITY ATTORNEY

TAX CORRECTIONS
RESOLUTION NO. 23-39

1. DELETE 2022 PERSONAL PROPERTY TAX IN THE NAME OF SHRED NATIONS. MAP 113C E 005.00 P 010, 627 S JAMES CAMPBELL BLVD. PROPERTY VALUE $12,000.00, ASSESSED VALUE $3,600.00, AND TAXES $30.00. DUE TO ACCOUNT CLOSED PER MAURY COUNTY TAX ASSESSOR.

2. DELETE 2021 PERSONAL PROPERTY TAX IN THE NAME OF BMC SERVICES. MAP 100E A 008.01 P 006, 1004 BECKETT ST. PROPERTY VALUE $5,000.00, ASSESSED VALUE $1,500.00, AND TAXES $17.00. DUE TO DUPLICATE ACCOUNT PER MAURY COUNTY TAX ASSESSOR.

3. DELETE 2022 PERSONAL PROPERTY TAX IN THE NAME OF BMC SERVICES. MAP 100E A 008.01 P 006, 1004 BECKETT ST. PROPERTY VALUE $5,750.00, ASSESSED VALUE $1,725.00, AND TAXES $14.00. DUE TO DUPLICATE ACCOUNT PER MAURY COUNTY TAX ASSESSOR.

4. DELETE 2021 PERSONAL PROPERTY TAX IN THE NAME OF RICHARD LAGOS. MAP 100C C 017.00 P 003, 906 TROTWOOD AVE. PROPERTY VALUE $2,282.00, ASSESSED VALUE $685.00, AND TAXES $8.00. DUE TO DUPLICATE ACCOUNT PER MAURY COUNTY TAX ASSESSOR.

5. DELETE 2022 PERSONAL PROPERTY TAX IN THE NAME OF RICHARD LAGOS. MAP 100C C 017.00 P 003, 906 TROTWOOD AVE. PROPERTY VALUE $2,624.00, ASSESSED VALUE $787.00, AND TAXES $6.00. DUE TO DUPLICATE ACCOUNT PER MAURY COUNTY TAX ASSESSOR.

6. DELETE 2021 PERSONAL PROPERTY TAX IN THE NAME OF JOSE ARCADIO LEYVA. MAP 089L A 014.03 P 001, 101 CLOVERDALE DR. PROPERTY VALUE $1,150.00, ASSESSED VALUE $345.00, AND TAXES $4.00. DUE TO DUPLICATE ACCOUNT PER MAURY COUNTY TAX ASSESSOR.

7. DELETE 2022 PERSONAL PROPERTY TAX IN THE NAME OF JOSE ARCADIO LEYVA. MAP 089L A 014.03 P 001, 101 CLOVERDALE DR. PROPERTY VALUE $1,323.00, ASSESSED VALUE $397.00, AND TAXES $3.00. DUE TO DUPLICATE ACCOUNT PER MAURY COUNTY TAX ASSESSOR.

8. DELETE 2021 PERSONAL PROPERTY TAX IN THE NAME OF PAY LESS TIRE SHOP. MAP 100L F 002.00 P 005, 1216 CARMACK BLVD. PROPERTY VALUE $2,156.00, ASSESSED VALUE $647.00, AND TAXES $8.00. DUE TO DUPLICATE ACCOUNT PER MAURY COUNTY TAX ASSESSOR.

9. DELETE 2022 PERSONAL PROPERTY TAX IN THE NAME OF PAY LESS TIRE SHOP. MAP 100L F 002.00 P 005, 1216 CARMACK BLVD. PROPERTY VALUE $2,479.00, ASSESSED VALUE $744.00, AND TAXES $6.00. DUE TO DUPLICATE ACCOUNT PER MAURY COUNTY TAX ASSESSOR.

10. DELETE 2021 PERSONAL PROPERTY TAX IN THE NAME OF L & J FRAMING. MAP 101F D 016.00 P 001, 103 KNOX CT. PROPERTY VALUE $699.00, ASSESSED VALUE $210.00, AND TAXES $2.00. DUE TO DUPLICATE ACCOUNT PER MAURY COUNTY TAX ASSESSOR.

11. DELETE 2022 PERSONAL PROPERTY TAX IN THE NAME OF L & J FRAMING. MAP 101F D 016.00 P 001, 103 KNOX CT. PROPERTY VALUE $804.00, ASSESSED VALUE $241.00, AND TAXES $2.00. DUE TO DUPLICATE ACCOUNT PER MAURY COUNTY TAX ASSESSOR.

CITY OF COLUMBIA TENNESSEE
CITY COUNCIL
STAFF REPORT

STAFF REPORT CONTACT INFORMATION
Jill Carlson, Administrative Assistant, jcarlson@columbiatn.com, (931-560-1451)

AGENDA ITEM TITLE: RESOLUTION NO. 23-40 - A RESOLUTION TO ACCEPT A DONATION FROM THE MAURY REGIONAL HEALTHCARE FOUNDATION TO THE COLUMBIA PARKS AND RECREATION DEPARTMENT IN THE AMOUNT OF ONE THOUSAND DOLLARS ($1,000) FOR SUMMER YOUTH PROGRAM EXPENSES

RECOMMENDATION: Approve Resolution No. 23-40.

INFORMATION: The Maury Regional Healthcare Foundation Executive Committee voted to donate one thousand dollars ($1,000) for summer youth program expenses.

ATTACHMENTS: Resolution No. 23-40.

Resolution No. 23-40

A RESOLUTION ACCEPTING A DONATION FROM THE MAURY REGIONAL HEALTHCARE FOUNDATION TO THE COLUMBIA PARKS AND RECREATION DEPARTMENT IN THE AMOUNT OF ONE THOUSAND DOLLARS ($1,000) FOR THE 2023 SUMMER YOUTH PROGRAMS.

WHEREAS, the City of Columbia Parks and Recreation has been awarded One Thousand Dollars ($1,000) to the 2023 Summer Youth Program to assist in fees for children unable to pay. This donation is from the proceeds of the 2023 MuleKick 5K in appreciation to the City of Columbia for their partnership with this year's race; and

WHEREAS, no matching funds are required.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF COLUMBIA, that such City does hereby endorse the efforts of the Columbia Parks and Recreation Department and the Maury Regional Healthcare Foundation by accepting this donation.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF COLUMBIA, TENNESSEE, this the 8th day of June 2023.

_____

CHARLES (CHAZ) M. MOLDER, MAYOR

ATTEST:

_____

THAD H JABLONSKI, CITY RECORDER

LEGAL FORM APPROVED:

_____

C. TIM TISHER, CITY ATTORNEY

CITY OF COLUMBIA TENNESSEE
CITY COUNCIL
STAFF REPORT

STAFF REPORT CONTACT INFORMATION
Donna Osmon, Administrative Assistant, dosmon@columbiatn.com, 931-560-1472

AGENDA ITEM TITLE: RESOLUTION NO. 23-41 - A RESOLUTION AUTHORIZING EXECUTION OF A SINGLE STREAM SOLID WASTE INTERLOCAL AGREEMENT WITH MARSHALL COUNTY FOR RECYCLABLE MATERIALS

RECOMMENDATION: Approve Resolution No. 23-41 and authorize the mayor to sign an interlocal agreement for execution of single stream solid waste with Marshall County for recyclable materials

INFORMATION: Since 2013, the City of Columbia has partnered with Marshall County to improve recycling and support Marshall County's Recycling Hub. The City's recyclable materials are collected by Public Works and delivered to the Marshall County Solid Waste Recovery Facility.

The Marshall County Solid Waste Committee recommended maintaining the current charge of $65.00 per ton and made a recommendation to the Marshall County Commission, who approved a resolution at their April 24, 2023 meeting. The per-ton charge for recyclables will take effect on July 1, 2023. The Commission approved an Interlocal Agreement for the City's consideration, establishing terms and conditions for the City's recyclable materials delivered to their facility. This recommendation also includes an automatic one (1) year renewal.

Based upon an estimated tonnage of recyclables (415 tons annually), the costs would be approximately $27,000.00.

Marshall County is requesting the City of Columbia to authorize execution of the Interlocal Agreement.

A RESOLUTION AUTHORIZING EXECUTION OF A SINGLE STREAM SOLID WASTE INTERLOCAL AGREEMENT WITH MARSHALL COUNTY FOR RECYCLABLE MATERIALS

WHEREAS, the City of Columbia recognizes that recycling services are essential to reduce the solid waste stream and to meet solid waste reduction and diversion goals established by the State of Tennessee Department of Environment and Conservation; and

WHEREAS, the Marshall County Commission approved an Interlocal Agreement on April 24, 2023, authorizing an agreement between Marshall County and the City of Columbia; and

WHEREAS, the Interlocal Agreement, a Single Stream Solid Waste Agreement, establishes terms and conditions for the City of Columbia to process recyclable materials through Marshall County; and

WHEREAS, in conjunction with the Marshall County Commission's approval of the agreement and upon execution by the City of Columbia, Marshall County Solid Waste will continue to assess a $65 per ton fee for recyclables brought to the Marshall County Materials Recycling Facility; and

WHEREAS, Marshall County Solid Waste will invoice the City of Columbia monthly based upon tonnage; and

WHEREAS, execution of the Interlocal Agreement is being requested by the Marshall County Commission to formalize the associated terms and conditions.

NOW, THEREFORE, BE IT RESOLVED, that the City of Columbia hereby approves the Interlocal Agreement with Marshall County effective July 1, 2023 for materials recycling/single stream solid waste.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF COLUMBIA, TENNESSEE, this 8th day of June, 2023.

_____
CHARLES (CHAZ) M. MOLDER, MAYOR

ATTEST:

_____
THAD H. JABLONSKI, CITY RECORDER

LEGAL FORM APPROVED:

_____
C. TIM TISHER, CITY ATTORNEY

INTERLOCAL AGREEMENT BETWEEN

MARSHALL COUNTY AND COLUMBIA, TENNESSEE

THIS AGREEMENT is made and entered into by and among MARSHALL COUNTY (MARSHALL COUNTY SOLID WASTE) (hereinafter referred to as "Marshall County") and CITY OF COLUMBIA, TENNESSEE (hereinafter referred to as "Columbia") and is subject to the following premises, terms and conditions:

WHEREAS, Columbia requires assistance with disposal of its single stream recycling materials; and,

WHEREAS, Marshall County has the means and capacity to assist Columbia with disposal of its single stream recycling materials; and

WHEREAS, the Parties believe the terms of this Interlocal Agreement are in the best interests of both Parties and their respective citizens.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein, the Parties agree as follows:

1. **Purpose/Scope of Service.** Columbia agrees to transport and deliver single stream recycling materials (defined as plastics [PET #1 and HDPE #2], mixed paper, cardboard, aluminum beverage containers and steel containers) to the Marshall County Solid Waste Recovery Facility located at 611 Hawkins Drive, Lewisburg, Tennessee, for offloading and processing by Marshall County Solid Waste.

2. **Authority to Enter into Agreement.** This Agreement is made and entered into pursuant to the authority granted by the Parties under the Interlocal Cooperation Act, Tenn. Code Ann. §12-9-101, et seq., and the Parties agree that all approvals and filings required by the terms of said Act shall be achieved as soon as possible from and after the execution of this Agreement.

3. **Term.** This Agreement shall be effective retroactively from July 1, 2023, to June 30, 2024, and shall automatically renew for one (1) year terms thereafter. Notwithstanding the foregoing, either Party may terminate this Agreement, with or without cause, by written notice of its decision to terminate this Agreement to the other Party. Additionally, this Agreement may be suspended until further notice by Marshall County without prior notice if the Marshall County Solid Waste Recovery Facility shall become inoperable for whatever reason.

4. **Cost of Services.** Columbia agrees to pay Marshall County Sixty Five Dollars ($65.00) per ton of materials delivered to Marshall County Solid Waste Recovery Facility, subject to a maximum contamination rate of eight percent (8%). Upon the first load exceeding eight percent (8%) contamination, Columbia will receive a warning. Subsequent loads exceeding eight percent (8%) contamination will incur an additional charge of fifty cents ($.50) per ton per percentage point of contaminated materials delivered for processing. Marshall County reserves the right to

refuse any load deemed too contaminated for processing, in which case Columbia shall be charged the actual cost of disposal of said load. Marshall County shall dispose and/or transfer delivered materials as it may choose.

5. **Invoicing for Services**. Marshall County shall invoice on a once monthly basis for all services rendered hereunder to Columbia.

6. **Dispute Resolution**. In the event a dispute or disagreement arises from the operations described herein, a dispute committee shall be formed consisting of the Columbia Mayor or his/her designee, the Marshall County Mayor or his /her designee and one (1) member to be mutually agreed upon to resolve said dispute vis-à-vis nonbinding mediation. Thereafter, and as necessary, either party may seek any legal remedy available under the law.

7. **Severability**. The Parties agree that if any part, term, or provision of this Agreement is determined to be illegal or in conflict with any law of the State of Tennessee by any court with jurisdiction, the validity of the remaining portions or provisions shall not be affected. The rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain that particular part, term, or provision held to be invalid.

8. **Choice of Law**. This Agreement shall be construed under the laws of the State of Tennessee.

9. **Entire Agreement**. This Agreement represents the entire agreement between the Parties and supersedes all prior negotiations, representations, or agreements, either written or oral, with respect to the subject matter hereof. This Agreement may be amended only by written instrument signed by all Parties.

This Agreement shall be binding upon the Parties and shall take effect from and after its ratification and signing pursuant to the requirements of the Interlocal Cooperation Act. This _____ day of _____, 2023.

MARSHALL COUNTY COMMISSION

By: _____

Mike Keny, County Mayor

CITY OF COLUMBIA

By: _____

Chaz Molder, Mayor

CITY OF COLUMBIA TENNESSEE
CITY COUNCIL
STAFF REPORT

STAFF REPORT CONTACT INFORMATION

Donald J. Boshers; Wastewater DIRECTOR; dboshers@columbiatn.com; (931) 560-1011

AGENDA ITEM TITLE: Resolution No. 23-42 – A resolution to accept ownership and maintenance of sewer improvements serving Citizen House Apartments – Ward 5

RECOMMENDATION: APPROVE

INFORMATION: Citizen House Apartments consists of 1,082 linear feet of 8-inch gravity sanitary sewer lines located in Ward 5. The Developers have met all of the qualifications for acceptance, i.e. as-built plans, dedication letter, lien affidavit and maintenance surety, 25% of the construction surety, to be left in place for one year after council acceptance. The Wastewater Department has performed the necessary testing and inspections.

CERTIFICATION:

ATTACHMENTS: Dedication letter

RESOLUTION NO. 23-42

A RESOLUTION TO ACCEPT THE OWNERSHIP AND MAINTENANCE OF SEWER IMPROVEMENTS SERVING CITIZEN HOUSE APARTMENTS

WHEREAS, The City of Columbia, has been requested to accept ownership and maintenance of 1,082 linear feet of 8" gravity sewer serving Citizen House Apartments; and

WHEREAS, the City of Columbia has inspected said sewer improvements and has determined that said sewer improvements meet the requirements imposed by the City of Columbia.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF COLUMBIA, that the City of Columbia does hereby accept the ownership and maintenance of said sanitary sewer improvements serving Citizen House Apartments.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF COLUMBIA, TENNESSEE, this the 8th day of June, 2023.

_____

CHARLES (CHAZ) M. MOLDER - MAYOR

ATTEST:

_____

THAD H. JABLONSKI - CITY RECORDER

LEGAL FORM APPROVED:

_____

C. TIM TISHER - CITY ATTORNEY

Date: 14 April 2023

Columbia City Council
City of Columbia, Tennessee
City Hall
700 North Garden Street
Columbia, Tennessee 38401

Dear Council Members:

I wish to present for dedication to the Council of the City of Columbia, Tennessee, the wastewater system improvements installed to service Citizen House in the amount of 1,082 linear feet including 8 manholes.

You have been provided with CCTV and as-built drawings of the project and all inspections and testing has been completed. All fees required for dedication have been paid. You have also been provided a one-year maintenance surety in the amount of $26,238.50, set to expire one year from date of Council acceptance.

Acceptance by the Columbia City Council for these wastewater system improvements would be appreciated.

Sincerely,

NASH SPRING HILL JV,
a Texas general partnership

By: OP II NASH 2425 NASHVILLE HIGHWAY LAND PARTNERS,
a Texas general partnership,
its managing partner

By: EOP II SUB GP TWO, LLC,
a Texas limited liability company,
its managing partner

By: _____
Name: Luke Phillippi
Title: Executive Vice President

CITY OF COLUMBIA TENNESSEE
CITY COUNCIL
STAFF REPORT

STAFF REPORT CONTACT INFORMATION

Donald J. Boshers; Wastewater DIRECTOR; dboshers@columbiatn.com; (931) 560-1011

AGENDA ITEM TITLE: Resolution No. 23-43 – A resolution to accept ownership and maintenance of sewer improvements serving Ridgeview Oaks, Phase 2 (Kinloch) – Ward 5

RECOMMENDATION: APPROVE

INFORMATION: Ridgeview Oaks, Phase 2 (Kinloch) consist of 2,025 linear feet of 8-inch gravity sanitary sewer lines located in Ward 3. The Developers have met all of the qualifications for acceptance, i.e. as-built plans, dedication letter, lien affidavit and maintenance surety, 25% of the construction surety, to be left in place for one year after council acceptance. The Wastewater Department has performed the necessary testing and inspections.

CERTIFICATION:

ATTACHMENTS: Dedication letter

RESOLUTION NO. 23-43

A RESOLUTION TO ACCEPT THE OWNERSHIP AND MAINTENANCE OF SEWER IMPROVEMENTS SERVING RIDGEVIEW OAKS, PHASE 2 (KINLOCH)

WHEREAS, The City of Columbia, has been requested to accept ownership and maintenance of 2,025 linear feet of 8" gravity sewer serving Ridgeview Oaks, Phase 2 (Kinloch); and

WHEREAS, the City of Columbia has inspected said sewer improvements and has determined that said sewer improvements meet the requirements imposed by the City of Columbia.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF COLUMBIA, that the City of Columbia does hereby accept the ownership and maintenance of said sanitary sewer improvements serving Ridgeview Oaks, Phase 2 (Kinloch).

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF COLUMBIA, TENNESSEE, this the 8th day of June, 2023.

_____

CHARLES (CHAZ) M. MOLDER - MAYOR

ATTEST:

_____

THAD H. JABLONSKI - CITY RECORDER

LEGAL FORM APPROVED:

C. Tim Tisher

C. TIM TISHER - CITY ATTORNEY

Date: 19 May 2023

Columbia City Council
City of Columbia, Tennessee
City Hall
700 North Garden Street
Columbia, Tennessee 38401

Dear Council Members:

I wish to present for dedication to the Council of the City of Columbia, Tennessee, the wastewater system improvements installed to service Ridgeview Oaks Phase 2 (Kinloch) in the amount of 2,025 linear feet.

You have been provided with CCTV and as-built drawings of the project and all inspections and testing has been completed. All fees required for dedication have been paid. You have also been provided a one-year maintenance surety in the amount of $49,106.25, set to expire one year from date of Council acceptance.

Acceptance by the Columbia City Council for these wastewater system improvements would be appreciated.

Sincerely,
Signed:



Print: Brandon Robertson

CITY OF COLUMBIA TENNESSEE
CITY COUNCIL
STAFF REPORT

STAFF REPORT CONTACT INFORMATION
Paul Keltner, Development Services Director, paul@columbiatn.com, 931-560-1560

AGENDA ITEM TITLE:
2ND CONSIDERATION OF ORDINANCE NO. 4456 - AN ORDINANCE TO AMEND ORDINANCE NO. 4400, THE SAME BEING THE ZONING ORDINANCE OF THE CITY OF COLUMBIA, TENNESSEE BY REZONING A PORTION OF TAX MAP 112 PARCEL 9, LOCATED AT 6150 TROTWOOD AVENUE FROM CD-2 (RURAL CHARACTER DISTRICT) TO PUD-R (PLANNED UNIT DEVELOPMENT - RESIDENTIAL)

RECOMMENDATION: Approve Ordinance No. 4456 on second consideration.

INFORMATION: The applicant is requesting to rezone a portion of the aforementioned property for the future development of residential homes as part of the proposed Old Zion Road Planned Unit Development subdivision consisting of 765 homes on 415 acres. The Planning Commission reviewed this request and recommended approval with a vote of 4-2 at the April 12, 2023 meeting.

AN ORDINANCE TO AMEND ORDINANCE NO. 4400, THE SAME BEING THE ZONING ORDINANCE OF THE CITY OF COLUMBIA, TENNESSEE BY REZONING A PORTION OF TAX MAP 112 PARCEL 9, LOCATED AT 6150 TROTWOOD AVENUE FROM CD-2 (RURAL CHARACTER DISTRICT) TO PUD-R (PLANNED UNIT DEVELOPMENT-RESIDENTIAL)

BE IT ORDAINED BY THE CITY OF COLUMBIA:

Section 1: That the City of Columbia Zoning Ordinance, the same being Ordinance No. 4400, and the zoning maps therein adopted be, and the same are hereby amended by rezoning property herein described from CD-2 (Rural Character District) to PUD-R (Planned Unit Development-Residential).

Section 2: Said property to be rezoned, being a portion of Tax Map 112 Parcel 9, located at 6150 Trotwood Avenue, is located in the Ninth Civil District of Maury County, Tennessee, within the corporate limits of the City of Columbia, as described on Exhibit "A", which is attached hereto and incorporated herein by reference. A location map showing the proposed area to be rezoned from CD-2 (Rural Character District) to PUD-R (Planned Unit Development-Residential) is attached hereto, identified as Exhibit "B" and incorporated herein by reference.

Section 3: This Ordinance is passed after review of Columbia Zoning Ordinance Section 8.5.19.H.4 by the Columbia Municipal Planning Commission with a recommendation of approval on the 12th day of April, 2023, and after a public hearing held on the 8th day of June, 2023, with notice of said hearing being given in The Daily Herald of Columbia, Tennessee, fifteen (15) days or more before said hearing.

Section 4: That pursuant to Section 8.5.19.K.6, the City Council makes the following specific findings:

A. The proposed rezoning is in agreement with the Comprehensive plan and any applicable local area plans;

B. It has been determined that the legal purposes for which zoning exists have not been contravened; and

C. It has been determined that there will have no adverse effect upon adjoining property owners unless such effect can be justified by the overwhelming public good or welfare;

Section 5: That all ordinances or parts of ordinances in conflict herewith are hereby repealed.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF COLUMBIA, TENNESSEE, This the 8th day of June, 2023.

_____
CHARLES (CHAZ) M. MOLDER, MAYOR

ATTEST:

_____
THAD H. JABLONSKI, CITY RECORDER

LEGAL FORM APPROVED:

C. Tim Tisher
C. TIM TISHER, CITY ATTORNEY

APPROVED FOR FIRST CONSIDERATION:

_____
ANTHONY R. MASSEY – CITY MANAGER

Passed on 1st consideration _____

Passed on 2nd consideration: _____

RaganSmith

21-0244

DOBUAL SPRING CREEK PARTNERS PROPERTY DESCRIPTION

MAP 112, PARCEL 9.00

BEING A CERTAIN TRACT OF LAND LOCATED IN THE 9TH CIVIL DISTRICT OF MAURY COUNTY, TENNESSEE. BEING PART OF THE SAME PROPERTY DEEDED TO DOBUAL SPRING CREEK PARTNERS OF RECORD IN DEED BOOK 1239, PAGE 865, REGISTER'S OFFICE FOR MAURY COUNTY, TENNESSEE (R.O.M.C.T.). BEING BOUNDED ON THE NORTH AND EAST BY CITY OF COLUMBIA OF RECORD IN DEED BOOK R1875, PAGE 855, DEED BOOK R2068, PAGE 364, AND DEED BOOK R2068, PAGE 361, R.O.M.C.T., ON THE SOUTH BY TROTWOOD AVENUE – STATE ROUTE 243 (60' RIGHT OF WAY WIDTH), ON THE WEST BY GREGORY BAXTER, ETUX. OF RECORD IN DEED BOOK R1884, PAGE 442, R.O.M.C.T., LOT 1 AND LOTS 21-28 AS SHOWN ON THE FINAL PLAT ENTITLED "ASHWOOD MANOR" OF RECORD IN PLAT BOOK 8, PAGE 90, R.O.M.C.T., AND OLD ZION, LLC OF RECORD IN DEED BOOK R2600, PAGE 96, R.O.M.C.T. BEING DESCRIBED ACCORDING TO A SURVEY PREPARED BY KEVIN L. BIRDWELL, RLS #1797 WHOSE ADDRESS IS RAGAN-SMITH ASSOCIATES, 315 WOODLAND STREET, NASHVILLE, TENNESSEE 37206, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A 1/2" IRON ROD (NEW) WITH A PLASTIC CAP STAMPED "RAGAN-SMITH ASSOCIATES" (TYPICAL) IN THE NORTHERLY RIGHT OF WAY OF TROTWOOD AVENUE – STATE ROUTE 243, SAID IRON ROD BEING THE SOUTHEAST CORNER OF THE HEREIN DESCRIBED TRACT OF LAND AND PROCEEDING AS FOLLOWS:

THENCE, WITH THE NORTHERLY RIGHT OF WAY OF TROTWOOD AVENUE – STATE ROUTE 243, SOUTH 71 DEGREES 43 MINUTES 53 SECONDS WEST, 3760.08 FEET TO A 1" IRON PIPE (OLD) AT THE SOUTHEAST CORNER OF SAID BAXTER PROPERTY;

THENCE, WITH THE EAST LINE OF SAID BAXTER PROPERTY, NORTH 18 DEGREES 37 MINUTES 31 SECONDS WEST, 257.38 FEET TO A 5/8" IRON ROD (OLD) AT THE COMMON CORNER OF SAID BAXTER AND LOT 1;

THENCE, WITH THE EASTERLY LINES OF LOT 1 AND LOTS 21-28 THE FOLLOWING THREE CALLS (1 THROUGH 3):

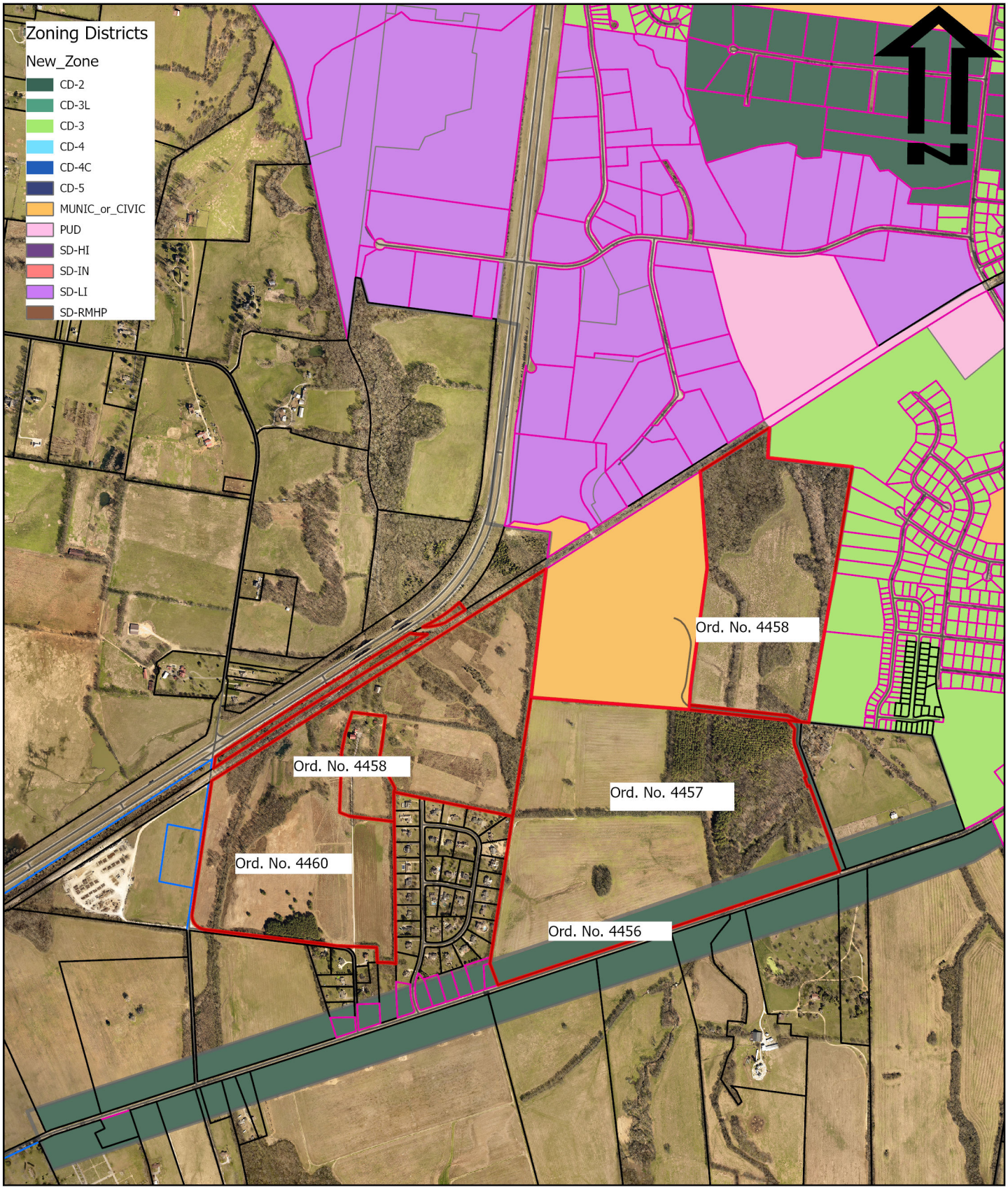
1. NORTH 08 DEGREES 55 MINUTES 46 SECONDS EAST, 775.72 FEET TO A 5/8" IRON ROD (OLD);
2. NORTH 08 DEGREES 22 MINUTES 18 SECONDS EAST, 329.80 FEET TO A 5/8" IRON ROD (OLD);
3. NORTH 07 DEGREES 55 MINUTES 00 SECONDS EAST, 447.60 FEET TO A CONCRETE MONUMENT (OLD) AT A SOUTHEAST CORNER OF OLD ZION, LLC PROPERTY;

THENCE, WITH AN EASTERLY LINE OF SAID OLD ZION, LLC PROPERTY, NORTH 08 DEGREES 14 MINUTES 58 SECONDS EAST, 1280.67 FEET TO A CONCRETE MONUMENT (OLD) AT THE SOUTHWEST CORNER OF SAID CITY OF COLUMBIA PROPERTY;

THENCE, WITH THE SOUTHERLY AND WESTERLY LINES OF SAID CITY OF COLUMBIA PROPERTY THE FOLLOWING FOURTEEN CALLS (1 THROUGH 14):

RaganSmith

1. SOUTH 85 DEGREES 34 MINUTES 39 SECONDS EAST, 1577.22 FEET TO A PLANTED STONE;
2. SOUTH 85 DEGREES 08 MINUTES 00 SECONDS EAST, 97.47 FEET TO A CONCRETE MONUMENT (OLD);
3. SOUTH 83 DEGREES 55 MINUTES 40 SECONDS EAST, 1056.49 FEET TO AN IRON ROD (NEW);
4. ALONG THE ARC OF A CURVE TO THE RIGHT, HAVING A RADIUS OF 105.00 FEET, AN ARC LENGTH OF 165.16 FEET, A DELTA ANGLE OF 90 DEGREES 07 MINUTES 18 SECONDS, HAVING A CHORD BEARING AND DISTANCE OF SOUTH 38 DEGREES 52 MINUTES 06 SECONDS EAST, 148.65 FEET TO AN IRON ROD (NEW);
5. SOUTH 06 DEGREES 11 MINUTES 28 SECONDS WEST, 116.88 FEET TO AN IRON ROD (NEW);
6. ALONG THE ARC OF A CURVE TO THE LEFT, HAVING A RADIUS OF 130.00 FEET, AN ARC LENGTH OF 56.44 FEET, A DELTA ANGLE OF 24 DEGREES 52 MINUTES 34 SECONDS, HAVING A CHORD BEARING AND DISTANCE OF SOUTH 06 DEGREES 14 MINUTES 51 SECONDS EAST, 56.00 FEET TO AN IRON ROD (NEW);
7. SOUTH 18 DEGREES 41 MINUTES 06 SECONDS EAST, 357.57 FEET TO AN IRON ROD (NEW);
8. SOUTH 71 DEGREES 18 MINUTES 54 SECONDS WEST, 20.00 FEET TO AN IRON ROD (NEW);
9. SOUTH 18 DEGREES 41 MINUTES 06 SECONDS EAST, 100.00 FEET TO AN IRON ROD (NEW);
10. NORTH 71 DEGREES 18 MINUTES 54 SECONDS EAST, 20.00 FEET TO AN IRON ROD (NEW);
11. SOUTH 18 DEGREES 41 MINUTES 06 SECONDS EAST, 657.60 FEET TO AN IRON ROD (NEW);
12. SOUTH 71 DEGREES 18 MINUTES 54 SECONDS WEST, 10.00 FEET TO AN IRON ROD (NEW);
13. SOUTH 18 DEGREES 41 MINUTES 06 SECONDS EAST, 282.13 FEET TO AN IRON ROD (NEW);
14. SOUTH 26 DEGREES 27 MINUTES 57 SECONDS WEST, 13.94 FEET TO THE **POINT OF BEGINNING** AND HAVING AN AREA OF 7,592,427 SQUARE FEET OR 174.30 ACRES, MORE OR LESS.



Old Zion Road PUD
6150 Trotwood Ave.

Ord. No. 4456-4458; 4460
Exhibit B

CITY OF COLUMBIA
TENNESSEE

DEVELOPMENT SERVICES
700 NORTH GARDEN STREET
COLUMBIA, TN 38401
PHONE: (931) 560-1560
FAX: (931) 560-1541

CITY OF COLUMBIA TENNESSEE
PLANNING COMMISSION
STAFF REPORT

STAFF REPORT CONTACT INFORMATION
Austin Brass, AICP, City Planner, abrass@columbiatn.com, 931-560-1560
Update by Paul Keltner, AICP, Director of Development Services, 931-560-1560

APPLICATION NUMBER	APPLICANT/PROPERTY OWNER
22-0069	**Andrew Ethridge / Dobual Spring Creek Partners, Eunice Colmore, Henry P Ingram Jr. & William P. Ridley Rev Trust**
PUBLIC HEARING DATE	PROPERTY ADDRESS/LOCATION
N/A	**6150 Trotwood Ave/ Tax Map 112, Parcels 9.00, 10.01, 10.07, 2.03**

CONFORMITY with the ZONING ORDINANCE

Update to Review:

This is the third time Planning Commission has reviewed the proposed Preliminary PUD Master Plan. In December of 2022 the City Council returned the proposal to Planning Commission for additional consideration. In March of 2023 the applicant submitted a revised Master Plan. Changes reflected in the revised Master Plan are summarized below.

Site Data:

- The total area of right-of-way dedication decreased from 58.99 to 55.98 acres.
- Total area within lots decreased from 207 to 170 acres.
- Dedicated open space increased from 149 (36%) to 189 acres (45%).
- Gross density decreased from 1.96 du/ac to 1.84 du/ac.
- Total lot count reduced from 815 to 764 (in addition to one existing structure). The first iteration of the development considered by Planning Commission included 985 lots.

Design:

- The mix of lot width types is similar to previous proposals
  - 441 lots are 60 feet wide.
  - 307 lots are 75 feet wide.
  - 16 lots are 100 feet wide.
  - There is a mix of front-loaded and alley-loaded lots.
  - The most recent previous plan had 21 lots at 150 feet wide as well as a few 65 foot wide lots.
- The lots around Ashwood Manor have been removed and replaced with open space
- The lots off Ridley Park Drive have been eliminated.
- Lots along Trotwood Avenue have been removed and converted to open space.
- There is additional open space between Ridley Park and the lots in the northern section of the property.
- The amenity center has shifted closer to the center of the site.
- Walking trail length has increased from 2.4 miles to a total of 3.0 miles.
- Amenity sizes have increased for playgrounds and the dog park area.

Additional Notes

- Phasing has been adjusted.
- Additional architectural designs have been added.

- Photometric details have been added for the lots near Ridley Park.
- The traffic impact study has been updated to reflect the reduced number of lots.

ATTACHMENTS (CIRCLE) SUBMITTED PLANS CITY MAPS LEGAL NOTICE LEGAL DESCRIPTION

PUBLIC COMMENTS AGENCY COMMENTS RESPONSE TO STANDARDS

CITY OF COLUMBIA TENNESSEE
PLANNING COMMISSION
STAFF REPORT

STAFF REPORT CONTACT INFORMATION
Austin Brass, AICP, City Planner, abrass@columbiatn.com, 931-560-1560

APPLICATION NUMBER	APPLICANT/PROPERTY OWNER
22-0069	**Andrew Ethridge / Dobual Spring Creek Partners, Eunice Colmore, Henry P Ingram Jr. & William P. Ridley Rev Trust**
PUBLIC HEARING DATE	PROPERTY ADDRESS/LOCATION
N/A	**6150 Trotwood Ave/ Tax Map 112, Parcels 9.00, 10.01, 10.07, 2.03**

SUMMARY OF REQUEST: **Annexation with Plan of Services when including an RS-6 Zoning with Preliminary PUD Master Plan.**

This request is for the annexation with a plan of services that includes a Preliminary PUD Master Plan. The proposed PUD utilizes a base-zoning of RS-6. The applicant seeks these changes in order to create a residential development consisting of 815 residential units and community amenities. The 415-acre property is located adjacent to Ridley Park and the Ashwood Manor subdivision.

Note* This request was reviewed prior to the adoption of Zoning Ordinance 4400 on July 14th, 2022 and is subject to the review criteria under the previous Zoning Ordinance.



MAP SOURCE: City GIS

EXISTING ZONING	EXISTING LAND USE	SURROUNDING ZONING & LAND USE	SITE IMPROVEMENTS PROPOSED	SIZE OF PROPERTY
RS-40/Unincorporated (County Zoning)	Undeveloped/Single Family	RS-40/Unincorporated	Single-Family Homes	415.5 ± acres

COMPATIBILITY with the **COMPREHENSIVE PLAN**

Suburban Neighborhood. The proposed development as an RS-6 base residential zoning designation is consistent with Connect Columbia as an RS-6 zoning district is compatible with a Suburban Neighborhood Future Land Use.

PROPERTY HISTORY

22-0069. Request from Andrew Ethridge for the annexation with Plan of Services, and Comprehensive Plan Amendment including an RM-1, & RS-6 Zoning with Preliminary PUD Master Plan for 981 residential units and community amenities. Recommendation to deny by Planning Commission was made with a 3-2 vote.

COMPATIBILITY with the ZONING ORDINANCE

Suburban Neighborhood
• Low Density Residential & Medium Density Residential, e.g. RS-6, RS-10 Zoning Districts • Public & Civic Uses (e.g. Religious Facilities)

As required by Section 3.20.10.B of the Zoning Ordinance, the applicant submitted a detailed Preliminary Planned Unit Development (PUD) Master Plan. The Master Plan depicts 815 residential lots. The gross density of the development would be 1.96 dwelling units per acre. The Master Plan also depicts landscape buffers, stormwater facilities, extensive walking trails, and community amenities. The proposed internal street network connects to Ridley Park. The revised PUD Master Plan does not depict a connection to an existing adjacent subdivision; this connection was requested by staff in aligning with policy outlined within *Connect Columbia* that recommends the connection of streets to create an interconnected grid network.The phasing plan indicates that the development will be completed over 9-10 years.

Zoning Ordinance Referenced:

- Sections 7.3.1, 6.1.2, and 8.1.1 Land Use and Housing Type
- Sections 7.3 , 6.2.6, and 6.3.8 Residential Development Standards
- Sections 7.3.7, 11.2.7, and 11.2.6 Landscape Buffers

Proposed RS-6 PUD Section

The Zoning Ordinance limits development of properties subject to RS-6 standards to single-family detached residences and their subordinate accessory structures. The Master Plan consists of an R-6 base zoning with 10 different lot sizes.

RS-6 Single Family Detached Lot Standards:

- 815 lots are composed of a minimum of 60', 75', 100', and 1 lot at a 150' lot width in meeting the base lot width standards of an RS-6 zoning district with each lot having the minimum as required per the zoning ordinance:

<u>RS-6 base zoning standards:</u>

- 20' front setback
- 7.5' side setback
- 20' rear setback
- 50' lot width minimum

Of the 815 lots,

- 77 lots (60'rear alley loaded)
- 482 lots (60')
- 13 lots (75' rear alley loaded)
- 152 lots (75')

- 22 lots (100' rear alley loaded)
- 27 lots (100')
- 18 lots (150' rear alley loaded)
- 3 lots (150')
- 20 lots (100' at 1 acre)
- 1 lot (150' min at 5 acres)

Overall Proposed Master Plan

Amenities/ Design:

The master plan contains a centralized amenity area connected with a series of walking trails that include a mixture of paved and natural trails with trail connections. The trails connect to Ridley Park. Within the amenity area, a clubhouse including pavilion with pool is shown including a dog park and open area lawn space for events. Architectural elements of single-family homes consist of a primary cladding material of fiber cement board, brick, and stone accented with neutral colors.

Connectivity:

- A new connection point will be added with Trotwood Ave connecting the development with Ridley Park
- A new connection point will be added with Old Zion Road.
- All local streets will consist of a 60-70' right-of-way cross section generally meeting the City of Columbia Subdivision regulations including a 5' sidewalk on both sides of all streets. A 20' alley way is provided in meeting the base

Buffering:

- Buffer requirements for a PUD-RS-6 zoning adjacent to undeveloped property (*11.2.7 Project Boundary Buffers*) require a 0.4 opacity (15' wide buffer). The site plan indicates this buffer adjacent to vacant property on the east boundary line.
- Buffer requirements for a PUD RS-6 requires a 0.6 opacity (25' wide buffer). This site plan indicates this buffer adjacent to these zoning districts on all boundary lines.

Summary of Requested Variances:

- **There were no requested variances in the request as the site plan and lot dimensional standards meet the base zoning standards of an RS-6 zoning district.**

ATTACHMENTS (CIRCLE) SUBMITTED PLANS CITY MAPS LEGAL NOTICE LEGAL DESCRIPTION

PUBLIC COMMENTS AGENCY COMMENTS RESPONSE TO STANDARDS

3.19.6 CRITERIA FOR PLANNING COMMISSION RECOMMENDATIONS

The recommendations of the Planning Commission to the City Council shall show that the Planning Commission has studied and considered the proposed change in relation to the following, where applicable:

A. Whether the proposed change would be consistent with the intent, goals, objectives, policies, guiding principles and programs of any adopted plans;
B. Whether the proposed change would be compatible with the existing land use pattern and designated future land uses;
C. Whether the proposed change would create substantial adverse impacts in the adjacent area or the City in general; and
D. Whether the subject parcel is of adequate shape and size to accommodate the proposed change.

Staff's review of Section 3.19.6 in relation to this request finds the following:

A. Whether the proposed change would be consistent with the intent, goals, objectives, policies, guiding principles and programs of any adopted plans;

The future land use classification for the property is "Suburban Neighborhood". According to the Suburban Neighborhood Character Area Matrix, the intent of the character area is to "create new suburban neighborhoods that will improve the quality of life in Columbia, with an increased sense of place and a more interconnected community". A suburban neighborhood future land use is consistent with Connect Columbia within an RS-6 base zoning designation.

B. Whether the proposed change would be compatible with the existing land use pattern and designated future land uses

The subject property is located along Trotwood Avenue, a minor arterial. This request would align with Connect Columbia within a "Suburban Neighborhood Future Land Use".

C. Whether the proposed change would create substantial adverse impacts in the adjacent area or the City in general;

The applicant's intended use of the property will be subject to the standards contained in the Zoning Ordinance which mitigate potential adverse impacts upon adjoining property owners and the City in general. The development will also be controlled by the PUD Master Plan which can be conditioned to mitigate potential any adverse impacts.

D. Whether the subject parcel is of adequate shape and size to accommodate the proposed change:

The applicant has provided a Preliminary PUD Master Plan depicting a phased 815-unit

residential development with community amenities. It is generally feasible to develop the site as depicted in the residential sections of the Preliminary Master Plan in conformance with the Zoning Ordinance. At the time of Final PUD Master Plan and Preliminary Plat, staff will review the proposed development to ensure adherence with the standards prescribed in the applicable Zoning Ordinance.

Rezoning:

Staff reviewed the request for an amendment of the Official Zoning Map for consistency with the City of Columbia Zoning Ordinance. The relevant provisions of the Ordinance are listed below, followed by staff analysis.

3.18.7.B ACTION BY THE PLANNING COMMISSION FOR REZONING

The Planning Commission in its review and recommendation shall make specific findings with regard to the following grounds for an amendment and shall note the same in the official record as follows:

1. The rezoning is in agreement with the general plan for the area;
2. It has been determined that the legal purposes for which zoning exists are not contravened;
3. It has been determined that there will be no adverse effect upon adjoining property owners unless such effect can be justified by the overwhelming public good or welfare;
4. It has been determined that no one property owner or small group of property owners will benefit materially from the change to the detriment of the general public; and
5. It has been determined that conditions affecting the area have changed to a sufficient extent to warrant an amendment to the area's general plan or other applicable local plans, and consequently, the zoning map.
6. The availability of adequate school, road, parks, wastewater treatment, water supply, and stormwater drainage facilities.

Staff's review of Section 3.18.7.B in relation to this rezoning request finds the following:

1. The rezoning agrees with the general plan for the area;

   The subject parcel for the proposed zoning and annexation is within a "Suburban Neighborhood" future land use. An RS-6 zoning designation within a Planned Unit Development may be consistent with the adopted general plan for the area.

2. The legal purposes for which zoning exists are not contravened;

   All future development will be required to conform to the Zoning Ordinance standards in

effect at that time, as well as the PUD Master Plan; therefore, legal purposes for which zoning exists will not be contravened.

3. There will be no adverse effects upon adjoining property owners;

   Adjoining properties include vacant land, a park, and single-family residences. The applicant's Preliminary PUD Master Plan depicts connection to existing park. Development of the site as proposed under the Preliminary PUD Master Plan is unlikely to have an adverse effect upon the adjacent park property.

4. No one property owner or small group of property owners will benefit materially from the change to the detriment of the general public;

   The proposal will benefit a single property owner; however, any potential detrimental effects on the general public can be mitigated through the standards in the Zoning Ordinance and modification of the PUD Master Plan.

5. Conditions affecting the area have changed to a sufficient extent to warrant an amendment to City's Zoning Map.

   The Planning Commission may determine that demand for housing in the City of Columbia has increased to a sufficient extent to warrant the addition of a mixed-density residential PUD to the City's zoning map. Between the decennial censuses of 2010 and 2020, the city's population grew at nearly twice the rate of its housing inventory. Demand for both rental and owner-occupied housing in Columbia has increased faster than supply.

6. There are adequate schools, roads, parks, wastewater treatment facilities, water supply, and stormwater drainage facilities to support this zoning change.

   Upon the advice of city staff, this request went through staff technical review twice. Technical comments from public service providers generally indicate that services are in place to support the zoning change. However, some plans of service contain caveats or identify the need for the applicant to provide additional analysis.

   - *The City of Columbia Public Works Department provided a Plan of Service for sanitation, as well as maintenance of streets and drainage systems, for the proposed development.*
   - *Columbia Power and Water Systems (CPWS) has indicated that it will provide electrical service to the proposed development.*
   - *The Fire Marshall has indicated that there is adequate water available and pressure.*
   - *The City Engineer required a traffic impact study as part of the PUD Master Plan*

application. At resubmittal, the applicant provided a concurrence letter identifying off-site improvements to be made by the developer in order to maintain the current level of service.

- *Maury County Schools **did** provide comments regarding impacts to the school system. Specifically, the Maury County Schools is reviewing its capacity to serve the proposed development at its facilities in Columbia and Mt. Pleasant. Students living in the proposed development may be assigned to Mt. Pleasant attendance zones.*
- *The City of Columbia Wastewater System indicated flow monitoring will be required at the applicant's expense. Is likely that gravity lines in the area will require major upgrades in order to serve the development.*
- *CPWS (Water) indicated that it has infrastructure in place to serve the proposed development with domestic water.*
- *CPWS (Power) has indicated that it will serve the proposed development.*

Preliminary PUD Master Plan:

Staff reviewed the request for approval of a Preliminary PUD Master Plan for consistency with the City of Columbia Zoning Ordinance. The relevant provisions of the Ordinance are listed below, followed by staff analysis.

3.20.2 CONSISTENCY WITH AREA DEVELOPMENT PLANS

No PUD shall be approved unless all plans for development are found to be consistent with the then current issue of the General Plan of Columbia and any adopted special development plan for the area in which the development is proposed. The Planning Commission shall make a formal, written finding regarding the consistency of any proposed PUD, said report to include findings that the development:

A. Will be consistent with the currently effective General Plan as well as any special development plan for the area;
B. Is likely to be compatible with development permitted under the general development provisions of the Zoning Ordinance; and
C. Will not significantly interfere with the use and enjoyment of other land in the vicinity.

3.20.5 COMBINATION OF SEPARATE TYPES OF PUDS

The Planning Commission and the City Council may consider separate types of PUDs (such as residential and commercial PUD) within a consolidated master plan as a single administrative procedure provided the total tract is under the unified control of a landholder and the land area is sufficient to comply with separate area requirements combined. This provision in no way alters any requirements in this article.

3.20.8 CONSISTENCY WITH PUD STANDARDS

All PUD developments shall be subject to the design standards and requirements of Article 7, Planned Unit Development.

Staff's review of Section 3.20.2 in relation to this request finds the following:

A. Will be consistent with the currently effective General Plan as well as any special development plan for the area;
The future land use policy outlined in Connect Columbia is "Suburban Neighborhood" that aligns with an RS-6 PUD master plan.
B. Is likely to be compatible with development permitted under the general development provisions of the Zoning Ordinance;

As discussed in the summary of zoning standards above, it is feasible to implement the Preliminary PUD Master Plan in accordance with the Zoning Ordinance provided the Planning Commission and City Council grant the deviations from strict application of the limited use standards of the Ordinance pertaining to parking for townhomes.

C. Will not significantly interfere with the use and enjoyment of other land in the vicinity.

As discussed in the analysis of Section 3.18.7.B.3 above, the Planning Commission may condition its recommendation on revisions to the Master Plan designed to mitigate any identifiable adverse impacts on other properties.

Staff's review of Section 3.20.5 in relation to this request finds the following:
The Planning Commission and the City Council may consider separate types of PUDs (such as residential and commercial PUD) within a consolidated master plan as a single administrative procedure provided the total tract is under the unified control of a landholder and the land area is sufficient to comply with separate area requirements combined. This provision in no way alters any requirements in this article.

The proposed PUD Master Plan includes residential uses of densities and open space that are permissible within an RS-6 base zoning district.

Staff's review of Section 3.20.8 in relation to this request finds the following:

All PUD developments shall be subject to the design standards and requirements of Article 7, Planned Unit Development.

- *The proposed PUD Master Plan conforms to the maximum permitted densities identified in Section 7.3.5 of the Zoning Ordinance.*

CITY OF COLUMBIA TENNESSEE
CITY COUNCIL
STAFF REPORT

STAFF REPORT CONTACT INFORMATION
Paul Keltner, Development Services Director, paul@columbiatn.com, 931-560-1560

AGENDA ITEM TITLE:
2ND CONSIDERATION OF ORDINANCE NO. 4457 - AN ORDINANCE TO AMEND ORDINANCE NO. 4400 - THE SAME BEING THE ZONING ORDINANCE OF THE CITY OF COLUMBIA, TENNESSEE TO ZONE PROPERTY BEING ANNEXED BY RESOLUTION NO. 23-29, LOCATED AT 6150 TROTWOOD AVENUE BEING A PORTION OF TAX MAP 112 PARCEL 9 TO PUD-R (PLANNED UNIT DEVELOPMENT-RESIDENTIAL)

RECOMMENDATION: Approve Ordinance No. 4457 on second consideration.

INFORMATION: The applicant is requesting a portion of property be annexed and zoned for a Planned Unit Development residential development known as Old Zion Road PUD. Planning Commission reviewed the request at the April 12, 2023 meeting and recommended approval with a vote of 4-2.

AN ORDINANCE TO AMEND ORDINANCE NO. 4400 – THE SAME BEING THE ZONING ORDINANCE OF THE CITY OF COLUMBIA, TENNESSEE TO ZONE PROPERTY BEING ANNEXED BY RESOLUTION NO. 23-29, LOCATED AT 6150 TROTWOOD AVENUE BEING A PORTION OF TAX MAP 112 PARCEL 9 TO PUD-R (PLANNED UNIT DEVELOPMENT-RESIDENTIAL).

BE IT ORDAINED BY THE CITY OF COLUMBIA:

Section 1: That the City of Columbia Zoning Ordinance, the same being Ordinance No. 4400, and the zoning maps therein adopted be, and the same are hereby amended by zoning the property herein described and being annexed by Resolution No. 23-29 to PUD-R (Planned Unit Development-Residential).

Section 2: Said portion of property being annexed by Resolution No. 23-29, is located in the Ninth Civil District of Maury County, Tennessee, within the corporate limits of the City of Columbia, as described in Exhibit "A", which is attached hereto and incorporated herein by reference. A location map depicting the proposed PUD-R (Planned Unit Development-Residential) zoned area is identified as Exhibit "B" and is attached hereto and incorporated herein by reference.

Section 3: This Ordinance is passed after review of Columbia Zoning Ordinance Section 8.5.19.H.4 by the Columbia Municipal Planning Commission with a recommendation of approval on the 12th day of April, 2023, and after a public hearing held on the 8th day of June, 2023, with notice of said hearing being given in The Daily Herald of Columbia, Tennessee, fifteen (15) days or more before said hearing.

Section 4: That pursuant to Section 8.5.19.K.6, the City Council makes the following specific findings:

A. The rezoning is in agreement with the Comprehensive plan and any applicable local area plans;
B. It has been determined that the legal purposes for which zoning exists are not contravened; and

C. It has been determined that there will be no adverse effect upon adjoining property owners unless such effect can be justified by the overwhelming public good or welfare;

Section 5: That all ordinances or parts of ordinances in conflict herewith are hereby repealed.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF COLUMBIA, TENNESSEE, This the 8th day of June, 2023.

_____
CHARLES (CHAZ) M. MOLDER, MAYOR

ATTEST:

_____
THAD H. JABLONSKI, CITY RECORDER

LEGAL FORM APPROVED:

C. Tim Tisher
C. TIM TISHER, CITY ATTORNEY

APPROVED FOR FIRST CONSIDERATION:

_____
ANTHONY R. MASSEY, CITY MANAGER

Passed on 1st consideration: _____

Passed on 2nd consideration: _____

RaganSmith

21-0244

DOBUAL SPRING CREEK PARTNERS PROPERTY DESCRIPTION

MAP 112, PARCEL 9.00

BEING A CERTAIN TRACT OF LAND LOCATED IN THE 9TH CIVIL DISTRICT OF MAURY COUNTY, TENNESSEE. BEING PART OF THE SAME PROPERTY DEEDED TO DOBUAL SPRING CREEK PARTNERS OF RECORD IN DEED BOOK 1239, PAGE 865, REGISTER'S OFFICE FOR MAURY COUNTY, TENNESSEE (R.O.M.C.T.). BEING BOUNDED ON THE NORTH AND EAST BY CITY OF COLUMBIA OF RECORD IN DEED BOOK R1875, PAGE 855, DEED BOOK R2068, PAGE 364, AND DEED BOOK R2068, PAGE 361, R.O.M.C.T., ON THE SOUTH BY TROTWOOD AVENUE – STATE ROUTE 243 (60' RIGHT OF WAY WIDTH), ON THE WEST BY GREGORY BAXTER, ETUX. OF RECORD IN DEED BOOK R1884, PAGE 442, R.O.M.C.T., LOT 1 AND LOTS 21-28 AS SHOWN ON THE FINAL PLAT ENTITLED "ASHWOOD MANOR" OF RECORD IN PLAT BOOK 8, PAGE 90, R.O.M.C.T., AND OLD ZION, LLC OF RECORD IN DEED BOOK R2600, PAGE 96, R.O.M.C.T. BEING DESCRIBED ACCORDING TO A SURVEY PREPARED BY KEVIN L. BIRDWELL, RLS #1797 WHOSE ADDRESS IS RAGAN-SMITH ASSOCIATES, 315 WOODLAND STREET, NASHVILLE, TENNESSEE 37206, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A 1/2" IRON ROD (NEW) WITH A PLASTIC CAP STAMPED "RAGAN-SMITH ASSOCIATES" (TYPICAL) IN THE NORTHERLY RIGHT OF WAY OF TROTWOOD AVENUE – STATE ROUTE 243, SAID IRON ROD BEING THE SOUTHEAST CORNER OF THE HEREIN DESCRIBED TRACT OF LAND AND PROCEEDING AS FOLLOWS:

THENCE, WITH THE NORTHERLY RIGHT OF WAY OF TROTWOOD AVENUE – STATE ROUTE 243, SOUTH 71 DEGREES 43 MINUTES 53 SECONDS WEST, 3760.08 FEET TO A 1" IRON PIPE (OLD) AT THE SOUTHEAST CORNER OF SAID BAXTER PROPERTY;

THENCE, WITH THE EAST LINE OF SAID BAXTER PROPERTY, NORTH 18 DEGREES 37 MINUTES 31 SECONDS WEST, 257.38 FEET TO A 5/8" IRON ROD (OLD) AT THE COMMON CORNER OF SAID BAXTER AND LOT 1;

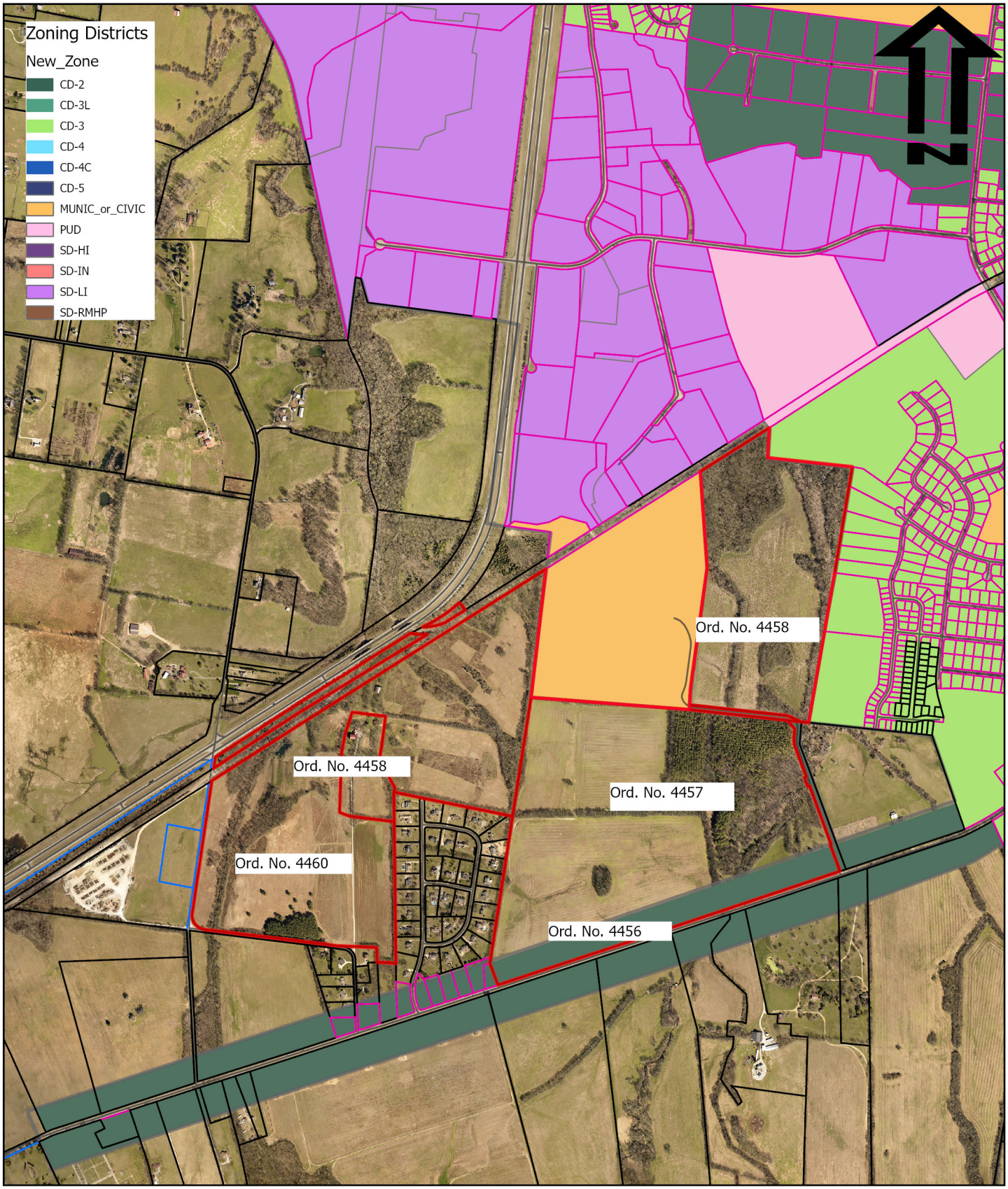
THENCE, WITH THE EASTERLY LINES OF LOT 1 AND LOTS 21-28 THE FOLLOWING THREE CALLS (1 THROUGH 3):

1. NORTH 08 DEGREES 55 MINUTES 46 SECONDS EAST, 775.72 FEET TO A 5/8" IRON ROD (OLD);
2. NORTH 08 DEGREES 22 MINUTES 18 SECONDS EAST, 329.80 FEET TO A 5/8" IRON ROD (OLD);
3. NORTH 07 DEGREES 55 MINUTES 00 SECONDS EAST, 447.60 FEET TO A CONCRETE MONUMENT (OLD) AT A SOUTHEAST CORNER OF OLD ZION, LLC PROPERTY;

THENCE, WITH AN EASTERLY LINE OF SAID OLD ZION, LLC PROPERTY, NORTH 08 DEGREES 14 MINUTES 58 SECONDS EAST, 1280.67 FEET TO A CONCRETE MONUMENT (OLD) AT THE SOUTHWEST CORNER OF SAID CITY OF COLUMBIA PROPERTY;

THENCE, WITH THE SOUTHERLY AND WESTERLY LINES OF SAID CITY OF COLUMBIA PROPERTY THE FOLLOWING FOURTEEN CALLS (1 THROUGH 14):

1. SOUTH 85 DEGREES 34 MINUTES 39 SECONDS EAST, 1577.22 FEET TO A PLANTED STONE;
2. SOUTH 85 DEGREES 08 MINUTES 00 SECONDS EAST, 97.47 FEET TO A CONCRETE MONUMENT (OLD);
3. SOUTH 83 DEGREES 55 MINUTES 40 SECONDS EAST, 1056.49 FEET TO AN IRON ROD (NEW);
4. ALONG THE ARC OF A CURVE TO THE RIGHT, HAVING A RADIUS OF 105.00 FEET, AN ARC LENGTH OF 165.16 FEET, A DELTA ANGLE OF 90 DEGREES 07 MINUTES 18 SECONDS, HAVING A CHORD BEARING AND DISTANCE OF SOUTH 38 DEGREES 52 MINUTES 06 SECONDS EAST, 148.65 FEET TO AN IRON ROD (NEW);
5. SOUTH 06 DEGREES 11 MINUTES 28 SECONDS WEST, 116.88 FEET TO AN IRON ROD (NEW);
6. ALONG THE ARC OF A CURVE TO THE LEFT, HAVING A RADIUS OF 130.00 FEET, AN ARC LENGTH OF 56.44 FEET, A DELTA ANGLE OF 24 DEGREES 52 MINUTES 34 SECONDS, HAVING A CHORD BEARING AND DISTANCE OF SOUTH 06 DEGREES 14 MINUTES 51 SECONDS EAST, 56.00 FEET TO AN IRON ROD (NEW);
7. SOUTH 18 DEGREES 41 MINUTES 06 SECONDS EAST, 357.57 FEET TO AN IRON ROD (NEW);
8. SOUTH 71 DEGREES 18 MINUTES 54 SECONDS WEST, 20.00 FEET TO AN IRON ROD (NEW);
9. SOUTH 18 DEGREES 41 MINUTES 06 SECONDS EAST, 100.00 FEET TO AN IRON ROD (NEW);
10. NORTH 71 DEGREES 18 MINUTES 54 SECONDS EAST, 20.00 FEET TO AN IRON ROD (NEW);
11. SOUTH 18 DEGREES 41 MINUTES 06 SECONDS EAST, 657.60 FEET TO AN IRON ROD (NEW);
12. SOUTH 71 DEGREES 18 MINUTES 54 SECONDS WEST, 10.00 FEET TO AN IRON ROD (NEW);
13. SOUTH 18 DEGREES 41 MINUTES 06 SECONDS EAST, 282.13 FEET TO AN IRON ROD (NEW);
14. SOUTH 26 DEGREES 27 MINUTES 57 SECONDS WEST, 13.94 FEET TO THE **POINT OF BEGINNING** AND HAVING AN AREA OF 7,592,427 SQUARE FEET OR 174.30 ACRES, MORE OR LESS.



Old Zion Road PUD
6150 Trotwood Ave.

Ord. No. 4456-4458; 4460
Exhibit B

CITY OF COLUMBIA TENNESSEE

DEVELOPMENT SERVICES
700 NORTH GARDEN STREET
COLUMBIA, TN 38401
PHONE: (931) 560-1560
FAX: (931) 560-1541

CITY OF COLUMBIA TENNESSEE
PLANNING COMMISSION
STAFF REPORT

STAFF REPORT CONTACT INFORMATION
Austin Brass, AICP, City Planner, abrass@columbiatn.com, 931-560-1560
Update by Paul Keltner, AICP, Director of Development Services, 931-560-1560

APPLICATION NUMBER	APPLICANT/PROPERTY OWNER
22-0069	**Andrew Ethridge / Dobual Spring Creek Partners, Eunice Colmore, Henry P Ingram Jr. & William P. Ridley Rev Trust**
PUBLIC HEARING DATE	PROPERTY ADDRESS/LOCATION
N/A	**6150 Trotwood Ave/ Tax Map 112, Parcels 9.00, 10.01, 10.07, 2.03**

CONFORMITY with the ZONING ORDINANCE

Update to Review:

This is the third time Planning Commission has reviewed the proposed Preliminary PUD Master Plan. In December of 2022 the City Council returned the proposal to Planning Commission for additional consideration. In March of 2023 the applicant submitted a revised Master Plan. Changes reflected in the revised Master Plan are summarized below.

Site Data:

- The total area of right-of-way dedication decreased from 58.99 to 55.98 acres.
- Total area within lots decreased from 207 to 170 acres.
- Dedicated open space increased from 149 (36%) to 189 acres (45%).
- Gross density decreased from 1.96 du/ac to 1.84 du/ac.
- Total lot count reduced from 815 to 764 (in addition to one existing structure). The first iteration of the development considered by Planning Commission included 985 lots.

Design:

- The mix of lot width types is similar to previous proposals
    - 441 lots are 60 feet wide.
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- The amenity center has shifted closer to the center of the site.
- Walking trail length has increased from 2.4 miles to a total of 3.0 miles.
- Amenity sizes have increased for playgrounds and the dog park area.

Additional Notes

- Phasing has been adjusted.
- Additional architectural designs have been added.

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N/A	**6150 Trotwood Ave/ Tax Map 112, Parcels 9.00, 10.01, 10.07, 2.03**

SUMMARY OF REQUEST: **Annexation with Plan of Services when including an RS-6 Zoning with Preliminary PUD Master Plan.**

This request is for the annexation with a plan of services that includes a Preliminary PUD Master Plan. The proposed PUD utilizes a base-zoning of RS-6. The applicant seeks these changes in order to create a residential development consisting of 815 residential units and community amenities. The 415-acre property is located adjacent to Ridley Park and the Ashwood Manor subdivision.

Note* This request was reviewed prior to the adoption of Zoning Ordinance 4400 on July 14th, 2022 and is subject to the review criteria under the previous Zoning Ordinance.



MAP SOURCE: City GIS

EXISTING ZONING	EXISTING LAND USE	SURROUNDING ZONING & LAND USE	SITE IMPROVEMENTS PROPOSED	SIZE OF PROPERTY
RS-40/Unincorporated (County Zoning)	Undeveloped/Single Family	RS-40/Unincorporated	Single-Family Homes	415.5 ± acres

COMPATIBILITY with the **COMPREHENSIVE PLAN**

Suburban Neighborhood. The proposed development as an RS-6 base residential zoning designation is consistent with Connect Columbia as an RS-6 zoning district is compatible with a Suburban Neighborhood Future Land Use.

PROPERTY HISTORY

22-0069. Request from Andrew Ethridge for the annexation with Plan of Services, and Comprehensive Plan Amendment including an RM-1, & RS-6 Zoning with Preliminary PUD Master Plan for 981 residential units and community amenities. Recommendation to deny by Planning Commission was made with a 3-2 vote.

COMPATIBILITY with the ZONING ORDINANCE

Suburban Neighborhood
• Low Density Residential & Medium Density Residential, e.g. RS-6, RS-10 Zoning Districts • Public & Civic Uses (e.g. Religious Facilities)

As required by Section 3.20.10.B of the Zoning Ordinance, the applicant submitted a detailed Preliminary Planned Unit Development (PUD) Master Plan. The Master Plan depicts 815 residential lots. The gross density of the development would be 1.96 dwelling units per acre. The Master Plan also depicts landscape buffers, stormwater facilities, extensive walking trails, and community amenities. The proposed internal street network connects to Ridley Park. The revised PUD Master Plan does not depict a connection to an existing adjacent subdivision; this connection was requested by staff in aligning with policy outlined within *Connect Columbia* that recommends the connection of streets to create an interconnected grid network.The phasing plan indicates that the development will be completed over 9-10 years.

Zoning Ordinance Referenced:

- Sections 7.3.1, 6.1.2, and 8.1.1 Land Use and Housing Type
- Sections 7.3 , 6.2.6, and 6.3.8 Residential Development Standards
- Sections 7.3.7, 11.2.7, and 11.2.6 Landscape Buffers

Proposed RS-6 PUD Section

The Zoning Ordinance limits development of properties subject to RS-6 standards to single-family detached residences and their subordinate accessory structures. The Master Plan consists of an R-6 base zoning with 10 different lot sizes.

RS-6 Single Family Detached Lot Standards:

- 815 lots are composed of a minimum of 60', 75', 100', and 1 lot at a 150' lot width in meeting the base lot width standards of an RS-6 zoning district with each lot having the minimum as required per the zoning ordinance:

<u>RS-6 base zoning standards:</u>

- 20' front setback
- 7.5' side setback
- 20' rear setback
- 50' lot width minimum

Of the 815 lots,

- 77 lots (60'rear alley loaded)
- 482 lots (60')
- 13 lots (75' rear alley loaded)
- 152 lots (75')

- 22 lots (100' rear alley loaded)
- 27 lots (100')
- 18 lots (150' rear alley loaded)
- 3 lots (150')
- 20 lots (100' at 1 acre)
- 1 lot (150' min at 5 acres)

Overall Proposed Master Plan

Amenities/ Design:

The master plan contains a centralized amenity area connected with a series of walking trails that include a mixture of paved and natural trails with trail connections. The trails connect to Ridley Park. Within the amenity area, a clubhouse including pavilion with pool is shown including a dog park and open area lawn space for events. Architectural elements of single-family homes consist of a primary cladding material of fiber cement board, brick, and stone accented with neutral colors.

Connectivity:

- A new connection point will be added with Trotwood Ave connecting the development with Ridley Park
- A new connection point will be added with Old Zion Road.
- All local streets will consist of a 60-70' right-of-way cross section generally meeting the City of Columbia Subdivision regulations including a 5' sidewalk on both sides of all streets. A 20' alley way is provided in meeting the base

Buffering:

- Buffer requirements for a PUD-RS-6 zoning adjacent to undeveloped property (*11.2.7 Project Boundary Buffers*) require a 0.4 opacity (15' wide buffer). The site plan indicates this buffer adjacent to vacant property on the east boundary line.
- Buffer requirements for a PUD RS-6 requires a 0.6 opacity (25' wide buffer). This site plan indicates this buffer adjacent to these zoning districts on all boundary lines.

Summary of Requested Variances:

- **There were no requested variances in the request as the site plan and lot dimensional standards meet the base zoning standards of an RS-6 zoning district.**

ATTACHMENTS (CIRCLE) SUBMITTED PLANS CITY MAPS LEGAL NOTICE LEGAL DESCRIPTION

PUBLIC COMMENTS AGENCY COMMENTS RESPONSE TO STANDARDS

3.19.6 CRITERIA FOR PLANNING COMMISSION RECOMMENDATIONS

The recommendations of the Planning Commission to the City Council shall show that the Planning Commission has studied and considered the proposed change in relation to the following, where applicable:

A. Whether the proposed change would be consistent with the intent, goals, objectives, policies, guiding principles and programs of any adopted plans;
B. Whether the proposed change would be compatible with the existing land use pattern and designated future land uses;
C. Whether the proposed change would create substantial adverse impacts in the adjacent area or the City in general; and
D. Whether the subject parcel is of adequate shape and size to accommodate the proposed change.

Staff's review of Section 3.19.6 in relation to this request finds the following:

A. Whether the proposed change would be consistent with the intent, goals, objectives, policies, guiding principles and programs of any adopted plans;

The future land use classification for the property is "Suburban Neighborhood". According to the Suburban Neighborhood Character Area Matrix, the intent of the character area is to "create new suburban neighborhoods that will improve the quality of life in Columbia, with an increased sense of place and a more interconnected community". A suburban neighborhood future land use is consistent with Connect Columbia within an RS-6 base zoning designation.

B. Whether the proposed change would be compatible with the existing land use pattern and designated future land uses

The subject property is located along Trotwood Avenue, a minor arterial. This request would align with Connect Columbia within a "Suburban Neighborhood Future Land Use".

C. Whether the proposed change would create substantial adverse impacts in the adjacent area or the City in general;

The applicant's intended use of the property will be subject to the standards contained in the Zoning Ordinance which mitigate potential adverse impacts upon adjoining property owners and the City in general. The development will also be controlled by the PUD Master Plan which can be conditioned to mitigate potential any adverse impacts.

D. Whether the subject parcel is of adequate shape and size to accommodate the proposed change:

The applicant has provided a Preliminary PUD Master Plan depicting a phased 815-unit

residential development with community amenities. It is generally feasible to develop the site as depicted in the residential sections of the Preliminary Master Plan in conformance with the Zoning Ordinance. At the time of Final PUD Master Plan and Preliminary Plat, staff will review the proposed development to ensure adherence with the standards prescribed in the applicable Zoning Ordinance.

Rezoning:

Staff reviewed the request for an amendment of the Official Zoning Map for consistency with the City of Columbia Zoning Ordinance. The relevant provisions of the Ordinance are listed below, followed by staff analysis.

3.18.7.B ACTION BY THE PLANNING COMMISSION FOR REZONING

The Planning Commission in its review and recommendation shall make specific findings with regard to the following grounds for an amendment and shall note the same in the official record as follows:

1. The rezoning is in agreement with the general plan for the area;
2. It has been determined that the legal purposes for which zoning exists are not contravened;
3. It has been determined that there will be no adverse effect upon adjoining property owners unless such effect can be justified by the overwhelming public good or welfare;
4. It has been determined that no one property owner or small group of property owners will benefit materially from the change to the detriment of the general public; and
5. It has been determined that conditions affecting the area have changed to a sufficient extent to warrant an amendment to the area's general plan or other applicable local plans, and consequently, the zoning map.
6. The availability of adequate school, road, parks, wastewater treatment, water supply, and stormwater drainage facilities.

Staff's review of Section 3.18.7.B in relation to this rezoning request finds the following:

1. The rezoning agrees with the general plan for the area;

   The subject parcel for the proposed zoning and annexation is within a "Suburban Neighborhood" future land use. An RS-6 zoning designation within a Planned Unit Development may be consistent with the adopted general plan for the area.

2. The legal purposes for which zoning exists are not contravened;

   All future development will be required to conform to the Zoning Ordinance standards in

effect at that time, as well as the PUD Master Plan; therefore, legal purposes for which zoning exists will not be contravened.

3. There will be no adverse effects upon adjoining property owners;

   Adjoining properties include vacant land, a park, and single-family residences. The applicant's Preliminary PUD Master Plan depicts connection to existing park. Development of the site as proposed under the Preliminary PUD Master Plan is unlikely to have an adverse effect upon the adjacent park property.

4. No one property owner or small group of property owners will benefit materially from the change to the detriment of the general public;

   The proposal will benefit a single property owner; however, any potential detrimental effects on the general public can be mitigated through the standards in the Zoning Ordinance and modification of the PUD Master Plan.

5. Conditions affecting the area have changed to a sufficient extent to warrant an amendment to City's Zoning Map.

   The Planning Commission may determine that demand for housing in the City of Columbia has increased to a sufficient extent to warrant the addition of a mixed-density residential PUD to the City's zoning map. Between the decennial censuses of 2010 and 2020, the city's population grew at nearly twice the rate of its housing inventory. Demand for both rental and owner-occupied housing in Columbia has increased faster than supply.

6. There are adequate schools, roads, parks, wastewater treatment facilities, water supply, and stormwater drainage facilities to support this zoning change.

   Upon the advice of city staff, this request went through staff technical review twice. Technical comments from public service providers generally indicate that services are in place to support the zoning change. However, some plans of service contain caveats or identify the need for the applicant to provide additional analysis.

   - *The City of Columbia Public Works Department provided a Plan of Service for sanitation, as well as maintenance of streets and drainage systems, for the proposed development.*
   - *Columbia Power and Water Systems (CPWS) has indicated that it will provide electrical service to the proposed development.*
   - *The Fire Marshall has indicated that there is adequate water available and pressure.*
   - *The City Engineer required a traffic impact study as part of the PUD Master Plan*

application. At resubmittal, the applicant provided a concurrence letter identifying off-site improvements to be made by the developer in order to maintain the current level of service.

- *Maury County Schools **did** provide comments regarding impacts to the school system. Specifically, the Maury County Schools is reviewing its capacity to serve the proposed development at its facilities in Columbia and Mt. Pleasant. Students living in the proposed development may be assigned to Mt. Pleasant attendance zones.*
- *The City of Columbia Wastewater System indicated flow monitoring will be required at the applicant's expense. Is likely that gravity lines in the area will require major upgrades in order to serve the development.*
- *CPWS (Water) indicated that it has infrastructure in place to serve the proposed development with domestic water.*
- *CPWS (Power) has indicated that it will serve the proposed development.*

Preliminary PUD Master Plan:

Staff reviewed the request for approval of a Preliminary PUD Master Plan for consistency with the City of Columbia Zoning Ordinance. The relevant provisions of the Ordinance are listed below, followed by staff analysis.

3.20.2 CONSISTENCY WITH AREA DEVELOPMENT PLANS

No PUD shall be approved unless all plans for development are found to be consistent with the then current issue of the General Plan of Columbia and any adopted special development plan for the area in which the development is proposed. The Planning Commission shall make a formal, written finding regarding the consistency of any proposed PUD, said report to include findings that the development:

A. Will be consistent with the currently effective General Plan as well as any special development plan for the area;
B. Is likely to be compatible with development permitted under the general development provisions of the Zoning Ordinance; and
C. Will not significantly interfere with the use and enjoyment of other land in the vicinity.

3.20.5 COMBINATION OF SEPARATE TYPES OF PUDS

The Planning Commission and the City Council may consider separate types of PUDs (such as residential and commercial PUD) within a consolidated master plan as a single administrative procedure provided the total tract is under the unified control of a landholder and the land area is sufficient to comply with separate area requirements combined. This provision in no way alters any requirements in this article.

3.20.8 CONSISTENCY WITH PUD STANDARDS

All PUD developments shall be subject to the design standards and requirements of Article 7, Planned Unit Development.

Staff's review of Section 3.20.2 in relation to this request finds the following:

A. Will be consistent with the currently effective General Plan as well as any special development plan for the area;
The future land use policy outlined in Connect Columbia is "Suburban Neighborhood" that aligns with an RS-6 PUD master plan.
B. Is likely to be compatible with development permitted under the general development provisions of the Zoning Ordinance;

As discussed in the summary of zoning standards above, it is feasible to implement the Preliminary PUD Master Plan in accordance with the Zoning Ordinance provided the Planning Commission and City Council grant the deviations from strict application of the limited use standards of the Ordinance pertaining to parking for townhomes.

C. Will not significantly interfere with the use and enjoyment of other land in the vicinity.

As discussed in the analysis of Section 3.18.7.B.3 above, the Planning Commission may condition its recommendation on revisions to the Master Plan designed to mitigate any identifiable adverse impacts on other properties.

Staff's review of Section 3.20.5 in relation to this request finds the following:
The Planning Commission and the City Council may consider separate types of PUDs (such as residential and commercial PUD) within a consolidated master plan as a single administrative procedure provided the total tract is under the unified control of a landholder and the land area is sufficient to comply with separate area requirements combined. This provision in no way alters any requirements in this article.

The proposed PUD Master Plan includes residential uses of densities and open space that are permissible within an RS-6 base zoning district.

Staff's review of Section 3.20.8 in relation to this request finds the following:

All PUD developments shall be subject to the design standards and requirements of Article 7, Planned Unit Development.

- *The proposed PUD Master Plan conforms to the maximum permitted densities identified in Section 7.3.5 of the Zoning Ordinance.*

CITY OF COLUMBIA TENNESSEE
CITY COUNCIL
STAFF REPORT

STAFF REPORT CONTACT INFORMATION
Paul Keltner, Development Services Director, paul@columbiatn.com, 931-560-1560

AGENDA ITEM TITLE:
2ND CONSIDERATION OF ORDINANCE NO. 4458 - AN ORDINANCE TO AMEND ORDINANCE NO. 4400 - THE SAME BEING THE ZONING ORDINANCE OF THE CITY OF COLUMBIA, TENNESSEE TO ZONE PROPERTIES BEING ANNEXED BY RESOLUTION NO. 23-29, LOCATED AT TAX MAP 112 PARCELS 2.03 AND 10.01, OFF TROTWOOD AVENUE AND OLD ZION ROAD TO PUD-R (PLANNED UNIT DEVELOPMENT-RESIDENTIAL)

RECOMMENDATION: Approve Ordinance No. 4458 on second consideration.

INFORMATION: The applicant is requesting the aforementioned properties be zoned upon annexation to a Planned Unit Development Residential classification as part of the Old Zion Road PUD subdivision proposed. The Planning Commission reviewed the request at the April 12, 2023 meeting and recommended approval with a vote of 4-2.

AN ORDINANCE TO AMEND ORDINANCE NO. 4400 – THE SAME BEING THE ZONING ORDINANCE OF THE CITY OF COLUMBIA, TENNESSEE TO ZONE PROPERTIES BEING ANNEXED BY RESOLUTION NO. 23-29, LOCATED AT TAX MAP 112 PARCELS 2.03 AND 10.01, OFF TROTWOOD AVENUE AND OLD ZION ROAD TO PUD-R (PLANNED UNIT DEVELOPMENT-RESIDENTIAL)

BE IT ORDAINED BY THE CITY OF COLUMBIA:

Section 1: That the City of Columbia Zoning Ordinance, the same being Ordinance No. 4400, and the zoning maps therein adopted be, and the same are hereby amended by zoning the properties herein described and being annexed by Resolution No. 23-29 to PUD-R (Planned Unit Development-Residential).

Section 2: Said properties being annexed by Resolution No. 23-29, are located in the Eighth and Ninth Civil Districts of Maury County, Tennessee, within the corporate limits of the City of Columbia, as described in Exhibit "A", which is attached hereto and incorporated herein by reference. A location map depicting the proposed PUD-R (Planned Unit Development-Residential) zoned area is identified as Exhibit "B" and is attached hereto and incorporated herein by reference.

Section 3: This Ordinance is passed after review of Columbia Zoning Ordinance Section 8.5.19.H.4 by the Columbia Municipal Planning Commission with a recommendation of approval on the 12th day of April, 2023, and after a public hearing held on the 8th day of June, 2023, with notice of said hearing being given in The Daily Herald of Columbia, Tennessee, fifteen (15) days or more before said hearing.

Section 4: That pursuant to Section 8.5.19.K.6, the City Council makes the following specific findings:

A. The rezoning is in agreement with the Comprehensive plan and any applicable local area plans;

B. It has been determined that the legal purposes for which zoning exists are not contravened; and

C. It has been determined that there will be no adverse effect upon adjoining property owners unless such effect can be justified by the overwhelming public good or welfare;

Section 5: That all ordinances or parts of ordinances in conflict herewith are hereby repealed.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF COLUMBIA, TENNESSEE, This the 8th day of June, 2023.

_____
CHARLES (CHAZ) M. MOLDER, MAYOR

ATTEST:

_____
THAD H. JABLONSKI, CITY RECORDER

LEGAL FORM APPROVED:

C. Tim Tisher
C. TIM TISHER, CITY ATTORNEY

APPROVED FOR FIRST CONSIDERATION:

_____
ANTHONY R. MASSEY, CITY MANAGER

Passed on 1st consideration: _____

Passed on 2nd consideration: _____

RaganSmith

21-0244

WILLIAM P. RIDLEY AND CHARLOTTE M. RIDLEY, TRUSTEES OF THE WILLIAM P. RIDLEY REVOCABLE TRUST DATED AUGUST 19, 2011 PROPERTY DESCRIPTION

MAP 112, PARCEL 2.03

BEING A CERTAIN TRACT OF LAND LOCATED IN THE 9TH CIVIL DISTRICT OF MAURY COUNTY, TENNESSEE. BEING PART OF THE SAME PROPERTY DEEDED TO WILLIAM P. RIDLEY AND CHARLOTTE M. RIDLEY, TRUSTEES OF THE WILLIAM P. RIDLEY REVOCABLE TRUST DATED AUGUST 19, 2011, OF RECORD IN DEED BOOK R2165, PAGE 239, REGISTER'S OFFICE FOR MAURY COUNTY, TENNESSEE (R.O.M.C.T.). BEING BOUNDED ON THE NORTH BY WELTON INVESTMENTS LLC OF RECORD IN DEED BOOK R2077, PAGE 1007, AND BY THE CENTERLINE OF THE L AND N RAILROAD, ON THE EAST BY WESTFIELD ESTATES SECTION 3 OF RECORD IN PLAT BOOK 7, PAGE 224, R.O.M.C.T., BY KCS PROPERTY LLC OF RECORD IN DEED BOOK R2706, PAGE 1040, R.O.M.C.T. AND BY CHARLES RAINES OF RECORD IN DEED BOOK R2706, PAGE 1040, R.O.M.C.T., ON THE SOUTH BY JOHN R. NEAL OF RECORD IN DEED BOOK R2018, PAGE 400, R.O.M.C.T., AND BY THE CITY OF COLUMBIA OF RECORD IN DEED BOOK R2068, PAGE 364, R.O.M.C.T., ON THE WEST BY THE CITY OF COLUMBIA OF RECORD IN DEED BOOK R1875, PAGE 855, R.O.M.C.T., AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT BEING THE SOUTHWEST CORNER OF THE CHARLES RAINES PROPERTY, AND IN THE NORTH LINE OF THE JOHN NEIL PROPERTY AND BEING THE SOUTH EAST CORNER OF THE HERIN DESCRIBED TRACT OF LAND AND PROCEEDING AS FOLLOWS:

THENCE, WITH THE NORTH LINE OF JOHN R. NEAL THE FOLLOWING THREE CALLS (1 THROUGH 3)

1. NORTH 83 DEGREES 09 MINUTES 43 SECONDS WEST, 67.78 FEET TO A POINT;
2. SOUTH 28 DEGREES 38 MINUTES 38 SECONDS WEST, 4.82 FEET TO A 1 1/2" IRON PIPE (OLD)
3. SOUTH 83 DEGREES 55 MINUTES 40 SECONDS EAST, 56.59 FEET TO A POINT IN THE EAST LINE OF SAID CITY OF COLUMBIA PROPERTY;

THENCE WITH THE EASTERLY AND NORTHERLY LINE OF THE SAID CITY OF COLUMBIA, THE FOLLOWING TWO CALLS (1 THROUGH 2):

1. ALONG THE ARC OF A CURVE TO THE LEFT, HAVING A RADIUS OF 155.00 FEET, AN ARC LENGTH OF 128.18 FEET, A DELTA ANGLE OF 47 DEGREES 23 MINUTES 00 SECONDS, HAVING A CHORD BEARING AND DISTANCE OF NORTH 60 DEGREES 15 MINUTES 47 SECONDS WEST, 124.56 TO A POINT;
2. NORTH 83 DEGREES 55 MINUTES 40 SECONDS WEST, 1055.49 FEET TO A POINT IN THE EASTERLY LINE OF SAID CITY OF COLUMBIA PROPERTY;

THENCE, WITH SAID EASTERLY LINE THE FOLLOWING TWO CALLS (1 THROUGH 2):

1. NORTH 07 DEGREES 23 MINUTES 40 SECONDS EAST, 1467.74 FEET TO A POINT;
2. NORTH 03 DEGREES 55 MINUTES 43 SECONDS WEST 1023.72 FEET TO A POINT;
3. NORTH 03 DEGREES 55 MINUTES 43 SECONDS WEST, 34.22 FEET TO A POINT IN THE CENTERLINE OF SAID L AND N RAILROAD;

NASHVILLE
315 Woodland Street
Nashville, TN 37206
(615) 244-8591

MURFREESBORO
100 East Vine Street, Suite 402
Murfreesboro, TN 37130
(615) 546-6050

CHATTANOOGA
1410 Cowart Street, Suite 200
Chattanooga, TN 37408
(423) 490-9400

4.

THENCE, WITH THE WESTERLY AND SOUTHERLY LINE OF THE SAID WELTON INVESTMENTS LLC THE FOLLOWING FOUR CALLS (1 THROUGH 4):

1. SOUTH 05 DEGREES 04 MINUTES 17 SECONDS WEST 45.79 FEET TO A POINT;
2. SOUTH 03 DEGREES 52 MINUTES 17 SECONDS WEST 315.07 FEET TO POINT;
3. SOUTH 83 DEGREES 42 MINUTES 43 SECONDS EAST, 760.0 FEET TO A POINT;
4. SOUTH 83 DEGREES 42 MINUTES 43 SECONDS EAST, 181.89 FFET TO A POINT AT A NORTHWEST CORNER OF LOT 60 AS SHOWN ON SAID PLAN OF WESTFILED ESTATES SECTION 3;

THENCE, WITH WESTERLY LINE OF SAID WESTFIELD ESTATES SECTION 3, KCS PROPERTY LLC AND CHARLES RAINES THE FOLLOWING FOUR CALLS (1 THROUGH 4):

1. SOUTH 09 DEGREES 19 MINUTES 17 SECONDS WEST, 1025.00 FEET TO A POINT;
2. SOUTH 09 DEGREES 19 MINUTES 17 SECONDS WEST, 104.00 FEET TO A POINT;
3. SOUTH 10 DEGREES 39 MINUTES 17 SECONDS WEST, 666.42 FEET TO A POINT;
4. SOUTH 08 DEGREES 56 MINUTES 17 SECONDS WEST, 921.22 FEET TO THE POINT OF BEGINNING HAVING AN AREA OF 3,808,886 SQUARE FEET OR 87.44 ACRES, MORE OR LESS.

21-0244

OLD ZION, LLC PROPERTY DESCRIPTION

MAP 112, PARCELS 10.01

BEING A CERTAIN TRACT OF LAND LOCATED IN THE 8TH CIVIL DISTRICT OF MAURY COUNTY, TENNESSEE. BEING PART OF THE SAME PROPERTY DEEDED TO OLD ZION, LLC OF RECORD IN DEED BOOK R2600, PAGE 96, REGISTER'S OFFICE FOR MAURY COUNTY, TENNESSEE (R.O.M.C.T.). BEING BOUNDED ON THE SOUTH, WEST, AND NORTH BY OLD ZION LLC AND BEING BOUNDED ON THE EAST BY OLD ZION LLC AND "ASHWOOD MANNOR" PLAT BOOK 8, PAGE 90. BEING DESCRIBED ACCORDING TO A SURVEY PREPARED BY KEVIN L. BIRDWELL, RLS #1797 WHOSE ADDRESS IS RAGAN-SMITH ASSOCIATES, 315 WOODLAND STREET, NASHVILLE, TENNESSEE 37206, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A 3/4" IRON ROD (OLD) AT THE NORTHWEST CORNER OF LOT 17, AS SHOWN ON THE FINAL PLAT ENTITLED "ASHWOOD MANOR" OF RECORD IN PLAT BOOK 8, PAGE 90, AND PROCEEDING AS FOLLOWS:

THENCE, WITH THE WESTERLY LINE OF LOT 17 AND 16, SOUTH 00 DEGREES 32 MINUTES 54 SECONDS EAST, 261.29 FEET TO A POINT;

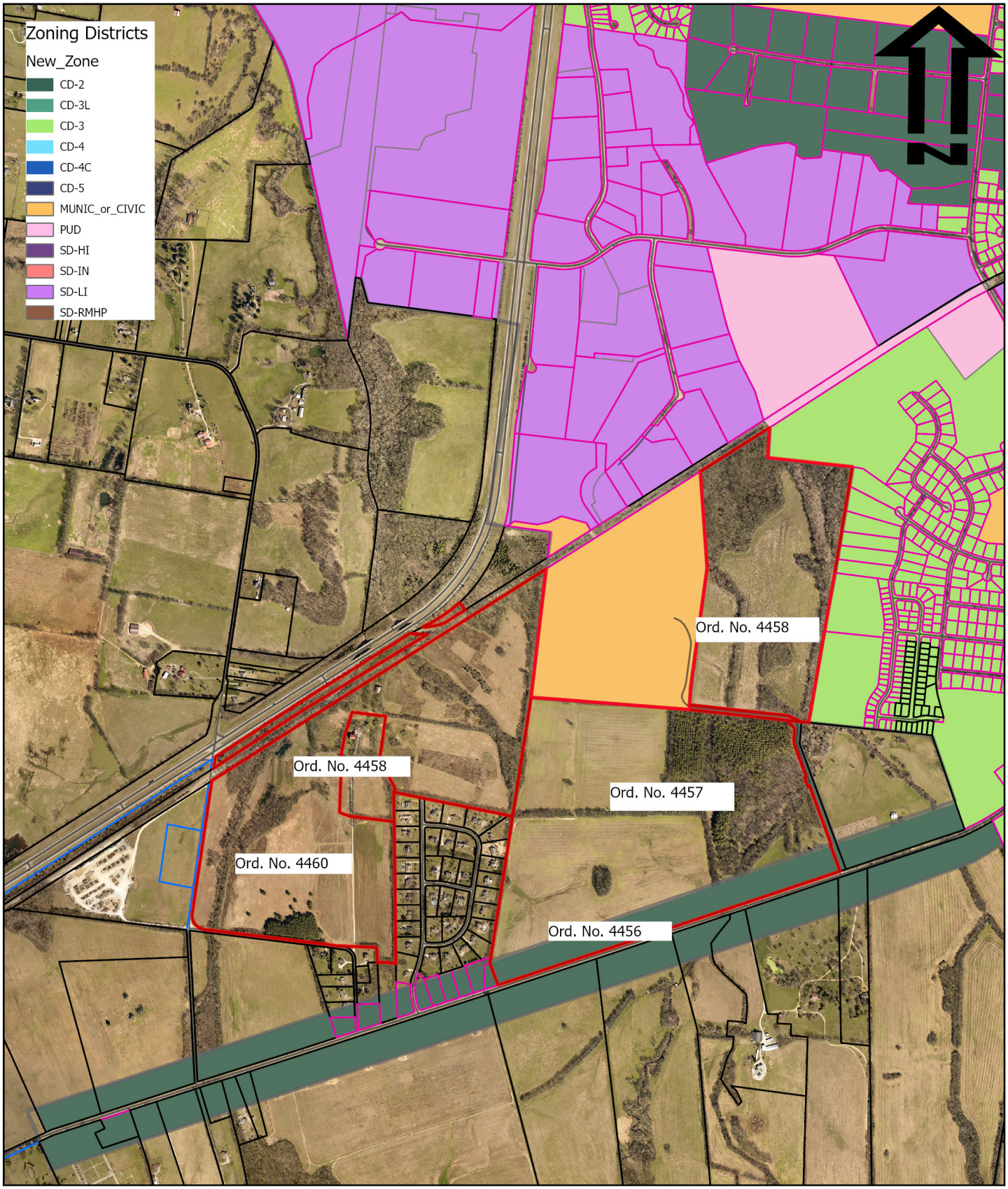
THENCE, CROSSING THE OLD ZION, LLC PROPERTY, AND WITH THE SOUTH, WEST, NORTH, AND EAST LINE OF THE HERIN DESCRIBED TRACT THE FOLLOWING TEN CALLS (1 THROUGH 10):

1. NORTH 89 DEGREES 33 MINUTES 25 SECONDS WEST, 441.50 FEET TO A POINT;
2. NORTH 75 DEGREES 33 MINUTES 25 SECONDS WEST, 112.50 FEET TO A POINT;
3. NORTH 04 DEGREES 33 MINUTES 25 SECONDS WEST, 634.50 FEET TO A POINT;
4. NORTH 04 DEGREES 26 MINUTES 35 SECONDS EAST, 198.50 FEET TO A POINT;
5. NORTH 11 DEGREES 26 MINUTES 35 SECONDS EAST, 239.70 FEET TO A POINT;
6. SOUTH 89 DEGREES 33 MINUTES 25 SECONDS EAST, 353.50 FEET TO A POINT;
7. SOUTH 00 DEGREES 41 MINUTES 35 SECONDS WEST, 321.50 FEET TO A POINT;
8. SOUTH 04 DEGREES 26 MINUTES 35 SECONDS WEST, 130.50 FEET TO A POINT;
9. SOUTH 26 DEGREES 11 MINUTES 46 SECONDS EAST, 350.50 FEET TO A POINT;
10. SOUTH 31 DEGREES 41 MINUTES 46 SECONDS EAST, 78.40 FEET TO THE POINT OF BEGINNING HAVING AN AREA OF 502,108 SQUARE FEET OR 11.53 ACRES, MORE OR LESS.

NASHVILLE
315 Woodland Street
Nashville, TN 37206
(615) 244-8591

MURFREESBORO
100 East Vine Street, Suite 402
Murfreesboro, TN 37130
(615) 546-6050

CHATTANOOGA
1410 Cowart Street, Suite 200
Chattanooga, TN 37408
(423) 490-9400



Old Zion Road PUD
6150 Trotwood Ave.

Ord. No. 4456-4458; 4460
Exhibit B

CITY OF COLUMBIA
TENNESSEE

DEVELOPMENT SERVICES
700 NORTH GARDEN STREET
COLUMBIA, TN 38401
PHONE: (931) 560-1560
FAX: (931) 560-1541

CITY OF COLUMBIA TENNESSEE
PLANNING COMMISSION
STAFF REPORT

STAFF REPORT CONTACT INFORMATION
Austin Brass, AICP, City Planner, abrass@columbiatn.com, 931-560-1560
Update by Paul Keltner, AICP, Director of Development Services, 931-560-1560

APPLICATION NUMBER	APPLICANT/PROPERTY OWNER
22-0069	**Andrew Ethridge / Dobual Spring Creek Partners, Eunice Colmore, Henry P Ingram Jr. & William P. Ridley Rev Trust**
PUBLIC HEARING DATE	PROPERTY ADDRESS/LOCATION
N/A	**6150 Trotwood Ave/ Tax Map 112, Parcels 9.00, 10.01, 10.07, 2.03**

CONFORMITY with the ZONING ORDINANCE

Update to Review:

This is the third time Planning Commission has reviewed the proposed Preliminary PUD Master Plan. In December of 2022 the City Council returned the proposal to Planning Commission for additional consideration. In March of 2023 the applicant submitted a revised Master Plan. Changes reflected in the revised Master Plan are summarized below.

Site Data:

- The total area of right-of-way dedication decreased from 58.99 to 55.98 acres.
- Total area within lots decreased from 207 to 170 acres.
- Dedicated open space increased from 149 (36%) to 189 acres (45%).
- Gross density decreased from 1.96 du/ac to 1.84 du/ac.
- Total lot count reduced from 815 to 764 (in addition to one existing structure). The first iteration of the development considered by Planning Commission included 985 lots.

Design:

- The mix of lot width types is similar to previous proposals
    - 441 lots are 60 feet wide.
    - 307 lots are 75 feet wide.
    - 16 lots are 100 feet wide.
    - There is a mix of front-loaded and alley-loaded lots.
    - The most recent previous plan had 21 lots at 150 feet wide as well as a few 65 foot wide lots.
- The lots around Ashwood Manor have been removed and replaced with open space
- The lots off Ridley Park Drive have been eliminated.
- Lots along Trotwood Avenue have been removed and converted to open space.
- There is additional open space between Ridley Park and the lots in the northern section of the property.
- The amenity center has shifted closer to the center of the site.
- Walking trail length has increased from 2.4 miles to a total of 3.0 miles.
- Amenity sizes have increased for playgrounds and the dog park area.

Additional Notes

- Phasing has been adjusted.
- Additional architectural designs have been added.

- Photometric details have been added for the lots near Ridley Park.
- The traffic impact study has been updated to reflect the reduced number of lots.

ATTACHMENTS (CIRCLE) SUBMITTED PLANS CITY MAPS LEGAL NOTICE LEGAL DESCRIPTION

PUBLIC COMMENTS AGENCY COMMENTS RESPONSE TO STANDARDS

CITY OF COLUMBIA TENNESSEE
PLANNING COMMISSION
STAFF REPORT

STAFF REPORT CONTACT INFORMATION
Austin Brass, AICP, City Planner, abrass@columbiatn.com, 931-560-1560

APPLICATION NUMBER	APPLICANT/PROPERTY OWNER
22-0069	**Andrew Ethridge / Dobual Spring Creek Partners, Eunice Colmore, Henry P Ingram Jr. & William P. Ridley Rev Trust**
PUBLIC HEARING DATE	PROPERTY ADDRESS/LOCATION
N/A	**6150 Trotwood Ave/ Tax Map 112, Parcels 9.00, 10.01, 10.07, 2.03**

SUMMARY OF REQUEST: **Annexation with Plan of Services when including an RS-6 Zoning with Preliminary PUD Master Plan.**

This request is for the annexation with a plan of services that includes a Preliminary PUD Master Plan. The proposed PUD utilizes a base-zoning of RS-6. The applicant seeks these changes in order to create a residential development consisting of 815 residential units and community amenities. The 415-acre property is located adjacent to Ridley Park and the Ashwood Manor subdivision.

Note* This request was reviewed prior to the adoption of Zoning Ordinance 4400 on July 14th, 2022 and is subject to the review criteria under the previous Zoning Ordinance.



MAP SOURCE: City GIS

EXISTING ZONING	EXISTING LAND USE	SURROUNDING ZONING & LAND USE	SITE IMPROVEMENTS PROPOSED	SIZE OF PROPERTY
RS-40/Unincorporated (County Zoning)	Undeveloped/Single Family	RS-40/Unincorporated	Single-Family Homes	415.5 ± acres

COMPATIBILITY with the **COMPREHENSIVE PLAN**

Suburban Neighborhood. The proposed development as an RS-6 base residential zoning designation is consistent with Connect Columbia as an RS-6 zoning district is compatible with a Suburban Neighborhood Future Land Use.

PROPERTY HISTORY

22-0069. Request from Andrew Ethridge for the annexation with Plan of Services, and Comprehensive Plan Amendment including an RM-1, & RS-6 Zoning with Preliminary PUD Master Plan for 981 residential units and community amenities. Recommendation to deny by Planning Commission was made with a 3-2 vote.

COMPATIBILITY with the ZONING ORDINANCE

Suburban Neighborhood
• Low Density Residential & Medium Density Residential, e.g. RS-6, RS-10 Zoning Districts • Public & Civic Uses (e.g. Religious Facilities)

As required by Section 3.20.10.B of the Zoning Ordinance, the applicant submitted a detailed Preliminary Planned Unit Development (PUD) Master Plan. The Master Plan depicts 815 residential lots. The gross density of the development would be 1.96 dwelling units per acre. The Master Plan also depicts landscape buffers, stormwater facilities, extensive walking trails, and community amenities. The proposed internal street network connects to Ridley Park. The revised PUD Master Plan does not depict a connection to an existing adjacent subdivision; this connection was requested by staff in aligning with policy outlined within *Connect Columbia* that recommends the connection of streets to create an interconnected grid network.The phasing plan indicates that the development will be completed over 9-10 years.

Zoning Ordinance Referenced:

- Sections 7.3.1, 6.1.2, and 8.1.1 Land Use and Housing Type
- Sections 7.3 , 6.2.6, and 6.3.8 Residential Development Standards
- Sections 7.3.7, 11.2.7, and 11.2.6 Landscape Buffers

Proposed RS-6 PUD Section

The Zoning Ordinance limits development of properties subject to RS-6 standards to single-family detached residences and their subordinate accessory structures. The Master Plan consists of an R-6 base zoning with 10 different lot sizes.

RS-6 Single Family Detached Lot Standards:

- 815 lots are composed of a minimum of 60', 75', 100', and 1 lot at a 150' lot width in meeting the base lot width standards of an RS-6 zoning district with each lot having the minimum as required per the zoning ordinance:

<u>RS-6 base zoning standards:</u>

- 20' front setback
- 7.5' side setback
- 20' rear setback
- 50' lot width minimum

Of the 815 lots,

- 77 lots (60'rear alley loaded)
- 482 lots (60')
- 13 lots (75' rear alley loaded)
- 152 lots (75')

- 22 lots (100' rear alley loaded)
- 27 lots (100')
- 18 lots (150' rear alley loaded)
- 3 lots (150')
- 20 lots (100' at 1 acre)
- 1 lot (150' min at 5 acres)

Overall Proposed Master Plan

Amenities/ Design:

The master plan contains a centralized amenity area connected with a series of walking trails that include a mixture of paved and natural trails with trail connections. The trails connect to Ridley Park. Within the amenity area, a clubhouse including pavilion with pool is shown including a dog park and open area lawn space for events. Architectural elements of single-family homes consist of a primary cladding material of fiber cement board, brick, and stone accented with neutral colors.

Connectivity:

- A new connection point will be added with Trotwood Ave connecting the development with Ridley Park
- A new connection point will be added with Old Zion Road.
- All local streets will consist of a 60-70' right-of-way cross section generally meeting the City of Columbia Subdivision regulations including a 5' sidewalk on both sides of all streets. A 20' alley way is provided in meeting the base

Buffering:

- Buffer requirements for a PUD-RS-6 zoning adjacent to undeveloped property (*11.2.7 Project Boundary Buffers*) require a 0.4 opacity (15' wide buffer). The site plan indicates this buffer adjacent to vacant property on the east boundary line.
- Buffer requirements for a PUD RS-6 requires a 0.6 opacity (25' wide buffer). This site plan indicates this buffer adjacent to these zoning districts on all boundary lines.

Summary of Requested Variances:

- **There were no requested variances in the request as the site plan and lot dimensional standards meet the base zoning standards of an RS-6 zoning district.**

ATTACHMENTS (CIRCLE) SUBMITTED PLANS CITY MAPS LEGAL NOTICE LEGAL DESCRIPTION

PUBLIC COMMENTS AGENCY COMMENTS RESPONSE TO STANDARDS

3.19.6 CRITERIA FOR PLANNING COMMISSION RECOMMENDATIONS

The recommendations of the Planning Commission to the City Council shall show that the Planning Commission has studied and considered the proposed change in relation to the following, where applicable:

A. Whether the proposed change would be consistent with the intent, goals, objectives, policies, guiding principles and programs of any adopted plans;
B. Whether the proposed change would be compatible with the existing land use pattern and designated future land uses;
C. Whether the proposed change would create substantial adverse impacts in the adjacent area or the City in general; and
D. Whether the subject parcel is of adequate shape and size to accommodate the proposed change.

Staff's review of Section 3.19.6 in relation to this request finds the following:

A. Whether the proposed change would be consistent with the intent, goals, objectives, policies, guiding principles and programs of any adopted plans;

The future land use classification for the property is "Suburban Neighborhood". According to the Suburban Neighborhood Character Area Matrix, the intent of the character area is to "create new suburban neighborhoods that will improve the quality of life in Columbia, with an increased sense of place and a more interconnected community". A suburban neighborhood future land use is consistent with Connect Columbia within an RS-6 base zoning designation.

B. Whether the proposed change would be compatible with the existing land use pattern and designated future land uses

The subject property is located along Trotwood Avenue, a minor arterial. This request would align with Connect Columbia within a "Suburban Neighborhood Future Land Use".

C. Whether the proposed change would create substantial adverse impacts in the adjacent area or the City in general;

The applicant's intended use of the property will be subject to the standards contained in the Zoning Ordinance which mitigate potential adverse impacts upon adjoining property owners and the City in general. The development will also be controlled by the PUD Master Plan which can be conditioned to mitigate potential any adverse impacts.

D. Whether the subject parcel is of adequate shape and size to accommodate the proposed change:

The applicant has provided a Preliminary PUD Master Plan depicting a phased 815-unit

residential development with community amenities. It is generally feasible to develop the site as depicted in the residential sections of the Preliminary Master Plan in conformance with the Zoning Ordinance. At the time of Final PUD Master Plan and Preliminary Plat, staff will review the proposed development to ensure adherence with the standards prescribed in the applicable Zoning Ordinance.

Rezoning:

Staff reviewed the request for an amendment of the Official Zoning Map for consistency with the City of Columbia Zoning Ordinance. The relevant provisions of the Ordinance are listed below, followed by staff analysis.

3.18.7.B ACTION BY THE PLANNING COMMISSION FOR REZONING

The Planning Commission in its review and recommendation shall make specific findings with regard to the following grounds for an amendment and shall note the same in the official record as follows:

1. The rezoning is in agreement with the general plan for the area;
2. It has been determined that the legal purposes for which zoning exists are not contravened;
3. It has been determined that there will be no adverse effect upon adjoining property owners unless such effect can be justified by the overwhelming public good or welfare;
4. It has been determined that no one property owner or small group of property owners will benefit materially from the change to the detriment of the general public; and
5. It has been determined that conditions affecting the area have changed to a sufficient extent to warrant an amendment to the area's general plan or other applicable local plans, and consequently, the zoning map.
6. The availability of adequate school, road, parks, wastewater treatment, water supply, and stormwater drainage facilities.

Staff's review of Section 3.18.7.B in relation to this rezoning request finds the following:

1. The rezoning agrees with the general plan for the area;

   The subject parcel for the proposed zoning and annexation is within a "Suburban Neighborhood" future land use. An RS-6 zoning designation within a Planned Unit Development may be consistent with the adopted general plan for the area.

2. The legal purposes for which zoning exists are not contravened;

   All future development will be required to conform to the Zoning Ordinance standards in

effect at that time, as well as the PUD Master Plan; therefore, legal purposes for which zoning exists will not be contravened.

3. There will be no adverse effects upon adjoining property owners;

   Adjoining properties include vacant land, a park, and single-family residences. The applicant's Preliminary PUD Master Plan depicts connection to existing park. Development of the site as proposed under the Preliminary PUD Master Plan is unlikely to have an adverse effect upon the adjacent park property.

4. No one property owner or small group of property owners will benefit materially from the change to the detriment of the general public;

   The proposal will benefit a single property owner; however, any potential detrimental effects on the general public can be mitigated through the standards in the Zoning Ordinance and modification of the PUD Master Plan.

5. Conditions affecting the area have changed to a sufficient extent to warrant an amendment to City's Zoning Map.

   The Planning Commission may determine that demand for housing in the City of Columbia has increased to a sufficient extent to warrant the addition of a mixed-density residential PUD to the City's zoning map. Between the decennial censuses of 2010 and 2020, the city's population grew at nearly twice the rate of its housing inventory. Demand for both rental and owner-occupied housing in Columbia has increased faster than supply.

6. There are adequate schools, roads, parks, wastewater treatment facilities, water supply, and stormwater drainage facilities to support this zoning change.

   Upon the advice of city staff, this request went through staff technical review twice. Technical comments from public service providers generally indicate that services are in place to support the zoning change. However, some plans of service contain caveats or identify the need for the applicant to provide additional analysis.

   - *The City of Columbia Public Works Department provided a Plan of Service for sanitation, as well as maintenance of streets and drainage systems, for the proposed development.*
   - *Columbia Power and Water Systems (CPWS) has indicated that it will provide electrical service to the proposed development.*
   - *The Fire Marshall has indicated that there is adequate water available and pressure.*
   - *The City Engineer required a traffic impact study as part of the PUD Master Plan*

application. At resubmittal, the applicant provided a concurrence letter identifying off-site improvements to be made by the developer in order to maintain the current level of service.

- *Maury County Schools **did** provide comments regarding impacts to the school system. Specifically, the Maury County Schools is reviewing its capacity to serve the proposed development at its facilities in Columbia and Mt. Pleasant. Students living in the proposed development may be assigned to Mt. Pleasant attendance zones.*
- *The City of Columbia Wastewater System indicated flow monitoring will be required at the applicant's expense. Is likely that gravity lines in the area will require major upgrades in order to serve the development.*
- *CPWS (Water) indicated that it has infrastructure in place to serve the proposed development with domestic water.*
- *CPWS (Power) has indicated that it will serve the proposed development.*

Preliminary PUD Master Plan:

Staff reviewed the request for approval of a Preliminary PUD Master Plan for consistency with the City of Columbia Zoning Ordinance. The relevant provisions of the Ordinance are listed below, followed by staff analysis.

3.20.2 CONSISTENCY WITH AREA DEVELOPMENT PLANS

No PUD shall be approved unless all plans for development are found to be consistent with the then current issue of the General Plan of Columbia and any adopted special development plan for the area in which the development is proposed. The Planning Commission shall make a formal, written finding regarding the consistency of any proposed PUD, said report to include findings that the development:

A. Will be consistent with the currently effective General Plan as well as any special development plan for the area;
B. Is likely to be compatible with development permitted under the general development provisions of the Zoning Ordinance; and
C. Will not significantly interfere with the use and enjoyment of other land in the vicinity.

3.20.5 COMBINATION OF SEPARATE TYPES OF PUDS

The Planning Commission and the City Council may consider separate types of PUDs (such as residential and commercial PUD) within a consolidated master plan as a single administrative procedure provided the total tract is under the unified control of a landholder and the land area is sufficient to comply with separate area requirements combined. This provision in no way alters any requirements in this article.

3.20.8 CONSISTENCY WITH PUD STANDARDS

All PUD developments shall be subject to the design standards and requirements of Article 7, Planned Unit Development.

Staff's review of Section 3.20.2 in relation to this request finds the following:

A. Will be consistent with the currently effective General Plan as well as any special development plan for the area;
The future land use policy outlined in Connect Columbia is "Suburban Neighborhood" that aligns with an RS-6 PUD master plan.
B. Is likely to be compatible with development permitted under the general development provisions of the Zoning Ordinance;

As discussed in the summary of zoning standards above, it is feasible to implement the Preliminary PUD Master Plan in accordance with the Zoning Ordinance provided the Planning Commission and City Council grant the deviations from strict application of the limited use standards of the Ordinance pertaining to parking for townhomes.

C. Will not significantly interfere with the use and enjoyment of other land in the vicinity.

As discussed in the analysis of Section 3.18.7.B.3 above, the Planning Commission may condition its recommendation on revisions to the Master Plan designed to mitigate any identifiable adverse impacts on other properties.

Staff's review of Section 3.20.5 in relation to this request finds the following:
The Planning Commission and the City Council may consider separate types of PUDs (such as residential and commercial PUD) within a consolidated master plan as a single administrative procedure provided the total tract is under the unified control of a landholder and the land area is sufficient to comply with separate area requirements combined. This provision in no way alters any requirements in this article.

The proposed PUD Master Plan includes residential uses of densities and open space that are permissible within an RS-6 base zoning district.

Staff's review of Section 3.20.8 in relation to this request finds the following:

All PUD developments shall be subject to the design standards and requirements of Article 7, Planned Unit Development.

- *The proposed PUD Master Plan conforms to the maximum permitted densities identified in Section 7.3.5 of the Zoning Ordinance.*

CITY OF COLUMBIA TENNESSEE
CITY COUNCIL
STAFF REPORT

STAFF REPORT CONTACT INFORMATION
Paul Keltner, Development Services Director, paul@columbiatn.com, 931-560-1560

AGENDA ITEM TITLE:
2ND CONSIDERATION ON ORDINANCE NO. 4460 - AN ORDINANCE TO AMEND ORDINANCE NO. 4400 - THE SAME BEING THE ZONING ORDINANCE OF THE CITY OF COLUMBIA, TENNESSEE TO ZONE PROPERTY BEING ANNEXED BY RESOLUTION NO. 23-29, LOCATED OFF OLD ZION ROAD, BEING A PORTION OF TAX MAP 112 PARCEL 10.07 TO PUD-R (PLANNED UNIT DEVELOPMENT-RESIDENTIAL)

RECOMMENDATION: Approve Ordinance No. 4460 on second consideration.

INFORMATION: The applicant is requesting a portion of the aforementioned property be zoned to PUD-R upon annexation as part of the proposed Old Zion Road Planned Unit Development subdivision which will consist of 765 lots on 415 acres. The Planning Commission reviewed the request at the April 12, 2023 meeting and recommended approval with a vote of 4-2.

AN ORDINANCE TO AMEND ORDINANCE NO. 4400 – THE SAME BEING THE ZONING ORDINANCE OF THE CITY OF COLUMBIA, TENNESSEE TO ZONE PROPERTY BEING ANNEXED BY RESOLUTION NO. 23-29, LOCATED OFF OLD ZION ROAD, BEING A PORTION OF TAX MAP 112 PARCEL 10.07 TO PUD-R (PLANNED UNIT DEVELOPMENT-RESIDENTIAL)

BE IT ORDAINED BY THE CITY OF COLUMBIA:

Section 1: That the City of Columbia Zoning Ordinance, the same being Ordinance No. 4400, and the zoning maps therein adopted be, and the same are hereby amended by zoning the property herein described and being annexed by Resolution No. 23-29 to PUD-R (Planned Unit Development-Residential).

Section 2: Said portion of property being annexed by Resolution No. 23-29, is located in the Eighth Civil District of Maury County, Tennessee, within the corporate limits of the City of Columbia, as described in Exhibit "A", which is attached hereto and incorporated herein by reference. A location map depicting the proposed PUD-R (Planned Unit Development-Residential) zoned area is identified as Exhibit "B" and is attached hereto and incorporated herein by reference.

Section 3: This Ordinance is passed after review of Columbia Zoning Ordinance Section 8.5.19.H.4 by the Columbia Municipal Planning Commission with a recommendation of approval on the 12th day of April, 2023, and after a public hearing held on the 8th day of June, 2023, with notice of said hearing being given in The Daily Herald of Columbia, Tennessee, fifteen (15) days or more before said hearing.

Section 4: That pursuant to Section 8.5.19.K.6, the City Council makes the following specific findings:

A. The rezoning is in agreement with the Comprehensive plan and any applicable local area plans;

B. It has been determined that the legal purposes for which zoning exists are not contravened; and

C. It has been determined that there will be no adverse effect upon adjoining property owners unless such effect can be justified by the overwhelming public good or welfare;

Section 5: That all ordinances or parts of ordinances in conflict herewith are hereby repealed.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF COLUMBIA, TENNESSEE, This the 8th day of June, 2023.

_____
CHARLES (CHAZ) M. MOLDER, MAYOR

ATTEST:

_____
THAD H. JABLONSKI, CITY RECORDER

LEGAL FORM APPROVED:

_____
C. TIM TISHER, CITY ATTORNEY

APPROVED FOR FIRST CONSIDERATION:

_____
ANTHONY R. MASSEY, CITY MANAGER

Passed on 1st consideration: _____

Passed on 2nd consideration: _____

RaganSmith

21-0244

OLD ZION, LLC PROPERTY DESCRIPTION

MAP 112, PARCELS 10.07

BEING A CERTAIN TRACT OF LAND LOCATED IN THE 8TH CIVIL DISTRICT OF MAURY COUNTY, TENNESSEE. BEING PART OF THE SAME PROPERTY DEEDED TO OLD ZION, LLC OF RECORD IN DEED BOOK R2600, PAGE 96, REGISTER'S OFFICE FOR MAURY COUNTY, TENNESSEE (R.O.M.C.T.). BEING BOUNDED ON THE NORTH BY THE SOUTHERLY RIGHT OF WAY OF THE TENNESSEE SOUTHERN RAILROAD (200' RIGHT OF WAY WIDTH), ON THE EAST BY CITY OF COLUMBIA OF RECORD IN DEED BOOK R1875, PAGE 855, R.O.M.C.T., DOBUAL SPRING CREEK PARTNERS OF RECORD IN DEED BOOK 1239, PAGE 865, R.O.M.C.T. AND LOTS 7-17 AS SHOWN ON THE FINAL PLAT ENTITLED "ASHWOOD MANOR" OF RECORD IN PLAT BOOK 8, PAGE 90, R.O.M.C.T., ON THE SOUTH BY LOTS 17-21 ON SAID FINAL PLAT ENTITLED "ASHWOOD MANOR", SUSAN HUBBELL, ETVIR. OF RECORD IN DEED BOOK R2276, PAGE 1254, R.O.M.C.T., THE SAME BEING TRACT 2 AS SHOWN ON THE FINAL PLAT ENTITLED "JOSEPH W. FLEMING HEIRS PROPERTY" OF RECORD IN PLAT BOOK 7, PAGE 72, R.O.M.C.T., GABRIEL H. ALVAREZ OF RECORD IN DEED BOOK R2689, PAGE 972, R.O.M.C.T., DWIGHT YORK, ETUX. OF RECORD IN DEED BOOK 1349, PAGE 527, R.O.M.C.T., AND OLD ZION ROAD (50' RIGHT OF WAY WIDTH), ON THE WEST BY THE REMANING PORTION OF THE OLD ZION LLC PROPERTY OF RECORD IN DEED BOOK R2600, PAGE 96, R.O.M.C.T. BEING DESCRIBED ACCORDING TO A SURVEY PREPARED BY KEVIN L. BIRDWELL, RLS #1797 WHOSE ADDRESS IS RAGAN-SMITH ASSOCIATES, 315 WOODLAND STREET, NASHVILLE, TENNESSEE 37206, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT A 1/2" IRON ROD (NEW) WITH A PLASTIC CAP STAMPED "RAGAN-SMITH ASSOCIATES" (TYPICAL) AT THE INTERSECTION OF THE SOUTHERLY RIGHT OF WAY OF THE TENNESSEE SOUTHERN RAILROAD AND THE EASTERLY RIGHT OF WAY OF OLD ZION ROAD, SAID IRON ROD BEING THE NORTHWEST CORNER OF SAID OLD ZION LLC PROPERTY, AND PROCEEDING AS FOLLOWS:

THENCE, LEAVING THE EASTERLY RIGHT OF WAY OF OLD ZION ROAD, WITH THE SOUTHERLY RIGHT OF WAY OF TENNESSEE SOUTHERN RAILROAD THE FOLLOWING TWO CALLS (1 THROUGH 2):

1. NORTH 57 DEGREES 34 MINUTES 40 SECONDS EAST, 242.42 FEET TO AN IRON ROD (NEW);
2. NORTH 57 DEGREES 31 MINUTES 16 SECONDS EAST, 455.02 FEET TO THE POINT OF BEGINNING OF THE HERIN DESCRIBED TRACT OF LAND;

THENCE, WITH THE SOUHTERLY RIGHT OF WAY OF TENNESSEE SOUTHERN RAILROAD THE FOLLOWING TWO CALLS (1 THROUGH 2)

1. NORTH 57 DEGREES 31 MINUTES 16 SECONDS EAST, 599.32 FEET TO AN IRON ROD (NEW);
2. NORTH 57 DEGREES 31 MINUTES 16 SECONDS EAST, 2853.61 FEET TO AN IRON ROD (NEW) IN THE WEST LINE OF SAID CITY OF COLUMBIA PROPERTY;

NASHVILLE
315 Woodland Street
Nashville, TN 37206
(615) 244-8591

MURFREESBORO
100 East Vine Street, Suite 402
Murfreesboro, TN 37130
(615) 546-6050

CHATTANOOGA
1410 Cowart Street, Suite 200
Chattanooga, TN 37408
(423) 490-9400

THENCE, SOUTH 06 DEGREES 39 MINUTES 56 SECONDS WEST, 1288.38 FEET TO A CONCRETE MONUMENT (OLD) AT THE NORTHWEST CORNER OF SAID DOBUAL SPRING CREEK PARTNERS PROPERTY;

THENCE, WITH THE WEST LINE OF DOBUAL SPRING CREEK PARTNERS, SOUTH 08 DEGREES 14 MINUTES 58 SECONDS WEST, 1280.67 FEET TO A CONCRETE MONUMENT (OLD) AT THE NORTHEAST CORNER OF LOT 21 AS SHOWN ON SAID PLAT ENTITLED "ASHWOOD MANOR";

THENCE, WITH THE NORTHERLY LINES OF LOTS 21, 20, 19, 18, AND 17, NORTH 78 DEGREES 36 MINUTES 44 SECONDS WEST, 1257.79 FEET TO A 3/4" IRON ROD (OLD) AT THE NORTHWEST CORNER OF LOT 17;

THENCE, WITH THE WESTERLY LINES OF LOTS 17, 16, 15, 14, 13, 12, 11, 10, 9, 8, AND 7, SOUTH 00 DEGREES 32 MINUTES 54 SECONDS EAST, 1894.47 FEET TO A 5/8" IRON ROD (OLD) AT THE NORTHEAST CORNER OF SAID HUBBELL PROPERTY;

THENCE, WITH THE NORTH LINE OF SAID HUBBELL PROPERTY, NORTH 81 DEGREES 57 MINUTES 58 SECONDS WEST, 193.01 FEET TO A 1/2" IRON ROD (OLD) WITH A PLASTIC CAP STAMPED "RLS#1251" IN THE EAST LINE OF SAID ALVAREZ PROPERTY;

THENCE, WITH THE EASTERLY LINES OF SAID ALVAREZ AND YORK PROPERTIES THE FOLLOWING TWO CALLS (1 AND 2):

1. NORTH 04 DEGREES 38 MINUTES 50 SECONDS WEST, 77.05 FEET TO A 1/2" IRON ROD (OLD);
2. NORTH 03 DEGREES 35 MINUTES 44 SECONDS WEST, 154.03 FEET TO A 1" IRON PIPE (OLD) AT THE NORTHEAST CORNER OF SAID YORK PROPERTY;

THENCE, WITH THE NORTH LINE OF SAID YORK PROPERTY, NORTH 87 DEGREES 04 MINUTES 57 SECONDS WEST, 247.57 FEET TO A 1" IRON PIPE (OLD) AT THE NORTHWEST CORNER OF SAID YORK PROPERTY;

THENCE, WITH THE NORTHERLY RIGHT OF WAY OF OLD ZION ROAD THE FOLLOWING TWO CALLS (1 THROUGH 2):

1. NORTH 83 DEGREES 06 MINUTES 35 SECONDS WEST, 1368.79 FEET TO AN IRON ROD (NEW);
2. NORTH 82 DEGREES 07 MINUTES 36 SECONDS WEST 133.21 FEET TO A POINT IN THE CENTERLINE OF A DITCH;

THENCE, WITH A NEW LINE SEVERING OLD ZION LLC AND FOLLOWING THE CENTER OF LINE DITCH, THE FOLLOWING SIX CALLS (1 THROUGH 6)

1. NORTH 11 DEGREES 01 MINUTES 17 SECONDS EAST, 402.60 FEET TO A POINT;
2. NORTH 12 DEGREES 25 MINUTES 19 SECONDS EAST, 358.15 FEET TO A POINT;
3. NORTH 12 DEGREES 36 MINUTES 29 SECONDS EAST, 233.63 FEET TO A POINT;
4. NORTH 19 DEGREES 11 MINUTES 29 SECONDS EAST, 729.34 FEET TO A POINT;
5. NORTH 33 DEGREES 27 MINUTES 33 SECONDS EAST, 136.26 FEET TO A POINT;

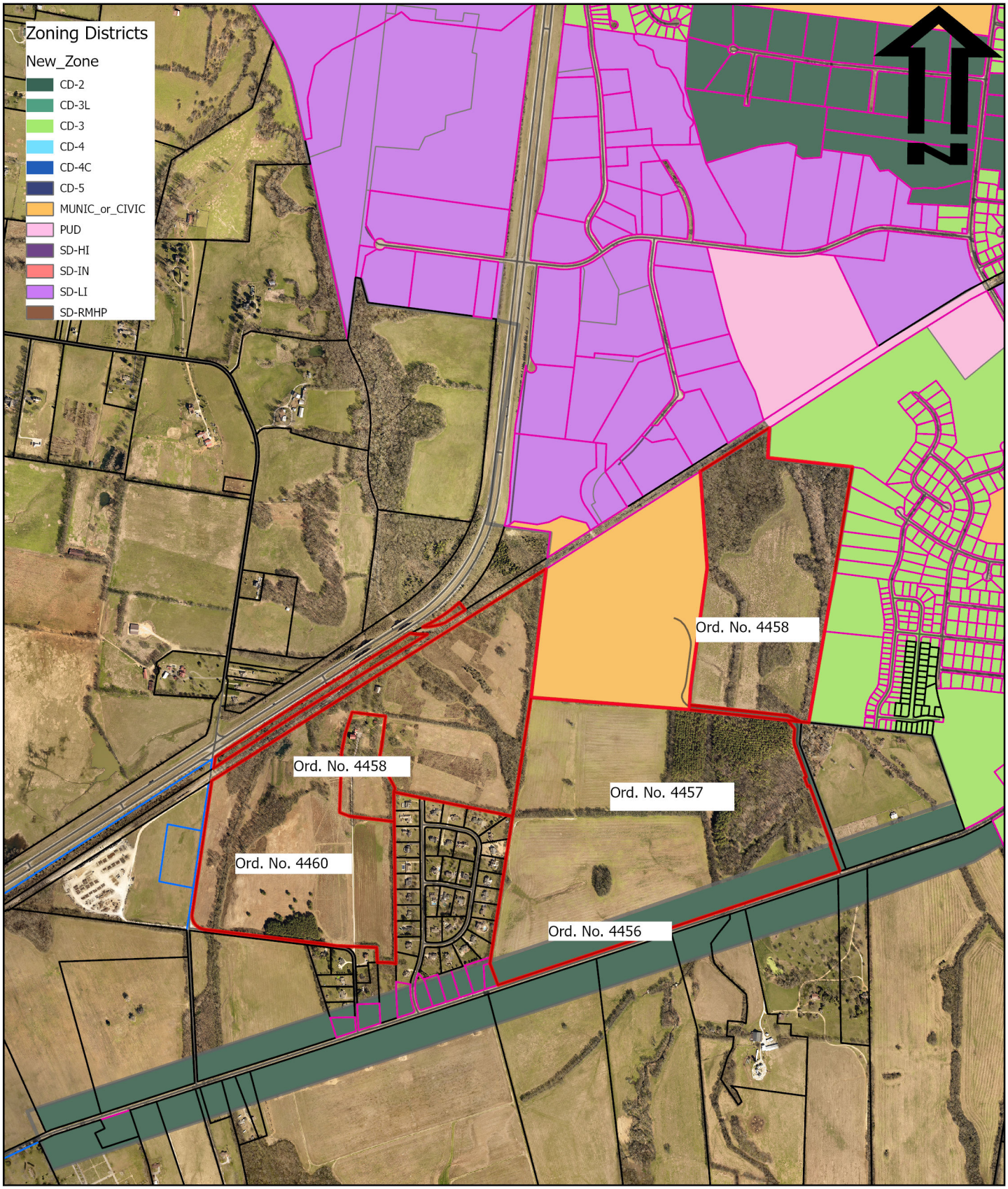
6. NORTH 28 DEGREES 38 MINUTES 06 SECONDS EAST, 126.42 FEET TO THE POINT OF **BEGINNING** AND HAVING AN AREA OF 6,712,656 SQUARE FEET OR 156.10 ACRES, MORE OR LESS.

INCLUDED IN THE ABOVE DESCRIPTION BUT EXCLUDED FROM THE ABOVE DESCRIBED TRACT OF LAND IS THE FOLLOWING DESCRIBED TRACT CONVEYED TO OLD ZION ROAD, LLC, BY DEED OF RECORD IN BOOK R2600, PAGE 96, REGISTER'S OFFICE FOR MAURY COUNTY, TENNESSEE. POINT OF BEGINNING AN 3/4" IRON ROD (OLD) AT THE NORTHWEST CORNER OF LOT 17, AS SHOWN ON THE FINAL PLAT ENTITLED “ASHWOOD MANOR” OF RECORD IN PLAT BOOK 8, PAGE 90, AND PROCEEDING AS FOLLOWS:

THENCE, WITH THE WESTERLY LINE OF LOT 17 AND 16, SOUTH 00 DEGREES 32 MINUTES 54 SECONDS EAST, 261.29 FEET TO A POINT;

THENCE, CROSSING THE OLD ZION, LLC PROPERTY, AND WITH THE SOUTH, WEST, NORTH, AND EAST LINE OF THE HERIN DESCRIBED TRACT THE FOLLOWING TEN CALLS (1 THROUGH 10):

1. NORTH 89 DEGREES 33 MINUTES 25 SECONDS WEST, 441.50 FEET TO A POINT;
2. NORTH 75 DEGREES 33 MINUTES 25 SECONDS WEST, 112.50 FEET TO A POINT;
3. NORTH 04 DEGREES 33 MINUTES 25 SECONDS WEST, 634.50 FEET TO A POINT;
4. NORTH 04 DEGREES 26 MINUTES 35 SECONDS EAST, 198.50 FEET TO A POINT;
5. NORTH 11 DEGREES 26 MINUTES 35 SECONDS EAST, 239.70 FEET TO A POINT;
6. SOUTH 89 DEGREES 33 MINUTES 25 SECONDS EAST, 353.50 FEET TO A POINT;
7. SOUTH 00 DEGREES 41 MINUTES 35 SECONDS WEST, 321.50 FEET TO A POINT;
8. SOUTH 04 DEGREES 26 MINUTES 35 SECONDS WEST, 130.50 FEET TO A POINT;
9. SOUTH 26 DEGREES 11 MINUTES 46 SECONDS EAST, 350.50 FEET TO A POINT;
10. SOUTH 31 DEGREES 41 MINUTES 46 SECONDS EAST, 78.40 FEET TO THE POINT OF BEGINNING HAVING AN AREA OF 502,108 SQUARE FEET OR 11.53 ACRES, MORE OR LESS.



Old Zion Road PUD
6150 Trotwood Ave.

Ord. No. 4456-4458; 4460
Exhibit B

CITY OF COLUMBIA
TENNESSEE

DEVELOPMENT SERVICES
700 NORTH GARDEN STREET
COLUMBIA, TN 38401
PHONE: (931) 560-1560
FAX: (931) 560-1541

CITY OF COLUMBIA TENNESSEE
PLANNING COMMISSION
STAFF REPORT

STAFF REPORT CONTACT INFORMATION
Austin Brass, AICP, City Planner, abrass@columbiatn.com, 931-560-1560
Update by Paul Keltner, AICP, Director of Development Services, 931-560-1560

APPLICATION NUMBER	APPLICANT/PROPERTY OWNER
22-0069	**Andrew Ethridge / Dobual Spring Creek Partners, Eunice Colmore, Henry P Ingram Jr. & William P. Ridley Rev Trust**
PUBLIC HEARING DATE	PROPERTY ADDRESS/LOCATION
N/A	**6150 Trotwood Ave/ Tax Map 112, Parcels 9.00, 10.01, 10.07, 2.03**

CONFORMITY with the ZONING ORDINANCE

Update to Review:

This is the third time Planning Commission has reviewed the proposed Preliminary PUD Master Plan. In December of 2022 the City Council returned the proposal to Planning Commission for additional consideration. In March of 2023 the applicant submitted a revised Master Plan. Changes reflected in the revised Master Plan are summarized below.

Site Data:

- The total area of right-of-way dedication decreased from 58.99 to 55.98 acres.
- Total area within lots decreased from 207 to 170 acres.
- Dedicated open space increased from 149 (36%) to 189 acres (45%).
- Gross density decreased from 1.96 du/ac to 1.84 du/ac.
- Total lot count reduced from 815 to 764 (in addition to one existing structure). The first iteration of the development considered by Planning Commission included 985 lots.

Design:

- The mix of lot width types is similar to previous proposals
  - 441 lots are 60 feet wide.
  - 307 lots are 75 feet wide.
  - 16 lots are 100 feet wide.
  - There is a mix of front-loaded and alley-loaded lots.
  - The most recent previous plan had 21 lots at 150 feet wide as well as a few 65 foot wide lots.
- The lots around Ashwood Manor have been removed and replaced with open space
- The lots off Ridley Park Drive have been eliminated.
- Lots along Trotwood Avenue have been removed and converted to open space.
- There is additional open space between Ridley Park and the lots in the northern section of the property.
- The amenity center has shifted closer to the center of the site.
- Walking trail length has increased from 2.4 miles to a total of 3.0 miles.
- Amenity sizes have increased for playgrounds and the dog park area.

Additional Notes

- Phasing has been adjusted.
- Additional architectural designs have been added.

- Photometric details have been added for the lots near Ridley Park.
- The traffic impact study has been updated to reflect the reduced number of lots.

ATTACHMENTS (CIRCLE) SUBMITTED PLANS CITY MAPS LEGAL NOTICE LEGAL DESCRIPTION

PUBLIC COMMENTS AGENCY COMMENTS RESPONSE TO STANDARDS

CITY OF COLUMBIA TENNESSEE
PLANNING COMMISSION
STAFF REPORT

STAFF REPORT CONTACT INFORMATION
Austin Brass, AICP, City Planner, abrass@columbiatn.com, 931-560-1560

APPLICATION NUMBER	APPLICANT/PROPERTY OWNER
22-0069	**Andrew Ethridge / Dobual Spring Creek Partners, Eunice Colmore, Henry P Ingram Jr. & William P. Ridley Rev Trust**
PUBLIC HEARING DATE	PROPERTY ADDRESS/LOCATION
N/A	**6150 Trotwood Ave/ Tax Map 112, Parcels 9.00, 10.01, 10.07, 2.03**

SUMMARY OF REQUEST: **Annexation with Plan of Services when including an RS-6 Zoning with Preliminary PUD Master Plan.**

This request is for the annexation with a plan of services that includes a Preliminary PUD Master Plan. The proposed PUD utilizes a base-zoning of RS-6. The applicant seeks these changes in order to create a residential development consisting of 815 residential units and community amenities. The 415-acre property is located adjacent to Ridley Park and the Ashwood Manor subdivision.

Note* This request was reviewed prior to the adoption of Zoning Ordinance 4400 on July 14th, 2022 and is subject to the review criteria under the previous Zoning Ordinance.



MAP SOURCE: City GIS

EXISTING ZONING	EXISTING LAND USE	SURROUNDING ZONING & LAND USE	SITE IMPROVEMENTS PROPOSED	SIZE OF PROPERTY
RS-40/Unincorporated (County Zoning)	Undeveloped/Single Family	RS-40/Unincorporated	Single-Family Homes	415.5 ± acres

COMPATIBILITY with the **COMPREHENSIVE PLAN**

Suburban Neighborhood. The proposed development as an RS-6 base residential zoning designation is consistent with Connect Columbia as an RS-6 zoning district is compatible with a Suburban Neighborhood Future Land Use.

PROPERTY HISTORY

22-0069. Request from Andrew Ethridge for the annexation with Plan of Services, and Comprehensive Plan Amendment including an RM-1, & RS-6 Zoning with Preliminary PUD Master Plan for 981 residential units and community amenities. Recommendation to deny by Planning Commission was made with a 3-2 vote.

COMPATIBILITY with the ZONING ORDINANCE

Suburban Neighborhood
• Low Density Residential & Medium Density Residential, e.g. RS-6, RS-10 Zoning Districts • Public & Civic Uses (e.g. Religious Facilities)

As required by Section 3.20.10.B of the Zoning Ordinance, the applicant submitted a detailed Preliminary Planned Unit Development (PUD) Master Plan. The Master Plan depicts 815 residential lots. The gross density of the development would be 1.96 dwelling units per acre. The Master Plan also depicts landscape buffers, stormwater facilities, extensive walking trails, and community amenities. The proposed internal street network connects to Ridley Park. The revised PUD Master Plan does not depict a connection to an existing adjacent subdivision; this connection was requested by staff in aligning with policy outlined within *Connect Columbia* that recommends the connection of streets to create an interconnected grid network.The phasing plan indicates that the development will be completed over 9-10 years.

Zoning Ordinance Referenced:

- Sections 7.3.1, 6.1.2, and 8.1.1 Land Use and Housing Type
- Sections 7.3 , 6.2.6, and 6.3.8 Residential Development Standards
- Sections 7.3.7, 11.2.7, and 11.2.6 Landscape Buffers

Proposed RS-6 PUD Section

The Zoning Ordinance limits development of properties subject to RS-6 standards to single-family detached residences and their subordinate accessory structures. The Master Plan consists of an R-6 base zoning with 10 different lot sizes.

RS-6 Single Family Detached Lot Standards:

- 815 lots are composed of a minimum of 60', 75', 100', and 1 lot at a 150' lot width in meeting the base lot width standards of an RS-6 zoning district with each lot having the minimum as required per the zoning ordinance:

<u>RS-6 base zoning standards:</u>

- 20' front setback
- 7.5' side setback
- 20' rear setback
- 50' lot width minimum

Of the 815 lots,

- 77 lots (60'rear alley loaded)
- 482 lots (60')
- 13 lots (75' rear alley loaded)
- 152 lots (75')

- 22 lots (100' rear alley loaded)
- 27 lots (100')
- 18 lots (150' rear alley loaded)
- 3 lots (150')
- 20 lots (100' at 1 acre)
- 1 lot (150' min at 5 acres)

Overall Proposed Master Plan

Amenities/ Design:

The master plan contains a centralized amenity area connected with a series of walking trails that include a mixture of paved and natural trails with trail connections. The trails connect to Ridley Park. Within the amenity area, a clubhouse including pavilion with pool is shown including a dog park and open area lawn space for events. Architectural elements of single-family homes consist of a primary cladding material of fiber cement board, brick, and stone accented with neutral colors.

Connectivity:

- A new connection point will be added with Trotwood Ave connecting the development with Ridley Park
- A new connection point will be added with Old Zion Road.
- All local streets will consist of a 60-70' right-of-way cross section generally meeting the City of Columbia Subdivision regulations including a 5' sidewalk on both sides of all streets. A 20' alley way is provided in meeting the base

Buffering:

- Buffer requirements for a PUD-RS-6 zoning adjacent to undeveloped property (*11.2.7 Project Boundary Buffers*) require a 0.4 opacity (15' wide buffer). The site plan indicates this buffer adjacent to vacant property on the east boundary line.
- Buffer requirements for a PUD RS-6 requires a 0.6 opacity (25' wide buffer). This site plan indicates this buffer adjacent to these zoning districts on all boundary lines.

Summary of Requested Variances:

- **There were no requested variances in the request as the site plan and lot dimensional standards meet the base zoning standards of an RS-6 zoning district.**

ATTACHMENTS (CIRCLE) SUBMITTED PLANS CITY MAPS LEGAL NOTICE LEGAL DESCRIPTION

PUBLIC COMMENTS AGENCY COMMENTS RESPONSE TO STANDARDS

3.19.6 CRITERIA FOR PLANNING COMMISSION RECOMMENDATIONS

The recommendations of the Planning Commission to the City Council shall show that the Planning Commission has studied and considered the proposed change in relation to the following, where applicable:

A. Whether the proposed change would be consistent with the intent, goals, objectives, policies, guiding principles and programs of any adopted plans;
B. Whether the proposed change would be compatible with the existing land use pattern and designated future land uses;
C. Whether the proposed change would create substantial adverse impacts in the adjacent area or the City in general; and
D. Whether the subject parcel is of adequate shape and size to accommodate the proposed change.

Staff's review of Section 3.19.6 in relation to this request finds the following:

A. Whether the proposed change would be consistent with the intent, goals, objectives, policies, guiding principles and programs of any adopted plans;

The future land use classification for the property is "Suburban Neighborhood". According to the Suburban Neighborhood Character Area Matrix, the intent of the character area is to "create new suburban neighborhoods that will improve the quality of life in Columbia, with an increased sense of place and a more interconnected community". A suburban neighborhood future land use is consistent with Connect Columbia within an RS-6 base zoning designation.

B. Whether the proposed change would be compatible with the existing land use pattern and designated future land uses

The subject property is located along Trotwood Avenue, a minor arterial. This request would align with Connect Columbia within a "Suburban Neighborhood Future Land Use".

C. Whether the proposed change would create substantial adverse impacts in the adjacent area or the City in general;

The applicant's intended use of the property will be subject to the standards contained in the Zoning Ordinance which mitigate potential adverse impacts upon adjoining property owners and the City in general. The development will also be controlled by the PUD Master Plan which can be conditioned to mitigate potential any adverse impacts.

D. Whether the subject parcel is of adequate shape and size to accommodate the proposed change:

The applicant has provided a Preliminary PUD Master Plan depicting a phased 815-unit

residential development with community amenities. It is generally feasible to develop the site as depicted in the residential sections of the Preliminary Master Plan in conformance with the Zoning Ordinance. At the time of Final PUD Master Plan and Preliminary Plat, staff will review the proposed development to ensure adherence with the standards prescribed in the applicable Zoning Ordinance.

Rezoning:

Staff reviewed the request for an amendment of the Official Zoning Map for consistency with the City of Columbia Zoning Ordinance. The relevant provisions of the Ordinance are listed below, followed by staff analysis.

3.18.7.B ACTION BY THE PLANNING COMMISSION FOR REZONING

The Planning Commission in its review and recommendation shall make specific findings with regard to the following grounds for an amendment and shall note the same in the official record as follows:

1. The rezoning is in agreement with the general plan for the area;
2. It has been determined that the legal purposes for which zoning exists are not contravened;
3. It has been determined that there will be no adverse effect upon adjoining property owners unless such effect can be justified by the overwhelming public good or welfare;
4. It has been determined that no one property owner or small group of property owners will benefit materially from the change to the detriment of the general public; and
5. It has been determined that conditions affecting the area have changed to a sufficient extent to warrant an amendment to the area's general plan or other applicable local plans, and consequently, the zoning map.
6. The availability of adequate school, road, parks, wastewater treatment, water supply, and stormwater drainage facilities.

Staff's review of Section 3.18.7.B in relation to this rezoning request finds the following:

1. The rezoning agrees with the general plan for the area;

   The subject parcel for the proposed zoning and annexation is within a "Suburban Neighborhood" future land use. An RS-6 zoning designation within a Planned Unit Development may be consistent with the adopted general plan for the area.

2. The legal purposes for which zoning exists are not contravened;

   All future development will be required to conform to the Zoning Ordinance standards in

effect at that time, as well as the PUD Master Plan; therefore, legal purposes for which zoning exists will not be contravened.

3. There will be no adverse effects upon adjoining property owners;

   Adjoining properties include vacant land, a park, and single-family residences. The applicant's Preliminary PUD Master Plan depicts connection to existing park. Development of the site as proposed under the Preliminary PUD Master Plan is unlikely to have an adverse effect upon the adjacent park property.

4. No one property owner or small group of property owners will benefit materially from the change to the detriment of the general public;

   The proposal will benefit a single property owner; however, any potential detrimental effects on the general public can be mitigated through the standards in the Zoning Ordinance and modification of the PUD Master Plan.

5. Conditions affecting the area have changed to a sufficient extent to warrant an amendment to City's Zoning Map.

   The Planning Commission may determine that demand for housing in the City of Columbia has increased to a sufficient extent to warrant the addition of a mixed-density residential PUD to the City's zoning map. Between the decennial censuses of 2010 and 2020, the city's population grew at nearly twice the rate of its housing inventory. Demand for both rental and owner-occupied housing in Columbia has increased faster than supply.

6. There are adequate schools, roads, parks, wastewater treatment facilities, water supply, and stormwater drainage facilities to support this zoning change.

   Upon the advice of city staff, this request went through staff technical review twice. Technical comments from public service providers generally indicate that services are in place to support the zoning change. However, some plans of service contain caveats or identify the need for the applicant to provide additional analysis.

   - *The City of Columbia Public Works Department provided a Plan of Service for sanitation, as well as maintenance of streets and drainage systems, for the proposed development.*
   - *Columbia Power and Water Systems (CPWS) has indicated that it will provide electrical service to the proposed development.*
   - *The Fire Marshall has indicated that there is adequate water available and pressure.*
   - *The City Engineer required a traffic impact study as part of the PUD Master Plan*

application. At resubmittal, the applicant provided a concurrence letter identifying off-site improvements to be made by the developer in order to maintain the current level of service.

- *Maury County Schools **did** provide comments regarding impacts to the school system. Specifically, the Maury County Schools is reviewing its capacity to serve the proposed development at its facilities in Columbia and Mt. Pleasant. Students living in the proposed development may be assigned to Mt. Pleasant attendance zones.*
- *The City of Columbia Wastewater System indicated flow monitoring will be required at the applicant's expense. Is likely that gravity lines in the area will require major upgrades in order to serve the development.*
- *CPWS (Water) indicated that it has infrastructure in place to serve the proposed development with domestic water.*
- *CPWS (Power) has indicated that it will serve the proposed development.*

Preliminary PUD Master Plan:

Staff reviewed the request for approval of a Preliminary PUD Master Plan for consistency with the City of Columbia Zoning Ordinance. The relevant provisions of the Ordinance are listed below, followed by staff analysis.

3.20.2 CONSISTENCY WITH AREA DEVELOPMENT PLANS

No PUD shall be approved unless all plans for development are found to be consistent with the then current issue of the General Plan of Columbia and any adopted special development plan for the area in which the development is proposed. The Planning Commission shall make a formal, written finding regarding the consistency of any proposed PUD, said report to include findings that the development:

A. Will be consistent with the currently effective General Plan as well as any special development plan for the area;
B. Is likely to be compatible with development permitted under the general development provisions of the Zoning Ordinance; and
C. Will not significantly interfere with the use and enjoyment of other land in the vicinity.

3.20.5 COMBINATION OF SEPARATE TYPES OF PUDS

The Planning Commission and the City Council may consider separate types of PUDs (such as residential and commercial PUD) within a consolidated master plan as a single administrative procedure provided the total tract is under the unified control of a landholder and the land area is sufficient to comply with separate area requirements combined. This provision in no way alters any requirements in this article.

3.20.8 CONSISTENCY WITH PUD STANDARDS

All PUD developments shall be subject to the design standards and requirements of Article 7, Planned Unit Development.

Staff's review of Section 3.20.2 in relation to this request finds the following:

A. Will be consistent with the currently effective General Plan as well as any special development plan for the area;
The future land use policy outlined in Connect Columbia is "Suburban Neighborhood" that aligns with an RS-6 PUD master plan.
B. Is likely to be compatible with development permitted under the general development provisions of the Zoning Ordinance;

As discussed in the summary of zoning standards above, it is feasible to implement the Preliminary PUD Master Plan in accordance with the Zoning Ordinance provided the Planning Commission and City Council grant the deviations from strict application of the limited use standards of the Ordinance pertaining to parking for townhomes.

C. Will not significantly interfere with the use and enjoyment of other land in the vicinity.

As discussed in the analysis of Section 3.18.7.B.3 above, the Planning Commission may condition its recommendation on revisions to the Master Plan designed to mitigate any identifiable adverse impacts on other properties.

Staff's review of Section 3.20.5 in relation to this request finds the following:
The Planning Commission and the City Council may consider separate types of PUDs (such as residential and commercial PUD) within a consolidated master plan as a single administrative procedure provided the total tract is under the unified control of a landholder and the land area is sufficient to comply with separate area requirements combined. This provision in no way alters any requirements in this article.

The proposed PUD Master Plan includes residential uses of densities and open space that are permissible within an RS-6 base zoning district.

Staff's review of Section 3.20.8 in relation to this request finds the following:

All PUD developments shall be subject to the design standards and requirements of Article 7, Planned Unit Development.

- *The proposed PUD Master Plan conforms to the maximum permitted densities identified in Section 7.3.5 of the Zoning Ordinance.*

CITY OF COLUMBIA TENNESSEE
CITY COUNCIL
STAFF REPORT

STAFF REPORT CONTACT INFORMATION
Paul Keltner, Development Services Director, paul@columbiatn.com, 931-560-1560

AGENDA ITEM TITLE:
2ND CONSIDERATION OF ORDINANCE NO. 4461 - AN ORDINANCE TO AMEND ORDINANCE NO. 4400, THE SAME BEING THE ZONING ORDINANCE OF THE CITY OF COLUMBIA, TENNESSEE BY APPROVING THE OLD ZION ROAD PUD PRELIMINARY MASTER PLAN LOCATED OFF TROTWOOD AVENUE AT TAX MAP 112 PARCELS 2.03, 9, 10.01, AND 10.07 - WARD 1

RECOMMENDATION: Approve Ordinance No. 4461 on second consideration.

INFORMATION: The applicant is requesting approval of the preliminary master plan for the Old Zion Road Planned Unit Development. The development will consist of 764 new residential lots that vary in three lot widths and with one existing lot on a total of 415 acres that will be developed in a multitude of phasing with 45% of the site being open space. Amenities include three (3) miles of walking trails, playgrounds, a pool, and dog park area. There was discussion on the possible connection between Ashwood Manor Subdivision and this development with no connection being proposed at this time. The Planning Commission reviewed this request at the April 12, 2023 meeting and recommended approval by a vote of 4-2.

AN ORDINANCE TO AMEND ORDINANCE NO. 4400 - THE SAME BEING THE ZONING ORDINANCE OF THE CITY OF COLUMBIA, TENNESSEE BY APPROVING THE OLD ZION ROAD PUD MASTER PLAN LOCATED OFF TROTWOOD AVENUE AT TAX MAP 112 PARCELS 2.03, 9, 10.01 AND 10.07

BE IT ORDAINED BY THE CITY OF COLUMBIA:

Section 1: That the City of Columbia Zoning Ordinance, the same being Ordinance No. 4400, and the zoning maps therein adopted be, and the same are hereby amended by approving the Old Zion Road PUD Master Plan for properties off Trotwood Avenue, at Tax Map 112 Parcels 2.03, 9, 10.01 and 10.07.

Section 2: Said Planned Unit Development Master Plan is located in the Eighth and Ninth Civil Districts of Maury County, Tennessee, within the corporate limits of the City of Columbia. The PUD Master Plan, which is attached hereto and incorporated herein by reference, is identified as Exhibit "A". The façade elevations for the PUD Master Plan, which are attached hereto and incorporated herein by reference, are identified as Exhibit "B".

Section 3 This Ordinance is passed after review by the Columbia Municipal Planning Commission with a recommendation of approval on the 12th day of April, 2023, and after a public hearing held on the 8th day of June, 2023, with notice of said hearing being given in The Daily Herald of Columbia, Tennessee, fifteen (15) days or more before said hearing.

Section 4: That pursuant to Section 8.5.19.K.6, the City Council makes the following findings:

a. The proposed PUD Master Plan is in agreement with the Comprehensive plan and any applicable local area plans;

b. It has been determined that the legal purposes for which zoning exists have not been contravened;

c. The proposed PUD Master Plan will have no adverse effect upon adjoining property owners unless such effect can be justified by the overwhelming public good or welfare;

.

Section 5: That ordinances or parts of ordinances in conflict herewith are hereby repealed.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF THE CITY OF COLUMBIA, TENNESSEE, This the 8th day of June, 2023.

_____

CHARLES (CHAZ) M. MOLDER, MAYOR

ATTEST:

_____

THAD H. JABLONSKI, CITY RECORDER

LEGAL FORM APPROVED:

C. Tim Tisher

C. TIM TISHER, CITY ATTORNEY

APPROVED FOR FIRST CONSIDERATION:

_____

ANTHONY R. MASSEY – CITY MANAGER

Passed on 1st consideration _____

Passed on 2nd consideration: _____

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OLD ZION RD. PRELIMINARY PUD MASTERPLAN

FOR

ENCOMPASS LAND GROUP, LLC.

COLUMBIA, TENNESSEE

Scale:	1"=300'
Date:	3/15/23
Approved By:	TF
Revisions:	

Drawing Title:

EXISTING CONDITIONS

Drawing No.

C0.0

Project No.

21-0244

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C2.2-B

C1.4
C2.4

C1.3
C2.3

C1.4-B
C2.4-B

C1.5
C2.5

C1.2-A
C2.2-A

C1.1
C2.1

PROPERTY TO BE DONATED TO CITY OF COLUMBIA

RIDLEY PARK

TRAILHEAD PARKING TO BE CONSTRUCTED BY DEVELOPER

ASHWOOD MANOR

LAWRENCEBURG HWY

OLD ZION RD

OLD ZION RD EXT.

FIELDS FERRY RD

TROTWOOD AVE

SEE TRAFFIC STUDY

SEE TRAFFIC STUDY

0 300 600

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OLD ZION RD. PRELIMINARY PUD MASTERPLAN

FOR

ENCOMPASS LAND GROUP, LLC.

COLUMBIA, TENNESSEE

Scale: 1"=300'

Date: 3/15/23

Approved By: TF

Revisions:

Drawing Title:

OVERALL SITE PLAN

Drawing No.

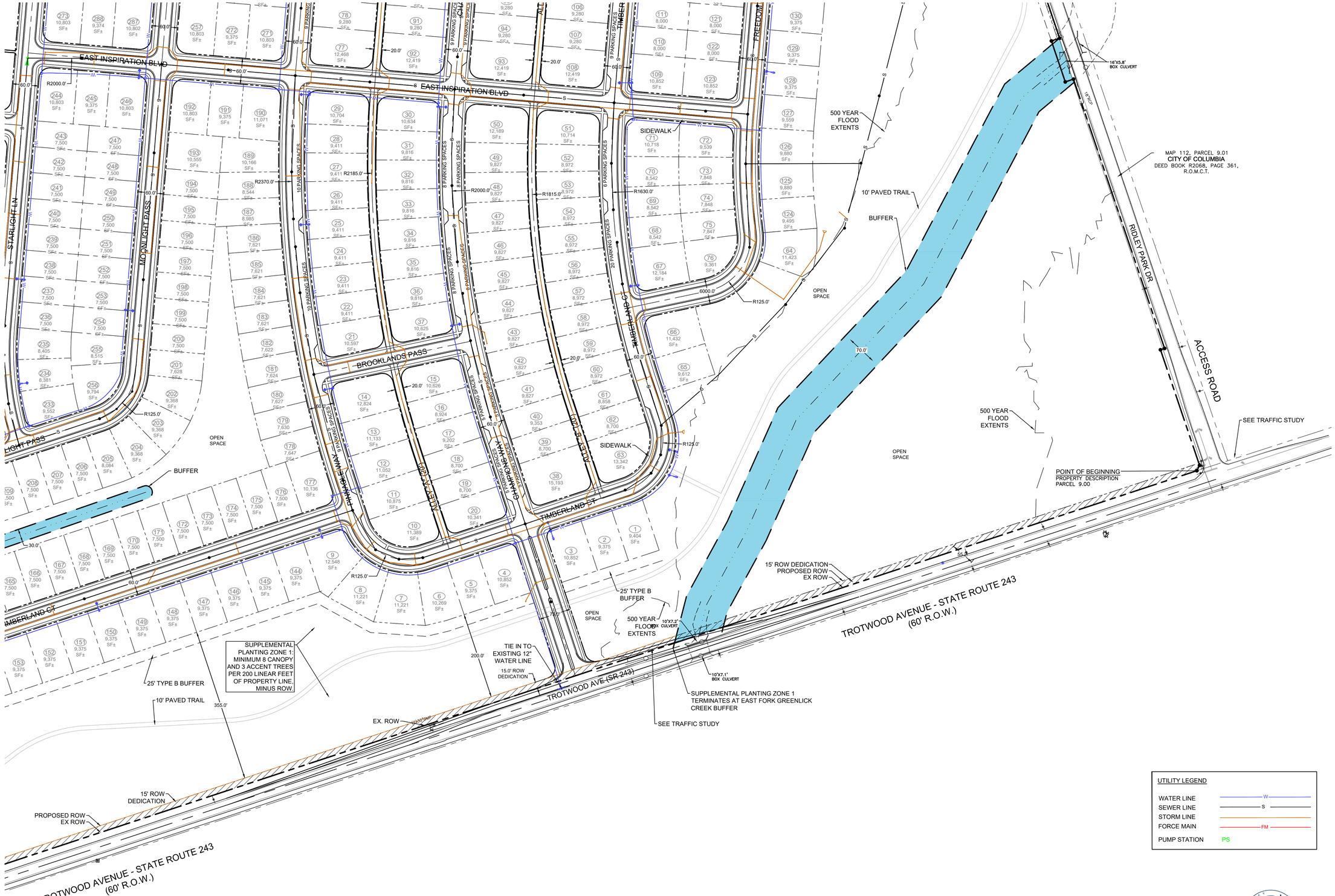
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Project No.

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OLD ZION RD. PRELIMINARY PUD MASTERPLAN

FOR

ENCOMPASS LAND GROUP, LLC.

COLUMBIA, TENNESSEE

Scale:	1"=100'
Date:	3/15/23
Approved By:	TF
Revisions:	

UTILITY LEGEND

WATER LINE	W
SEWER LINE	S
STORM LINE	
FORCE MAIN	FM
PUMP STATION	PS

Drawing Title:

SITE PLAN ENLARGEMENT

Drawing No.

C1.1

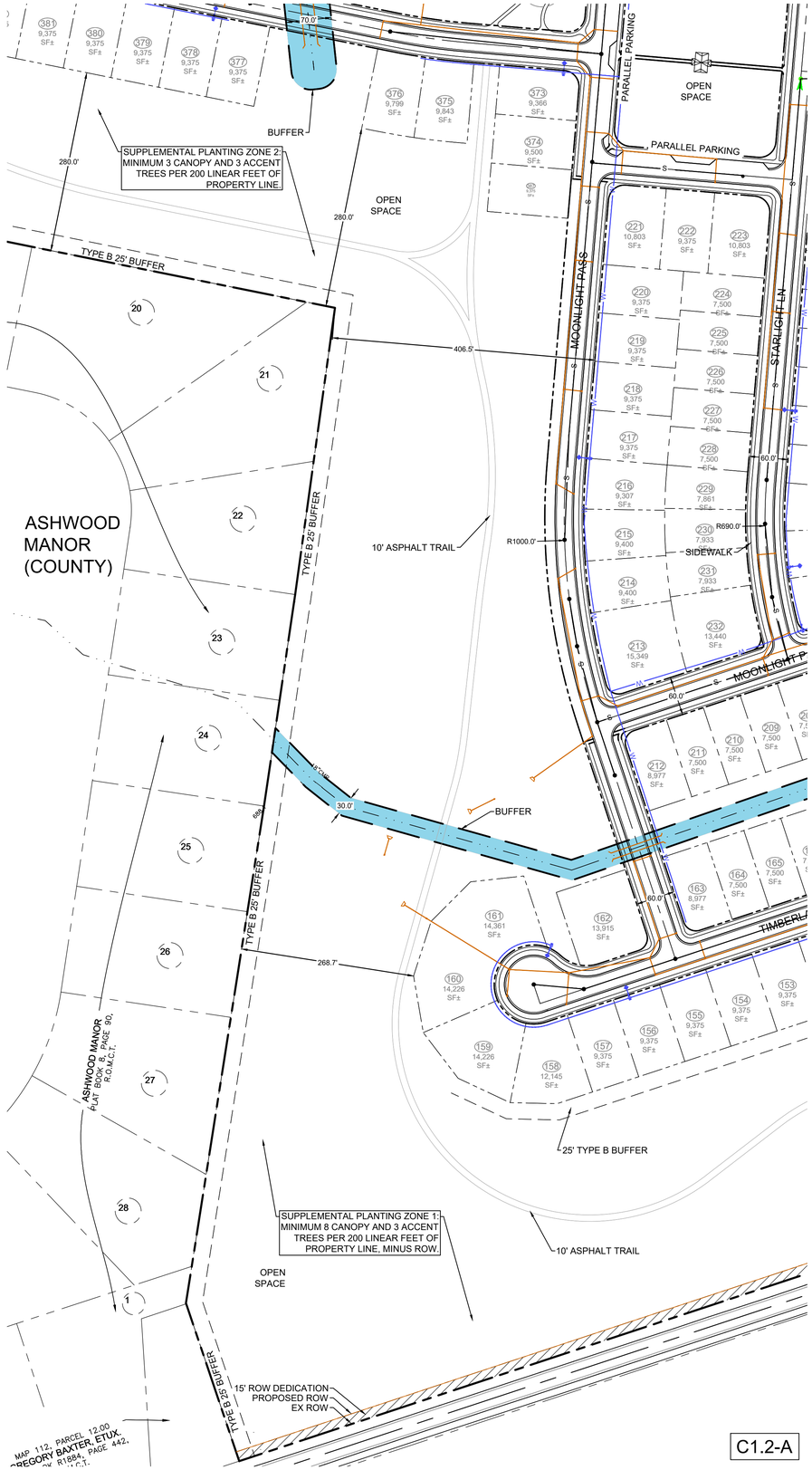
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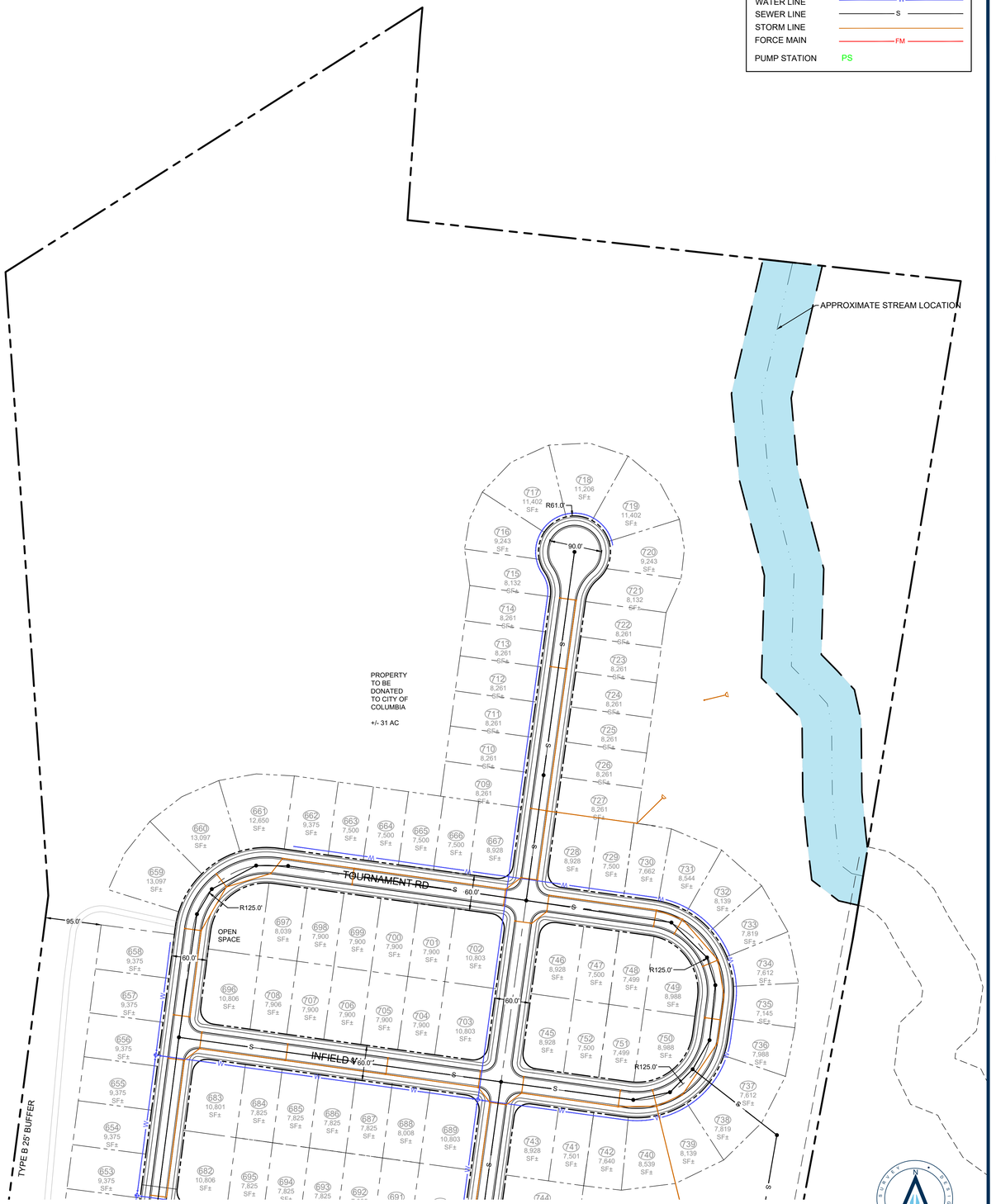
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C1.2-A



C1.2-B

UTILITY LEGEND

WATER LINE	W
SEWER LINE	S
STORM LINE	
FORCE MAIN	FM
PUMP STATION	PS

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OLD ZION RD. PRELIMINARY PUD MASTERPLAN

FOR

ENCOMPASS LAND GROUP, LLC.

COLUMBIA, TENNESSEE

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Approved By:	TF
Revisions:	

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SITE PLAN ENLARGEMENT

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UTILITY LEGEND

WATER LINE	W
SEWER LINE	S
STORM LINE	
FORCE MAIN	FM
PUMP STATION	PS

RIDLEY PARK

TOURNAMENT RD
INFIELD WAY
TOURNAMENT RD
GRAND SLAM PL
HOMERUN DR
TOURNAMENT RD
ALLEY "B" (20')
ALLEY "B" (20')
ALLEY "A" (20')
OPEN SPACE
OPEN SPACE
OPEN SPACE
OPEN SPACE
TYPE B 25' BUFFER
TYPE A 15' BUFFER
TRAIL CONNECTION TO RIDLEY PARK
TRAILHEAD PARKING TO BE CONSTRUCTED BY DEVELOPER
T-INTERSECTION (3 WAY STOP) - REALIGNMENT OF PARK DRIVE CURVE TO 90 DEGREE INTERSECTION
ACCESS ROAD
RIDLEY PARK DR
FREEDOM PASS
SOLAR LN
SUNSHINE DR
PINNACLE WAY
SCHAMPIONS WAY
TIMBERLAND CT
PARALLEL PARKING
9 PARKING SPACES
R125.0'
R61.0'
R500.0'

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OLD ZION RD. PRELIMINARY PUD MASTERPLAN

FOR

ENCOMPASS LAND GROUP, LLC.

COLUMBIA, TENNESSEE

Scale:	1"=100'
Date:	3/15/23
Approved By:	TF
Revisions:	

Drawing Title:

SITE PLAN ENLARGEMENT

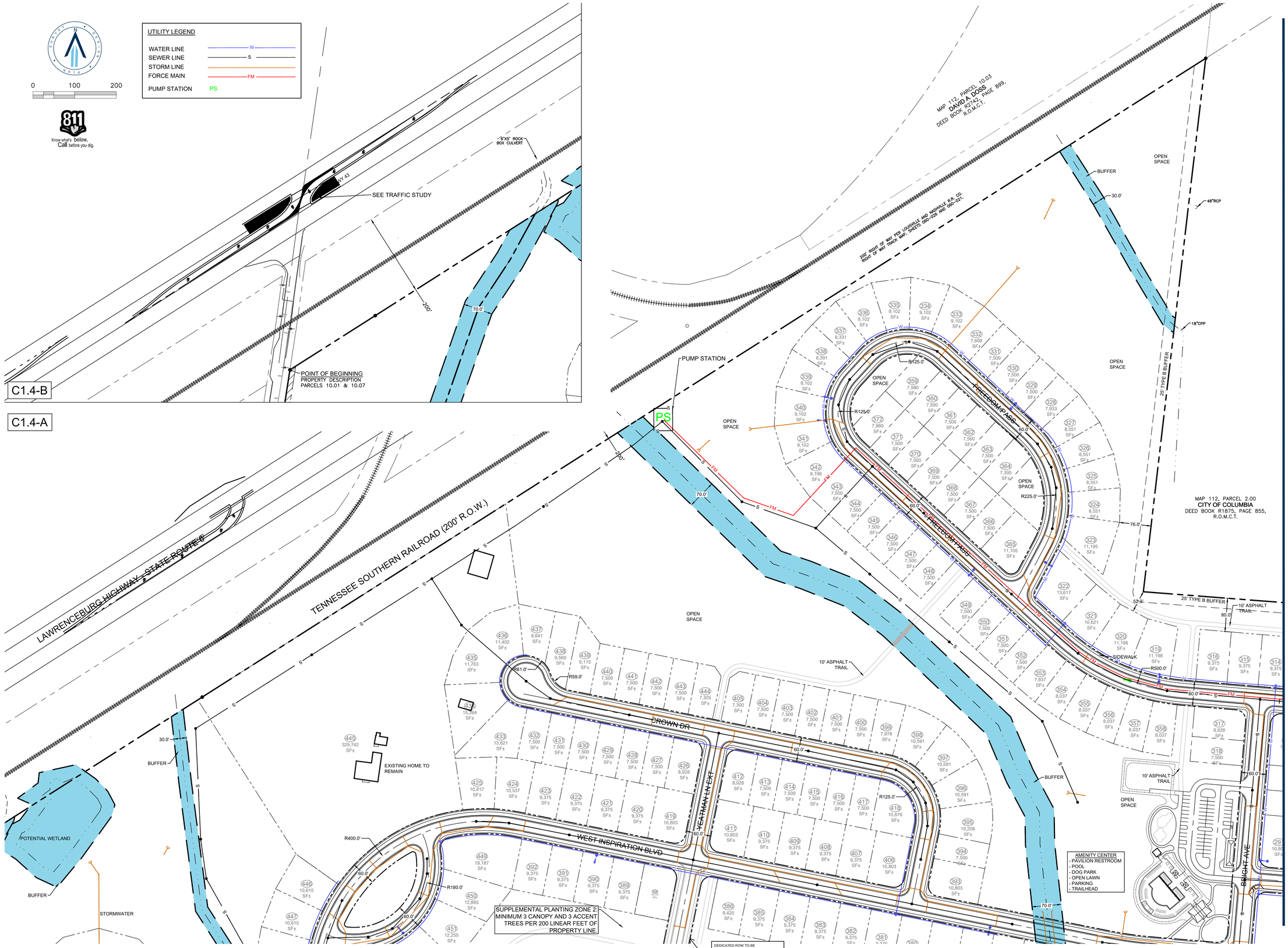
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Project No.

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OLD ZION RD. PRELIMINARY PUD MASTERPLAN

FOR

ENCOMPASS LAND GROUP, LLC.

COLUMBIA, TENNESSEE

Scale: 1"=100'

Date: 3/15/23

Approved By: TF

Revisions:

Drawing Title:

SITE PLAN ENLARGEMENT

Drawing No.

C1.4

Project No.

21-0244

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LAST UPDATED BY GWESLEY ON 3/8/2023 11:49 AM

POINT OF BEGINNING
PROPERTY DESCRIPTION
PARCELS 10.01 & 10.07

PARCEL 28.05
OUTHERN
AD CO, INC.
OOK R1935,
AGE 353,
O.M.C.T.

OLD ZION RD

PROPOSED ROW
EX ROW

BOUNDARY LINE

BUFFER

OPEN SPACE

SEE TRAFFIC STUDY

11'X7.4' BOX CULVERT

11'X7' BOX CULVERT

SEE TRAFFIC STUDY

TERMINATE SIDEWALK AT STREAM CROSSING

NO SIDEWALK ON OPPOSITE SIDE

BUFFER

OPEN SPACE

S ZINGER CT

ZINGER CT

BLACKHORSE DR

WEST INSPIRATION DRIVE

ALLEY "C" (20')

TRAVELER'S RAINE

THIS WAY

THAT WAY

ZINGER CT

SWISS RUBY

OLD ZION RD

EX ROW
PROPOSED ROW

LOT 493 AND 485 DRIVEWAY ACCESS TO BE FROM INTERNAL NEIGHBORHOOD ROAD

TERMINATE SIDEWALK AT EXISTING ROW

MAP 112, PARCEL 13.01
DWIGHT YORK, ETUX.
DEED BOOK 1349, PAGE 527, R.O.M.C.T.

MAP 112, PARCEL 13.05
SUSAN HUBBELL, ETVIR.
DEED BOOK R2276, PAGE 1254

MAP 112, PARCEL 13.01

10' PAVED TRAIL

DEDICATED ROW TO BE CONSTRUCTED AT LATER DATE (60' PUBLIC)

UTILITIES TO BE INSTALLED AT TIME OF ROAD CONSTRUCTION

25' TYPE B BUFFER

ASHWOOD MANOR
PLAT BOOK 8, PAGE 90, R.O.M.C.T.

ASHWOOD MANOR
(COUNTY)

SUPPLEMENTAL PLANTING ZONE 2 MINIMUM 3 CANOPY AND 3 ACCENT TREES PER 200 LINEAR FEET OF PROPERTY LINE.

UTILITY LEGEND	
WATER LINE	W
SEWER LINE	S
STORM LINE	
FORCE MAIN	FM
PUMP STATION	PS

PAVEMENT SCHEDULE

1. SURFACE 1.5" THICK
2. TACK COAT
3. BIT. BINDER 6.5" THICK
4. PRIME COAT
5. MINERAL AGGREGATE BASE 10.5" THICK

NOTES:
1. ADDITIONAL RIGHT OF WAY MAY BE REQUIRED
2. DIMENSIONS REFLECT A MINIMUM STANDARD
3. ELEMENTS OF THIS DETAIL MAY BE ALTERED AND APPROVED BY THE CITY ENGINEER

PUD SIDE OF ROAD

CITY OF COLUMBIA DEVELOPMENT SERVICES DEPARTMENT ENGINEERING DIVISION	MINOR LOCAL ROADWAY	DATE 6/9/2022
STANDARD DETAILS	INTSI	RD-05

Know what's below. Call before you dig.

0 100 200

RaganSmith

Nashville - Murfreesboro - Chattanooga
ragansmith.com

OLD ZION RD. PRELIMINARY PUD MASTERPLAN

FOR

ENCOMPASS LAND GROUP, LLC.

COLUMBIA, TENNESSEE

Scale: 1"=100'

Date: 3/15/23

Approved By: TF

Revisions:

Drawing Title:

SITE PLAN ENLARGEMENT

Drawing No.

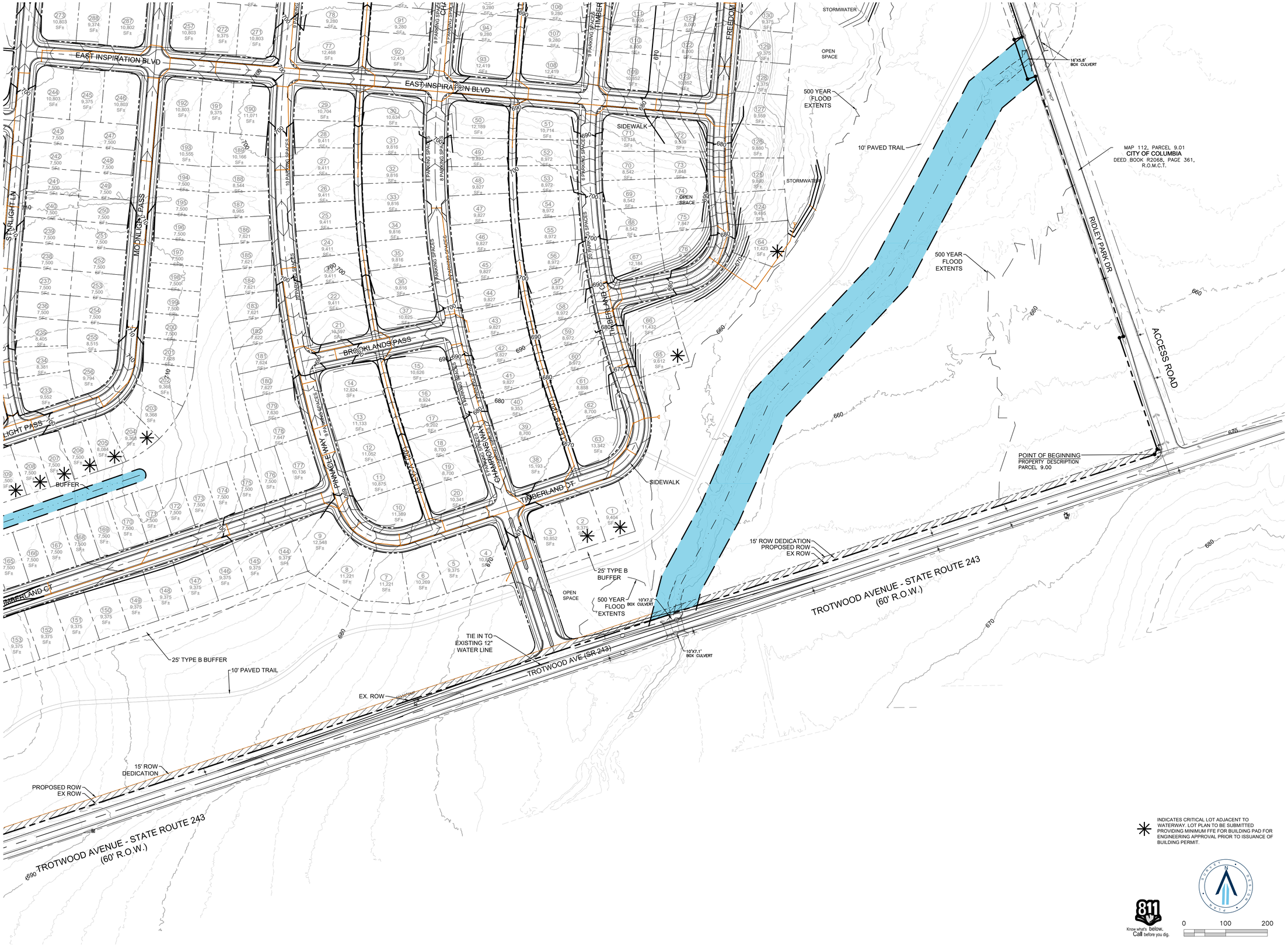
C1.5

Project No.

21-0244

LAST UPDATED BY GMEDLEY ON 3/8/2023 11:48 AM

G:\21-0244\-CIVIL ENGINEERING\21-0244_BASE.DWG
PLOTTED BY TYLOR FISCHER ON 3/7/2023 2:15 PM



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OLD ZION RD. PRELIMINARY PUD MASTERPLAN

FOR

ENCOMPASS LAND GROUP, LLC.

COLUMBIA, TENNESSEE

Scale:	1"=100'
Date:	3/15/23
Approved By:	TF
Revisions:	

Drawing Title:

GRADING PLAN

Drawing No.

C2.1

Project No.

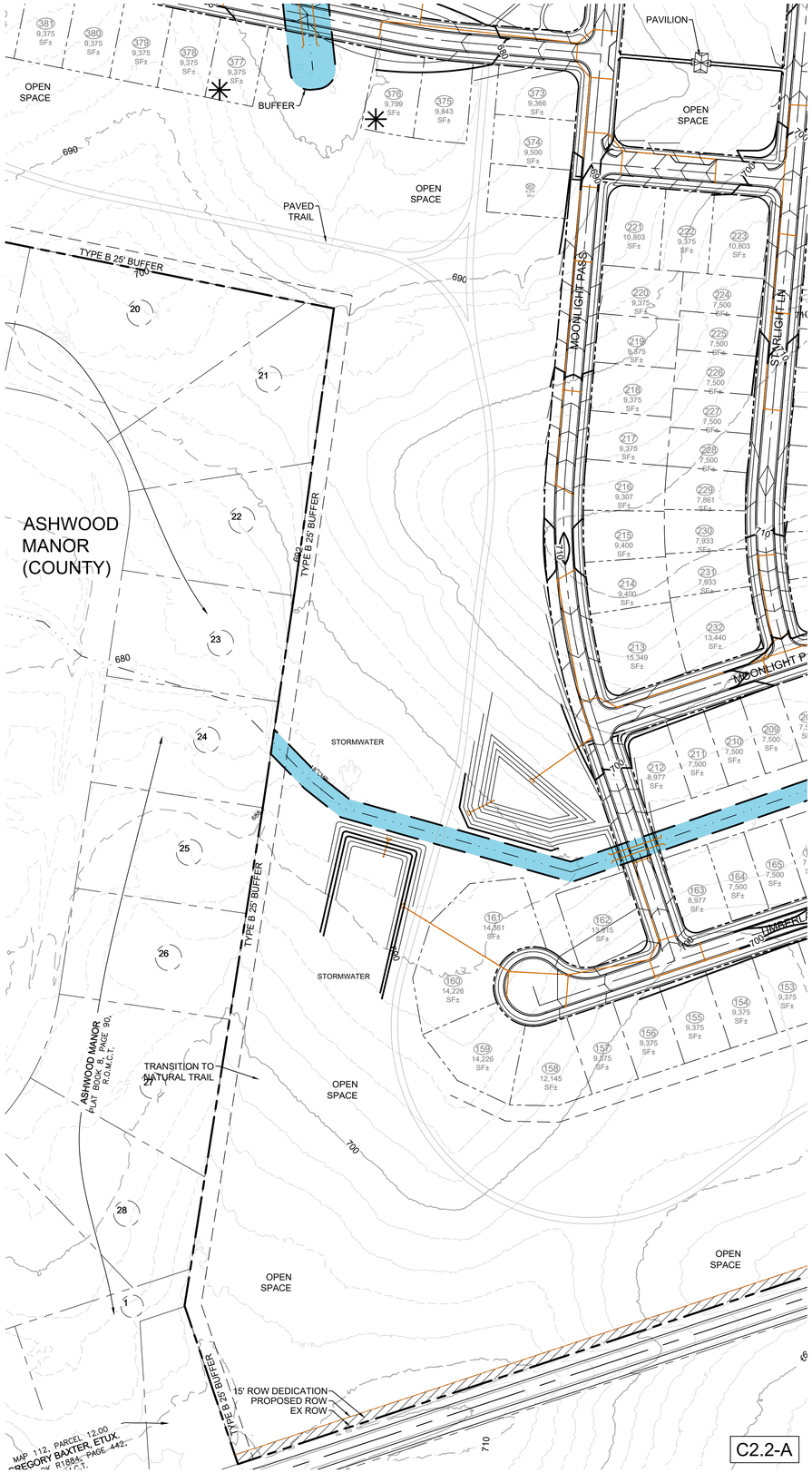
21-0244

INDICATES CRITICAL LOT ADJACENT TO WATERWAY. LOT PLAN TO BE SUBMITTED PROVIDING MINIMUM FFE FOR BUILDING PAD FOR ENGINEERING APPROVAL PRIOR TO ISSUANCE OF BUILDING PERMIT.

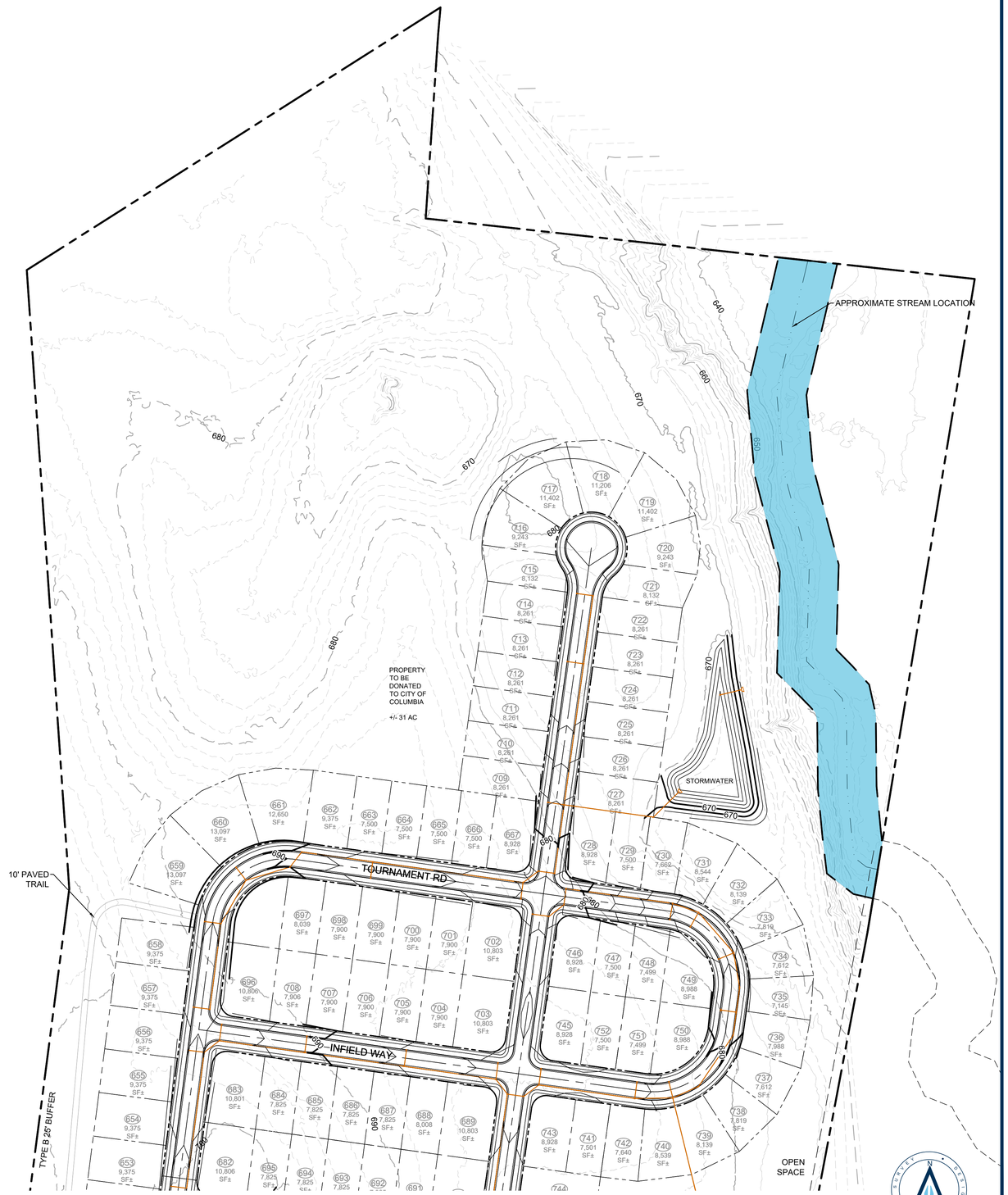
Know what's below. Call before you dig.

0 100 200

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PLOTTED BY TYLOR FISCHER ON 3/17/2023 2:15 PM
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C2.2-A



C2.2-B

✳ INDICATES CRITICAL LOT ADJACENT TO WATERWAY, LOT PLAN TO BE SUBMITTED PROVIDING MINIMUM FFE FOR BUILDING PAD FOR ENGINEERING APPROVAL PRIOR TO ISSUANCE OF BUILDING PERMIT.

811 Know what's below. Call before you dig.

0 100 200

PROJECT NORTH (GRID NORTH)

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OLD ZION RD. PRELIMINARY PUD MASTERPLAN

FOR

ENCOMPASS LAND GROUP, LLC.

COLUMBIA, TENNESSEE

Scale: 1"=100'

Date: 3/15/23

Approved By: TF

Revisions:

Drawing Title:

GRADING PLAN

Drawing No.

C2.2

Project No.

21-0244

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PLOTTED BY TYLOR FISCHER ON 3/15/2023 2:19 PM
LAST UPDATED BY GMEULEY ON 3/06/2023 11:48 AM

Know what's below. Call before you dig.

0 100 200

INDICATES CRITICAL LOT ADJACENT TO WATERWAY. LOT PLAN TO BE SUBMITTED PROVIDING MINIMUM FFE FOR BUILDING PAD FOR ENGINEERING APPROVAL PRIOR TO ISSUANCE OF BUILDING PERMIT.

RIDLEY PARK

TOURNAMENT RD

INFIELD WAY

TOURNAMENT RD

HOMERUN DR

GRAND SLAM RL

TOURNAMENT RD

TYPE B 25' BUFFER

OPEN SPACE

STORMWATER

STORMWATER

ALLEY "B" (20')

ACCESS ROAD

RIDLEY PARK DR

MAP 112, PARCEL 2.08
CITY OF COLUMBIA
DEED BOOK R2068, PAGE 364,
R.O.M.C.T.

OPEN SPACE

STORMWATER

ACCESS ROAD

TYPE B 25' BUFFER

10' PAVED TRAIL

FREEDOM PASS

SIDEWALK

SOLAR LN

SUNSHINE DR

PINNACLE WAY

CHAMPIONS WAY

TIMBERLAND CT

FREEDOM PASS

ALLEY "A" (20')

ALLEY "B" (20')

9 PARKING SPACES

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OLD ZION RD. PRELIMINARY PUD MASTERPLAN

FOR

ENCOMPASS LAND GROUP, LLC.

COLUMBIA, TENNESSEE

Scale:	1"=100'
Date:	3/15/23
Approved By:	TF
Revisions:	

Drawing Title:

GRADING PLAN

Drawing No.

C2.3

Project No.

21-0244

LAST UPDATED BY GMEILEY ON 9/26/2023 11:49 AM

G:\21-0244\1-CIVIL ENGINEERING\C2-GRAB_BASE.DWG
PLOTTED BY TYLOR FISCHER ON 9/13/2023 2:16 PM

INDICATES CRITICAL LOT ADJACENT TO WATERWAY. LOT PLAN TO BE SUBMITTED PROVIDING MINIMUM FFE FOR BUILDING PAD FOR ENGINEERING APPROVAL PRIOR TO ISSUANCE OF BUILDING PERMIT.

0 100 200

811 Know what's below. Call before you dig.

C2.4-B

C2.4-A

6'X5' ROCK BOX CULVERT

POINT OF BEGINNING
PROPERTY DESCRIPTION
PARCELS 10.01 & 10.07

MAP 112, PARCEL 10.03
DAVID A. DOSS
DEED BOOK R2742, PAGE 899,
R.O.M.C.T.

200' RIGHT OF WAY PER LOUISVILLE AND NASHVILLE R.R. CO. RIGHT OF WAY TRACK MAP, SHEETS DR-0728 AND DR-0721

OPEN SPACE

STORMWATER

BUFFER

48"RCP

18"CPP

25' TYPE B BUFFER

FREEDOM PASS

MAP 112, PARCEL 2.00
CITY OF COLUMBIA
DEED BOOK R1875, PAGE 855,
R.O.M.C.T.

29' TYPE B BUFFER

10' ASPHALT TRAIL

SIDEWALK

LAWRENCEBURG HIGHWAY - STATE ROUTE 6

TENNESSEE SOUTHERN RAILROAD (200' R.O.W.)

NATURAL TRAIL

EXISTING HOME TO REMAIN

POTENTIAL WETLAND

CROWN DR

YEATMAN DR EXT

WEST INSPIRATION BLVD

BRIGHT AVE

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Nashville - Murfreesboro - Chattanooga
ragansmith.com

OLD ZION RD. PRELIMINARY PUD MASTERPLAN

FOR

ENCOMPASS LAND GROUP, LLC.

COLUMBIA, TENNESSEE

Scale: 1"=100'

Date: 3/15/23

Approved By: TF

Revisions:

Drawing Title:

GRADING PLAN

Drawing No.

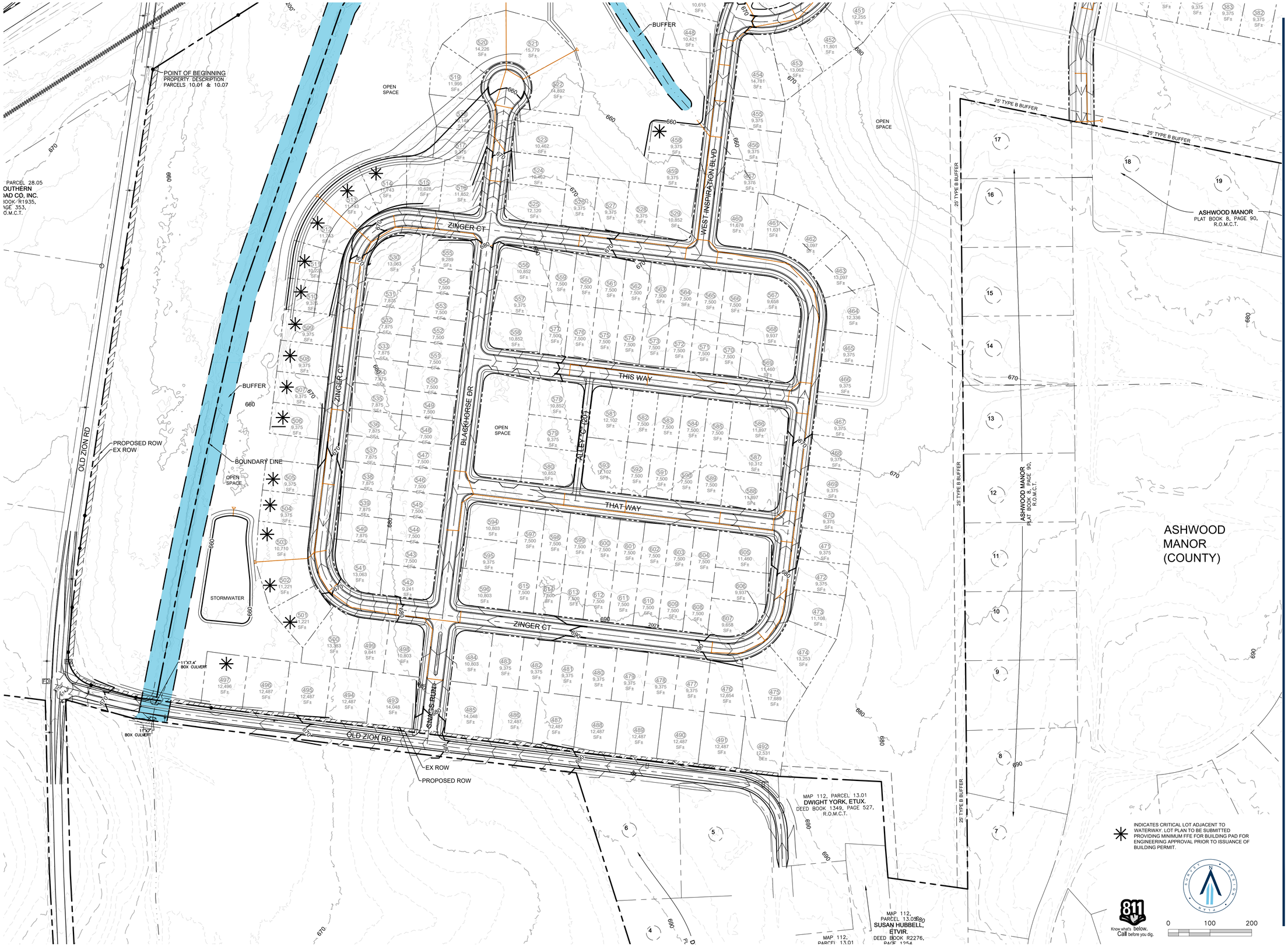
C2.4

Project No.

21-0244

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PLOTTED BY TYLOR FISCHER ON 3/15/2023 2:17 PM

LAST UPDATED BY GWESLEY ON 3/8/2023 11:49 AM



INDICATES CRITICAL LOT ADJACENT TO WATERWAY. LOT PLAN TO BE SUBMITTED PROVIDING MINIMUM FFE FOR BUILDING PAD FOR ENGINEERING APPROVAL PRIOR TO ISSUANCE OF BUILDING PERMIT.

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OLD ZION RD. PRELIMINARY PUD MASTERPLAN

FOR

ENCOMPASS LAND GROUP, LLC.

COLUMBIA, TENNESSEE

Scale:	1"=100'
Date:	3/15/23
Approved By:	TF
Revisions:	

Drawing Title:

GRADING PLAN

Drawing No.

C2.5

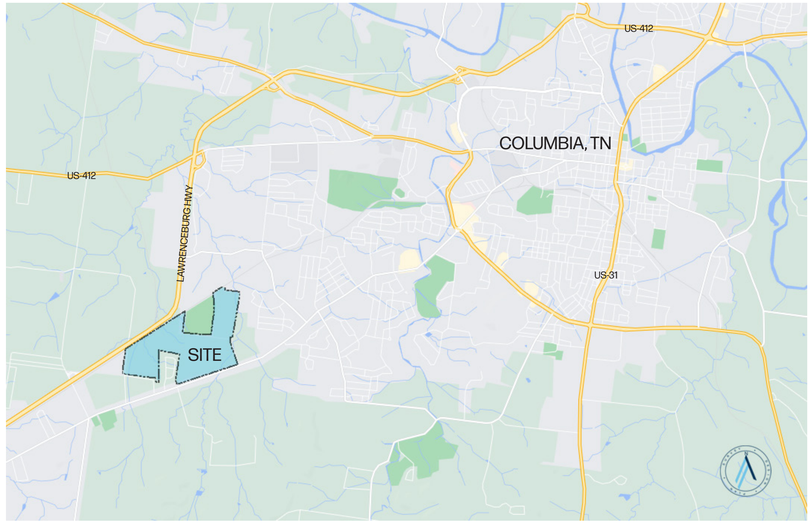
Project No.

21-0244

LAST UPDATED BY GMEDLEY ON: 9/26/2023 11:48 AM

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PLOTTED BY TYLOR FISCHER ON: 9/13/2023 2:17 PM







EXISTING HOME TO REMAIN

PRELIMINARY PUD PLANS
FOR
OLD ZION ROAD
FOR
ENCOMPASS LAND GROUP

DRAWING TITLE:
COVER SHEET

DRAWING NUMBER:
CVR

RaganSmith

CITY OF COLUMBIA, TN | MAURY COUNTY
21-0244 | 01/26/2022

CONTACTS

OWNER/ DEVELOPER
ANDREW ETHRIDGE, VICE PRESIDENT
Willow Branch Homes
1718 General George Patton Dr.
Brentwood, TN, 37027
(615) 499-9887
aethridge@elg-tn.com

CIVIL ENGINEERING
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RaganSmith
315 Woodland St
Nashville, TN 31206
(615) 244-8591
mmerrill@ragansmith.com

TRANSPORTATION ENGINEERING
BRANDON BAXTER, P.E.
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315 Woodland St
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bbaxter@ragansmith.com

LAND PLANNING
JAY EASTER
RaganSmith
315 Woodland St
Nashville, TN 37206
(615) 244-8591
jeaster@ragansmith.com

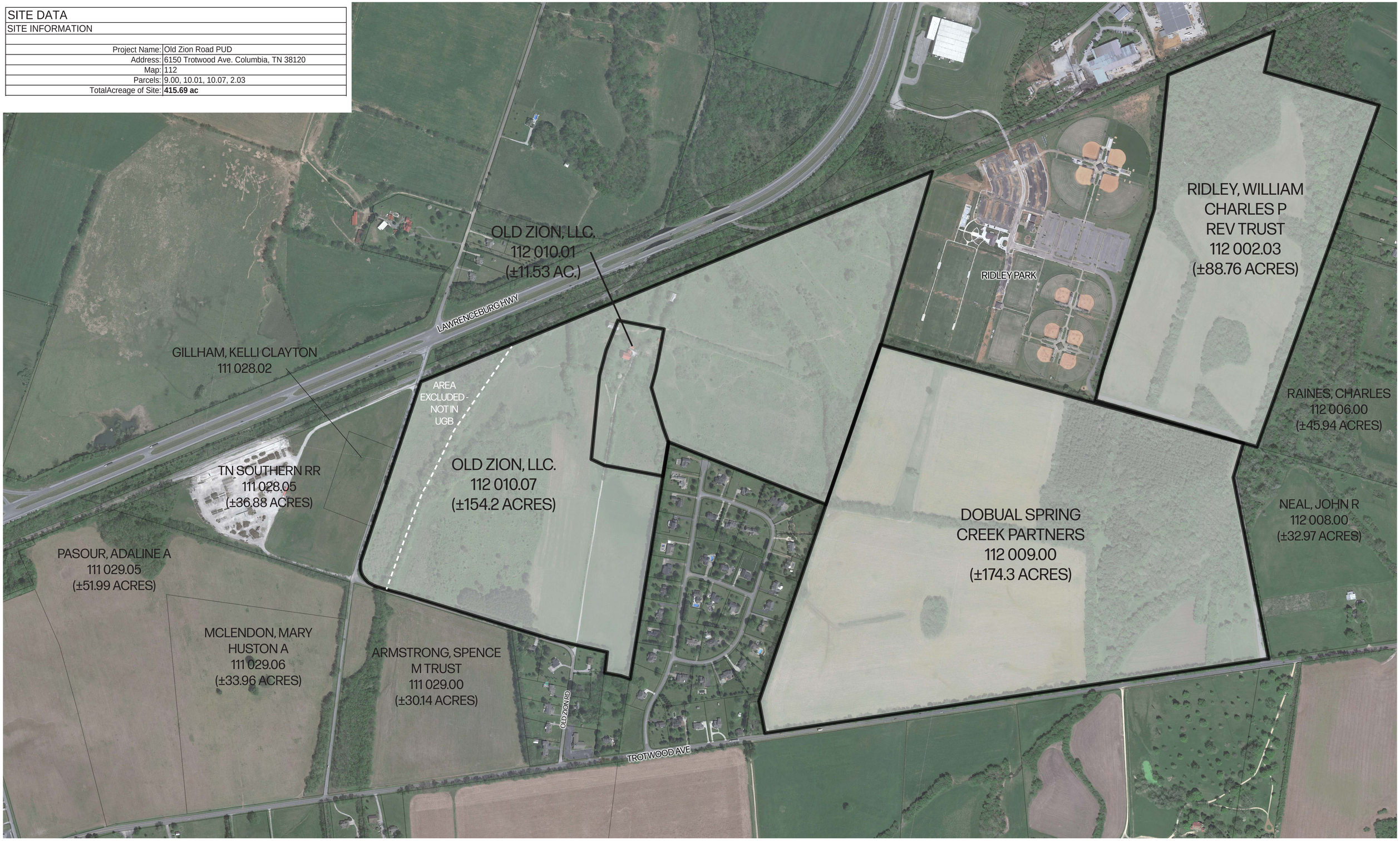
INDEX OF SHEETS

SHEET	DESCRIPTION
CVR	COVER SHEET
EXHIBITS	
1.0	PARCELS
2.0	LOCATION MAP
3.0	ANNEXATION EXHIBIT
4.0	LAND USE
5.0	REZONING EXHIBIT
6.0	OVERALL MASTERPLAN
7.0	OPEN SPACE AND PEDESTRIAN PLAN
8.0	OPEN SPACE - AMENITY PLAN A
9.0	OPEN SPACE - AMENITY PLAN B
10.0	BUFFER PLAN
11.0	LOT TYPICALS AND SETBACKS
12.0	TYPICAL ROADWAY CROSS-SECTIONS
13.0	MASTERPLAN ENLARGEMENT
14.0	MASTERPLAN ENLARGEMENT
15.0	MASTERPLAN ENLARGEMENT
16.0	MASTERPLAN ENLARGEMENT
17.0	MASTERPLAN ENLARGEMENT
ARCHITECTURAL IMAGERY & EXHIBITS	
A1	ARCHITECTURAL IMAGERY - SINGLE FAMILY
A2	ARCHITECTURAL IMAGERY - SINGLE FAMILY
A3	STREETSCAPE CHARACTER - 60' LOTS
A4	STREETSCAPE CHARACTER - 75' LOTS
E1	SPORTS LIGHTING PHOTOMETRIC IMPACT
SITE PLANS	
C0.0	EXISTING CONDITIONS
C1.0	OVERALL SITE PLAN
C1.1	SITE PLAN ENLARGEMENT
C1.2	SITE PLAN ENLARGEMENT
C1.3	SITE PLAN ENLARGEMENT
C1.4	SITE PLAN ENLARGEMENT
C1.5	SITE PLAN ENLARGEMENT
C2.1	GRADING PLAN
C2.2	GRADING PLAN
C2.3	GRADING PLAN
C2.4	GRADING PLAN

SITE DATA	
SITE INFORMATION	
Project Name:	Old Zion Road PUD
Address:	6150 Trotwood Ave. Columbia, TN 38120
Map:	112
Parcels:	9.00, 10.01, 10.07, 2.03
TotalAcreage of Site:	**415.69 ac**
(total) Internal Right of Way Dedication:	55.98 ac
(total) Adjusted Site Acreage:	359.71 ac
(total) Area Within Lots	170.23 ac
Dedicated Open Space:	189.48 ac (+/- 45% of total site area)
Gross Density:	**1.84 D.U./ AC**
REGULATIONS	
Current Zoning:	A2 (Maury County)
Proposed Zoning:	PUD-R (RS6 base)
Unit Counts:	
Single Family Lots:	± 765 (one existing)

NOTE:
ALL CONNECTIONS TO EXISTING COUNTY ROADS AND ROW ARE SUBJECT TO THE APPLICABLE PERMITS, FEES, APPROVALS, AND STANDARDS/ SPECIFICATIONS SET FORTH BY THE MAURY COUNTY HIGHWAY DEPARTMENT

SITE DATA	
SITE INFORMATION	
Project Name:	Old Zion Road PUD
Address:	6150 Trotwood Ave. Columbia, TN 38120
Map:	112
Parcels:	9.00, 10.01, 10.07, 2.03
TotalAcreage of Site:	**415.69 ac**



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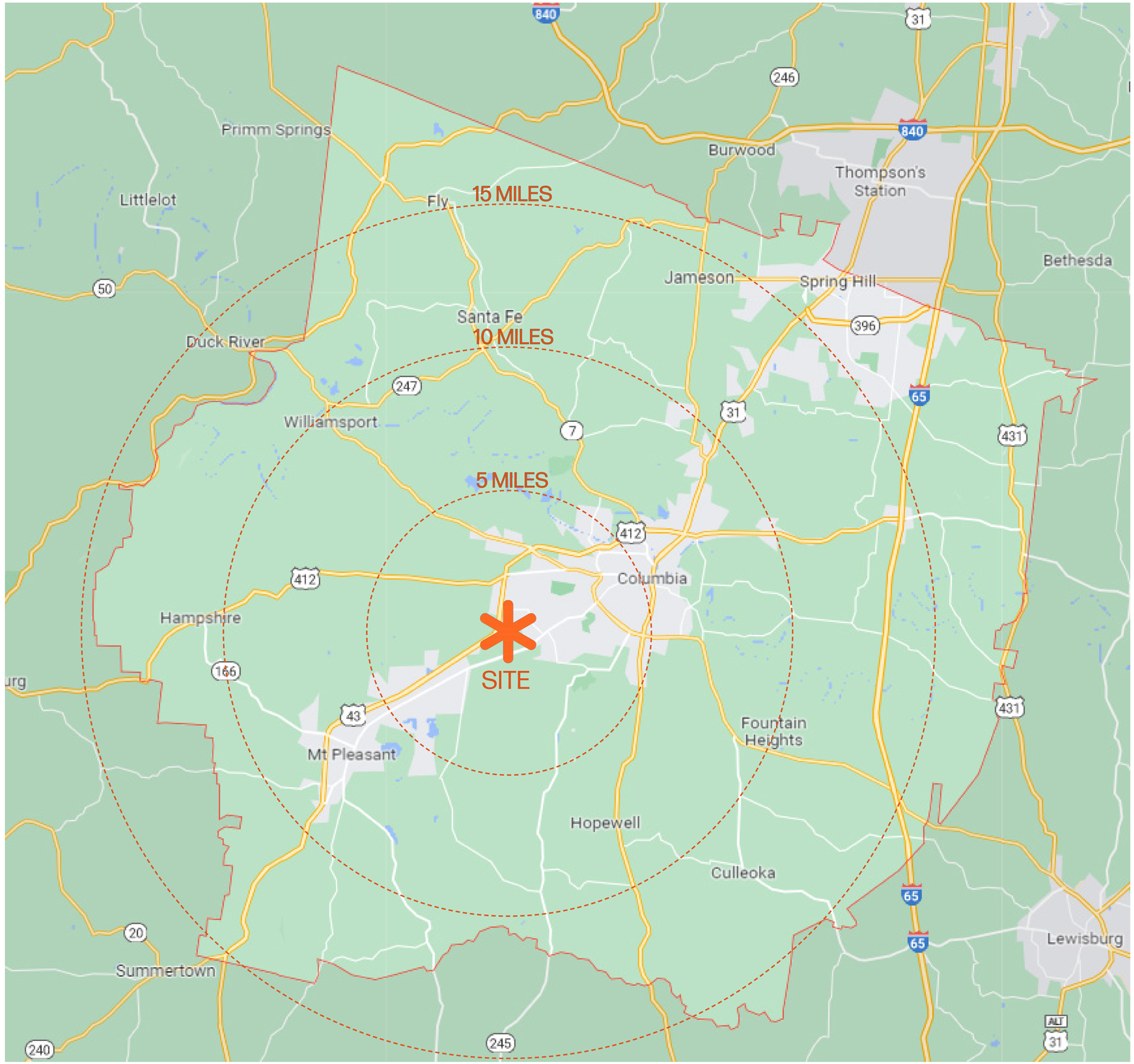
OLD ZION ROAD
PRELIMINARY PUD MASTERPLAN

DRAWING TITLE: PARCELS

DRAWING NUMBER: 1.0

0 600 1200

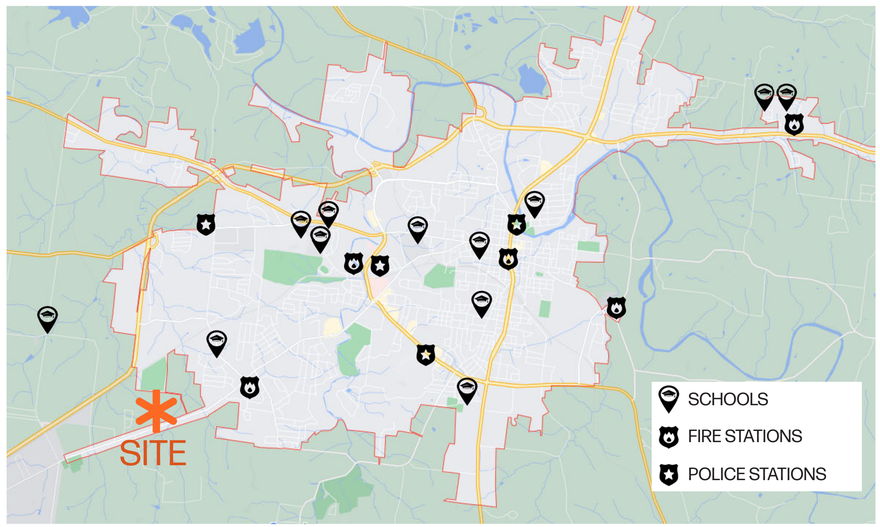
SCALE = 1"=300'



MILEAGE TO SURROUNDING MUNICIPALITIES

COLUMBIA …	6	MILES
MOUNT PLEASANT …	7.5	MILES
SPRING HILL …	21	MILES
LEWISBURG …	25	MILES
THOMPSON'S STATION …	32.5	MILES
FRANKLIN …	40	MILES
BRENTWOOD …	47	MILES
NASHVILLE …	56	MILES

The Old Zion PUD site sits at the south-eastern extent of the City of Columbia, adjacent to Ridley Sports Complex. This site is a half way point between downtown Columbia and downtown Mount Pleasant. As such, the residents would have easy commutes to work in either municipality. This area is within a few miles of multiple City of Columbia schools as well as two fire stations that would serve the residents. Columbia city square is only a 10 minute drive away. Columbia's population continues to grow as families decide to move farther from large cities such as Nashville or Knoxville with an increased opportunity to work from home. Columbia is currently growing over 2% per year, and is on pace to have more than ten thousand new residents by the time all phases of this development are completed. This development will have the capacity to house up to a quarter of those new residents and provides a diversity of products that can meet the needs of a wider range of individuals. Due to the growth of the County and the new jobs being created in the area by employers such as GM and Maury Regional Medical Center, paired with the planned widening of Trotwood Avenue to increase its capacity as a major arterial road through the City, the homes located within this site will be much needed and appreciated by future City residents. In addition, the site has been designed to improve the circulation to Ridley Park by offering a direct route with a traffic light. This will help all residents and visitors to the City that visit the Sports Complex for games, tournaments, or weekend leisure to have a safer and more efficient experience.



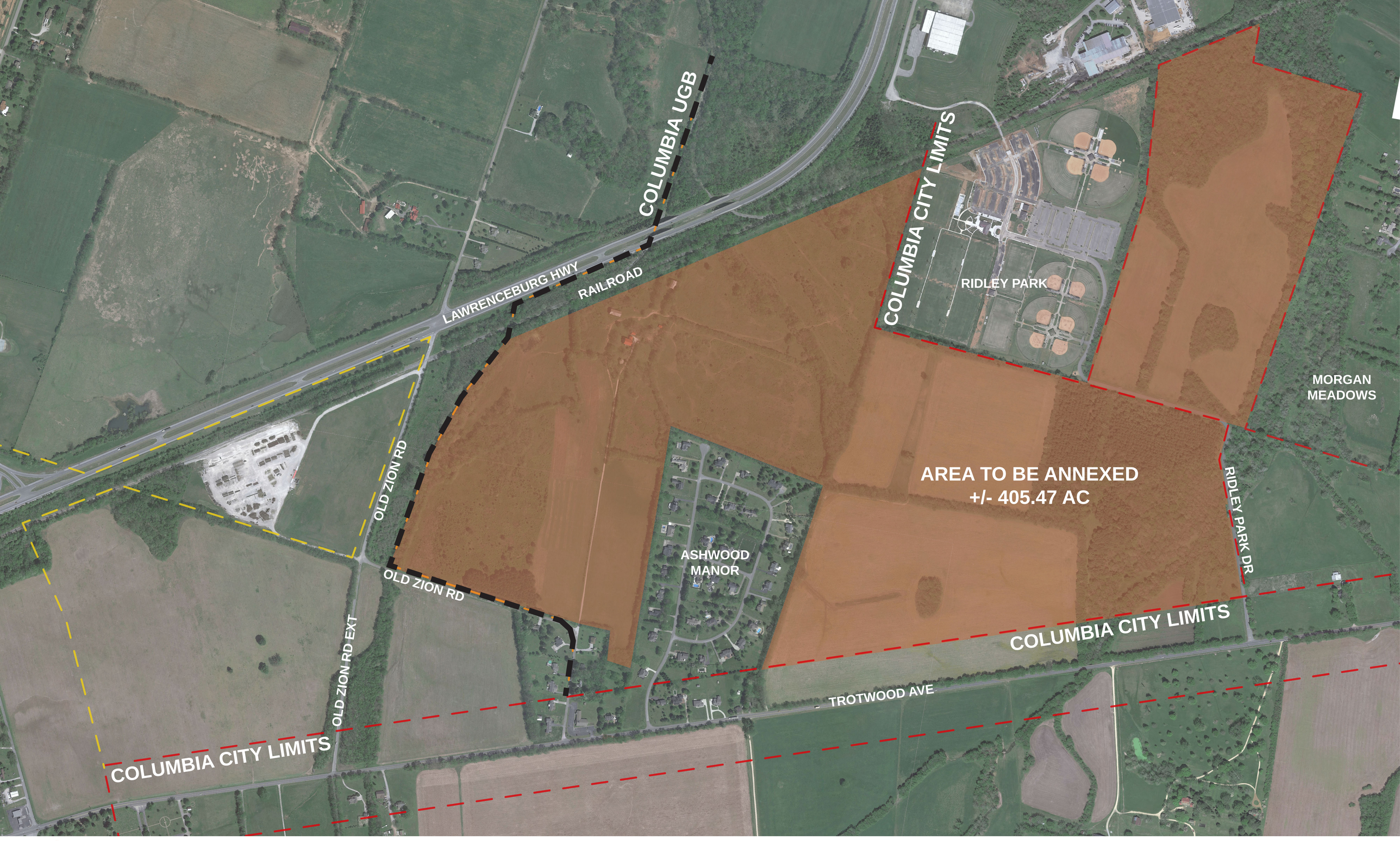
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OLD ZION ROAD
PRELIMINARY PUD MASTERPLAN

DRAWING TITLE: LOCATION MAP

DRAWING NUMBER: 2.0

NOT TO SCALE



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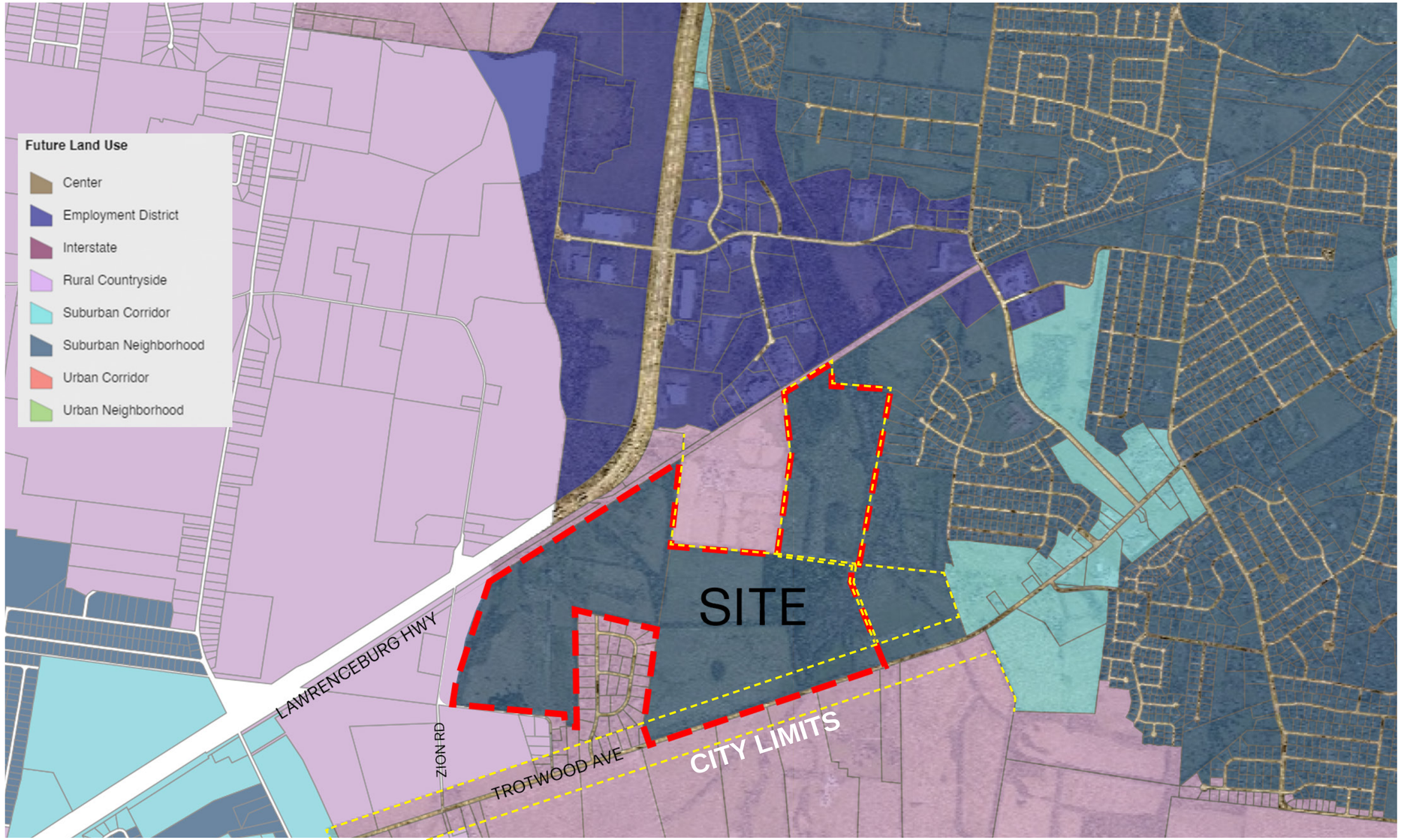
OLD ZION ROAD
PRELIMINARY PUD MASTERPLAN

DRAWING TITLE: ANNEXATION

DRAWING NUMBER: 3.0

0 600 1200

SCALE = 1"=300'



FUTURE LAND USE, CURRENT:
SUBURBAN NEIGHBORHOOD

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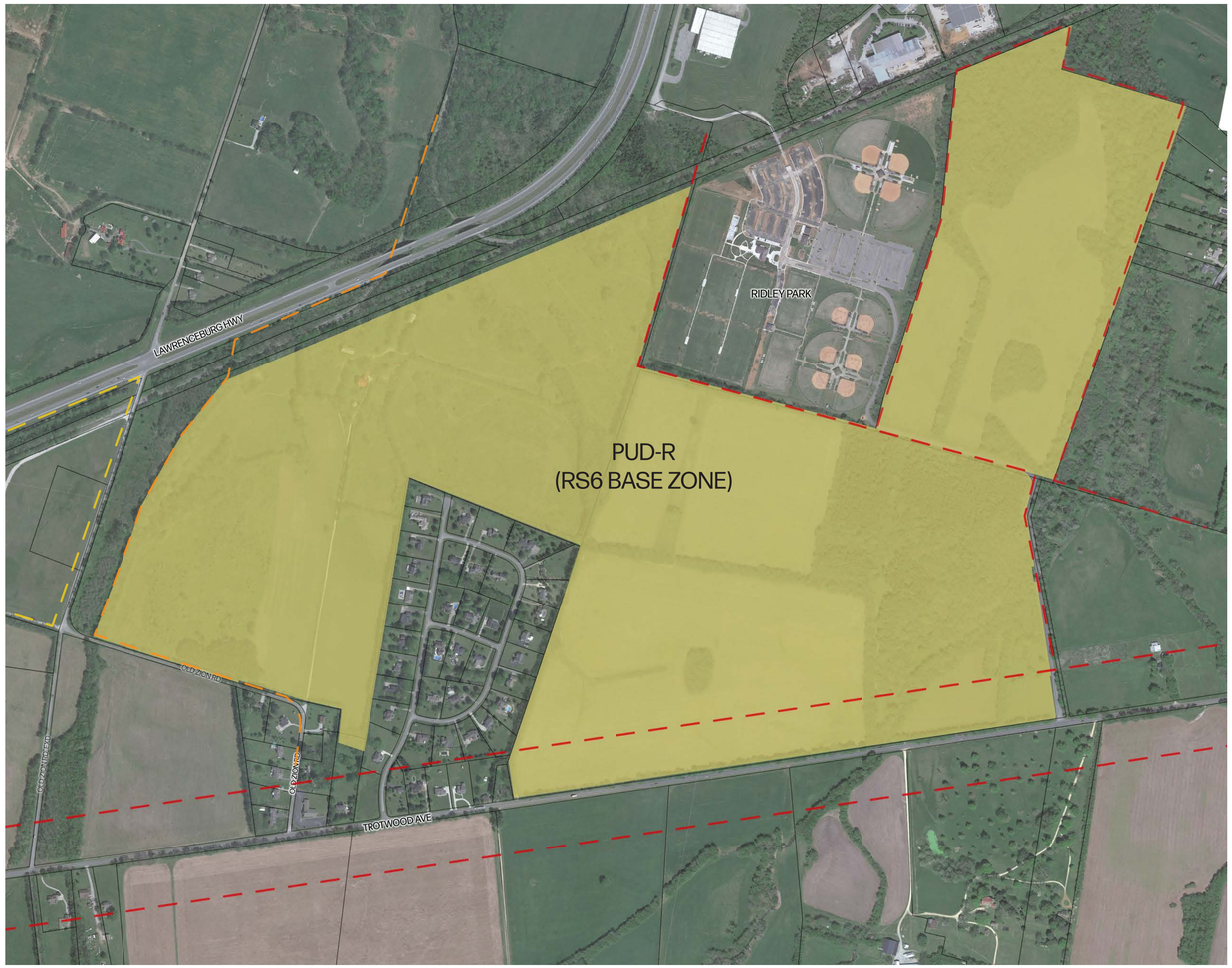
OLD ZION ROAD
PRELIMINARY PUD MASTERPLAN

DRAWING TITLE: LAND USE

DRAWING NUMBER: 4.0



EXISTING ZONING (PRE JULY 14, 2022)



PROPOSED ZONING

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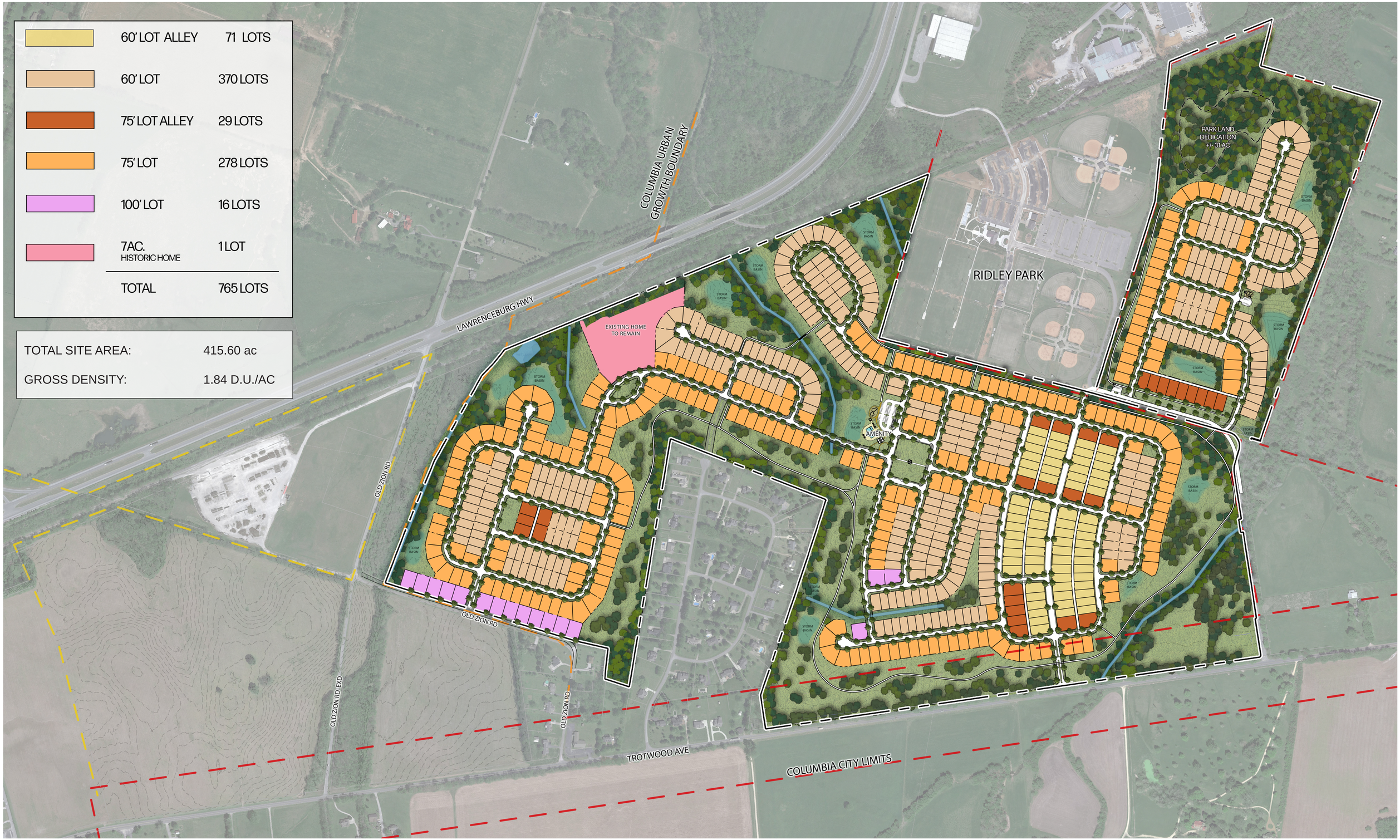
OLD ZION ROAD
PRELIMINARY PUD MASTERPLAN

DRAWING TITLE: REZONING EXHIBIT

DRAWING NUMBER: 5.0

	60' LOT ALLEY	71 LOTS
	60' LOT	370 LOTS
	75' LOT ALLEY	29 LOTS
	75' LOT	278 LOTS
	100' LOT	16 LOTS
	7AC. HISTORIC HOME	1 LOT
	TOTAL	765 LOTS

TOTAL SITE AREA:	415.60 ac
GROSS DENSITY:	1.84 D.U./AC



RaganSmith

OLD ZION ROAD
PRELIMINARY PUD MASTERPLAN

DRAWING TITLE: OVERALL MASTERPLAN

DRAWING NUMBER: 6.0

0 600 1200

SCALE = 1"=300'

OPEN SPACE PROVIDED: 189.48 ACRES
(+/- 45% OF SITE)

SIDEWALK

WALKING TRAIL
+/- 3.0 MILES PAVED

TRAIL CONNECTION

RIDLEY PARK CONNECTION



RaganSmith

OLD ZION ROAD
PRELIMINARY PUD MASTERPLAN

DRAWING TITLE: OPEN SPACE AND PEDESTRIAN CIRCULATION PLAN

DRAWING NUMBER: 7.0

0 600 1200
SCALE = 1"=300'

CBU PARKING CALCULATIONS - MAIL KIOSK "A"

REQUIREMENT:
2 SPACES FOR FIRST 25 MAILBOXES + 1 SPACE FOR EVERY ADDITIONAL 25 MAILBOXES

MAILBOXES: 615
FIRST 25 MAILBOXES - 2 SPACES
590 REMAINING MAILBOXES/ 25 = 24

TOTAL REQUIRED: 286SPACES
PROVIDED: 49 SPACES MIN (SHARED WITH AMENITY)

AMENITY BREAKDOWN

PAVILION & RESTROOM:	+/- 1500 SF
POOL:	+/- 3500 SF WET AREA
PLAYGROUNDS:	+/- 4000 SF
DOG PARK:	+/- 8000 SF

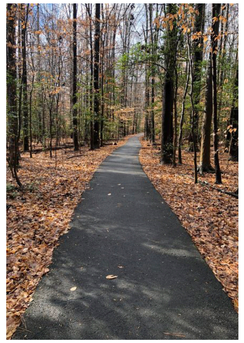
NOTE: AMENITY DRAWINGS ARE CONCEPTUAL AND SUBJECT TO MODIFICATION DURING DEVELOPMENT OF FINAL PUD PLANS. AMENITIES SHOWN WILL BE OF EQUAL OR GREATER SIZE AND QUALITY TO WHAT IS SHOWN.



POOL



PAVILION/ RESTROOM



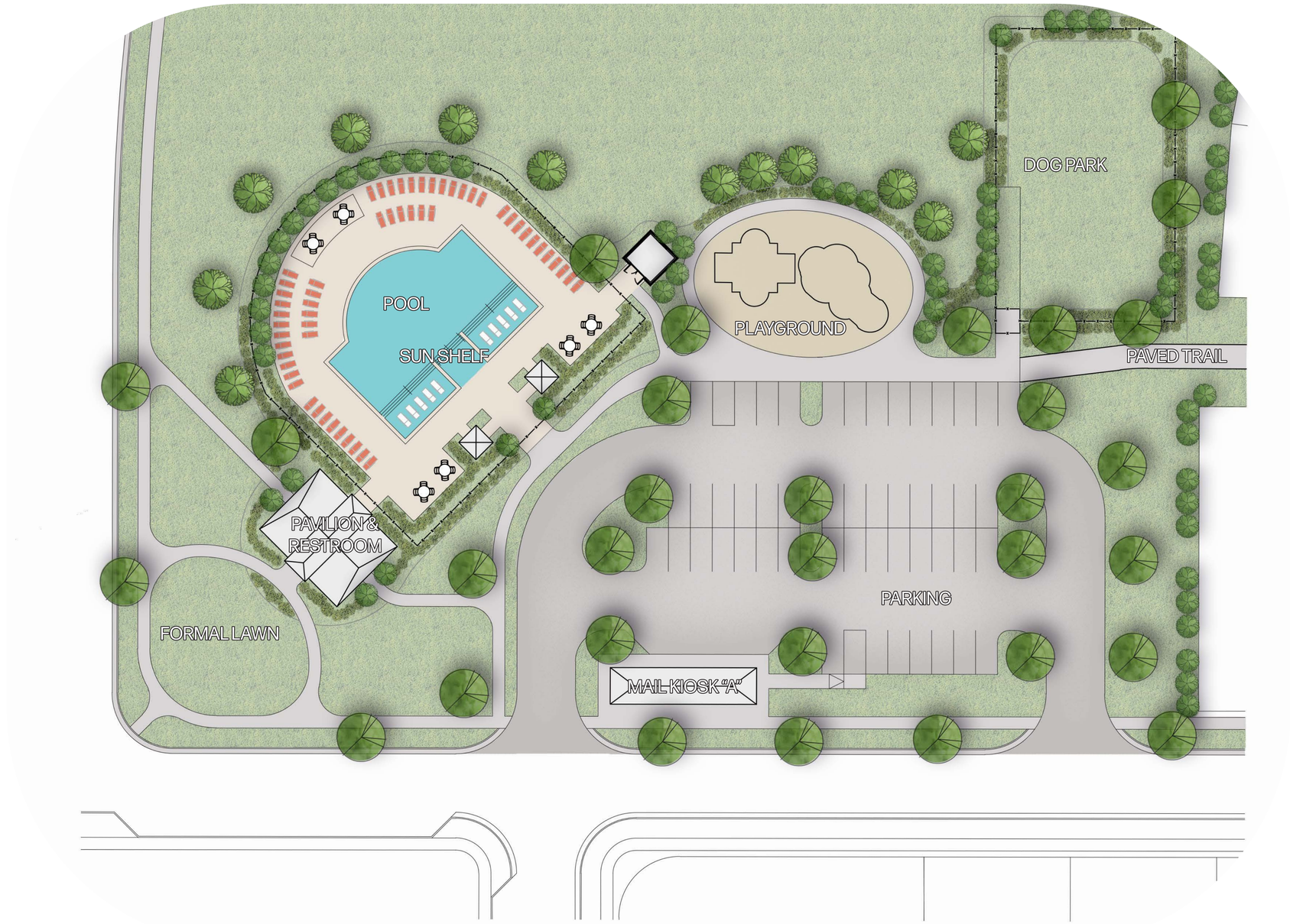
PAVED TRAIL



DOG PARK



PLAYGROUND



RaganSmith

OLD ZION ROAD
PRELIMINARY PUD MASTERPLAN

DRAWING TITLE: OPEN SPACE - AMENITY PLAN A

DRAWING NUMBER: 8.0

NOT TO SCALE

CBU PARKING CALCULATIONS - MAIL KIOSK "B"

REQUIREMENT:
2 SPACES FOR FIRST 25 MAILBOXES + 1 SPACE FOR EVERY ADDITIONAL 25 MAILBOXES

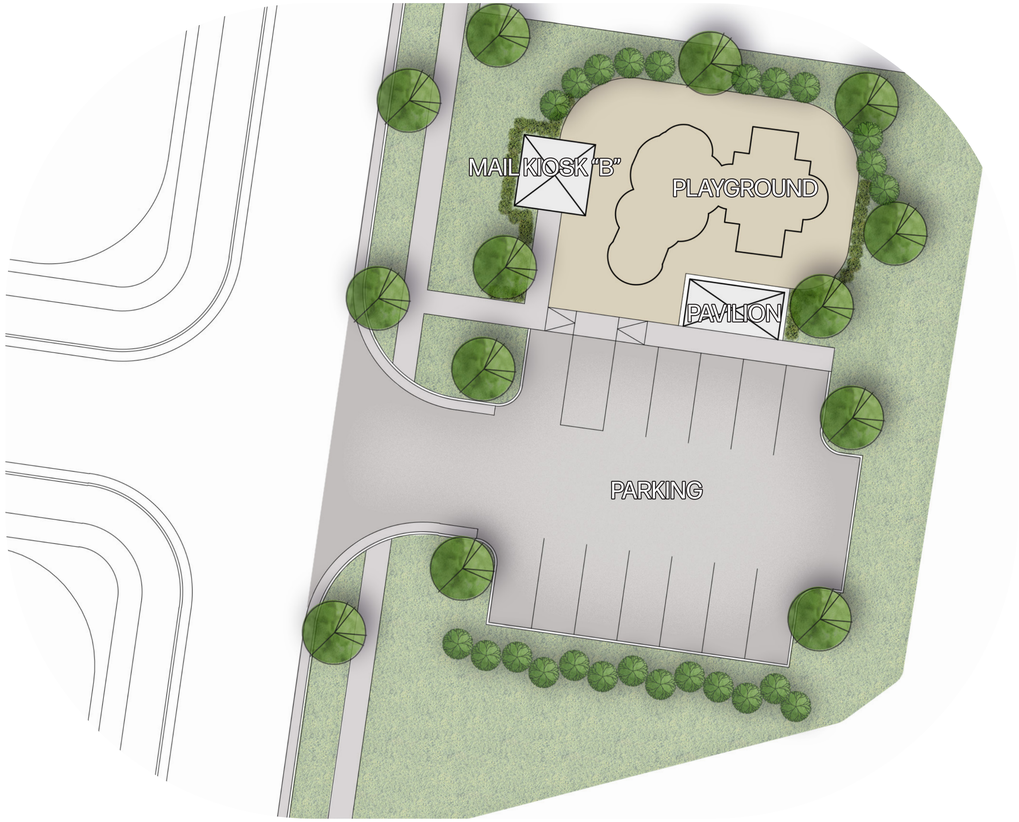
MAILBOXES: 150
FIRST 25 MAILBOXES - 2 SPACES
123 REMAINING MAILBOXES/ 25 = 5

TOTAL REQUIRED: 7 SPACES
PROVIDED: 13 SPACES MIN (SHARED WITH AMENITY)

AMENITY BREAKDOWN

PAVILION & RESTROOM:	+/- 200 SF
MAIL PAVILION:	+/- 225 SF MIN
PLAYGROUND:	+/- 2500 SF

NOTE: AMENITY DRAWINGS ARE CONCEPTUAL AND SUBJECT TO MODIFICATION DURING DEVELOPMENT OF FINAL PUD PLANS. AMENITIES SHOWN WILL BE OF EQUAL OR GREATER SIZE AND QUALITY TO WHAT IS SHOWN.





PAVILIONS



PLAYGROUND

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OLD ZION ROAD
PRELIMINARY PUD MASTERPLAN

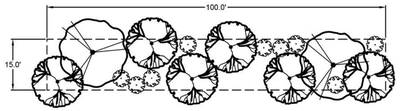
DRAWING TITLE: OPEN SPACE - AMENITY PLAN B

DRAWING NUMBER: 9.0

NOT TO SCALE

NOTES:

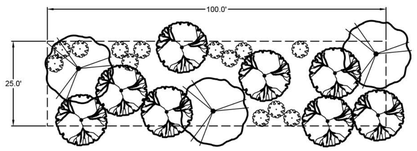
1. ALL BUFFERS SHALL MEET THE REQUIREMENTS OUTLINED IN SECTION 11 OF THE ZONING ORDINANCE INCLUDING TABLES 11.2.7A AND 11.2.7B.
2. ALL BUFFER YARDS TO BE MAINTAINED BY HOA.
3. PROPOSED PLANTS SHALL BE RELOCATED AS NECESSARY TO AVOID PLANTING WITHIN EXISTING DRIPLINE



TYPE A BUFFER
0.4 OPACITY
15' DEEP
2 CANOPY TREES, 6 ACCENT TREES, & 9 SHRUBS
(TYPICAL PER 100 LINEAR FEET)



TYPE "A" BUFFER EXAMPLE



TYPE B BUFFER
0.6 OPACITY
25' DEEP
3 CANOPY TREES, 8 ACCENT TREES, & 13 SHRUBS
(TYPICAL PER 100 LINEAR FEET)



TYPE "B" BUFFER EXAMPLE



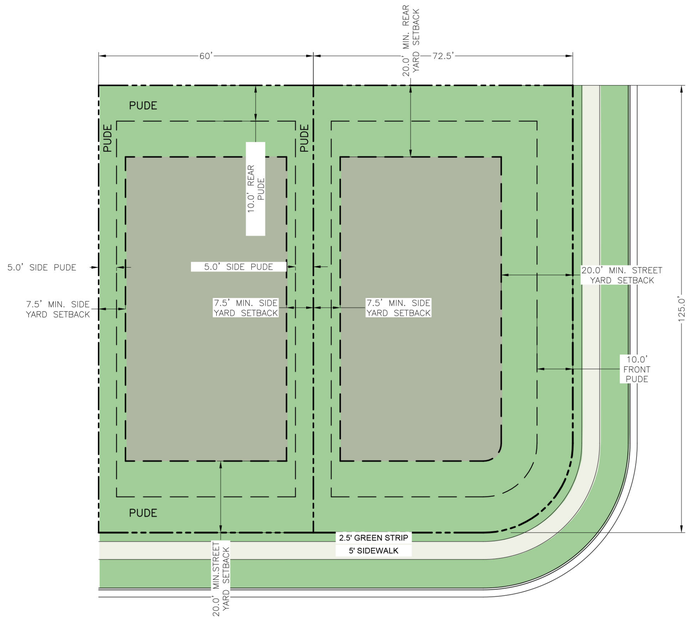
RaganSmith

OLD ZION ROAD
PRELIMINARY PUD MASTERPLAN

DRAWING TITLE: BUFFER PLAN

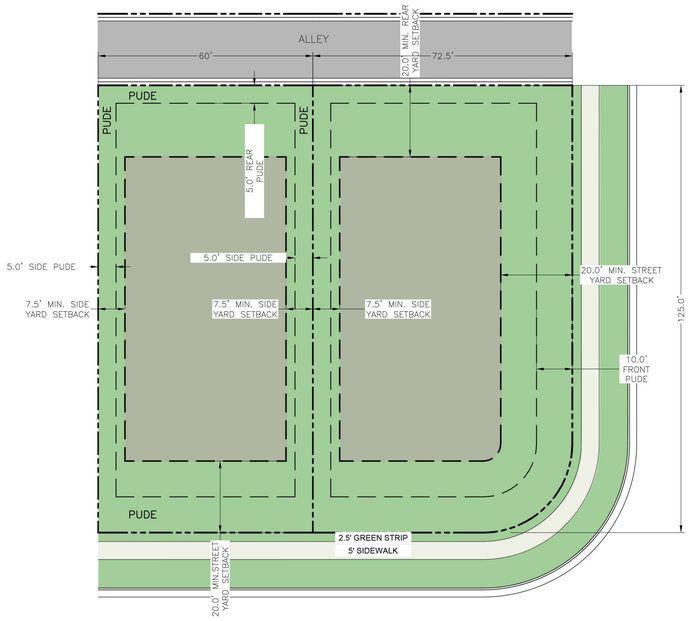
DRAWING NUMBER: 10.0

0 600 1200
SCALE = 1"=300'



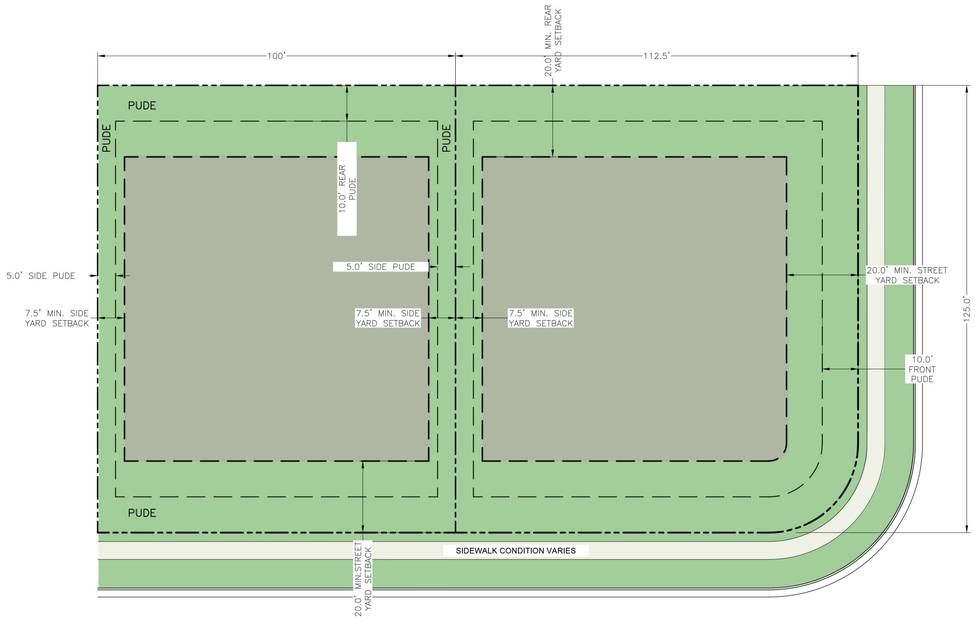
TYPICAL 60' LOT

TYPICAL 60' CORNER LOT



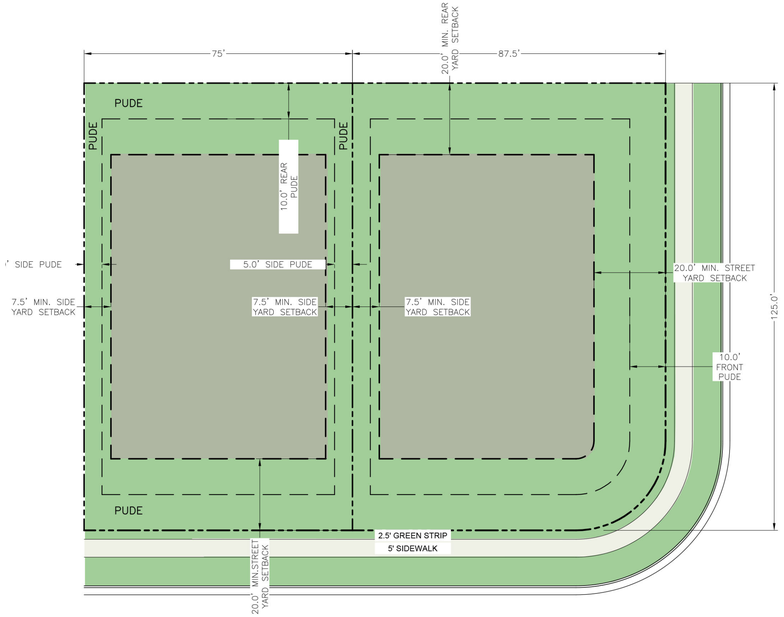
TYPICAL 60' LOT (ALLEY)

TYPICAL 60' CORNER LOT (ALLEY)



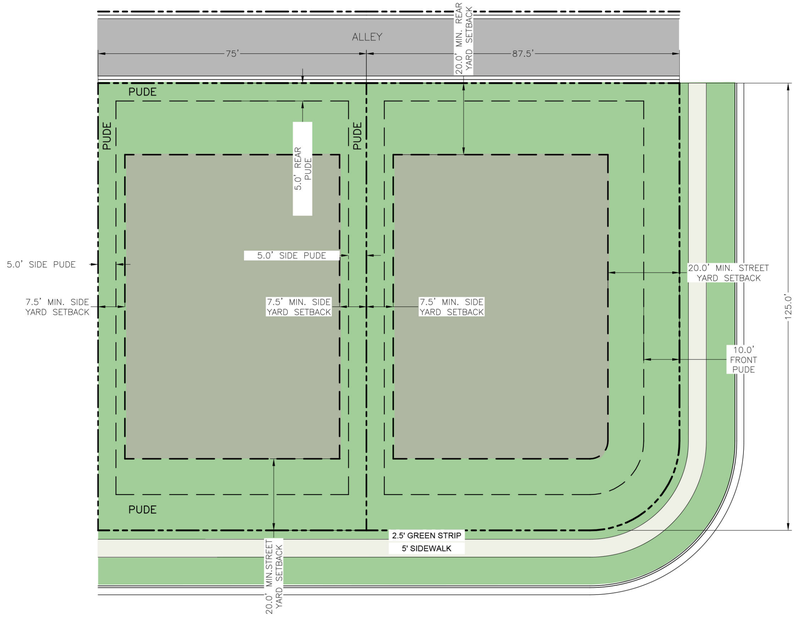
TYPICAL 100' OR GREATER LOT

TYPICAL 100' OR GREATER CORNER LOT



TYPICAL 75' LOT

TYPICAL 75' CORNER LOT



TYPICAL 75' LOT (ALLEY)

TYPICAL 75' CORNER LOT (ALLEY)

GARAGES:

2 CAR GARAGE -
18' X 22' INTERIOR MIN.
16' 1.5" DOUBLE CAR DOOR

1 CAR GARAGE-
15' X 22' INTERIOR MIN.
10' MIN SINGLE CAR DOOR

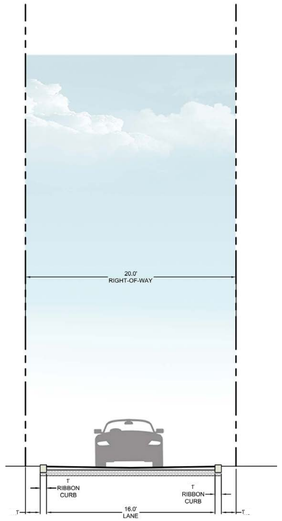
RaganSmith

OLD ZION ROAD
PRELIMINARY PUD MASTERPLAN

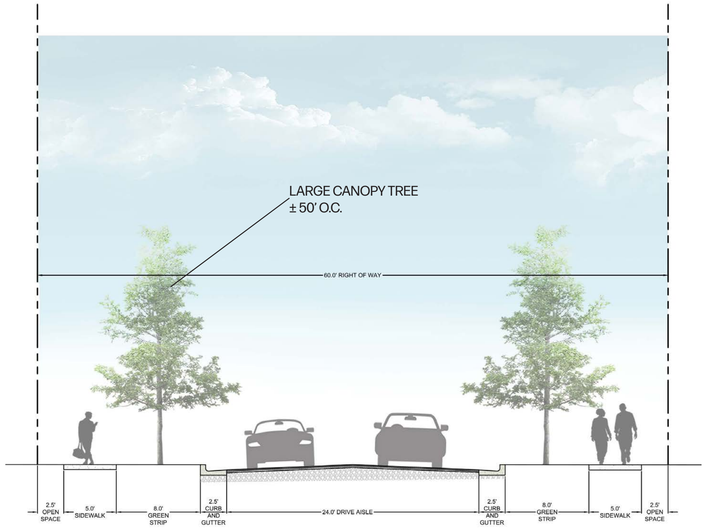
DRAWING TITLE: LOT TYPICALS AND SETBACKS

DRAWING NUMBER: 11.0

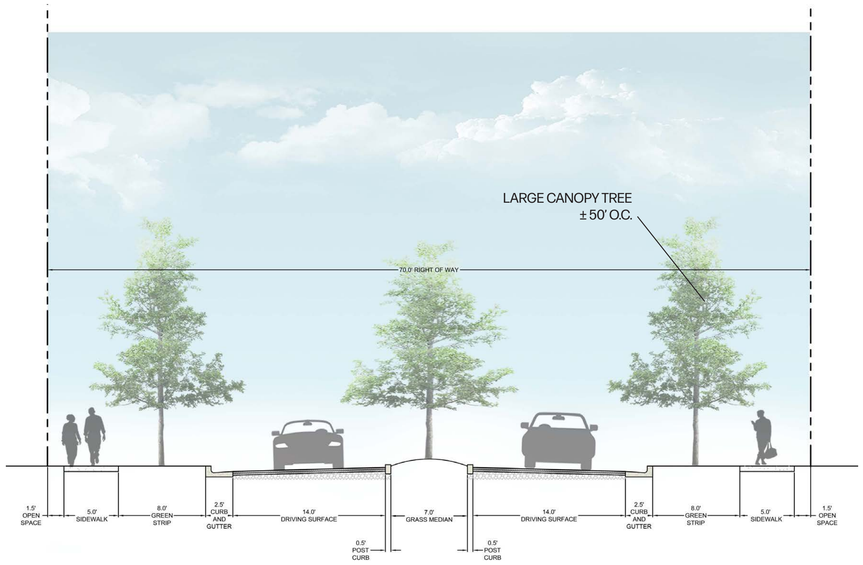
NOT TO SCALE



**TYPICAL 20'
ALLEY
(PUBLIC)**



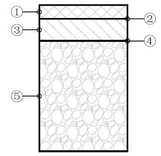
**TYPICAL 60' LOCAL
RIGHT-OF-WAY
(PUBLIC)**



**TYPICAL 70' LOCAL
RIGHT-OF-WAY
(PUBLIC)**

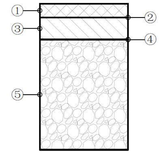
PAVEMENT SCHEDULE	
①	SURFACE @ 1.5" THICK 411-01.10 ASPHALT CONCRETE MIX (PG64-22) (ACS) GRADING D (SURFACE), OR 307-01.10 ASPHALT CONCRETE MIX (PG64-22) (ACS) GRADING C-M (SURFACE)
②	TACK COAT (GENERAL USE) 403-01 BITUMINOUS MATERIAL FOR TACK COAT (TC) (0.05 - 0.10 GAL/SY)
③	BIT. BINDER @ 3" THICK 307-01.08 ASPHALT CONCRETE MIX (PG64-22) (BPMB-HM) GRADING B-M2
④	PRIME COAT 402-01 BITUMINOUS MATERIAL FOR PRIME COAT (PC) (0.30-0.35 GAL/SY) 402-02 AGGREGATE FOR COVER MATERIAL (PC) (8-12 LB/SY)
⑤	MINERAL AGGREGATE BASE @ 10" THICK 303-01 MINERAL AGGREGATE, TYPE A BASE, GRADING D

TYPICAL ROADWAY SECTION



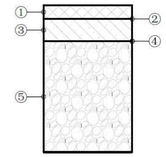
PAVEMENT SCHEDULE	
①	SURFACE @ 1.5" THICK 411-01.10 ASPHALT CONCRETE MIX (PG64-22) (ACS) GRADING D (SURFACE), OR 307-01.10 ASPHALT CONCRETE MIX (PG64-22) (ACS) GRADING C-M (SURFACE)
②	TACK COAT (GENERAL USE) 403-01 BITUMINOUS MATERIAL FOR TACK COAT (TC) (0.05 - 0.10 GAL/SY)
③	BIT. BINDER @ 2" THICK 307-01.08 ASPHALT CONCRETE MIX (PG64-22) (BPMB-HM) GRADING B-M2
④	PRIME COAT 402-01 BITUMINOUS MATERIAL FOR PRIME COAT (PC) (0.30-0.35 GAL/SY) 402-02 AGGREGATE FOR COVER MATERIAL (PC) (8-12 LB/SY)
⑤	MINERAL AGGREGATE BASE @ 8" THICK 303-01 MINERAL AGGREGATE, TYPE A BASE, GRADING D

TYPICAL ALLEY SECTION



PAVEMENT SCHEDULE	
①	SURFACE @ 1.5" THICK 411-01.10 ASPHALT CONCRETE MIX (PG64-22) (ACS) GRADING D (SURFACE), OR 307-01.10 ASPHALT CONCRETE MIX (PG64-22) (ACS) GRADING C-M (SURFACE)
②	TACK COAT (GENERAL USE) 403-01 BITUMINOUS MATERIAL FOR TACK COAT (TC) (0.05 - 0.10 GAL/SY)
③	BIT. BINDER @ 2" THICK 307-01.08 ASPHALT CONCRETE MIX (PG64-22) (BPMB-HM) GRADING B-M2
④	PRIME COAT 402-01 BITUMINOUS MATERIAL FOR PRIME COAT (PC) (0.30-0.35 GAL/SY) 402-02 AGGREGATE FOR COVER MATERIAL (PC) (8-12 LB/SY)
⑤	MINERAL AGGREGATE BASE @ 6" THICK 303-01 MINERAL AGGREGATE, TYPE A BASE, GRADING D

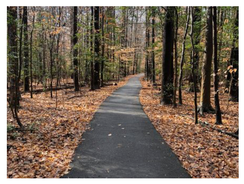
TYPICAL TRAIL SECTION

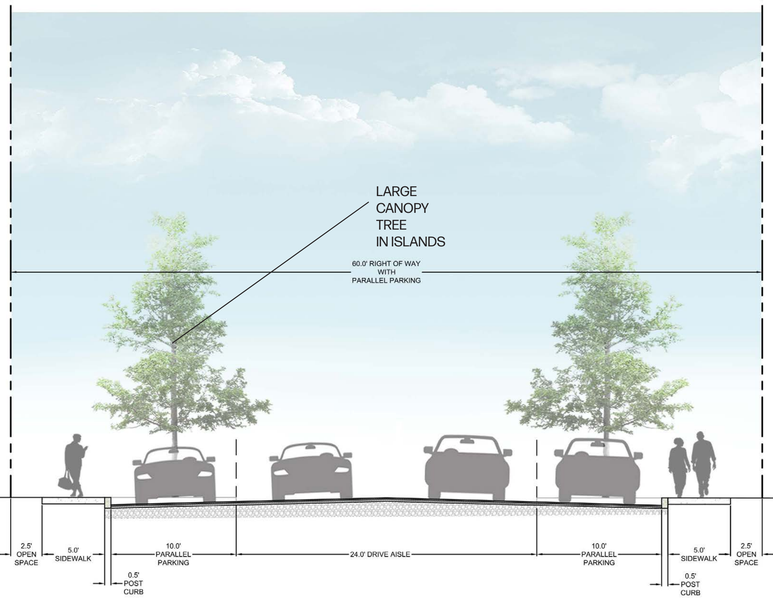




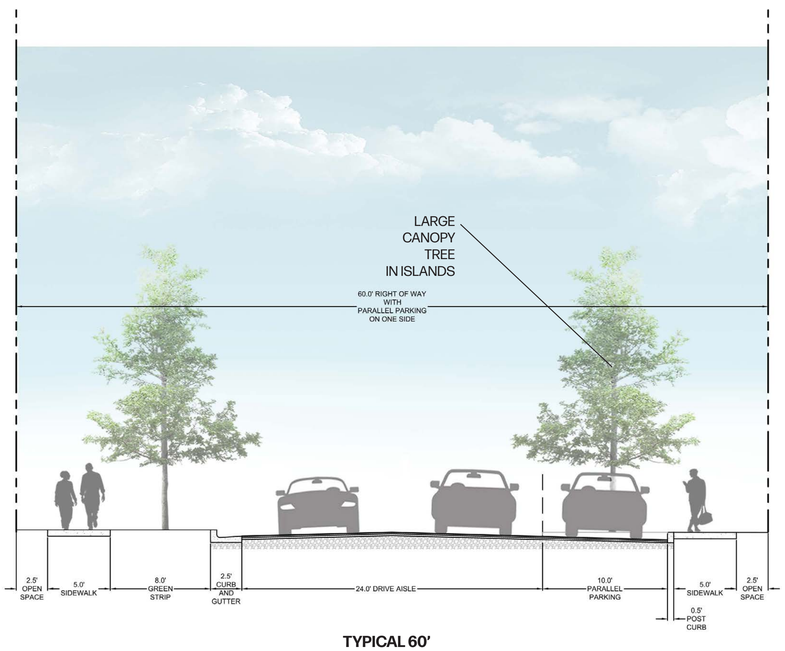








**TYPICAL 60'
LOCAL RIGHT-OF-WAY
PARALLEL PARKING
BOTH SIDES
(PUBLIC)**



**TYPICAL 60'
LOCAL RIGHT-OF-WAY
PARALLEL PARKING
ON ONE SIDE
(PUBLIC)**

NOTE:
ALL CONNECTIONS TO EXISTING COUNTY ROADS AND ROW ARE SUBJECT TO THE APPLICABLE PERMITS, FEES, APPROVALS, AND STANDARDS/ SPECIFICATIONS SET FORTH BY THE MAURY COUNTY HIGHWAY DEPARTMENT

NOT TO SCALE

RaganSmith

OLD ZION ROAD
PRELIMINARY PUD MASTERPLAN

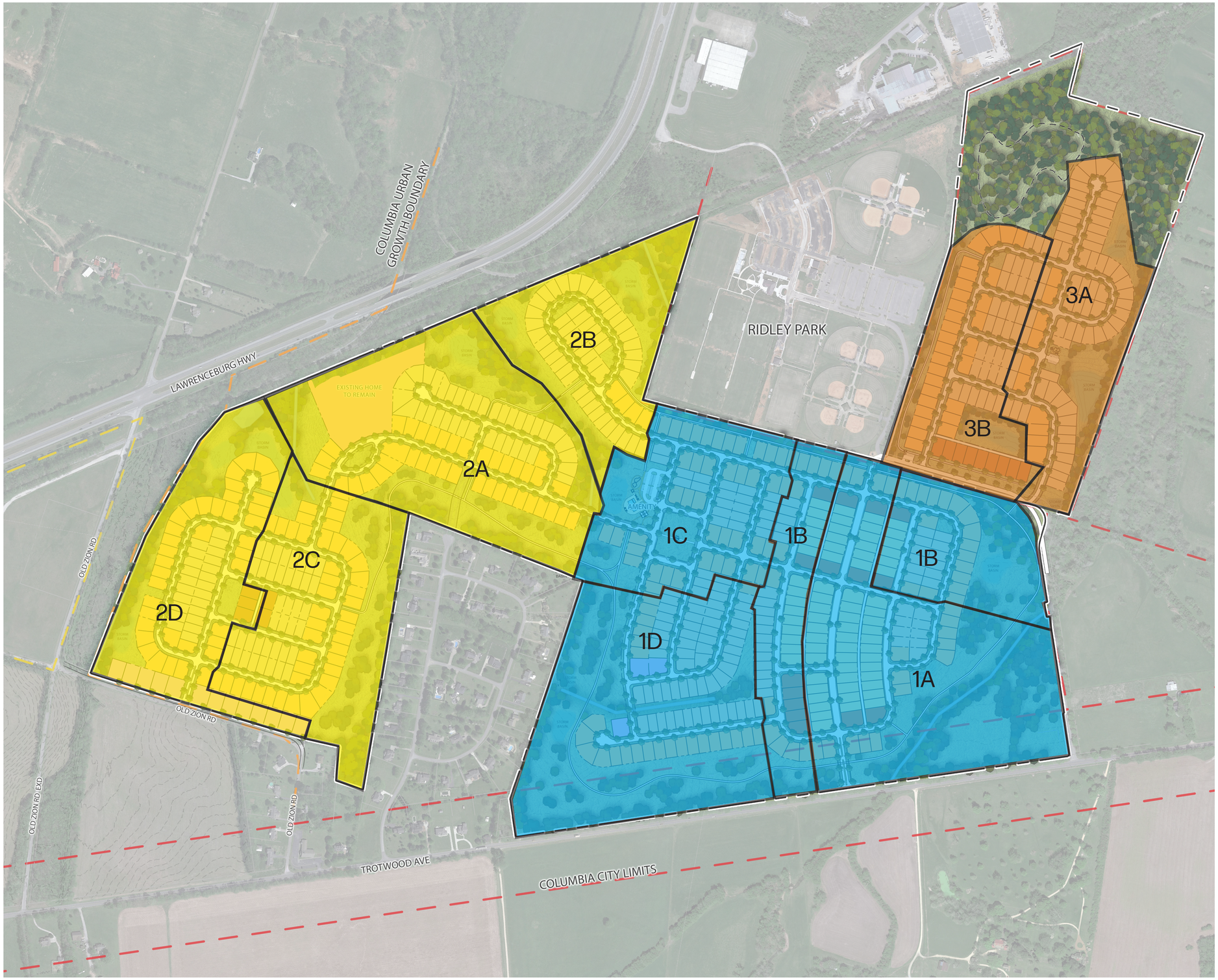
DRAWING TITLE: TYPICAL ROADWAY CROSS-SECTIONS

DRAWING NUMBER: 12.0

ESTIMATED PHASING TIMELINE

PHASE 1A	APRIL 2024	+/- 82 LOTS
PHASE 1B	APRIL 2025	+/- 89 LOTS
PHASE 1C	APRIL 2026	+/- 64 LOTS
PHASE 1D	APRIL 2027	+/- 87 LOTS
PHASE 2A	APRIL 2028	+/- 78 LOTS
PHASE 2B	APRIL 2029	+/- 54 LOTS
PHASE 2C	APRIL 2030	+/- 84 LOTS
PHASE 2D	APRIL 2031	+/- 77 LOTS
PHASE 3A	APRIL 2032	+/- 78 LOTS
PHASE 3B	APRIL 2033	+/- 72 LOTS

THIS TIMELINE AND PHASING IS AN APPROXIMATION BASED ON UTILITY FEASIBILITY AND ANTICIPATED CONSTRUCTION TIMES. THIS PLAN IS SUBJECT TO CHANGE BASED ON CHANGES TO UTILITIES, GRADING, STORMWATER, TRAFFIC, GEOTECHNICAL, OR OTHER FACTORS THAT MAY DEVELOP THROUGH THE CONSTRUCTION DOCUMENTATION PROCESS.



RaganSmith

OLD ZION ROAD
PRELIMINARY PUD MASTERPLAN

DRAWING TITLE: ANTICIPATED PHASING PLAN

DRAWING NUMBER: 13.0

0 600 1200

SCALE = 1"=300'

	60' LOT ALLEY	0 LOTS
	60' LOT	101 LOTS
	75' LOT ALLEY	9 LOTS
	75' LOT	40 LOTS
	100' LOT	0 LOTS
	7AC. HISTORIC HOME	0 LOTS
		TOTAL: 150 LOTS



RaganSmith

OLD ZION ROAD
PRELIMINARY PUD MASTERPLAN

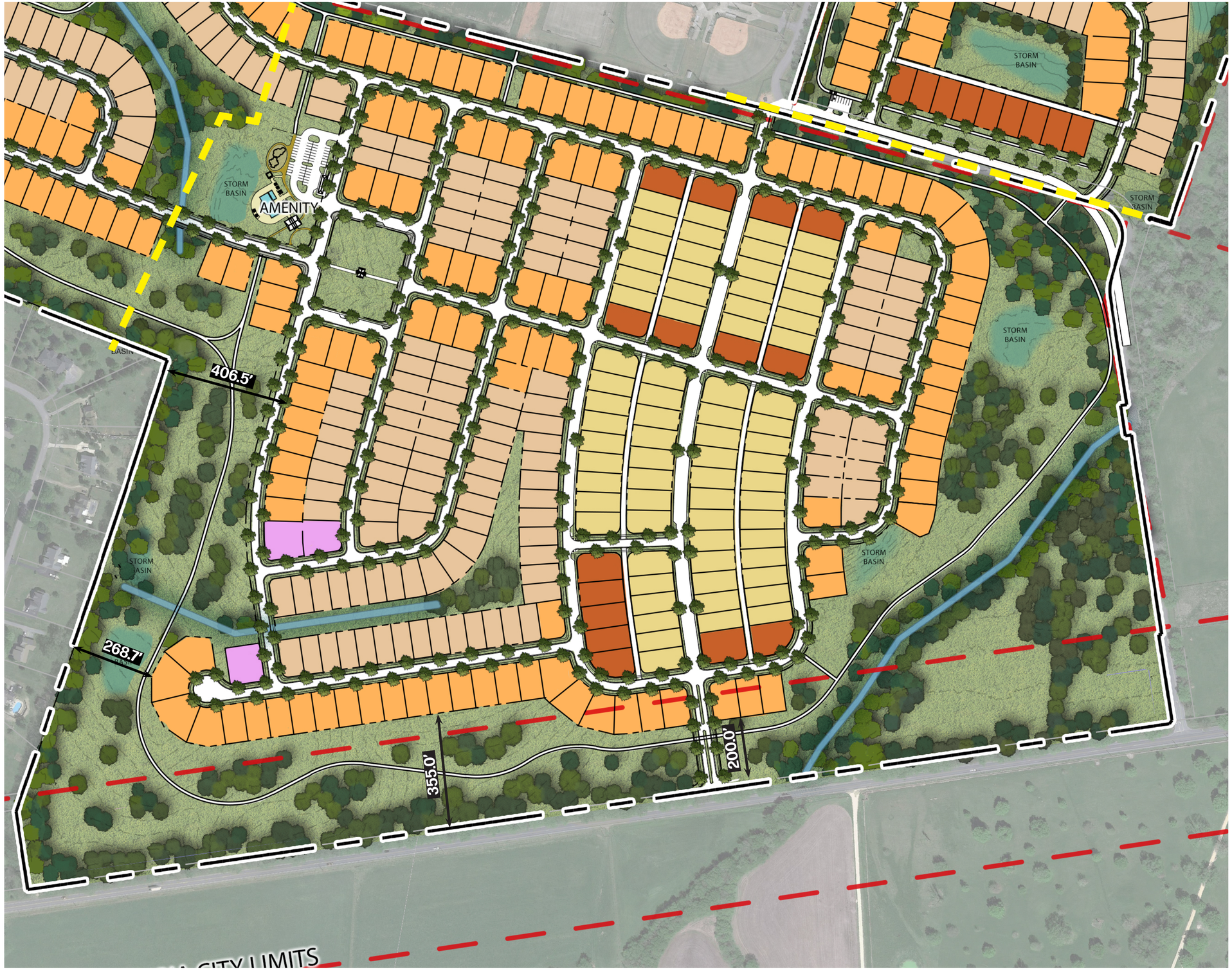
DRAWING TITLE: MASTERPLAN ENLARGEMENT

DRAWING NUMBER: 14.0

0 600 1200

SCALE = 1"=150'

60' LOT ALLEY	71 LOTS
60' LOT	121 LOTS
75' LOT ALLEY	15 LOTS
75' LOT	112 LOTS
100' LOT	3 LOTS
7AC. HISTORIC HOME	0 LOTS
	TOTAL: 322 LOTS



RaganSmith

OLD ZION ROAD
PRELIMINARY PUD MASTERPLAN

DRAWING TITLE: MASTERPLAN ENLARGEMENT

DRAWING NUMBER: 15.0

0 600 1200

SCALE = 1"=150'

	60' LOT ALLEY	0 LOTS
	60' LOT	87 LOTS
	75' LOT ALLEY	0 LOTS
	75' LOT	49 LOTS
	100' LOT	0 LOTS
	7AC. HISTORIC HOME	1 LOT
		TOTAL: 137 LOTS



RaganSmith

OLD ZION ROAD
PRELIMINARY PUD MASTERPLAN

DRAWING TITLE: MASTERPLAN ENLARGEMENT

DRAWING NUMBER: 16.0

0 600 1200

SCALE = 1"=150'

	60' LOT ALLEY	0 LOTS
	60' LOT	63 LOTS
	75' LOT ALLEY	5 LOTS
	75' LOT	75 LOTS
	100' LOT	13 LOTS
	7AC. HISTORIC HOME	0 LOTS
		TOTAL: 156 LOTS



RaganSmith

OLD ZION ROAD
PRELIMINARY PUD MASTERPLAN

DRAWING TITLE: MASTERPLAN ENLARGEMENT

DRAWING NUMBER: 17.0

0 600 1200
SCALE = 1"=150'

* REPRESENTATIVE ARCHITECTURE IS INDICATIVE OF TYPICAL SCALE, MASSING, MATERIALS, ETC. COMPATIBLE AND ARCHITECTURALLY HARMONIOUS VARIATIONS ARE ANTICIPATED.

*HOMES ON 100' AND GREATER LOTS MAY BE CUSTOM OR SEMI-CUSTOM. CUSTOM HOMES WILL HAVE COMPLIMENTARY DESIGN TO THE REST OF THE NEIGHBORHOOD HOMES. THE HOA FOR THE COMMUNITY WILL HAVE ITS OWN ARCHITECTURAL REVIEW COMMITTEE (The "ARC") THAT MUST REVIEW THE PLANS AS REQUIRED IN THE CC&Rs. UPON ARC APPROVAL, THE PLANS SHALL BE SUBMITTED TO THE CITY OF COLUMBIA ARCHITECTURAL REVIEW BOARD FOR APPROVAL PRIOR TO CONSTRUCTION. THE CITY ARCHITECTURAL REVIEW BOARD MAY CHOOSE TO FORWARD PLANS TO PC FOR REVIEW IF IT DEEMS SO NECESSARY

Exterior Siding Materials Permitted:
- Stone
- Brick
- Stone Veneer
- Natural Wood
- Hardie Planks/ Panels
- Cementitious Fiber Siding/ Cladding

Roofing Materials Permitted:
- Laminated Shingles
- Standing Seam Metal Roofs
- Dimensional Asphalt Shingles
- Copper Finishes

Awning Types Permitted:
- Heavy Canvas
- Illuminated Awnings
- Metal Awnings

Colors Permitted:
- Natural/ Earth tones
- Black/ Grey
- Muted

Building Separation:
- Single Family – 15' min
- Townhomes – 20' min between buildings , 6 attached units max.

Building Height and Massing:
- Single Family – 2 story, 35' max, attached garages
- Townhome – 2 story, 35' max, attached garages



RIVERSIDE "A"



ASHBURN "A"



AVONDALE "A"



AVONDALE "B"



SARATOGA "A"



BERKELEY "A"



BERKELEY "B"



BRIDGEHAMPTON "A"



SARATOGA "B"



BRIDGEHAMPTON "B"



DALTON "A"



HEALDSBURG "B"



SONOMA "A"



HEALDSBURG "A"



HELENA "A"



HIGHLAND "A"



LINDEN "A"



LINDEN "B"



PATTERSON "A"

RaganSmith

OLD ZION ROAD
PRELIMINARY PUD MASTERPLAN

DRAWING TITLE: ARCHITECTURAL IMAGERY - SINGLE FAMILY

DRAWING NUMBER: A1

NOT TO SCALE

* REPRESENTATIVE ARCHITECTURE IS INDICATIVE OF TYPICAL SCALE, MASSING, MATERIALS, ETC. COMPATIBLE AND ARCHITECTURALLY HARMONIOUS VARIATIONS ARE ANTICIPATED.

*HOMES ON 100' AND GREATER LOTS MAY BE CUSTOM OR SEMI-CUSTOM. CUSTOM HOMES WILL HAVE COMPLIMENTARY DESIGN TO THE REST OF THE NEIGHBORHOOD HOMES. THE HOA FOR THE COMMUNITY WILL HAVE ITS OWN ARCHITECTURAL REVIEW COMMITTEE (The "ARC") THAT MUST REVIEW THE PLANS AS REQUIRED IN THE CC&Rs. UPON ARC APPROVAL, THE PLANS SHALL BE SUBMITTED TO THE CITY OF COLUMBIA ARCHITECTURAL REVIEW BOARD FOR APPROVAL PRIOR TO CONSTRUCTION. THE CITY ARCHITECTURAL REVIEW BOARD MAY CHOOSE TO FORWARD PLANS TO PC FOR REVIEW IF IT DEEMS SO NECESSARY

Exterior Siding Materials Permitted:
- Stone
- Brick
- Stone Veneer
- Natural Wood
- Hardie Planks/ Panels
- Cementitious Fiber Siding/ Cladding

Roofing Materials Permitted:
- Laminated Shingles
- Standing Seam Metal Roofs
- Dimensional Asphalt Shingles
- Copper Finishes

Awning Types Permitted:
- Heavy Canvas
- Illuminated Awnings
- Metal Awnings

Colors Permitted:
- Natural/ Earth tones
- Black/ Grey
- Muted

Building Separation:
- Single Family – 15' min
- Townhomes – 20' min between buildings , 6 attached units max.

Building Height and Massing:
- Single Family – 2 story, 35' max, attached garages
- Townhome – 2 story, 35' max, attached garages



SUSSEX "A"



AMHURST "A"



ANNA MARIA "A"



ANNA MARIA "B"



EMILYE "B"



CHATHAM "A"



CUMBERLAND "A"



SUTLER "A"



NEWPORT "B"



MAGNOLIA "B"



HARPETH "B"



IVY "B"



STEEPLECHASE "A"



STEEPLECHASE "B"



MILEAH"A"



NEWPORT "A"



BRAXTON "A"



EASTON"B"



FENWICK "B"



FENWICK "A"

RaganSmith

OLD ZION ROAD
PRELIMINARY PUD MASTERPLAN

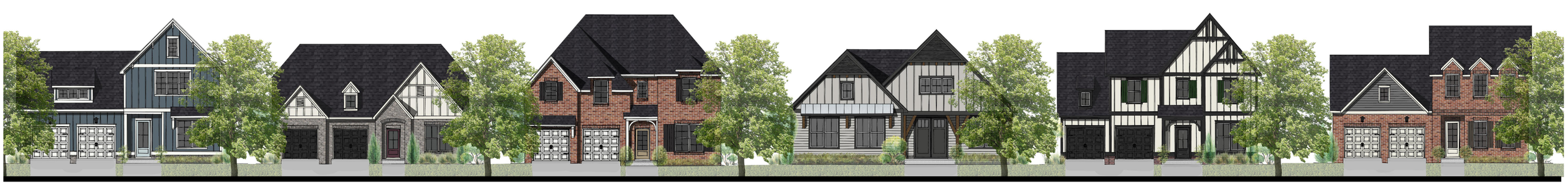
DRAWING TITLE: ARCHITECTURAL IMAGERY - SINGLE FAMILY

DRAWING NUMBER: A2

NOT TO SCALE



ANNA MARIA “A” | EMILYE “B” | SUSSEX “A” | HARPETH “B” | MILEAH“A” | CHATHAM “A”



NEWPORT “A” | ANNA MARIA “B” | IVY “B” | AMHURST “A” | MAGNOLIA “B” | NEWPORT “B”

RaganSmith

OLD ZION ROAD
PRELIMINARY PUD MASTERPLAN

DRAWING TITLE: STREETSCAPE CHARACTER (60’ LOTS)

DRAWING NUMBER: A3

NOT TO SCALE



HELENA “A” | LINDEN “B” | PATTERSON “A” | BRIDGEHAMPTON “A” | HIGHLAND “A” | HEALDSBURG “A”



AVONDALE “A” | BERKELEY “B” | HEALDSBURG “B” | DALTON “A” | SARATOGA “A” | SONOMA “A”

RaganSmith

OLD ZION ROAD
PRELIMINARY PUD MASTERPLAN

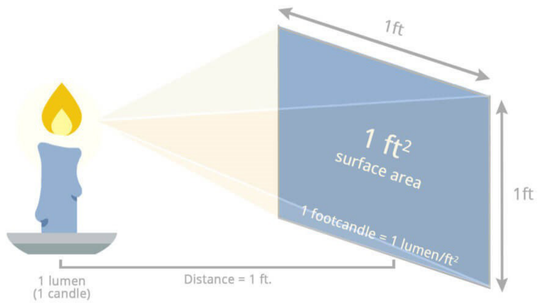
DRAWING TITLE: STREETSCAPE CHARACTER (75’ LOTS)

DRAWING NUMBER: A4

NOT TO SCALE

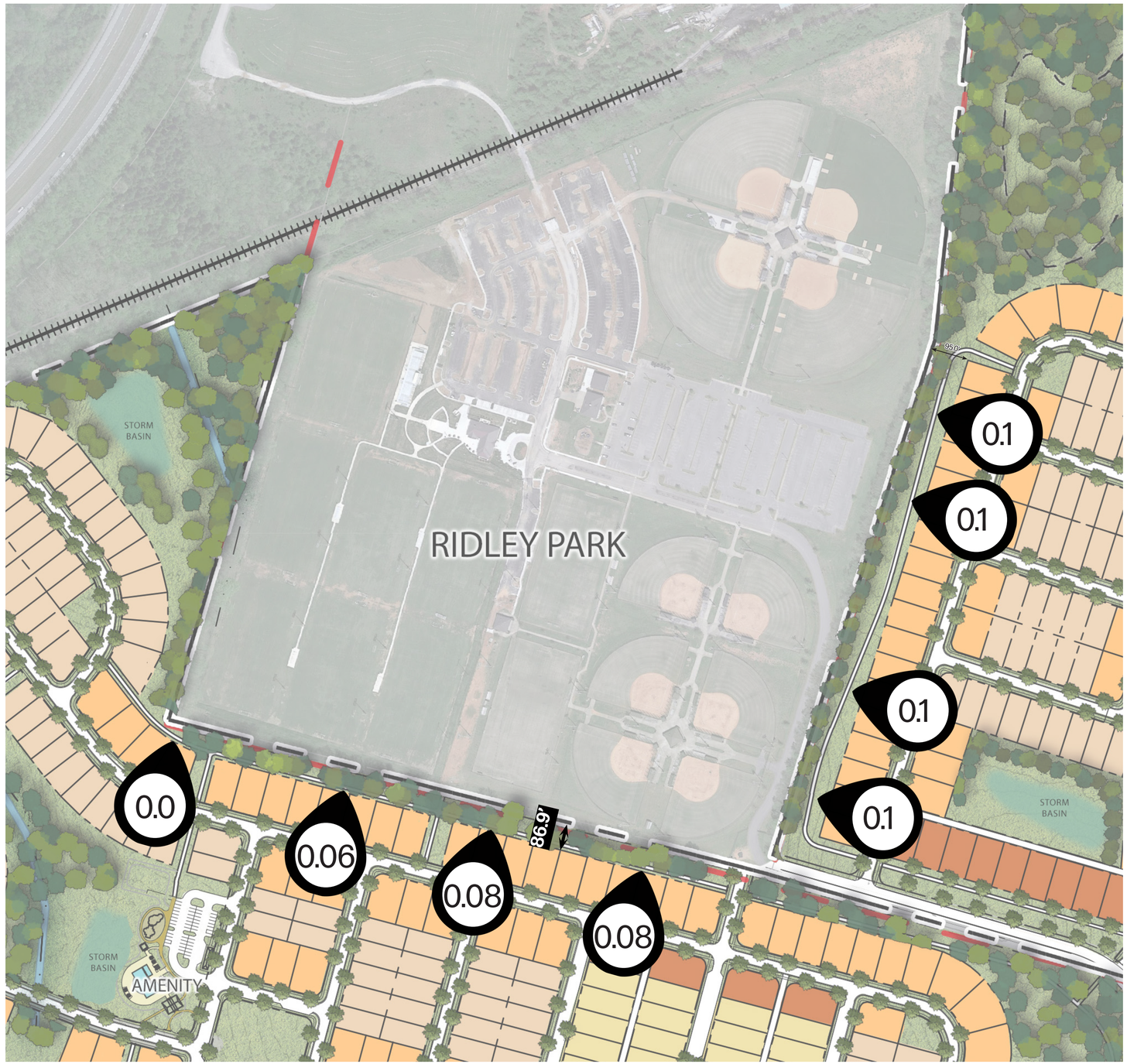
LUX RATING CHART

	Condition	Light Level (LUX)	Foot Candles (FC)
Day Time	Sunlight	107,527	10,000
	Daylight	10,752.70	1,000
	Overcast Day	1,075.30	100
	Very Dark Day	107.53	10
	Twilight	10.75	1
Night Time	Deep Twilight	1.08	0.1
	Full Moon	0.108	0.01
	Quarter Moon	0.0108	0.001
	Starlight	0.0011	0.0001
	Overcast Night	0.0001	0.00001



Foot-Candle Diagram





RaganSmith

OLD ZION ROAD
PRELIMINARY PUD MASTERPLAN

DRAWING TITLE: SPORTS LIGHTING IMPACT EXHIBIT

DRAWING NUMBER: E1

NOT TO SCALE

CITY OF COLUMBIA TENNESSEE
PLANNING COMMISSION
STAFF REPORT

STAFF REPORT CONTACT INFORMATION
Austin Brass, AICP, City Planner, abrass@columbiatn.com, 931-560-1560
Update by Paul Keltner, AICP, Director of Development Services, 931-560-1560

APPLICATION NUMBER	APPLICANT/PROPERTY OWNER
22-0069	**Andrew Ethridge / Dobual Spring Creek Partners, Eunice Colmore, Henry P Ingram Jr. & William P. Ridley Rev Trust**
PUBLIC HEARING DATE	PROPERTY ADDRESS/LOCATION
N/A	**6150 Trotwood Ave/ Tax Map 112, Parcels 9.00, 10.01, 10.07, 2.03**

CONFORMITY with the ZONING ORDINANCE

Update to Review:

This is the third time Planning Commission has reviewed the proposed Preliminary PUD Master Plan. In December of 2022 the City Council returned the proposal to Planning Commission for additional consideration. In March of 2023 the applicant submitted a revised Master Plan. Changes reflected in the revised Master Plan are summarized below.

Site Data:

- The total area of right-of-way dedication decreased from 58.99 to 55.98 acres.
- Total area within lots decreased from 207 to 170 acres.
- Dedicated open space increased from 149 (36%) to 189 acres (45%).
- Gross density decreased from 1.96 du/ac to 1.84 du/ac.
- Total lot count reduced from 815 to 764 (in addition to one existing structure). The first iteration of the development considered by Planning Commission included 985 lots.

Design:

- The mix of lot width types is similar to previous proposals
  - 441 lots are 60 feet wide.
  - 307 lots are 75 feet wide.
  - 16 lots are 100 feet wide.
  - There is a mix of front-loaded and alley-loaded lots.
  - The most recent previous plan had 21 lots at 150 feet wide as well as a few 65 foot wide lots.
- The lots around Ashwood Manor have been removed and replaced with open space
- The lots off Ridley Park Drive have been eliminated.
- Lots along Trotwood Avenue have been removed and converted to open space.
- There is additional open space between Ridley Park and the lots in the northern section of the property.
- The amenity center has shifted closer to the center of the site.
- Walking trail length has increased from 2.4 miles to a total of 3.0 miles.
- Amenity sizes have increased for playgrounds and the dog park area.

Additional Notes

- Phasing has been adjusted.
- Additional architectural designs have been added.

- Photometric details have been added for the lots near Ridley Park.
- The traffic impact study has been updated to reflect the reduced number of lots.

ATTACHMENTS (CIRCLE) SUBMITTED PLANS CITY MAPS LEGAL NOTICE LEGAL DESCRIPTION

PUBLIC COMMENTS AGENCY COMMENTS RESPONSE TO STANDARDS

CITY OF COLUMBIA TENNESSEE
PLANNING COMMISSION
STAFF REPORT

STAFF REPORT CONTACT INFORMATION
Austin Brass, AICP, City Planner, abrass@columbiatn.com, 931-560-1560

APPLICATION NUMBER	APPLICANT/PROPERTY OWNER
22-0069	**Andrew Ethridge / Dobual Spring Creek Partners, Eunice Colmore, Henry P Ingram Jr. & William P. Ridley Rev Trust**
PUBLIC HEARING DATE	PROPERTY ADDRESS/LOCATION
N/A	**6150 Trotwood Ave/ Tax Map 112, Parcels 9.00, 10.01, 10.07, 2.03**

SUMMARY OF REQUEST: **Annexation with Plan of Services when including an RS-6 Zoning with Preliminary PUD Master Plan.**

This request is for the annexation with a plan of services that includes a Preliminary PUD Master Plan. The proposed PUD utilizes a base-zoning of RS-6. The applicant seeks these changes in order to create a residential development consisting of 815 residential units and community amenities. The 415-acre property is located adjacent to Ridley Park and the Ashwood Manor subdivision.

Note* This request was reviewed prior to the adoption of Zoning Ordinance 4400 on July 14th, 2022 and is subject to the review criteria under the previous Zoning Ordinance.



MAP SOURCE: City GIS

EXISTING ZONING	EXISTING LAND USE	SURROUNDING ZONING & LAND USE	SITE IMPROVEMENTS PROPOSED	SIZE OF PROPERTY
RS-40/Unincorporated (County Zoning)	Undeveloped/Single Family	RS-40/Unincorporated	Single-Family Homes	415.5 ± acres

COMPATIBILITY with the **COMPREHENSIVE PLAN**

Suburban Neighborhood. The proposed development as an RS-6 base residential zoning designation is consistent with Connect Columbia as an RS-6 zoning district is compatible with a Suburban Neighborhood Future Land Use.

PROPERTY HISTORY

22-0069. Request from Andrew Ethridge for the annexation with Plan of Services, and Comprehensive Plan Amendment including an RM-1, & RS-6 Zoning with Preliminary PUD Master Plan for 981 residential units and community amenities. Recommendation to deny by Planning Commission was made with a 3-2 vote.

COMPATIBILITY with the ZONING ORDINANCE

Suburban Neighborhood
• Low Density Residential & Medium Density Residential, e.g. RS-6, RS-10 Zoning Districts • Public & Civic Uses (e.g. Religious Facilities)

As required by Section 3.20.10.B of the Zoning Ordinance, the applicant submitted a detailed Preliminary Planned Unit Development (PUD) Master Plan. The Master Plan depicts 815 residential lots. The gross density of the development would be 1.96 dwelling units per acre. The Master Plan also depicts landscape buffers, stormwater facilities, extensive walking trails, and community amenities. The proposed internal street network connects to Ridley Park. The revised PUD Master Plan does not depict a connection to an existing adjacent subdivision; this connection was requested by staff in aligning with policy outlined within *Connect Columbia* that recommends the connection of streets to create an interconnected grid network.The phasing plan indicates that the development will be completed over 9-10 years.

Zoning Ordinance Referenced:

- Sections 7.3.1, 6.1.2, and 8.1.1 Land Use and Housing Type
- Sections 7.3 , 6.2.6, and 6.3.8 Residential Development Standards
- Sections 7.3.7, 11.2.7, and 11.2.6 Landscape Buffers

Proposed RS-6 PUD Section

The Zoning Ordinance limits development of properties subject to RS-6 standards to single-family detached residences and their subordinate accessory structures. The Master Plan consists of an R-6 base zoning with 10 different lot sizes.

RS-6 Single Family Detached Lot Standards:

- 815 lots are composed of a minimum of 60', 75', 100', and 1 lot at a 150' lot width in meeting the base lot width standards of an RS-6 zoning district with each lot having the minimum as required per the zoning ordinance:

<u>RS-6 base zoning standards:</u>

- 20' front setback
- 7.5' side setback
- 20' rear setback
- 50' lot width minimum

Of the 815 lots,

- 77 lots (60'rear alley loaded)
- 482 lots (60')
- 13 lots (75' rear alley loaded)
- 152 lots (75')

- 22 lots (100' rear alley loaded)
- 27 lots (100')
- 18 lots (150' rear alley loaded)
- 3 lots (150')
- 20 lots (100' at 1 acre)
- 1 lot (150' min at 5 acres)

Overall Proposed Master Plan

Amenities/ Design:

The master plan contains a centralized amenity area connected with a series of walking trails that include a mixture of paved and natural trails with trail connections. The trails connect to Ridley Park. Within the amenity area, a clubhouse including pavilion with pool is shown including a dog park and open area lawn space for events. Architectural elements of single-family homes consist of a primary cladding material of fiber cement board, brick, and stone accented with neutral colors.

Connectivity:

- A new connection point will be added with Trotwood Ave connecting the development with Ridley Park
- A new connection point will be added with Old Zion Road.
- All local streets will consist of a 60-70' right-of-way cross section generally meeting the City of Columbia Subdivision regulations including a 5' sidewalk on both sides of all streets. A 20' alley way is provided in meeting the base

Buffering:

- Buffer requirements for a PUD-RS-6 zoning adjacent to undeveloped property (*11.2.7 Project Boundary Buffers*) require a 0.4 opacity (15' wide buffer). The site plan indicates this buffer adjacent to vacant property on the east boundary line.
- Buffer requirements for a PUD RS-6 requires a 0.6 opacity (25' wide buffer). This site plan indicates this buffer adjacent to these zoning districts on all boundary lines.

Summary of Requested Variances:

- **There were no requested variances in the request as the site plan and lot dimensional standards meet the base zoning standards of an RS-6 zoning district.**

ATTACHMENTS (CIRCLE) SUBMITTED PLANS CITY MAPS LEGAL NOTICE LEGAL DESCRIPTION

PUBLIC COMMENTS AGENCY COMMENTS RESPONSE TO STANDARDS

3.19.6 CRITERIA FOR PLANNING COMMISSION RECOMMENDATIONS

The recommendations of the Planning Commission to the City Council shall show that the Planning Commission has studied and considered the proposed change in relation to the following, where applicable:

A. Whether the proposed change would be consistent with the intent, goals, objectives, policies, guiding principles and programs of any adopted plans;
B. Whether the proposed change would be compatible with the existing land use pattern and designated future land uses;
C. Whether the proposed change would create substantial adverse impacts in the adjacent area or the City in general; and
D. Whether the subject parcel is of adequate shape and size to accommodate the proposed change.

Staff's review of Section 3.19.6 in relation to this request finds the following:

A. Whether the proposed change would be consistent with the intent, goals, objectives, policies, guiding principles and programs of any adopted plans;

The future land use classification for the property is "Suburban Neighborhood". According to the Suburban Neighborhood Character Area Matrix, the intent of the character area is to "create new suburban neighborhoods that will improve the quality of life in Columbia, with an increased sense of place and a more interconnected community". A suburban neighborhood future land use is consistent with Connect Columbia within an RS-6 base zoning designation.

B. Whether the proposed change would be compatible with the existing land use pattern and designated future land uses

The subject property is located along Trotwood Avenue, a minor arterial. This request would align with Connect Columbia within a "Suburban Neighborhood Future Land Use".

C. Whether the proposed change would create substantial adverse impacts in the adjacent area or the City in general;

The applicant's intended use of the property will be subject to the standards contained in the Zoning Ordinance which mitigate potential adverse impacts upon adjoining property owners and the City in general. The development will also be controlled by the PUD Master Plan which can be conditioned to mitigate potential any adverse impacts.

D. Whether the subject parcel is of adequate shape and size to accommodate the proposed change:

The applicant has provided a Preliminary PUD Master Plan depicting a phased 815-unit

residential development with community amenities. It is generally feasible to develop the site as depicted in the residential sections of the Preliminary Master Plan in conformance with the Zoning Ordinance. At the time of Final PUD Master Plan and Preliminary Plat, staff will review the proposed development to ensure adherence with the standards prescribed in the applicable Zoning Ordinance.

Rezoning:

Staff reviewed the request for an amendment of the Official Zoning Map for consistency with the City of Columbia Zoning Ordinance. The relevant provisions of the Ordinance are listed below, followed by staff analysis.

3.18.7.B ACTION BY THE PLANNING COMMISSION FOR REZONING

The Planning Commission in its review and recommendation shall make specific findings with regard to the following grounds for an amendment and shall note the same in the official record as follows:

1. The rezoning is in agreement with the general plan for the area;
2. It has been determined that the legal purposes for which zoning exists are not contravened;
3. It has been determined that there will be no adverse effect upon adjoining property owners unless such effect can be justified by the overwhelming public good or welfare;
4. It has been determined that no one property owner or small group of property owners will benefit materially from the change to the detriment of the general public; and
5. It has been determined that conditions affecting the area have changed to a sufficient extent to warrant an amendment to the area's general plan or other applicable local plans, and consequently, the zoning map.
6. The availability of adequate school, road, parks, wastewater treatment, water supply, and stormwater drainage facilities.

Staff's review of Section 3.18.7.B in relation to this rezoning request finds the following:

1. The rezoning agrees with the general plan for the area;

   The subject parcel for the proposed zoning and annexation is within a "Suburban Neighborhood" future land use. An RS-6 zoning designation within a Planned Unit Development may be consistent with the adopted general plan for the area.

2. The legal purposes for which zoning exists are not contravened;

   All future development will be required to conform to the Zoning Ordinance standards in

effect at that time, as well as the PUD Master Plan; therefore, legal purposes for which zoning exists will not be contravened.

3. There will be no adverse effects upon adjoining property owners;

   Adjoining properties include vacant land, a park, and single-family residences. The applicant's Preliminary PUD Master Plan depicts connection to existing park. Development of the site as proposed under the Preliminary PUD Master Plan is unlikely to have an adverse effect upon the adjacent park property.

4. No one property owner or small group of property owners will benefit materially from the change to the detriment of the general public;

   The proposal will benefit a single property owner; however, any potential detrimental effects on the general public can be mitigated through the standards in the Zoning Ordinance and modification of the PUD Master Plan.

5. Conditions affecting the area have changed to a sufficient extent to warrant an amendment to City's Zoning Map.

   The Planning Commission may determine that demand for housing in the City of Columbia has increased to a sufficient extent to warrant the addition of a mixed-density residential PUD to the City's zoning map. Between the decennial censuses of 2010 and 2020, the city's population grew at nearly twice the rate of its housing inventory. Demand for both rental and owner-occupied housing in Columbia has increased faster than supply.

6. There are adequate schools, roads, parks, wastewater treatment facilities, water supply, and stormwater drainage facilities to support this zoning change.

   Upon the advice of city staff, this request went through staff technical review twice. Technical comments from public service providers generally indicate that services are in place to support the zoning change. However, some plans of service contain caveats or identify the need for the applicant to provide additional analysis.

   - *The City of Columbia Public Works Department provided a Plan of Service for sanitation, as well as maintenance of streets and drainage systems, for the proposed development.*
   - *Columbia Power and Water Systems (CPWS) has indicated that it will provide electrical service to the proposed development.*
   - *The Fire Marshall has indicated that there is adequate water available and pressure.*
   - *The City Engineer required a traffic impact study as part of the PUD Master Plan*

application. At resubmittal, the applicant provided a concurrence letter identifying off-site improvements to be made by the developer in order to maintain the current level of service.

- *Maury County Schools **did** provide comments regarding impacts to the school system. Specifically, the Maury County Schools is reviewing its capacity to serve the proposed development at its facilities in Columbia and Mt. Pleasant. Students living in the proposed development may be assigned to Mt. Pleasant attendance zones.*
- *The City of Columbia Wastewater System indicated flow monitoring will be required at the applicant's expense. Is likely that gravity lines in the area will require major upgrades in order to serve the development.*
- *CPWS (Water) indicated that it has infrastructure in place to serve the proposed development with domestic water.*
- *CPWS (Power) has indicated that it will serve the proposed development.*

Preliminary PUD Master Plan:

Staff reviewed the request for approval of a Preliminary PUD Master Plan for consistency with the City of Columbia Zoning Ordinance. The relevant provisions of the Ordinance are listed below, followed by staff analysis.

3.20.2 CONSISTENCY WITH AREA DEVELOPMENT PLANS

No PUD shall be approved unless all plans for development are found to be consistent with the then current issue of the General Plan of Columbia and any adopted special development plan for the area in which the development is proposed. The Planning Commission shall make a formal, written finding regarding the consistency of any proposed PUD, said report to include findings that the development:

A. Will be consistent with the currently effective General Plan as well as any special development plan for the area;
B. Is likely to be compatible with development permitted under the general development provisions of the Zoning Ordinance; and
C. Will not significantly interfere with the use and enjoyment of other land in the vicinity.

3.20.5 COMBINATION OF SEPARATE TYPES OF PUDS

The Planning Commission and the City Council may consider separate types of PUDs (such as residential and commercial PUD) within a consolidated master plan as a single administrative procedure provided the total tract is under the unified control of a landholder and the land area is sufficient to comply with separate area requirements combined. This provision in no way alters any requirements in this article.

3.20.8 CONSISTENCY WITH PUD STANDARDS

All PUD developments shall be subject to the design standards and requirements of Article 7, Planned Unit Development.

Staff's review of Section 3.20.2 in relation to this request finds the following:

A. Will be consistent with the currently effective General Plan as well as any special development plan for the area;
The future land use policy outlined in Connect Columbia is "Suburban Neighborhood" that aligns with an RS-6 PUD master plan.
B. Is likely to be compatible with development permitted under the general development provisions of the Zoning Ordinance;

As discussed in the summary of zoning standards above, it is feasible to implement the Preliminary PUD Master Plan in accordance with the Zoning Ordinance provided the Planning Commission and City Council grant the deviations from strict application of the limited use standards of the Ordinance pertaining to parking for townhomes.

C. Will not significantly interfere with the use and enjoyment of other land in the vicinity.

As discussed in the analysis of Section 3.18.7.B.3 above, the Planning Commission may condition its recommendation on revisions to the Master Plan designed to mitigate any identifiable adverse impacts on other properties.

Staff's review of Section 3.20.5 in relation to this request finds the following:
The Planning Commission and the City Council may consider separate types of PUDs (such as residential and commercial PUD) within a consolidated master plan as a single administrative procedure provided the total tract is under the unified control of a landholder and the land area is sufficient to comply with separate area requirements combined. This provision in no way alters any requirements in this article.

The proposed PUD Master Plan includes residential uses of densities and open space that are permissible within an RS-6 base zoning district.

Staff's review of Section 3.20.8 in relation to this request finds the following:

All PUD developments shall be subject to the design standards and requirements of Article 7, Planned Unit Development.

- *The proposed PUD Master Plan conforms to the maximum permitted densities identified in Section 7.3.5 of the Zoning Ordinance.*

CITY OF COLUMBIA TENNESSEE
CITY COUNCIL
STAFF REPORT

STAFF REPORT CONTACT INFORMATION
Paul Keltner, Development Services Director, paul@columbiatn.com, 931-560-1560

AGENDA ITEM TITLE:
2ND CONSIDERATION OF ORDINANCE NO. 4462 - AN ORDINANCE AMENDING ORDINANCE NO. 4400, THE SAME BEING THE ZONING ORDINANCE OF THE CITY OF COLUMBIA, TENNESSEE REGARDING MOBILE VENDING

RECOMMENDATION: Approve Ordinance No. 4462 on second consideration.

INFORMATION: Amendments may be recommended due to circumstances over a time period. Columbia established mobile vending under the Zoning Ordinance in 2018 and since that time, it has been identified in Strategic Planning to be an item for review. Staff consulted surrounding areas for their regulations and also consulted with local vendors to provide suggested amendments. Also being a part of this zoning ordinance amendment is the establishment of food truck court regulations. Planning Commission then reviewed the various proposed amendments and at the April 12, 2023 meeting recommended approval of the attached by a vote of 6-0.

AN ORDINANCE AMENDING ORDINANCE NO. 4400, THE SAME BEING THE ZONING ORDINANCE OF THE CITY OF COLUMBIA, TENNESSEE REGARDING MOBILE VENDING AND ESTABLISHING FOOD TRUCK COURT REGULATIONS

WHEREAS, Section §13-7-201 of the Tennessee Code Annotated empowers the city to enact a zoning ordinance and to provide for its administration, enforcement, and amendment; and

WHEREAS, the City Council deems it necessary for the purpose of promoting the health, safety, morals and general welfare of the city to enact such an ordinance; and

WHEREAS, the City Council, pursuant to the provisions of Section §13-4-101 of the Tennessee Code Annotated has appointed a Planning Commission to recommend the appropriate regulations to be enforced therein; and

WHEREAS, on the 12th day of April 2023, the Planning Commission reviewed and recommended specific changes in accordance to Section 8.5.18, to the Zoning Ordinance regarding modifications of standards for mobile vending along with establishing regulations for food truck courts, Exhibits A and B, as attached hereto and referenced herein, respectively. Said recommendations are being considered after a public hearing held on the 8th day of June, 2023, notice of which was published in the Daily Herald of Columbia fifteen (15) days or more prior to said meeting; and

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF COLUMBIA:

Section 1: That Ordinance number 4400, the same being the Zoning Ordinance of the City of Columbia, Tennessee is hereby amended by revising the mobile vending standards as attached in Exhibit A;

Section 2: That pursuant to Section 8.5.18.J.4, the City Council makes the following specific findings:

a. The extent to which the proposed Zoning Ordinance Amendment is consistent with the remainder of this Ordinance, including, specifically, any purpose and intent statements;
b. The extent to which the proposed Zoning Ordinance Amendment represents a new idea not considered in this Ordinance, or represents a revision necessitated by changing circumstances over time;
c. Whether or not the proposed Zoning Ordinance Amendment corrects an error in this Ordinance; and
d. Whether or not the proposed Zoning Ordinance Amendment revises this Ordinance to comply with state or federal statutes or case law.

Section 3: That ordinances or parts of ordinances in conflict herewith are hereby repealed

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF COLUMBIA, TENNESSEE, this the 8th day of June, 2023.

_____
CHARLES (CHAZ) M. MOLDER, MAYOR

ATTEST:

_____
THAD H. JABLONSKI, CITY RECORDER

LEGAL FORM APPROVED:

C. Tim Tisher
C. TIM TISHER, CITY ATTORNEY

APPROVED FOR FIRST CONSIDERATION:

_____

ANTHONY R. MASSEY – CITY MANAGER

Passed on 1st consideration _____

Passed on 2nd consideration:_____

Proposed Zoning Text Amendment

Additions are Underlined
~~Deletions are Strikethrough~~

TABLE 4.3.9.A-1 – Principal Uses

Remove On-Street Vending / Mobile Vendor from Table 4.3.9.A-1 (p.232)

TABLE 4.3.9.A-3 – Temporary Uses

Add On-Street Vending / Mobile Vending to Table 4.3.9.A-3 (p.264) as a Temporary Use Permitted Subject to Limited Standards (PL).

§ 4.3.9.E.6.x (p. 252) – Limited Use Standards

x. **Mobile Vending** shall be permitted in accordance with TABLE 4.3.9.A-3~~the applicable Use Table~~, subject to the following:

(1) Issuance of a Temporary Use Permit pursuant to Section 8.5.9 ~~for a Temporary Use on private property within any Commercial or Industrial Zoning use~~.

(2) All Mobile Vending shall be subject to the following requirements and limitations:

~~(a) A plot or Building Site plan shall be required to be submitted with the Temporary Use Permit showing: the location of the vending area, the location of the site access points/driveways, the number of parking spaces that are being occupied~~

Plot plan requirement at application eliminated

~~by the temporary use, and any other necessary information, as determined by the Development Services Department~~

(~~b~~a) Access, ingress, egress, and interior vehicular or pedestrian circulation ~~on the private property~~at the vending location shall not be impeded.

(b) Mobile vendors may not obstruct corner or driveway sight triangles depicted in Tables 4.3.3.G.1 and 4.3.3.G.2.

Adds requirement to maintain clear sight triangle.

(c~~c~~) The primary use on site shall maintain an adequate parking supply ~~after the temporary use site area~~.

(d) upon request of the Zoning Administrator or the Columbia Police Department the Mobile Vendor shall provide a ~~A~~ written and signed agreement from the property owner, or owner's authorized agent, granting permission for the temporary use of the property, which shall include a provision for the usage of onsite restroom facilities when tables and/or chairs are incorporated.

Owner permission no longer required at time of application but must be provided if there is an issue

(e) Trash receptacle of adequate size shall be provided by the vendor.

(f) All signage shall be on located on the mobile vending apparatus.

(g) With the exception of special events, vending shall only take place ~~in conjunction with a primary structure and/or~~ on a hard surface conforming to Section 4.3.12.C-7 or on properties with existing non-conforming parking areas with an approved driveway entrance.

Paved surface requirement modified to permit vending on existing unpaved lots with provision to prevent unauthorized access to RoW.

(h) With the exception of ~~special events~~Food Trucks, mobile vendors shall not remain on a single site for more than four (4) ~~-~~consecutive days ~~within a seven day time period~~.

Four-day rule still applies to non-food trucks. Food trucks must remain movable (see sub-para i)

(i) Food Trucks and shall remain movable at all times and may not be permanently secured to the site~~;~~. upon request of the Zoning Administrator, each operator of a Food Truck must show current registration to operate the apparatus on public roads and demonstrate that the apparatus is movable.

(j) Mobile vendors must dispose of fats, oils, and grease appropriately and may not connect to city sanitary sewer.

Adds safeguard against FOG entry into sanitary sewer

(k) Any Mobile Vendor serving alcohol must by licensed by the Tennessee Alcoholic Beverage Commission and must comply with all regulations related to the sale of alcohol.

This deals with the mobile bar situation. They must comply with ABC regulations and the Municipal Code and have a designated area.

(l) Mobile Vendors operating at a location for a duration of more than four hours must have a written agreement, available upon request by the Zoning Administrator or the City of Columbia Police Department, that permits employees to have access to a restroom no more than 300 feet from the vending location during all the hours of operation.

Restroom facilities required for employees.

(3) Within Character District CD-5~~, on a case by case basis~~, ~~Mobile Vending trucks~~Food Trucks and Pushcarts may be permitted to set up for service or to conduct business in the public right of way under the following criteria~~, which shall be reviewed for approval by the Zoning Administrator~~:

Vending in~~-~~ RoW within CD-5 allowed on streets that the ZA has deemed appropriate for 90-days at a time. The ZA will publish a map each quarter and revise based on experience. Hours limited to 7am – 10pm.

(a) ~~Compliance with the requirements of Sections 4.3.9.D.6.x(2)(a)-(h);~~

~~(b)~~ Mobile Vending ~~Location~~locations ~~and time of service are clearly outlined on the permit~~shall be limited to street ~~sections~~segments designated as appropriate for Mobile Vending by the ~~Zoning Administrator~~Zoning Administrator; the Zoning Administrator shall create a map of street segments designated for mobile vending at least quarterly; Mobile Vendors who set up for service in the right of way must verify allowable vending locations

(b) Hours of operation shall be limited to 7:00

am to 10:00 pm;

(c) Only one parking space ~~as assigned by the Zoning Administrator~~ shall be occupied;

(d) Such Food ~~t~~Truck shall be removed from the parking space each day; n~~N~~o Food Truck may remain in the public rights of way for more than six (6) consecutive hours;

Six-hour limit for street vending.

(e) Mobile Vendors shall not reserve, obstruct, or otherwise limit the use of parking spaces while not actually occupying the space;

Unimpeded flow of vehicular and pedestrian traffic required. Reserving spaces not permitted.

(f) The Zoning Administrator, the Department of Public Works, or the City of Columbia Police Department may direct the Mobile Vendor to vacate the right of way at any time, the Mobile Vendor must immediately comply with directions to leave a parking space ~~The Use must be fulfilling a lack in culinary diversity within the area, so as to not directly compete with area brick and mortar stores.~~

(f) The mobile vendor shall clearly identify the mobile vending area with traffic cones or similar device.

(4) Within CIVIC Districts, Food Trucks may be permitted to set up for service or to conduct business under the following criteria:

Mobile vending in CIVIC Districts as part of a City sanctioned event. Vendors must hold an active mobile vending permit.

(a) The Mobile Vendor holds a current Mobile Vending Permit;

(b) The City of Columbia, or a person or organization that has entered into a use agreement with the City of Columbia, has invited the Mobile Vendor to cater a community event;

(c) The serving window of the Food Truck must face away from any right of way; and

(d) The mobile vendor shall clearly identify the mobile vending area with traffic cones or similar device.

(~~4~~5) Except as set forth in Section 4.3.9.D.6.x(3) with respect to Character District CD-5, in order to maintain the safe movement of vehicles and pedestrians on the City's roadways, Mobile Vendors, excluding Ice Cream Truck and Canteen Truck operations, shall not be permitted to set up for service or to conduct business on any public right-of-Way.

(~~5~~6) In addition to the circumstances under which Mobile Vendors may be permitted to set up for service or to conduct business in the public right of way of Character District CD-5 under Section 4.3.9.D.6.x(~~5~~3), Mobile Vendors shall be permitted to set up for service or to conduct business in Character District CD-5 for a special event that includes full or partial street closures, or mass gathering permits sanctioned by the City.

(7) A canteen truck with a current mobile food vending permit may operate on private property or from the right of way adjacent to a construction site with an active building permit in order to cater to on-site workers: between the hours of 6:00 a.m. and 6:00 p.m. on week days; a Canteen Truck may not remain on any one site for more than one (1) hour each day; the serving window of the Canteen Truck must face private property.

Adds Canteen Truck provisions which match Brentwood and other cities modeled on Brentwood.

(8) An Ice Cream Truck with a current mobile food vending permit may operate on private property or from the right of way; an Ice Cream Truck may not remain at any one location for more than 15 minutes before relocating to another location not less than one- quarter mile from the previous location; the serving window of the Ice Cream Truck must face private property.

Adds ice cream truck regulations. The Ordinance already includes a definition but these standards permit them to operate.

(9~~6~~) The Zoning Administrator may revoke the annual temporary use permit found to be in violation of any provision of this Ordinance.~~Permit holders with repeated violations may have the annual temporary use permit revoked.~~

8.5.9 Temporary Use Permit

A. Applicability.

1. Temporary Uses occurring on property outside of the public right-of-way shall be allowed only upon the issuance of a Temporary Use Permit, except as set forth in Section 4.3.9.~~G~~.

2. The provisions of this section shall not apply to Temporary Uses occurring within the public right-of-way, except as provided for in section 4.3.9.E.6.x.

B. Application Requirements.

A Temporary Use Permit application shall be submitted in accordance with Section 8.5.4.C.

C. Action by Zoning Administrator.

1. After receiving the application, the Zoning Administrator shall have up to 30 days to review the application.

2. Upon hearing recommendations from all appropriate departments, the Zoning Administrator shall approve the issuance of a Temporary Use Permit subject the use standards established in Section 4.3.9 and the following:

a. No lighting or electrical service shall be provided without an electrical permit;

b. No Temporary Use Structure shall be erected without a Building Permit;

c. No Temporary Use Structure shall block fire lanes or pedestrian or vehicular access;

d. The site of the Temporary Use shall be cleared of all debris at the end of the Temporary Use. All temporary Structures shall be cleared from the site within five days after the use is terminated;

e. Written permission of the property owner for the Temporary Use shall be provided;

f. Adequate Parking shall be provided;

g. Required Parking for other uses shall remain available;

h. Adequate traffic control measures shall be provided;

i. Adequate provisions for refuse disposal and sanitary facilities shall be provided; and

j. When appropriate, adequate provisions for crowd control shall be provided.

3. Temporary Use Permits shall be valid for the time period established in Section 4.3.9.G. Where no time period is established in Section 4.3.9.G, the use shall automatically be permitted for thirty (30) days. The Zoning Administrator may extend this time period by up to sixty (60) days at his/her discretion provided the request is made at the time of original application.

4. Temporary Use Permits may be renewed one time by the Zoning Administrator unless other renewal standards are specified in Section 4.3.9.G or in other provisions of this Section.

D. Temporary Use Permit for Mobile Vending

(1) All permits for Mobile Vending shall expire one year from the date of issuance, and shall be renewable.

One-year permit

(2) The fee for a Mobile Vending permit shall be established as provided under Section 8.5.4.C.; applicants found to be operating without a permit within the previous twelve (12) months shall be charges 200% of the regular fee.

Double fee for operating without a permit.

(3) Prior to issuing a permit for Mobile Vending, the Zoning Administrator shall confirm that the City of Columbia Fire Marshal has inspected the mobile vending apparatus and issued a fire permit certifying compliance with the International Fire Code, or the that the Fire Marshall has accepted an equivalent fire permit.

This provides for the possibility of a statewide fire permit. The permit may be issued by either the City of Columbia Fire Marshal or State Fire Marshal.

~~D~~E. Revocation of Temporary Use Permit.

A Temporary Use Permit shall be revoked if the Zoning Administrator finds that the terms of the permit have been violated or that there is a hazard to the public health, safety and welfare.

E. Appeal

Final action on a Temporary Use Permit may be appealed in accordance with Section 8.5.17.

§ 9.3 (p.500 & p.508) – Definitions

Canteen Truck: A Mobile Vending Apparatus used to serve pre-cooked products to workers at various locations where other food service options are unavailable or impractical (e.g. construction site). Service is often from the Right-of-Way.

Adds Canteen Truck definition (see 4.3.9.x.7)

Proposed Zoning Text Amendment

Additions are Underlined
~~Deletions are Strikethrough~~

Food Truck: A Mobile Vending Apparatus which qualifies as a vehicle or tow-behind trailer under TCA § 55-1-101-126 from which edible food products and beverage are cooked, prepared, assembled and offered for sale to the general public for immediate consumption. A food truck is not a Mobile Kitchen.

Adds specific definition for Food Truck, a subset of Mobile Vending Apparatus. Food Trucks are permitted in some circumstances that others are not (i.e., permissive on-street vending in CD-5).

Ice Cream Truck: are motorized vehicles from which the operator vends only pre-packaged frozen dairy or frozen water based food products. Service is often from the Right-of-Way.

~~Mobile Vendor /~~ Mobile Vending: any temporary activity ~~and/or apparatus from which the operator~~which includes preparation~~s~~, assembly~~es~~, or display of~~s~~ items with the intent to sell such items to the general public (excluding produce stands).

Mobile Vending Apparatus: Any vehicle, trailer, cart, table, tent or other equipment utilized for Mobile Vending.

Separates definition of land use activity and physical apparatus.

Pushcart: A mobile vending apparatus which may be moved without assistance of a motor from which merchandise or food is stored and prepared with the intent to sell to the public.

Adds definition to allow hotdog carts, ice cream carts and similar vendors to set-up operate in the CD-5 right-of-way.

Zoning Text Amendment
Food Truck Court

Additions are Underlined
~~Deletions are Strikethrough~~

TABLE 4.3.9.A-1 (p.231) – Principal Uses

Add Food Truck Court to Table 4.3.9.A-1 as a Principal Use within the Restaurant grouping, Permitted Subject to Limited Standards (PL) in CD-4, CD-4C, CD-5, CD-5C, SD-LI, and SD-INT and Not Permitted (NP) in CD-2, CD-3, CD-3L, and SD-HI.

Adds Food Truck Court as a new principal use.

TABLE 4.3.12.B-12 (p. 273) – Vehicular Parking Requirements

Add Food Truck Court minimum parking ratio of two spaces per mobile Food Truck stall.

§ 8.5.6.D.3 (p. 411) – Development Plan Review

The Planning Commission shall be the Decision Making Authority for Site Development Plans that include Food Truck Courts, Large Multi-Family Buildings or Manufactured Home Parks, one or more Development Parcels, or an application referred by the Zoning Administrator.

Development Plan approval required to establish a Food Truck Court. The Planning Commission is Decision Making Authority.

§ 4.3.9.E.6 (p. 247) – Limited Use Standards

l. **Food Truck Courts** shall be permitted as a Principal Use on any Lot or Building Site in

New Limited Use Standard will become sub-paragraph l, subsequent uses will be relisted accordingly.

accordance with Table **4.3.9.A-1**, subject to the following:

(1) Approval of a Development Plan pursuant to Section 8.5.6. As part of the Development Plan application, the Zoning Administrator shall review the items listed below and may request review by other City of Columbia officials.

(2) Each Food Truck operating within a Food Truck Court must hold a current Mobile Vending permit from the City of Columbia.

(3) A designated manager must be responsible for the orderly organization of the site, the cleanliness of the site, and compliance with all City of Columbia regulations.

(4) The Food Truck Court must be kept clear of litter and debris at all times.

(5) Waste receptacles must be provided on site during all hours of operation.

(6) At least 30 percent of the lot or building site area must be shared common area not utilized for Food Truck stalls or parking.

(7) The common area shall be designed for customer use and must include designated seating for patrons.

(8) Electrical service must be provided on-site.

(9) Food Truck Courts on lots or building sites greater than or equal to 0.50 acres in area must provide on-site

accessible restroom facilities available for both customers and employees within a permanent structure.

(10) Food Truck Courts on lots or building sites less than 0.50 acres in area must either provide

(a) on-site accessible restroom facilities; or

(b) a written agreement granting use of restrooms within 300 feet of the Food Truck Court for customers and employees during hours of operation.

(11) Temporary or portable toilet facilities are not permitted.

(12) Each Food Truck shall occupy a designated Food Truck Stall.

(13) Food Truck stalls shall conform to the dimensional standards of a parallel parking stall in Table 4.3.12.C-1 and to the off-street parking surface requirements of the applicable Character District or Special District.

A paved surface is required for Food Truck stalls.

(14) There shall be at least ten feet of unobstructed clearance between each Food Truck.

(15) Food, drink, and other merchandise must be sold directly from Food Trucks or other Mobile Vending Apparatuses.

(16) Except in Character District CD-5, the sale of alcohol in a Food Truck Court is prohibited.

(17) Food Truck Courts with more than five Food Truck stalls must utilize a single point of sale system associated with a business entity with a situs and current business license and in the City of Columbia.

(18) Required parking shall be provided

(a) as described at § 4.3.12.B.3;

(b) on another lot or building site within 1,320 feet of the Food Truck Court by parking agreement or easement, provided the principal use on the shared site shall maintain minimum required parking;

(c) On street space within 1,320 feet of the Food Truck Court; or

(d) a combination of a -c above.

(19) The Food Truck Court operator shall provide a detailed operating plan which includes:

Operating plan required.

(a) The maximum number of Food Trucks that can operate on the site at one time;

(b) A copy of the rules of operation to which Food Trucks operating on the site must adhere;

(c) A plan for the appropriate disposal of fats, oils, and grease which prevents release into the city sanitary sewer;

(d) Hours of operation of the Food Truck Court;

(e) Contact information for the designated manager;

(f) An explanation of how required parking will be provided; and

(g) An explanation of how required restroom facilities will be provided.

(20) The Food Truck Court operator shall provide a plot or building site plan which depicts:

(a) The exact location of each Food Truck stall;
(b) The location of all permanent structures on the property;
(c) Access, ingress, egress, and interior vehicular and pedestrian circulation;
(d) The location of any on-site parking;
(e) The location of landscaping;
(f) The location of all seating areas, trash receptacles and other movable and permanent physical elements of the Food Truck Court; and
(g) All other information deemed necessary by the Zoning Administrator.

Plot plan required

§ 9.3 (p.508) – Definitions

Food Truck Court: A parcel of land where two or more Mobile Vendors congregate to offer food and beverage for sale to the public as the principal use of

Adds Food Truck Court definition.

the site, where permitted by Table 4.3.9.A-1. This definition shall not be interpreted to include a congregation of mobile food vendors as an accessory use or temporary use, where permitted by Table 4.3.9.A-2 and 4.3.9.A-3.

CITY OF COLUMBIA TENNESSEE
PLANNING COMMISSION
STAFF REPORT

STAFF REPORT CONTACT INFORMATION
Kevin McCarthy, City Planner & Zoning Administrator, kmccarthy@columbiatn.com, 931-560-1531

APPLICATION NUMBER	APPLICANT/PROPERTY OWNER
23-0035	**Zoning Administrator/ N/A**
PUBLIC HEARING DATE	PROPERTY ADDRESS/LOCATION
N/A	**Citywide**

SUMMARY OF REQUEST: **Zoning Ordinance Text Amendment (Mobile Vending)**
Updated Following April Planning Commission Meeting

This is a request to amend the text of the zoning ordinance at § 4.3.9.E.6.x. The proposed amendment is intended to better regulate food trucks and other mobile vendors. The proposed changes remove impediments for mobile vending entrepreneurs while protecting and promoting the public health, safety, comfort, morals and general welfare of Columbia.

This request was presented to Planning Commission on the initiative of the Zoning Administrator. The City Council established a policy agenda for the City as part of the 2022 strategic plan. The agenda prioritizes various actions necessary to position Columbia as an attractive livable city with a growing economy. The plan identifies "evaluate city food truck ordinance" as a top priority. In Columbia, food trucks are regulated by the mobile vending provisions of the Zoning Ordinance.

As directed by the Strategic Plan, the Zoning Administrator and the director of Development Services asked planning staff to research how Middle Tennessee communities regulate mobile vending, and to identify administrative challenges related to the current ordinance. Staff presented initial research to the Planning Commission at its January 2023 meeting. On February 16, 2023, staff from Development Services and the Office of the Fire Marshal held a listening session with mobile vendors and other stakeholders to hear suggestions for improving the ordinance.

Staff initially prepared two alternatives for the Planning Commission to consider. The first "Zoning Administrator's Proposed Text Amendment" incorporates many recommendations from mobile vendors, the best practices of other communities, and the experience of the Zoning Administrator. The second, "Alternative Proposed Text Amendment" included all of the changes supported by the Zoning Administrator, as well as additional recommendations from mobile vendors. At its April 2023 meeting, the Commission recommended a proposed text amendment which incorporates elements of both proposals.

At its March 2023 meeting, the Planning Commission directed planning staff to research additional topics: Food Truck Courts and Mobile Kitchens. Staff presented draft zoning text amendments related to these topics at the Commission's April meeting. The Planning Commission recommended adoption of the Food Truck Court standards.

MAP SOURCE: City GIS

EXISTING ZONING	EXISTING LAND USE	SURROUNDING ZONING & LAND USE	SITE IMPROVEMENTS PROPOSED	SIZE OF PROPERTY
N/A	N/A	N/A	N/A	N/A

CONSISTENCY with the **COMPREHENSIVE PLAN:**

The proposed zoning text amendment regulates a temporary land use that occurs throughout the city. Connect Columbia does not provide specific policy direction for mobile vending. The proposal is consistent with the guiding principles listed at p.5 of the Framework Plan. Updated mobile vending regulations provide a ***dynamic*** community that provides "diverse opportunities for economic innovation and growth." Orderly mobile vending adds to Columbia's ***sense of place*** by enhancing a vibrant community character.

HISTORY

In the late 2010s, Development Services staff found that the city's 90-day temporary use permit did not accommodate the needs of mobile vendors serving customers in Columbia. The Planning Commission first considered mobile vending regulations in October of 2017. After months of review by Planning Commission and City Council, Columbia added mobile vending standards to the Zoning Ordinance in April 2018. The mobile vending standards carried over with only minor modification when the city adopted the current zoning ordinance in July 2022. Following a failed attempt to preempt local authority to regulate mobile vending during the 112th General Assembly, City Council identified "evaluate city food truck ordinance" as a top priority for city staff.

CONFORMITY to the ZONING ORDINANCE:

Zoning Ordinance Referenced:

The mobile vending regulations are located at § 4.3.9.E.6.x (p. 252) with reference to the parking lot standards at 4.3.12.C.7 (p. 280). Applicable definitions are located at § 9.3 (p.500 & p.508) of the Zoning Ordinance. Specific standards considered for revision include:

- § 4.3.9.E.6.x(1) – Excluding mobile vending from residential zones (CD-2, CD-3L, CD-3)
- § 4.3.9.E.6.x(2)(a) – The requirement for a detailed plot plan submitted at the time of application.
- § 4.3.9.E.6.x(2)(d) – The requirement for an owner agreement at the time of application.
- § 4.3.9.E.6.x(2)(h) – Limiting the duration of the temporary use to four days out of seven.
- § 4.3.9.E.6.x(3) – The criteria for Zoning Administrator approval of vending in the right-of-way in the CD-5 district
- § 4.3.9.E.6.x(5) – Exemptions for city-sponsored events and mass gatherings.

Staff Comment:

The proposed text amendment responds to concerns from staff and permitted mobile vendors.

- Both options enact the following changes.
  - Adjusts Tables 4.3.9.A-1 and 4.9.3.A-3.
  - Adds a Mobile Vending Apparatus definition (§ 9.3; p11, L 295 297).
    - It has become apparent over time administering the ordinance that various vendor types require differing standards. Defining an apparatus, and types of apparatuses, allows the Zoning Administrator to understand the regulatory intent

of Planning Commission and City Council for different situations.

- Adds a Food Truck definition (§ 9.3; p.11, L 279 285).
  - This change responds to a request from food truck operators to distinguish their businesses from other mobile vendors. It also reflects the implicit directive of City Council in the instruction to "evaluate city food truck ordinance." It is the practice of other jurisdictions across Middle Tennessee to specifically define and regulate the activity of operating a food truck as distinct from other mobile vending.
- Adds a Pushcart Definition (§ 9.3; p.11, L 298 301).
  - Several individuals have asked the Zoning Administrator whether the Ordinance permits this type of vending. The new definition clarifies when and where vending from a pushcart is appropriate.
- Eliminate the requirement for a plot plan at application (§ 4.3.9.E.6.x.2; 4.3.9.E.6.x.2; p.1 2, L
- 19 30).
  - This change reflects the best practices of other communities across Middle Tennessee, removes a significant frustration for applicants, and eliminates an administrative burden for staff.
- Clarifies the requirement to maintain a clear sight triangle at any mobile vending location (§ 4.3.9.E.6.x.2; p. 2, L 35 37).
  - The Zoning Administrator requests this provision to protect the safety and welfare of the public.
- Eliminates the requirement for owner permission form at application (§ 4.3.9.E.6.x.2; 4.3.9.E.6.x.2; p.2, L 41 51).
  - This change reflects the best practices of other communities across Middle Tennessee, removes a significant frustration for applicants, and eliminates an administrative burden for staff. The proposed language does require vendors to document permission upon demand, a best practice among other cities in the region.
- Clarifies the prohibition on release of fats, oils, and grease into the City's sanitary sewer system (§ 4.3.9.E.6.x.2; p. 3, L 64 66).
  - The Zoning Administrator requests this provision to protect public infrastructure.
- Clarifies the regulatory authority for mobile vendors serving alcohol (§ 4.3.9.E.6.x.2; p.3, L 67-71).
  - The Zoning Administrator has had limited experience with mobile alcohol vendors. Significant research was required to answer questions form a mobile vendor who recently requested a permit to sell alcohol from a mobile apparatus. The Tennessee Alcoholic Beverage Commission thoroughly regulates the activity and the municipal code contains provisions which limit the location of alcohol sales. The proposed language clarifies the regulatory authority for potential vendors and future staff.
- Allows permissive vending in right-of-way within character district CD-5 on street segments designated by the Zoning Administrator (§ 4.3.9.E.6.x.3; p. 3 5, L 72-119).
  - This is the most significant proposed change. The change was suggested by a group of at least ten mobile vendors who coordinated their recommendations. Although permissive on-street vending is not a widespread practice among peer cities, Murfreesboro has successfully permitted mobile vending by food trucks in

designated areas of the downtown area since 2016. The proposal allows the Zoning Administrator to periodically adjust the permissive vending areas to relive potential conflicts over parking. This approach also allows the Zoning Administrator to leverage public interest in food trucks and direct activity to emerging commercial revitalization throughout downtown Columbia. The initial designations will likely include sections of W. 5th Street, portions of N. Main north of E 6th Street, portions of E. 6th Street, portions of Glade Street, Woodland Street, E. 8th Street, and the 900 block of S. Main Street.

- Adds a Canteen Truck definition (§ 9.3; p.10, L 274-278).
  - The definition distinguishes distinct activities (Food Trucks and Canteen Trucks). Due to operation from the right-of-way and regular presence in residential areas, Canteen trucks pose a greater risk to public welfare than Food Trucks which vend from one location at a time.
- Adds Canteen Truck standards which allow mobile vending at active construction sites for up to one hour (§ 4.3.9.E.6.x.6; p. 6, L 137 145).
  - This change recognizes and regulates an activity which is already occurring in Columbia and adopts best practices from other municipalities in the region.
- Modifies the Ice Cream Truck Definition (§ 9.3; p.11, L 286-289).
  - The modified definition distinguishes distinct activities and clarifies that Ice Cream Trucks operate from the right-of-way.
- Adds Ice Cream Truck standards which allow limited mobile vending from the right-of-way for up to 15 minutes (§ 4.3.9.E.6.x.7; p. 6, L 146-153).
- Modifies the procedural language in § 8.5.9 to clarify that temporary uses may occur in the right-of-way.
  - The current language is contradictory; the proposed language provides greater clarity.
- Adds a subsection to § 8.5.9 which deals specifically with mobile vending (p. 10 , L 248-263).
  - The current ordinance does not distinguish procedurally between mobile vending and other temporary uses. The additional language creates a process to accommodate the unique needs of mobile vendors.
- Provides for a permit that expires one year from the date of issuance (§ 8.5.9.D.1; p. 9, L 249-251).
  - This change responds to a request from mobile vendors, spreads the administrative burden throughout the year, and adopts best practices of many Middle Tennessee jurisdictions.
- Adds a penalty fee for operating without a permit (§ 8.5.9.D; p. 9, L 252-256).
  - The change creates a disincentive for operating in Columbia without a permit.
- Adds language clarifying the need to obtain a fire permit (§ 8.5.9.D; p. 10, L 257-263).
  - The Fire Marshall and the Zoning Administrator each permit mobile vendors under different regulatory authority. The Zoning Administrator has required applicants to pass the Fire Marshall's inspection prior to issuance of a mobile vending permit. Similarly, the Fire Marshall will not release the fire permit until the applicant has met the requirements for a mobile vending permit. The new language codifies this administrative practice. The wording of the language is flexible enough to include a state fire permit should the General Assembly enact HB0814/SB0907.

- Modifies the "paved surface" requirement (p. 3, L 56 62).
  - This change would permit mobile vending on vacant properties with an existing non-conforming parking area and an approved driveway access.
- Removes the "four-day rule" limitation for Food Trucks and clarifies the requirement that a Food Truck remain movable at all times (p. 3, L 63 67).
  - Staff receives frequent complaints about the "four-day rule." A few operators have simply ignored the rule. Effective enforcement is a challenge for staff. There is no clear best practice among peer cities. Some require mobile vendors to move daily, others do not regulate the duration of the activity on a single site. A group of mobile vendors have requested the elimination or modification of this requirement.
- Provides for mobile vending in Civic districts at the invitation of the City, another local government, or an organization with an approved use agreement with the city (p. 5-6, L125-154).
- Adds a requirement that mobile vendors secure access to a restroom for employee use when on a mobile vending location for more than four hours.

In addition to these substantive changes, the Zoning Administrator will modify the procedures for reviewing and issuing mobile vending permits.

- Zoning staff will send a confirmation email through the Land Management (LAMA) online permitting portal (applicants must provide email address in order to receive confirmation). The email will confirm that the application has been received and list any deficiencies to be corrected.
- If the Planning Commission and City Council amend the Zoning Ordinance to allow on-street vending on designated street segments, the Zoning Administrator will, at least quarterly, publish a map of areas in the CD-5 zone where permissive vending may occur in the right-of-way.

Food Truck Courts:

- A Food Truck Park or Food Truck Court is a commercial land use which provides a gathering place for food truck patrons to experience a rotating troupe of mobile vendors. Attendees at the February 16th listening session provided examples of this land use in other cities.
- Over the course of the past year, at least two property owners have asked whether this land use is permitted in Columbia.
- The Planning Commission directed staff to research the issue and prepare draft ordinance changes to accommodate the use.
- At its April meeting, the Planning Commission recommended a proposed text amendment that adds the new land use and associated standards to the Zoning Ordinance.

Planning Commission and City Council Action:

Section 8.5.18.G and J require the Planning Commission and City Council to make specific findings with regard to the grounds for a Zoning Ordinance amendment. Those standards are listed below with staff analysis.

Zoning Ordinance Text Amendment:

Staff reviewed the request for a zoning text amendment for consistency with the standards listed in the City of Columbia Zoning Ordinance. The relevant provisions of the Ordinance are listed below, followed by staff analysis.

Staff's review of Section 8.5.18.C in relation to this request finds the following:

1. All petitions for Zoning Ordinance Amendment must be consistent with the Comprehensive Plan and applicable local plans. A petition for Zoning Ordinance Amendment shall not be approved by the City Council when there is a conflict with the Comprehensive Plan or applicable local plans, as determined by the Planning Commission (see Section 8.3.3.B.4).

Staff Comment: The relevant section of the Zoning Ordinance regulates a temporary land use that occurs throughout the city. Connect Columbia does not provide specific policy direction for mobile vending. The proposal is consistent with the guiding principles listed at p.5 of the Framework Plan. Updated mobile vending regulations provide a dynamic community that provides "diverse opportunities for economic innovation and growth." Orderly mobile vending adds to Columbia's sense of place by enhancing a vibrant community character.

2. When required, an application for an amendment to the Comprehensive Plan or local plan may be submitted concurrently with an application for Zoning Ordinance Amendment. The decisions, however, shall be rendered with separate motions.

Staff Comment: The proposed revision to the Zoning Ordinance does not require an amendment to Connect Columbia.

Staff's review of Section 8.5.18.G in relation to this request finds the following:

3. The Planning Commission in its review and recommendation shall make specific findings with regard to the following grounds for a Zoning Ordinance Amendment and shall note the same in the official record as follows:

    a. The extent to which the proposed Zoning Ordinance Amendment is consistent with the remainder of this Ordinance, including, specifically, any purpose and intent statements

    Staff Comment: The proposed zoning text amendment is consistent with the

purposes, intent, and objectives listed at § 1.5 (p. 6). Specifically, the text amendment will "protect and promote the public health, safety, morals, comfort, convenience, and general welfare of the people and community" (§ 1.5.1.A) and allows for the beneficial use of property (§ 1.5.1.P).

Mobile vending is a temporary use. Disguising between temporary mobile vending activity and permanent retail sales remains an important issue for Planning Commission to consider. Establishing standards for the built environment is a primary function of the Zoning Ordinance. One of the stated purposes of the Ordinance is to fix "reasonable standards to which buildings or structures shall conform" (§ 1.5.1.G). Another purpose of the Ordinance is to prohibit "uses, buildings, or structures which are incompatible with the character" of the specified zoning districts (§ 1.5.1.H).

Section 4.3.9.E.6.x(2)(h) of the current ordinance limits the duration of the temporary use to four days out of seven. The recommended zoning text amendment removes this standard, but clarifies that a mobile vending activity must be transitory and that any associated apparatus must remain movable at all times. This change provides flexibility for mobile vending businesses while maintaining standards for permanent structures erected in the city.

Peer cities are mixed in their treatment of this issue. Some require mobile vendors to move from the vending location daily, creating a clear distinction between temporary and permanent activities. This approach may be overly burdensome for vendors who have ongoing multiday arrangements to vend at a particular location. A few jurisdictions in Middle Tennessee do not limit duration of mobile vending at all. This approach negates the bulk standards of the ordinance and removes quasi-permanent structures from life safety regulations of the International Building Code and the International Fire Code. The recommended text amendment provides a middle-course between overly burdensome regulatory framework and an effective loophole in the standards for the built environment. Planning Commission may determine that a different standard would better distinguish temporary from permanent activities. However, mobile vendors and other stake-holders have been emphatic in their comments that the "four-day rule" limits their ability to serve customers in Columbia. There is room for greater flexibility without contravening the purposes of the ordinance.

b. The extent to which the proposed Zoning Ordinance Amendment represents a new idea not considered in this Ordinance, or represents a revision necessitated by

changing circumstances over time;

Staff Comment: The proposed zoning text amendment represents a revision necessitated by changing circumstances over time. The minutes of the Planning Commission meetings in October 2017, November 2017, and February 2018 indicate that the current standards are a first step in regulating a new activity. Further refinement was expected. Over the last five years, City staff have learned more about the needs of mobile vendors. The proposed zoning text amendment is intended to accommodate their needs while protecting the public interest and providing orderly conduct of the regulated land use.

c. Whether or not the proposed Zoning Ordinance Amendment corrects an error in this Ordinance; and

Staff Comment: The proposed zoning text amendment is not intended to correct an error in the Ordinance, however, staff suggests taking the opportunity to correct any scriveners errors in the relevant section of the Ordinance.

d. Whether or not the proposed Zoning Ordinance Amendment revises this Ordinance to comply with state or federal statutes or case law.

Staff Comment: During the 112th General Assembly, Representative Michael Curcio, along with Senator Kerry Roberts, proposed a bill to preempt local regulation of food trucks. If enacted as proposed, the bill would have prevented Columbia and other municipalities from regulating the operations of a "mobile food unit" on private property. The proposal would have also prevented the Fire Marshal from requiring compliance with the International Fire Code as adopted by the City of Columbia. The language of the bill did not permit a municipality to require mobile vendors to obtain a local fire inspection if the vendor had already passed a fire inspection elsewhere in the state, regardless of the inspecting jurisdiction's standards. The House bill was evaluated by one subcommittee before failing to advance beyond the full Health Committee. The Senate version of the bill was referred to the Health and Welfare Committee but was never placed on the agenda.

While the bill was under consideration, several mobile vendors from Columbia spoke at a City Council meeting recommending that the city reevaluate its regulation of food trucks. The failure of the proposed legislation to advance to the agenda of a single committee in the Senate, or move beyond the Health Committee in the House, indicates that total preemption of local authority to regulate mobile vendors is unlikely in the near future. However, the General Assembly is currently considering HB0814/SB0907 which would require the State Fire Marshall to create

a statewide fire permit for food trucks.[1] *If enacted as proposed, the bill would require municipalities to accept the statewide permit in lieu of inspection by a local fire marshal. The language of the proposed zoning text amendment allows for this possibility.*

Mobile vendors have made staff aware of a growing movement, largely coordinated by the Institute for Justice, to challenge local food truck regulations in court. So far, most of these cases have focused on anticompetitive provisions which separate mobile food vendors from brick-and-mortar restaurants. In some cases, food trucks needed approval from restauranteurs to operate nearby. Columbia's ordinances do not contain any provisions of this kind. So far, there have not been any similar challenges to Tennessee jurisdictions' regulation of mobile vending.

The criteria for City Council action on a Zoning Ordinance Amendment at § 8.5.18.J.4 are identical to the criteria for Planning Commission review at 8.5.18.G.3. Staff's analysis is the same for both sets of criteria.

[1] https://wapp.capitol.tn.gov/apps/BillInfo/Default.aspx?BillNumber=HB0814

CITY OF COLUMBIA TENNESSEE
CITY COUNCIL
STAFF REPORT

STAFF REPORT CONTACT INFORMATION
Kim Dale, Asst. City Recorder, kdale@columbiatn.com, 931-560-1579

AGENDA ITEM TITLE:
2ND CONSIDERATION OF ORDINANCE NO. 4463 – AN ORDINANCE FIXING THE TAX RATE FOR THE CITY OF COLUMBIA FOR THE YEAR 2023 ON ALL TAXABLE PROPERTY AT THE RATE OF $0.8251 PER $100.00

RECOMMENDATION: Approve Ordinance No. 4463 on second consideration.

INFORMATION: Annually, the City Council adopts the property tax rate by Ordinance. This proposed Ordinance calls for the tax rate of $0.8251 per $100.00 of assessed value for the 2023 City taxes.

AN ORDINANCE FIXING THE TAX RATE FOR THE CITY OF COLUMBIA FOR THE YEAR 2023 ON ALL TAXABLE PROPERTY AT THE RATE OF $0.8251 PER $100.00

BE IT ORDAINED BY THE CITY OF COLUMBIA, TENNESSEE:

Section 1: That there is hereby levied on all taxable property, real, personal and mixed, the sum of $0.8251 on each $100.00 of such taxable property for the year 2023 for the following purposes:

General Corporation Purposes	$0.8251

Section 2: That this Ordinance is enacted pursuant to Article 9, Section 9.07 (2) of the Charter of the City of Columbia, consistent and in conformity with which it shall be administered, executed and construed.

Section 3: That such taxes shall become delinquent on the fifteenth (15th) day of December, 2023, and immediately upon the delinquency of such taxes, shall bear interest at the rate of one-half percent (1/2%) from December 16, 2023 through December 31, 2023 and thereafter at the rate of six percent (6%) per annum, and in addition, a penalty of one-half of one percent shall apply for each month thereafter, beginning with the first day of February, 2024.

Section 4: This Ordinance is passed after a public hearing held on the 8th day of June 2023, with notice of said hearing being given in the Daily Herald of Columbia, Tennessee.

Ordinance No. 4463
Page 1 of 2

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF COLUMBIA, TENNESSEE, this the _____ day of _____, 2023.

_____
CHARLES (CHAZ) M. MOLDER - MAYOR

ATTEST:

_____
THAD H. JABLONSKI – CITY RECORDER

LEGAL FORM APPROVED:

_____
C. TIM TISHER – CITY ATTORNEY

APPROVED ON FIRST CONSIDERATION:

_____
ANTHONY R. MASSEY – CITY MANAGER

Passed 1st Consideration _____

Passed 2nd Consideration _____

CITY OF COLUMBIA TENNESSEE
CITY COUNCIL
STAFF REPORT

STAFF REPORT CONTACT INFORMATION
Thad Jablonski, Finance Director, tjablonski@columbiatn.com, 931-560-1580

AGENDA ITEM TITLE:
2ND CONSIDERATION OF ORDINANCE NO. 4464 – APPROPRIATION ORDINANCE FOR FISCAL YEAR JULY 1, 2023 THROUGH JUNE 30, 2024

RECOMMENDATION: Approve Ordinance No. 4464 on second consideration.

INFORMATION: Each year, pursuant to the City Charter, the City Council considers the formal adoption of the City budget through an appropriation ordinance for the coming year. The proposed budget was delivered to the City Council at the May 4th study session. The Wastewater budget was presented to the City Council in April in one-on-one session. One-on-one meetings were held for review of other departments and funds in advance of first consideration. Additional meetings will be scheduled as necessary. A Public Hearing is required prior to second consideration and will be scheduled for June 8, 2023. Required publication of the tentative Appropriation Ordinance was made in the Columbia Daily Herald on April 30, 2023.

Per past practice, the City Council is being requested to advance the Appropriation Ordinance for the upcoming fiscal year based upon the appropriations listed in the proposed budget. The total proposed budget is $80,428,968.

Second consideration and final adoption of the proposed ordinance is tentatively scheduled for June 8, 2023.

AN APPROPRIATION ORDINANCE FOR THE CITY OF COLUMBIA, TENNESSEE FOR THE FISCAL YEAR BEGINNING JULY 1, 2023 AND ENDING JUNE 30, 2024

WHEREAS, *Tennessee Code Annotated* Title 9 Chapter 1 Section 116 requires that all funds of the State of Tennessee and all its political subdivisions shall first be appropriated before being expended and that only funds that are available shall be appropriated; and

WHEREAS, the Municipal Budget Law of 1982 requires that the governing body of each municipality adopt and operate under an annual budget ordinance presenting a financial plan with at least the information required by that state statute, that no municipality may expend any moneys regardless of the source except in accordance with a budget ordinance and that the governing body shall not make any appropriation in excess of estimated available funds; and

WHEREAS, the governing body has published the annual operating budget and budgetary comparisons of the proposed budget with the prior year (actual) and the current year (estimated) in a newspaper of general circulation not less than ten (10) days prior to the meeting where the governing body will consider final passage of the budget.

NOW THEREFORE BE IT ORDAINED BY THE CITY OF COLUMBIA, TENNESSEE, AS FOLLOWS:

SECTION 1. That amounts hereinafter set out constitute the estimated revenues and the budgeted expenditures for the City of Columbia, Tennessee, and the said sums specified herein are hereby appropriated for the purpose of meeting the expenses of the various departments and programs of the City of Columbia for the fiscal year beginning July 1, 2023 and ending June 30, 2024, to wit:

GENERAL FUND

	FY 2021-2022 ACTUAL	FY 2022-2023 ESTIMATED	FY 2023-2024 BUDGET
Beginning Fund Balance			$ 45,471,643
Revenues and Other Sources:			
Taxes	$ 36,707,084	$ 34,987,280	$ 33,026,700
Licenses and Permits	2,487,909	1,583,800	1,043,700
Fines and Fees	190,126	214,300	232,100
Charges for Services	277,811	242,440	239,000
Intergovernmental	6,488,760	5,680,009	4,272,400
Interest	(398,267)	400,000	160,000
Other	539,455	2,283,666	7,721,548
Total Revenues and Sources	$ 46,292,879	$ 45,391,495	$ 46,695,448
Total Funds Available			$ 92,167,091

Note: FY 2021-2022 and FY 2022-2023 columns are shown for informational purposes only.

GENERAL FUND

	FY 2021-2022 ACTUAL	FY 2022-2023 ESTIMATED	FY 2023-2024 BUDGET
Expenditures and Other Uses:			
City Council	$ 377,735	$ 396,626	$ 445,837
Legal Services	236,123	279,576	278,560
City Manager's Office	473,810	572,875	773,995
Management Information Systems	918,573	1,344,016	1,086,533
Finance & City Recorder's Office	893,279	970,535	1,124,913
Human Resources	290,445	244,345	283,953
General City Admin	4,351,590	5,376,651	5,994,926
Police Department	9,908,513	10,946,610	12,064,131
Fire Department	8,035,929	8,946,811	9,450,523
Public Works-Streets	4,013,512	5,548,382	5,352,015
Development Services	1,704,448	1,743,138	2,207,684
Parks and Recreation	2,758,457	2,867,883	3,570,012
Transfer to Capital Projects Fund	2,897,869	2,627,985	2,535,000
Transfer to Debt Service Fund	1,519,150	1,521,418	1,527,367
Total Expenditures and Other Uses	$ 38,379,434	$ 43,386,852	$ 46,695,448
Estimated Ending Fund Balance			$ 45,471,643

Note: FY 2021-2022 and FY 2022-2023 columns are shown for informational purposes only.

STATE STREET AID FUND

	FY 2021-2022 ACTUAL	FY 2022-2023 ESTIMATED	FY 2023-2024 BUDGET
Beginning Fund Balance			$ 2,078,191
Revenues:			
State Fuel Taxes	$ 1,438,102	$ 1,420,000	$ 1,961,000
Other	-	-	-
Interest Earnings	4,175	40,000	8,000
Total Revenues	$ 1,442,277	$ 1,460,000	$ 1,969,000
Total Funds Available			$ 4,047,191
Expenditures:			
Street Maintenance	$ 270,182	$ 1,003,294	$ 1,814,000
Transfer to Capital Projects Fund	75,000	75,000	75,000
Capital Outlay	19,904	264,559	80,000
Total Expenditures	$ 365,086	$ 1,342,853	$ 1,969,000
Estimated Ending Fund Balance			$ 2,078,191

Note: FY 2021-2022 and FY 2022-2023 columns are shown for informational purposes only.

NARCOTICS & VICE FUND

	FY 2021-2022 ACTUAL	FY 2022-2023 ESTIMATED	FY 2023-2024 BUDGET
Beginning Fund Balance			$ 43,868
Revenues and Other Sources:			
Settlements	$ 29,488	$ 50,000	$ 50,000
Transfer from Drug Fund	-	30,000	40,000
Miscellaneous Revenue	348		
Interest Earnings	$ -	$ -	$ -
Total Revenues	$ 29,836	$ 80,000	$ 90,000
Total Funds Available			$ 133,868
Expenditures:			
Drug Enforcement	$ 3,703	$ 70,000	$ 90,000
Total Expenditures	$ 3,703	$ 70,000	$ 90,000
Estimated Ending Fund Balance			$ 43,868

Note: FY 2021-2022 and FY 2022-2023 columns are shown for informational purposes only.

STREETS & TRANSPORTATION FUND

	FY 2021-2022 ACTUAL	FY 2022-2023 ESTIMATED	FY 2023-2024 BUDGET
Beginning Fund Balance			$ 44,310
Revenues:			
State Fuel Taxes	$ 75,792	$ 75,500	$ 75,000
Interest Earnings	142	100	100
Total Revenues	$ 75,934	$ 75,600	$ 75,100
Total Funds Available			$ 119,410
Street lighting-utilities	$ 65,100	$ 65,100	$ 75,100
Total Expenditures and Other Uses	$ 65,100	$ 65,100	$ 75,100
Estimated Ending Fund Balance			$ 44,310

Note: FY 2021-2022 and FY 2022-2023 columns are shown for informational purposes only.

DRUG FUND

	FY 2021-2022 ACTUAL	FY 2022-2023 ESTIMATED	FY 2023-2024 BUDGET
Beginning Fund Balance			$ 307,256
Revenues:			
Drug Related Fines/Other	$ 32,679	$ 117,534	$ 99,453
Interest Earnings	788	7,000	1,600
Total Revenues	$ 33,467	$ 124,534	$ 101,053
Total Funds Available			$ 408,309
Expenditures and Other Uses:			
Drug Enforcement	$ 38,205	$ 13,166	$ 61,053
Transfer to N&V Fund	-	$ -	40,000
Capital Outlay	-	-	-
Total Expenditures and Other Uses	$ 38,205	$ 13,166	$ 101,053
Estimated Ending Fund Balance			$ 307,256

Note: FY 2021-2022 and FY 2022-2023 columns are shown for informational purposes only.

SOLID WASTE SANITATION REVENUE FUND

	FY 2021-2022 ACTUAL	FY 2022-2023 ESTIMATED	FY 2023-2024 BUDGET
Beginning Fund Balance			$ 1,761,133
Revenues and Other Sources:			
Charges for Services	$ 3,749,861	$ 3,787,000	$ 4,312,000
Other	70,385	16,133	184,366
Transfer from General Fund	-	-	-
Interest Earnings	(23,800)	17,000	10,000
Total Revenues	$ 3,796,446	$ 3,820,133	$ 4,506,366
Total Funds Available			$ 6,267,499
Expenditures and Other Uses:			
Sanitation operations	$ 3,437,964	$ 3,326,073	$ 4,030,373
Capital outlay	1,285,266	351,594	400,000
Transfer to Debt Service Fund	125,489	125,486	75,993
Total Expenditures and Other Uses	$ 4,848,718	$ 3,803,153	$ 4,506,366
Estimated Ending Fund Balance			$ 1,761,134

Note: FY 2021-2022 and FY 2022-2023 columns are shown for informational purposes only.

DEBT SERVICE FUND

	FY 2021-2022 ACTUAL	FY 2022-2023 ESTIMATED	FY 2023-2024 BUDGET
Beginning Fund Balance			$229,354
Revenues:			
Transfer from General Fund	$ 1,519,150	$ 1,521,418	$ 1,527,367
Transfer from Sanitation Fund	125,489	125,486	75,993
Proceeds from Sale of Bonds	-	-	-
Other	-	-	3,050
Interest Earnings	3,786	21,612	8,000
Total Revenues and Other Sources	$ 1,648,425	$ 1,668,516	$ 1,614,410
Total Funds Available			$ 1,843,764
Debt Service Expenditures	$ 1,645,464	$ 1,656,766	$ 1,614,410
Estimated Ending Fund Balance			$ 229,353

Note: FY 2021-2022 and FY 2022-2023 columns are shown for informational purposes only.

CAPITAL PROJECTS FUND

	FY 2021-2022 ACTUAL	FY 2022-2023 BUDGET*	FY 2023-2024 BUDGET*
Revenues And Other Sources:			
Federal, State and Private Sources	$ 484,546	$ 2,300	$ -
Transfer from General Fund	2,897,869	2,835,335	2,500,000
Transfer from Other Funds	75,000	75,000	110,000
Debt Proceeds	1,000,000	-	-
Other Funding Sources	27,335	-	333,029
Interest Earnings	11,970	130,000	10,000
Total Revenues and Other Sources	$ 4,496,720	$ 3,042,635	$ 2,953,029
Expenditures:			
Transportation projects (incl roadscapes grant)	$ 613,874	$ 2,739,756	$ 120,000
Parks and Recreation	-	-	-
Buildings and Facilities	299,892	671,270	2,500,000
NSP Program Income agreement	-	-	333,029
Other	1,000,000	-	-
Total Project Appropriations and Other Uses	$ 1,913,766	$ 3,411,026	$ 2,953,029

* Project appropriations shown are amounts estimated to remain for outstanding or committed projects or project phases. Balances remaining at the end of any fiscal year may carry over to subsequent years.

Note: FY 2021-2022 and FY 2022-2023 columns are shown for informational purposes only.

SECTION 2. That the following amounts in the Wastewater Fund are projected operating revenues and expenses for the fiscal year beginning July 1, 2023 and ending June 30, 2024 and are provided for informational purposes.

Operating Revenues	$ 11,127,500
Operating Expenses	$ 22,434,562

SECTION 3. That total actual expenditures for the funds shown in Sections 1 and 2 herein shall not exceed total appropriations for said funds, except as may be provided by ordinance to amend the budget.

SECTION 4. Said amounts so allocated and appropriated to be on the basis of the analysis of disbursements as shown in the budget, which will be considered by the City Council. All warrants for expenditure of funds hereinafter appropriated shall be drawn by the Chief Financial Officer and signed by the Mayor, City Manager and Chief Financial Officer.

SECTION 5. That a detailed line item financial plan to support the budget as set forth herein shall be provided to the City Council and to the various departments of the City, which financial plan shall be used as guidance and generally followed in incurring expenditures and obligations on behalf of the City.

SECTION 6. That upon second and final passage, this ordinance shall be effective as of July 1, 2023, which is the beginning of the Fiscal Year, the public welfare requiring it, and that all ordinances or part of ordinances in conflict with any of the provisions of this ordinance are hereby repealed.

SECTION 7. This ordinance is enacted pursuant to and in compliance and conformity with Article 9 of the Charter of the City of Columbia and has been published on the 30th day of April 2023 and it shall be executed and construed consistent with the Charter and the laws of the State of Tennessee. A public hearing has been noticed and held on the 8th of June, 2023.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF COLUMBIA, TENNESSEE, THIS THE 8th DAY OF JUNE, 2023.

_____
CHARLES (CHAZ) M. MOLDER, MAYOR

ATTEST:

_____
THAD H. JABLONSKI, CITY RECORDER

LEGAL FORM APPROVED:

_____
C. TIM TISHER, CITY ATTORNEY

APPROVED FOR FIRST CONSIDERATION:

_____
ANTHONY R. MASSEY, CITY MANAGER

Passed on 1st Consideration: _____

Passed on 2nd Consideration: _____

CITY OF COLUMBIA TENNESSEE
CITY COUNCIL
STAFF REPORT

STAFF REPORT CONTACT INFORMATION
Wanda McClain, HR Director, wmcclain@colulmbiatn.com , 931-560-1570

AGENDA ITEM TITLE:
2ND CONSIDERATION OF ORDINANCE NO. 4465 AS AMENDED - AN ORDINANCE TO APPROVE THE CLASSIFICATION AND COMPENSATION PLAN FOR THE EMPLOYEES OF THE CITY OF COLUMBIA FOR THE 2023-2024 FISCAL YEAR

RECOMMENDATION: Approve Ordinance No. 4465 as amended on second consideration.

INFORMATION: Each year, the City Council passes a Classification and Pay Ordinance for the next fiscal year. The City of Columbia contracted Burris, Thompson and Associates to conduct a comprehensive classification study. City jobs have been revised by City Departments and reviewed by Burris, Thompson and Associates. This will take effect July1, 2023 and pay adjustments will be implemented in the pay period in which July 1, 2023 occurs.

The following additional changes are being made:
1. The City's jobs have been revised by City department directors and reviewed pursuant to a comprehensive study by Burris, Thompson and Associates.
2. The City's pay range structure has been reviewed and adjusted from numerical pay grades to alphabetical pay grades and new pay ranges have been proposed.
3. The goal of this effort is to provide a pay structure to attract and retain highly qualified employees to provide quality services to the community.
4. Full implementation of the Classification and Compensation Plan will be implemented with the adopted Budget for the 2023-2024 Fiscal Year which will incorporate the recommended adjustments pursuant to the study referenced above and will raise pay for all employees that are not in their market pay range.

Ordinance No. 4465 is being amended on second consideration to correct typos in the positions of Fire & Rescue Building Maintenance, Asst. Fire Chief - Training job title changed to Chief Training Fire Officer, Asst. Fire Chief positions (Admin and Suppression) moved from letter "L" to "M", Deputy Fire Chief - Administration job titled changed to Deputy Fire Chief and the grade moved from letter "M" to "N" and Public Works Maintenance Worker typo was corrected.

AN ORDINANCE TO ADOPT A NEW CLASSIFICATION AND COMPENSATION PLAN FOR THE EMPLOYEES OF THE CITY OF COLUMBIA FOR THE 2023-2024 FISCAL YEAR

WHERAS**,** pursuant to Article 4, and Article 9, of the City Charter, the City Council for the City of Columbia shall, among other things, establish, alter, or abolish city departments, offices, or agencies and set all salaries in all departments by Ordinance; and

WHEREAS, the City's jobs have been revised by City department directors and reviewed pursuant to a comprehensive study by Burris, Thompson and Associates; and

WHEREAS, the City's pay range structure has been reviewed and adjusted from numerical pay grades to alphabetical pay grades and new pay ranges have been proposed; and

WHEREAS, the goal of this effort is to provide a pay structure to attract and retain highly qualified employees to provide quality services to the community; and

WHEREAS, full implementation of the Classification and Compensation Plan will be implemented with the adopted Budget for the 2023-2024 Fiscal Year which will incorporate the recommended adjustments pursuant to the study referenced above and will raise pay for all employees that are not in their market pay range.

NOW THEREFORE, BE IT ORDAINED BY THE CITY OF COLUMBIA:

Section 1: The classification and compensation plan for the employees of the City of Columbia for the fiscal year 2023-2024 which is attached hereto as Exhibits A and B and incorporated herein by reference is hereby approved.

Section 2: This ordinance shall take effect on July 1, 2023 and any pay adjustments will be implemented in the pay period in which July 1 occurs.
.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF COLUMBIA, TENNESSEE, this the _____ of _____, 2023.

_____
CHARLES (CHAZ) M. MOLDER, MAYOR

ATTEST:

_____
THAD H. JABLONSKI, CITY RECORDER

LEGAL FORM APPROVED:

_____
C. TIM TISHER, CITY ATTORNEY

APPROVED FOR FIRST CONSIDERATION:

_____
ANTHONY R. MASSEY, CITY MANAGER

Passed 1st Consideration _____

Passed 2nd Consideration _____

CITY OF COLUMBIA
JOB GRADES EFFECTIVE JULY 1, 2023

Ordinance No. 4465 Exhibit A

GRADE	BEGINNING		MAXIMUM	
	2080 HOURS	2764 HOURS	2080 HOURS	2764 HOURS
A	11.05		14.95	
B	12.38		16.74	
C	13.86		18.76	
D	15.53		21.01	
E	17.39	13.09	23.53	17.71
F	19.48	14.66	26.36	19.84
G	21.82	16.42	29.52	22.21
H	24.44	18.39	33.06	24.88
I	27.37	20.60	37.03	27.87
J	30.65	23.07	41.47	31.21
K	34.33	25.83	46.45	34.96
L	38.45	28.93	52.03	39.15
M	43.07		58.27	
N	48.24		65.26	
O	54.03		73.09	
P	60.51		81.87	

GRADE	BEGINNING	MAXIMUM
A	22,984	31,096
B	25,750	34,819
C	28,829	39,021
D	32,302	43,701
E	36,171	48,942
F	40,518	54,829
G	45,386	61,402
H	50,835	68,765
I	56,930	77,022
J	63,752	86,258
K	71,406	96,616
L	79,976	108,222
M	89,586	121,202
N	100,339	135,741
O	112,382	152,027
P	125,861	170,290

City of Columbia

Exhibit B AS AMENDED

Classification and Compensation Plan FY 2023-2024

Part time regular employees will receive increase at the same rate and time as regular full time employees and are authorized to work a maximum of 1456 hours per year, (28 hours per week)

Section 1: All full and part time regular employees will be paid from the following:

				Beginning		Maximum	
Department	Job Title	Annual Hours	Pay Grade	Hourly	Annualized	Hourly	Annualized
CITY MANAGER	Assistant City Manager**	2,080	O	54.03	112,382	73.09	152,027
CITY MANAGER	Tourism and Marketing Director**	2,080	M	43.07	89,586	58.27	121,202
CITY MANAGER	PIO/Communications Coordinator**	2,080	H	24.44	50,835	33.06	68,765
CITY MANAGER	Executive Secretary	2,080	H	24.44	50,835	33.06	68,765
CITY MANAGER	Marketing Coordinator	2,080	G	21.82	45,386	29.52	61,402
CITY MANAGER	Administrative Assistant - City Mgr	1,456	E	17.39	25,320	23.53	34,260
DEVELOPMENT SERV	Director of Development Services**	2,080	N	48.24	100,339	65.26	135,741
DEVELOPMENT SERV	City Engineer**	2,080	N	48.24	100,339	65.26	135,741
DEVELOPMENT SERV	Assistant City Engineer**	2,080	M	43.07	89,586	58.27	121,202
DEVELOPMENT SERV	City Planner**	2,080	M	43.07	89,586	58.27	121,202
DEVELOPMENT SERV	Chief Building Official**	2,080	L	38.45	79,976	52.03	108,222
DEVELOPMENT SERV	Engineer II **	2,080	L	38.45	79,976	52.03	108,222
DEVELOPMENT SERV	Assistant City Planner **	2,080	K	34.33	71,406	46.45	96,616
DEVELOPMENT SERV	Engineer I	2,080	J	30.65	63,752	41.47	86,258
DEVELOPMENT SERV	Building & Codes Asst Chief	2,080	I	27.37	56,930	37.03	77,022
DEVELOPMENT SERV	Planner II **	2,080	I	27.37	56,930	37.03	77,022
DEVELOPMENT SERV	Building Inspector II	2,080	H	24.44	50,835	33.06	68,765
DEVELOPMENT SERV	Planner I	2,080	H	24.44	50,835	33.06	68,765
DEVELOPMENT SERV	Engineering Inspector	2,080	H	24.44	50,835	33.06	68,765
DEVELOPMENT SERV	Engineering Associate	2,080	G	21.82	45,386	29.52	61,402
DEVELOPMENT SERV	Building Inspector I	2,080	G	21.82	45,386	29.52	61,402
DEVELOPMENT SERV	Engineering Technician Dev Serv	2,080	G	21.82	45,386	29.52	61,402
DEVELOPMENT SERV	Code Enforcement Officer	2,080	G	21.82	45,386	29.52	61,402
DEVELOPMENT SERV	Administrative Assistant - Dev Svcs	2,080	E	17.39	36,171	23.53	48,942
DEVELOPMENT SERV	Planning Technician	2,080	E	17.39	36,171	23.53	48,942
DEVELOPMENT SERV	Permit Technician	2,080	E	17.39	36,171	23.53	48,942
DEVELOPMENT SERV	Building Maintenance and Custodian	2,080	D	15.53	32,302	21.01	43,701
DEVELOPMENT SERV	Custodial Worker	1,456	C	13.86	20,180	18.76	27,315

CITY OF COLUMBIA
JOB TABLE BY DEPARTMENT

Department	Job Title	Annual Hours	Pay Grade	Beginning		Maximum	
				Hourly	Annualized	Hourly	Annualized
FINANCE / CITY RECORDER	Finance Director / Asst. City Manager / City Recorder**	2,080	P	60.51	125,861	81.87	170,290
FINANCE / CITY RECORDER	Finance Director**	2,080	N	48.24	100,339	65.26	135,741
FINANCE / CITY RECORDER	Assistant Finance Director**	2,080	L	38.45	79,976	52.03	108,222
FINANCE / CITY RECORDER	City Recorder**	2,080	L	38.45	79,976	52.03	108,222
FINANCE / CITY RECORDER	Assistant City Recorder**	2,080	K	34.33	71,406	46.45	96,616
FINANCE / CITY RECORDER	Purchasing Agent**	2,080	I	27.37	56,930	37.03	77,022
FINANCE / CITY RECORDER	Senior Accounting Technician	2,080	G	21.82	45,386	29.52	61,402
FINANCE / CITY RECORDER	Accounting Specialist	2,080	G	21.82	45,386	29.52	61,402
FINANCE / CITY RECORDER	Court and Internal Records Administrator**	2,080	F	19.48	40,518	26.36	54,829
FINANCE / CITY RECORDER	Accounting Technician	2,080	E	17.39	36,171	23.53	48,942
FIRE AND RESCUE	Fire Chief**	2,080	O	54.03	112,382	73.09	152,027
FIRE AND RESCUE	Deputy Fire Chief **	2,080	N	48.24	100,339	65.26	135,741
FIRE AND RESCUE	Deputy Chief of Emergency Management**	2,080	M	43.07	89,586	58.27	121,202
FIRE AND RESCUE	Assistant Fire Chief - Admin**	2,080	M	43.07	89,586	58.27	121,202
FIRE AND RESCUE	Assistant Fire Chief - Suppression**	2,080	M	43.07	89,586	58.27	121,202
FIRE AND RESCUE	Chief Training Fire Officer **	2,080	K	34.33	71,406	46.45	96,616
FIRE AND RESCUE	Fire Marshal	2,080	K	34.33	71,406	46.45	96,616
FIRE AND RESCUE	Shift Commander	2,764	K	25.83	71,394	34.96	96,629
FIRE AND RESCUE	Fire Captain	2,764	J	23.07	63,765	31.21	86,264
FIRE AND RESCUE	Fire Captain - OEM	2,764	J	23.07	63,765	31.21	86,264
FIRE AND RESCUE	Assistant Fire Marshal	2,080	J	30.65	63,752	41.47	86,258
FIRE AND RESCUE	Fire Lieutenant	2,764	I	20.60	56,938	27.87	77,033
FIRE AND RESCUE	Medical Officer	1,456	I	27.37	39,851	37.03	53,916
FIRE AND RESCUE	Fire Inspector	2,080	H	24.44	50,835	33.06	68,765
FIRE AND RESCUE	Community Risk Reduction Officer	2,080	H	24.44	50,835	33.06	68,765
FIRE AND RESCUE	Fire Engineer	2,764	H	18.39	50,830	24.88	68,768
FIRE AND RESCUE	Firefighter	2,764	G	16.42	45,385	22.21	61,388
FIRE AND RESCUE	Administrative Assistant - Fire	2,080	F	19.48	40,518	26.36	54,829
FIRE AND RESCUE	Building Maintenance - Fire	2,080	F	19.48	40,518	26.36	54,829
FIRE AND RESCUE	Fire Cadet	1,456	F	14.66	21,345	19.84	28,887
MIS	MIS Director**	2,080	N	48.24	100,339	65.26	135,741
MIS	Network Administrator**	2,080	H	24.44	50,835	33.06	68,765
MIS	PC Specialist	2,080	G	21.82	45,386	29.52	61,402

CITY OF COLUMBIA
JOB TABLE BY DEPARTMENT

Department	Job Title	Annual Hours	Pay Grade	Beginning		Maximum	
				Hourly	Annualized	Hourly	Annualized
PARKS AND RECREATION	Director of Parks and Recreation**	2,080	N	48.24	100,339	65.26	135,741
PARKS AND RECREATION	Assistant Director Parks and Rec**	2,080	K	34.33	71,406	46.45	96,616
PARKS AND RECREATION	P & R Maintenance Supervisor	2,080	J	30.65	63,752	41.47	86,258
PARKS AND RECREATION	OPERATION - ATHLETICS MANAGER	2,080	I	27.37	56,930	37.03	77,022
PARKS AND RECREATION	Recreation Manager	2,080	I	27.37	56,930	37.03	77,022
PARKS AND RECREATION	Crew Leader - Parks and Recreation	2,080	H	24.44	50,835	33.06	68,765
PARKS AND RECREATION	Turf Manager	2,080	G	21.82	45,386	29.52	61,402
PARKS AND RECREATION	Recreation Coordinator	2,080	F	19.48	40,518	26.36	54,829
PARKS AND RECREATION	Equipment Operator - Parks	2,080	E	17.39	36,171	23.53	48,942
PARKS AND RECREATION	Building and Grounds Maintenance II	2,080	E	17.39	36,171	23.53	48,942
PARKS AND RECREATION	Recreation Programmer	2,080	E	17.39	36,171	23.53	48,942
PARKS AND RECREATION	Administrative Assistant - Parks & Rec	2,080	E	17.39	36,171	23.53	48,942
PARKS AND RECREATION	Building and Grounds Maintenance I	2,080	D	15.53	32,302	21.01	43,701
PARKS AND RECREATION	Recreation Aide	1,456	B	12.38	18,025	16.74	24,373
HUMAN RESOURCES	Director of Human Resources**	2,080	M	43.07	89,586	58.27	121,202
HUMAN RESOURCES	HR Specialist - Benefits	2,080	H	24.44	50,835	33.06	68,765
HUMAN RESOURCES	HR Specialist - Administrative	2,080	G	21.82	45,386	29.52	61,402
POLICE DEPARTMENT	Police Chief**	2,080	O	54.03	112,382	73.09	152,027
POLICE DEPARTMENT	Assistant Police Chief**	2,080	N	48.24	100,339	65.26	135,741
POLICE DEPARTMENT	Police Captain**	2,080	M	43.07	89,586	58.27	121,202
POLICE DEPARTMENT	Police Lieutenant	2,236	K	34.33	76,762	46.45	103,862
POLICE DEPARTMENT	Police Sergeant	2,236	J	30.65	68,533	41.47	92,727
POLICE DEPARTMENT	Police Corporal	2,236	I	27.37	61,199	37.03	82,799
POLICE DEPARTMENT	Crime Analyst	2,080	H	24.44	50,835	33.06	68,765
POLICE DEPARTMENT	Police Officer	2,236	G	21.82	48,790	29.52	66,007
POLICE DEPARTMENT	Records Supervisor	2,080	G	21.82	45,386	29.52	61,402
POLICE DEPARTMENT	Administrative Assistant - Police	2,080	F	19.48	40,518	26.36	54,829
POLICE DEPARTMENT	Fleet/Equipment Coordinator	2,080	F	19.48	40,518	26.36	54,829
POLICE DEPARTMENT	Evidence Technician	2,080	F	19.48	40,518	26.36	54,829
POLICE DEPARTMENT	Police Records Clerk	2,080	E	17.39	36,171	23.53	48,942
POLICE DEPARTMENT	Animal Control Officer	2,080	E	17.39	36,171	23.53	48,942
POLICE DEPARTMENT	Building Maintenance Custodian - Police	2,080	D	15.53	32,302	21.01	43,701
POLICE DEPARTMENT	PT Litter Officer	1,040	D	15.53	16,151	21.01	21,850
POLICE DEPARTMENT	Parking Control Officer	1,456	C	13.86	20,180	18.76	27,315

CITY OF COLUMBIA
JOB TABLE BY DEPARTMENT

Department	Job Title	Annual Hours	Pay Grade	Beginning		Maximum	
				Hourly	Annualized	Hourly	Annualized
SANITATION	Sanitation Supervisor	2,080	I	27.37	56,930	37.03	77,022
SANITATION	Sanitation Specialist	2,080	H	24.44	50,835	33.06	68,765
SANITATION	Crew Leader Sanitation	2,080	H	24.43	50,814	33.06	68,765
SANITATION	Sanitation Operator II	2,080	F	19.48	40,518	26.36	54,829
SANITATION	Sanitation Operator I	2,080	E	17.39	36,171	23.53	48,942
STREET DEPARTMENT	Director of Public Works**	2,080	N	48.24	100,339	65.26	135,741
STREET DEPARTMENT	Assistant Director of Public Works**	2,080	L	38.45	79,976	52.03	108,222
STREET DEPARTMENT	Traffic Maintenance Supervisor	2,080	J	30.65	63,752	41.47	86,258
STREET DEPARTMENT	Fleet Supervisor	2,080	I	27.37	56,930	37.03	77,022
STREET DEPARTMENT	Street Maintenance Supervisor	2,080	I	27.37	56,930	37.03	77,022
STREET DEPARTMENT	Traffic Maintenance Technician II	2,080	H	24.44	50,835	33.06	68,765
STREET DEPARTMENT	Crew Leader	2,080	H	24.44	50,835	33.06	68,765
STREET DEPARTMENT	Equipment Mechanic	2,080	G	21.82	45,386	29.52	61,402
STREET DEPARTMENT	Traffic Maintenance Technician I	2,080	G	21.82	45,386	29.52	61,402
STREET DEPARTMENT	Sign Technician II	2,080	G	21.82	45,386	29.52	61,402
STREET DEPARTMENT	Concrete Worker	2,080	F	19.48	40,518	26.36	54,829
STREET DEPARTMENT	Sign Technician I	2,080	F	19.48	40,518	26.36	54,829
STREET DEPARTMENT	Equipment Operator II	2,080	F	19.48	40,518	26.36	54,829
STREET DEPARTMENT	Equipment Operator I	2,080	E	17.39	36,171	23.53	48,942
STREET DEPARTMENT	Fleet Equipment Coordinator	2,080	E	17.39	36,171	23.53	48,942
STREET DEPARTMENT	Administrative Assistant - Street	2,080	E	17.39	36,171	23.53	48,942
STREET DEPARTMENT	Public Works Maintenance Worker	1,456	D	15.53	22,612	21.01	30,591
STREET DEPARTMENT	Part-Time Custodian	1,456	C	13.86	20,180	18.76	27,315
Tourism & Main Street Marketing	Main Street Manager **	2,080	I	27.37	56,930	37.03	77,022
Tourism & Main Street Marketing	Visitor Services Assistant	1,040	D	15.53	16,151	21.01	21,850

CITY OF COLUMBIA
JOB TABLE BY DEPARTMENT

Department	Job Title	Annual Hours	Pay Grade	Beginning		Maximum	
				Hourly	Annualized	Hourly	Annualized
WASTEWATER	Director of Wastewater**	2,080	N	48.24	100,339	65.26	135,741
WASTEWATER	Assistant Wastewater Director**	2,080	L	38.45	79,976	52.03	108,222
WASTEWATER	Wastewater Plant Superintendent**	2,080	L	38.45	79,976	52.03	108,222
WASTEWATER	Wastewater Collection Superintendent**	2,080	L	38.45	79,976	52.03	108,222
WASTEWATER	Wastewater CMOM/GIS Coordinator**	2,080	K	34.33	71,406	46.45	96,616
WASTEWATER	Laboratory and Pretreatment Manager**	2,080	K	34.33	71,406	46.45	96,616
WASTEWATER	WW Civil Engineer**	2,080	J	30.65	63,752	41.47	86,258
WASTEWATER	Chief Operator	2,080	I	27.37	56,930	37.03	77,022
WASTEWATER	Foreman - Sewer Rehabilitation	2,080	I	27.37	56,930	37.03	77,022
WASTEWATER	Laboratory Manager	2,080	I	27.37	56,930	37.03	77,022
WASTEWATER	Pump Station Maintenance Supervisor	2,080	I	27.37	56,930	37.03	77,022
WASTEWATER	Pretreatment Coordinator	2,080	I	27.37	56,930	37.03	77,022
WASTEWATER	WW Plant Operator III	2,080	H	24.44	50,835	33.06	68,765
WASTEWATER	Inspector Utility Locator	2,080	G	21.82	45,386	29.52	61,402
WASTEWATER	WW Collection Technician	2,080	G	21.82	45,386	29.52	61,402
WASTEWATER	Engineering Technician WW	2,080	G	21.82	45,386	29.52	61,402
WASTEWATER	Lab Specialist WW	2,080	G	21.82	45,386	29.52	61,402
WASTEWATER	Wastewater Maintenance Worker	2,080	G	21.82	45,386	29.52	61,402
WASTEWATER	WW Plant Operator II	2,080	G	21.82	45,386	29.52	61,402
WASTEWATER	Safety Coordinator	2,080	F	19.48	40,518	26.36	54,829
WASTEWATER	Equipment Operator II - WW	2,080	F	19.48	40,518	26.36	54,829
WASTEWATER	WW Plant Operator I	2,080	F	19.48	40,518	26.36	54,829
WASTEWATER	Administrative Assistant - WW	2,080	E	17.39	36,171	23.53	48,942
WASTEWATER	Equipment Operator I - WW	2,080	E	17.39	36,171	23.53	48,942
WASTEWATER	Operation Worker	2,080	E	17.39	36,171	23.53	48,942
WASTEWATER	Part-Time Administrative Assistant	1,456	D	15.53	22,612	21.01	30,591
WASTEWATER	Part Time Grounds Maintenance Wastewater	1,456	D	15.53	22,612	21.01	30,591

	Job Title	Annual Hours	Pay Grade	Beginning		Maximum	
				Hourly	Annualized	Hourly	Annualized
Note - Promotional	Senior Administrative Assistant	2,080	F	19.48	40,518	26.36	54,829

Grade F - Position available to promote administrative assistants with significantly increased duties and job responsibilities.

Exempt Employees**

Section 2: Temporary Positions - Authorize part time positions working less than 1456 hours per year (28 hours per week) and full time temporary positions working less than 1456 hours per year and lasting less than five months to be paid as follows:

Position	Minimum	Maximum
Lifeguard	$12.38	$17.47
Head Lifeguard	$13.86	$19.57
Utility Worker	$11.11	$14.19
Facility Attendant	$11.11	$14.19
Pool Manager	$17.39	$24.55
School Crossing Guards	$50.00 per day(s) worked	

Section 3: Appointments - Appointments made by the Mayor or City Council shall be paid a bi-weekly stipend as follows:

City Judge	$961.54 bi-weekly if sitting as judge; $120.19 per week when absent.
City Judge Pro Tem	$721.16 Bi-weekly if sitting as judge.
Prosecuting Attorney	$755.54 Biweekly

Section 4: Elected Officials - Elected Officials shall be paid bi-weekly as follows:

Mayor	$346.16
Vice Mayor	$276.96
Council Member	$230.77

CITY OF COLUMBIA TENNESSEE
CITY COUNCIL
STAFF REPORT

STAFF REPORT CONTACT INFORMATION
Thad Jablonski, Finance Director, tjablonski@columbiatn.com, 931-560-1580

AGENDA ITEM TITLE:
2ND CONSIDERATION OF ORDINANCE NO. 4466 AS AMENDED – AN ORDINANCE TO AMEND THE FISCAL YEAR 2022-2023 BUDGET ORDINANCE NO. 4404 PROVIDING FOR REVISIONS TO THE GENERAL, SANITATION, AND WASTEWATER FUNDS

RECOMMENDATION: Approve Ordinance No. 4466 as amended on second consideration.

INFORMATION: The proposed ordinance is the third amendment to the FY 2023 Appropriation Ordinance, impacting the Sanitation, Capital and Wastewater Funds and several departments within the General Fund.

Within this budget amendment, the following items are included:

- Appropriation of funds for step 1 of the pay plan approved May 11, 2023, which totals $364,258 in General, $20,864 in Sanitation and $47,394 in Wastewater,
- Budget SAFER Grant in Fire totaling $174,833 for three (3) new firefighter positions,
- Budget $3,000 in HR for a new scanner for document imaging.

On second consideration, the following items were added:

- Budget reserves for year-end retirement funding totaling $600,000 in General City Admin,
- Budget funds for additional fuel in the following General Fund departments:
  - Police - $5,700
  - Fire - $20,620
  - Public Works - $32,800
  - Development Services - $2,380
  - Parks - $8,000
- Budget recovery of insurance funds for water damage totaling $6,185, HAZMAT funds totaling $5,582, auto repair for claimed auto damage totaling $4,544 and funds for an emergency generator totaling $104,445 in Fire,
- Budget $15,000 for auto-repairs offset with insurance proceeds in Public Works,
- Appropriation of funds for landfill charges exceeding budget estimates ($350,000) and year-end retirement funding ($220,000) in Sanitation.
- Budget funds for parking garage study in Capital Projects totaling $49,122.

A detailed schedule of items included within this budget amendment is attached. This amendment increases the City's total budget for FY 2023 by $2,034,727 to $92,997,260.

ORDINANCE NO. 4466 (AS AMENDED)

AN ORDINANCE TO AMEND THE FISCAL YEAR 2022-2023 BUDGET ORDINANCE NO. 4404 AS AMENDED PROVIDING FOR REVISIONS TO THE GENERAL, SANITATION, CAPITAL, AND WASTEWATER FUNDS

BE IT ORDAINED BY THE CITY OF COLUMBIA, TENNESSEE:

Section 1: That Ordinance No. 4404, the same being the Appropriation Ordinance for the City of Columbia for the Fiscal Year July 1, 2022 through June 30, 2023, be amended. That the total budget appropriation for the fiscal year be increased from $90,962,533 to $92,997,260 an increase of $2,034,727.

Section 2: That the budget appropriations shall be revised as follows:

Legal total of $280,963 be amended to $281,796, an increase of $833.

MIS total of $1,430,581 be amended to $1,435,878, an increase of $5,297.

City Manager's Office total of $638,151 be amended to $644,206, an increase of $6,055.

Finance and City Recorder's Office total of $1,054,924 be amended to $1,069,989, an increase of $15,065.

Human Resources total of $256,062 be amended to $262,840, an increase of $6,778.

Police total of $12,013,979 be amended to $12,146,079, an increase of $132,100.

Fire total of $9,737,986 be amended to $10,160,663, an increase of $422,677.

Public Works total of $5,825,175 be amended to $5,914,104, an increase of $88,929.

Development Services total of $1,893,161 be amended to $1,923,343, an increase of $30,182.

Parks total of $3,167,890 be amended to $3,207,321, an increase of $39,431.

Sanitation total of $4,438,918 be amended to $5,029,782, an increase of $590,864.

Capital Projects total of $8,714,489 be amended to $8,763,611, an increase of $49,122.

Wastewater total of $24,363,213 be amended to $24,410,607, an increase of $47,394.

ALL OTHER APPROPRIATIONS REMAIN THE SAME.

Section 3: This ordinance is enacted pursuant to and in compliance and conformity with Article 9, Section 9 of the Charter of the City of Columbia, with Notice of Public Hearing published on the 21st day of May, 2023, and it shall be executed and construed consistent with said charter and laws of the State of Tennessee.

Section 4: That all ordinances or parts of ordinances in conflict herewith are hereby repealed.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF COLUMBIA, TENNESSEE, THIS THE 8th DAY OF JUNE, 2023.

_____

CHARLES (CHAZ) M. MOLDER, MAYOR

ATTEST:

_____

THAD H. JABLONSKI, CITY RECORDER

LEGAL FORM APPROVED:

C. Tim Tisher

C. TIM TISHER, CITY ATTORNEY

APPROVED FOR FIRST CONSIDERATION:

_____

ANTHONY R. MASSEY, CITY MANAGER

Passed on 1st Consideration: _____

Passed on 2nd Consideration: _____

Summary of Appropriation Amendment #3
Second Consideration - June 8th (6/8/23)

Legal			
Budget funds for Step 1 Pay Plan			833.00
	Total Legal	**$**	**833.00**
MIS			
Budget funds for Step 1 Pay Plan			5,297.00
	Total MIS	**$**	**5,297.00**
City Manager's Office			
Budget funds for Step 1 Pay Plan			6,055.00
	Total City Manager's Office	**$**	**6,055.00**
Finance and City Recorder's Office			
Budget funds for Step 1 Pay Plan			15,065.00
	Total Finance and City Recorder's Office	**$**	**15,065.00**
HR			
Budget funds for scanner			3,000.00
Budget funds for Step 1 Pay Plan			3,778.00
	Total HR	**$**	**6,778.00**
Police			
Budget additional funds for E911			126,400.00
	Total Police	**$**	**126,400.00**
Fire			
Budget funds for Step 1 Pay Plan			106,468.00
Budget SAFER Grant			174,833.00
	Total Fire	**$**	**281,301.00**
Development Services			
Budget funds for Step 1 Pay Plan			27,802.00
	Total Development Services	**$**	**27,802.00**
Public Works			
Budget funds for Step 1 Pay Plan			41,129.00
	Total Public Works	**$**	**41,129.00**
Parks			
Budget funds for Step 1 Pay Plan			31,431.00
	Total Parks	**$**	**31,431.00**
	TOTAL GENERAL FUND	**$**	**542,091.00**
Sanitation			
Budget increased funds for fuel line items			20,864.00
	Total Sanitation	**$**	**20,864.00**
Wastewater (Sewer) Fund			
Budget funds for CMAR for sewer plant precon and other UV system construction work			47,394.00
	Total Wastewater (Sewer) Fund	**$**	**47,394.00**
Total Increase - All Funds (First Consideration)		**$**	**610,349.00**
Added on Second Consideration (6/8/2023)			

General City Admin			
Budget reserves for year-end retirement funding			600,000.00
	Total General City Admin	**$**	**600,000.00**
Police			
Budget funds for additional fuel		$	5,700.00
	Total Police	**$**	**5,700.00**
Fire			
Budget recovery of insurance funds for water damage			6,185.00
Budget recovery of OEM Hazmat funds			5,582.00
Budget funds for auto repair - insurance claim filed			4,544.00
Budget funds for additional fuel			20,620.00
Budget funds for Emergency Generator			104,445.00
	Total Fire	**$**	**141,376.00**
Public Works			
Budget insurance proceeds for repairs		$	15,000.00
Budget funds for additional fuel			32,800.00
	Total Public Works	**$**	**47,800.00**
Development Services			
Budget funds for additional fuel		$	2,380.00
	Total Development Services	**$**	**2,380.00**
Parks and Recreation			
Budget funds for additional fuel		$	8,000.00
	Total Parks and Recreation	**$**	**8,000.00**
	TOTAL GENERAL FUND	**$**	**805,256.00**
Sanitation			
Budget funds for landfill charges exceeding budget estimates			350,000.00
Budget reserves for year-end retirement funding			220,000.00
	Total Sanitation	**$**	**570,000.00**
Capital Projects Fund			
Budget funds for Parking Garage study			49,122.00
	Total Capital Projects Fund	**$**	**49,122.00**
Total Increase - All Funds (Second Consideration)		**$**	**1,424,378.00**
Total Increase - FY 2023 Appropriation Amendment No. 3		**$**	**2,034,727.00**

CITY OF COLUMBIA
FY 2023 APPROPRIATION AMENDMENT #3
Second Consideration 6/8/23

1) Budget funds for Step 1 of 2023 Pay Plan (General Fund)

Detail increase across various departments of the General Fund - approved by Council 5/11/23

Increase Revenues

110-37110	$	364,258.00	Prior Year Revenue

Increase Expenditures

110-41200-110		773.00	Legal - Salaries and wages
110-41200-141		60.00	Legal - FICA
	$	833.00	Legal Subtotal
110-41300-110		4,920.00	MIS - Salaries and wages
110-41300-141		377.00	MIS - FICA
	$	5,297.00	MIS Subtotal
110-41320-110		6,023.00	City Manager's Office - Salaries and wages
110-41320-141		32.00	City Manager's Office - FICA
	$	6,055.00	City Manager's Office Subtotal
110-41500-110		7,099.00	Finance - Salaries and wages
110-41500-141		536.00	Finance - FICA
110-41510-110		6,895.00	Recorder's Office - Salaries and wages
110-41510-141		535.00	Recorder's Office - FICA
	$	15,065.00	Finance & Administration Subtotal
110-41650-110		3,508.00	HR - Salaries and wages
110-41650-141		270.00	HR - FICA
	$	3,778.00	HR Subtotal
110-42110-110		5,522.00	Police Admin - Salaries and wages
110-42110-141		429.00	Police Admin - FICA
110-42121-110		16,575.00	Police Detective - Salaries and wages
110-42121-141		1,447.00	Police Detective - FICA
110-42123-110		75,010.00	Police Patrol - Salaries and wages
110-42123-141		5,976.00	Police Patrol - FICA
110-42150-110		11,444.00	Police Support - Salaries and wages
110-42150-141		913.00	Police Support - FICA
110-42180-110		8,267.00	Police Narc/Vice - Salaries and wages
110-42180-141		817.00	Police Narc/Vice - FICA
	$	126,400.00	Police Subtotal

110-42210-110		11,045.00	Fire Admin - Salaries and wages
110-42210-141		853.00	Fire Admin - FICA
110-42220-110		80,429.00	Fire Suppression - Salaries and wages
110-42220-141		6,696.00	Fire Suppression - FICA
110-42230-110		4,323.00	Fire Investigation - Salaries and wages
110-42230-141		334.00	Fire Investigation - FICA
110-42240-110		1,326.00	Fire Training - Salaries and wages
110-42240-141		102.00	Fire Training - FICA
110-42260-110		1,264.00	EMA - Salaries and wages
110-42260-141		96.00	EMA - FICA
	$	106,468.00	Fire Subtotal
110-43110-110		6,187.00	Public Works-General - Salaries and wages
110-43110-141		479.00	Public Works-General - FICA
110-43120-110		22,459.00	Public Works-Street Maint. - Salaries and wages
110-43120-141		1,802.00	Public Works-Street Maint. - FICA
110-43126-110		6,975.00	Public Works-Vehicle Maint. - Salaries and wages
110-43126-141		570.00	Public Works-Vehicle Maint. - FICA
110-43160-110		2,434.00	Public Works-Traffic Control - Salaries and wages
110-43160-141		223.00	Public Works-Traffic Control - FICA
	$	41,129.00	Public Works-Streets Subtotal
110-43710-110		25,815.00	Development Services - Salaries and wages
110-43710-141		1,987.00	Development Services - FICA
	$	27,802.00	Development Services Subtotal
110-44410-110		4,298.00	Parks Admin - Salaries and wages
110-44410-141		332.00	Parks Admin - FICA
110-44415-110		8,372.00	Parks Maint. Services - Salaries and wages
110-44415-141		673.00	Parks Maint. Services - FICA
110-44435-110		9,188.00	Parks Rec. Programming - Salaries and wages
110-44435-141		720.00	Parks Rec. Programming - FICA
110-44450-110		7,269.00	Parks Ridley Park - Salaries and wages
110-44450-141		579.00	Parks Ridley Park - FICA
	$	31,431.00	Parks Subtotal
	$	364,258.00	General Fund Total

2) Budget funds for Step 1 of 2023 Pay Plan (Sanitation Fund)

Detail increase across various departments of the Sanitation Fund - approved by Council 5/11/23

Increase Revenues

127-37110	$	20,864.00	Prior Year Revenue

Increase Expenditures

127-43210-110		4,185.00	Sanitation General - Salaries and wages
127-43210-141		346.00	Sanitation General - FICA
127-43220-110		4,119.00	Sanitation Brush/Trash - Salaries and wages
127-43220-141		356.00	Sanitation Brush/Trash - FICA
127-43230-110		2,049.00	Sanitation Commercial - Salaries and wages
127-43230-141		157.00	Sanitation Commercial - FICA
127-43235-110		8,928.00	Sanitation Residential - Salaries and wages
127-43235-141		724.00	Sanitation Residential - FICA
	$	20,864.00	Sanitation Total

3) Budget funds for Step 1 of 2023 Pay Plan (Wastewater Fund)

Detail increase across various departments of the Wastewater (Sewer) Fund - approved by Council 5/11/23

Increase Revenues

412-37110	$	47,394.00	Prior Year Revenue

Increase Expenditures

412-52211-110		7,029.00	Sewer Line Maintenance - Salaries and wages
412-52211-141		557.00	Sewer Line Maintenance- FICA
412-52212-110		6,923.00	Pumping Station - Salaries and wages
412-52212-141		570.00	Pumping Station - FICA
412-52213-110		16,765.00	Treatment Plant - Salaries and wages
412-52213-141		1,358.00	Treatment Plant - FICA
412-52214-110		693.00	Industrial Pretreatment - Salaries and wages
412-52214-141		53.00	Industrial Pretreatment - FICA
412-52215-110		7,232.00	Sewer Rehabilitation - Salaries and wages
412-52215-141		619.00	Sewer Rehabilitation - FICA
412-52230-110		5,178.00	Sewer Construction - Salaries and wages
412-52230-141		417.00	Sewer Construction - FICA
	$	47,394.00	Wastewater (Sewer) System Total

4) Budget SAFER Grant

Increase Revenues

110-33239	166,308.00	SAFER Grant
110-37110	8,525.00	Prior Year Revenue
	174,833.00	Total

Increase Expenditures

110-42253-110		136,722.00	SAFER Grant - Salaries
110-42253-141		10,956.00	SAFER Grant - Salaries
110-42253-142		20,351.00	SAFER Grant - Salaries
110-42253-143		6,804.00	SAFER Grant - Salaries
	$	174,833.00	SAFER Grant - Total

5) Budget funds for Scanner for HR

Increase Revenues

110-37110	3,000.00	Prior Year Revenue

Increase Expenditures

110-41650-321	3,000.00	Human Resources - Operating Supplies - Controllable

Items added for Second Consideration on 6/8/23

6) Budget reserves for year-end retirement funding

Increase Revenues

110-37110	$ 600,000.00	Prior Year Revenue

Increase Expenditures

110-41900-800	$ 600,000.00	General City Admin - Misc. - Reserves

7) Budget increased funds for fuel line items

Increase Revenues

110-37110	$ 69,500.00	Prior Year Revenue

Increase Expenditures

110-42110-331	$ 5,400.00	Police-Admin - Fuel
110-42150-331	$ 300.00	Police-Support Services - Fuel
Police total	$ 5,700.00	
110-42210-331	$ 2,120.00	Fire Dept-Administrative - Fuel
110-42220-331	$ 16,290.00	Fire Dept-Suppression - Fuel
110-42230-331	$ 1,100.00	Fire Dept-Investigation - Fuel
110-42240-331	$ 590.00	Fire Dept-Training - Fuel
110-42260-331	$ 520.00	Fire-Emergency Mgmt - Fuel
Fire total	$ 20,620.00	
110-43120-331	$ 700.00	Street-Maintenance - Fuel
110-43126-331	$ 32,100.00	Street-Vehicle Maintenance - Fuel
Streets total	$ 32,800.00	
110-43710-331	$ 2,380.00	Development Services - Fuel
110-44415-331	$ 8,000.00	Recreation - Maintenance Shop - Fuel
Total (110)	$ 69,500.00	Total General Fund Fuel Line Items

8) Budget recovery of insurance funds for water damage

Increase Revenues

110-37110	$	6,185.00	Prior Year Revenue

Increase Expenditures

110-42220-269	$	6,185.00	Fire Dept-Suppression - Maint/Repair Other

9) Budget recovery of OEM Hazmat funds

Increase Revenues

110-34225	$	5,582.00	Fire & EMA Services Charge

Increase Expenditures

110-42260-800	$	5,582.00	Fire Dept - Emergency Management - Reserves

10) Budget funds for auto repair - insurance claim filed

Increase Revenues

110-37110	$	4,544.00	Prior Year Revenue

Increase Expenditures

110-42220-261	$	4,544.00	Fire Dept-Suppression - Maint/Repair Auto

11) Budget funds for Emergency Generator

Increase Revenues

110-37110	$	104,445.00	Prior Year Revenue

Increase Expenditures

110-42220-941	$	104,445.00	Fire Dept-Suppression - Machinery, Equipment And Auto

12) Budget funds for landfill charges exceeding budget estimates

Increase Revenues

127-37110	$	350,000.00	Prior Year Revenue

Increase Expenditures

127-43210-295	$	350,000.00	Sanitation - Admin - Landfill

13) Budget reserves for year-end retirement funding

Increase Revenues

127-37110	$	220,000.00	Prior Year Revenue

Increase Expenditures

127-43210-800	$	220,000.00	Sanitation - Admin - Reserves

14) Budget funds for Parking Garage study

Increase Revenues

311-37110	$	49,122.00	Prior Year Revenue

Increase Expenditures

311-41850-936		49,122.00	Capital Projects Fund - Parking Garage

15) Budget funds for repair expenditures using insurance proceeds

Increase Revenues

110-36901	$	15,000.00	Insurance proceeds

Increase Expenditures

110-43110-250	$	15,000.00	Street-General - Professional Services

FY 2023 Budget Summary - AA#3						
6/8/2023						
		SERVICES &		CAPITAL	DEBT	AA#3
Departments	PERSONNEL	SUPPLIES	TRANSFERS	OUTLAY	SERVICE	FY 2023
City Council	$92,423	$350,900	$0	$0	$0	$443,323
Legal Services	$64,696	$217,100	$0	$0	$0	$281,796
Management Info Systems	$331,687	$276,100	$0	$828,091	$0	$1,435,878
City Manager	$462,318	$181,888	$0	$0	$0	$644,206
Finance & City Recorder's	$1,009,591	$60,398	$0	$0	$0	$1,069,989
Human Resources	$229,475	$33,365	$0	$0	$0	$262,840
General City Admin	$1,574,636	$7,788,609	$3,056,418	$805,388	$0	$13,225,051
Police	$9,049,900	$1,824,637	$0	$1,271,542	$0	$12,146,079
Fire	$8,302,075	$968,028	$0	$890,560	$0	$10,160,663
Streets & Maintenance	$2,987,591	$760,255	$0	$2,166,258	$0	$5,914,104
Development Services	$1,529,791	$363,552	$0	$30,000	$0	$1,923,343
Parks & Recreation	$2,060,599	$667,039	$0	$479,683	$0	$3,207,321
Total General Fund	$27,694,782	$13,491,871	$3,056,418	$6,471,522	$0	$50,714,593
State Street Aid Fund	$0	$1,575,638	$75,000	$453,922	$0	$2,104,560
N&V Chief's Fund	$0	$90,000	$0	$0	$0	$90,000
Street & Transportation Fund	$0	$65,100	$0	$0	$0	$65,100
Drug Fund	$0	$121,053	$40,000	$0	$0	$161,053
Solid Waste (Sanitation) Fund	$2,062,419	$2,490,283	$125,486	$351,594	$0	$5,029,782
Debt Service Fund	$0	$0	$0	$0	$1,657,954	$1,657,954
Capital Projects Fund	$0	$0	$0	$8,763,611	$0	$8,763,611
Wastewater (Sewer) Fund	$3,301,909	$4,455,812	$0	$15,146,090	$1,506,796	$24,410,607
Grand Total	$33,059,110	$22,289,758	$3,296,904	$31,186,739	$3,164,750	$92,997,260

CITY OF COLUMBIA TENNESSEE
CITY COUNCIL
STAFF REPORT

STAFF REPORT CONTACT INFORMATION
Jeff DeWire, Public Works Director, jdewire@columbiatn.com , 931-388-8650

AGENDA ITEM TITLE:
2ND CONSIDERATION OF ORDINANCE NO. 4467 - AN ORDINANCE TO AMEND TITLE 17, CHAPTER 1, SECTION 17-108 OF THE COLUMBIA MUNICIPAL CODE, THE SAME BEING THE SCHEDULE OF FEES FOR THE COLLECTION OF GARBAGE AND REFUSE WITHIN THE CORPORATE LIMITS OF THE CITY OF COLUMBIA, TENNESSEE

RECOMMENDATION: Approve Ordinance No. 4467 on second consideration.

INFORMATION: It is recommended the City sanitation fee be increased by $3.00 to address increasing costs for providing this service.

AN ORDINANCE TO AMEND TITLE 17, CHAPTER 1, SECTION 17-108 OF THE COLUMBIA MUNICIPAL CODE, THE SAME BEING THE SCHEDULE OF FEES FOR THE COLLECTION OF GARBAGE AND REFUSE WITHIN THE CORPORATE LIMITS OF THE CITY OF COLUMBIA, TENNESSEE

WHEREAS, the City of Columbia provides garbage collection as a service to both residential and commercial users within the corporate limits of Columbia; and

WHEREAS, Title 17, Chapter 1, Section 17-108 of the Municipal Code of the City of Columbia, Tennessee, sets forth a fee schedule for the collection of garbage and refuse for residential and commercial users within the corporate limits of Columbia; and

WHEREAS, the increasing cost of operation has necessitated an increase in the fees charged for the collection of residential garbage and refuse.

NOW, THEREFORE BE IT ORDAINED BY THE CITY OF COLUMBIA:

Section 1: That Title 17, Chapter 1, Section 17-108 of the Columbia Municipal Code, is hereby deleted in its entirety and replaced with a new Title 17, Chapter 1, Section 17-108, as follows:

17-108. Schedule of Fees for Collection of Garbage and Refuse. The fees for the collection of refuse shall be as follows:

(1) Residential User - $17.00 per month (once per week pickup).

(a) The following persons shall be exempt from this fee:

(A) Persons 65 years of age in whose name the meter is billed with a total household annual income from all sources not to exceed the income limit as set forth by the State of Tennessee Property Tax Relief Program under T.C.A. §67-5-702.

(B) Totally and permanently disabled persons drawing social security benefits in whose name the meter is billed with a total household annual income from all sources not to exceed the eligibility limits per the State of Tennessee Property Tax Relief Program.

(C) The income eligibility limit shall be adjusted annually to coincide with the income limit each year for eligibility for property tax relief under T.C.A. §67-5-702.

(2) Class 1 Commercial - $24.50 per month — (minimum charge for service once per week pickup).

(3) Class 2 Commercial

Four (4) cubic yard box - $19.50 per pick-up per week, per container.

Six (6) cubic yard box - $21.50 per pick-up per week, per container.
Eight (8) cubic yard box - $24.50 per pick-up per week, per container.

(4) Any Commercial User whose refuse is collected by the City of Columbia on Saturday shall be charged, in addition to all other fees set forth herein, an additional charge of $22.00 for each Saturday collection.

(5) Duplexes shall be charged at the rate of a residential user for each dwelling unit contained therein beginning at the time of the installation of an electric meter and in the name of the person in whose name the charges for electric power are made.

(6) The fees set forth above shall be billed to the users as a part of the monthly electric bill. A late charge shall be charged at the same rates as are charged on electric bills and collection service shall be terminated at the same time and in the same manner as termination of electric service is done in the event of the non-payment of an electric bill.

(7) Payment by the Columbia Power and Water System of the refuse collection fees and late charges, if any, shall be remitted to the City Recorder on a monthly basis accompanied by an accounting therefore.

(8) Additional collections at one residence or business in a week shall be at the rate of Fifty Dollars ($50.00) per each additional collection.

Section 2: That all Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF COLUMBIA, TENNESSEE, this the ____ day of _____, 2023.

_____
CHARLES (CHAZ) M. MOLDER, MAYOR

ATTEST:

_____
THAD H. JABLONSKI, CITY RECORDER

LEGAL FORM APPROVED:

C. Tim Tisher

C. TIM TISHER, CITY ATTORNEY

APPROVED FOR FIRST CONSIDERATION:

ANTHONY R. MASSEY, CITY MANAGER

Passed on 1st consideration _____

Passed on 2nd consideration _____

CITY OF COLUMBIA TENNESSEE
CITY COUNCIL
STAFF REPORT

STAFF REPORT CONTACT INFORMATION
Paul Keltner, Development Services Director, paul@columbiatn.com, 931-560-1560

AGENDA ITEM TITLE:
1ST CONSIDERATION ON ORDINANCE NO. 4468 - AN ORDINANCE TO AMEND ORDINANCE NO. 4400, THE SAME BEING THE ZONING ORDINANCE OF THE CITY OF COLUMBIA, TENNESSEE BY REZONING TAX MAP 101 PARCEL 39.00 LOCATED AT 6218 CAYCE LANE, FROM CD-2 (RURAL CHARACTER DISTRICT) TO CD-3 (NEIGHBORHOOD CHARACTER DISTRICT) AND ESTABLISH JULY 13, 2023 AS THE DATE OF PUBLIC HEARING - WARD 2

RECOMMENDATION: Approve Ordinance No. 4468 on first consideration and establish July 13, 2023 as the date of Public Hearing.

INFORMATION: The applicant is requesting the property to be rezoned from CD-2 (Rural Character District) to CD-3 (Neighborhood Character District). It consists of a 30 acre property located at 6218 Cayce Lane with the concept plan reflecting 104 residential lots. The Planning Commission reviewed this request at the May 10, 2023 meeting and recommended approval by a vote of three to two with two abstentions.

AN ORDINANCE TO AMEND ORDINANCE NO. 4400, THE SAME BEING THE ZONING ORDINANCE OF THE CITY OF COLUMBIA, TENNESSEE BY REZONING TAX MAP 101 PARCEL 39.00, LOCATED AT 6218 CAYCE LANE, FROM CD-2 (RURAL CHARACTER DISTRICT) TO CD-3 (NEIGHBORHOOD CHARACTER DISTRICT).

BE IT ORDAINED BY THE CITY OF COLUMBIA:

Section 1: That the City of Columbia Zoning Ordinance, the same being Ordinance No. 4400, and the zoning maps therein adopted be, and the same are hereby amended by rezoning the property herein described from CD-2 (Rural Character District) to CD-3 (Neighborhood Character District).

Section 2: Said property to be rezoned, being Tax Map 101 Parcel 39.00, located at 6218 Cayce Lane, is located in the Ninth Civil District of Maury County, Tennessee, within the corporate limits of the City of Columbia, as described on Exhibit "A", which is attached hereto and incorporated herein by reference. A location map showing the proposed area to be rezoned from CD-2 (Rural Character District) to CD-3 (Neighborhood Character District) is attached hereto, identified as Exhibit "B" and incorporated herein by reference.

Section 3: This Ordinance is passed after review of Columbia Zoning Ordinance Section 8.5.19.H.4 by the Columbia Municipal Planning Commission with a recommendation of approval on the 10th day of May, 2023, and after a public hearing held on the 13th day of July, 2023, with notice of said hearing being given in The Daily Herald of Columbia, Tennessee, fifteen (15) days or more before said hearing.

Section 4: That pursuant to Section 8.5.19.K.6, the City Council makes the following specific findings:

A. The proposed rezoning is in agreement with the Comprehensive plan and any applicable local area plans;

B. It has been determined that the legal purposes for which zoning exists are not contravened; and

C. It has been determined that there will be no adverse effect upon the Adjoining property owners unless such effect can be justified by the overwhelming public good or welfare;

Section 5: That all ordinances or parts of ordinances in conflict herewith are hereby repealed.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF COLUMBIA, TENNESSEE, This the 13th day of July, 2023.

_____
CHARLES (CHAZ) M. MOLDER, MAYOR

ATTEST:

_____
THAD H. JABLONSKI, CITY RECORDER

LEGAL FORM APPROVED:

_____
C. TIM TISHER, CITY ATTORNEY

APPROVED FOR FIRST CONSIDERATION:

_____
ANTHONY R. MASSEY – CITY MANAGER

Passed on 1st consideration _____

Passed on 2nd consideration: _____

BK/PG:R2877/600-603
22018670

4 PGS : WARRANTY DEED	
NANCY MCMEEN 289567 - 22018670	
09/30/2022 - 10:42 AM	
VALUE	1480000.00
MORTGAGE TAX	0.00
TRANSFER TAX	5476.00
RECORDING FEE	20.00
DP FEE	2.00
REGISTER'S FEE	1.00
TOTAL AMOUNT	5499.00

STATE of TENNESSEE, MAURY COUNTY
JOHN FLEMING
REGISTER OF DEEDS

This Instrument Prepared By:
Thomas M. Hutto Esq.
Dale, Hutto & Lyle, PLLC
805 South Garden Street
P.O. Box 1017
Columbia, TN 38402-1017

WARRANTY DEED

KNOW ALL MEN BY THESE PRESENTS, this indenture entered into between **STORMY A. WALKER,** FIRST PARTY, which expression shall include heirs, assigns and personal representatives, and, **KCS PROPERTY LLC, A TENNESSEE LIMITED LIABILITY COMPANY,** SECOND PARTY, which expression shall include heirs, assigns and personal representatives.

WITNESSETH:

For the consideration of TEN DOLLARS ($10.00), and other good and valuable considerations, the receipt of all of which is hereby acknowledged, FIRST PARTY conveys to SECOND PARTY the following described property:

Being in the Ninth (9th) Civil District of Maury County Tennessee in the city limits of Columbia Tennessee.

Beginning at a point in the center of the CSX Railroad, said point is located S 40°41'33" W a distance of 115.2" from an old concrete mile marker post (235).

Thence with the center of the railroad S 48°04'58" W a distance of 176.44; Thence with a curve with an arc length of 1528.36 with a radius of 5674.41 with a chord bearing of S 56°08'55" W with a chord length of 1523.75 to a point in the center of the railroad; Thence leaving the railroad and running with the land of the TDOT 34th District N 35° 24'00" W a distance of 34.15 to a iron pin set in an old fence running parallel to the railroad; Thence N 35°24'00" W a distance of 277.37 to a 1 1/2" pipe; Thence S 72°54'07" W a distance of 373.75 to a iron pin set in the East line of Cayce Lane; Thence running with the east line of Cayce Lane N 07°14'55" E a distance of 1061.62 to a iron pin set. Thence leaving Cayce Lane and running with the line of Goodman S 82°42'14" E a distance of 1770.04 to a iron pin set at an old Wood Fence Post; Thence S 82°42'14"E a distance of 45.13 to the point of beginning having an area of 30.76.

Being the same property conveyed to Stormy A. Walker by deed recorded on September 23, 2016 in Book R2392, Page 1408, in the Maury County Register of Deeds

101-039.00

Legal description obtained from prior deed.

TO HAVE AND TO HOLD said real estate unto SECOND PARTY, together with all rights, titles, easements and appurtenances thereunto belonging, forever.

FIRST PARTY COVENANTS that it is lawfully seized and possessed of said real estate and that FIRST PARTY has a good and lawful right to convey the same, and that it is unencumbered, except for current year's property taxes; easement for private sewer line described in Deed Book 379, Page 427, Register's Office of Maury County, Tennessee; easements described in Deed Book 359, Page 205, Register's Office of Maury County, Tennessee; subject to charter right of way for CSX railroad; and any other matters of record.

FIRST PARTY FURTHER COVENANTS to forever warrant and defend the title to the above described property unto SECOND PARTY against the lawful claims of all persons whomsoever.

IN WITNESS WHEREOF, this conveyance has been executed on this 30th day of September, 2022.

Stormy A. Walker

STATE OF TENNESSEE
COUNTY OF MAURY

On this 30 day of September, 2022, before me personally appeared **STORMY A. WALKER**, to me known to be the person (or persons) described in and who executed the foregoing instrument, and acknowledged that such person (or persons) executed the same as such person's (or persons') free act and deed.

Witness my hand, at office, this 30 day of September, 2022.

Notary Signature
My commission expires: June 20, 2023

BEVIN W. LYLE
STATE OF TENNESSEE NOTARY PUBLIC
MAURY COUNTY

STATE OF TENNESSEE - MAURY COUNTY

I hereby affirm that the actual consideration for this transfer or value of the property transferred, whichever is greater is **$1,480,000.00.**

Affiant

Sworn and subscribed to before me,

30th day of September, 2022.

Notary Public

My commission expires: 6/25/25

THOMAS M. HUTTO STATE OF TENNESSEE NOTARY PUBLIC MAURY COUNTY

PERSON OR AGENCY RESPONSIBLE FOR TAXES:

KCS PROPERTY LLC

1985 Ridgecrest Drive

Columbia, TN 38401

NAME AND ADDRESS OF PROPERTY OWNERS:

KCS PROPERTY LLC

1985 Ridgecrest Drive

Columbia, TN 38401

THIS DOCUMENT WAS E-RECORDED

COUNTY Maury

BOOK R2877

PAGE 0600

MAURY COUNTY
TITLE COMPANY, INC.
Real Estate. Real Attorneys. Real Simple.

805 South Garden Street
P.O. Box 2012
Columbia, TN 38402-2012
Phone (931) 388-4487
Fax (931) 381-3748
www.maurycountytitle.com

Tennessee Certification of Electronic Document

I, Brittany Brewer, do hereby make oath that I am a licensed attorney and/or the custodian of the original version of the electronic document tendered for registration herewith and that this electronic document is a true and exact copy of the original document executed and authenticated according to law on 09-30-2022 (date of document).

Affiant Signature

09-30-2022
Date

State of Tennessee
County of Maury

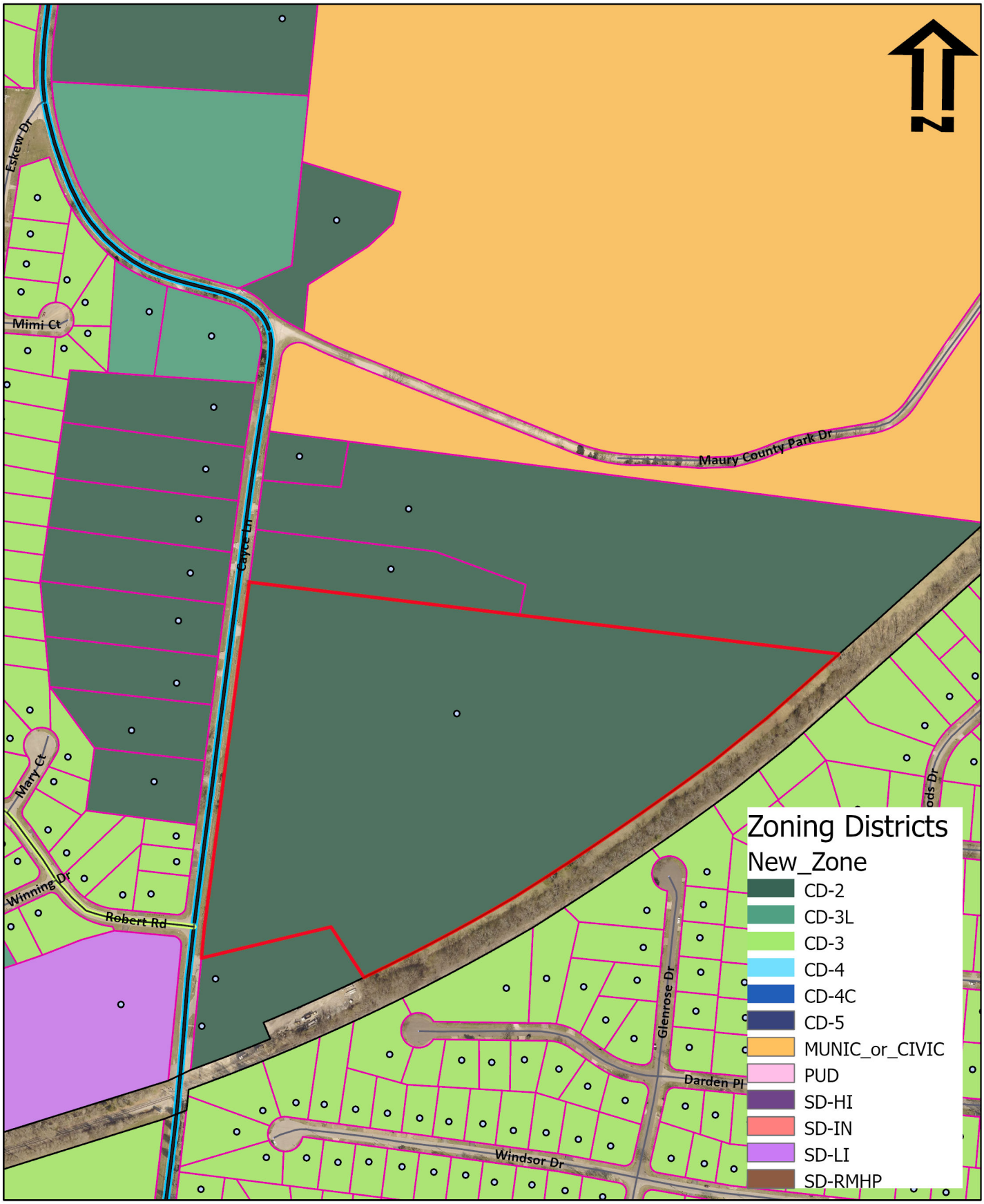
Sworn to and subscribed before me this 30th day of September, 2022.

THOMAS M. HUTTO
STATE OF TENNESSEE
NOTARY PUBLIC
MAURY COUNTY

Notary's Signature

My commission expires: 6/25/25

NOTARY'S SEAL



Ordinance No. 4468 - Exh. B

6218 Cayce Lane

CITY OF COLUMBIA TENNESSEE

DEVELOPMENT SERVICES
700 NORTH GARDEN STREET
COLUMBIA, TN 38401
PHONE: (931) 560-1560
FAX: (931) 560-1541

CITY OF COLUMBIA TENNESSEE
PLANNING COMMISSION
STAFF REPORT

STAFF REPORT CONTACT INFORMATION
Kevin McCarthy, City Planner, kmccarthy@columbiatn.com, 931-560-1531

APPLICATION NUMBER	APPLICANT/PROPERTY OWNER
22-0324	**Wade Kincaid/ KCS Property, LLC**
PUBLIC HEARING DATE	PROPERTY ADDRESS/LOCATION
N/A	**6218 Cayce Lane/Tax Map 101 Parcel 39**

SUMMARY OF REQUEST: **Zoning Map Amendment (CD-2 to CD-3)**

UPDATE: The Planning Commission considered this request to rezone the subject property from CD-2 to CD-3 at its February 2023 meeting, and again at its March 2023 meeting. At that time the Planning Commission asked the applicant to provide additional information. Specifically, the applicant agreed to provide a traffic and safety study as well as a stormwater analysis of the subject property and its surroundings.

The applicant provided these items to staff on May 4th. The traffic study has been reviewed by City staff as well as a third-party engineer selected by the city at the applicant's expense. City staff performed a cursory review of the stormwater analysis. These items are not required for a rezoning request. They have been provided at the request of Planning Commission to aide in its review of the requested rezoning. Staff can provide technical expertise interpreting the information provided, but offers no analysis or comment. The decision to rezone property is ultimately at the discretion of the City Council, based upon the evaluation and recommendation of the Planning Commission.



As with all rezoning requests, the concept plan simply demonstrates the feasibility of developing the site to CD-3 standards; it is not binding. Staff will provide detailed comments and analysis of any future Preliminary Plat and Site Development Plan.

The water availability letter originally provided for this property expired on April 16th. The applicant has obtained an extension of water availability through September 8th. It is customary for CPWS to verify water availability in 120 day increments in order to keep their water availability model up to date.

MAP SOURCE: City GIS

EXISTING ZONING	EXISTING LAND USE	SURROUNDING ZONING & LAND USE	SITE IMPROVEMENTS PROPOSED	SIZE OF PROPERTY
CD 2	Single-Family Home	CD-2/CD-3/SD-LI Single-Family Homes/Light Industrial Services	Single-Family Homes	30.76 Acres

CITY OF COLUMBIA TENNESSEE
PLANNING COMMISSION
STAFF REPORT

STAFF REPORT CONTACT INFORMATION
Kevin McCarthy, Planning Associate II, kmccarthy@columbiatn.com, 931-560-1531

APPLICATION NUMBER	APPLICANT/PROPERTY OWNER
22-0324	**Wade Kincaid/ KCS Property, LLC**
PUBLIC HEARING DATE	PROPERTY ADDRESS/LOCATION
N/A	**6218 Cayce Lane/Tax Map 101 Parcel 39**

SUMMARY OF REQUEST: **Zoning Map Amendment (CD-2 to CD-3)**

The applicant requests to rezone a 30.76-acre parcel located on the east side of Cayce Lane from CD 2 (Rural Character District) to CD-3 (Neighborhood Character District). Both the current and requested zoning designations are primarily residential in character. The Zoning Ordinance permits one dwelling unit per acre in CD-2 and four dwelling units per acre in CD-3.

In support of the requested rezoning, the applicant provided a concept plan which depicts a 104-lot subdivision. This report summarizes staff analysis regarding consistency, conformity, and compatibility of the proposed rezoning.



MAP SOURCE: City GIS

EXISTING ZONING	EXISTING LAND USE	SURROUNDING ZONING & LAND USE	SITE IMPROVEMENTS PROPOSED	SIZE OF PROPERTY
CD 2	Single-Family Home	CD-2/CD-3/SD-LI Single-Family Homes/Light Industrial Services	Single-Family Homes	30.76 Acres

CONSISTENCY with the **COMPREHENSIVE PLAN:**

Suburban Neighborhood: The future land use of the subject property is Suburban Neighborhood. The classification is characterized by residential neighborhoods with limited intermixed and compatible civic uses. The requested CD-3 zoning designation is consistent with the Suburban Neighborhood future land use classification.

PROPERTY HISTORY

Existing improvements on the property consists of a single-family home and various accessory structures. The home was constructed in 1960. The current owner acquired the property in 2022. This is the first development proposal on record for this property.

CONFORMITY to the ZONING ORDINANCE:

As required by § 8.5.19.F.3 of the Zoning Ordinance, the applicant provided a concept plan (i.e. "Sketch Development Plan") demonstrating that it is possible to develop the property in conformity with the standards applicable to the requested zoning designation. Any development plan/preliminary plat would be required to comply with Zoning Ordinance 4400, adopted on July 14th, 2022. This request for rezoning simply establishes entitlements under the zoning ordinance, not a vested right to develop the site as depicted in the concept plan.

Zoning Ordinance Referenced:

Proposed CD-3 Character District (Table 4.3.1-C, p. 66-67)

The Ordinance describes the CD-3 Neighborhood District as a medium density single-family detached residential area in which houses form the predominant building type, although limited use of duplexes is permitted. Homes are separated from the street and each other by minimum setbacks. Thoroughfares form medium-sized blocks, may have curbs, and may include sidewalks and street trees. The district permits a maximum gross density of four dwelling units per acre. CD-3 is an appropriate implementing district for the Suburban Neighborhood future land use classification.

Lot/Building Site Width (Table 4.3.1-C, p. 68)

- Minimum lot width of 65' (40' if alley-loaded garage is provided; 100' for a duplex)
- Frontage buildout not regulated
- No less than 80% of lots must enfront a vehicular thoroughfare or internal drive conforming to the standards of the Ordinance and Subdivision Regulation
- Up to ≤ 20% of the lots may Enfront a pedestrian path, passage, pedestrian walkway if such Lots have legal and physical vehicular access to a vehicular thoroughfare via driveway or Easement

Lot Standards/ Principle Buildings (Table 4.3.1-C, p. 68)

- 25' min front setback
- 8' ft min side setback
- 25' min rear setback (measured from the rear property line or centerline of rear alley as applicable)

Development Parcel Standards

The site qualifies as a Development Parcel and, if developed, must adhere to the standards in Article 5 of the Ordinance. Development of the site will require Planning Commission approval of a Site Development Plan prior to or concurrent with a Preliminary Plat.

- At least 5 percent but not more than 20 percent of gross acreage must be assigned as Civic Space (§ 5.3.1.A, p. 328)
- Each civic space must conform to the standards of the Ordinance
- A playground must be provided within 800' of each lot (§ 5.3.3.B, p. 335)
- A portion of the existing tree canopy must be retained and the applicant must provide a tree protection plan (§ 5.8.15, p. 341; 4.3.16.L p. 293-297).

Access and Connectivity

Thoroughfares and internal drives must terminate at other thoroughfares or internal drives, forming a network, and connecting wherever possible to thoroughfares or internal drives on adjacent sites. (§ 5.2.2, p. 308)

Staff Comment:

The concept plan depicts a 104-lot single-family development, yielding a gross density of 3.38 dwelling units per acre. The concept plan depicts 65' wide lots around the perimeter of the development and narrower alley-loaded lots throughout the interior blocks. The concept also depicts seven civic spaces totaling 1.77 acres (5.8 percent of the site), 4,349 linear feet of roadway, as well as public utility and drainage easements. The concept plan indicates two primary access points utilizing a 70' street section. Both primary streets connect with Cayce Lane with an additional future connection to the adjacent property to the north. If a Site Development Plan and Preliminary Plat is submitted for Planning Commission review in the future, staff will prepare a detailed analysis of whether it conforms to the standards of the Ordinance.

ATTACHMENTS (CIRCLE) SUBMITTED PLANS | CITY MAPS | LEGAL NOTICE | LEGAL DESCRIPTION | PUBLIC COMMENTS | AGENCY COMMENTS | RESPONSE TO STANDARDS

Zoning Map Amendment:

Staff reviewed the request for a zoning map amendment for conformity with the standards listed in the City of Columbia Zoning Ordinance. The relevant provisions of the Ordinance are listed below, followed by staff analysis.

Staff's review of Section 8.5.19.H.4 in relation to this request finds the following:

a. Whether the Rezoning is consistent and not in conflict with the Comprehensive Plan or other applicable approved local plans for the area;

The subject property has a future land use classification of Suburban Neighborhood (Connect Columbia Map 4). The proposed change, from a low-density CD-2 rural character district to a medium-density CD-3 neighborhood character district, is consistent with the Suburban Corridor future land use classification (Connect Columbia p.22; Table 3.7.1 p.36 and 86 of Zoning Ordinance; Table 4.3.1-C, p. 66).

The property is not located in an Area of Change (Connect Columbia Map 3), meaning that in 2017-2018, the Planning Commission determined that the development pattern was established and changes to overall character of the area should rarely occur. This does not necessarily mean that the proposed change is inconsistent with Connect Columbia. However, the plan advises a "pause" and careful review to ensure that the context of the area surrounding the subject property is considered (Connect Columbia p. 14).

b. Whether the legal purposes for which zoning exists, as set forth in Section 1.5[, are not contravened];[1]

All future development will be required to conform to the standards of the Zoning Ordinance. The standards protect and promote the public health, safety, morals, comfort, convenience, and general welfare of the people and community (§ 1.5.1.A p. 6). The requested rezoning will provide for the beneficial use of property (§ 1.5.1.P p. 7). The Planning Commission may determine that the proposed rezoning furthers the other purposes of zoning listed at §§ 5.1.1 and 5.1.2 of the Ordinance.

c. Whether there will be any adverse effect upon adjoining property owners unless such effect can be justified by the overwhelming public good or welfare;

There are no known adverse effects upon adjacent property owners. However, staff have received multiple requests for information related to the proposed rezoning. At least one resident has submitted a letter describing concerns related to the proposed rezoning. During the January 10th Development Review Committee meeting, staff advised the applicant to engage area residents in order to address concerns about the requested rezoning.

If any adverse impacts are identified in the future, they can be mitigated through application of the Zoning Ordinance and Subdivision Standards during review of future Site Development Plan and Preliminary Plat requests.

d. Whether any one property owner or small group of property owners will benefit materially from the change to the detriment of the general public;

Rezoning the property will likely provide material benefits to the owner. However, any potential detrimental effects on the general public can be mitigated through the standards in the Zoning Ordinance.

e. Whether conditions affecting the area have changed to a sufficient [extent] to warrant the Zoning Map Amendment or that the existing zoning of the property was the result of a mistake;[2]

Planning Commission may determine that demand for housing in the City of Columbia has increased to a sufficient extent to warrant an increase in the area of the city zoned

[1] Ordinance 4400 contains this incomplete sentence. The previous ordinance contained a nearly identical list of criteria at § 3.18.7.B. The corresponding criterion in Ordinance 3638 read "the legal purposes for which zoning exists are not contravened."

[2] The word *extent* was unintentionally omitted in the drafting of Ordinance 4400. The word was present in the corresponding criterion in Ordinance 3638.

for medium-density residential development. It is within the discretion of the Planning Commission to determine that other circumstances have changed to a sufficient extent to warrant an increase in the area zoned for residential development.

f. Whether adequate school, road, parks, wastewater treatment, water supply, and stormwater drainage facilities are available.

Technical comments from public service providers generally indicate that services are in place to support the zoning change. However, final determination will depend on the specific intensity and timing of development. Some service providers, including Maury County Schools, did not submit comments on the proposed rezoning. The availability of urban services will be determined at the time of preliminary plat. In addition, a traffic impact study will identify necessary off-site improvements. Any future Site Development Plan and Preliminary Plat must conform to the Subdivision Regulations and the standards of the Zoning Ordinance. New roads and stormwater facilities must conform to the City's Engineering Standards and Specifications.

F i s c h b a c h
Transportation Group, LLC
Traffic Engineering and Planning

Traffic Impact Study

Proposed Residential Development
6218 Cayce Lane
Columbia, TN

Prepared May 2023
For WES Engineers & Surveyors

FTG, LLC
P.O. Box 682736
Franklin, TN 37068
(615) 771-8022 phone
Gillian@FTGtraffic.com

Traffic Impact Study

Proposed Residential Development

6218 Cayce Lane
Columbia, Tennessee

Prepared May 2023

PREPARED FOR:
WES Engineers & Surveyors
2486 Nashville Highway
Columbia, TN 38401



PREPARED BY:
Ms. Gillian L. Fischbach, P.E., PTOE
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P.O. Box 682736
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Phone: (615) 771-8022
FTG Project Number: 11257

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1. INTRODUCTION

This traffic study has been prepared in order to identify the traffic impacts of a residential development that is proposed to be constructed on the east side of Cayce Lane, north of existing railroad tracks, in Columbia, Tennessee.

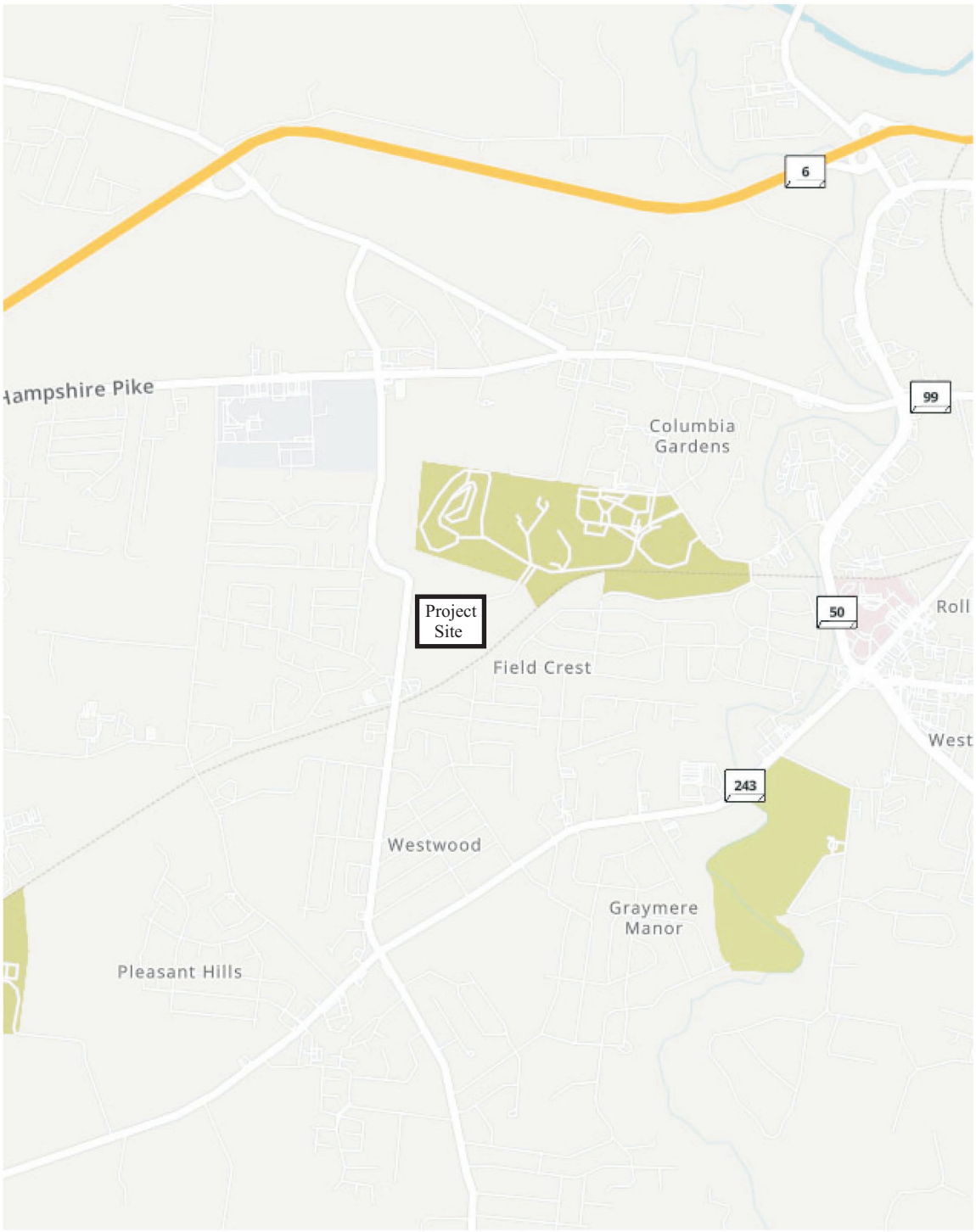
For the purposes of this study, existing and background traffic volumes were established, and capacity analyses were conducted for these conditions. Also, trip generation calculations were performed, and the trips which are expected to be generated by the proposed project were distributed to the roadway system and added to the background traffic volumes. The roadways and intersections which provide access to the site were then re-evaluated to determine the traffic impacts of the proposed project. Access needs for the project were evaluated, and the necessary roadway and/or traffic control improvements were identified. This report presents the results of these analyses and the subsequent recommendations.

2. PROJECT DESCRIPTION

The location of the proposed project is shown in Figure 1. As shown, the project site is located on the east side of Cayce Lane, north of existing railroad tracks, in Columbia, Tennessee. The developer of the proposed project plans to construct 104 single-family homes, and access to the project will be provided at two locations on Cayce Lane.

The current site plan for the proposed project is shown in Figure 2. In large part, economic and market considerations will dictate the pace and timing with which the proposed project is actually completed. For the purposes of this study, it was assumed that the proposed project will be completed by Year 2026.

F i s c h b a c h
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Traffic Engineering and Planning



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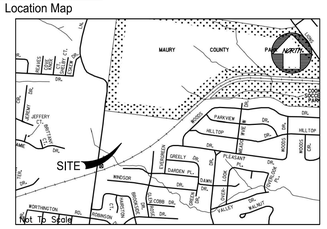
No Scale

Figure 1.
Location of the Proposed Project Site

PRELIMINARY CONCEPT SKETCH



Location Map



© 2022

SITE DATA:

OWNER: KCS PROPERTY, LLC
1985 RIDGECREST DRIVE
COLUMBIA, TN 38401

PARCEL NUMBER: TAX MAP 101 PARCEL 039.00
DEED BOOK: R2877, PG 600

SUBJECT PARCEL ZONING: CURRENT ZONING CD-2
PROPOSED ZONING CD-3

ACREAGE OF SITE: 30.76 ACRES
(PROPOSED 310,468.30 S.F. - 7.12 Ac.
RIGHT OF WAY DEDICATION)

MINIMUM REQUIRED BUILDING SETBACKS:

25' FRONT
25' REAR OR 15' REAR IF ALLEY LOADED
8' SIDE
20' SIDE SETBACK FOR CORNER LOTS

UTILITY SERVICES:

WATER SERVICE
COLUMBIA POWER & WATER SYSTEMS
201 PICKENS LANE
COLUMBIA, TENNESSEE 38401
(931) 388-4833

ELECTRIC SERVICE
COLUMBIA POWER & WATER SYSTEMS
201 PICKENS LANE
COLUMBIA, TENNESSEE 38401
(931) 388-4833

PURPOSE NOTE: CONSTRUCT 4,359.12 L.F. OF ROADWAY AND PROVIDE 104 RESIDENTIAL LOTS.

NOTES:

1. INSTALLATION OF HVAC EQUIPMENT IN P.U.D.E.'s WITH BURIED PIPES IS PROHIBITED.
2. ALL DRAINAGE SWALES AND BERMS TO BE MAINTAINED BY INDIVIDUAL HOMEOWNERS.

LOT AREA TABLE

LOT#	S.F.	Ac.
1	5,968	0.14
2	5,504	0.13
3	5,725	0.13
4	5,728	0.13
5	5,731	0.13
6	5,734	0.13
7	5,737	0.13
8	5,741	0.13
9	5,743	0.13
10	5,746	0.13
11	6,721	0.15
12	9,584	0.22
13	7,150	0.16
14	7,150	0.16
15	7,150	0.16
16	7,150	0.16
17	7,150	0.16
18	7,150	0.16
19	7,150	0.16
20	7,150	0.16
21	7,150	0.16
22	7,150	0.16
23	7,150	0.16
24	7,150	0.16
25	7,150	0.16
26	7,150	0.16
27	7,150	0.16
28	7,150	0.16
29	8,453	0.19
30	11,375	0.26
31	11,375	0.26
32	13,586	0.31
33	13,106	0.30
34	20,876	0.24
35	9,318	0.21
36	8,450	0.19
37	8,450	0.19
38	8,450	0.19
39	8,450	0.19
40	8,450	0.19
41	8,450	0.19
42	8,450	0.19
43	8,450	0.19
44	8,863	0.20
45	10,110	0.23
46	10,323	0.24
47	9,081	0.21
48	8,450	0.19
49	10,311	0.24
50	8,841	0.20
51	6,403	0.15
52	5,497	0.13
53	5,720	0.13
54	5,720	0.13
55	5,720	0.13
56	5,720	0.13
57	5,720	0.13
58	5,720	0.13
59	5,720	0.13
60	5,720	0.13
61	6,552	0.15
62	6,493	0.15
63	5,720	0.13
64	5,720	0.13
65	5,720	0.13
66	5,720	0.13
67	5,720	0.13
68	5,720	0.13
69	5,720	0.13
70	5,720	0.13
71	5,499	0.13
72	6,581	0.15
73	5,720	0.13
74	5,720	0.13
75	5,720	0.13
76	5,720	0.13
77	5,720	0.13
78	5,720	0.13
79	5,720	0.13
80	5,720	0.13
81	6,493	0.15
82	6,557	0.15
83	5,720	0.13
84	5,720	0.13
85	5,720	0.13
86	5,720	0.13
87	5,720	0.13
88	5,720	0.13
89	5,720	0.13
90	5,903	0.14
91	5,720	0.13
92	5,720	0.13
93	5,720	0.13
94	6,356	0.15
95	7,122	0.16
96	5,500	0.13
97	5,500	0.13
98	5,500	0.13
99	5,500	0.13
100	5,500	0.13
101	5,672	0.13
102	8,476	0.19
103	9,245	0.21
104	7,150	0.16

CIVIC SPACE TABLE

SPACE	S.F.	Ac.	TYPE
CIVIC SPACE-A	23,166	0.53	GREEN
CIVIC SPACE-B	4,297	0.10	POCKET PARK
CIVIC SPACE-C	3,564	0.08	POCKET PARK
CIVIC SPACE-D	4,190	0.10	POCKET PARK
CIVIC SPACE-E	23,662	0.54	GREEN
CIVIC SPACE-F	18,223	0.42	PLAYGROUND
OPEN SPACE-G	204,864	4.70	OPEN SPACE

Minimum Civic Space Required: 1.54 Ac
Minimum Civic Space Provided: 1.77 Ac

BENCHMARK

BENCHMARK #1
EXIST IRON PIN
ELEV = 691.10'
N = 464,418.94
E = 1,643,863.05
TN STATE PLANE
COORDINATE SYSTEM,
NAD 83 DATUM

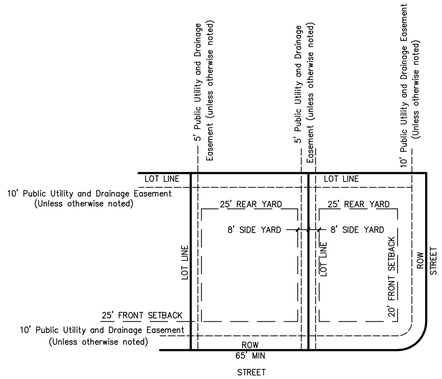
WARNING! UTILITY LINES!

THE CONTRACTOR WILL EXERCISE EXTREME CAUTION IN THE USE OF EQUIPMENT IN AND AROUND OVERHEAD AND UNDERGROUND UTILITY WIRES AND SERVICES. IF AT ANY TIME IN THE PURSUIT OF THIS WORK THE CONTRACTOR MUST WORK IN CLOSE PROXIMITY OF OVERHEAD OR UNDERGROUND SERVICES, THE UTILITY COMPANY SHALL BE CONTACTED PRIOR TO SUCH WORK AND THE PROPER SAFETY MEASURES TAKEN. A THOROUGH EXAMINATION OF THE OVERHEAD WIRES IN THE PROJECT AREA SHOULD BE MADE BY THE CONTRACTOR PRIOR TO THE INITIATION OF CONSTRUCTION. THE UNDERGROUND UTILITY LINES HAVE BEEN SHOWN AS BEST AS CAN BE DETERMINED AT THIS TIME FROM THE INFORMATION OBTAINED FROM THE SURVEY. THE CONTRACTOR SHALL CONTACT EACH OF THESE COMPANIES PRIOR TO BEGINNING CONSTRUCTION AND HAVE THEM DETERMINE THE EXACT LOCATION AND TYPE OF THEIR SERVICES.

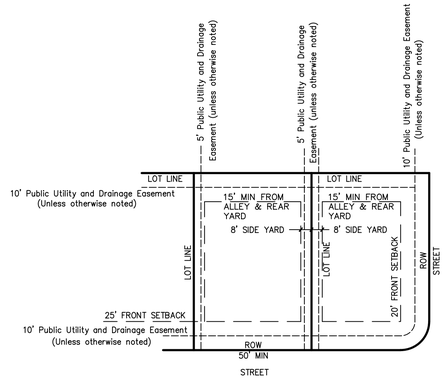
Tennessee811
Know what's **below**
Call before you dig.

LEGEND

	EXISTING	PROPOSED
WATER MAIN	W	W
SANITARY SEWER	S	S
STORM SEWER		
OVERHEAD	OHT OHE	
FENCE	x x x x	
GAS	G	G
DRAINAGE DITCH		
TREE PROTECTION FENCE		TPF TPF
SIGN		
UTILITY POLE		
IRON PIN SET		
EXISTING IRON PIN	EIP	
CONCRETE MONUMENT		
DECIDUOUS TREE		
GATE VALVE IN BOX		
LIGHT POLE		
BENCHMARK	BM 1	
TREE LINE		
STORM STRUCTURE LABEL		(ST)
ASPHALT		
CONCRETE		
# PARKING SPACES		(14)



SUBDIVISION
TYPICAL LOT LAYOUT



SUBDIVISION
TYPICAL LOT LAYOUT
ALLEY LOADED

GEOTECHNICAL NOTE:

CONTRACTOR TO COMPLETE A GEOTECHNICAL STUDY CONDUCTED ON THIS SITE PRIOR TO COMMENCEMENT OF CONSTRUCTION. THE DESIGN FOR THE SITE IMPROVEMENTS SHOWN ON THIS PLAN HAVE RELIED ON GENERAL INFORMATION FROM FIELD REVIEW OF EXISTING TERRAIN. IF, IN THE PURSUIT OF THIS WORK BY THE CONTRACTOR, CONDITIONS OR CIRCUMSTANCES ARE ENCOUNTERED THAT ARE DIFFERENT THAN REFLECTED IN THESE PLANS OR THAT APPEAR TO IMPACT THE SCOPE OF THE WORK, THE CONTRACTOR WILL IMMEDIATELY NOTIFY THE CIVIL ENGINEER, THE GEOTECHNICAL ENGINEER AND THE OWNER/DEVELOPER. BEFORE ANY REMEDIAL COURSE OF ACTION OR DESIGN CHANGE IS INITIATED, ALL PARTIES TO THE PROCESS (OWNER, CIVIL ENGINEER, GEOTECHNICAL ENGINEER, AND CONTRACTOR) MUST BE IN AGREEMENT AND THE MAGNITUDE OF THE COST/TIME REQUIRED FOR THE MEASURES ESTABLISHED.

SITE BENCHMARK NOTE:

CONTRACTOR SHALL ESTABLISH A BENCHMARK PRIOR TO CONSTRUCTION. EXISTING BENCHMARK MUST BE RE-VERIFIED AND APPROVED BY THE ENGINEER/SURVEYOR PRIOR TO USE.

BOUNDARY & TOPOGRAPHIC SURVEY PROVIDED BY:

W.E.S. ENGINEERS AND SURVEYORS
2486 NASHVILLE HWY
COLUMBIA, TENNESSEE 38401
(931) 388-2329

FLOOD STUDY NOTE:

THIS PROPERTY IS NOT LOCATED WITHIN A FLOOD HAZARD AREA AS PER FEDERAL EMERGENCY MANAGEMENT AGENCY FLOOD INSURANCE RATE MAPS (FIRM's) MAP NUMBER 47117C0280E DATED APRIL 16, 2007.

GRAPHIC SCALE

100 0 50 100 200 400
(IN FEET)
1 inch = 100 ft.

GERALD W. VICK II
REGISTERED
AGRICULTURAL
ENGINEER
No. 107413
STATE OF TENNESSEE
geraldt@wesengineers.com

SUBMITTED FOR MUNICIPAL APPROVAL
NOT FOR CONSTRUCTION

WES ENGINEERS & SURVEYORS
CIVIL ENGINEERS & LAND SURVEYORS
2486 NASHVILLE HIGHWAY
COLUMBIA, TN 38401
PHONE: (931) 388-2329
www.wesengineers.com

ENGINEERS & SURVEYORS

Client
KCS PROPERTY, LLC
1985 Ridgecrest Drive
Columbia, TN 38401

DATE
REVISIONS

CAYCE LANE

6218 CAYCE LANE
COLUMBIA, MAURY COUNTY, TENNESSEE
PRELIMINARY CONCEPT SKETCH

Drawn: RP
Checked: GV
Approved: GV
Date: Nov. 21, 2022

Job. no. 22569
Scale: Vertical: 1"=100'
Horizontal:

MP-1

FILE: J:\WES_Engineers_Surveyors 2022\22569 – 6218 Cayce Lane – KCS\Dwg\Engineering\22569 KCS Cayce LaneAlley Loaded_3.dwg

3. YEAR 2023 EXISTING CONDITIONS

3.1 ROAD AUDIT OF CAYCE LANE

Cayce Lane provides local and regional access to the project site. This facility includes one 10-foot travel lane in each direction, and no shoulders or dedicated turn lanes are provided. A 35 mph speed limit is posted on this roadway segment.

Curvature
From Hampshire Pike to Eskew Drive, Cayce Lane includes negligible horizontal curvature and minimal vertical curvature. Similarly, from the project site to an existing railroad crossing, Cayce Lane includes negligible horizontal curvature and minimal vertical curvature. However, between Eskew Drive and the project site, there are two significant horizontal curves. The western of these curves, immediately south of Eskew Drive, has a radius of approximately 600 feet, and the eastern curve has a radius of approximately 100 feet. Existing signage includes warning signs to mark intersections, sharp curves, and reduced speed limits in advance of these curves. Also, retro-reflective chevron signs are provided through each of the two curves.

Typical vehicle speeds
FTG, LLC commissioned a traffic count and speed study on Cayce Lane, south of Wellington Drive, from April 11-13, 2023, and the data sheets from this counts are included in Appendix A. The results of this data collection effort indicate that this roadway segment accommodates approximately 4,300 vehicles per day (vpd), and the AM peak and the PM peak hour are each approximately 9% of the total daily volume. Also, this data indicates that approximately 71% of the vehicles on this roadway segment are conventional passenger vehicles. Finally, the 85th percentile vehicle speed is 40 mph.

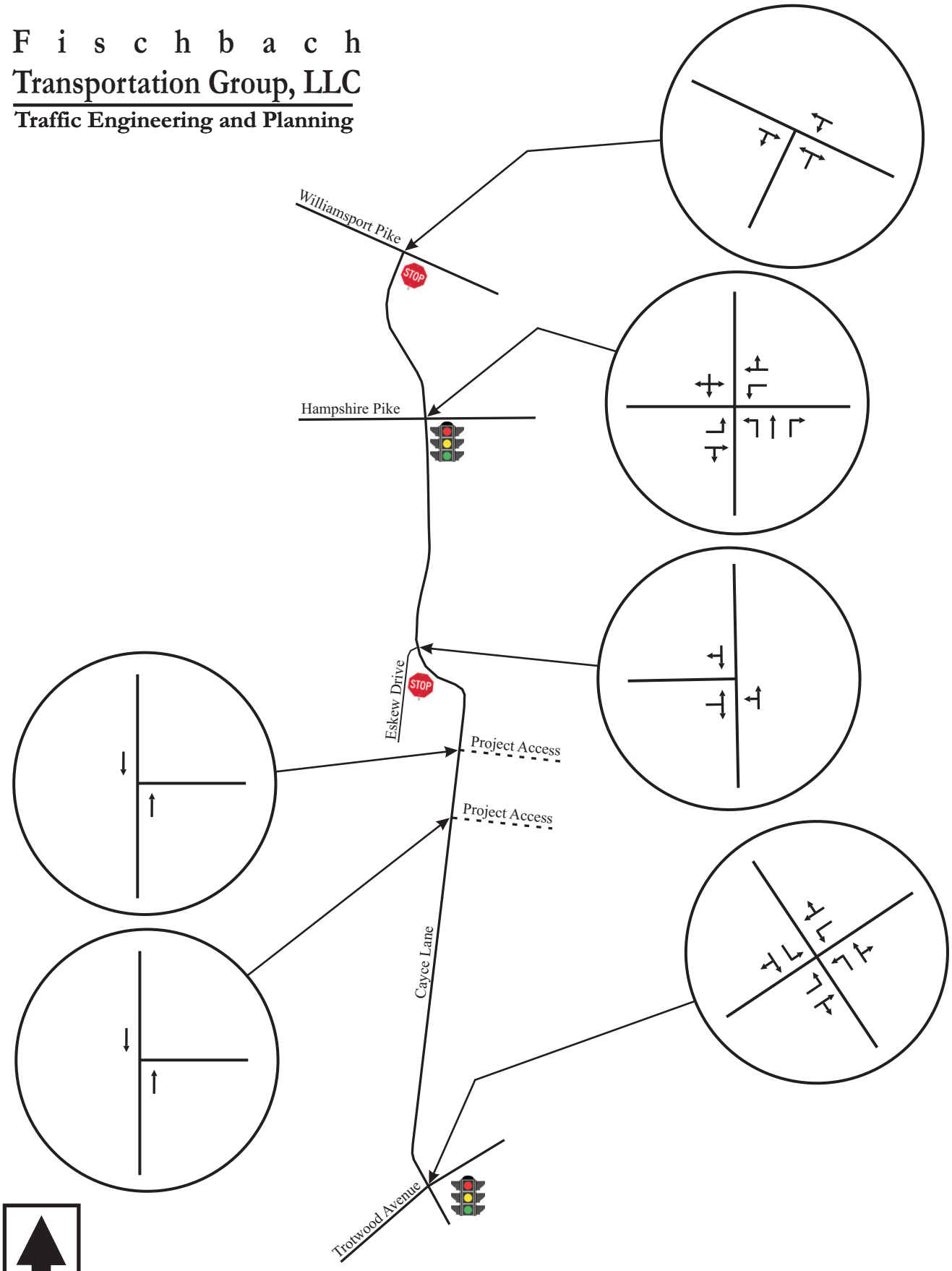
Sight distance at Eskew Drive
For the purposes of this study, sight distance measurements were conducted for the intersection of Cayce Lane and Eskew Drive. Specifically, these measurements were collected based on guidelines that are included in A Policy on Geometric Design of Highways and Streets, which is published by the American Association of State Highway and Transportation Officials (AASHTO) and commonly known as The Green Book. Specifically, The Green Book indicates that for a speed of 40 mph, which is the 85th percentile speed on Cayce Lane, the minimum stopping sight distance is 305 feet. This is the distance that a motorist on Cayce Lane will need to come to a stop if a vehicle turning from Eskew Drive creates a conflict. Also, based on The Green Book, the minimum intersection sight distance is 445 feet. This is the distance that a motorist on Eskew Drive needs to safely complete a turn onto Cayce Lane. Field measurements and observations indicate that adequate sight distance is available to and from the north at the intersection of Cayce Lane and Eskew Drive. However, insufficient intersection sight distance is available to and from the south, around an existing curve. Specifically, approximately 375-400 feet of intersection sight distance is available for motorists on Eskew Drive, and these limitations are compounded by the existing grade on Eskew Drive, which requires additional start-up time for motorists turning onto Cayce Lane.

Recent historical accident data

The City of Columbia Police Department provided historical crash data for the segment of Cayce Lane from Hampshire Pike to the existing railroad tracks. Specifically, this data was collected for January 1, 2018 through April 25, 2023. As shown in Appendix A, there were a total of 96 incidents on this roadway segment, and 16 of them (16.7%) involved possible or suspected injuries. More importantly, 12 of the 16 incidents that involved possible or suspected injuries occurred in the curves between Wellington Drive and the project accesses.

A field visit was completed on April 23, 2023 in order to confirm the laneage and traffic control noted during the collection of turning movement data at the intersections within the study area. The existing laneage and traffic control at the intersections within the study area are shown in Figure 3.

F i s c h b a c h
Transportation Group, LLC
Traffic Engineering and Planning



No Scale

Figure 3.
Existing Laneage and Traffic Control

Southbound Cayce Lane at the Project Site



Photo credit: FTG, LLC (4/2023)

Northbound Cayce Lane at the Project Site



Photo credit: FTG, LLC (4/2023)

Southbound Cayce Lane in Advance of Eskew Drive



Photo credit: FTG, LLC (4/2023)

Southbound Cayce Lane between Eskew Drive and the Project Site



Photo credit: FTG, LLC (4/2023)

3.2 YEAR 2023 EXISTING TRAFFIC VOLUMES

In order to provide data for the traffic impact analysis, traffic volumes were counted in 15-minute increments at the following intersections:

- Williamsport Pike and Cayce Lane
- Hampshire Pike and Cayce Lane
- Cayce Lane and Eskew Drive
- Trotwood Avenue and Cayce Lane / Sunnyside Lane

The data for the intersection with Williamsport Pike was identified from the January 2020 Traffic Impact Study for The Highlands development. The data for the intersections with Hampshire Pike and Eskew Drive was collected from 6:00 AM – 7:00 PM on typical weekdays in late March 2023 when schools were in session. Finally, the data for the intersection with Trotwood Avenue was identified from the June 2022 Traffic Impact Study for the gas station and convenience store planned for the southeast quadrant of this intersection. The raw traffic volumes are included in Appendix A and are shown in Figure 4. It is important to note that certain turning movements were increased as needed to show balanced traffic flows between adjacent intersections.

Using the existing peak hour traffic volumes shown in Figure 4, capacity analyses were conducted for the intersections studied. Specifically, in order to identify current peak hour levels of operation within the study area, the capacity calculations were performed according to the methods outlined in the Highway Capacity Manual 7 (HCM 7). These analyses result in the determination of a Level of Service (LOS), which is a measure of evaluation is used to describe how well an intersection or roadway operates. LOS A represents free flow traffic operations, and LOS F suggests that the traffic demand exceeds the available capacity. In an urbanized area, LOS D is typically considered to be the minimum acceptable LOS. Table 1 presents the descriptions of LOS for signalized intersections, and Table 2 presents the descriptions of LOS for unsignalized intersections.

The results of the capacity analyses for the existing peak hour traffic volumes are shown in Table 3, and Appendix B includes the capacity analyses worksheets. These analyses indicate the following:

Williamsport Pike and Cayce Lane
At this unsignalized intersection, all of the critical turning movements currently operate at LOS B or better during both peak hours.

Hampshire Pike and Cayce Lane
This signalized intersection operates at LOS C during both peak hours.

Cayce Lane and Eskew Drive
At this unsignalized intersection, all of the critical turning movements currently operate at LOS B or better during both peak hours.

Trotwood Avenue and Cayce Lane / Sunnyside Lane
This signalized intersection operates at LOS C during both peak hours.

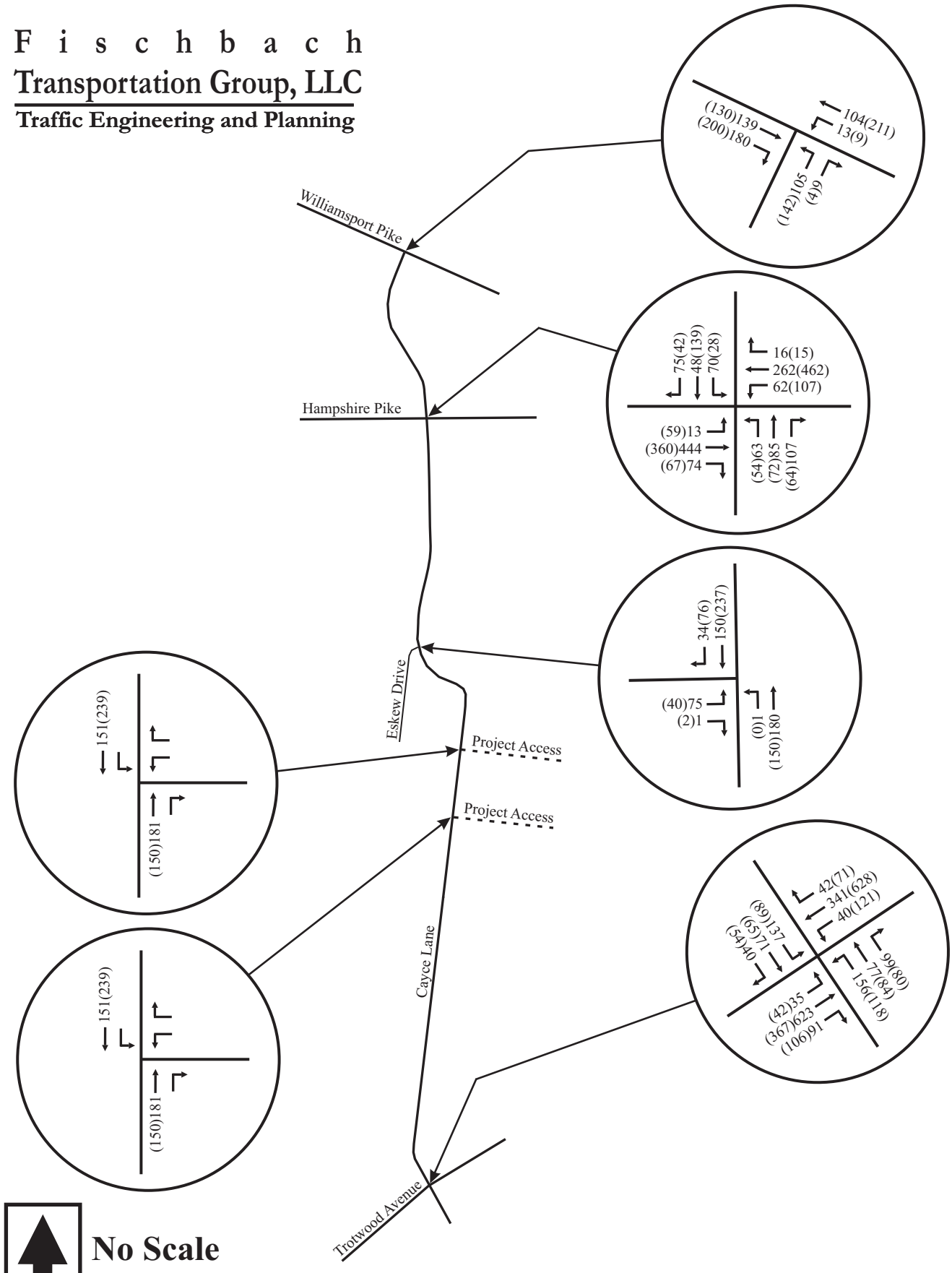


Figure 4.
Existing Year 2023 Peak Hour Traffic Volumes

TABLE 1. DESCRIPTIONS OF LOS FOR SIGNALIZED INTERSECTIONS

Level of Service	Description	Average Control Delay per Vehicle (sec)
A	Operations with very low control delay. Progression is extremely favorable, and most vehicles arrive during the green phase. Most vehicles do not stop at all. Short cycle lengths may also contribute to low delay.	≤ 10
B	Operations with stable flows. This generally occurs with good progression, short cycle lengths, or both. More vehicles stop than for LOS A, causing higher levels of average delay.	> 10 and ≤ 20
C	Operations with stable flow. Occurs with fair progression, longer cycle lengths, or both. Individual cycle failures may begin to appear at this level. The number of vehicles stopping is significant, although many still pass through the intersection without stopping.	> 20 and ≤ 35
D	Approaching unstable flow. The influence of congestion becomes more noticeable. Longer delays may result from some combination of unfavorable progression, long cycle lengths, or high v/c ratios. Many vehicles stop.	> 35 and ≤ 55
E	Unstable flow. In many cases, this is considered to be the limit for acceptable delay. These high delays generally indicate poor progression, long cycle lengths, and high v/c ratios.	> 55 and ≤ 80
F	Unacceptable delay. This condition often occurs with oversaturation or with high v/c ratios. Poor progression and long cycle lengths may also cause such delay levels.	> 80

Source: Highway Capacity Manual 7 (HCM 7)

TABLE 2. DESCRIPTIONS OF LOS FOR UNSIGNALIZED INTERSECTIONS

Level of Service	Description	Average Control Delay (sec/veh)
A	Minimal delay	≤ 10
B	Brief delay	> 10 and ≤ 15
C	Average delay	> 15 and ≤ 25
D	Significant delay	> 25 and ≤ 35
E	Long delay	> 35 and ≤ 50
F	Extreme delay	> 50

Source: Highway Capacity Manual 7 (HCM 7)

TABLE 3. YEAR 2023 EXISTING PEAK HOUR LEVELS OF SERVICE

INTERSECTION	TURNING MOVEMENT	AM PEAK HOUR		PM PEAK HOUR	
		LEVEL OF SERVICE	95TH %-ILE QUEUE	LEVEL OF SERVICE	95TH %-ILE QUEUE
Williamsport Pike and Cayce Lane	Westbound Left Turns / Thrus	LOS A	0 veh	LOS A	0 veh
	Northbound Left / Right Turns	LOS B	1 veh	LOS B	1 veh
Hampshire Pike and Cayce Lane	Eastbound Left Turns	LOS B	1 veh	LOS B	1 veh
	Eastbound Thrus / Right Turns	LOS C	17 veh	LOS B	11 veh
	Westbound Left Turns	LOS B	1 veh	LOS B	2 veh
	Westbound Thrus / Right Turns	LOS B	8 veh	LOS B	12 veh
	Northbound Left Turns	LOS D	3 veh	LOS D	2 veh
	Northbound Thrus	LOS D	4 veh	LOS D	3 veh
	Northbound Right Turns	LOS D	5 veh	LOS D	3 veh
	Southbound Turning Movements	LOS D	9 veh	LOS D	8 veh
	OVERALL INTERSECTION	**LOS C**		**LOS C**	
Cayce Lane and Eskew Drive	Eastbound Left / Right Turns	LOS B	1 veh	LOS B	1 veh
	Northbound Left Turns / Thrus	LOS A	0 veh	LOS A	0 veh
Trotwood Avenue and Cayce Lane / Sunnyside Lane	Eastbound Left Turns	LOS B	1 veh	LOS B	1 veh
	Eastbound Thrus / Right Turns	LOS D	23 veh	LOS C	12 veh
	Westbound Left Turns	LOS B	1 veh	LOS B	2 veh
	Westbound Thrus / Right Turns	LOS B	10 veh	LOS C	19 veh
	Northbound Left Turns	LOS D	6 veh	LOS D	5 veh
	Northbound Thrus / Right Turns	LOS D	7 veh	LOS D	7 veh
	Southbound Left Turns	LOS D	6 veh	LOS D	3 veh
	Southbound Thrus / Right Turns	LOS D	4 veh	LOS D	5 veh
	OVERALL INTERSECTION	**LOS C**		**LOS C**	

4. YEAR 2026 BACKGROUND TRAFFIC VOLUMES

In order to account for the traffic growth which will occur within the study area because of typical growth, background traffic volumes were established for the intersections within the study area. Specifically, in order to account for typical growth within the study area, consideration was given to the historical traffic volumes near the project site. The Tennessee Department of Transportation (TDOT) conducts an annual count program throughout the state. This count program includes the annual collection of average daily traffic (ADT) counts at numerous fixed locations.

As shown in Table 4, the daily traffic volumes within the study area have been relatively stable since 2010. However, for the purposes of these analyses, the existing traffic volumes were increased 2% per year, or a total of 6%, in order to establish the initial Year 2026 background traffic volumes shown in Figure 5A.

TABLE 4. HISTORICAL TRAFFIC VOLUMES IN THE STUDY AREA

Year	Station 36 Hampshire Pk ADT	Annual Growth	
2010	9,946		
2011	10,076	1.31%	
2012	9,957	-1.18%	
2013	9,955	-0.02%	
2014	11,231	12.82%	
2015	9,790	-12.83%	**Overall Growth**
2016	11,951	22.07%	
2017	11,928	-0.19%	
2018	9,831	-17.58%	
2019	14,066	43.08%	
2020	8,828	-37.24%	
2021	9,342	5.82%	
2022	10,174	8.91%	0.19%
Year	**Station 126 Cayce Lane ADT**	**Annual Growth**	
2010	2,320		
2011	2,590	11.64%	
2012	2,308	-10.89%	
2013	2,523	9.32%	**Overall Growth**
2014	2,879	14.11%	
2015	2,504	-13.03%	

2016	2,641	5.47%	
2017	2,632	-0.34%	
2018	2,792	6.08%	
2019	4,209	50.75%	
2020	3,876	-7.91%	
2021	2,675	-30.99%	
2022	2,706	1.16%	1.39%

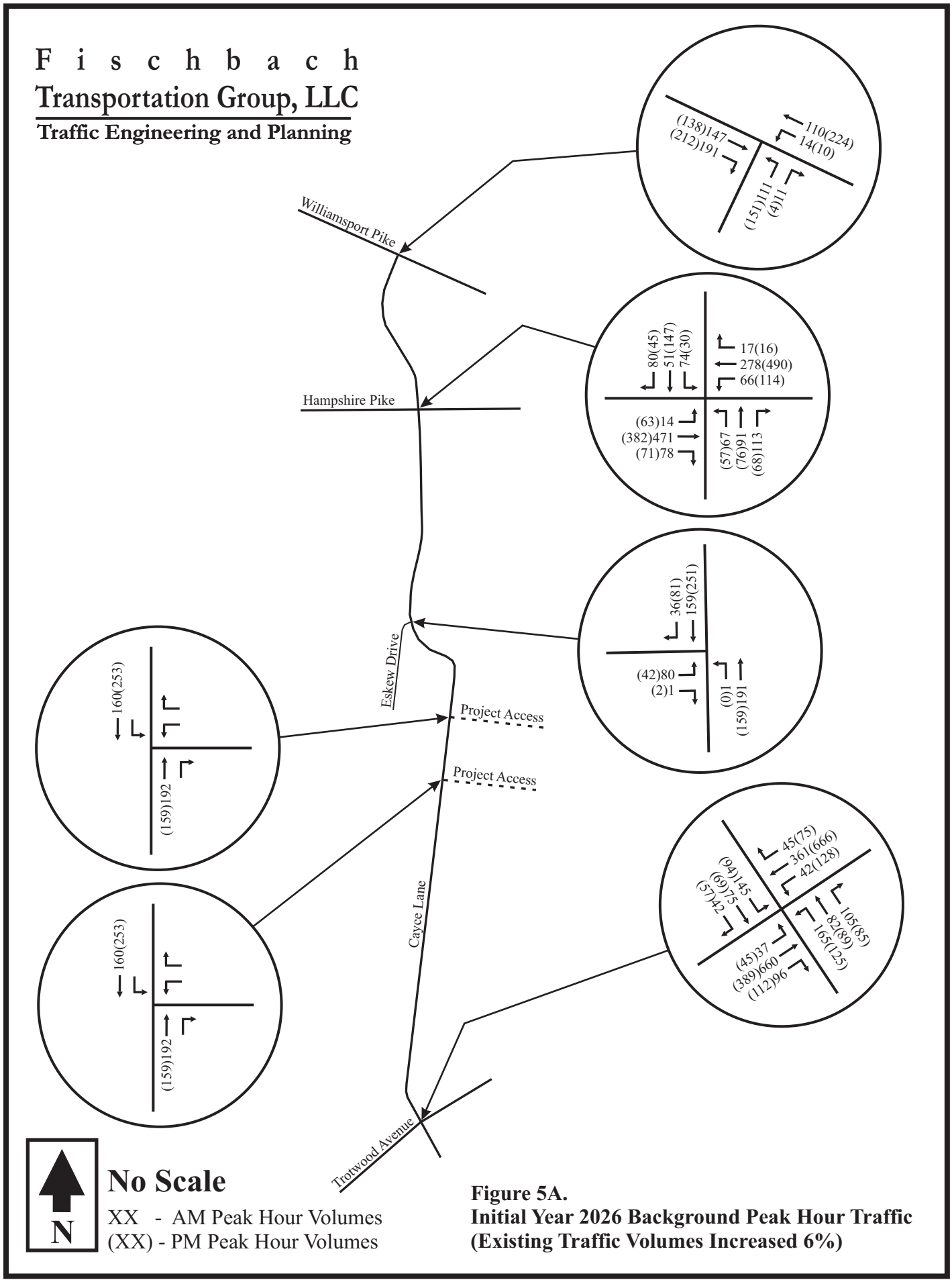


Figure 5A.
Initial Year 2026 Background Peak Hour Traffic
(Existing Traffic Volumes Increased 6%)

It is important to note that the following projects are planned for construction in the vicinity of the project site:

1. The Trotwood & Foster residential project is planned for construction southwest of the proposed project site. The peak hour traffic volumes generated by this project are identified in the Traffic Impact Study prepared by Kimley Horn in January 2023, and these volumes are shown in Figure 5B. Information about this project is included in Appendix A.

2. The Crichton Property residential project is planned for construction southwest of the proposed project site. The peak hour traffic volumes generated by this project are identified in the Traffic Impact Study prepared by T-Square Engineering in July 2021, and these volumes are shown in Figure 5C. Information about this project is included in Appendix A.

3. A gas station and convenience store are planned for construction in the southeast quadrant of the intersection of Trotwood Avenue and Cayce Lane / Sunnyside Lane. The peak hour traffic volumes generated by this project are identified in the Traffic Impact Study prepared by FTG, LLC in June 2022, and these volumes are shown in Figure 5D. Information about this project is included in Appendix A.

4. A project known as The Highlands is planned for construction northwest of the proposed project site. The peak hour traffic volumes generated by this project are identified in the Traffic Impact Study prepared by T-Square Engineering in January 2020, and these volumes are shown in Figure 5E. Information about this project is included in Appendix A.

The traffic volumes shown in Figures 5A-5E were added together in order to identify background traffic volumes, as shown in Figure 5F. Capacity analyses were conducted for the background conditions at the intersections within the study area, and for these analyses, it was assumed that all existing laneage and traffic control will be maintained and no improvements will be provided.

The results of the capacity analyses for the background peak hour traffic volumes are shown in Table 5, and Appendix B includes the capacity analyses worksheets. These analyses indicate the following:

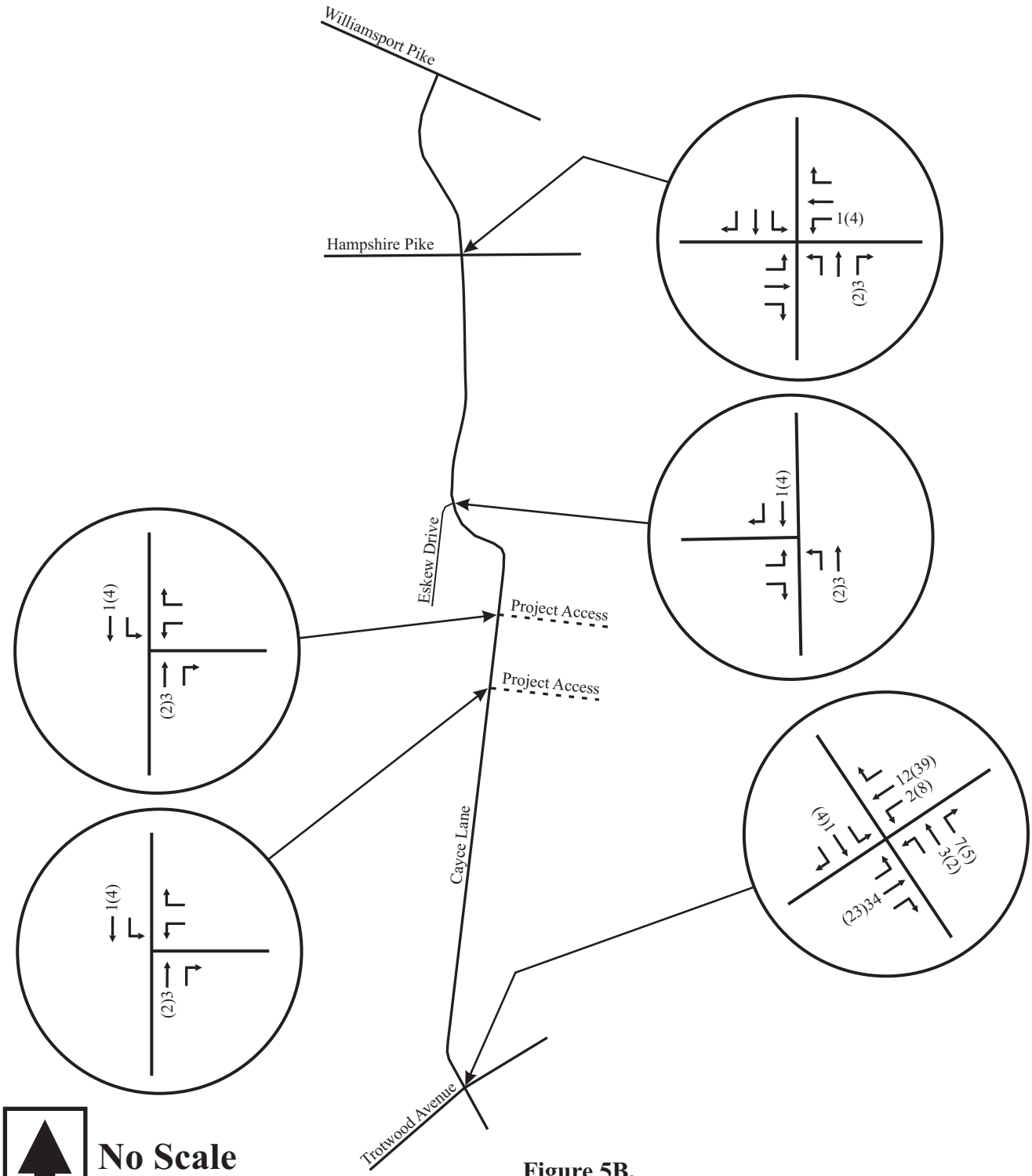
Williamsport Pike and Cayce Lane
At this unsignalized intersection, all of the critical turning movements will operate at LOS C or better during both peak hours.

Hampshire Pike and Cayce Lane
This signalized intersection will operate at LOS D during the AM peak hour and LOS C during the PM peak hour.

Cayce Lane and Eskew Drive
At this unsignalized intersection, all of the critical turning movements will operate at LOS B or better during both peak hours.

Trotwood Avenue and Cayce Lane / Sunnyside Lane
This signalized intersection will operate at LOS D during both peak hours.

F i s c h b a c h
Transportation Group, LLC
Traffic Engineering and Planning



No Scale

XX - AM Peak Hour Volumes
(XX) - PM Peak Hour Volumes

Figure 5B.
Peak Hour Traffic Volumes Generated by Trotwood & Foster Subdivision (Jan 2023 TIS)

F i s c h b a c h
Transportation Group, LLC
Traffic Engineering and Planning

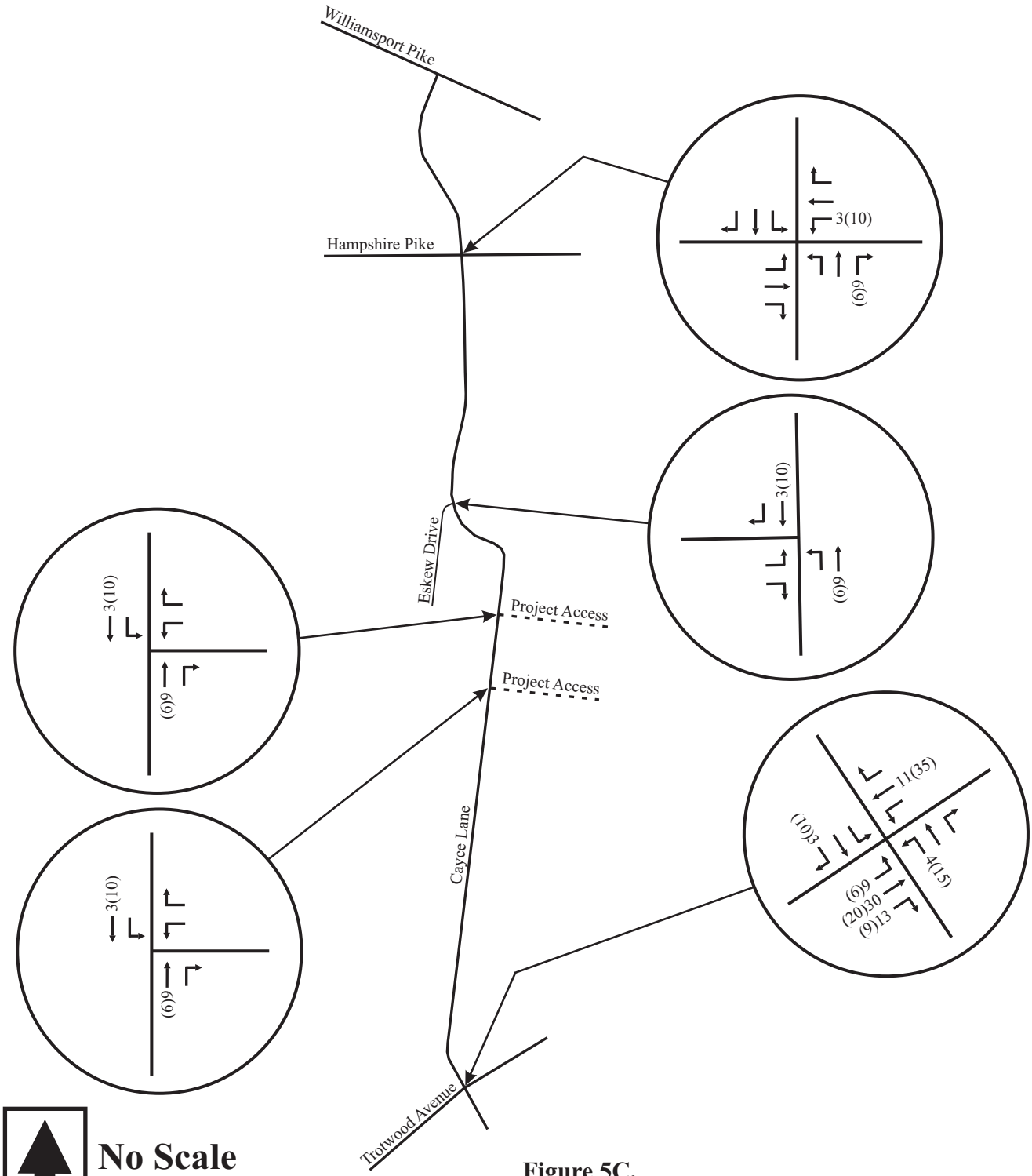
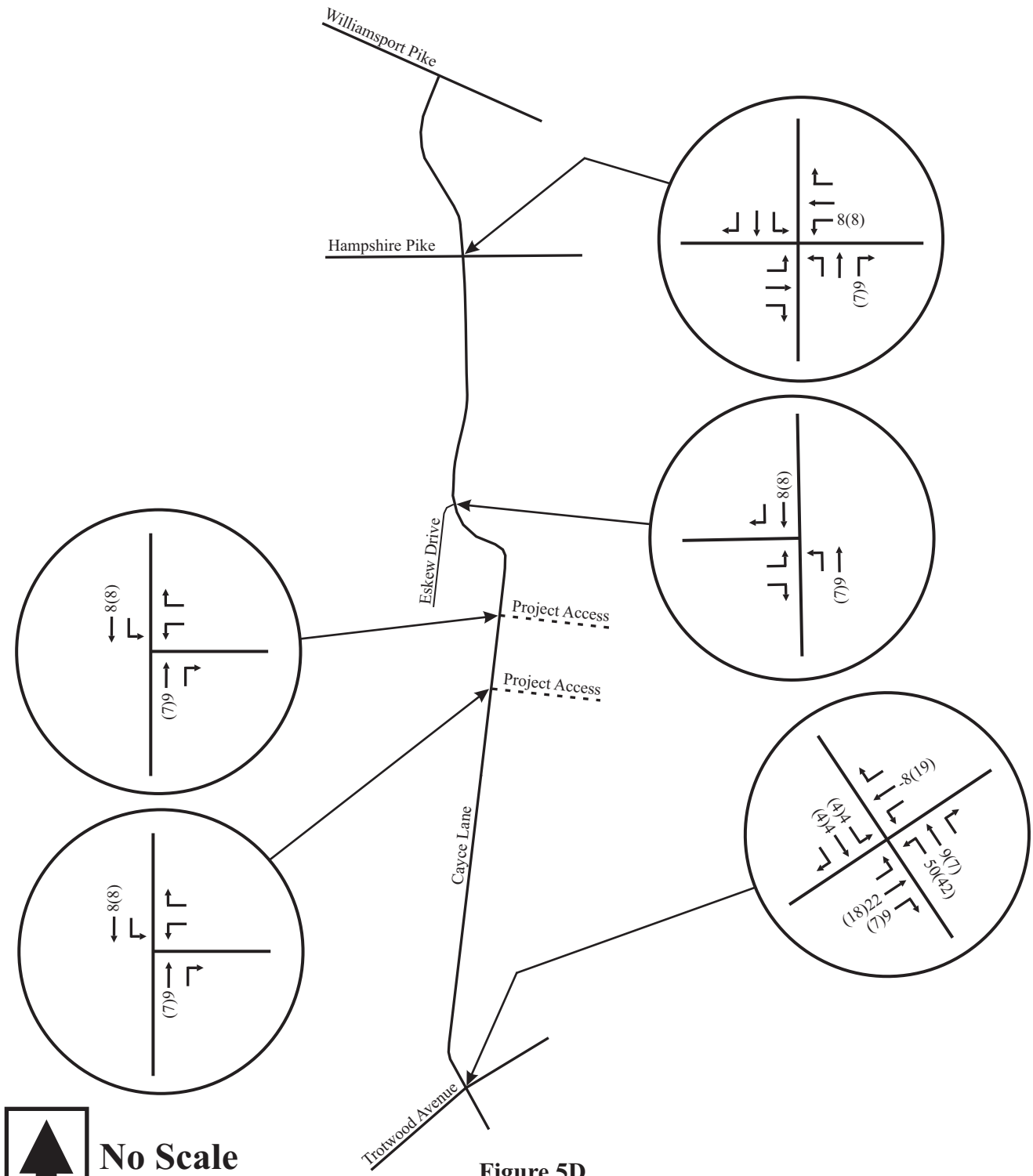


Figure 5C.
Peak Hour Traffic Volumes Generated by Crichton Property Development (Jul 2021 TIS)

F i s c h b a c h
Transportation Group, LLC
Traffic Engineering and Planning

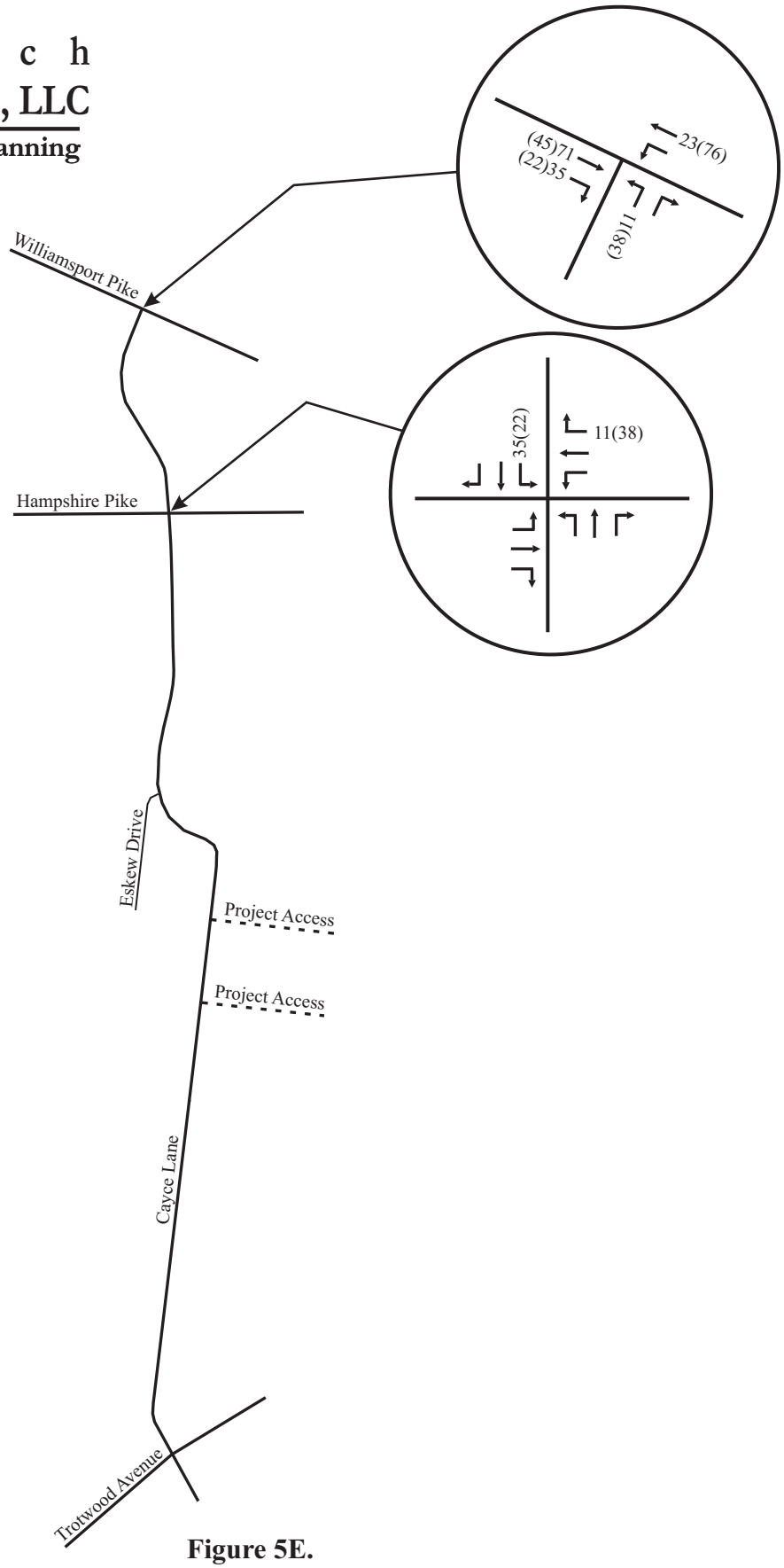


No Scale

XX - AM Peak Hour Volumes
(XX) - PM Peak Hour Volumes

Figure 5D.
Peak Hour Traffic Volumes Generated by Sunnyside Gas Station & Convenience (Jun 2022 TIS)

F i s c h b a c h
Transportation Group, LLC
Traffic Engineering and Planning



N

No Scale

XX - AM Peak Hour Volumes
(XX) - PM Peak Hour Volumes

Figure 5E.
Peak Hour Traffic Volumes Generated by The Highlands Development (Jan 2020 TIS)

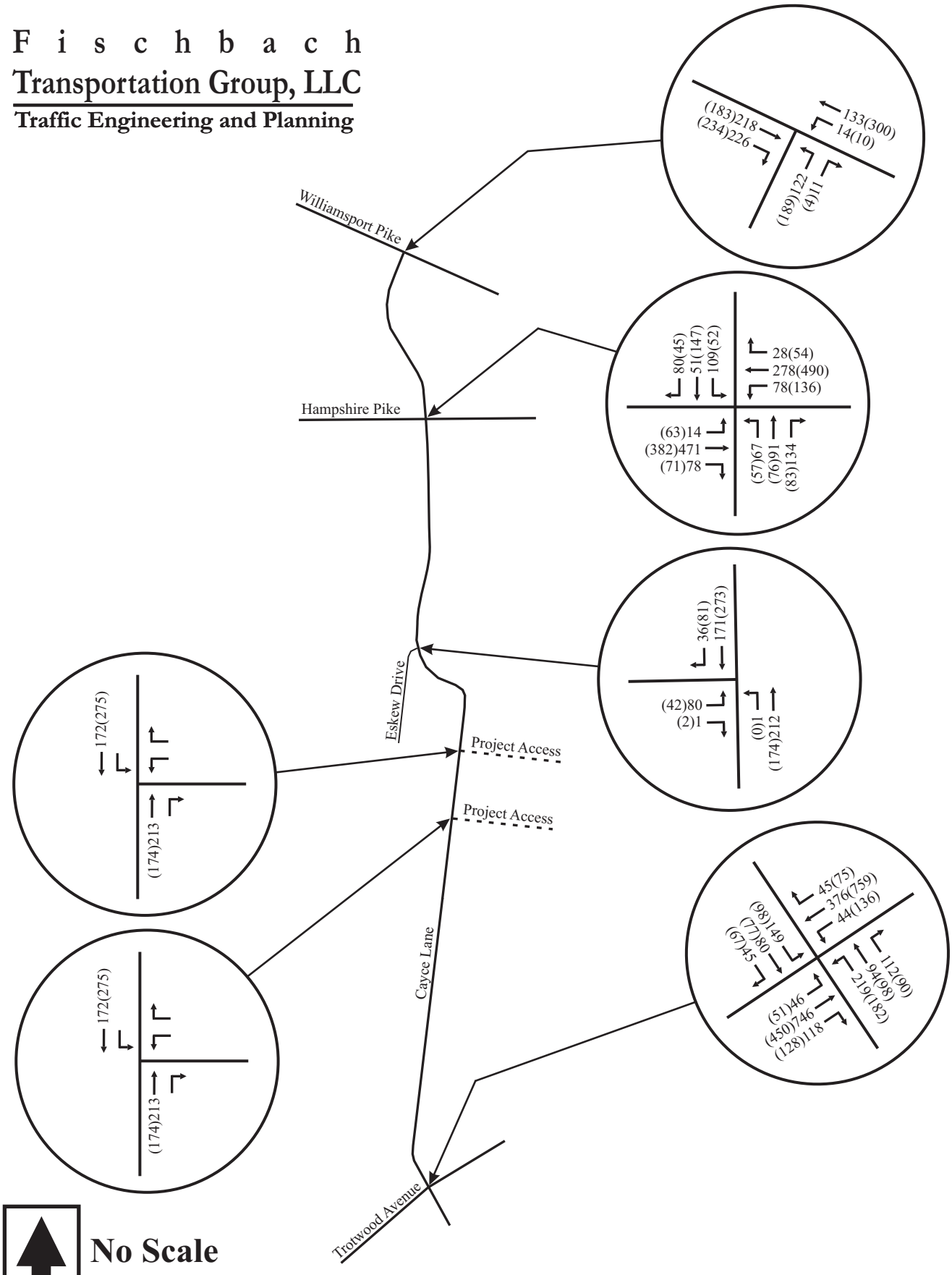


Figure 5F.
Final Year 2026 Background Peak Hour Traffic

TABLE 5. YEAR 2026 BACKGROUND PEAK HOUR LEVELS OF SERVICE

INTERSECTION	TURNING MOVEMENT	AM PEAK HOUR		PM PEAK HOUR	
		LEVEL OF SERVICE	95TH %-ILE QUEUE	LEVEL OF SERVICE	95TH %-ILE QUEUE
Williamsport Pike and Cayce Lane	Westbound Left Turns / Thrus	LOS A	0 veh	LOS A	0 veh
	Northbound Left / Right Turns	LOS B	1 veh	LOS C	3 veh
Hampshire Pike and Cayce Lane	Eastbound Left Turns	LOS B	1 veh	LOS B	1 veh
	Eastbound Thrus / Right Turns	LOS D	23 veh	LOS C	13 veh
	Westbound Left Turns	LOS C	2 veh	LOS B	3 veh
	Westbound Thrus / Right Turns	LOS C	9 veh	LOS C	15 veh
	Northbound Left Turns	LOS D	3 veh	LOS D	2 veh
	Northbound Thrus	LOS D	4 veh	LOS D	3 veh
	Northbound Right Turns	LOS D	6 veh	LOS D	3 veh
	Southbound Turning Movements	LOS D	10 veh	LOS D	10 veh
	OVERALL INTERSECTION	**LOS D**		**LOS C**	
Cayce Lane and Eskew Drive	Eastbound Left / Right Turns	LOS B	1 veh	LOS B	1 veh
	Northbound Left Turns / Thrus	LOS A	0 veh	LOS A	0 veh
Trotwood Avenue and Cayce Lane / Sunnyside Lane	Eastbound Left Turns	LOS B	1 veh	LOS C	1 veh
	Eastbound Thrus / Right Turns	LOS D	39 veh	LOS C	17 veh
	Westbound Left Turns	LOS C	1 veh	LOS B	3 veh
	Westbound Thrus / Right Turns	LOS C	14 veh	LOS F	35 veh
	Northbound Left Turns	LOS E	14 veh	LOS D	7 veh
	Northbound Thrus / Right Turns	LOS E	13 veh	LOS D	8 veh
	Southbound Left Turns	LOS E	10 veh	LOS D	4 veh
	Southbound Thrus / Right Turns	LOS E	9 veh	LOS D	6 veh
	OVERALL INTERSECTION	**LOS D**		**LOS D**	

5. IMPACTS OF PROPOSED DEVELOPMENT

5.1 TRIP GENERATION

Trip generation calculations were conducted in order to identify how much traffic will be generated by the proposed project. Trip generation data for daily and peak hour trips were identified from Trip Generation, 11th Edition, which was published by the Institute of Transportation Engineers (ITE) in 2021. Table 6 presents the daily and peak hour trip generations for proposed project, and these calculations are included in Appendix C.

TABLE 6. TRIP GENERATION

LAND USE	SIZE	DAILY TRAFFIC	GENERATED TRAFFIC			
			AM PEAK HOUR		PM PEAK HOUR	
			ENTER	EXIT	ENTER	EXIT
Single-Family Detached (LUC 210)	104 homes	1,046	19	58	65	38

5.2 TRIP DISTRIBUTION AND TRAFFIC ASSIGNMENT

For the purposes of this study, it was estimated that the trips generated by the proposed development will access the project site according to the directional distribution shown in Figure 6. The development of this distribution was based on the following factors:

- existing land use characteristics,
- the directions of approach of the existing traffic,
- the access proposed for the project, and
- the locations of population centers in the area.

The peak hour trip generations and directional distribution were used to add the site-generated trips to the roadway system. Figure 7 includes the peak hour traffic volumes that are expected to be generated by the proposed project.

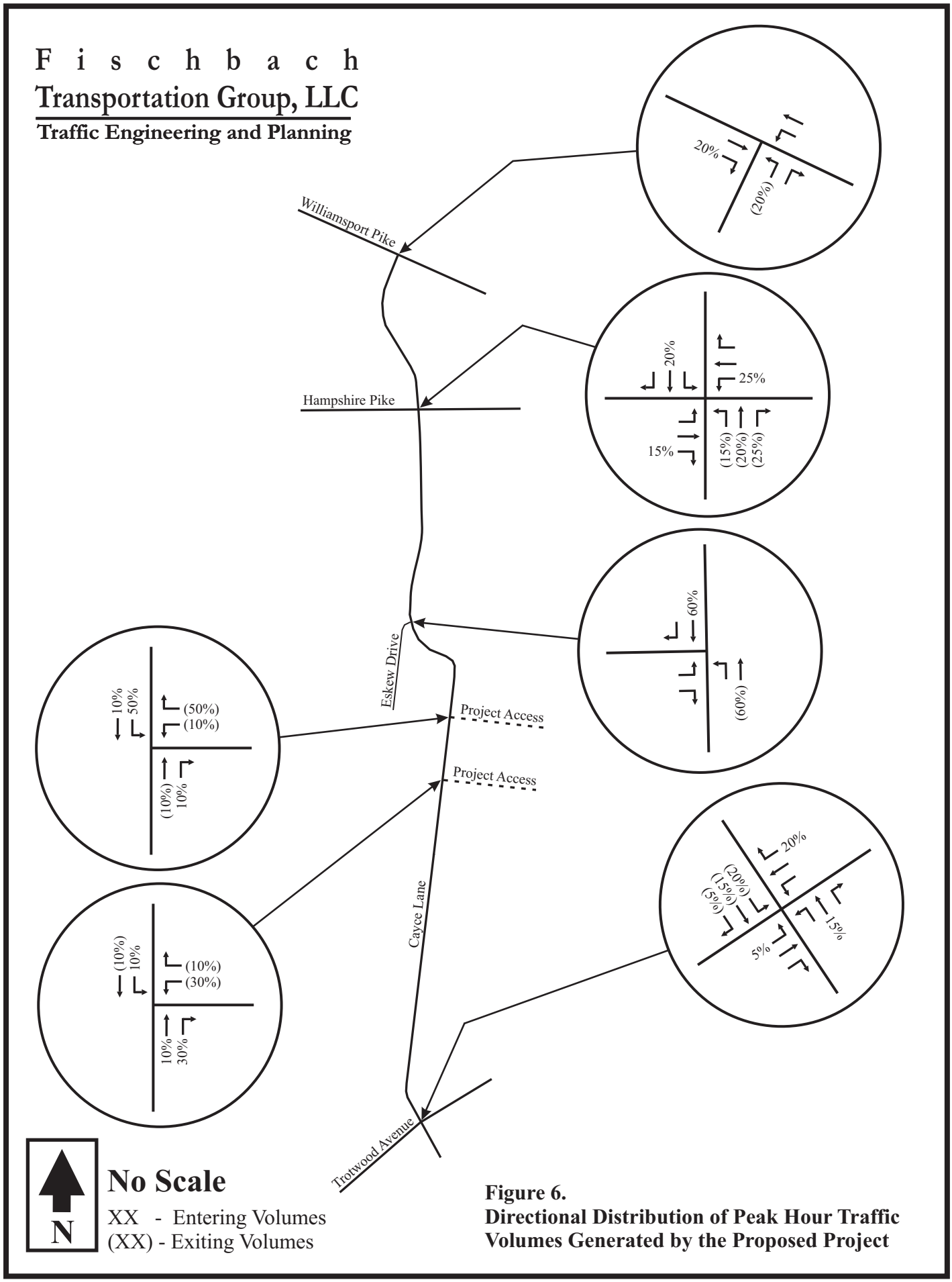


Figure 6.
Directional Distribution of Peak Hour Traffic Volumes Generated by the Proposed Project

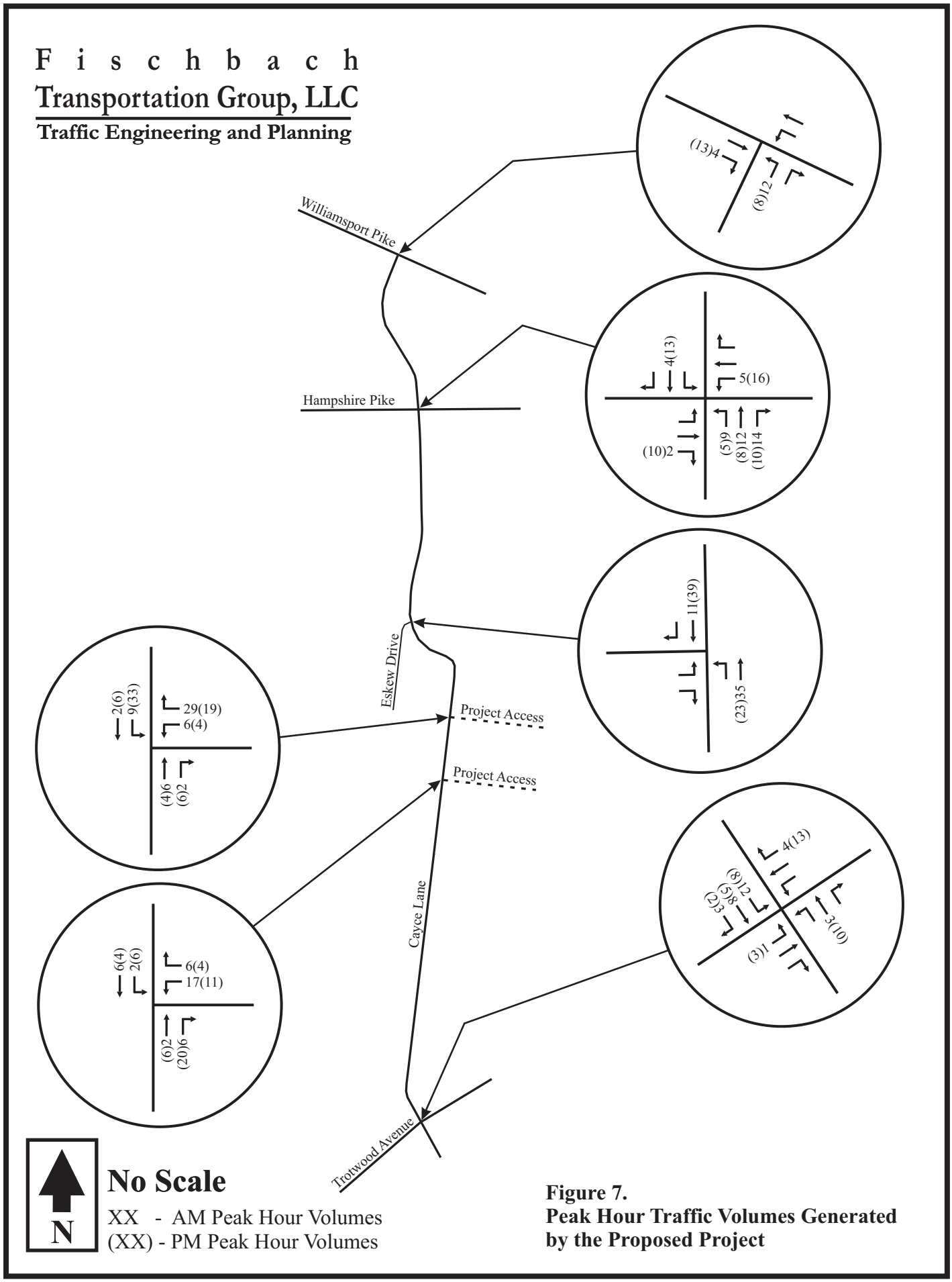


Figure 7.
Peak Hour Traffic Volumes Generated by the Proposed Project

5.3 CAPACITY ANALYSES

In order to identify the projected peak hour traffic volumes at the completion of the proposed project, the trips generated by the proposed development were added to the background peak hour traffic volumes within the study area. The resulting peak hour volumes are shown in Figure 8.

Using the total projected peak hour traffic volumes, capacity analyses were conducted in order to determine the impact of the proposed project on the roadway system. Specifically, these capacity analyses were used to evaluate the need for roadway and traffic control improvements within the study area. For these analyses, the following assumptions were made:

- Each of the project accesses will be constructed to include one eastbound entering lane and one westbound exiting lane.
- All other existing laneage and traffic control will be maintained and no additional improvements will be provided.

The results of the capacity analyses for the total projected peak hour traffic volumes are shown in Table 7, and Appendix B includes the capacity analyses worksheets. These analyses indicate the following:

Williamsport Pike and Cayce Lane
At this unsignalized intersection, all of the critical turning movements will operate at LOS C or better during both peak hours.

Hampshire Pike and Cayce Lane
This signalized intersection will operate at LOS D during the AM peak hour and LOS C during the PM peak hour.

Cayce Lane and Eskew Drive
At this unsignalized intersection, all of the critical turning movements will operate at LOS B or better during both peak hours.

Trotwood Avenue and Cayce Lane / Sunnyside Lane
This signalized intersection will operate at LOS D during both peak hours.

Cayce Lane and Northern Project Access
At this unsignalized intersection, all of the critical turning movements will operate at LOS B or better during both peak hours.

Cayce Lane and Southern Project Access
At this unsignalized intersection, all of the critical turning movements will operate at LOS B or better during both peak hours.

Using the total projected peak hour traffic volumes, analyses were conducted to determine whether or not a dedicated southbound left turn lane and/or a northbound right turn lane is warranted for construction on Cayce Lane at one or both of the project accesses. These analyses were based on the method outlined in *NCHRP Report 457: Engineering Study Guide for Evaluating Intersection Improvements*, and the relevant charts are included in Appendix D. The analyses indicate that the total projected traffic volumes shown in Figure 8 do not warrant any of these dedicated turn lanes.

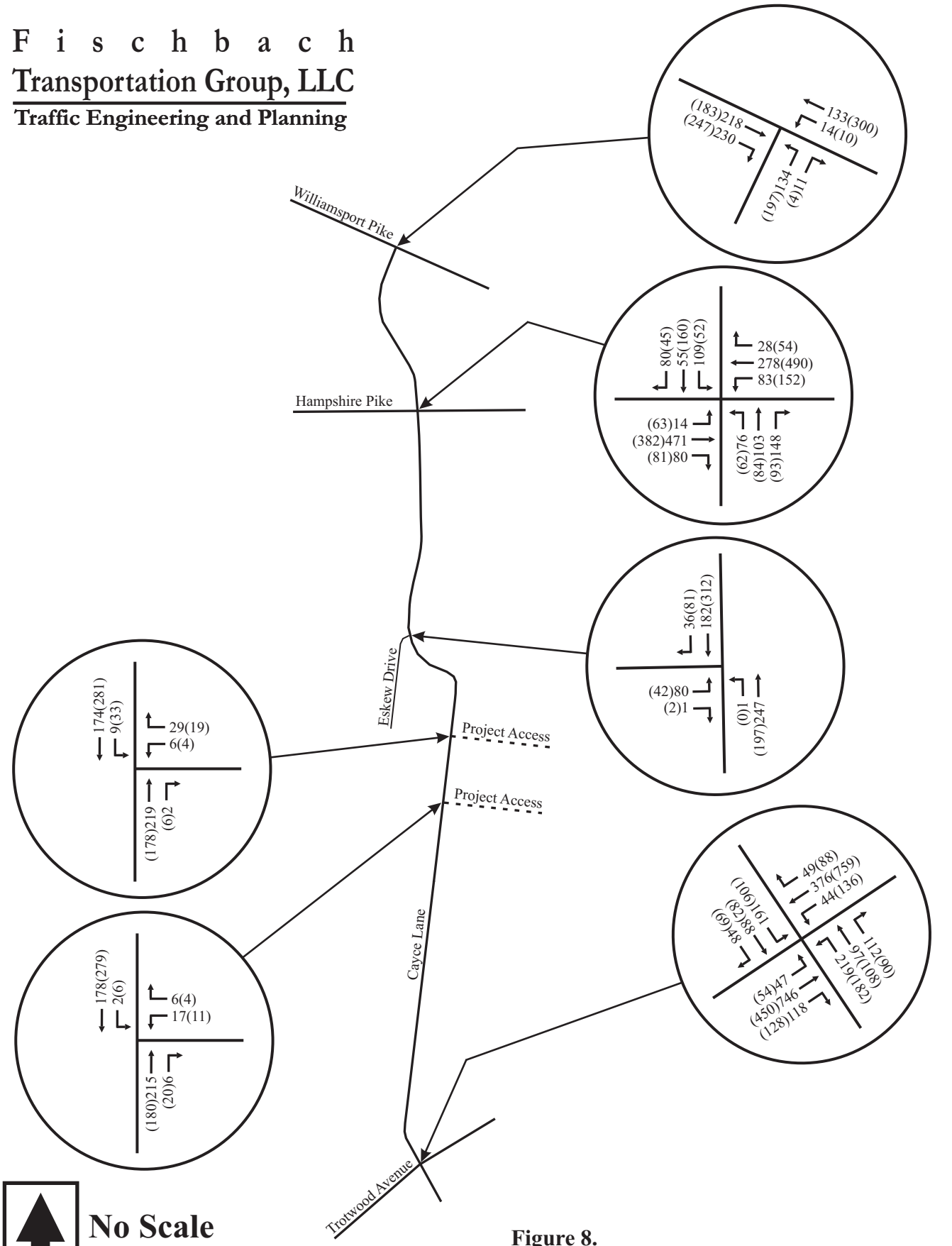


Figure 8.
Total Projected Peak Hour Traffic Volumes at the Completion of the Proposed Project

TABLE 7. YEAR 2026 TOTAL PEAK HOUR LEVELS OF SERVICE

INTERSECTION	TURNING MOVEMENT	AM PEAK HOUR		PM PEAK HOUR	
		LEVEL OF SERVICE	95TH %-ILE QUEUE	LEVEL OF SERVICE	95TH %-ILE QUEUE
Williamsport Pike and Cayce Lane	Westbound Left Turns / Thrus	LOS A	0 veh	LOS A	0 veh
	Northbound Left / Right Turns	LOS C	1 veh	LOS C	3 veh
Hampshire Pike and Cayce Lane	Eastbound Left Turns	LOS B	1 veh	LOS B	1 veh
	Eastbound Thrus / Right Turns	LOS E	25 veh	LOS C	13 veh
	Westbound Left Turns	LOS C	2 veh	LOS B	3 veh
	Westbound Thrus / Right Turns	LOS C	10 veh	LOS C	16 veh
	Northbound Left Turns	LOS D	3 veh	LOS D	2 veh
	Northbound Thrus	LOS D	4 veh	LOS D	3 veh
	Northbound Right Turns	LOS D	7 veh	LOS D	4 veh
	Southbound Turning Movements	LOS D	10 veh	LOS D	10 veh
	OVERALL INTERSECTION	**LOS D**		**LOS C**	
Cayce Lane and Eskew Drive	Eastbound Left / Right Turns	LOS B	1 veh	LOS B	1 veh
	Northbound Left Turns / Thrus	LOS A	0 veh	LOS A	0 veh
Trotwood Avenue and Cayce Lane / Sunnyside Lane	Eastbound Left Turns	LOS B	1 veh	LOS C	1 veh
	Eastbound Thrus / Right Turns	LOS D	39 veh	LOS C	20 veh
	Westbound Left Turns	LOS C	1 veh	LOS B	4 veh
	Westbound Thrus / Right Turns	LOS C	14 veh	LOS F	34 veh
	Northbound Left Turns	LOS E	13 veh	LOS D	11 veh
	Northbound Thrus / Right Turns	LOS E	12 veh	LOS D	12 veh
	Southbound Left Turns	LOS E	10 veh	LOS D	7 veh
	Southbound Thrus / Right Turns	LOS E	9 veh	LOS D	10 veh
	OVERALL INTERSECTION	**LOS D**		**LOS D**	

Cayce Lane and N. Project Access	Westbound Left / Right Turns	LOS B	1 veh	LOS B	1 veh
	Southbound Left Turns / Thrus	LOS A	0 veh	LOS A	1 veh
Cayce Lane and S. Project Access	Westbound Left / Right Turns	LOS B	1 veh	LOS B	1 veh
	Southbound Left Turns / Thrus	LOS A	0 veh	LOS A	0 veh

6. CONCLUSIONS AND RECOMMENDATIONS

The analyses conducted for the purposes of this study indicate that the following considerations should be made in order to accommodate the traffic volumes that will be generated by the proposed project:

Williamsport Pike and Cayce Lane
The analyses conducted for the purposes of this study indicate that all of the critical turning movements at this unsignalized intersection will operate at LOS C or better during both peak hours with existing, background, and total projected conditions. Therefore, no laneage or traffic control modifications are recommended at this intersection in conjunction with the proposed project.

Hampshire Pike and Cayce Lane
The analyses conducted for the purposes of this study indicate that this signalized intersections operates at LOS D or better during both peak hours with existing, background, and total projected conditions. Therefore, no laneage or traffic control modifications are recommended at this intersection in conjunction with the proposed project.

Cayce Lane and Eskew Drive
The analyses conducted for the purposes of this study indicate that all of the critical turning movements at this unsignalized intersection will operate at LOS B or better during both peak hours with existing, background, and total projected conditions. Therefore, no laneage or traffic control modifications are recommended at this intersection in conjunction with the proposed project.

Trotwood Avenue and Cayce Lane / Sunnyside Lane
The analyses conducted for the purposes of this study indicate that this signalized intersections operates at LOS D or better during both peak hours with existing, background, and total projected conditions. Therefore, no laneage or traffic control modifications are recommended at this intersection in conjunction with the proposed project.

Cayce Lane and Northern Project Access
The analyses conducted for the purposes of this study indicate that all of the critical turning movements at this unsignalized intersection will operate at LOS B or better during both peak hours with total projected conditions, and the average vehicle queues are expected to be low. Therefore, the project access should be constructed to include one eastbound entering lane and one westbound exiting lane.

The analyses conducted for the purposes of this study indicate that the intersection of Cayce Lane and the northern project access will operate acceptably even without dedicated turn lanes on Cayce Lane. Also, the total projected traffic volumes at this intersection are below the thresholds that have been established to identify when dedicated turn lanes are warranted at unsignalized intersections. Therefore, the intersection of Cayce Lane and the northern project access should be constructed as shown in the figure included with these conclusions and recommendations.

Cayce Lane and Southern Project Access
The analyses conducted for the purposes of this study indicate that all of the critical turning movements at this unsignalized intersection will operate at LOS B or better during both peak hours with total projected conditions, and the average vehicle queues are expected to be low. Therefore, the project access should be constructed to include one eastbound entering lane and one westbound exiting lane.

The analyses conducted for the purposes of this study indicate that the intersection of Cayce Lane and the southern project access will operate acceptably even without dedicated turn lanes on Cayce Lane. Also, the total projected traffic volumes at this intersection are below the thresholds that have been established to identify when dedicated turn lanes are warranted at unsignalized intersections. Therefore, the intersection of Cayce Lane and the southern project access should be constructed as shown in the figure included with these conclusions and recommendations.

Future Improvements to Cayce Lane
Currently, Cayce Lane includes two significant horizontal curves between Eskew Drive and the project site. The western of these curves, immediately south of Eskew Drive, has a radius of approximately 600 feet, and the eastern curve has a radius of approximately 100 feet. Also, limited intersection sight distance is available for motorists on Eskew Drive, and these limitations are compounded by the existing grade on Eskew Drive, which requires additional start-up time for motorists turning onto Cayce Lane. However, the vehicle speeds measured on Cayce Lane are reasonable, and ample warning signage is provided to notify motorists of upcoming intersections, sharp curves, and reduced speed limits in advance of these curves. Also, retro-reflective chevron signs are provided through each of the two curves.

In order to maximize safe and efficient operations on this segment of Cayce Lane, the following short-term and long-term modifications should be considered even if the proposed project is not constructed in order to address existing conditions on Cayce Lane:

1. **Thermoplastic Rumble Strips**
   Surface-mounted rumble strips are relatively low-cost treatments that provide auditory and palpable warning of upcoming conditions. Specifically, these treatments can encourage motorists to reduce speeds and remain alert. However, because these treatments rely on noise and vibration, they can disturb nearby residents and noise-sensitive habitats. Also, they require maintenance.

   Currently, the *Manual on Uniform Traffic Control Devices* (*MUTCD*), which was published in 2009 by the Federal Highway Administration, does not provide any guidance about the design and installation of transverse rumble strips. Therefore, if rumble strips are installed on Cayce Lane in advance of each of the two curves, the design and installation of these arrays should be consistent with industry standards and should be reviewed and approved by the City of Columbia Engineering Department.

   Thermoplastic rumble strips are not specifically warranted by the proposed residential project and should be considered even if the proposed project is not constructed.

2. Clearing of Vegetation

Currently, numerous utility poles are located on the north side of Cayce Lane, through and between the two existing curves. Also, stands of mature trees are located on both sides of the western curve and the inside of the eastern curve, limiting the sight distances available for motorists traveling through this roadway segment. Although some or all of these trees may be located outside the public right-of-way, consideration should be given to removing all of the trees within 10 feet of the edge of pavement between Eskew Drive and the gravel driveway located within the eastern curve.

The clearing of vegetation is not specifically warranted by the proposed residential project and should be considered even if the proposed project is not constructed.

3. Realignment of Cayce Lane

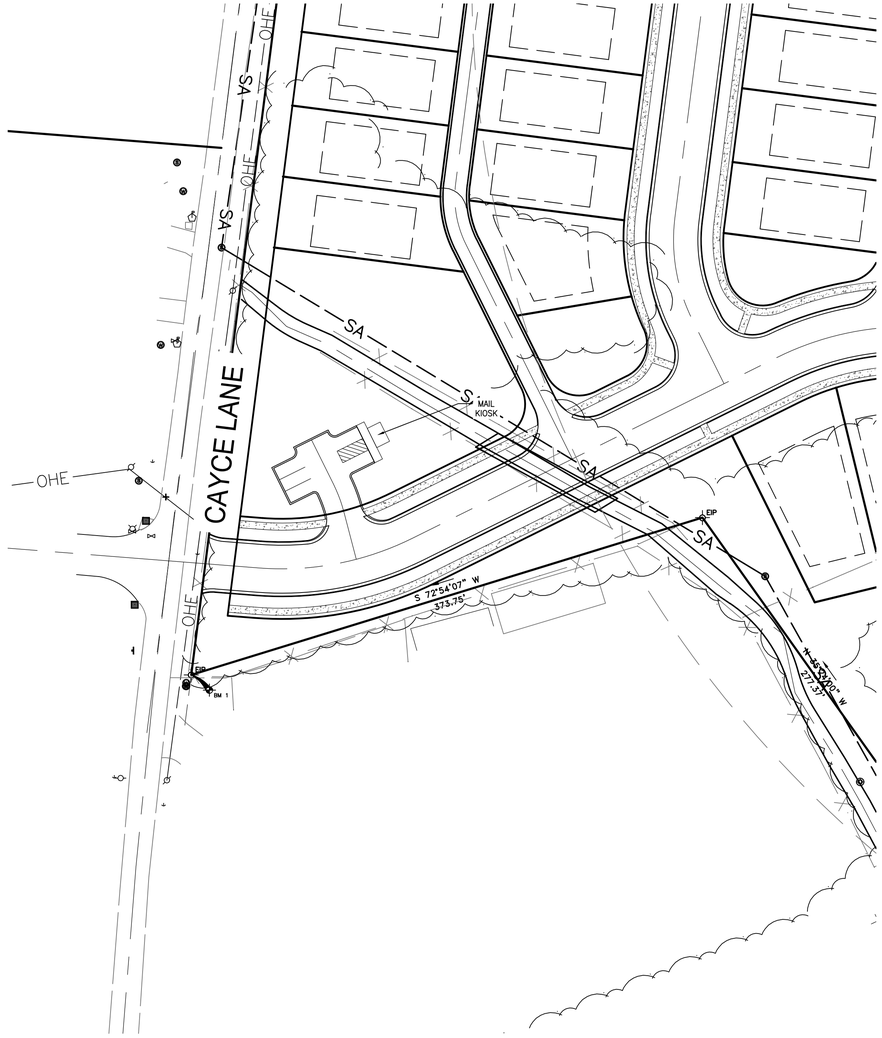
Should thermoplastic rumble strips and the clearing of vegetation not reduce the frequency of vehicle incidents on Cayce Lane within the two existing curves, the most effective way to reduce vehicle conflicts on this roadway segment would be to realign Cayce Lane to reduce the horizontal and vertical curvature between Eskew Drive and the proposed project site. This would require significant right-of-way acquisition and utility relocation, and so it would not be a low-cost modification. However, it would provide optimum safe and efficient operations on this corridor.

The potential realignment of Cayce Lane is not specifically warranted by the proposed residential project and should be considered even if the proposed project is not constructed.

INTERSECTION LAYOUT SHEET



NORTH INTERSECTION



SOUTH INTERSECTION

BENCHMARK

BENCHMARK #1
EXIST IRON PIN
ELEV = 691.10'
N = 464,418.94
E = 1,643,263.05
TN STATE PLANE
COORDINATE SYSTEM,
NAD 83 DATUM

WARNING! UTILITY LINES!

THE CONTRACTOR WILL EXERCISE EXTREME CAUTION IN THE USE OF EQUIPMENT IN AND AROUND OVERHEAD AND UNDERGROUND UTILITY WIRES AND SERVICES. IF AT ANY TIME IN THE PURSUIT OF THIS WORK THE CONTRACTOR MUST WORK IN CLOSE PROXIMITY OF OVERHEAD OR UNDERGROUND SERVICES, THE UTILITY COMPANY SHALL BE CONTACTED PRIOR TO SUCH WORK AND THE PROPER SAFETY MEASURES TAKEN. A THOROUGH EXAMINATION OF THE OVERHEAD WIRES IN THE PROJECT AREA SHOULD BE MADE BY THE CONTRACTOR PRIOR TO THE INITIATION OF CONSTRUCTION. THE UNDERGROUND UTILITY LINES HAVE BEEN SHOWN AS BEST AS CAN BE DETERMINED AT THIS TIME FROM THE INFORMATION OBTAINED FROM THE SURVEY. THE CONTRACTOR SHALL CONTACT EACH OF THESE COMPANIES PRIOR TO BEGINNING CONSTRUCTION AND HAVE THEM DETERMINE THE EXACT LOCATION AND TYPE OF THEIR SERVICES.

Tennessee811
Know what's below
Call before you dig

LEGEND

	EXISTING	PROPOSED
WATER MAIN		
SANITARY SEWER		
STORM SEWER	18"SD	18"SD
OVERHEAD	OHE	
FENCE	X	
GAS		
DRAINAGE DITCH		
TREE PROTECTION FENCE		TP TP
SIGN		
UTILITY POLE		
IRON PIN SET		EIP
EXISTING IRON PIN	EIP	
CONCRETE MONUMENT		
DECIDUOUS TREE		
GATE VALVE IN BOX		
LIGHT POLE		
BENCHMARK	BM 1	

TREE LINE
STORM STRUCTURE LABEL (S1)
ASPHALT
CONCRETE
PARKING SPACES (14)

GEOTECHNICAL NOTE:

CONTRACTOR TO COMPLETE A GEOTECHNICAL STUDY CONDUCTED ON THIS SITE PRIOR TO COMMENCEMENT OF CONSTRUCTION. THE DESIGN FOR THE SITE IMPROVEMENTS SHOWN ON THIS PLAN HAVE RELIED ON GENERAL INFORMATION FROM FIELD REVIEW OF EXISTING TERRAIN. IF, IN THE PURSUIT OF THIS WORK BY THE CONTRACTOR, CONDITIONS OR CIRCUMSTANCES ARE ENCOUNTERED THAT ARE DIFFERENT THAN REFLECTED IN THESE PLANS OR THAT APPEAR TO IMPACT THE SCOPE OF THE WORK, THE CONTRACTOR WILL IMMEDIATELY NOTIFY THE CIVIL ENGINEER, THE GEOTECHNICAL ENGINEER AND THE OWNER/DEVELOPER, BEFORE ANY REMEDIAL COURSE OF ACTION OR DESIGN CHANGE IS INITIATED. ALL PARTIES TO THE PROCESS (OWNER, CIVIL ENGINEER, GEOTECHNICAL ENGINEER, AND CONTRACTOR) MUST BE IN AGREEMENT AND THE MAGNITUDE OF THE COST/TIME REQUIRED FOR THE MEASURES ESTABLISHED.

SITE BENCHMARK NOTE:

CONTRACTOR SHALL ESTABLISH A BENCHMARK PRIOR TO CONSTRUCTION. EXISTING BENCHMARK MUST BE RE-VERIFIED AND APPROVED BY THE ENGINEER/SURVEYOR PRIOR TO USE.

BOUNDARY & TOPOGRAPHIC SURVEY PROVIDED BY:

WESX ENGINEERS & SURVEYORS
W.E.S. ENGINEERS AND SURVEYORS
2486 NASHVILLE HWY
COLUMBIA, TENNESSEE 38401
(931) 388-2329

FLOOD STUDY NOTE:

THIS PROPERTY IS NOT LOCATED WITHIN A FLOOD HAZARD AREA AS PER FEDERAL EMERGENCY MANAGEMENT AGENCY FLOOD INSURANCE RATE MAPS (FIRM's) MAP NUMBER 47117C0280E DATED APRIL 16, 2007.

GRAPHIC SCALE

50 0 25 50 100 200

(IN FEET)
1 inch = 50 ft.

GERALD L. NICK
REGISTERED ENGINEER
AGRICULTURE
No. 107415
STATE OF TENNESSEE

geraldl@wesengineers.com

SUBMITTED FOR MUNICIPAL APPROVAL
NOT FOR CONSTRUCTION

TN GRID NORTH

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WES E NGINEERS & S URVEYORS
CIVIL ENGINEERS & LAND SURVEYORS
2486 NASHVILLE HIGHWAY
COLUMBIA, TN 38401
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ENGINEERS & SURVEYORS

Client
KCS PROPERTY, LLC
1985 Ridgecrest Drive
Columbia, TN 38401

DATE
REVISIONS

CAYCE LANE
6218 CAYCE LANE
COLUMBIA, MAURY COUNTY, TENNESSEE
INTERSECTION PLAN

Drawn: RP
Checked: GV
Approved: GV
Date: Nov. 21, 2022

Job. no. 22569
Scale:
Vertical: 1"=50'
Horizontal:

MP-1

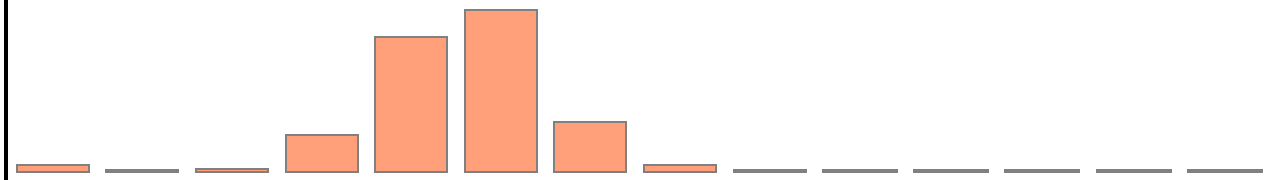
FILE:J:\ WES_Engineers_Surveyors 2022\22569 – 6218 Coyce Lane – KCS\Dwg\Engineering\22569 KCS Coyce LaneAlley Loaded_3.dwg

APPENDIX A
EXISTING TRAFFIC COUNTS AND SPEED DATA
RECENT CRASH DATA
BACKGROUND TRAFFIC COUNTS

Type of report: Tube Count - Speed Data

LOCATION: Cayce Ln South of Wellington Dr
QC JOB #: 16146101
SPECIFIC LOCATION:
DIRECTION: NB, SB
CITY/STATE: Columbia, TN
DATE: Apr 11 2023

Start Time	1 15	16 20	21 25	26 30	31 35	36 40	41 45	46 50	51 55	56 60	61 65	66 70	71 75	76 999	Total	Pace Speed	Number in Pace
12:00 AM																	
01:00 AM																	
02:00 AM																	
03:00 AM																	
04:00 AM																	
05:00 AM																	
06:00 AM																	
07:00 AM																	
08:00 AM																	
09:00 AM																	
10:00 AM	**2**	**1**	**5**	**23**	58	**76**	15	3	0	0	0	0	0	0	183	31-40	134
11:00 AM	2	0	2	21	**77**	72	**19**	**4**	**2**	0	0	0	0	0	**199**	31-40	149
12:00 PM	2	1	2	16	85	108	27	4	0	0	0	0	0	0	245	31-40	193
01:00 PM	3	**2**	2	23	85	84	39	5	0	0	0	0	0	0	243	31-40	169
02:00 PM	**8**	0	1	26	125	118	51	4	1	0	0	0	0	0	334	31-40	243
03:00 PM	5	0	2	29	121	138	47	**6**	0	0	0	0	0	0	348	31-40	259
04:00 PM	8	0	0	22	**131**	169	**57**	3	1	0	0	0	0	0	**391**	31-40	300
05:00 PM	6	0	0	19	100	**200**	49	6	**2**	0	0	0	0	0	382	31-40	300
06:00 PM	7	2	0	23	68	112	33	4	0	0	0	0	0	0	249	31-40	180
07:00 PM	4	0	**4**	19	85	79	11	1	0	0	0	0	0	0	203	31-40	164
08:00 PM	1	0	2	**30**	56	39	9	2	0	0	0	0	0	0	139	31-40	95
09:00 PM	0	0	1	15	27	32	8	1	0	0	0	0	0	0	84	31-40	59
10:00 PM	0	0	0	10	19	13	6	1	0	0	0	0	0	0	49	31-40	32
11:00 PM	0	0	1	2	4	6	3	0	0	0	0	0	0	0	16	31-40	10
Day Total	48	6	22	278	1041	1246	374	44	6	0	0	0	0	0	3065	31-40	2287
Percent	1.6%	0.2%	0.7%	9.1%	34%	40.7%	12.2%	1.4%	0.2%	0%	0%	0%	0%	0%			
AM Peak	10:00 AM	10:00 AM	10:00 AM	10:00 AM	11:00 AM	10:00 AM	11:00 AM	11:00 AM	11:00 AM	10:00 AM	10:00 AM	10:00 AM	10:00 AM	10:00 AM	11:00 AM		
Volume	2	1	5	23	77	76	19	4	2	0	0	0	0	0	199		
PM Peak	2:00 PM	1:00 PM	7:00 PM	8:00 PM	4:00 PM	5:00 PM	4:00 PM	3:00 PM	5:00 PM	12:00 PM	12:00 PM	12:00 PM	12:00 PM	12:00 PM	4:00 PM		
Volume	8	2	4	30	131	200	57	6	2	0	0	0	0	0	391		



Comments:

Report generated on 4/17/2023 2:31 PM

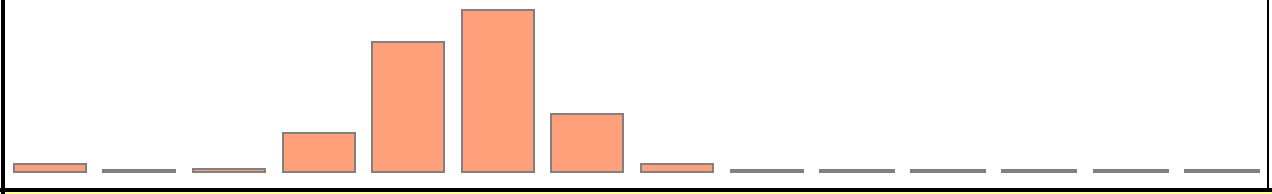
SOURCE: Quality Counts, LLC (http://www.qualitycounts.net)

Quality Counts
DATA DRIVES COMMUNITIES

Type of report: Tube Count - Speed Data

LOCATION: Cayce Ln South of Wellington Dr
QC JOB #: 16146101
SPECIFIC LOCATION:
DIRECTION: NB, SB
CITY/STATE: Columbia, TN
DATE: Apr 12 2023

Start Time	1 15	16 20	21 25	26 30	31 35	36 40	41 45	46 50	51 55	56 60	61 65	66 70	71 75	76 999	Total	Pace Speed	Number in Pace
12:00 AM	0	0	0	1	5	2	1	1	0	0	0	0	0	0	10	31-40	7
01:00 AM	0	0	1	3	6	4	0	0	0	0	0	0	0	0	14	31-40	10
02:00 AM	0	0	0	3	2	4	2	0	0	0	0	0	0	0	11	36-45	6
03:00 AM	0	0	1	4	6	4	3	0	0	0	0	0	0	0	18	28-37	10
04:00 AM	0	0	0	12	9	7	8	1	0	0	0	0	0	0	37	26-35	21
05:00 AM	0	0	2	21	21	20	14	4	0	0	0	0	0	0	82	26-35	42
06:00 AM	6	0	0	37	55	68	20	**7**	**2**	0	0	0	0	0	195	31-40	123
07:00 AM	**12**	0	**3**	**46**	**114**	**155**	**51**	5	1	0	0	0	**1**	0	**388**	31-40	269
08:00 AM	0	0	1	26	69	93	45	7	0	0	0	0	0	0	241	31-40	162
09:00 AM	4	0	0	15	56	67	26	2	0	0	0	0	0	0	170	31-40	123
10:00 AM	3	**1**	3	13	57	67	39	4	0	0	0	0	0	0	187	31-40	124
11:00 AM	3	0	2	13	56	67	24	2	0	0	0	0	0	0	167	31-40	123
12:00 PM	1	**2**	**5**	**28**	55	92	31	7	**1**	0	0	0	0	0	222	31-40	147
01:00 PM	2	0	5	18	84	114	36	**8**	1	**1**	0	0	0	0	269	31-40	198
02:00 PM	7	1	1	15	113	139	49	5	0	0	0	0	0	0	330	31-40	252
03:00 PM	**10**	0	0	22	121	**189**	41	6	1	0	0	0	0	0	**390**	31-40	310
04:00 PM	10	0	0	19	**123**	155	62	5	1	0	0	0	0	0	375	31-40	278
05:00 PM	9	0	1	18	77	171	**77**	6	0	0	0	0	0	0	359	35-44	248
06:00 PM	6	0	4	17	105	117	36	8	0	0	0	0	0	0	293	31-40	222
07:00 PM	7	0	0	25	88	67	21	1	1	0	0	0	0	0	210	31-40	155
08:00 PM	1	0	2	23	69	51	7	0	0	0	0	0	0	0	153	31-40	120
09:00 PM	2	0	0	13	42	35	7	1	1	0	0	0	0	0	101	31-40	77
10:00 PM	0	0	1	3	28	13	5	3	0	0	0	0	0	0	53	31-40	41
11:00 PM	0	0	2	4	11	9	3	0	0	0	0	0	0	0	29	31-40	20
Day Total	83	4	34	399	1372	1710	608	83	9	1	0	0	1	0	4304	31-40	3082
Percent	1.9%	0.1%	0.8%	9.3%	31.9%	39.7%	14.1%	1.9%	0.2%	0%	0%	0%	0%	0%			



AM Peak Volume	7:00 AM 12	10:00 AM 1	7:00 AM 3	7:00 AM 46	7:00 AM 114	7:00 AM 155	7:00 AM 51	6:00 AM 7	6:00 AM 2	12:00 AM 0	12:00 AM 0	12:00 AM 0	7:00 AM 1	12:00 AM 0	7:00 AM 388		
PM Peak Volume	3:00 PM 10	12:00 PM 2	12:00 PM 5	12:00 PM 28	4:00 PM 123	3:00 PM 189	5:00 PM 77	1:00 PM 8	12:00 PM 1	1:00 PM 1	12:00 PM 0	12:00 PM 0	12:00 PM 0	12:00 PM 0	3:00 PM 390		

Comments:

Report generated on 4/17/2023 2:31 PM

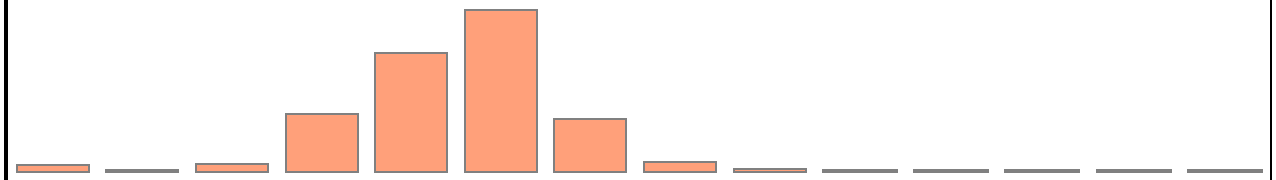
SOURCE: Quality Counts, LLC (http://www.qualitycounts.net)

Quality Counts
DATA DRIVES COMMUNITIES

Type of report: Tube Count - Speed Data

LOCATION: Cayce Ln South of Wellington Dr
QC JOB #: 16146101
SPECIFIC LOCATION:
DIRECTION: NB, SB
CITY/STATE: Columbia, TN
DATE: Apr 13 2023

Start Time	1 15	16 20	21 25	26 30	31 35	36 40	41 45	46 50	51 55	56 60	61 65	66 70	71 75	76 999	Total	Pace Speed	Number in Pace
12:00 AM	0	0	1	4	6	9	4	0	0	0	0	0	0	0	24	31-40	15
01:00 AM	0	0	1	5	4	10	2	0	0	0	0	0	0	0	22	31-40	14
02:00 AM	0	0	1	2	6	5	0	1	0	0	0	0	0	0	15	31-40	11
03:00 AM	0	0	0	4	3	6	2	0	0	0	0	0	0	0	15	31-40	9
04:00 AM	0	0	0	10	15	13	6	2	0	0	0	0	0	0	46	31-40	28
05:00 AM	0	0	4	11	23	22	13	1	0	0	0	0	0	0	74	31-40	45
06:00 AM	0	0	**5**	45	63	73	17	3	1	0	0	0	0	0	207	31-40	136
07:00 AM	**11**	0	4	**61**	**120**	**167**	35	4	0	0	0	0	0	0	**402**	31-40	287
08:00 AM	5	0	2	15	64	93	**44**	7	2	0	0	0	0	0	232	31-40	157
09:00 AM	1	0	3	12	45	79	33	**9**	**3**	0	0	0	0	0	185	31-40	124
10:00 AM																	
11:00 AM																	
12:00 PM																	
01:00 PM																	
02:00 PM																	
03:00 PM																	
04:00 PM																	
05:00 PM																	
06:00 PM																	
07:00 PM																	
08:00 PM																	
09:00 PM																	
10:00 PM																	
11:00 PM																	
Day Total	17	0	21	169	349	477	156	27	6	0	0	0	0	0	1222	31-40	826
Percent	1.4%	0%	1.7%	13.8%	28.6%	39%	12.8%	2.2%	0.5%	0%	0%	0%	0%	0%			



AM Peak Volume	7:00 AM 11	12:00 AM 0	6:00 AM 5	7:00 AM 61	7:00 AM 120	7:00 AM 167	8:00 AM 44	9:00 AM 9	9:00 AM 3	12:00 AM 0	12:00 AM 0	12:00 AM 0	12:00 AM 0	12:00 AM 0	7:00 AM 402		
PM Peak Volume																	

Comments:

Report generated on 4/17/2023 2:31 PM

SOURCE: Quality Counts, LLC (http://www.qualitycounts.net)

Quality Counts
DATA THAT DRIVES COMMUNITIES

Type of report: Tube Count - Speed Data

SUMMARY - Tube Count - Speed Data

LOCATION: Cayce Ln South of Wellington Dr
QC JOB #: 16146101
SPECIFIC LOCATION:
DIRECTION: NB, SB
CITY/STATE: Columbia, TN
DATE: Apr 11 2023 - Apr 13 2023

Speed Range	1 15	16 20	21 25	26 30	31 35	36 40	41 45	46 50	51 55	56 60	61 65	66 70	71 75	76 999	Total	Pace Speed	Number in Pace
Grand Total	148	10	77	846	2762	3433	1138	154	21	1	0	0	1	0	8591	31-40	6195
Percent	1.7%	0.1%	0.9%	9.8%	32.1%	40%	13.2%	1.8%	0.2%	0%	0%	0%	0%	0%			
Cumulative Percent	1.7%	1.8%	2.7%	12.6%	44.7%	84.7%	97.9%	99.7%	100%	100%	100%	100%	100%	100%			

ADT
2863



85th Percentile: 40 MPH
Mean Speed(Average): 35 MPH
Median: 35 MPH
Mode: 38 MPH

Comments:

Report generated on 4/17/2023 2:31 PM

SOURCE: Quality Counts, LLC (http://www.qualitycounts.net)

Quality Counts
DATA THAT DRIVES COMMUNITIES

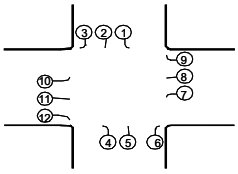
Crashes on Cayce Ln. from SR 99 to RR Grade Crossing 350686D, Columbia, TN

Source: TN Dept. of Safety & Homeland Security, TITAN Business Unit, 26 Apr 2023. (TITAN)

Distinct Count of MstrRecNb	Year						
Crash Type	2018	2019	2020	2021	2022	2023	Grand Total
Suspected Serious Injury	0	1	0	0	0	0	1
Suspected Minor Injury	4	3	3	0	0	0	10
Possible Injury	2	1	2	0	0	0	5
Property Damage	18	13	13	5	6	4	59
Property Damage Under	2	4	4	7	3	1	21
Grand Total	**26**	**22**	**22**	**12**	**9**	**5**	**96**

SourceQue	MstrRecNbrTx	CollisionDte	CollisionT	CrashTypeTxt	CrashTypeCde	AgencyNameTxt	TDOTRouteTxt	TDOTLogM	RdwyNameTxt	DistFromRefNmb	MilesFe	DirectionTxt	IntersectRoadNameTxt	LatDecimalNmb	LongDecimalNmb	CollisionDte (Year)	CollisionQ	Collision	Collision
RoadwayIn	103146320	11/20/2021	07:48	Property Damage Under	06	COLUMBIA POLICE DEPT			HAMPSHIRE PKE	0			N CAYCE LN	35.6188	-87.09527	2021	Qtr4	11	Nov
TDOT	101883965	1/11/2018	09:50	Property Damage	05	COLUMBIA POLICE DEPT	03212	1.229	MAURY COUNTY PARK DR	0			CAYCE LN	35.60906	-87.09351	2018	Qtr1	1	Jan
TDOT	101899967	1/28/2018	05:50	Property Damage	05	COLUMBIA POLICE DEPT	03212	1.828	CAYCE LN	762	Feet	South	HAMPSHIRE PKE	35.61671	-87.09513	2018	Qtr1	1	Jan
TDOT	101901093	1/29/2018	13:31	Suspected Minor Injury	03	COLUMBIA POLICE DEPT	03212	1.652	CAYCE LN	550	Feet	North	WELLINGTON DR	35.61414	-87.09511	2018	Qtr1	1	Jan
TDOT	101903854	2/1/2018	23:40	Property Damage	05	COLUMBIA POLICE DEPT	03212	1.041	CAYCE LN	715	Feet	North	ROBERT RD	35.60636	-87.09388	2018	Qtr1	2	Feb
TDOT	101929234	2/28/2018	05:37	Property Damage	05	COLUMBIA POLICE DEPT	03212	1.092	CAYCE LN	715	Feet	South	MAURY COUNTY PARK DR	35.6071	-87.09377	2018	Qtr1	2	Feb
TDOT	101930573	3/1/2018	14:10	Property Damage	05	COLUMBIA POLICE DEPT	SR099	14.6	CAYCE LN	0			HAMPSHIRE PKE	35.6188	-87.09527	2018	Qtr1	3	Mar
TDOT	101941026	3/11/2018	13:55	Property Damage	05	COLUMBIA POLICE DEPT	SR099	14.6	CAYCE LN	0			HAMPSHIRE PKE	35.6188	-87.09527	2018	Qtr1	3	Mar
TDOT	101976046	4/13/2018	08:14	Property Damage Under	06	COLUMBIA POLICE DEPT	03212	1.936	CAYCE LN	187	Feet	South	HAMPSHIRE PKE	35.6183	-87.09516	2018	Qtr2	4	Apr
TDOT	101990241	4/26/2018	16:02	Property Damage Under	06	COLUMBIA POLICE DEPT	03212	1.239	CAYCE LN	48	Feet	West	MAURY COUNTY PARK DR	35.60918	-87.09359	2018	Qtr2	4	Apr
TDOT	102031835	6/3/2018	11:27	Suspected Minor Injury	03	COLUMBIA POLICE DEPT	03212	1.137	CAYCE LN	479	Feet	South	MAURY COUNTY PARK DR	35.60775	-87.09367	2018	Qtr2	6	Jun
TDOT	102095819	8/2/2018	16:49	Property Damage	05	COLUMBIA POLICE DEPT	03212	1.925	CAYCE LN	247	Feet	South	N CAYCE LN	35.61813	-87.09515	2018	Qtr3	8	Aug
TDOT	102095850	8/2/2018	17:13	Property Damage	05	COLUMBIA POLICE DEPT	03212	1.272	CAYCE LN	210	Feet	West	MAURY COUNTY PARK DR	35.60937	-87.09409	2018	Qtr3	8	Aug
TDOT	102120970	8/24/2018	19:00	Property Damage	05	COLUMBIA POLICE DEPT	03212	1.952	CAYCE LN	102	Feet	South	N CAYCE LN	35.61853	-87.0952	2018	Qtr3	8	Aug
TDOT	102126971	8/29/2018	12:35	Possible Injury	04	COLUMBIA POLICE DEPT	03212	1.224	CAYCE LN	21	Feet	South	MAURY COUNTY PARK DR	35.609	-87.09349	2018	Qtr3	8	Aug
TDOT	102135926	9/6/2018	15:49	Property Damage	05	COLUMBIA POLICE DEPT	03212	1.354	CAYCE LN	316	Feet	East	ESKEW DR	35.60998	-87.0953	2018	Qtr3	9	Sep
TDOT	102154201	9/22/2018	17:16	Property Damage	05	COLUMBIA POLICE DEPT	03212	1.278	CAYCE LN	236	Feet	West	MAURY COUNTY PARK DR	35.60939	-87.09419	2018	Qtr3	9	Sep
TDOT	102155271	9/23/2018	18:40	Possible Injury	04	COLUMBIA POLICE DEPT	03212	1.271	CAYCE LN	199	Feet	West	MAURY COUNTY PARK DR	35.60936	-87.09407	2018	Qtr3	9	Sep
TDOT	102155646	9/24/2018	08:20	Property Damage	05	COLUMBIA POLICE DEPT	03212	1.297	CAYCE LN	330	Feet	West	MAURY COUNTY PARK DR	35.60946	-87.09451	2018	Qtr3	9	Sep
TDOT	102164532	10/2/2018	09:38	Property Damage	05	COLUMBIA POLICE DEPT	SR099	14.6	CAYCE LN	0			N CAYCE LN	35.6188	-87.09527	2018	Qtr4	10	Oct
TDOT	102184072	10/20/2018	01:35	Property Damage	05	COLUMBIA POLICE DEPT	03212	1.218	CAYCE LN	55	Feet	South	MAURY COUNTY PARK DR	35.60891	-87.09349	2018	Qtr4	10	Oct
TDOT	102190339	10/26/2018	11:23	Suspected Minor Injury	03	COLUMBIA POLICE DEPT	03212	1.222	CAYCE LN	36	Feet	South	MAURY COUNTY PARK DR	35.60896	-87.09348	2018	Qtr4	10	Oct
TDOT	102199056	11/1/2018	12:24	Property Damage	05	COLUMBIA POLICE DEPT	03212	1.204	CAYCE LN	128	Feet	South	MAURY COUNTY PARK DR	35.60871	-87.09356	2018	Qtr4	11	Nov
TDOT	102210967	11/14/2018	12:26	Property Damage	05	COLUMBIA POLICE DEPT	03212	1.229	MAURY COUNTY PARK DR	0			CAYCE LN	35.60906	-87.09351	2018	Qtr4	11	Nov
TDOT	102227983	11/29/2018	10:04	Property Damage	05	COLUMBIA POLICE DEPT	03212	1.224	CAYCE LN	19	Feet	South	MAURY COUNTY PARK DR	35.609	-87.09349	2018	Qtr4	11	Nov
TDOT	102228250	11/29/2018	11:23	Property Damage	05	COLUMBIA POLICE DEPT	03212	1.229	MAURY COUNTY PARK DR	0			CAYCE LN	35.60906	-87.09351	2018	Qtr4	11	Nov
TDOT	102244283	12/12/2018	17:18	Suspected Minor Injury	03	COLUMBIA POLICE DEPT	SR099	14.6	HAMPSHIRE PKE	0	Feet		N CAYCE LN	35.6188	-87.09527	2018	Qtr4	12	Dec
TDOT	102280000	1/17/2019	15:45	Property Damage	05	COLUMBIA POLICE DEPT	03212	1.288	CAYCE LN	282	Feet	West	MAURY COUNTY PARK DR	35.60942	-87.09436	2019	Qtr1	1	Jan
TDOT	102281725	1/19/2019	11:45	Property Damage Under	06	COLUMBIA POLICE DEPT	03212	1.925	CAYCE LN	246	Feet	South	N CAYCE LN	35.61814	-87.09515	2019	Qtr1	1	Jan
TDOT	102354524	4/8/2019	16:19	Property Damage	05	COLUMBIA POLICE DEPT	03212	1.229	MAURY COUNTY PARK DR	4	Feet	East	CAYCE LN	35.60906	-87.09349	2019	Qtr2	4	Apr
TDOT	102358234	4/12/2019	08:49	Property Damage	05	COLUMBIA POLICE DEPT	03212	1.234	CAYCE LN	29	Feet	North	MAURY COUNTY PARK DR	35.60913	-87.09355	2019	Qtr2	4	Apr
TDOT	102379881	5/4/2019	10:55	Property Damage	05	COLUMBIA POLICE DEPT	03212	1.229	MAURY COUNTY PARK DR	0			CAYCE LN	35.60906	-87.09351	2019	Qtr2	5	May
TDOT	102411490	6/6/2019	12:52	Property Damage	05	COLUMBIA POLICE DEPT	SR099	14.6	HAMPSHIRE PKE	0			CAYCE LN	35.6188	-87.09527	2019	Qtr2	6	Jun
TDOT	102411491	6/6/2019	13:19	Property Damage	05	COLUMBIA POLICE DEPT	03212	1.934	CAYCE LN	201	Feet	South	N CAYCE LN	35.61826	-87.09516	2019	Qtr2	6	Jun
TDOT	102433964	7/1/2019	13:57	Property Damage	05	COLUMBIA POLICE DEPT	SR099	14.6	CAYCE LN	0	Feet		N CAYCE LN	35.6188	-87.09527	2019	Qtr3	7	Jul
TDOT	102447863	7/15/2019	07:58	Property Damage	05	COLUMBIA POLICE DEPT	03212	1.201	CAYCE LN	148	Feet	South	MAURY COUNTY PARK DR	35.60865	-87.09347	2019	Qtr3	7	Jul
TDOT	102450932	7/18/2019	13:22	Property Damage	05	COLUMBIA POLICE DEPT	03212	1.229	MAURY COUNTY PARK DR	0			CAYCE LN	35.60906	-87.09351	2019	Qtr3	7	Jul
TDOT	102457423	7/24/2019	16:24	Suspected Minor Injury	03	COLUMBIA POLICE DEPT	03212	1.417	CAYCE LN	0			ESKEW DR	35.61081	-87.09567	2019	Qtr3	7	Jul
TDOT	102481722	8/19/2019	00:32	Property Damage	05	COLUMBIA POLICE DEPT	03212	1.8	CAYCE LN	913	Feet	South	N CAYCE LN	35.6163	-87.09514	2019	Qtr3	8	Aug
TDOT	102509870	9/15/2019	05:53	Property Damage	05	COLUMBIA POLICE DEPT	03212	1.184	CAYCE LN	232	Feet	South	MAURY COUNTY PARK DR	35.60842	-87.09356	2019	Qtr3	9	Sep
TDOT	102512033	9/17/2019	12:50	Possible Injury	04	COLUMBIA POLICE DEPT	03212	1.417	CAYCE LN	0			ESKEW DR	35.61081	-87.09567	2019	Qtr3	9	Sep
TDOT	102548508	10/25/2019	12:39	Property Damage Under	06	COLUMBIA POLICE DEPT	03212	1.205	CAYCE LN	121	Feet	South	MAURY COUNTY PARK DR	35.60872	-87.09351	2019	Qtr4	10	Oct
TDOT	102552993	10/30/2019	09:10	Property Damage Under	06	COLUMBIA POLICE DEPT	03212	1.923	CAYCE LN	260	Feet	South	HAMPSHIRE PKE	35.6181	-87.09515	2019	Qtr4	10	Oct
TDOT	102560529	11/7/2019	07:55	Suspected Minor Injury	03	COLUMBIA POLICE DEPT	03212	1.259	CAYCE LN	140	Feet	West	MAURY COUNTY PARK DR	35.60931	-87.09386	2019	Qtr4	11	Nov
TDOT	102560849	11/7/2019	10:05	Suspected Minor Injury	03	COLUMBIA POLICE DEPT	03212	1.24	CAYCE LN	58	Feet	North	MAURY COUNTY PARK DR	35.60919	-87.09361	2019	Qtr4	11	Nov
TDOT	102565679	11/11/2019	15:16	Property Damage	05	COLUMBIA POLICE DEPT	03212	1.264	CAYCE LN	167	Feet	West	MAURY COUNTY PARK DR	35.60934	-87.09395	2019	Qtr4	11	Nov
TDOT	102578134	11/24/2019	15:30	Property Damage Under	06	COLUMBIA POLICE DEPT	03212	1.599	CAYCE LN	300	Feet	North	WELLINGTON DR	35.61336	-87.09519	2019	Qtr4	11	Nov
TDOT	102582051	11/24/2019	15:28	Suspected Serious Injury	02	COLUMBIA POLICE DEPT	0B416	0.557	WELLINGTON DR	22	Feet	West	CAYCE LN	35.61257	-87.0955	2019	Qtr4	11	Nov
TDOT	102609499	12/28/2019	08:07	Property Damage	05	COLUMBIA POLICE DEPT	03212	1.229	MAURY COUNTY PARK DR	0			CAYCE LN	35.60906	-87.09351	2019	Qtr4	12	Dec
TDOT	102624375	1/14/2020	11:05	Property Damage	05	COLUMBIA POLICE DEPT	03212	1.211	CAYCE LN	92	Feet	South	MAURY COUNTY PARK DR	35.6088	-87.09349	2020	Qtr1	1	Jan
TDOT	102627904	1/18/2020	09:24	Possible Injury	04	COLUMBIA POLICE DEPT	03212	1.227	MAURY COUNTY PARK DR	36	Feet	East	CAYCE LN	35.60905	-87.09338	2020	Qtr1	1	Jan
TDOT	102643550	2/4/2020	13:37	Suspected Minor Injury	03	COLUMBIA POLICE DEPT	03212	1.942	CAYCE LN	151	Feet	South	N CAYCE LN	35.61839	-87.09517	2020	Qtr1	2	Feb
TDOT	102650250	2/12/2020	15:20	Property Damage	05	COLUMBIA POLICE DEPT	03212	1.25	CAYCE LN	114	Feet	North	MAURY COUNTY PARK DR	35.60927	-87.09373	2020	Qtr1	2	Feb
TDOT	102696560	4/23/2020	17:18	Property Damage	05	COLUMBIA POLICE DEPT	03212	1.179	CAYCE LN	259	Feet	South	MAURY COUNTY PARK DR	35.60834	-87.09357	2020	Qtr2	4	Apr
TDOT	102698582	5/1/2020	22:37	Property Damage Under	06	COLUMBIA POLICE DEPT	03212	1.417	CAYCE LN	0			ESKEW DR	35.6108	-87.09566	2020	Qtr2	5	May
TDOT	102699370	5/3/2020	23:55	Property Damage Under	06	COLUMBIA POLICE DEPT	03212	1.198	CAYCE LN	158	Feet	South	MAURY COUNTY PARK DR	35.60862	-87.09352	2020	Qtr2	5	May
TDOT	102705803	5/1/2020	16:00	Property Damage	05	COLUMBIA POLICE DEPT	03212	1.543	CAYCE LN	2	Feet	North	WELLINGTON DR	35.61257	-87.09543	2020	Qtr2	5	May
TDOT	102733643	6/26/2020	20:53	Suspected Minor Injury	03	COLUMBIA POLICE DEPT	03212	1.171	CAYCE LN	0				35.60821	-87.09336	2020	Qtr2	6	Jun
TDOT	102737845	7/2/2020	17:07	Property Damage	05	COLUMBIA POLICE DEPT	03212	1.417	CAYCE LN	0			ESKEW DR	35.61081	-87.09567	2020	Qtr3	7	Jul
TDOT	102743562	7/17/2020	07:13	Possible Injury	04	COLUMBIA POLICE DEPT	SR099	14.6	HAMPSHIRE PKE	0			N CAYCE LN	35.6188	-87.09527	2020	Qtr3	7	Jul
TDOT	102753289	8/3/2020	18:22	Property Damage	05	COLUMBIA POLICE DEPT	03212	0.978	CAYCE LN	385	Feet	North	ROBERT RD	35.60546	-87.094	2020	Qtr3	8	Aug
TDOT	102760220	8/14/2020	13:32	Property Damage	05	COLUMBIA POLICE DEPT	03212	1.229	MAURY COUNTY PARK DR	0			CAYCE LN	35.60906	-87.09351	2020	Qtr3	8	Aug
TDOT	102770216	8/28/2020	09:45	Property Damage	05	COLUMBIA POLICE DEPT	03212	1.21	CAYCE LN	84	Feet	South	MAURY COUNTY PARK DR	35.60883	-87.09349	2020	Qtr3	8	Aug
TDOT	102784143	9/12/2020	18:12	Property Damage	05	COLUMBIA POLICE DEPT	03212	1.19	CAYCE LN	187	Feet	South	MAURY COUNTY PARK DR	35.60854	-87.09353	2020	Qtr3	9	Sep
TDOT	102784195	9/12/2020	15:05	Suspected Minor Injury	03	COLUMBIA POLICE DEPT	03212	1.26	CAYCE LN	133	Feet	West	MAURY COUNTY PARK DR	35.60931	-87.09384	2020	Qtr3	9	Sep
TDOT	102792909	9/24/2020	11:27	Property Damage	05	COLUMBIA POLICE DEPT	03212	1.22	CAYCE LN	53	Feet	South	MAURY COUNTY PARK DR	35.60892	-87.09349	2020	Qtr3	9	Sep
TDOT	102817602	10/28/2020	09:41	Property Damage Under	06	COLUMBIA POLICE DEPT	03212	1.227	MAURY COUNTY PARK DR	36	Feet	East	CAYCE LN	35.60905	-87.09338	2020	Qtr4	10	Oct
TDOT	102821369	11/1/2020	16:08	Property Damage	05	COLUMBIA POLICE DEPT	SR099	14.6	HAMPSHIRE PKE	0			N CAYCE LN	35.6188	-87.09527	2020	Qtr4	11	Nov
TDOT	102822991	10/29/2020	18:08	Property Damage	05	COLUMBIA POLICE DEPT	03212	1.417	CAYCE LN	0			ESKEW DR	35.61081	-87.09567	2020	Qtr4	10	Oct
TDOT	102828389	11/10/2020	14:08	Property Damage	05	COLUMBIA POLICE DEPT	03212	1.209	CAYCE LN	101	Feet	South	MAURY COUNTY PARK DR	35.60878	-87.0935	2020	Qtr4	11	Nov
TDOT	102834514	11/17/2020	19:14	Property Damage Under	06	COLUMBIA POLICE DEPT	03212	1.675	CAYCE LN	701	Feet	North	WELLINGTON DR	35.61447	-87.09513	2020	Qtr4	11	Nov
TDOT	102883314	1/24/2021	14:34	Property Damage	05	COLUMBIA POLICE DEPT	03212	1.149	CAYCE LN	435	Feet	South	MAURY COUNTY PARK DR	35.60792	-87.09365	2021	Qtr1	1	Jan
TDOT	102901961	2/16/2021	12:20	Property Damage Under	06	COLUMBIA POLICE DEPT	03212	1.753	CAYCE LN	1114	Feet	North	WELLINGTON DR	35.61562	-87.09515	2021	Qtr1	2	Feb
TDOT	102977050	5/12/2021	18:02	Property Damage	05	COLUMBIA POLICE DEPT	SR099	14.6	HAMPSHIRE PKE	0			N CAYCE LN	35.6188	-87.09527	2021	Qtr2	5	May
TDOT	102999797	6/6/2021	12:29	Property Damage Under	06	COLUMBIA POLICE DEPT	03212	1.936	CAYCE LN	187	Feet	South	HAMPSHIRE PKE	35.6183	-87.09516	2021	Qtr2	6	Jun
TDOT	103050993	8/4/2021	05:52	Property Damage Under	06	COLUMBIA POLICE DEPT	SR099	14.591	HAMPSHIRE PKE	38	Feet	West	N CAYCE LN	35.6188	-87.0954	2021	Qtr3	8	Aug

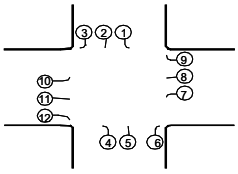
TDOT	103085201	9/9/2021 07:00	Property Damage Under	06	COLUMBIA POLICE DEPT	SR099	14.605	HAMPSHIRE PKE	35	Feet	East	N CAYCE LN	35.61881	-87.09515	2021	Qtr3	9 Sep
TDOT	103122955	10/25/2021 07:04	Property Damage	05	COLUMBIA POLICE DEPT	03212	1.964	CAYCE LN	38	Feet	South	HAMPSHIRE PKE	35.6187	-87.09524	2021	Qtr4	10 Oct
TDOT	103131373	11/3/2021 15:47	Property Damage Under	06	COLUMBIA POLICE DEPT	03212	1.501	CAYCE LN	210	Feet	South	WELLINGTON DR	35.612	-87.09557	2021	Qtr4	11 Nov
TDOT	103147676	11/21/2021 17:52	Property Damage Under	06	COLUMBIA POLICE DEPT	03212	1.954	CAYCE LN	88	Feet	South	HAMPSHIRE PKE	35.61856	-87.09521	2021	Qtr4	11 Nov
TDOT	103171323	12/17/2021 12:33	Property Damage	05	COLUMBIA POLICE DEPT	03212	1.228	CAYCE LN	805	Feet	East	MIMI CT	35.60905	-87.09349	2021	Qtr4	12 Dec
TDOT	103179171	12/27/2021 20:01	Property Damage	05	COLUMBIA POLICE DEPT	SR099	14.6	HAMPSHIRE PKE	0			N CAYCE LN	35.6188	-87.09527	2021	Qtr4	12 Dec
TDOT	103205843	1/31/2022 19:00	Property Damage	05	COLUMBIA POLICE DEPT	SR099	14.6	HAMPSHIRE PKE	0	Feet		N CAYCE LN	35.6188	-87.09527	2022	Qtr1	1 Jan
TDOT	103220074	2/17/2022 11:08	Property Damage Under	06	COLUMBIA POLICE DEPT	03212	1.229	MAURY COUNTY PARK DR	0			CAYCE LN	35.60906	-87.09351	2022	Qtr1	2 Feb
TDOT	103246161	3/16/2022 19:38	Property Damage	05	COLUMBIA POLICE DEPT	03212	1.764	CAYCE LN	0				35.61578	-87.09513	2022	Qtr1	3 Mar
TDOT	103249413	3/20/2022 24:00	Property Damage	05	COLUMBIA POLICE DEPT	SR099	14.6	CAYCE LN	0			HAMPSHIRE PKE	35.6188	-87.09527	2022	Qtr1	3 Mar
TDOT	103456255	10/22/2022 09:03	Property Damage	05	COLUMBIA POLICE DEPT	03212	0.906	CAYCE LN	0			ROBERT RD	35.60441	-87.09416	2022	Qtr4	10 Oct
TDOT	103470278	11/6/2022 06:20	Property Damage	05	COLUMBIA POLICE DEPT	03212	1.345	CAYCE LN	0				35.60996	-87.09508	2022	Qtr4	11 Nov
TDOT	103501343	12/5/2022 14:00	Property Damage	05	COLUMBIA POLICE DEPT	03212	1.312	CAYCE LN	412	Feet	West	MAURY COUNTY PARK DR	35.60955	-87.09476	2022	Qtr4	12 Dec
TDOT	103512507	12/16/2022 07:27	Property Damage Under	06	COLUMBIA POLICE DEPT	0A974	0.611	ESKEW DR	25	Feet	West	CAYCE LN	35.61077	-87.09573	2022	Qtr4	12 Dec
TDOT	103515510	12/19/2022 06:34	Property Damage Under	06	COLUMBIA POLICE DEPT	03212	1.534	CAYCE LN	46	Feet	South	WELLINGTON DR	35.61244	-87.09546	2022	Qtr4	12 Dec
TDOT	103547176	1/20/2023 17:13	Property Damage	05	COLUMBIA POLICE DEPT	03212	1.304	CAYCE LN	0				35.60949	-87.09463	2023	Qtr1	1 Jan
TDOT	103548307	1/21/2023 22:16	Property Damage	05	COLUMBIA POLICE DEPT	03212	0.898	CAYCE LN	38	Feet	South	ROBERT RD	35.6043	-87.09417	2023	Qtr1	1 Jan
TDOT	103551141	1/25/2023 07:21	Property Damage	05	COLUMBIA POLICE DEPT	03212	1.71	CAYCE LN	0				35.61499	-87.09513	2023	Qtr1	1 Jan
TDOT	103571615	2/17/2023 13:55	Property Damage Under	06	COLUMBIA POLICE DEPT	SR099	14.6	HAMPSHIRE PKE	0			N CAYCE LN	35.6188	-87.09527	2023	Qtr1	2 Feb
TDOT	103588117	3/6/2023 15:55	Property Damage	05	COLUMBIA POLICE DEPT	03212	1.33	CAYCE LN	343	Feet	East	MIMI CT	35.60971	-87.09503	2023	Qtr1	3 Mar



INTERSECTION TRAFFIC VOLUME COUNTS

LOCATION: Hampshire Pike and Cayce Lane
DATE: 28-Mar-23 Tue
RECORDER: Burns
NOTES: signalized

LOCATION	S/B Cayce Lane			N/B Cayce Lane			W/B Hampshire Pike			E/B Hampshire Pike				
TIME	1	2	3	4	5	6	7	8	9	10	11	12		
6:00-6:15	2	5	1	6	18	5	1	17	1	3	33	5	637	97
6:15-6:30	9	9	6	7	26	5	5	28	4	1	50	3	821	153
6:30-6:45	3	14	4	1	16	15	2	30	4	1	87	5	1,001	182
6:45-7:00	4	16	10	9	13	27	5	28	1	3	83	6	1,197	205
7:00-7:15	**6**	**11**	**11**	**12**	**20**	**24**	**12**	**47**	**3**	**5**	**111**	**19**	**1,307**	281
7:15-7:30	**28**	**11**	**11**	**11**	**23**	**45**	**10**	**61**	**1**	**2**	**119**	**11**	1,247	333
7:30-7:45	**21**	**11**	**20**	**22**	**22**	**33**	**22**	**83**	**7**	**3**	**113**	**21**	1,113	**378**
7:45-8:00	**11**	**12**	**28**	**18**	**20**	**5**	**18**	**71**	**5**	**3**	**101**	**23**	961	315
8:00-8:15	5	16	14	9	12	13	5	47	3	2	84	11	851	221
8:15-8:30	2	13	7	12	11	11	9	42	3	4	79	6	825	199
8:30-8:45	6	7	16	4	14	15	6	59	2	3	83	11	811	226
8:45-9:00	5	14	11	12	13	12	5	39	1	1	84	8	761	205
9:00-9:15	4	13	11	10	11	11	4	41	1	2	79	8	722	195
9:15-9:30	3	11	11	8	9	10	4	44	1	2	75	7	683	185
9:30-9:45	3	10	11	6	8	8	3	46	1	3	70	7	672	176
9:45-10:00	2	8	11	4	6	7	3	49	1	3	66	6	719	166
10:00-10:15	1	7	11	2	4	6	2	51	1	4	61	6	816	156
10:15-10:30	1	5	4	8	10	7	11	56	1	2	65	4	872	174
10:30-10:45	9	13	10	7	11	2	11	73	1	5	73	8	920	223
10:45-11:00	5	5	16	11	10	9	10	77	3	14	96	7	897	263
11:00-11:15	5	10	6	6	11	11	14	63	5	4	66	11	845	212
11:15-11:30	5	7	3	6	8	6	5	62	1	10	105	4	907	222
11:30-11:45	2	12		10	7	9	17	61	2	4	70	6	950	200
11:45-12:00	3	5	2	13	11	16	8	71	3	6	63	10	1,012	211
12:00-12:15	4	14	5	19	14	9	9	65	3	10	103	19	1,045	274
12:15-12:30	4	7	10	12	22	6	9	73	2	15	89	16	1,019	265
12:30-12:45	5	8	10	14	6	8	9	79	3	7	106	7	1,006	262
12:45-1:00	6	8	17	19	14	9	6	77	5	5	72	6	1,001	244
1:00-1:15	6	10	14	17	14	9	7	79	4	6	75	7	1,018	248
1:15-1:30	5	12	12	16	13	9	8	81	3	7	78	8	1,035	252
1:30-1:45	5	13	9	14	13	9	10	82	3	8	82	9	1,083	257
1:45-2:00	4	15	7	13	12	9	11	84	2	9	85	10	1,109	261
2:00-2:15	4	17	4	11	12	9	12	86	1	10	88	11	1,163	265
2:15-2:30	5	14	7	10	18	15	7	81	1	26	100	16	1,224	300
2:30-2:45	8	15	5	12	11	24	11	82	3	10	88	14	1,215	283
2:45-3:00	4	14	7	17	25	15	31	113	2	9	63	15	1,240	315
3:00-3:15	8	18	2	22	27	17	22	102	1	10	80	17	1,251	326
3:15-3:30	7	15	6	11	20	8	23	91	7	9	73	21	1,268	291
3:30-3:45	8	18	5	14	20	8	24	99	5	8	80	20	1,295	308
3:45-4:00	8	21	5	18	19	7	25	107	3	7	86	19	1,341	326
4:00-4:15	9	24	4	21	19	7	26	115	1	6	93	18	1,348	343
4:15-4:30	**6**	**27**	**9**	**10**	**20**	**18**	**15**	**99**	**3**	**14**	**86**	**11**	**1,363**	318
4:30-4:45	**6**	**19**	**7**	**20**	**15**	**18**	**13**	**130**	**5**	**17**	**89**	**15**	1,362	354
4:45-5:00	**9**	**23**	**15**	**11**	**24**	**14**	**15**	**118**	**3**	**10**	**80**	**11**	1,300	333
5:00-5:15	**7**	**23**	**11**	**13**	**13**	**14**	**28**	**115**	**4**	**18**	**105**	**7**	1,217	**358**
5:15-5:30	8	22	1	12	21	18	19	111	1	8	85	11	1,131	317
5:30-5:45	3	17	7	16	10	18	15	102	3	8	82	11	1,065	292
5:45-6:00	9	19	5	14	13	16	15	68	2	5	76	8	1,016	250
6:00-6:15	6	13	5	11	12	21	13	89	5	3	83	11	958	272
6:15-6:30	5	17	4	12	11	17	20	81	5	4	71	4		251
6:30-6:45	3	15		6	12	17	15	85	3	2	75	10		243
6:45-7:00	2	17	3	4	14	14	12	68		5	44	9		192
TOTAL	**309**	**700**	**431**	**603**	**758**	**675**	**622**	**3,808**	**139**	**346**	**4,233**	**554**		
AM PK HR	66	45	70	63	85	107	62	262	16	13	444	74	**7:00-8:00**	**0.86**
PM PK HR	28	92	42	54	72	64	71	462	15	59	360	44	**4:15-5:15**	**0.95**



INTERSECTION TRAFFIC VOLUME COUNTS

LOCATION: Cayce Lane and Eskew Drive
DATE: 29-Mar-23 Wed
RECORDER: Burns
NOTES: unsignalized

LOCATION	S/B Cayce Lane			N/B Cayce Lane			W/B			E/B Eskew Drive				
TIME	1	2	3	4	5	6	7	8	9	10	11	12		
6:00-6:15		4	1		7					12			182	24
6:15-6:30		8	3		14					18			242	43
6:30-6:45		15	4		20					4			304	43
6:45-7:00		27	4		17					24			360	72
7:00-7:15		**20**	**7**		**42**					**15**			**383**	84
7:15-7:30		**32**	**5**		**45**					**22**		**1**	343	**105**
7:30-7:45		**40**	**11**		**30**					**18**			287	99
7:45-8:00		**45**	**9**	**1**	**33**					**7**			234	95
8:00-8:15		19	1		18					5		1	193	44
8:15-8:30		22	4	1	14					8			198	49
8:30-8:45		18	6		18					4			193	46
8:45-9:00		20	8		21					5			185	54
9:00-9:15		18	7		19					5			164	49
9:15-9:30		16	7		17					4			143	44
9:30-9:45		14	6		14					4			151	38
9:45-10:00		12	6		12					3			170	33
10:00-10:15		10	5		10					3			195	28
10:15-10:30		17	6		20					9			220	52
10:30-10:45		24	5	1	22					5			220	57
10:45-11:00		20	9	1	17					11			224	58
11:00-11:15		30	4		15					4			205	53
11:15-11:30		13	4	1	25					9			214	52
11:30-11:45		24	10	1	18					8			216	61
11:45-12:00		13	9		13					4			229	39
12:00-12:15		24	6		25					7			249	62
12:15-12:30		18	7		19					9		1	248	54
12:30-12:45		34	3		26					10		1	259	74
12:45-1:00		15	6	2	25					10		1	252	59
1:00-1:15		17	6	2	26					9		1	264	61
1:15-1:30		20	7	1	27					9		1	276	65
1:30-1:45		22	7	1	27					8		2	283	67
1:45-2:00		25	8		28					8		2	307	71
2:00-2:15		27	8		29					7		2	356	73
2:15-2:30		25	5		32					10			393	72
2:30-2:45		34	10	1	39					7			420	91
2:45-3:00		47	16	2	47					8			418	120
3:00-3:15		42	16	2	43					7			411	110
3:15-3:30		36	17	1	39					5		1	374	99
3:30-3:45		31	17	1	35					4		1	417	89
3:45-4:00		38	20	1	40					14			455	113
4:00-4:15		21	11	1	31					9			446	73
4:15-4:30		**78**	**21**		**35**					**7**		**1**	**495**	**142**
4:30-4:45		**71**	**16**		**32**					**8**			467	127
4:45-5:00		**43**	**14**		**37**					**10**			435	104
5:00-5:15		**45**	**25**		**38**					**13**		**1**	422	122
5:15-5:30		47	11	1	51					4			369	114
5:30-5:45		43	16		25					11			336	95
5:45-6:00		41	13	2	27					8			314	91
6:00-6:15		31	11		20					7			299	69
6:15-6:30		29	8	1	32					11				81
6:30-6:45		18	17	1	29					8				73
6:45-7:00		19	10	1	39					7				76
TOTAL		**1,422**	**473**	**27**	**1,384**					**446**		**17**		
AM PK HR		137	32	1	150					62		1	**7:00-8:00**	**0.91**
PM PK HR		237	76		142					38		2	**4:15-5:15**	**0.87**

Traffic Impact Study

Trotwood & Foster Subdivision

January 2023

FOR SUBMITTAL TO:

City of Columbia, Tennessee

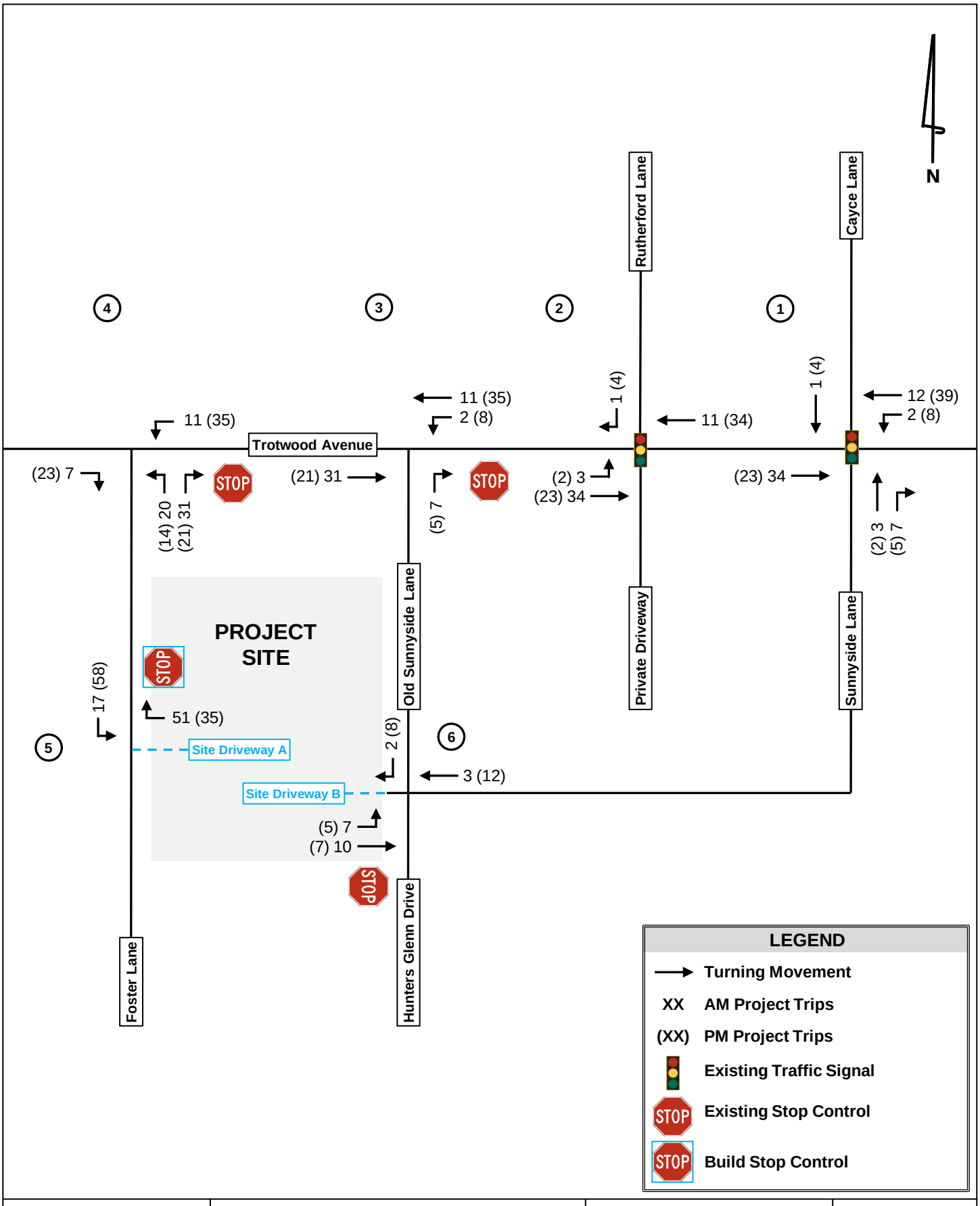
PREPARED FOR:

NoMau Partners

Kimley»Horn



Kimley»Horn	*Trotwood and Foster Subdivision* **Traffic Impact Study**	**Site Aerial**	**Figure 2**



Kimley»Horn	*Trotwood and Foster Subdivision* Traffic Impact Study	Project Trips	Figure 7

TRAFFIC IMPACT STUDY

Crichton Property Development

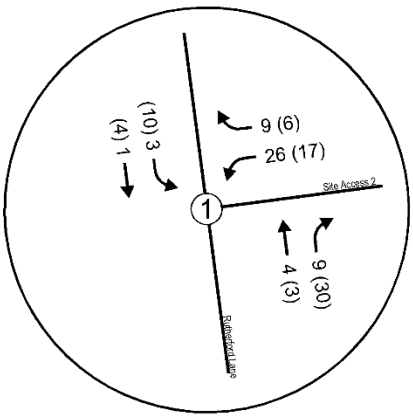
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Columbia, TN

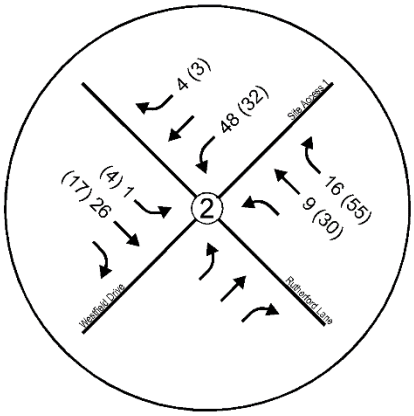
T2-Eng.com

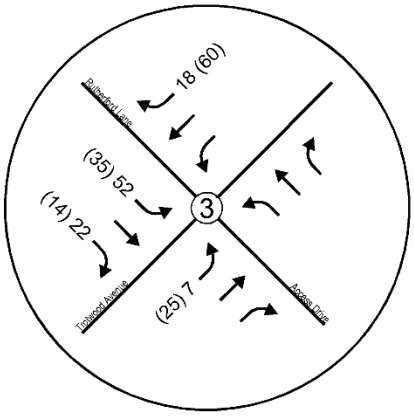
T-SQUARE ENGINEERING

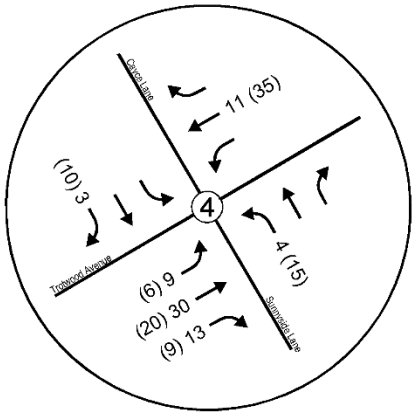


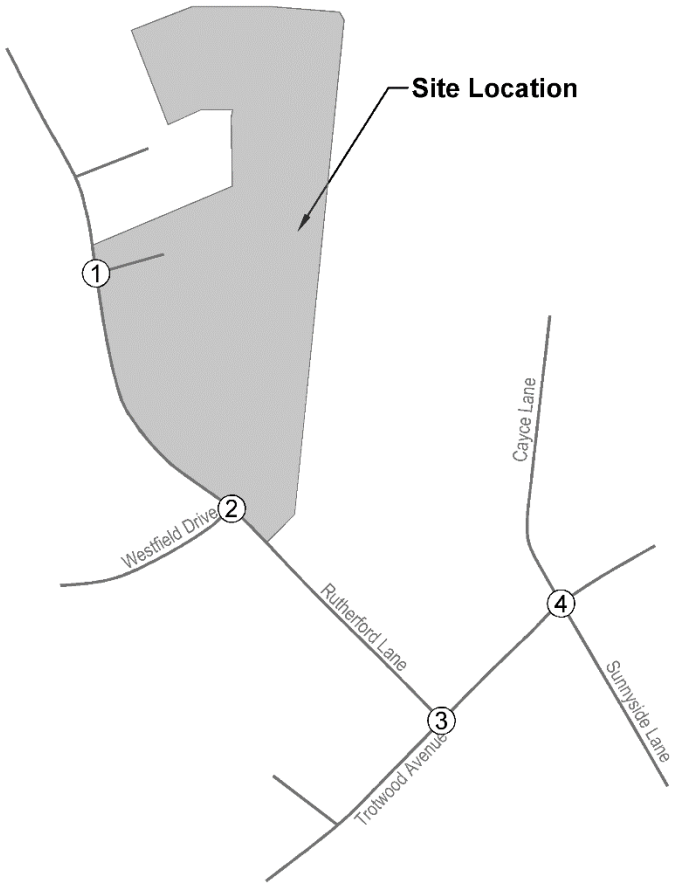
Figure 1
Location Map











LEGEND

XXX - AM Peak Hour Traffic Volumes
(XXX) - PM Peak Hour Traffic Volumes

N.T.S.

Figure 8
Assignment of Generated Peak Hour Traffic Volumes

F i s c h b a c h
Transportation Group, LLC
Traffic Engineering and Planning

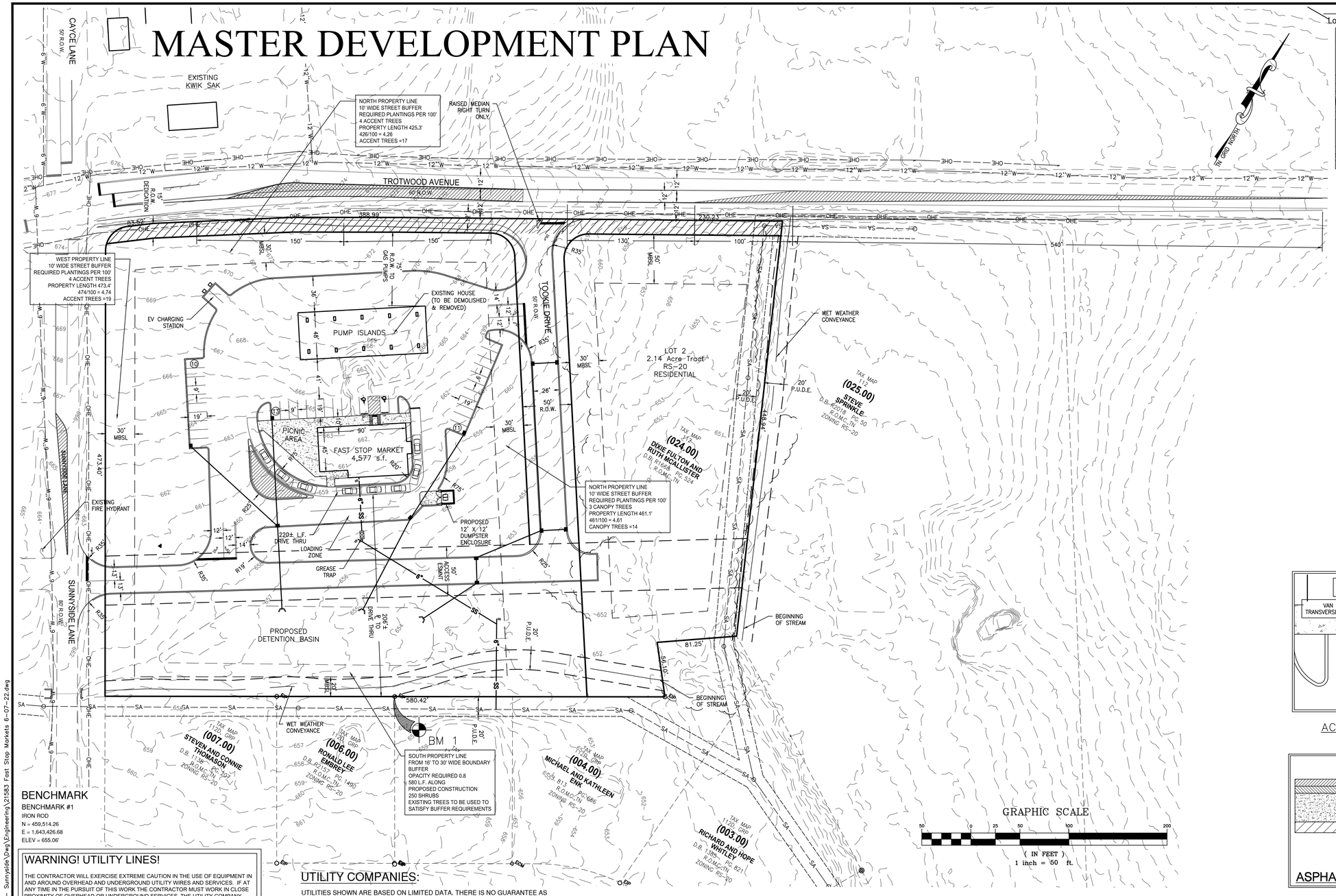
Traffic Impact Study

Highland Convenience Market
Trotwood Avenue and Sunnyside Lane
Columbia, TN

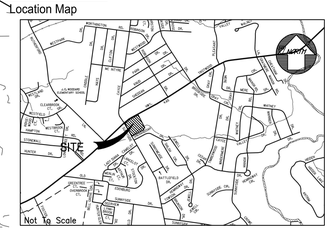
Prepared April 2022
(Revised June 2022)
For WES Engineers & Surveyors

FTG, LLC
P.O. Box 682736
Franklin, TN 37068
(615) 771-8022 phone
Gillian@FTGtraffic.com

MASTER DEVELOPMENT PLAN



Location Map



SITE DATA:

OWNER: DIXIE WILLIAMSON & RUTH MCALLISTER
6746 OLD ZION ROAD
COLUMBIA, TN 38401

PARCEL NUMBER: TAX MAP 112 PARCEL 22.00, 23.00, 24.00
DEED BOOK: R1668, PG 524

SUBJECT PARCEL ZONING: EXISTING: RS-20 PROPOSED: GCS - PUD

RIGHT OF WAY DEDICATION: 26,888.77 s.f. - 0.62 Ac.

ACREAGE OF SITE: LOT 1 - 202,267.40 s.f. / ±4.64 ACRES
LOT - 2 - 88,651.44 s.f. / ±2.04 ACRES

PARKING REQUIREMENTS: 1 SPACE PER 150 SF FLOOR SPACE
BLDG 4,221 SF / 150 = 29 REQUIRED
32 STANDARD SPACES
2 ACCESSIBLE SPACE
34 TOTAL PROVIDED

MINIMUM REQUIRED BUILDING SETBACKS:

50' FRONT
20' REAR SETBACK
10' SIDE SETBACK

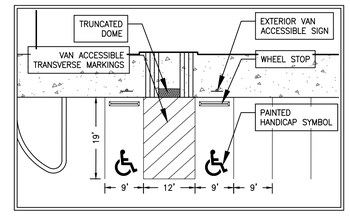
UTILITY SERVICES: WATER SERVICE
COLUMBIA POWER & WATER SYSTEMS
201 PICKENS LANE
COLUMBIA, TENNESSEE 38401
(931) 388-4833

ELECTRIC SERVICE
COLUMBIA POWER & WATER SYSTEMS
201 PICKENS LANE
COLUMBIA, TENNESSEE 38401
(931) 388-4833

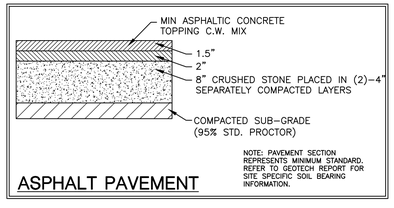
PURPOSE NOTE: REZONE A PORTION OF THE PARCEL TO CONSTRUCT CONVENIENCE STORE & GASOLINE STATION.

NOTES:

1. INSTALLATION OF HVAC EQUIPMENT IN P.U.D.E.'s WITH BURIED PIPES IS PROHIBITED.
2. MINIMUM RS-20 LOT SIZE IS 120' X 167' (20,000 S.F.)



ACCESSIBLE PARKING DETAIL
NOT TO SCALE



NOTE: PAVEMENT SECTION REPRESENTS MINIMUM STANDARD. REFER TO GEOTECH REPORT FOR SITE SPECIFIC SOIL BEARING INFORMATION.

ASPHALT PAVEMENT

BENCHMARK

BENCHMARK #1
IRON ROD
N = 459,514.26
E = 1,643,426.68
ELEV = 655.06'

WARNING! UTILITY LINES!

THE CONTRACTOR WILL EXERCISE EXTREME CAUTION IN THE USE OF EQUIPMENT IN AND AROUND OVERHEAD AND UNDERGROUND UTILITY WIRES AND SERVICES. IF AT ANY TIME IN THE PURSUIT OF THIS WORK THE CONTRACTOR MUST WORK IN CLOSE PROXIMITY OF OVERHEAD OR UNDERGROUND SERVICES, THE UTILITY COMPANY SHALL BE CONTACTED PRIOR TO SUCH WORK AND THE PROPER SAFETY MEASURES TAKEN. A THOROUGH EXAMINATION OF THE OVERHEAD WIRES IN THE PROJECT AREA SHOULD BE MADE BY THE CONTRACTOR PRIOR TO THE INITIATION OF CONSTRUCTION. THE UNDERGROUND UTILITY LINES HAVE BEEN SHOWN AS BEST AS CAN BE DETERMINED AT THIS TIME FROM THE INFORMATION OBTAINED FROM THE SURVEY. THE CONTRACTOR SHALL CONTACT EACH OF THESE COMPANIES PRIOR TO BEGINNING CONSTRUCTION AND HAVE THEM DETERMINE THE EXACT LOCATION AND TYPE OF THEIR SERVICES.

Tennessee811
Know what's below
Call before you dig.

LEGEND

	EXISTING	PROPOSED
WATER MAIN		W
SANITARY SEWER	8"SA	8"SA
STORM SEWER	15"ST	15"ST
OVERHEAD	OHE	OHE
FENCE		
GAS	G	G
DRAINAGE DITCH		
TREE PROTECTION FENCE		
SIGN		
UTILITY POLE		
IRON PIN SET		IPS
EXISTING IRON PIN		
CONCRETE MONUMENT		
DECIDUOUS TREE		
GATE VALVE IN BOX		
LIGHT POLE		
BENCHMARK	BM 1	

TREE LINE
STORM STRUCTURE LABEL (S1)
ASPHALT
CONCRETE
PARKING SPACES (14)

UTILITY COMPANIES:

UTILITIES SHOWN ARE BASED ON LIMITED DATA. THERE IS NO GUARANTEE AS TO THEIR LOCATION OR SIZE. PLEASE CONTACT RESPECTIVE UTILITY COMPANIES PRIOR TO CONSTRUCTION. POSSIBLE CONTACTS IN THIS AREA INCLUDE:

MUNICIPALITY:
CITY OF COLUMBIA
707 NORTH MAIN ST.
COLUMBIA, TN 38401

ELECTRIC:
COLUMBIA POWER & WATER SYSTEMS
201 PICKENS LANE
COLUMBIA, TN 38401
(931) 388-4833

CABLE TELEVISION:
COLUMBIA POWER & WATER SYSTEMS
201 PICKENS LANE
COLUMBIA, TN 38401
(931) 388-4833

STORM WATER:
CITY OF COLUMBIA
ENGINEERING/INSPECTION
707 N. MAIN STREET
COLUMBIA, TN 38401
(931) 560-1530
Contact: Glenn Harper, P.E.

WATER:
COLUMBIA POWER & WATER SYSTEMS
201 PICKENS LANE
COLUMBIA, TN 38401
(931) 388-4833

CABLE TELEVISION:
CHARTER COMMUNICATIONS
2008 S. MAIN STREET
COLUMBIA, TN 38401
(931) 388-1326

SANITARY:
CITY OF COLUMBIA
WASTEWATER SYSTEM
1244 TREATMENT PLANT RD.
COLUMBIA, TN 38401
(931) 560-1001
Donnie Boshers, Director

TELEPHONE:
AT&T
904 S. HIGH ST
COLUMBIA, TN 38401
JAMIE WHITFIELD
(615) 975-0505
jw0972@att.com

GAS:
ATMOS ENERGY
810 NASHVILLE HWY.
COLUMBIA, TN 38401
(888) 824-3434
NASHVILLE
(615) 872-5100

PROPOSED CONSTRUCTION SCHEDULE FOR THE YEAR 2022

ACTIVITY	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG
TEMPORARY SEDIMENT STRUCTURES												
SEDIMENT BASINS												
DIVERSION DITCHES												
CLEARING & CHIPPING												
TOPSOIL STRIPPING AND STORAGE												
ROADWAY GRADING												
PERMANENT STORM SEWER												
UTILITIES												
TEMPORARY VEGETATION												
PAVING												
PERMANENT VEGETATION												
REMOVE TEMPORARY STRUCTURES												

GEOTECHNICAL NOTE:

CONTRACTOR TO COMPLETE A GEOTECHNICAL STUDY CONDUCTED ON THIS SITE PRIOR TO COMINCEMENT OF CONSTRUCTION. THE DESIGN FOR THE SITE IMPROVEMENTS SHOWN ON THIS PLAN HAVE RELIED ON GENERAL INFORMATION FROM FIELD REVIEW OF EXISTING TERRAIN. IF, IN THE PURSUIT OF THIS WORK BY THE CONTRACTOR, CONDITIONS OR CIRCUMSTANCES ARE ENCOUNTERED THAT ARE DIFFERENT THAN REFLECTED IN THESE PLANS OR THAT APPEAR TO IMPACT THE SCOPE OF THE WORK, THE CONTRACTOR WILL IMMEDIATELY NOTIFY THE CIVIL ENGINEER, THE GEOTECHNICAL ENGINEER AND THE OWNER/DEVELOPER, BEFORE ANY REMEDIAL COURSE OF ACTION OR DESIGN CHANGE IS INITIATED, ALL PARTIES TO THE PROCESS (OWNER, CIVIL ENGINEER, GEOTECHNICAL ENGINEER, AND CONTRACTOR) MUST BE IN AGREEMENT AND THE MAGNITUDE OF THE COST/TIME REQUIRED FOR THE MEASURES ESTABLISHED.

SITE BENCHMARK NOTE:

CONTRACTOR SHALL ESTABLISH A BENCHMARK PRIOR TO CONSTRUCTION. EXISTING BENCHMARK MUST BE RE-VERIFIED AND APPROVED BY THE ENGINEER/SURVEYOR PRIOR TO USE.

BOUNDARY & TOPOGRAPHIC SURVEY PROVIDED BY:

WES ENGINEERS & SURVEYORS
W.E.S. ENGINEERS AND SURVEYORS
2486 NASHVILLE HWY
COLUMBIA, TENNESSEE 38401
(931) 388-2329

FLOOD STUDY NOTE:

A PORTION OF THE PROPERTY IS LOCATED WITHIN A FLOOD HAZARD AREA AS PER FEDERAL EMERGENCY MANAGEMENT AGENCY FLOOD INSURANCE RATE MAPS (FIRM's) MAP NUMBER 47119C0280E DATED APRIL 16, 2007.

GERALD WAYNE WICK
LICENSED PROFESSIONAL ENGINEER
NO. 107415
STATE OF TENNESSEE
2/22/22
gerald@wesengineers.com

SUBMITTED FOR MUNICIPAL REVIEW
NOT FOR CONSTRUCTION

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WES ENGINEERS & SURVEYORS
CIVIL ENGINEERS & LAND SURVEYORS
2486 NASHVILLE HIGHWAY
COLUMBIA, TN 38401
PHONE: (931) 388-2329
www.wesengineers.com

ENGINEERS & SURVEYORS

Client
HIGHLAND CORPORATION
108 MILL AVENUE, P.O. BOX 190
HOWENWALD, TN 38462
CONTACT: BOBBY PAGE

REVISIONS
DATE

HIGHLAND CONVENIENCE MARKET

TROTWOOD AVENUE
COLUMBIA, TN

MASTER DEVELOPMENT PLAN

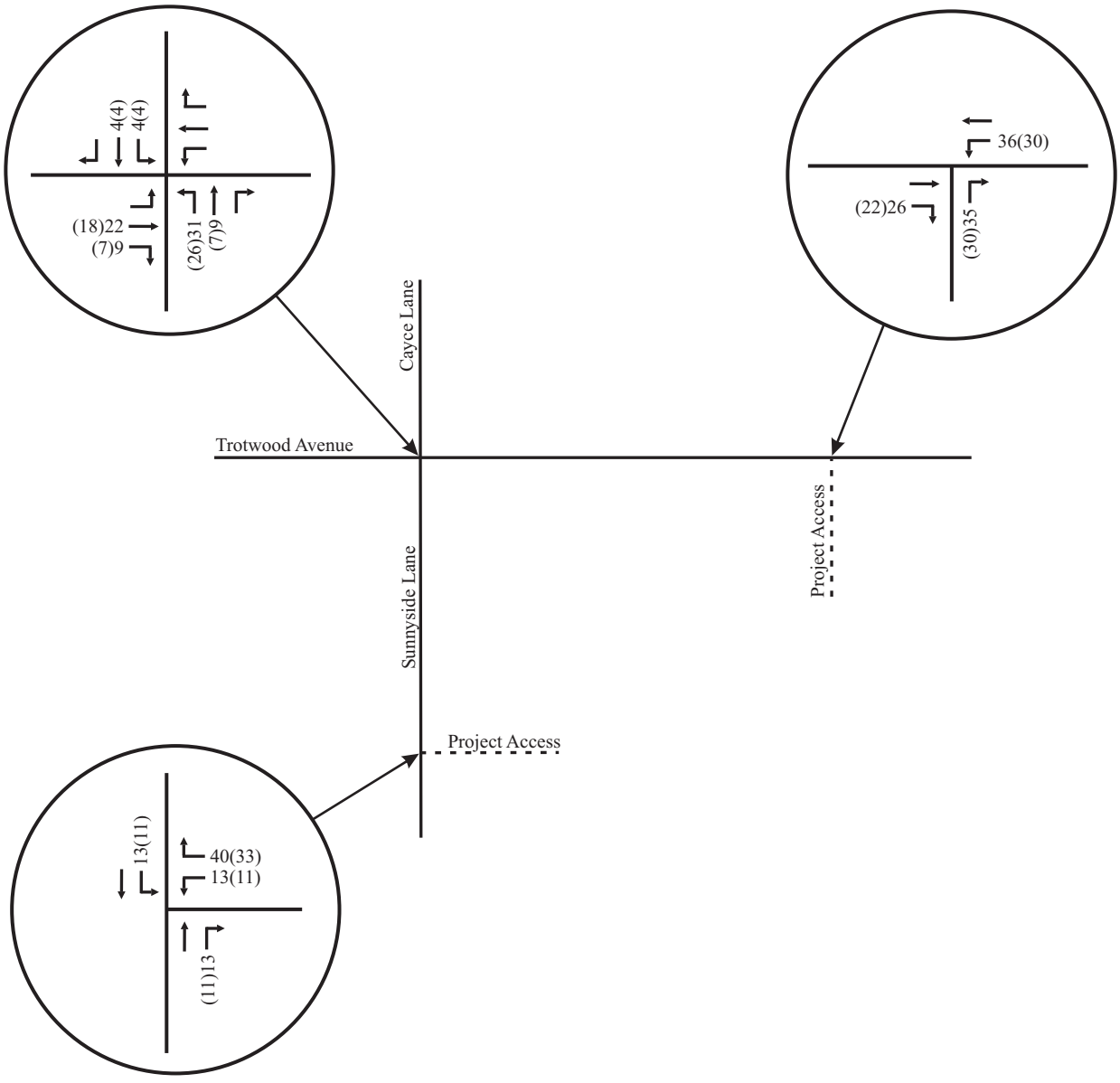
Drawn: RP
Checked: GV
Approved: GV
Date: APRIL 18, 2022

Job. no. 21583
Scale:
Vertical: 1"=50'
Horizontal:

MP-1

FILE: J:_WES_Engineers_Surveyors 2021\21583 - Fast Stop Markets - Sunnyside\Dwg\Engineering\21583 Fast Stop Markets 6-07-22.dwg

F i s c h b a c h
Transportation Group, LLC
Traffic Engineering and Planning



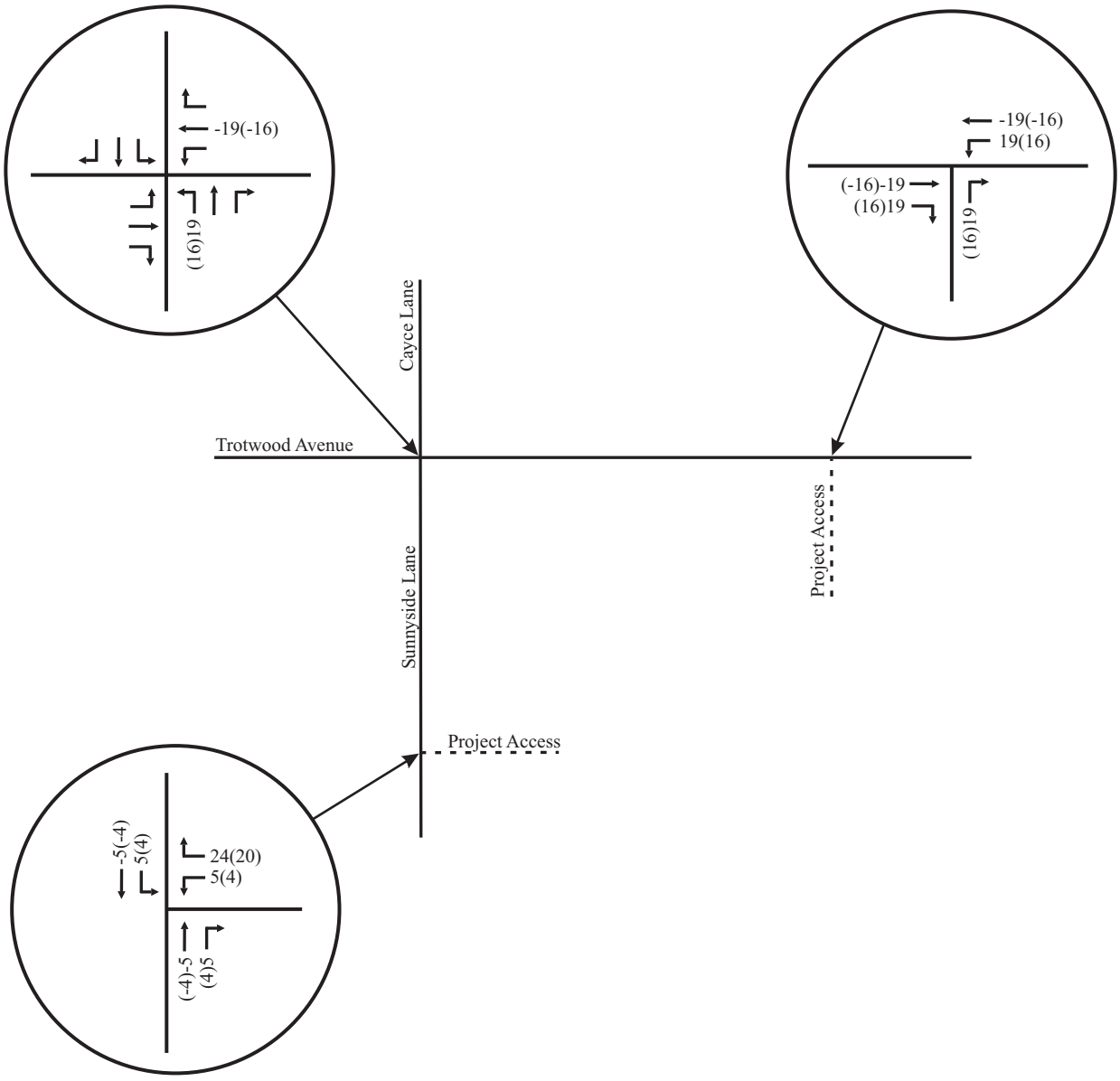


No Scale

XX - AM Peak Hour Volumes
(XX) - PM Peak Hour Volumes

Figure 7A.
PRIMARY Peak Hour Traffic Volumes Generated by the Proposed Project

F i s c h b a c h
Transportation Group, LLC
Traffic Engineering and Planning





No Scale

XX - AM Peak Hour Volumes
(XX) - PM Peak Hour Volumes

Figure 7B.
PASS-BY Peak Hour Traffic Volumes
Generated by the Proposed Project

TRAFFIC IMPACT STUDY

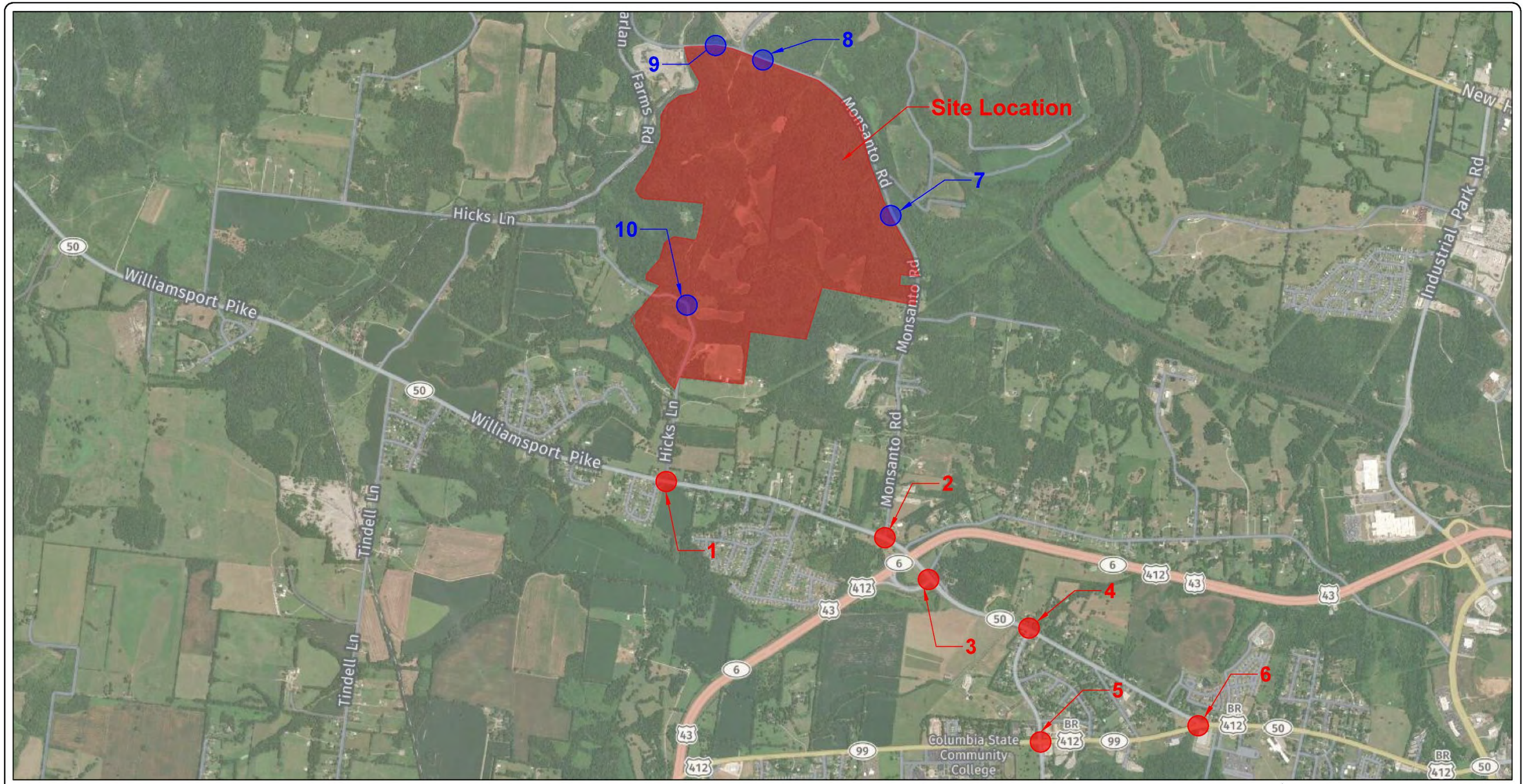
The Highlands Development
Tax Map 077, Parcel 1.00, 1.06, 1.08, 1.09
Columbia, TN

Prepared for:

Joey Smith
3010 Jubilee Ridge Road
Franklin, TN 37064

Prepared by:

T-SQUARE ENGINEERING
701 West Main Street
Franklin, TN 37064
615.678.8212
www.T2-eng.com

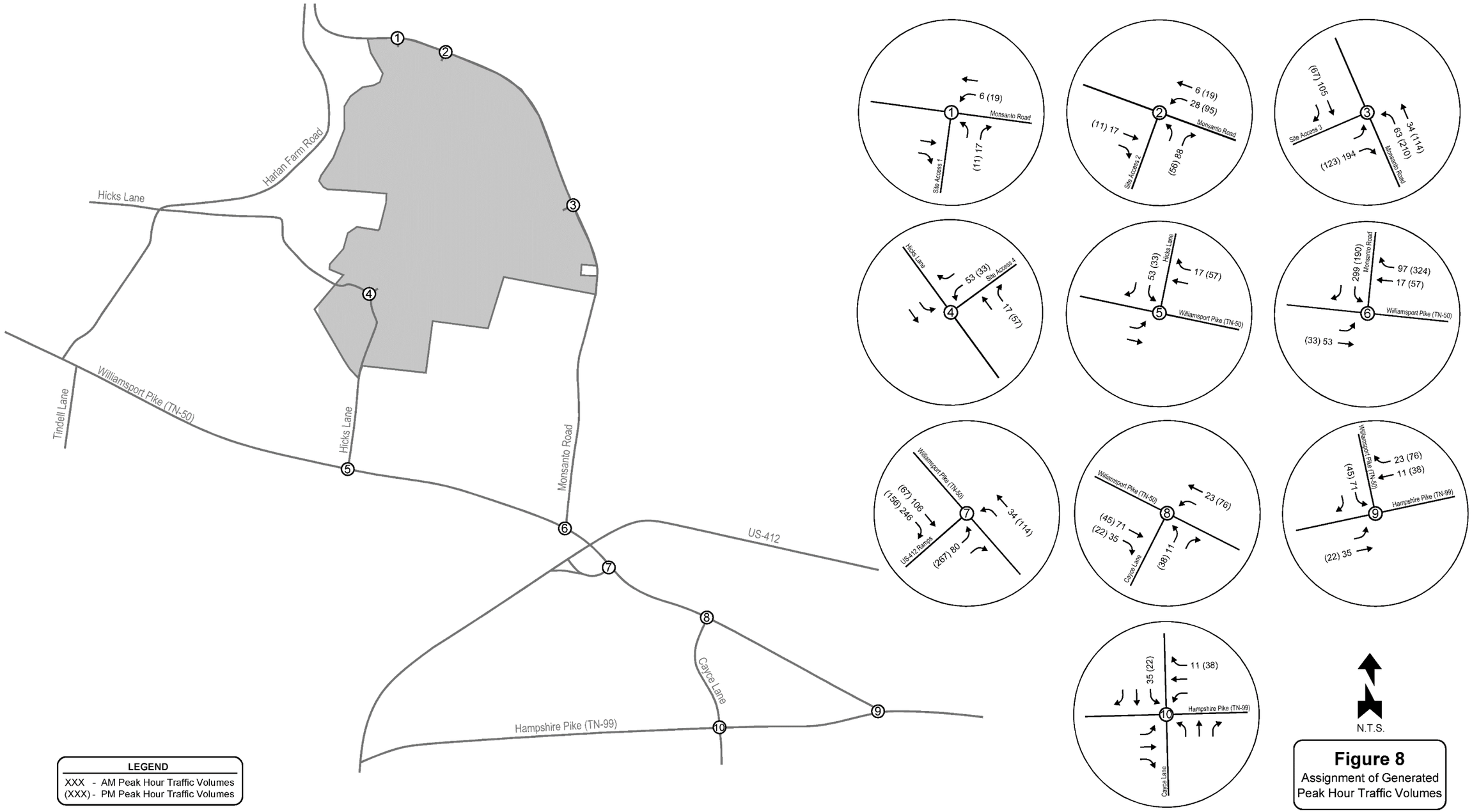


LEGEND

- Analyzed Existing Intersection
- Analyzed Proposed Intersection

N.T.S.

Figure 1
Location Map



LEGEND

XXX - AM Peak Hour Traffic Volumes
(XXX) - PM Peak Hour Traffic Volumes

Figure 8
Assignment of Generated
Peak Hour Traffic Volumes

APPENDIX B
CAPACITY ANALYSES

EXISTING CONDITIONS

HCS Two-Way Stop-Control Report

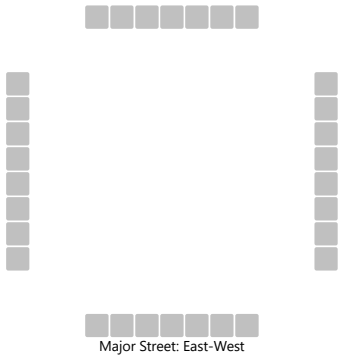
General Information

Analyst	FTG
Agency/Co.	FTG
Date Performed	Apr 2023
Analysis Year	2023
Time Analyzed	AM Peak Hour
Intersection Orientation	East-West
Project Description	11257 (Existing)

Site Information

Intersection	Williamsport Pike/Cayce Lane
Jurisdiction	Columbia, TN
East/West Street	Williamsport Pike
North/South Street	Cayce Lane
Peak Hour Factor	0.92
Analysis Time Period (hrs)	0.25

Lanes



Vehicle Volumes and Adjustments

Approach	Eastbound				Westbound				Northbound				Southbound			
Movement	U	L	T	R	U	L	T	R	U	L	T	R	U	L	T	R
Priority	1U	1	2	3	4U	4	5	6		7	8	9		10	11	12
Number of Lanes	0	0	1	0	0	0	1	0		0	1	0		0	0	0
Configuration				TR		LT					LR					
Volume (veh/h)			139	180		13	104			105		9				
Percent Heavy Vehicles (%)						0				0		0				
Proportion Time Blocked																
Percent Grade (%)										0						
Right Turn Channelized																
Median Type | Storage						Undivided										

Critical and Follow-up Headways

Base Critical Headway (sec)						4.1				7.1		6.2				
Critical Headway (sec)						4.10				6.40		6.20				
Base Follow-Up Headway (sec)						2.2				3.5		3.3				
Follow-Up Headway (sec)						2.20				3.50		3.30				

Delay, Queue Length, and Level of Service

Flow Rate, v (veh/h)						14					124					
Capacity, c (veh/h)						1223					621					
v/c Ratio						0.01					0.20					
95% Queue Length, Q_{95} (veh)						0.0					0.7					
Control Delay (s/veh)						8.0	0.1				12.2					
Level of Service (LOS)						A	A				B					
Approach Delay (s/veh)					1.0				12.2							
Approach LOS					A				B							

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HCS Two-Way Stop-Control Report

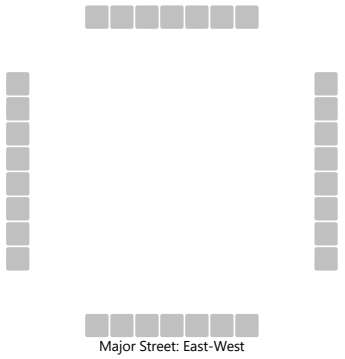
General Information

Analyst	FTG
Agency/Co.	FTG
Date Performed	Apr 2023
Analysis Year	2023
Time Analyzed	PM Peak Hour
Intersection Orientation	East-West
Project Description	11257 (Existing)

Site Information

Intersection	Williamsport Pike/Cayce Lane
Jurisdiction	Columbia, TN
East/West Street	Williamsport Pike
North/South Street	Cayce Lane
Peak Hour Factor	0.92
Analysis Time Period (hrs)	0.25

Lanes



Vehicle Volumes and Adjustments

Approach	Eastbound				Westbound				Northbound				Southbound			
Movement	U	L	T	R	U	L	T	R	U	L	T	R	U	L	T	R
Priority	1U	1	2	3	4U	4	5	6		7	8	9		10	11	12
Number of Lanes	0	0	1	0	0	0	1	0		0	1	0		0	0	0
Configuration				TR		LT					LR					
Volume (veh/h)			130	200		9	211			142		4				
Percent Heavy Vehicles (%)						0				0		0				
Proportion Time Blocked																
Percent Grade (%)										0						
Right Turn Channelized																
Median Type | Storage						Undivided										

Critical and Follow-up Headways

Base Critical Headway (sec)						4.1				7.1		6.2				
Critical Headway (sec)						4.10				6.40		6.20				
Base Follow-Up Headway (sec)						2.2				3.5		3.3				
Follow-Up Headway (sec)						2.20				3.50		3.30				

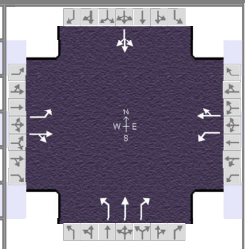
Delay, Queue Length, and Level of Service

Flow Rate, v (veh/h)						10					159					
Capacity, c (veh/h)						1211					535					
v/c Ratio						0.01					0.30					
95% Queue Length, Q_{95} (veh)						0.0					1.2					
Control Delay (s/veh)						8.0	0.1				14.6					
Level of Service (LOS)						A	A				B					
Approach Delay (s/veh)						0.4				14.6						
Approach LOS						A				B						

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HCS Signalized Intersection Results Summary

General Information				Intersection Information	
Agency	FTG			Duration, h	0.250
Analyst	FTG	Analysis Date	4/22/2023	Area Type	Other
Jurisdiction	Columbia, TN	Time Period	AM Peak Hour	PHF	0.86
Urban Street	Hampshire Pike	Analysis Year	2023 (Existing)	Analysis Period	1> 7:00
Intersection	Cayce Lane	File Name	2_exam.xus		
Project Description	11257				



Demand Information	EB			WB			NB			SB		
Approach Movement	L	T	R	L	T	R	L	T	R	L	T	R
Demand (*v*), veh/h	13	444	74	62	262	16	63	85	107	70	48	75

Signal Information			
Cycle, s	90.0	Reference Phase	2
Offset, s	0	Reference Point	End
Uncoordinated	No	Simult. Gap E/W	On
Force Mode	Fixed	Simult. Gap N/S	On

Green	1.9	3.1	38.3	13.5	9.2	0.0	1	2	3	4		
Yellow	4.0	0.0	4.0	4.0	4.0	0.0	5	6	7	8		
Red	2.0	0.0	2.0	2.0	2.0	0.0						

Timer Results	EBL	EBT	WBL	WBT	NBL	NBT	SBL	SBT
Assigned Phase	5	2	1	6		8		4
Case Number	1.1	4.0	1.1	4.0		9.0		12.0
Phase Duration, s	7.9	44.3	11.0	47.4		15.2		19.5
Change Period, (*Y+R c*), s	6.0	6.0	6.0	6.0		6.0		6.0
Max Allow Headway (*MAH*), s	3.1	0.0	3.1	0.0		3.1		3.1
Queue Clearance Time (*g s*), s	2.4		3.9			8.8		13.3
Green Extension Time (*g e*), s	0.0	0.0	0.1	0.0		0.4		0.3
Phase Call Probability	0.31		0.84			1.00		1.00
Max Out Probability	0.00		0.00			0.00		0.00

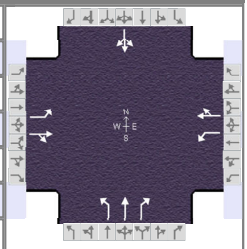
Movement Group Results	EB			WB			NB			SB		
Approach Movement	L	T	R	L	T	R	L	T	R	L	T	R
Assigned Movement	5	2	12	1	6	16	3	8	18	7	4	14
Adjusted Flow Rate (*v*), veh/h	15	602		72	323		73	99	124		224	
Adjusted Saturation Flow Rate (*s*), veh/h/ln	1810	1852		1810	1881		1810	1900	1610		1746	
Queue Service Time (*g s*), s	0.4	24.9		1.9	10.1		3.4	4.4	6.8		11.3	
Cycle Queue Clearance Time (*g c*), s	0.4	24.9		1.9	10.1		3.4	4.4	6.8		11.3	
Green Ratio (*g/C*)	0.45	0.43		0.48	0.46		0.10	0.10	0.10		0.15	
Capacity (*c*), veh/h	467	787		304	865		185	194	165		262	
Volume-to-Capacity Ratio (*X*)	0.032	0.765		0.238	0.374		0.396	0.508	0.755		0.856	
Back of Queue (*Q*), ft/ln (95 th percentile)	7.3	422.8		33	191.6		66.8	91.3	121.1		211.7	
Back of Queue (*Q*), veh/ln (95 th percentile)	0.3	16.9		1.3	7.7		2.7	3.7	4.8		8.5	
Queue Storage Ratio (*RQ*) (95 th percentile)	0.00	0.00		0.00	0.00		0.00	0.00	0.00		0.00	
Uniform Delay (*d 1*), s/veh	14.4	22.0		16.4	15.9		37.8	38.3	39.3		37.3	
Incremental Delay (*d 2*), s/veh	0.0	7.0		0.1	1.2		0.5	0.8	2.6		3.3	
Initial Queue Delay (*d 3*), s/veh	0.0	0.0		0.0	0.0		0.0	0.0	0.0		0.0	
Control Delay (*d*), s/veh	14.4	29.0		16.6	17.1		38.3	39.0	41.9		40.6	
Level of Service (LOS)	B	C		B	B		D	D	D		D	
Approach Delay, s/veh / LOS	28.7	C		17.0	B		40.1	D		40.6	D	
Intersection Delay, s/veh / LOS	29.6						C					

Multimodal Results	EB		WB		NB		SB	
Pedestrian LOS Score / LOS	2.10	B	1.68	B	1.95	B	1.94	B
Bicycle LOS Score / LOS	1.51	B	1.14	A	0.98	A	0.86	A

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HCS Signalized Intersection Results Summary

General Information				Intersection Information	
Agency	FTG			Duration, h	0.250
Analyst	FTG	Analysis Date	4/22/2023	Area Type	Other
Jurisdiction	Columbia, TN	Time Period	PM Peak Hour	PHF	0.95
Urban Street	Hampshire Pike	Analysis Year	2023 (Existing)	Analysis Period	1> 7:00
Intersection	Cayce Lane	File Name	2_expm.xus		
Project Description	11257				



Demand Information	EB			WB			NB			SB		
Approach Movement	L	T	R	L	T	R	L	T	R	L	T	R
Demand (*v*), veh/h	59	360	67	107	462	15	54	72	64	28	139	42

Signal Information			
Cycle, s	90.0	Reference Phase	2
Offset, s	0	Reference Point	End
Uncoordinated	No	Simult. Gap E/W	On
Force Mode	Fixed	Simult. Gap N/S	On

Green	4.7	0.9	41.6	12.8	6.0	0.0	1	2	3	4		
Yellow	4.0	0.0	4.0	4.0	4.0	0.0	5	6	7	8		
Red	2.0	0.0	2.0	2.0	2.0	0.0						

Timer Results	EBL	EBT	WBL	WBT	NBL	NBT	SBL	SBT
Assigned Phase	5	2	1	6		8		4
Case Number	1.1	4.0	1.1	4.0		9.0		12.0
Phase Duration, s	10.7	47.6	11.6	48.5		12.0		18.8
Change Period, (*Y+R c*), s	6.0	6.0	6.0	6.0		6.0		6.0
Max Allow Headway (*MAH*), s	3.1	0.0	3.1	0.0		3.1		3.1
Queue Clearance Time (*g s*), s	3.6		4.8			5.7		12.6
Green Extension Time (*g e*), s	0.1	0.0	0.2	0.0		0.3		0.3
Phase Call Probability	0.79		0.94			0.99		1.00
Max Out Probability	0.00		0.00			0.00		0.00

Movement Group Results	EB			WB			NB			SB		
Approach Movement	L	T	R	L	T	R	L	T	R	L	T	R
Assigned Movement	5	2	12	1	6	16	3	8	18	7	4	14
Adjusted Flow Rate (*v*), veh/h	62	449		113	502		57	76	67		220	
Adjusted Saturation Flow Rate (*s*), veh/h/ln	1810	1848		1810	1889		1810	1900	1610		1822	
Queue Service Time (*g s*), s	1.6	15.6		2.8	17.2		2.7	3.5	3.7		10.6	
Cycle Queue Clearance Time (*g c*), s	1.6	15.6		2.8	17.2		2.7	3.5	3.7		10.6	
Green Ratio (*g/C*)	0.51	0.46		0.52	0.47		0.07	0.07	0.07		0.14	
Capacity (*c*), veh/h	411	854		470	892		120	126	107		259	
Volume-to-Capacity Ratio (*X*)	0.151	0.526		0.240	0.563		0.474	0.602	0.632		0.848	
Back of Queue (*Q*), ft/ln (95 th percentile)	25.7	269.3		46.6	296.1		54.5	73.8	66.3		207.9	
Back of Queue (*Q*), veh/ln (95 th percentile)	1.0	10.8		1.9	11.8		2.2	3.0	2.7		8.3	
Queue Storage Ratio (*RQ*) (95 th percentile)	0.00	0.00		0.00	0.00		0.00	0.00	0.00		0.00	
Uniform Delay (*d 1*), s/veh	13.0	17.2		12.4	17.1		40.5	40.9	41.0		37.6	
Incremental Delay (*d 2*), s/veh	0.1	2.3		0.1	2.6		1.1	1.7	2.3		3.0	
Initial Queue Delay (*d 3*), s/veh	0.0	0.0		0.0	0.0		0.0	0.0	0.0		0.0	
Control Delay (*d*), s/veh	13.0	19.5		12.5	19.6		41.6	42.6	43.2		40.6	
Level of Service (LOS)	B	B		B	B		D	D	D		D	
Approach Delay, s/veh / LOS	18.7	B		18.3	B		42.5	D		40.6	D	
Intersection Delay, s/veh / LOS	24.8						C					

Multimodal Results	EB		WB		NB		SB	
Pedestrian LOS Score / LOS	2.09	B	1.67	B	1.95	B	1.94	B
Bicycle LOS Score / LOS	1.33	A	1.50	B	0.82	A	0.85	A

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HCS Two-Way Stop-Control Report

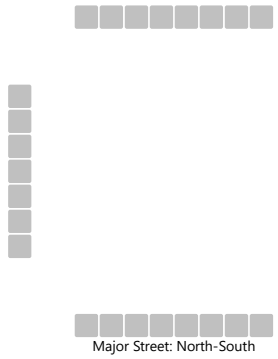
General Information

Analyst	FTG
Agency/Co.	FTG
Date Performed	Apr 2023
Analysis Year	2023
Time Analyzed	AM Peak Hour
Intersection Orientation	North-South
Project Description	11257 (Existing)

Site Information

Intersection	Cayce Lane/Eskew Drive
Jurisdiction	Columbia, TN
East/West Street	Eskew Drive
North/South Street	Cayce Lane
Peak Hour Factor	0.91
Analysis Time Period (hrs)	0.25

Lanes



Vehicle Volumes and Adjustments

Approach	Eastbound				Westbound				Northbound				Southbound			
Movement	U	L	T	R	U	L	T	R	U	L	T	R	U	L	T	R
Priority		10	11	12		7	8	9	1U	1	2	3	4U	4	5	6
Number of Lanes		0	1	0		0	0	0	0	0	1	0	0	0	1	0
Configuration			LR							LT						TR
Volume (veh/h)		75		1						1	180				150	34
Percent Heavy Vehicles (%)		0		0						0						
Proportion Time Blocked																
Percent Grade (%)		0														
Right Turn Channelized																
Median Type | Storage		Undivided														

Critical and Follow-up Headways

Base Critical Headway (sec)		7.1		6.2						4.1						
Critical Headway (sec)		6.40		6.20						4.10						
Base Follow-Up Headway (sec)		3.5		3.3						2.2						
Follow-Up Headway (sec)		3.50		3.30						2.20						

Delay, Queue Length, and Level of Service

Flow Rate, v (veh/h)			84							1						
Capacity, c (veh/h)			625							1382						
v/c Ratio			0.13							0.00						
95% Queue Length, Q_{95} (veh)			0.5							0.0						
Control Delay (s/veh)			11.6							7.6	0.0					
Level of Service (LOS)			B							A	A					
Approach Delay (s/veh)		11.6								0.0						
Approach LOS		B								A						

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HCS Two-Way Stop-Control Report

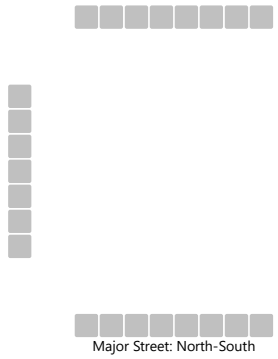
General Information

Analyst	FTG
Agency/Co.	FTG
Date Performed	Apr 2023
Analysis Year	2023
Time Analyzed	PM Peak Hour
Intersection Orientation	North-South
Project Description	11257 (Existing)

Site Information

Intersection	Cayce Lane/Eskew Drive
Jurisdiction	Columbia, TN
East/West Street	Eskew Drive
North/South Street	Cayce Lane
Peak Hour Factor	0.87
Analysis Time Period (hrs)	0.25

Lanes



Vehicle Volumes and Adjustments

Approach	Eastbound				Westbound				Northbound				Southbound			
Movement	U	L	T	R	U	L	T	R	U	L	T	R	U	L	T	R
Priority		10	11	12		7	8	9	1U	1	2	3	4U	4	5	6
Number of Lanes		0	1	0		0	0	0	0	0	1	0	0	0	1	0
Configuration			LR							LT						TR
Volume (veh/h)		40		2						0	150				237	76
Percent Heavy Vehicles (%)		0		0						0						
Proportion Time Blocked																
Percent Grade (%)		0														
Right Turn Channelized																
Median Type | Storage		Undivided														

Critical and Follow-up Headways

Base Critical Headway (sec)		7.1		6.2						4.1						
Critical Headway (sec)		6.40		6.20						4.10						
Base Follow-Up Headway (sec)		3.5		3.3						2.2						
Follow-Up Headway (sec)		3.50		3.30						2.20						

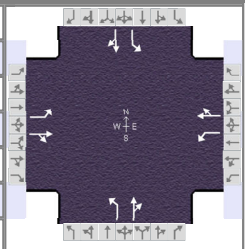
Delay, Queue Length, and Level of Service

Flow Rate, v (veh/h)			48							0						
Capacity, c (veh/h)			549							1210						
v/c Ratio			0.09							0.00						
95% Queue Length, Q_{95} (veh)			0.3							0.0						
Control Delay (s/veh)			12.2							8.0	0.0					
Level of Service (LOS)			B							A	A					
Approach Delay (s/veh)		12.2								0.0						
Approach LOS		B								A						

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HCS Signalized Intersection Results Summary

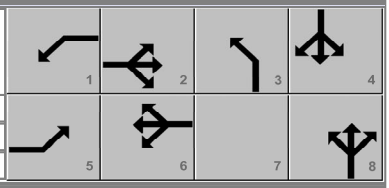
General Information				Intersection Information	
Agency	FTG			Duration, h	0.250
Analyst	FTG	Analysis Date	4/22/2023	Area Type	Other
Jurisdiction	Columbia, TN	Time Period	AM Peak Hour	PHF	0.95
Urban Street	Trotwood Avenue	Analysis Year	2023 (Existing)	Analysis Period	1> 7:00
Intersection	Cayce Lane/Sunnyside…	File Name	4_exam.xus		
Project Description	11257				



Demand Information	EB			WB			NB			SB		
Approach Movement	L	T	R	L	T	R	L	T	R	L	T	R
Demand (*v*), veh/h	35	623	91	40	341	42	156	77	99	137	71	40

Signal Information			
Cycle, s	90.0	Reference Phase	2
Offset, s	0	Reference Point	End
Uncoordinated	No	Simult. Gap E/W	On
Force Mode	Fixed	Simult. Gap N/S	On

Green	3.6	0.3	40.9	9.3	11.9	0.0
Yellow	4.0	0.0	4.0	4.0	4.0	0.0
Red	2.0	0.0	2.0	2.0	2.0	0.0



Timer Results	EBL	EBT	WBL	WBT	NBL	NBT	SBL	SBT
Assigned Phase	5	2	1	6		8		4
Case Number	1.1	4.0	1.1	4.0		10.0		10.0
Phase Duration, s	9.6	46.9	9.9	47.2		17.9		15.3
Change Period, ($Y+R_c$), s	6.0	6.0	6.0	6.0		6.0		6.0
Max Allow Headway (*MAH*), s	3.1	0.0	3.1	0.0		3.1		3.1
Queue Clearance Time (g_s), s	2.9		3.1			11.4		9.0
Green Extension Time (g_e), s	0.0	0.0	0.0	0.0		0.5		0.4
Phase Call Probability	0.60		0.65			1.00		1.00
Max Out Probability	0.00		0.00			0.02		0.00

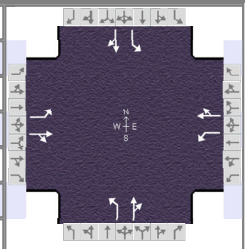
Movement Group Results	EB			WB			NB			SB		
Approach Movement	L	T	R	L	T	R	L	T	R	L	T	R
Assigned Movement	5	2	12	1	6	16	3	8	18	7	4	14
Adjusted Flow Rate (*v*), veh/h	37	752		42	403		164	185		144	117	
Adjusted Saturation Flow Rate (*s*), veh/h/ln	1810	1857		1810	1863		1810	1725		1810	1784	
Queue Service Time (g_s), s	0.9	33.4		1.1	13.5		7.8	9.4		7.0	5.7	
Cycle Queue Clearance Time (g_c), s	0.9	33.4		1.1	13.5		7.8	9.4		7.0	5.7	
Green Ratio (*g/C*)	0.49	0.45		0.50	0.46		0.13	0.13		0.10	0.10	
Capacity (*c*), veh/h	438	844		219	853		238	227		188	185	
Volume-to-Capacity Ratio (*X*)	0.084	0.891		0.192	0.473		0.689	0.815		0.767	0.631	
Back of Queue (*Q*), ft/ln (95 th percentile)	15.8	570.5		18.2	240.7		153.4	179.3		140.1	110.4	
Back of Queue (*Q*), veh/ln (95 th percentile)	0.6	22.8		0.7	9.6		6.1	7.2		5.6	4.4	
Queue Storage Ratio (*RQ*) (95 th percentile)	0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00	
Uniform Delay (d_1), s/veh	13.1	22.5		18.2	16.9		37.3	38.0		39.3	38.7	
Incremental Delay (d_2), s/veh	0.0	13.6		0.2	1.9		1.3	2.7		2.5	1.3	
Initial Queue Delay (d_3), s/veh	0.0	0.0		0.0	0.0		0.0	0.0		0.0	0.0	
Control Delay (*d*), s/veh	13.1	36.1		18.4	18.8		38.6	40.7		41.7	40.0	
Level of Service (LOS)	B	D		B	B		D	D		D	D	
Approach Delay, s/veh / LOS	35.0	D		18.7	B		39.8	D		41.0	D	
Intersection Delay, s/veh / LOS	32.8						C					

Multimodal Results	EB		WB		NB		SB	
Pedestrian LOS Score / LOS	1.90	B	1.90	B	1.95	B	1.94	B
Bicycle LOS Score / LOS	1.79	B	1.22	A	1.06	A	0.92	A

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HCS Signalized Intersection Results Summary

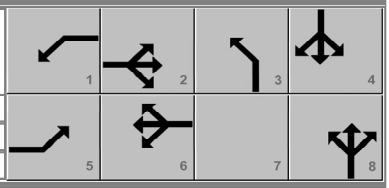
General Information				Intersection Information	
Agency	FTG			Duration, h	0.250
Analyst	FTG	Analysis Date	4/22/2023	Area Type	Other
Jurisdiction	Columbia, TN	Time Period	PM Peak Hour	PHF	0.97
Urban Street	Trotwood Avenue	Analysis Year	2023 (Existing)	Analysis Period	1> 7:00
Intersection	Cayce Lane/Sunnyside…	File Name	4_expm.xus		
Project Description	11257				



Demand Information	EB			WB			NB			SB		
Approach Movement	L	T	R	L	T	R	L	T	R	L	T	R
Demand (*v*), veh/h	42	367	106	121	628	71	118	84	80	89	65	54

Signal Information			
Cycle, s	90.0	Reference Phase	2
Offset, s	0	Reference Point	End
Uncoordinated	No	Simult. Gap E/W	On
Force Mode	Fixed	Simult. Gap N/S	On

Green	4.0	1.8	41.1	8.3	10.9	0.0
Yellow	4.0	0.0	4.0	4.0	4.0	0.0
Red	2.0	0.0	2.0	2.0	2.0	0.0



Timer Results	EBL	EBT	WBL	WBT	NBL	NBT	SBL	SBT
Assigned Phase	5	2	1	6		8		4
Case Number	1.1	4.0	1.1	4.0		10.0		10.0
Phase Duration, s	10.0	47.1	11.7	48.8		16.9		14.3
Change Period, ($Y+R_c$), s	6.0	6.0	6.0	6.0		6.0		6.0
Max Allow Headway (*MAH*), s	3.1	0.0	3.1	0.0		3.1		3.1
Queue Clearance Time (g_s), s	3.1		5.2			10.5		8.1
Green Extension Time (g_e), s	0.0	0.0	0.2	0.0		0.4		0.2
Phase Call Probability	0.66		0.96			1.00		1.00
Max Out Probability	0.00		0.00			0.01		0.00

Movement Group Results	EB			WB			NB			SB		
Approach Movement	L	T	R	L	T	R	L	T	R	L	T	R
Assigned Movement	5	2	12	1	6	16	3	8	18	7	4	14
Adjusted Flow Rate (*v*), veh/h	43	488		125	721		122	169		92	123	
Adjusted Saturation Flow Rate (*s*), veh/h/ln	1810	1826		1810	1866		1810	1747		1810	1757	
Queue Service Time (g_s), s	1.1	17.8		3.2	29.7		5.7	8.5		4.4	6.1	
Cycle Queue Clearance Time (g_c), s	1.1	17.8		3.2	29.7		5.7	8.5		4.4	6.1	
Green Ratio (*g/C*)	0.50	0.46		0.52	0.48		0.12	0.12		0.09	0.09	
Capacity (*c*), veh/h	252	833		434	888		218	211		168	163	
Volume-to-Capacity Ratio (*X*)	0.172	0.585		0.288	0.811		0.558	0.803		0.547	0.754	
Back of Queue (*Q*), ft/ln (95 th percentile)	18.6	300.5		52.8	486.2		111.6	164.4		86.2	120.3	
Back of Queue (*Q*), veh/ln (95 th percentile)	0.7	12.0		2.1	19.4		4.5	6.6		3.4	4.8	
Queue Storage Ratio (*RQ*) (95 th percentile)	0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00	
Uniform Delay (d_1), s/veh	16.8	18.1		13.2	20.1		37.3	38.5		39.0	39.8	
Incremental Delay (d_2), s/veh	0.1	3.0		0.1	8.0		0.8	2.7		1.0	2.7	
Initial Queue Delay (d_3), s/veh	0.0	0.0		0.0	0.0		0.0	0.0		0.0	0.0	
Control Delay (*d*), s/veh	16.9	21.1		13.3	28.1		38.1	41.2		40.1	42.5	
Level of Service (LOS)	B	C		B	C		D	D		D	D	
Approach Delay, s/veh / LOS	20.8	C		25.9	C		39.9	D		41.4	D	
Intersection Delay, s/veh / LOS	28.4						C					

Multimodal Results	EB		WB		NB		SB	
Pedestrian LOS Score / LOS	1.90	B	1.90	B	1.95	B	1.94	B
Bicycle LOS Score / LOS	1.36	A	1.88	B	0.97	A	0.84	A

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BACKGROUND CONDITIONS

HCS Two-Way Stop-Control Report

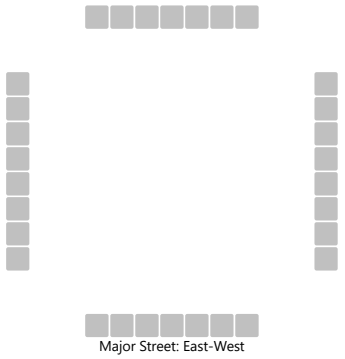
General Information

Analyst	FTG
Agency/Co.	FTG
Date Performed	Apr 2023
Analysis Year	2026
Time Analyzed	AM Peak Hour
Intersection Orientation	East-West
Project Description	11257 (Back)

Site Information

Intersection	Williamsport Pike/Cayce Lane
Jurisdiction	Columbia, TN
East/West Street	Williamsport Pike
North/South Street	Cayce Lane
Peak Hour Factor	0.92
Analysis Time Period (hrs)	0.25

Lanes



Vehicle Volumes and Adjustments

Approach	Eastbound				Westbound				Northbound				Southbound			
Movement	U	L	T	R	U	L	T	R	U	L	T	R	U	L	T	R
Priority	1U	1	2	3	4U	4	5	6		7	8	9		10	11	12
Number of Lanes	0	0	1	0	0	0	1	0		0	1	0		0	0	0
Configuration				TR		LT					LR					
Volume (veh/h)			218	226		14	133			122		11				
Percent Heavy Vehicles (%)						0				0		0				
Proportion Time Blocked																
Percent Grade (%)										0						
Right Turn Channelized																
Median Type | Storage						Undivided										

Critical and Follow-up Headways

Base Critical Headway (sec)						4.1				7.1		6.2				
Critical Headway (sec)						4.10				6.40		6.20				
Base Follow-Up Headway (sec)						2.2				3.5		3.3				
Follow-Up Headway (sec)						2.20				3.50		3.30				

Delay, Queue Length, and Level of Service

Flow Rate, v (veh/h)						15					145					
Capacity, c (veh/h)						1091					514					
v/c Ratio						0.01					0.28					
95% Queue Length, Q_{95} (veh)						0.0					1.1					
Control Delay (s/veh)						8.3	0.1				14.7					
Level of Service (LOS)						A	A				B					
Approach Delay (s/veh)						0.9				14.7						
Approach LOS						A				B						

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HCS Two-Way Stop-Control Report

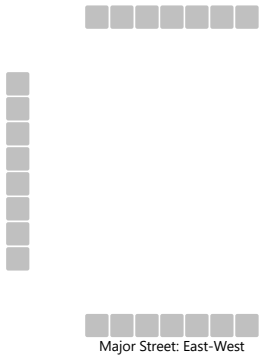
General Information

Analyst	FTG
Agency/Co.	FTG
Date Performed	Apr 2023
Analysis Year	2026
Time Analyzed	PM Peak Hour
Intersection Orientation	East-West
Project Description	11257 (Back)

Site Information

Intersection	Williamsport Pike/Cayce Lane
Jurisdiction	Columbia, TN
East/West Street	Williamsport Pike
North/South Street	Cayce Lane
Peak Hour Factor	0.92
Analysis Time Period (hrs)	0.25

Lanes



Vehicle Volumes and Adjustments

Approach	Eastbound				Westbound				Northbound				Southbound			
Movement	U	L	T	R	U	L	T	R	U	L	T	R	U	L	T	R
Priority	1U	1	2	3	4U	4	5	6		7	8	9		10	11	12
Number of Lanes	0	0	1	0	0	0	1	0		0	1	0		0	0	0
Configuration				TR		LT					LR					
Volume (veh/h)			183	234		10	300			189		4				
Percent Heavy Vehicles (%)						0				0		0				
Proportion Time Blocked																
Percent Grade (%)										0						
Right Turn Channelized																
Median Type | Storage																

Critical and Follow-up Headways

Base Critical Headway (sec)						4.1				7.1		6.2				
Critical Headway (sec)						4.10				6.40		6.20				
Base Follow-Up Headway (sec)						2.2				3.5		3.3				
Follow-Up Headway (sec)						2.20				3.50		3.30				

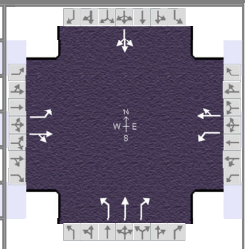
Delay, Queue Length, and Level of Service

Flow Rate, v (veh/h)						11					210					
Capacity, c (veh/h)						1118					422					
v/c Ratio						0.01					0.50					
95% Queue Length, Q_{95} (veh)						0.0					2.7					
Control Delay (s/veh)						8.3	0.1				21.7					
Level of Service (LOS)						A	A				C					
Approach Delay (s/veh)						0.4				21.7						
Approach LOS						A				C						

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HCS Signalized Intersection Results Summary

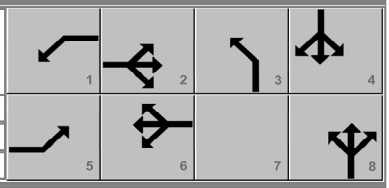
General Information				Intersection Information	
Agency	FTG			Duration, h	0.250
Analyst	FTG	Analysis Date	4/22/2023	Area Type	Other
Jurisdiction	Columbia, TN	Time Period	AM Peak Hour	PHF	0.86
Urban Street	Hampshire Pike	Analysis Year	2026 (Back)	Analysis Period	1> 7:00
Intersection	Cayce Lane	File Name	2_bgam.xus		
Project Description	11257				



Demand Information	EB			WB			NB			SB		
Approach Movement	L	T	R	L	T	R	L	T	R	L	T	R
Demand (*v*), veh/h	14	471	78	78	278	28	67	91	134	109	51	80

Signal Information			
Cycle, s	90.0	Reference Phase	2
Offset, s	0	Reference Point	End
Uncoordinated	No	Simult. Gap E/W	On
Force Mode	Fixed	Simult. Gap N/S	On

Green	2.0	3.4	33.4	16.3	10.9	0.0
Yellow	4.0	0.0	4.0	4.0	4.0	0.0
Red	2.0	0.0	2.0	2.0	2.0	0.0



Timer Results	EBL	EBT	WBL	WBT	NBL	NBT	SBL	SBT
Assigned Phase	5	2	1	6		8		4
Case Number	1.1	4.0	1.1	4.0		9.0		12.0
Phase Duration, s	8.0	39.4	11.4	42.7		16.9		22.3
Change Period, ($Y+R_c$), s	6.0	6.0	6.0	6.0		6.0		6.0
Max Allow Headway (*MAH*), s	3.1	0.0	3.1	0.0		3.2		3.1
Queue Clearance Time (g_s), s	2.5		4.7			10.5		15.9
Green Extension Time (g_e), s	0.0	0.0	0.1	0.0		0.4		0.4
Phase Call Probability	0.33		0.90			1.00		1.00
Max Out Probability	0.00		0.00			0.02		0.00

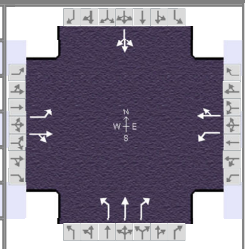
Movement Group Results	EB			WB			NB			SB		
Approach Movement	L	T	R	L	T	R	L	T	R	L	T	R
Assigned Movement	5	2	12	1	6	16	3	8	18	7	4	14
Adjusted Flow Rate (*v*), veh/h	16	638		91	356		78	106	156		279	
Adjusted Saturation Flow Rate (*s*), veh/h/ln	1810	1853		1810	1869		1810	1900	1610		1755	
Queue Service Time (g_s), s	0.5	29.8		2.7	12.5		3.6	4.7	8.5		13.9	
Cycle Queue Clearance Time (g_c), s	0.5	29.8		2.7	12.5		3.6	4.7	8.5		13.9	
Green Ratio (*g/C*)	0.39	0.37		0.43	0.41		0.12	0.12	0.12		0.18	
Capacity (*c*), veh/h	378	687		220	763		219	230	195		319	
Volume-to-Capacity Ratio (*X*)	0.043	0.929		0.412	0.466		0.355	0.459	0.798		0.876	
Back of Queue (*Q*), ft/ln (95 th percentile)	8.8	566		48	232.8		69.3	95.3	151.4		250.9	
Back of Queue (*Q*), veh/ln (95 th percentile)	0.4	22.6		1.9	9.3		2.8	3.8	6.1		10.0	
Queue Storage Ratio (*RQ*) (95 th percentile)	0.00	0.00		0.00	0.00		0.00	0.00	0.00		0.00	
Uniform Delay (d_1), s/veh	17.4	27.2		20.9	19.5		36.3	36.8	38.5		35.8	
Incremental Delay (d_2), s/veh	0.0	20.8		0.5	2.0		0.4	0.5	2.8		3.8	
Initial Queue Delay (d_3), s/veh	0.0	0.0		0.0	0.0		0.0	0.0	0.0		0.0	
Control Delay (*d*), s/veh	17.4	48.0		21.4	21.5		36.7	37.3	41.3		39.6	
Level of Service (LOS)	B	D		C	C		D	D	D		D	
Approach Delay, s/veh / LOS	47.2	D		21.5	C		39.0	D		39.6	D	
Intersection Delay, s/veh / LOS	37.7						D					

Multimodal Results	EB		WB		NB		SB	
Pedestrian LOS Score / LOS	2.10	B	1.68	B	1.95	B	1.94	B
Bicycle LOS Score / LOS	1.57	B	1.22	A	1.05	A	0.95	A

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HCS Signalized Intersection Results Summary

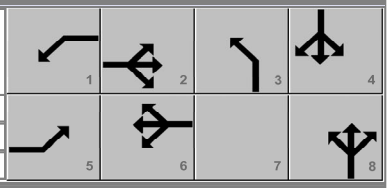
General Information				Intersection Information	
Agency	FTG			Duration, h	0.250
Analyst	FTG	Analysis Date	4/22/2023	Area Type	Other
Jurisdiction	Columbia, TN	Time Period	PM Peak Hour	PHF	0.95
Urban Street	Hampshire Pike	Analysis Year	2026 (Back)	Analysis Period	1> 7:00
Intersection	Cayce Lane	File Name	2_bgpm.xus		
Project Description	11257				



Demand Information	EB			WB			NB			SB		
Approach Movement	L	T	R	L	T	R	L	T	R	L	T	R
Demand (*v*), veh/h	63	382	71	136	490	54	57	76	83	52	147	45

Signal Information			
Cycle, s	90.0	Reference Phase	2
Offset, s	0	Reference Point	End
Uncoordinated	No	Simult. Gap E/W	On
Force Mode	Fixed	Simult. Gap N/S	On

Green	4.9	1.1	38.3	14.7	7.1	0.0	
Yellow	4.0	0.0	4.0	4.0	4.0	0.0	
Red	2.0	0.0	2.0	2.0	2.0	0.0	



Timer Results	EBL	EBT	WBL	WBT	NBL	NBT	SBL	SBT
Assigned Phase	5	2	1	6		8		4
Case Number	1.1	4.0	1.1	4.0		9.0		12.0
Phase Duration, s	10.9	44.3	12.0	45.4		13.1		20.7
Change Period, ($Y+R_c$), s	6.0	6.0	6.0	6.0		6.0		6.0
Max Allow Headway (*MAH*), s	3.1	0.0	3.1	0.0		3.1		3.1
Queue Clearance Time (g_s), s	3.8		5.9			6.8		14.4
Green Extension Time (g_e), s	0.1	0.0	0.2	0.0		0.3		0.3
Phase Call Probability	0.81		0.97			1.00		1.00
Max Out Probability	0.00		0.00			0.00		0.01

Movement Group Results	EB			WB			NB			SB		
Approach Movement	L	T	R	L	T	R	L	T	R	L	T	R
Assigned Movement	5	2	12	1	6	16	3	8	18	7	4	14
Adjusted Flow Rate (*v*), veh/h	66	477		143	573		60	80	87		257	
Adjusted Saturation Flow Rate (*s*), veh/h/ln	1810	1848		1810	1867		1810	1900	1610		1820	
Queue Service Time (g_s), s	1.8	18.0		3.9	22.4		2.8	3.6	4.8		12.4	
Cycle Queue Clearance Time (g_c), s	1.8	18.0		3.9	22.4		2.8	3.6	4.8		12.4	
Green Ratio (*g/C*)	0.48	0.43		0.49	0.44		0.08	0.08	0.08		0.16	
Capacity (*c*), veh/h	320	786		410	818		142	149	126		297	
Volume-to-Capacity Ratio (*X*)	0.207	0.607		0.349	0.700		0.422	0.536	0.691		0.866	
Back of Queue (*Q*), ft/ln (95 th percentile)	30.4	311.3		66.3	378.8		56.4	76.1	85.8		243.1	
Back of Queue (*Q*), veh/ln (95 th percentile)	1.2	12.5		2.7	15.2		2.3	3.0	3.4		9.7	
Queue Storage Ratio (*RQ*) (95 th percentile)	0.00	0.00		0.00	0.00		0.00	0.00	0.00		0.00	
Uniform Delay (d_1), s/veh	15.9	20.0		14.7	20.5		39.5	39.9	40.4		36.7	
Incremental Delay (d_2), s/veh	0.1	3.5		0.2	5.0		0.7	1.1	2.5		6.3	
Initial Queue Delay (d_3), s/veh	0.0	0.0		0.0	0.0		0.0	0.0	0.0		0.0	
Control Delay (*d*), s/veh	16.0	23.5		14.9	25.5		40.3	41.0	42.9		43.0	
Level of Service (LOS)	B	C		B	C		D	D	D		D	
Approach Delay, s/veh / LOS	22.6	C		23.4	C		41.5	D		43.0	D	
Intersection Delay, s/veh / LOS	28.4						C					

Multimodal Results	EB		WB		NB		SB	
Pedestrian LOS Score / LOS	2.10	B	1.68	B	1.95	B	1.94	B
Bicycle LOS Score / LOS	1.38	A	1.67	B	0.86	A	0.91	A

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HCS Two-Way Stop-Control Report

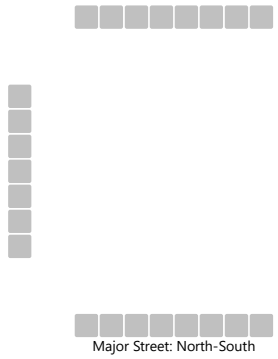
General Information

Analyst	FTG
Agency/Co.	FTG
Date Performed	Apr 2023
Analysis Year	2026
Time Analyzed	AM Peak Hour
Intersection Orientation	North-South
Project Description	11257 (Back)

Site Information

Intersection	Cayce Lane/Eskew Drive
Jurisdiction	Columbia, TN
East/West Street	Eskew Drive
North/South Street	Cayce Lane
Peak Hour Factor	0.91
Analysis Time Period (hrs)	0.25

Lanes



Vehicle Volumes and Adjustments

Approach	Eastbound				Westbound				Northbound				Southbound			
Movement	U	L	T	R	U	L	T	R	U	L	T	R	U	L	T	R
Priority		10	11	12		7	8	9	1U	1	2	3	4U	4	5	6
Number of Lanes		0	1	0		0	0	0	0	0	1	0	0	0	1	0
Configuration			LR							LT						TR
Volume (veh/h)		80		1						1	212				171	36
Percent Heavy Vehicles (%)		0		0						0						
Proportion Time Blocked																
Percent Grade (%)		0														
Right Turn Channelized																
Median Type | Storage		Undivided														

Critical and Follow-up Headways

Base Critical Headway (sec)		7.1		6.2						4.1						
Critical Headway (sec)		6.40		6.20						4.10						
Base Follow-Up Headway (sec)		3.5		3.3						2.2						
Follow-Up Headway (sec)		3.50		3.30						2.20						

Delay, Queue Length, and Level of Service

Flow Rate, v (veh/h)			89							1						
Capacity, c (veh/h)			578							1353						
v/c Ratio			0.15							0.00						
95% Queue Length, Q_{95} (veh)			0.5							0.0						
Control Delay (s/veh)			12.4							7.7	0.0					
Level of Service (LOS)			B							A	A					
Approach Delay (s/veh)		12.4								0.0						
Approach LOS		B								A						

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HCS Two-Way Stop-Control Report

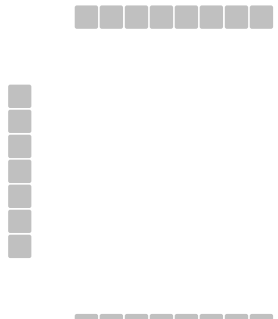
General Information

Analyst	FTG
Agency/Co.	FTG
Date Performed	Apr 2023
Analysis Year	2026
Time Analyzed	PM Peak Hour
Intersection Orientation	North-South
Project Description	11257 (Back)

Site Information

Intersection	Cayce Lane/Eskew Drive
Jurisdiction	Columbia, TN
East/West Street	Eskew Drive
North/South Street	Cayce Lane
Peak Hour Factor	0.87
Analysis Time Period (hrs)	0.25

Lanes



Vehicle Volumes and Adjustments

Approach	Eastbound				Westbound				Northbound				Southbound			
Movement	U	L	T	R	U	L	T	R	U	L	T	R	U	L	T	R
Priority		10	11	12		7	8	9	1U	1	2	3	4U	4	5	6
Number of Lanes		0	1	0		0	0	0	0	0	1	0	0	0	1	0
Configuration			LR							LT						TR
Volume (veh/h)		42		2						0	174				273	81
Percent Heavy Vehicles (%)		0		0						0						
Proportion Time Blocked																
Percent Grade (%)		0														
Right Turn Channelized																
Median Type | Storage		Undivided														

Critical and Follow-up Headways

Base Critical Headway (sec)		7.1		6.2						4.1						
Critical Headway (sec)		6.40		6.20						4.10						
Base Follow-Up Headway (sec)		3.5		3.3						2.2						
Follow-Up Headway (sec)		3.50		3.30						2.20						

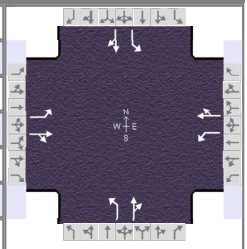
Delay, Queue Length, and Level of Service

Flow Rate, v (veh/h)			51							0						
Capacity, c (veh/h)			499							1163						
v/c Ratio			0.10							0.00						
95% Queue Length, Q_{95} (veh)			0.3							0.0						
Control Delay (s/veh)			13.0							8.1	0.0					
Level of Service (LOS)			B							A	A					
Approach Delay (s/veh)		13.0								0.0						
Approach LOS		B								A						

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HCS Signalized Intersection Results Summary

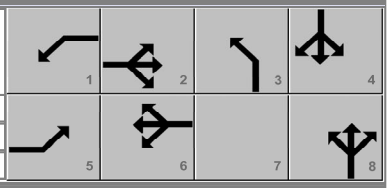
General Information				Intersection Information	
Agency	FTG			Duration, h	0.250
Analyst	FTG	Analysis Date	4/22/2023	Area Type	Other
Jurisdiction	Columbia, TN	Time Period	AM Peak Hour	PHF	0.95
Urban Street	Trotwood Avenue	Analysis Year	2026 (Back)	Analysis Period	1> 7:00
Intersection	Cayce Lane/Sunnyside…	File Name	4_bgam.xus		
Project Description	11257				



Demand Information	EB			WB			NB			SB		
Approach Movement	L	T	R	L	T	R	L	T	R	L	T	R
Demand (*v*), veh/h	46	746	118	44	376	45	219	94	112	149	80	45

Signal Information			
Cycle, s	150.0	Reference Phase	2
Offset, s	0	Reference Point	End
Uncoordinated	No	Simult. Gap E/W	On
Force Mode	Fixed	Simult. Gap N/S	On

Green	5.1	84.0	15.3	21.6	0.0	0.0	
Yellow	4.0	4.0	4.0	4.0	0.0	0.0	
Red	2.0	2.0	2.0	2.0	0.0	0.0	



Timer Results	EBL	EBT	WBL	WBT	NBL	NBT	SBL	SBT
Assigned Phase	5	2	1	6		8		4
Case Number	1.1	4.0	1.1	4.0		10.0		10.0
Phase Duration, s	11.2	90.0	11.1	89.9		27.6		21.3
Change Period, ($Y+R_c$), s	6.0	6.0	6.0	6.0		6.0		6.0
Max Allow Headway (*MAH*), s	3.1	0.0	3.1	0.0		3.1		3.1
Queue Clearance Time (g_s), s	3.7		3.6			20.7		14.8
Green Extension Time (g_e), s	0.1	0.0	0.1	0.0		0.8		0.5
Phase Call Probability	0.87		0.85			1.00		1.00
Max Out Probability	0.00		0.00			0.00		0.00

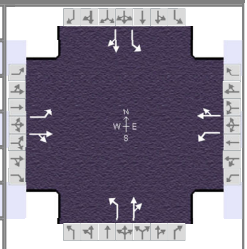
Movement Group Results	EB			WB			NB			SB		
Approach Movement	L	T	R	L	T	R	L	T	R	L	T	R
Assigned Movement	5	2	12	1	6	16	3	8	18	7	4	14
Adjusted Flow Rate (*v*), veh/h	48	909		46	443		231	217		157	132	
Adjusted Saturation Flow Rate (*s*), veh/h/ln	1810	1854		1810	1864		1810	1731		1810	1784	
Queue Service Time (g_s), s	1.7	63.5		1.6	20.6		18.7	18.4		12.8	10.7	
Cycle Queue Clearance Time (g_c), s	1.7	63.5		1.6	20.6		18.7	18.4		12.8	10.7	
Green Ratio (*g/C*)	0.59	0.56		0.59	0.56		0.14	0.14		0.10	0.10	
Capacity (*c*), veh/h	517	1038		187	1043		260	249		184	182	
Volume-to-Capacity Ratio (*X*)	0.094	0.876		0.248	0.425		0.886	0.871		0.850	0.723	
Back of Queue (*Q*), ft/ln (95 th percentile)	30.4	968.2		33.9	351		342.8	324.7		252.6	214.8	
Back of Queue (*Q*), veh/ln (95 th percentile)	1.2	38.7		1.4	14.0		13.7	13.0		10.1	8.6	
Queue Storage Ratio (*RQ*) (95 th percentile)	0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00	
Uniform Delay (d_1), s/veh	14.2	28.5		28.1	19.1		63.0	62.9		66.2	65.3	
Incremental Delay (d_2), s/veh	0.0	10.3		0.3	1.3		4.0	3.7		4.2	2.0	
Initial Queue Delay (d_3), s/veh	0.0	0.0		0.0	0.0		0.0	0.0		0.0	0.0	
Control Delay (*d*), s/veh	14.2	38.8		28.4	20.4		67.0	66.5		70.4	67.3	
Level of Service (LOS)	B	D		C	C		E	E		E	E	
Approach Delay, s/veh / LOS	37.6	D		21.1	C		66.8	E		69.0	E	
Intersection Delay, s/veh / LOS	44.0						D					

Multimodal Results	EB		WB		NB		SB	
Pedestrian LOS Score / LOS	1.90	B	1.90	B	1.97	B	1.96	B
Bicycle LOS Score / LOS	2.07	B	1.30	A	1.23	A	0.96	A

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HCS Signalized Intersection Results Summary

General Information				Intersection Information	
Agency	FTG			Duration, h	0.250
Analyst	FTG	Analysis Date	4/22/2023	Area Type	Other
Jurisdiction	Columbia, TN	Time Period	PM Peak Hour	PHF	0.97
Urban Street	Trotwood Avenue	Analysis Year	2026 (Back)	Analysis Period	1> 7:00
Intersection	Cayce Lane/Sunnyside…	File Name	4_bgpm.xus		
Project Description	11257				



Demand Information	EB			WB			NB			SB		
Approach Movement	L	T	R	L	T	R	L	T	R	L	T	R
Demand (*v*), veh/h	51	450	128	136	759	75	182	98	90	98	77	67

Signal Information			
Cycle, s	90.0	Reference Phase	2
Offset, s	0	Reference Point	End
Uncoordinated	No	Simult. Gap E/W	On
Force Mode	Fixed	Simult. Gap N/S	On

Green	4.4	1.5	38.3	9.7	12.1	0.0	1	2	3	4		
Yellow	4.0	0.0	4.0	4.0	4.0	0.0	5	6	7	8		
Red	2.0	0.0	2.0	2.0	2.0	0.0						

Timer Results	EBL	EBT	WBL	WBT	NBL	NBT	SBL	SBT
Assigned Phase	5	2	1	6		8		4
Case Number	1.1	4.0	1.1	4.0		10.0		10.0
Phase Duration, s	10.4	44.3	11.9	45.8		18.1		15.7
Change Period, ($Y+R_c$), s	6.0	6.0	6.0	6.0		6.0		6.0
Max Allow Headway (*MAH*), s	3.1	0.0	3.1	0.0		3.1		3.1
Queue Clearance Time (g_s), s	3.4		5.8			11.7		9.4
Green Extension Time (g_e), s	0.0	0.0	0.2	0.0		0.4		0.3
Phase Call Probability	0.73		0.97			1.00		1.00
Max Out Probability	0.00		0.00			0.08		0.04

Movement Group Results	EB			WB			NB			SB		
Approach Movement	L	T	R	L	T	R	L	T	R	L	T	R
Assigned Movement	5	2	12	1	6	16	3	8	18	7	4	14
Adjusted Flow Rate (*v*), veh/h	53	596		140	860		188	194		101	148	
Adjusted Saturation Flow Rate (*s*), veh/h/ln	1810	1827		1810	1870		1810	1749		1810	1753	
Queue Service Time (g_s), s	1.4	25.0		3.8	39.8		9.0	9.7		4.8	7.4	
Cycle Queue Clearance Time (g_c), s	1.4	25.0		3.8	39.8		9.0	9.7		4.8	7.4	
Green Ratio (*g/C*)	0.47	0.43		0.49	0.44		0.13	0.13		0.11	0.11	
Capacity (*c*), veh/h	168	778		321	827		244	236		194	188	
Volume-to-Capacity Ratio (*X*)	0.313	0.766		0.436	1.040		0.768	0.821		0.520	0.788	
Back of Queue (*Q*), ft/ln (95 th percentile)	24.6	419.8		65.4	866.2		179.2	193.8		93.3	145.2	
Back of Queue (*Q*), veh/ln (95 th percentile)	1.0	16.8		2.6	34.6		7.2	7.8		3.7	5.8	
Queue Storage Ratio (*RQ*) (95 th percentile)	0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00	
Uniform Delay (d_1), s/veh	21.0	22.0		16.8	25.1		37.6	37.9		38.0	39.2	
Incremental Delay (d_2), s/veh	0.4	7.1		0.3	42.1		2.3	5.3		0.8	2.8	
Initial Queue Delay (d_3), s/veh	0.0	0.0		0.0	0.0		0.0	0.0		0.0	0.0	
Control Delay (*d*), s/veh	21.3	29.1		17.2	67.2		39.9	43.2		38.8	41.9	
Level of Service (LOS)	C	C		B	F		D	D		D	D	
Approach Delay, s/veh / LOS	28.5	C		60.2	E		41.5	D		40.7	D	
Intersection Delay, s/veh / LOS	45.9						D					

Multimodal Results	EB		WB		NB		SB	
Pedestrian LOS Score / LOS	1.91	B	1.90	B	1.95	B	1.94	B
Bicycle LOS Score / LOS	1.56	B	2.14	B	1.12	A	0.90	A

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TOTAL PROJECTED CONDITIONS

HCS Two-Way Stop-Control Report

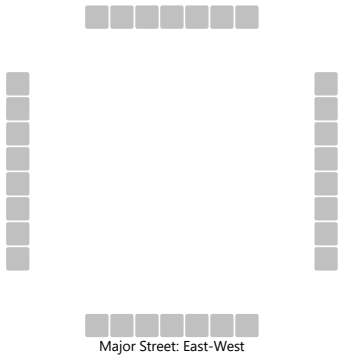
General Information

Analyst	FTG
Agency/Co.	FTG
Date Performed	Apr 2023
Analysis Year	2026
Time Analyzed	AM Peak Hour
Intersection Orientation	East-West
Project Description	11257 (Total)

Site Information

Intersection	Williamsport Pike/Cayce Lane
Jurisdiction	Columbia, TN
East/West Street	Williamsport Pike
North/South Street	Cayce Lane
Peak Hour Factor	0.92
Analysis Time Period (hrs)	0.25

Lanes



Vehicle Volumes and Adjustments

Approach	Eastbound				Westbound				Northbound				Southbound			
Movement	U	L	T	R	U	L	T	R	U	L	T	R	U	L	T	R
Priority	1U	1	2	3	4U	4	5	6		7	8	9		10	11	12
Number of Lanes	0	0	1	0	0	0	1	0		0	1	0		0	0	0
Configuration				TR		LT					LR					
Volume (veh/h)			218	230		14	133			134		11				
Percent Heavy Vehicles (%)						0				0		0				
Proportion Time Blocked																
Percent Grade (%)										0						
Right Turn Channelized																
Median Type | Storage	Undivided															

Critical and Follow-up Headways

Base Critical Headway (sec)						4.1				7.1		6.2				
Critical Headway (sec)						4.10				6.40		6.20				
Base Follow-Up Headway (sec)						2.2				3.5		3.3				
Follow-Up Headway (sec)						2.20				3.50		3.30				

Delay, Queue Length, and Level of Service

Flow Rate, v (veh/h)						15					158					
Capacity, c (veh/h)						1087					511					
v/c Ratio						0.01					0.31					
95% Queue Length, Q_{95} (veh)						0.0					1.3					
Control Delay (s/veh)						8.4	0.1				15.2					
Level of Service (LOS)						A	A				C					
Approach Delay (s/veh)					0.9				15.2							
Approach LOS					A				C							

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HCS Two-Way Stop-Control Report

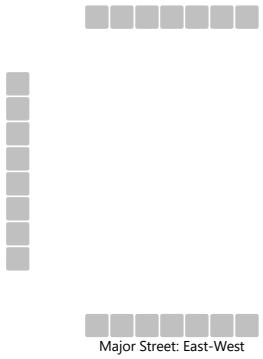
General Information

Analyst	FTG
Agency/Co.	FTG
Date Performed	Apr 2023
Analysis Year	2026
Time Analyzed	PM Peak Hour
Intersection Orientation	East-West
Project Description	11257 (Total)

Site Information

Intersection	Williamsport Pike/Cayce Lane
Jurisdiction	Columbia, TN
East/West Street	Williamsport Pike
North/South Street	Cayce Lane
Peak Hour Factor	0.92
Analysis Time Period (hrs)	0.25

Lanes



Vehicle Volumes and Adjustments

Approach	Eastbound				Westbound				Northbound				Southbound			
Movement	U	L	T	R	U	L	T	R	U	L	T	R	U	L	T	R
Priority	1U	1	2	3	4U	4	5	6		7	8	9		10	11	12
Number of Lanes	0	0	1	0	0	0	1	0		0	1	0		0	0	0
Configuration				TR		LT					LR					
Volume (veh/h)			183	247		10	300			197		4				
Percent Heavy Vehicles (%)						0				0		0				
Proportion Time Blocked																
Percent Grade (%)										0						
Right Turn Channelized																
Median Type | Storage																

Critical and Follow-up Headways

Base Critical Headway (sec)						4.1				7.1		6.2				
Critical Headway (sec)						4.10				6.40		6.20				
Base Follow-Up Headway (sec)						2.2				3.5		3.3				
Follow-Up Headway (sec)						2.20				3.50		3.30				

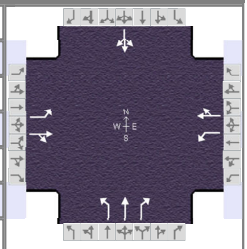
Delay, Queue Length, and Level of Service

Flow Rate, v (veh/h)						11					218					
Capacity, c (veh/h)						1105					418					
v/c Ratio						0.01					0.52					
95% Queue Length, Q_{95} (veh)						0.0					2.9					
Control Delay (s/veh)						8.3	0.1				22.7					
Level of Service (LOS)						A	A				C					
Approach Delay (s/veh)					0.4				22.7							
Approach LOS					A				C							

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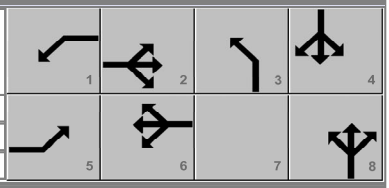
HCS Signalized Intersection Results Summary

General Information				Intersection Information	
Agency	FTG			Duration, h	0.250
Analyst	FTG	Analysis Date	4/22/2023	Area Type	Other
Jurisdiction	Columbia, TN	Time Period	AM Peak Hour	PHF	0.86
Urban Street	Hampshire Pike	Analysis Year	2026 (Total)	Analysis Period	1> 7:00
Intersection	Cayce Lane	File Name	2_fuam.xus		
Project Description	11257				



Demand Information	EB			WB			NB			SB		
Approach Movement	L	T	R	L	T	R	L	T	R	L	T	R
Demand (*v*), veh/h	14	471	80	83	278	28	76	103	148	109	55	80

Signal Information												
Cycle, s	90.0	Reference Phase	2									
Offset, s	0	Reference Point	End									
Uncoordinated	No	Simult. Gap E/W	On	Green	2.0	3.5	32.2	16.6	11.8	0.0		
Force Mode	Fixed	Simult. Gap N/S	On	Yellow	4.0	0.0	4.0	4.0	4.0	0.0		
				Red	2.0	0.0	2.0	2.0	2.0	0.0		



Timer Results	EBL	EBT	WBL	WBT	NBL	NBT	SBL	SBT
Assigned Phase	5	2	1	6		8		4
Case Number	1.1	4.0	1.1	4.0		9.0		12.0
Phase Duration, s	8.0	38.2	11.5	41.6		17.8		22.6
Change Period, ($Y+R_c$), s	6.0	6.0	6.0	6.0		6.0		6.0
Max Allow Headway (*MAH*), s	3.1	0.0	3.1	0.0		3.1		3.1
Queue Clearance Time (g_s), s	2.5		5.0			11.4		16.1
Green Extension Time (g_e), s	0.0	0.0	0.1	0.0		0.5		0.4
Phase Call Probability	0.33		0.91			1.00		1.00
Max Out Probability	0.00		0.00			0.06		0.00

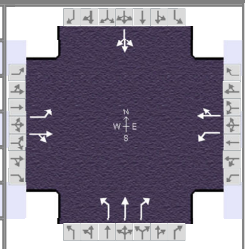
Movement Group Results	EB			WB			NB			SB		
Approach Movement	L	T	R	L	T	R	L	T	R	L	T	R
Assigned Movement	5	2	12	1	6	16	3	8	18	7	4	14
Adjusted Flow Rate (*v*), veh/h	16	641		97	356		88	120	172		284	
Adjusted Saturation Flow Rate (*s*), veh/h/ln	1810	1852		1810	1869		1810	1900	1610		1757	
Queue Service Time (g_s), s	0.5	30.6		3.0	12.8		4.0	5.3	9.4		14.1	
Cycle Queue Clearance Time (g_c), s	0.5	30.6		3.0	12.8		4.0	5.3	9.4		14.1	
Green Ratio (*g/C*)	0.38	0.36		0.42	0.40		0.13	0.13	0.13		0.18	
Capacity (*c*), veh/h	361	662		204	740		238	250	212		323	
Volume-to-Capacity Ratio (*X*)	0.045	0.968		0.474	0.481		0.372	0.480	0.814		0.878	
Back of Queue (*Q*), ft/ln (95 th percentile)	9	613		52.9	238		77.8	107.4	170.6		255.8	
Back of Queue (*Q*), veh/ln (95 th percentile)	0.4	24.5		2.1	9.5		3.1	4.3	6.8		10.2	
Queue Storage Ratio (*RQ*) (95 th percentile)	0.00	0.00		0.00	0.00		0.00	0.00	0.00		0.00	
Uniform Delay (d_1), s/veh	18.2	28.4		21.7	20.3		35.7	36.2	38.0		35.7	
Incremental Delay (d_2), s/veh	0.0	28.1		0.6	2.2		0.4	0.5	4.2		4.3	
Initial Queue Delay (d_3), s/veh	0.0	0.0		0.0	0.0		0.0	0.0	0.0		0.0	
Control Delay (*d*), s/veh	18.2	56.5		22.4	22.5		36.1	36.8	42.3		40.0	
Level of Service (LOS)	B	E		C	C		D	D	D		D	
Approach Delay, s/veh / LOS	55.5	E		22.5	C		39.1	D		40.0	D	
Intersection Delay, s/veh / LOS	41.1						D					

Multimodal Results	EB		WB		NB		SB	
Pedestrian LOS Score / LOS	2.11	B	1.68	B	1.95	B	1.94	B
Bicycle LOS Score / LOS	1.57	B	1.23	A	1.11	A	0.96	A

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HCS Signalized Intersection Results Summary

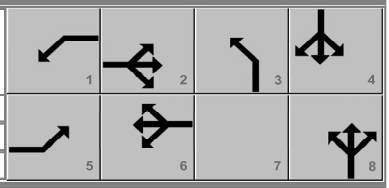
General Information				Intersection Information	
Agency	FTG			Duration, h	0.250
Analyst	FTG	Analysis Date	4/22/2023	Area Type	Other
Jurisdiction	Columbia, TN	Time Period	PM Peak Hour	PHF	0.95
Urban Street	Hampshire Pike	Analysis Year	2026 (Total)	Analysis Period	1> 7:00
Intersection	Cayce Lane	File Name	2_fupm.xus		
Project Description	11257				



Demand Information	EB			WB			NB			SB		
Approach Movement	L	T	R	L	T	R	L	T	R	L	T	R
Demand (*v*), veh/h	63	382	81	152	490	54	62	84	93	52	160	45

Signal Information			
Cycle, s	90.0	Reference Phase	2
Offset, s	0	Reference Point	End
Uncoordinated	No	Simult. Gap E/W	On
Force Mode	Fixed	Simult. Gap N/S	On

Green	4.9	1.8	36.3	15.4	7.7	0.0	
Yellow	4.0	0.0	4.0	4.0	4.0	0.0	
Red	2.0	0.0	2.0	2.0	2.0	0.0	



Timer Results	EBL	EBT	WBL	WBT	NBL	NBT	SBL	SBT
Assigned Phase	5	2	1	6		8		4
Case Number	1.1	4.0	1.1	4.0		9.0		12.0
Phase Duration, s	10.9	42.3	12.7	44.1		13.7		21.4
Change Period, (*Y+R c*), s	6.0	6.0	6.0	6.0		6.0		6.0
Max Allow Headway (*MAH*), s	3.1	0.0	3.1	0.0		3.1		3.1
Queue Clearance Time (*g s*), s	3.9		6.6			7.3		15.0
Green Extension Time (*g e*), s	0.1	0.0	0.3	0.0		0.4		0.4
Phase Call Probability	0.81		0.98			1.00		1.00
Max Out Probability	0.00		0.00			0.00		0.00

Movement Group Results	EB			WB			NB			SB		
Approach Movement	L	T	R	L	T	R	L	T	R	L	T	R
Assigned Movement	5	2	12	1	6	16	3	8	18	7	4	14
Adjusted Flow Rate (*v*), veh/h	66	487		160	573		65	88	98		271	
Adjusted Saturation Flow Rate (*s*), veh/h/ln	1810	1842		1810	1867		1810	1900	1610		1824	
Queue Service Time (*g s*), s	1.9	19.3		4.6	23.0		3.1	4.0	5.3		13.0	
Cycle Queue Clearance Time (*g c*), s	1.9	19.3		4.6	23.0		3.1	4.0	5.3		13.0	
Green Ratio (*g/C*)	0.46	0.40		0.48	0.42		0.09	0.09	0.09		0.17	
Capacity (*c*), veh/h	302	742		388	790		154	162	137		312	
Volume-to-Capacity Ratio (*X*)	0.220	0.657		0.412	0.725		0.423	0.546	0.713		0.868	
Back of Queue (*Q*), ft/ln (95 th percentile)	32.2	335.8		77.9	393.4		60.8	83.6	95.9		243.2	
Back of Queue (*Q*), veh/ln (95 th percentile)	1.3	13.4		3.1	15.7		2.4	3.3	3.8		9.7	
Queue Storage Ratio (*RQ*) (95 th percentile)	0.00	0.00		0.00	0.00		0.00	0.00	0.00		0.00	
Uniform Delay (*d 1*), s/veh	17.0	21.8		16.0	21.6		39.1	39.5	40.1		36.3	
Incremental Delay (*d 2*), s/veh	0.1	4.5		0.3	5.7		0.7	1.1	2.6		2.9	
Initial Queue Delay (*d 3*), s/veh	0.0	0.0		0.0	0.0		0.0	0.0	0.0		0.0	
Control Delay (*d*), s/veh	17.1	26.3		16.3	27.3		39.7	40.6	42.6		39.2	
Level of Service (LOS)	B	C		B	C		D	D	D		D	
Approach Delay, s/veh / LOS	25.2	C		24.9	C		41.2	D		39.2	D	
Intersection Delay, s/veh / LOS	29.4						C					

Multimodal Results	EB		WB		NB		SB	
Pedestrian LOS Score / LOS	2.10	B	1.68	B	1.95	B	1.94	B
Bicycle LOS Score / LOS	1.40	A	1.70	B	0.90	A	0.93	A

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HCS Two-Way Stop-Control Report

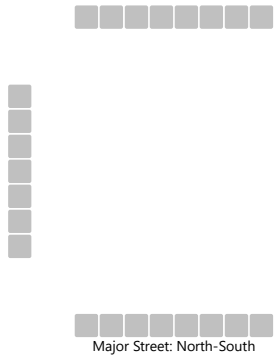
General Information

Analyst	FTG
Agency/Co.	FTG
Date Performed	Apr 2023
Analysis Year	2026
Time Analyzed	AM Peak Hour
Intersection Orientation	North-South
Project Description	11257 (Total)

Site Information

Intersection	Cayce Lane/Eskew Drive
Jurisdiction	Columbia, TN
East/West Street	Eskew Drive
North/South Street	Cayce Lane
Peak Hour Factor	0.91
Analysis Time Period (hrs)	0.25

Lanes



Vehicle Volumes and Adjustments

Approach	Eastbound				Westbound				Northbound				Southbound			
Movement	U	L	T	R	U	L	T	R	U	L	T	R	U	L	T	R
Priority		10	11	12		7	8	9	1U	1	2	3	4U	4	5	6
Number of Lanes		0	1	0		0	0	0	0	0	1	0	0	0	1	0
Configuration			LR							LT						TR
Volume (veh/h)		80		1						1	247				182	36
Percent Heavy Vehicles (%)		0		0						0						
Proportion Time Blocked																
Percent Grade (%)		0														
Right Turn Channelized																
Median Type | Storage		Undivided														

Critical and Follow-up Headways

Base Critical Headway (sec)		7.1		6.2						4.1						
Critical Headway (sec)		6.40		6.20						4.10						
Base Follow-Up Headway (sec)		3.5		3.3						2.2						
Follow-Up Headway (sec)		3.50		3.30						2.20						

Delay, Queue Length, and Level of Service

Flow Rate, v (veh/h)			89							1						
Capacity, c (veh/h)			540							1339						
v/c Ratio			0.16							0.00						
95% Queue Length, Q_{95} (veh)			0.6							0.0						
Control Delay (s/veh)			13.0							7.7	0.0					
Level of Service (LOS)			B							A	A					
Approach Delay (s/veh)		13.0								0.0						
Approach LOS		B								A						

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HCS Two-Way Stop-Control Report

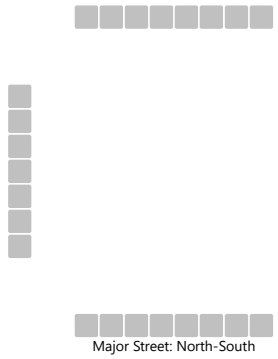
General Information

Analyst	FTG
Agency/Co.	FTG
Date Performed	Apr 2023
Analysis Year	2026
Time Analyzed	PM Peak Hour
Intersection Orientation	North-South
Project Description	11257 (Total)

Site Information

Intersection	Cayce Lane/Eskew Drive
Jurisdiction	Columbia, TN
East/West Street	Eskew Drive
North/South Street	Cayce Lane
Peak Hour Factor	0.87
Analysis Time Period (hrs)	0.25

Lanes



Vehicle Volumes and Adjustments

Approach	Eastbound				Westbound				Northbound				Southbound			
Movement	U	L	T	R	U	L	T	R	U	L	T	R	U	L	T	R
Priority		10	11	12		7	8	9	1U	1	2	3	4U	4	5	6
Number of Lanes		0	1	0		0	0	0	0	0	1	0	0	0	1	0
Configuration			LR							LT						TR
Volume (veh/h)		42		2						0	197				312	81
Percent Heavy Vehicles (%)		0		0						0						
Proportion Time Blocked																
Percent Grade (%)		0														
Right Turn Channelized																
Median Type | Storage		Undivided														

Critical and Follow-up Headways

Base Critical Headway (sec)		7.1		6.2						4.1						
Critical Headway (sec)		6.40		6.20						4.10						
Base Follow-Up Headway (sec)		3.5		3.3						2.2						
Follow-Up Headway (sec)		3.50		3.30						2.20						

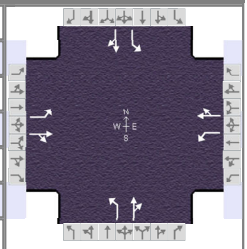
Delay, Queue Length, and Level of Service

Flow Rate, v (veh/h)			51							0						
Capacity, c (veh/h)			454							1119						
v/c Ratio			0.11							0.00						
95% Queue Length, Q_{95} (veh)			0.4							0.0						
Control Delay (s/veh)			13.9							8.2	0.0					
Level of Service (LOS)			B							A	A					
Approach Delay (s/veh)		13.9								0.0						
Approach LOS		B								A						

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HCS Signalized Intersection Results Summary

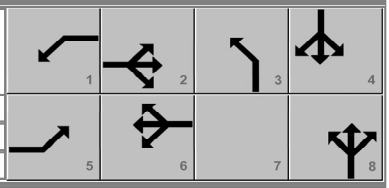
General Information				Intersection Information	
Agency	FTG			Duration, h	0.250
Analyst	FTG	Analysis Date	4/22/2023	Area Type	Other
Jurisdiction	Columbia, TN	Time Period	AM Peak Hour	PHF	0.95
Urban Street	Trotwood Avenue	Analysis Year	2026 (Total)	Analysis Period	1> 7:00
Intersection	Cayce Lane/Sunnyside…	File Name	4_fuam.xus		
Project Description	11257				



Demand Information	EB			WB			NB			SB		
Approach Movement	L	T	R	L	T	R	L	T	R	L	T	R
Demand (*v*), veh/h	47	746	118	44	376	49	219	97	112	161	88	48

Signal Information			
Cycle, s	140.0	Reference Phase	2
Offset, s	0	Reference Point	End
Uncoordinated	No	Simult. Gap E/W	On
Force Mode	Fixed	Simult. Gap N/S	On

Green	5.0	0.1	75.2	15.4	20.3	0.0	
Yellow	4.0	0.0	4.0	4.0	4.0	0.0	
Red	2.0	0.0	2.0	2.0	2.0	0.0	



Timer Results	EBL	EBT	WBL	WBT	NBL	NBT	SBL	SBT
Assigned Phase	5	2	1	6		8		4
Case Number	1.1	4.0	1.1	4.0		10.0		10.0
Phase Duration, s	11.1	81.3	11.0	81.2		26.3		21.4
Change Period, ($Y+R_c$), s	6.0	6.0	6.0	6.0		6.0		6.0
Max Allow Headway (*MAH*), s	3.1	0.0	3.1	0.0		3.1		3.1
Queue Clearance Time (g_s), s	3.7		3.6			19.5		14.9
Green Extension Time (g_e), s	0.1	0.0	0.1	0.0		0.8		0.5
Phase Call Probability	0.85		0.83			1.00		1.00
Max Out Probability	0.00		0.00			0.00		0.00

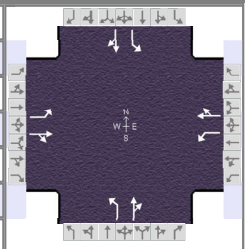
Movement Group Results	EB			WB			NB			SB		
Approach Movement	L	T	R	L	T	R	L	T	R	L	T	R
Assigned Movement	5	2	12	1	6	16	3	8	18	7	4	14
Adjusted Flow Rate (*v*), veh/h	49	909		46	447		231	220		169	143	
Adjusted Saturation Flow Rate (*s*), veh/h/ln	1810	1854		1810	1861		1810	1733		1810	1787	
Queue Service Time (g_s), s	1.7	62.3		1.6	20.5		17.5	17.4		12.9	10.9	
Cycle Queue Clearance Time (g_c), s	1.7	62.3		1.6	20.5		17.5	17.4		12.9	10.9	
Green Ratio (*g/C*)	0.57	0.54		0.57	0.54		0.14	0.14		0.11	0.11	
Capacity (*c*), veh/h	492	997		166	1000		262	251		199	197	
Volume-to-Capacity Ratio (*X*)	0.100	0.912		0.279	0.448		0.880	0.877		0.850	0.727	
Back of Queue (*Q*), ft/ln (95 th percentile)	30.4	973.3		33.2	349.6		321.9	309.8		252.3	215.7	
Back of Queue (*Q*), veh/ln (95 th percentile)	1.2	38.9		1.3	14.0		12.9	12.4		10.1	8.6	
Queue Storage Ratio (*RQ*) (95 th percentile)	0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00	
Uniform Delay (d_1), s/veh	14.6	29.3		28.9	19.7		58.7	58.6		61.2	60.3	
Incremental Delay (d_2), s/veh	0.0	13.8		0.3	1.4		3.8	3.8		3.9	1.9	
Initial Queue Delay (d_3), s/veh	0.0	0.0		0.0	0.0		0.0	0.0		0.0	0.0	
Control Delay (*d*), s/veh	14.7	43.2		29.2	21.2		62.5	62.5		65.0	62.2	
Level of Service (LOS)	B	D		C	C		E	E		E	E	
Approach Delay, s/veh / LOS	41.7	D		22.0	C		62.5	E		63.7	E	
Intersection Delay, s/veh / LOS	44.6						D					

Multimodal Results	EB		WB		NB		SB	
Pedestrian LOS Score / LOS	1.91	B	1.91	B	1.97	B	1.96	B
Bicycle LOS Score / LOS	2.07	B	1.30	A	1.23	A	1.00	A

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HCS Signalized Intersection Results Summary

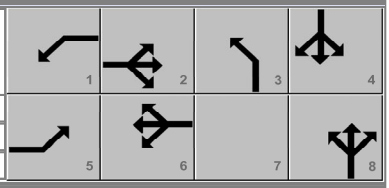
General Information				Intersection Information	
Agency	FTG			Duration, h	0.250
Analyst	FTG	Analysis Date	4/22/2023	Area Type	Other
Jurisdiction	Columbia, TN	Time Period	PM Peak Hour	PHF	0.97
Urban Street	Trotwood Avenue	Analysis Year	2026 (Total)	Analysis Period	1> 7:00
Intersection	Cayce Lane/Sunnyside…	File Name	4_fupm.xus		
Project Description	11257				



Demand Information	EB			WB			NB			SB		
Approach Movement	L	T	R	L	T	R	L	T	R	L	T	R
Demand (*v*), veh/h	54	450	128	136	759	88	182	108	90	106	82	69

Signal Information			
Cycle, s	140.0	Reference Phase	2
Offset, s	0	Reference Point	End
Uncoordinated	No	Simult. Gap E/W	On
Force Mode	Fixed	Simult. Gap N/S	On

Green	5.3	1.7	75.8	14.6	18.6	0.0	
Yellow	4.0	0.0	4.0	4.0	4.0	0.0	
Red	2.0	0.0	2.0	2.0	2.0	0.0	



Timer Results	EBL	EBT	WBL	WBT	NBL	NBT	SBL	SBT
Assigned Phase	5	2	1	6		8		4
Case Number	1.1	4.0	1.1	4.0		10.0		10.0
Phase Duration, s	11.3	81.8	13.0	83.5		24.6		20.6
Change Period, ($Y+R_c$), s	6.0	6.0	6.0	6.0		6.0		6.0
Max Allow Headway (*MAH*), s	3.1	0.0	3.1	0.0		3.1		3.1
Queue Clearance Time (g_s), s	3.9		6.8			18.0		14.2
Green Extension Time (g_e), s	0.1	0.0	0.2	0.0		0.7		0.4
Phase Call Probability	0.89		1.00			1.00		1.00
Max Out Probability	0.00		0.00			0.00		0.00

Movement Group Results	EB			WB			NB			SB		
Approach Movement	L	T	R	L	T	R	L	T	R	L	T	R
Assigned Movement	5	2	12	1	6	16	3	8	18	7	4	14
Adjusted Flow Rate (*v*), veh/h	56	596		140	873		188	204		109	156	
Adjusted Saturation Flow Rate (*s*), veh/h/ln	1810	1827		1810	1865		1810	1756		1810	1756	
Queue Service Time (g_s), s	1.9	31.1		4.8	55.0		14.0	16.0		8.1	12.2	
Cycle Queue Clearance Time (g_c), s	1.9	31.1		4.8	55.0		14.0	16.0		8.1	12.2	
Green Ratio (*g/C*)	0.58	0.54		0.59	0.55		0.13	0.13		0.10	0.10	
Capacity (*c*), veh/h	214	989		408	1032		241	234		189	183	
Volume-to-Capacity Ratio (*X*)	0.260	0.603		0.343	0.846		0.780	0.874		0.580	0.851	
Back of Queue (*Q*), ft/ln (95 th percentile)	34.2	490.9		86.5	844.9		266.8	292.4		167.2	237	
Back of Queue (*Q*), veh/ln (95 th percentile)	1.4	19.6		3.5	33.8		10.7	11.7		6.7	9.5	
Queue Storage Ratio (*RQ*) (95 th percentile)	0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00	
Uniform Delay (d_1), s/veh	24.8	21.9		16.8	26.3		58.7	59.5		59.8	61.6	
Incremental Delay (d_2), s/veh	0.2	2.7		0.2	8.5		2.1	4.0		1.0	4.2	
Initial Queue Delay (d_3), s/veh	0.0	0.0		0.0	0.0		0.0	0.0		0.0	0.0	
Control Delay (*d*), s/veh	25.0	24.6		17.0	34.8		60.8	63.5		60.8	65.9	
Level of Service (LOS)	C	C		B	C		E	E		E	E	
Approach Delay, s/veh / LOS	24.6	C		32.3	C		62.2	E		63.8	E	
Intersection Delay, s/veh / LOS	38.8						D					

Multimodal Results	EB		WB		NB		SB	
Pedestrian LOS Score / LOS	1.91	B	1.90	B	1.97	B	1.96	B
Bicycle LOS Score / LOS	1.56	B	2.16	B	1.13	A	0.92	A

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HCS Two-Way Stop-Control Report

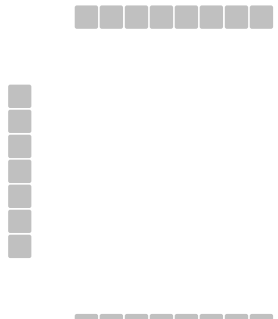
General Information

Analyst	FTG
Agency/Co.	FTG
Date Performed	Apr 2023
Analysis Year	2026
Time Analyzed	AM Peak Hour
Intersection Orientation	North-South
Project Description	11257 (Total)

Site Information

Intersection	Cayce Lane/N. Project
Jurisdiction	Columbia, TN
East/West Street	North Project Access
North/South Street	Cayce Lane
Peak Hour Factor	0.90
Analysis Time Period (hrs)	0.25

Lanes



Vehicle Volumes and Adjustments

Approach	Eastbound				Westbound				Northbound				Southbound			
Movement	U	L	T	R	U	L	T	R	U	L	T	R	U	L	T	R
Priority		10	11	12		7	8	9	1U	1	2	3	4U	4	5	6
Number of Lanes		0	0	0		0	1	0	0	0	1	0	0	0	1	0
Configuration							LR					TR		LT		
Volume (veh/h)						6		29			219	2		9	174	
Percent Heavy Vehicles (%)						0		0						0		
Proportion Time Blocked																
Percent Grade (%)						0										
Right Turn Channelized																
Median Type | Storage						Undivided										

Critical and Follow-up Headways

Base Critical Headway (sec)						7.1		6.2						4.1		
Critical Headway (sec)						6.40		6.20						4.10		
Base Follow-Up Headway (sec)						3.5		3.3						2.2		
Follow-Up Headway (sec)						3.50		3.30						2.20		

Delay, Queue Length, and Level of Service

Flow Rate, v (veh/h)							39							10		
Capacity, c (veh/h)							745							1332		
v/c Ratio							0.05							0.01		
95% Queue Length, Q_{95} (veh)							0.2							0.0		
Control Delay (s/veh)							10.1							7.7	0.1	
Level of Service (LOS)							B							A	A	
Approach Delay (s/veh)						10.1								0.4		
Approach LOS						B								A		

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HCS Two-Way Stop-Control Report

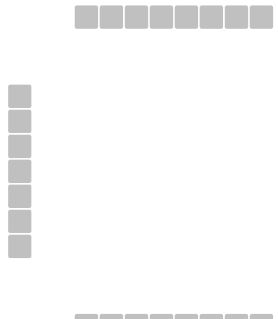
General Information

Analyst	FTG
Agency/Co.	FTG
Date Performed	Apr 2023
Analysis Year	2026
Time Analyzed	PM Peak Hour
Intersection Orientation	North-South
Project Description	11257 (Total)

Site Information

Intersection	Cayce Lane/N. Project
Jurisdiction	Columbia, TN
East/West Street	North Project Access
North/South Street	Cayce Lane
Peak Hour Factor	0.90
Analysis Time Period (hrs)	0.25

Lanes



Vehicle Volumes and Adjustments

Approach	Eastbound				Westbound				Northbound				Southbound			
Movement	U	L	T	R	U	L	T	R	U	L	T	R	U	L	T	R
Priority		10	11	12		7	8	9	1U	1	2	3	4U	4	5	6
Number of Lanes		0	0	0		0	1	0	0	0	1	0	0	0	1	0
Configuration							LR					TR		LT		
Volume (veh/h)						4		19			178	6		33	281	
Percent Heavy Vehicles (%)						0		0						0		
Proportion Time Blocked																
Percent Grade (%)						0										
Right Turn Channelized																
Median Type | Storage		Undivided														

Critical and Follow-up Headways

Base Critical Headway (sec)						7.1		6.2						4.1		
Critical Headway (sec)						6.40		6.20						4.10		
Base Follow-Up Headway (sec)						3.5		3.3						2.2		
Follow-Up Headway (sec)						3.50		3.30						2.20		

Delay, Queue Length, and Level of Service

Flow Rate, v (veh/h)							26							37		
Capacity, c (veh/h)							738							1379		
v/c Ratio							0.03							0.03		
95% Queue Length, Q_{95} (veh)							0.1							0.1		
Control Delay (s/veh)							10.1							7.7	0.2	
Level of Service (LOS)							B							A	A	
Approach Delay (s/veh)						10.1								1.0		
Approach LOS						B								A		

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HCS Two-Way Stop-Control Report

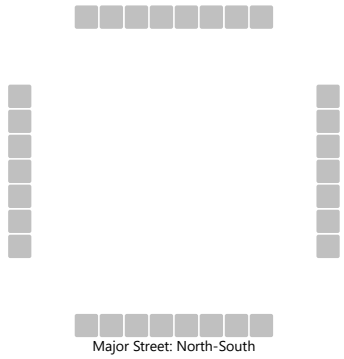
General Information

Analyst	FTG
Agency/Co.	FTG
Date Performed	Apr 2023
Analysis Year	2026
Time Analyzed	AM Peak Hour
Intersection Orientation	North-South
Project Description	11257 (Total)

Site Information

Intersection	Cayce Lane/S. Project
Jurisdiction	Columbia, TN
East/West Street	South Project Access
North/South Street	Cayce Lane
Peak Hour Factor	0.90
Analysis Time Period (hrs)	0.25

Lanes



Vehicle Volumes and Adjustments

Approach	Eastbound				Westbound				Northbound				Southbound			
Movement	U	L	T	R	U	L	T	R	U	L	T	R	U	L	T	R
Priority		10	11	12		7	8	9	1U	1	2	3	4U	4	5	6
Number of Lanes		0	0	0		0	1	0	0	0	1	0	0	0	1	0
Configuration							LR					TR		LT		
Volume (veh/h)						17		6			215	6		2	178	
Percent Heavy Vehicles (%)						0		0						0		
Proportion Time Blocked																
Percent Grade (%)						0										
Right Turn Channelized																
Median Type | Storage						Undivided										

Critical and Follow-up Headways

Base Critical Headway (sec)						7.1		6.2						4.1		
Critical Headway (sec)						6.40		6.20						4.10		
Base Follow-Up Headway (sec)						3.5		3.3						2.2		
Follow-Up Headway (sec)						3.50		3.30						2.20		

Delay, Queue Length, and Level of Service

Flow Rate, v (veh/h)							26							2		
Capacity, c (veh/h)							620							1332		
v/c Ratio							0.04							0.00		
95% Queue Length, Q_{95} (veh)							0.1							0.0		
Control Delay (s/veh)							11.1							7.7	0.0	
Level of Service (LOS)							B							A	A	
Approach Delay (s/veh)						11.1								0.1		
Approach LOS						B								A		

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HCS Two-Way Stop-Control Report

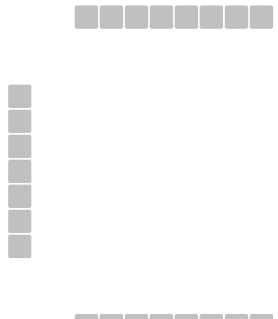
General Information

Analyst	FTG
Agency/Co.	FTG
Date Performed	Apr 2023
Analysis Year	2026
Time Analyzed	PM Peak Hour
Intersection Orientation	North-South
Project Description	11257 (Total)

Site Information

Intersection	Cayce Lane/S. Project
Jurisdiction	Columbia, TN
East/West Street	South Project Access
North/South Street	Cayce Lane
Peak Hour Factor	0.90
Analysis Time Period (hrs)	0.25

Lanes



Vehicle Volumes and Adjustments

Approach	Eastbound				Westbound				Northbound				Southbound			
Movement	U	L	T	R	U	L	T	R	U	L	T	R	U	L	T	R
Priority		10	11	12		7	8	9	1U	1	2	3	4U	4	5	6
Number of Lanes		0	0	0		0	1	0	0	0	1	0	0	0	1	0
Configuration							LR					TR		LT		
Volume (veh/h)						11		4			180	20		6	279	
Percent Heavy Vehicles (%)						0		0						0		
Proportion Time Blocked																
Percent Grade (%)						0										
Right Turn Channelized																
Median Type | Storage						Undivided										

Critical and Follow-up Headways

Base Critical Headway (sec)						7.1		6.2						4.1		
Critical Headway (sec)						6.40		6.20						4.10		
Base Follow-Up Headway (sec)						3.5		3.3						2.2		
Follow-Up Headway (sec)						3.50		3.30						2.20		

Delay, Queue Length, and Level of Service

Flow Rate, v (veh/h)							17							7		
Capacity, c (veh/h)							566							1359		
v/c Ratio							0.03							0.00		
95% Queue Length, Q_{95} (veh)							0.1							0.0		
Control Delay (s/veh)							11.6							7.7	0.0	
Level of Service (LOS)							B							A	A	
Approach Delay (s/veh)						11.6								0.2		
Approach LOS						B								A		

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APPENDIX C
TRIP GENERATION

TRIP GENERATION CALCULATIONS - Single-Family Homes Detached

The following calculations are based on the data compiled for ITE Land Use Code 210.

Average Daily Traffic

Ln(T) = 0.92 Ln(**X**) + 2.68
Ln(T) = 0.92 Ln(**104**) + 2.68
T = 1,046 vehicles

Enter = 0.50 (1,046) = 523 vehicles
Exit = 0.50 (1,046) = 523 vehicles

AM traffic during peak hour of adjacent street

Ln(T) = 0.91 Ln(**X**) + 0.12
Ln(T) = 0.91 Ln(**104**) + 0.12
T = 77 vehicles

Enter = 0.25 (77) = 19 vehicles
Exit = 0.75 (77) = 58 vehicles

PM traffic during peak hour of adjacent street

Ln(T) = 0.94 Ln(**X**) + 0.27
Ln(T) = 0.94 Ln(**104**) + 0.27
T = 103 vehicles

Enter = 0.63 (103) = 65 vehicles
Exit = 0.37 (103) = 38 vehicles

APPENDIX D
RELEVANT PAGES FROM NCHRP REPORT 457:
ENGINEERING STUDY GUIDE FOR EVALUATING INTERSECTION IMPROVEMENTS

NCHRP
REPORT 457

NATIONAL COOPERATIVE HIGHWAY RESEARCH PROGRAM

Evaluating Intersection Improvements: An Engineering Study Guide

TRANSPORTATION RESEARCH BOARD

NATIONAL RESEARCH COUNCIL

can also indirectly reduce the delay to the left-turn or through movements by lessening their need to compete for service with the right-turn movement.

One disadvantage of adding a lane to the minor-road approach is that it may require reallocating the existing pavement or widening of the approach cross section. Sometimes the pavement width needed for the additional lane is available within the existing roadway cross section. In this instance, the only impact is a reallocation of the paved surface through modification of the pavement markings. However, in downtown settings this reallocation may require the removal of some curb parking stalls and can affect adjacent business significantly. Occasionally, the cross section must be widened to provide for the additional lane. If the needed lane width can be provided within the available right-of-way, the cost may be limited to that of construction. However, if additional right-of-way is needed, the costs of acquiring this property in urban settings can be high.

Guidance. The literature does not offer guidance regarding conditions where a second approach lane would benefit from the operation of a minor-road approach. However, the procedures in Chapter 17 of the *Highway Capacity Manual 2000* (*15*) can be used to identify major- and minor- road volume combinations that would benefit operationally from the provision of a second approach lane or bay. Bonneson and Fontaine (*20*) developed Figure 2-4 using these procedures and an assumed upper limit of 0.7 for the shared-lane, minor-road volume-to-capacity ratio.

Application. Figure 2-4 indicates the conditions that may justify the use of two approach lanes. Use of the information in this figure requires two types of data:

1. Major-road approach volume for the peak hour of the average day and
2. Minor-road turn movement volume for the peak hour of the average day (used to compute right-turn percentage).

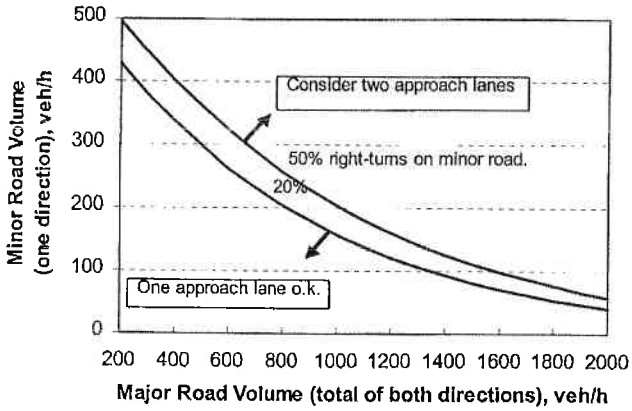


Figure 2-4. Guideline for determining minor-road approach geometry at two-way stop-controlled intersections.

Figure 2-4 would be used once for each minor-road approach to the intersection. The appropriate trend line would be identified on the basis of the percentage of right-turns on the subject minor-road approach. If the volume combination for the major and minor roads intersects above or to the right of this trend line, a second traffic lane should be considered for the subject minor-road approach. If a bay is selected for addition to the intersection, it should be long enough to store vehicles 95 percent of the time (i.e., the bay should not overflow more than 5 percent of the time). Techniques for estimating the 95th percentile storage length are provided in the section, Increase the Length of the Turn Bay.

Add a Left-Turn Bay on the Major Road

Introduction. Provision of a left-turn bay on the major road to a two-way stop-controlled intersection can significantly improve operations and safety at the intersection. A left-turn bay effectively separates those vehicles that are slowing or stopped to turn from those vehicles in through traffic lanes. This separation minimizes turn-related crashes and eliminates unnecessary delay to through vehicles. Data reported by Neuman (*21*) indicate that the crash rate for unsignalized intersections can be reduced by 35 to 75 percent through the provision of a left-turn bay.

One disadvantage of adding a bay to the major-road approach is that it may require reallocating the existing pavement or widening of the approach cross section. Sometimes the pavement width needed for the additional lane is available within the existing roadway cross section. However, in downtown settings this reallocation may require the removal of some curb parking stalls and can affect adjacent business significantly. Occasionally, the cross section must be widened to provide for the turn bay. If the needed width can be provided within the available right-of-way, the cost may be limited to that of construction. However, if additional right-of-way is needed, the costs of acquiring this property in urban settings can be high.

Guidance. Neuman (*21*) suggests that the following guidelines should be used to determine when to provide a left-turn bay on the major road of a two-way stop-controlled intersection:

1. A left-turn lane should be considered at any median crossover on a divided, high-speed road.
2. A left-turn lane should be provided on the unstopped approach of a high-speed rural highway when it intersects with other arterials or collectors.
3. A left-turn lane is recommended on the unstopped approach of any intersection when the combination of intersection volumes intersect above or to the right of the appropriate trend line shown in Figure 2-5.

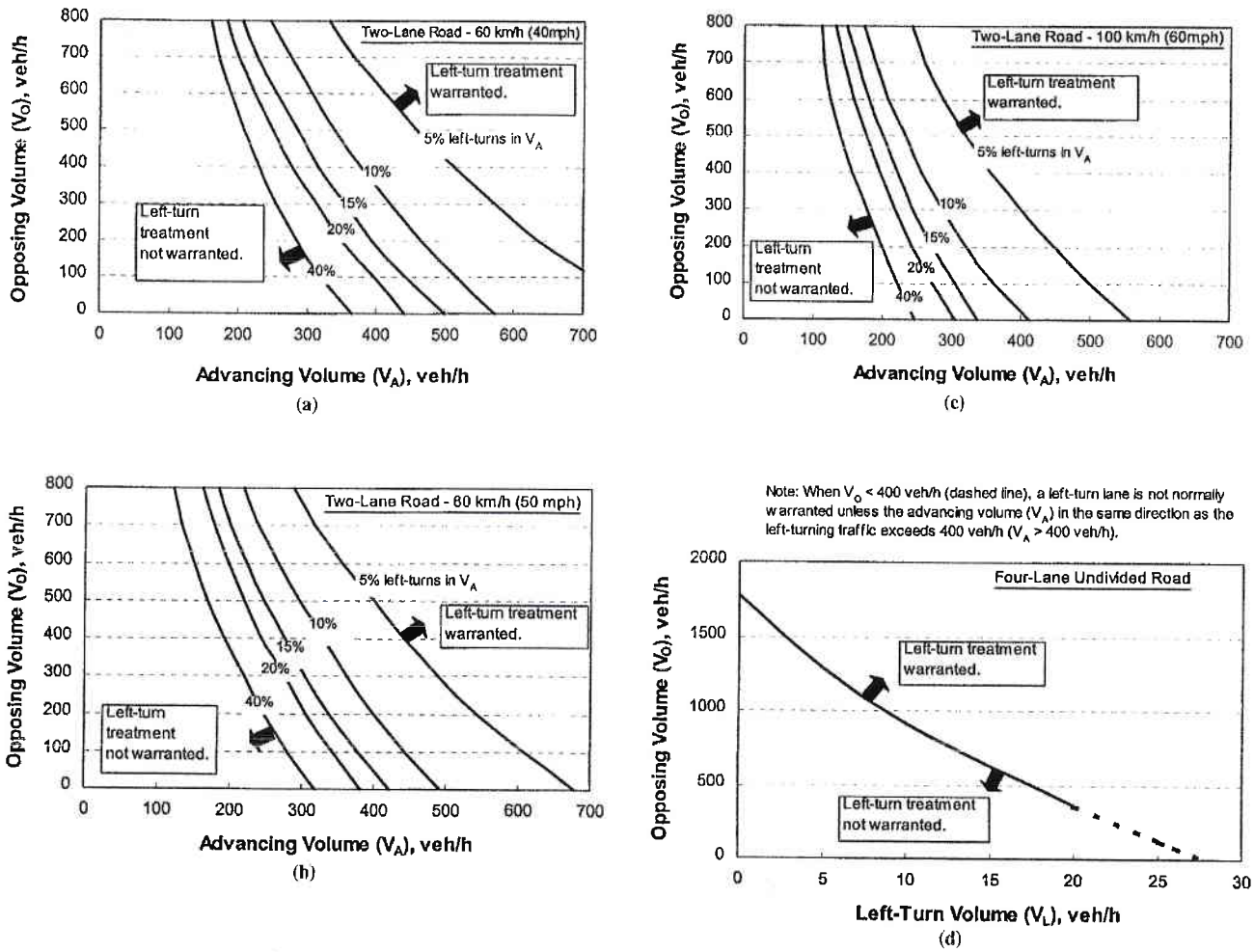


Figure 2-5. Guideline for determining the need for a major-road left-turn bay at a two-way stop-controlled intersection.

Application. The guidance stated in the preceding section defines the conditions that may justify the provision of a left-turn bay. Application of this guidance requires two types of data:

1. Major-road turn movement volume for the peak hour of the average day and
2. Major-road 85th percentile speed (posted speed can be substituted if data are unavailable).

Use of Figure 2-5 requires determination of the opposing volume, the advancing volume, and the operating speed. The opposing volume should include only the right-turn and through movements on the approach across from (and heading in the opposite direction of) the subject major-road approach. The advancing volume should include the left-turn, right-turn, and through movements on the subject approach. The operating speed can be estimated as the 85th percentile speed. If the operating speed does not coincide with 60, 80, or 100 km/h (i.e., 40, 50, or 60 mph), then interpolation can be used or, as a more conservative approach, the operating speed can be rounded up to the nearest speed for which a figure is provided.

In application, Figure 2-5 is used once for each major-road approach to the intersection. The appropriate trend line is identified on the basis of the percentage of left-turns on the subject major-road approach. If the advancing and opposing volume combination intersects above or to the right of this trend line, a left-turn bay should be considered for the subject approach. If a bay is included at the intersection, it should be long enough to store left-turn vehicles 99.5 percent of the time (i.e., the bay should not overflow more than 0.5 percent of the time). Techniques for estimating this storage length are provided in the section, Increase the Length of the Turn Bay.

Add a Right-Turn Bay on the Major Road

Introduction. Provision of a right-turn bay on the major road to a two-way stop-controlled intersection can signifi-

cantly improve operations and safety at the intersection. A right-turn bay effectively separates those vehicles that are slowing or stopped to turn from those vehicles in the through traffic lanes. This separation minimizes turn-related collisions (e.g., angle, rear-end, and same-direction-sideswipe) and eliminates unnecessary delay to through vehicles.

One disadvantage of adding a bay to the major-road approach is that it may require reallocating the existing pavement or widening of the approach cross section. Sometimes the pavement width needed for the additional lane is available within the existing roadway cross section. However, in downtown settings this reallocation may require the removal of some curb parking stalls and can affect adjacent business significantly. Occasionally, the cross section must be widened to provide for the turn bay. If the needed width can be provided within the available right-of-way, the cost may be limited to that of construction. However, if additional right-of-way is needed, the costs of acquiring this property in urban settings can be high.

Guidance. Hasan and Stokes (*22*) developed guidelines for determining when to provide a right-turn bay on the major road of a two-way stop-controlled intersection. These guidelines were based on an evaluation of the operating and collision costs associated with the right-turn maneuver relative to the cost of constructing a right-turn bay. The operating costs included those of road-user fuel and delay. Separate guidelines were developed for two-lane and four-lane roadways. These guidelines are shown in Figure 2-6.

Application. The guidance described in the preceding section defines conditions that may justify the provision of a right-turn bay. Application of this guidance requires two types of data:

1. Major-road turn movement volume for the peak hour of the average day and
2. Major-road 85th percentile speed (posted speed can be substituted if data are unavailable).

Figure 2-6 should be consulted once for each major-road approach. If the combination of major-road approach volume and right-turn volume intersects above or to the right of the trend line corresponding to the major-road operating speed, then a right-turn bay is a viable alternative.

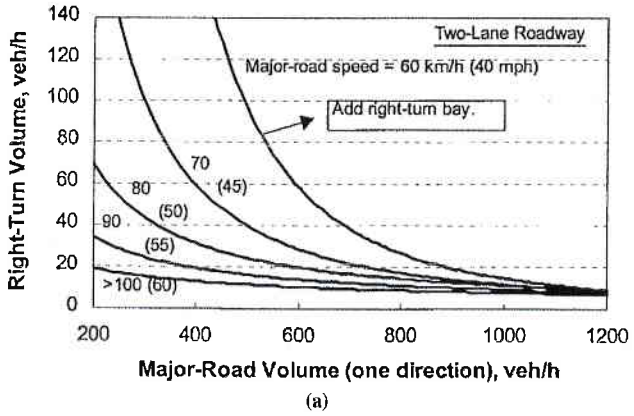


Figure 2-6. Guideline for determining the need for a major-road right-turn bay at a two-way stop-controlled intersection.

Increase Length of Turn Bay

Introduction. Turn bay length can affect the safety and operation of the intersection approach significantly. This effect becomes more negative as the frequency with which vehicles exceed the available storage increases. Also, for unstopped approaches, this effect becomes more negative as more of the turning vehicle's deceleration occurs in the through lane, prior to the bay. The need to provide adequate storage length, deceleration length, or both is dependent on the type of approach control used and whether the vehicle is turning left or right. Table 2-13 identifies the appropriate bay

TABLE 2-13 Turn-bay length components at unsignalized intersections

Approach Control	Length Components	
	Left-Turn Bay	Right-Turn Bay
Unstopped	Storage Length + Deceleration Length	Deceleration Length
Stopped	Storage Length	Storage Length

Preliminary Drainage System Calculations

For

6218 Cayce Lane

Located on

6218 Cayce Lane

Columbia, Tennessee

May 3, 2023

Prepared For:

KCS Property, LLC
1985 Ridgecrest Drive
Columbia, TN 38401

Prepared By:



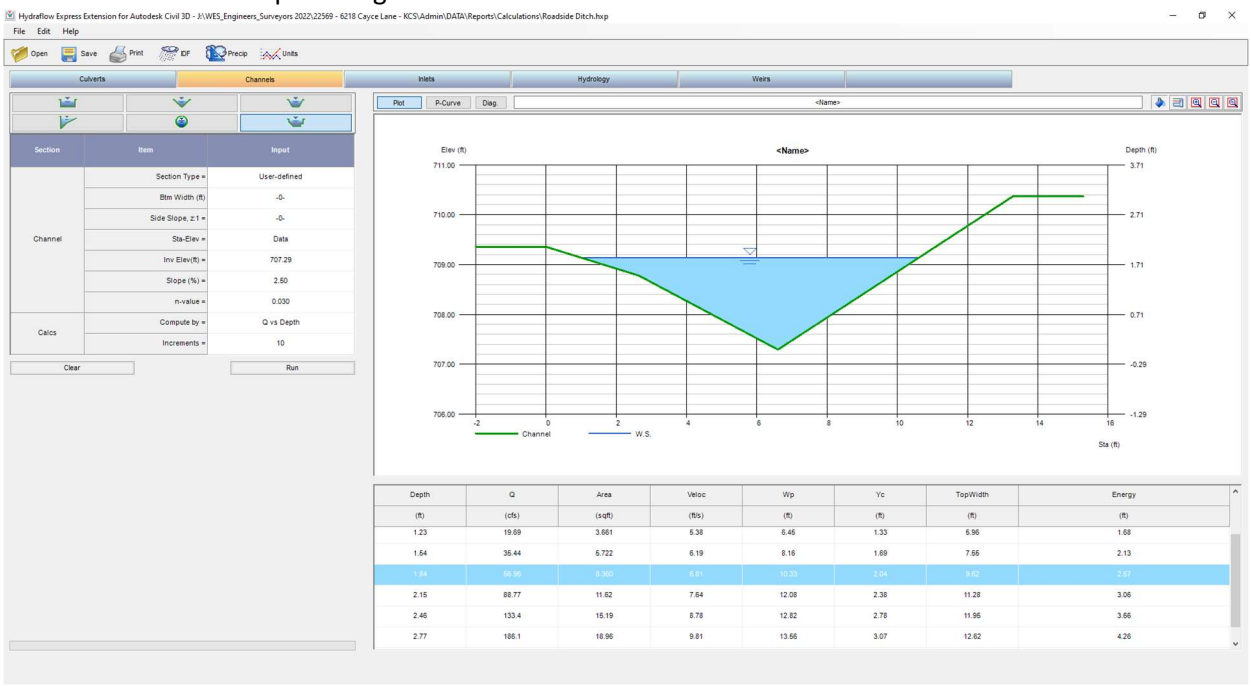
WES
ENGINEERS & SURVEYORS
2486 Nashville Highway
Columbia, TN 38401
(931) 388-2329

Roadside Ditch

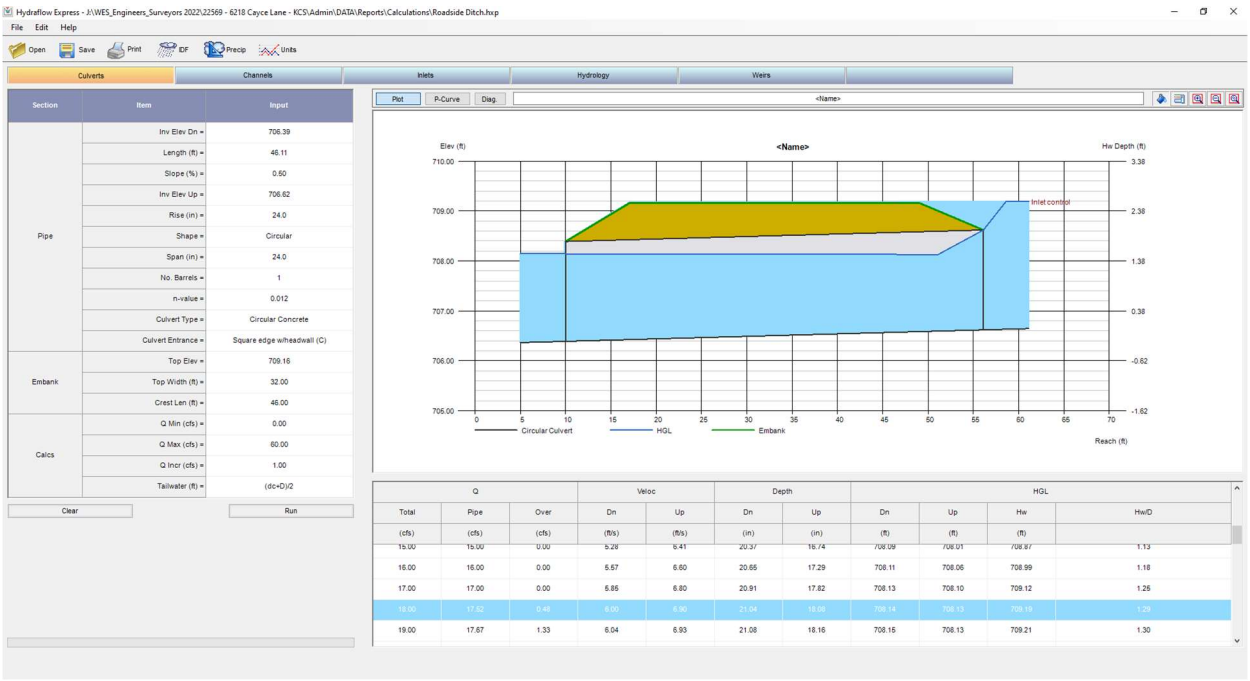
Flow through Ditch

Storm Event	***Rainfall***	***Rainfall***	***Pre-Developed***
(YR)	IN (24-HR)	IN (6-HR)	Flow (CFS)
2	3.39	2.31	3.64
5	4.50	3.30	11.20
10	5.23	3.96	19.34
25	6.16	4.79	33.94
50	6.85	5.41	44.45
100	7.53	6.02	56.53

Worst case with full depth along ditch line



Pipe at existing driveway for project

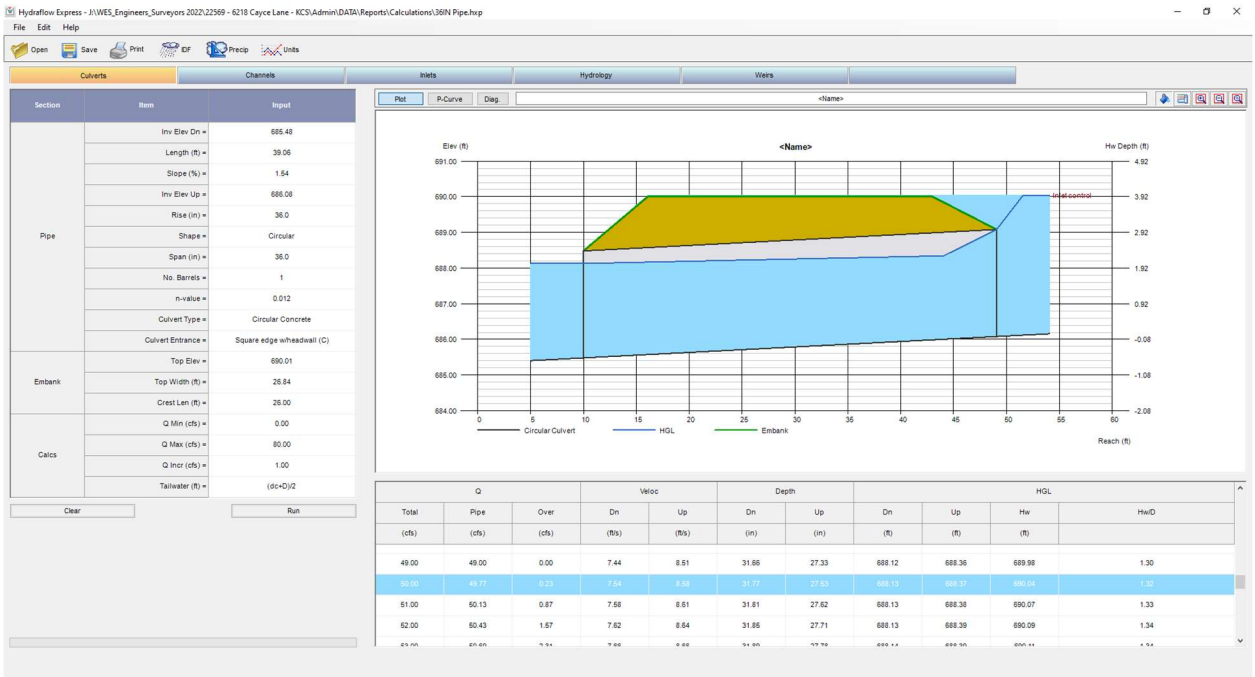


Overtops driveway at 10-yr storm event

Completely overtops ditch for approximately 250’ beginning approximately 240’ south of existing entrance

Flow through 36” Pipe under Cayce

Storm Event	***Rainfall***	***Rainfall***	***Pre-Developed***
(YR)	IN (24-HR)	IN (6-HR)	Flow (CFS)
2	3.39	2.31	5.60
5	4.50	3.30	16.54
10	5.23	3.96	27.88
25	6.16	4.79	47.84
50	6.85	5.41	62.09
100	7.53	6.02	78.42



Cayce Lane overtops at approximately 25-YR Storm

Preliminary Proposed Detention Pond

Storm Event	***Rainfall***	***Rainfall***	***Post-Developed***	***Pre-Developed***	***Total Proposed Runoff***	***Basin Elevation***
(YR)	IN (24-HR)	IN (6-HR)	Flow (CFS)	Flow (CFS)	CFS	FT
2	3.39	2.31	43.69	10.16	0.31	678.80
5	4.50	3.30	87.59	34.15	1.32	680.20
10	5.23	3.96	128.64	59.18	5.57	680.65
25	6.16	4.79	195.81	104.99	23.33	681.78
50	6.85	5.41	241.56	138.03	30.95	682.78
100	7.53	6.02	292.55	176.00	35.94	683.91

Culvert Report

36IN PIPE CROSSING

Invert Elev Dn (ft)	=	685.48
Pipe Length (ft)	=	39.06
Slope (%)	=	1.54
Invert Elev Up (ft)	=	686.08
Rise (in)	=	36.0
Shape	=	Circular
Span (in)	=	36.0
No. Barrels	=	1
n-Value	=	0.012
Culvert Type	=	Circular Concrete
Culvert Entrance	=	Square edge w/headwall (C)
Coeff. K,M,c,Y,k	=	0.0098, 2, 0.0398, 0.67, 0.5

Embankment

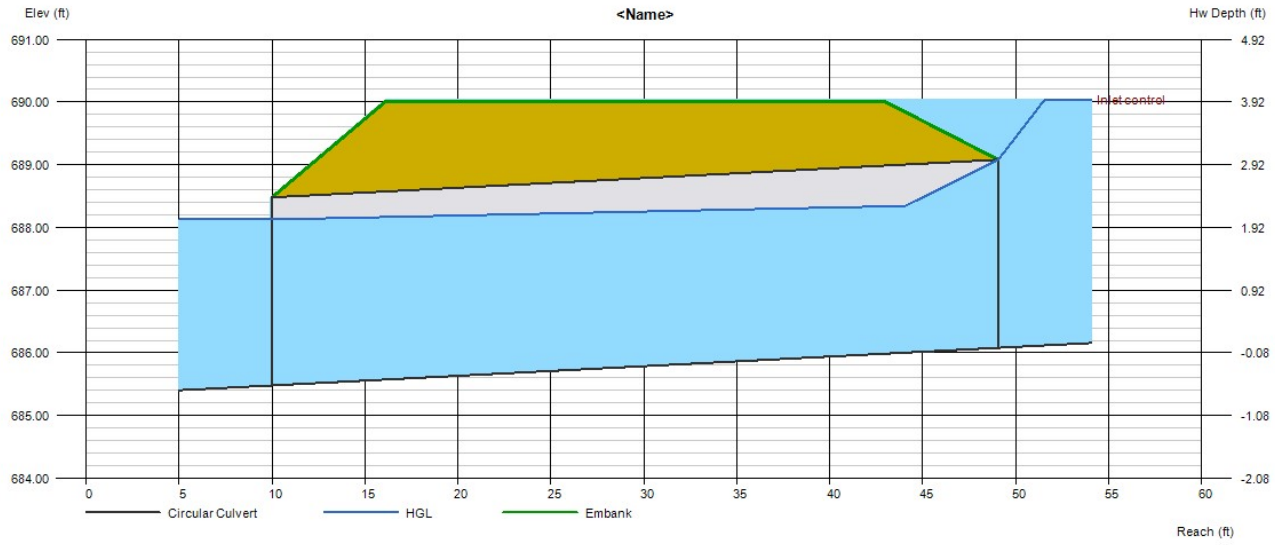
Top Elevation (ft)	=	690.01
Top Width (ft)	=	26.84
Crest Width (ft)	=	26.00

Calculations

Qmin (cfs)	=	0.00
Qmax (cfs)	=	80.00
Tailwater Elev (ft)	=	(dc+D)/2

Highlighted

Qtotal (cfs)	=	50.00
Qpipe (cfs)	=	49.77
Qovertop (cfs)	=	0.23
Veloc Dn (ft/s)	=	7.54
Veloc Up (ft/s)	=	8.58
HGL Dn (ft)	=	688.13
HGL Up (ft)	=	688.37
Hw Elev (ft)	=	690.04
Hw/D (ft)	=	1.32
Flow Regime	=	Inlet Control



Channel Report

Hydraflow Express Extension for Autodesk® Civil 3D® by Autodesk, Inc. Wednesday, May 3 2023

Cayce Lane Ditch Section

User-defined

Invert Elev (ft)	= 707.29
Slope (%)	= 2.50
N-Value	= Composite

Calculations

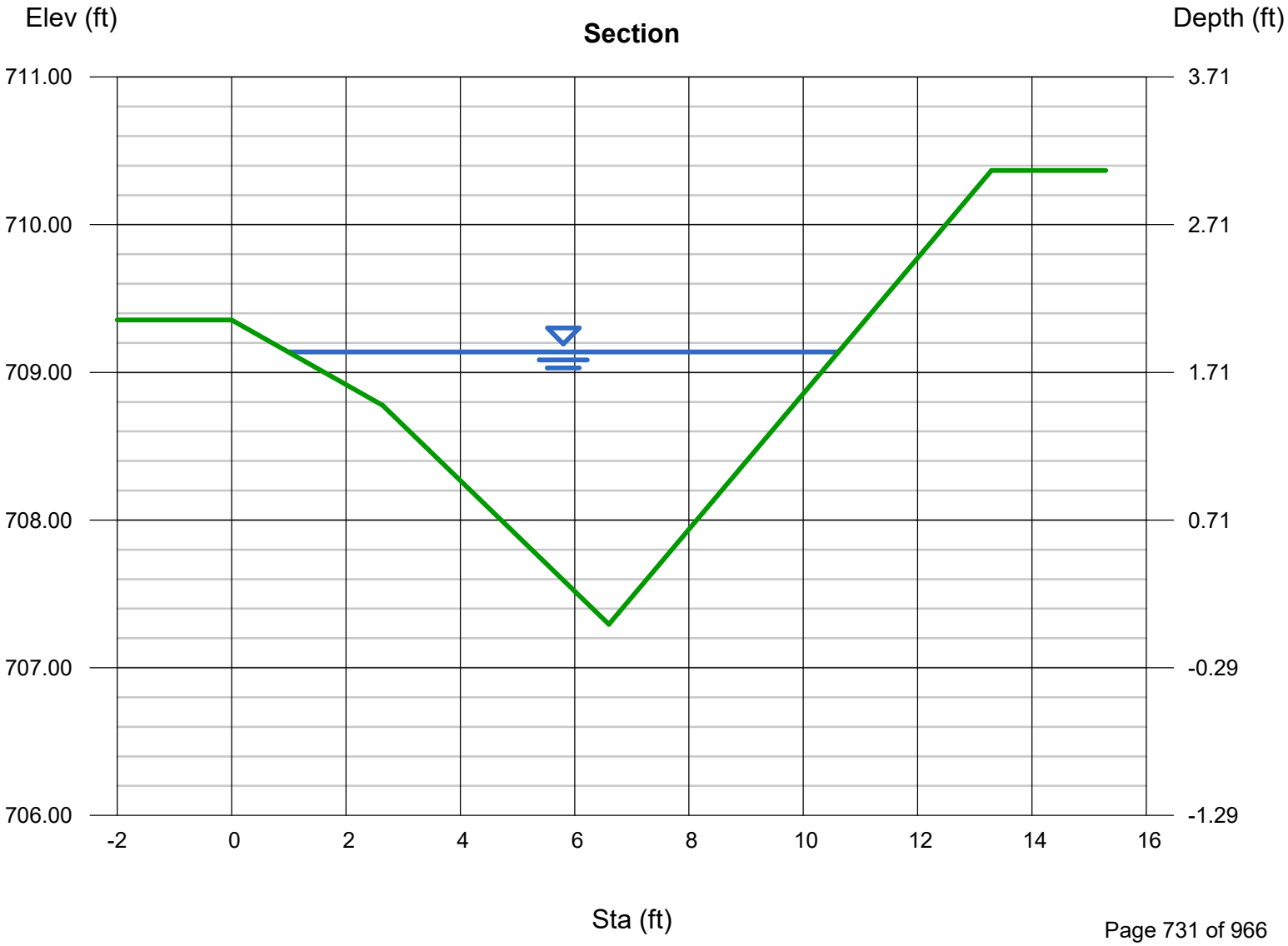
Compute by:	Q vs Depth
No. Increments	= 10

Highlighted

Depth (ft)	= 1.84
Q (cfs)	= 56.95
Area (sqft)	= 8.36
Velocity (ft/s)	= 6.81
Wetted Perim (ft)	= 10.33
Crit Depth, Yc (ft)	= 2.04
Top Width (ft)	= 9.62
EGL (ft)	= 2.57

(Sta, El, n)-(Sta, El, n)...

(0.00, 709.36)-(2.64, 708.78, 0.030)-(6.60, 707.29, 0.030)-(13.29, 710.37, 0.030)



Pond Report

Pond No. 1 - Pond A

Pond Data

Trapezoid -Bottom L x W = 225.0 x 175.0 ft, Side slope = 3.00:1, Bottom elev. = 677.00 ft, Depth = 8.00 ft

Stage / Storage Table

Stage (ft)	Elevation (ft)	Contour area (sqft)	Incr. Storage (cuft)	Total storage (cuft)
0.00	677.00	39,375	0	0
0.80	677.80	41,318	32,274	32,274
1.60	678.60	43,307	33,847	66,121
2.40	679.40	45,342	35,457	101,578
3.20	680.20	47,424	37,103	138,681
4.00	681.00	49,551	38,787	177,468
4.80	681.80	51,724	40,507	217,975
5.60	682.60	53,944	42,264	260,239
6.40	683.40	56,210	44,058	304,298
7.20	684.20	58,521	45,889	350,187
8.00	685.00	60,879	47,757	397,944

Culvert / Orifice Structures

	[A]	[B]	[C]	[PrfRsr]
Rise (in)	= 24.00	3.00	0.00	0.00
Span (in)	= 24.00	3.00	0.00	0.00
No. Barrels	= 1	1	0	0
Invert El. (ft)	= 676.90	677.00	0.00	0.00
Length (ft)	= 24.00	0.00	0.00	0.00
Slope (%)	= 1.00	0.00	0.00	n/a
N-Value	= .013	.013	.013	n/a
Orifice Coeff.	= 0.60	0.60	0.60	0.60
Multi-Stage	= n/a	Yes	No	No

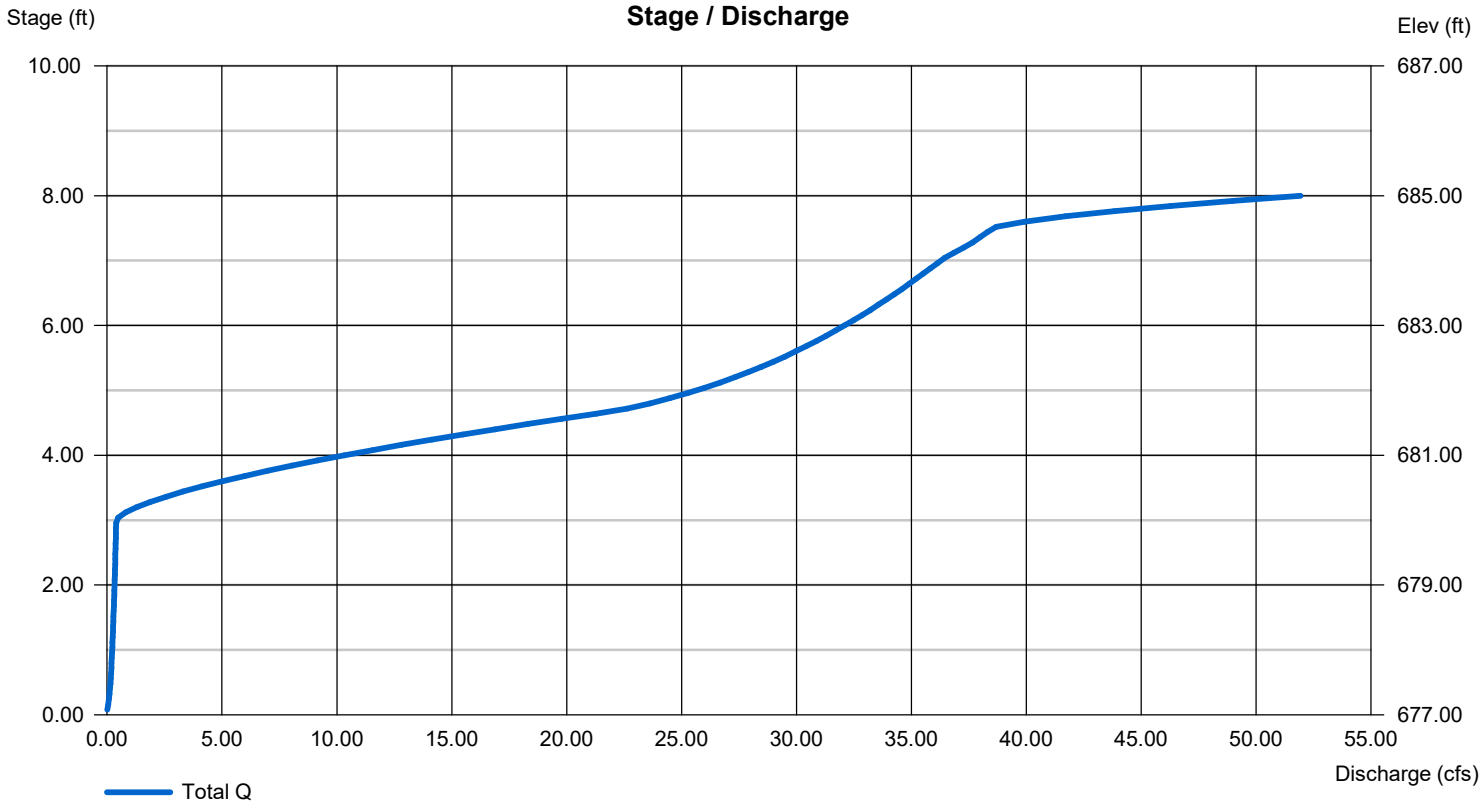
Weir Structures

	[A]	[B]	[C]	[D]
Crest Len (ft)	= 16.00	3.00	10.00	0.00
Crest El. (ft)	= 684.00	680.00	684.50	0.00
Weir Coeff.	= 3.33	3.33	3.33	3.33
Weir Type	= 1	Rect	Ciplti	---
Multi-Stage	= Yes	Yes	No	No

Exfil.(in/hr) = 0.000 (by Contour)

TW Elev. (ft) = 0.00

Note: Culvert/Orifice outflows are analyzed under inlet (ic) and outlet (oc) control. Weir risers checked for orifice conditions (ic) and submergence (s).



Hydrograph Return Period Recap

Hydraflow Hydrographs Extension for Autodesk® Civil 3D® by Autodesk, Inc. v2021

Hyd. No.	Hydrograph type (origin)	Inflow hyd(s)	Peak Outflow (cfs)								Hydrograph Description
			1-yr	2-yr	3-yr	5-yr	10-yr	25-yr	50-yr	100-yr	
1	SCS Runoff	------	-------	3.635	-------	11.20	19.34	33.94	44.45	56.53	Existing Conditions RS Ditch
3	SCS Runoff	------	-------	5.595	-------	16.54	27.88	47.84	62.09	78.42	36 PIPE
5	SCS Runoff	------	-------	10.16	-------	34.15	59.18	104.99	138.03	176.00	Existing Conditions
6	SCS Runoff	------	-------	43.69	-------	87.59	128.64	195.81	241.56	292.55	Proposed Conditions
8	Reservoir	6	-------	0.306	-------	1.323	5.573	23.33	30.95	35.94	Outfall Detention Pond

DRAINAGE AREA MAP



TN GRID NORTH

GRAPHIC SCALE

200 0 100 200 400 800

(IN FEET)
1 inch = 200 ft.

LEGEND

	EXISTING	PROPOSED
WATER MAIN		W
SANITARY SEWER	8"SA	8"SA
STORM SEWER	18"ST	18"ST
OVERHEAD		
FENCE		
GAS		
DRAINAGE DITCH		
TREE PROTECTION FENCE		
SIGN		
UTILITY POLE		
IRON PIN SET		
EXISTING IRON PIN	EIP	
CONCRETE MONUMENT		
DECIDUOUS TREE		
GATE VALVE IN BOX		
LIGHT POLE		
BENCHMARK	BM 1	

TREE LINE
STORM STRUCTURE LABEL (ST1)
ASPHALT
CONCRETE
PARKING SPACES (14)

Tennessee811 Know what's **below** **Call** before you dig.

FILE:J:\WES_Engineers_Surveyors 2022\22569 - 6218 Cayce Lane - KCS\Dwg\Engineering\22569 KCS Cayce LaneAlley Loaded_3.dwg

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COLUMBIA, TN 38401
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www.wesengineers.com
ENGINEERS & SURVEYORS

Client
KCS PROPERTY, LLC
1985 Ridgecrest Drive
Columbia, TN 38401

REVISIONS

DATE

CAYCE LANE
6218 CAYCE LANE
COLUMBIA, MAURY COUNTY, TENNESSEE
PRELIMINARY CONCEPT SKETCH

Drawn: RP
Checked: GV
Approved: GV
Date: Nov. 21, 2022

Job. no. 22569
Scale: Vertical: 1"=100'
Horizontal:

MP-1

GERALD W. VICK III
LICENSED PROFESSIONAL ENGINEER
AGRICULTURAL ENGINEER
CONSULTING
No. 107415
STATE OF TENNESSEE
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SUBMITTED FOR MUNICIPAL APPROVAL
NOT FOR CONSTRUCTION

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CITY OF COLUMBIA TENNESSEE
CITY COUNCIL
STAFF REPORT

STAFF REPORT CONTACT INFORMATION
Lindsay Barrier, Administrative Assistant, lbarrier@columbiatn.com, 931.560.1527

AGENDA ITEM TITLE:

ORDINANCE NO. 4469 – FIRST REQUEST - AN ORDINANCE TO AMEND THE COLUMBIA MUNICIPAL CODE BY REPEALING AND DELETING TITLE 12, CHAPTER 1, SECTION 12-102, PERTAINING TO THE BUILDING CODE AND ADOPTING NEW SECTION 12-102

RECOMMENDATION: Approve Ordinance 4469. 1st Request

INFORMATION: This Ordinance will amend the currently adopted International Residential Code in order to be in compliance with Tennessee House Bill No. 799. This bill establishes the 2018 International Energy Conservation Code for one-family and two-family construction as amended by the State Fire Marshal rule 0780-02-23-.02 as the maximum enforceable regulation.

SECTION 5. Tennessee Code Annotated, Section 68-120-101 (b)(2)(A), is amended by adding the following as a new subdivision:

(iii) For one-family and two-family construction, it has adopted the International Energy Conservation Code, published by the International Code Council, and is not more stringent than the state minimum standard adopted pursuant to subsection (a); and

SECTION 6. This act takes effect July 1, 2023, the public welfare requiring it.

AN ORDINANCE TO AMEND THE COLUMBIA MUNICIPAL CODE BY REPEALING AND DELETING TITLE 12, CHAPTER 1, SECTION 12-102, PERTAINING TO THE BUILDING CODE AND ADOPTING NEW SECTION 12-102

BE IT ORDAINED BY THE CITY OF COLUMBIA, as follows:

Section 1: That Title 12, Chapter 1 of the Columbia Municipal Code, pertaining to the building code, is hereby amended by repealing and deleting Section 12-102 and replacing Section 12-102 as follows:

12-102. Modifications.

All Appendices to the International Residential Code, 2018 Edition, are adopted without amendment except for Appendix L (fees).

The following sections of the International Building Code 2018 Edition are amended as follows:

Section 101.1 Insert "City of Columbia, Tennessee"

Section 1612.3 Insert "City of Columbia, Tennessee"

Section 1612.3 Insert "most recent F.I.R.M. map or letter of map revision for that area"

The following sections of the International Residential Code, 2018 Edition, are amended as follow:

Section R101.1 Insert "City of Columbia, Tennessee"

Section R313 Automatic Fire Sprinkler Systems is not mandatory, pursuant to T.C.A. § 68-120-101(a)(8).

Section N1102.4.1.2 (R402.4.1.2) Testing is replaced with Section N1102.4.2.1 Testing Option and Section N1102.4.2.2 Visual Inspection from 2009 IRC.

Section N1103.3.3 (R403.3.3) Duct Testing (Mandatory) and Section N1103.3.4 (R403.3.4) Duct Leakage (Prescriptive) are optional.

Table N1102.1.2 (R402.1.2) Insulation and Fenestration Requirement by Component and Table N1102.1.4 (R402.1.4) Equivalent U-Factors from 2018

IRC are replaced with Table N1102.1 Insulation and Fenestration Requirements by Component and Table N1102.1.2 Equivalent U-Factor from 2009 IRC.

Section N1102.4.4 (R402.4.4) Rooms Containing Fuel-Burning Appliances is deleted in its entirety.

Table N1102.1 Insulation and Fenestration Requirements by Component in the 2009 edition is adopted and amended by adding the following as footnote "l": "Log walls complying with ICC400 and with a minimum average wall thickness of 5" or greater shall be permitted in Zone 3 when a Fenestration U-Factor of .50 or lower is used, a Skylight U-Factor of .65 or lower is used, a Glazed Fenestration SHGC of .30 or lower is used, a 90 AFUE Furnace is used, an 85 AFUE Boiler is used, and a 9.0 HSPF Heat Pump (heating) and 15 SEER (cooling) are used."

Table N1102.1 Insulation and Fenestration Requirements by Component in the 2009 edition is adopted and amended by adding the following as footnote "m": "Log walls complying with ICC400 and with a minimum average wall thickness of 5" or greater shall be permitted in Zone 4 when a Fenestration U-Factor of .35 or lower is used, a Skylight U-Factor of .60 or lower is used, a 90 AFUE Furnace is used, an 85 AFUE Boiler is used, and a 9.0 HSPF Heat Pump (heating) and 15 SEER (cooling) are used."

The following sections of the International Energy Conservation Code (IECC), 2018 Edition, published by the ICC, are amended as follow:

Section R402.4.1.2 Testing is deleted and replaced with Section 402.4.2.1 Testing Option and Section 402.4.2.2 Visual Inspection Option from 2009 IECC.

Section R403.3.3 Duct Testing (Mandatory) and Section R403.3.4 Duct Leakage (Prescriptive) are optional.

Table 402.1.2 Insulation and Fenestration Requirements by Component and Table R402.1.4 Equivalent U-Factors are deleted and replaced with Table 402.1.1 Insulation and Fenestration Requirements by Component and Table 402.1.3 Equivalent U-Factors 2009 IECC.

12-103. Available in the recorder's office.
Pursuant to the requirements of 6-54-502 of the Tennessee Code Annotated, a copy of the international Business Code, 2018 edition, with the above modifications, will be made available in the city recorder's office and shall be kept there for use and inspection of the public. (Ord. #3469, July 2002, as replaced by Ord. #3657, April 2007, Ord. #3817, Aug. 2009, and Ord. #3973, April 2014, amended by Ord. #4180, Feb. 2018, and replaced by Ord. #4269, Dec. 2019 Ch8_3-12-20, and replaced by Ord. #4469)

Section 2: That all Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF COLUMBIA, TENNESSEE, This the ____ day of ____, 2023.

_____
CHARLES (CHAZ) M. MOLDER, MAYOR

ATTEST:

_____
THAD H. JABLONSKI, CITY RECORDER

LEGAL FORM APPROVED:

_____
C. TIM TISHER, CITY ATTORNEY

APPROVED FOR FIRST CONSIDERATION:

_____
ANTHONY R. MASSEY – CITY MANAGER

Passed on 1st consideration _____

Passed on 2nd consideration:_____

CITY OF COLUMBIA TENNESSEE
CITY COUNCIL
STAFF REPORT

STAFF REPORT CONTACT INFORMATION
Sommar Jaynes, Purchasing Agent, sjaynes@columbiatn.com, 931.560.1580

AGENDA ITEM TITLE: AN ORDINANCE TO AMEND THE CITY OF COLUMBIA PURCHASING MANUAL AS ADOPTED BY ORDINANCE NO. 4209 BY ADDING A NEW SECTION 3.15 ON CONSTRUCTION MANAGEMENT SERVICES AND BY CHANGING THE BID AMOUNT FROM $25,000 TO $50,000 AND THE PURCHASE ORDER AMOUNT FROM $4,000 TO $8,000 AT ALL PLACES WHERE IT IS REFERENCED IN THE PURCHASING MANUAL

RECOMMENDATION: Approve Ordinance No. 4470 on first consideration.

INFORMATION: The Chief Financial Officer reviews financial policies and procedures periodically to ensure that such policies and procedures conform to changes in state law and to best serve the City of Columbia. Upon review of recent updates to MTAS purchasing guidelines, staff recommends revisions to stay up to date with State law.

The attached City of Columbia Purchasing Policy and Manual version 071323 proposes the addition of a new section (3.15) on Construction Management Services as well as updating the purchase order amount from $4,000 to $8,000 and the bid amount from $25,000 to $50,000 at all places where it is referenced in the purchasing manual.

CERTIFICATION:

ATTACHMENTS:

AN ORDINANCE TO AMEND THE CITY OF COLUMBIA PURCHASING MANUAL AS ADOPTED BY ORDINANCE NO. 4209 AND AMENDED BY ORDINANCE NO. 4284 BY ADDING A NEW SECTION 3.15 ON CONSTRUCTION MANAGEMENT SERVICES AND BY CHANGING THE BID AMOUNT FROM $25,000 TO $50,000 AND THE PURCHASE ORDER AMOUNT FROM $4,000 TO $8,000 AT ALL PLACES WHERE IT IS REFERENCED IN THE PURCHASING MANUAL

WHEREAS, rules and regulations governing the conduct of the City's purchasing are required to be approved by ordinance; and

WHEREAS, the City of Columbia has enacted a Purchasing Manual which outlines the purchasing policies and procedures to be followed by the City of Columbia; and

WHEREAS, it is in the best interest of the City of Columbia to amend its Purchasing Manual periodically, as needed.

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

Section 1. That the City of Columbia Purchasing Manual is hereby amended by adding a new section 3.15 which is attached hereto as Exhibit A and incorporated herein by reference.

Section 2. That the purchase order amount is hereby changed from $4,000 to $8,000 at all places where it is referenced in the purchasing manual.

Section 3. That the bid amount hereby is changed from $25,000 to $50,000 at all places where it is referenced in the purchasing manual.

Section 4. That all Ordinances or Resolutions or portions of Ordinances or Resolutions in conflict herewith are hereby repealed.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF COLUMBIA, TENNESSEE, this the 13th day of July, 2023.

CHARLES (CHAZ) M. MOLDER – MAYOR

ATTEST:

_____
THAD H. JABLONSKI - CITY RECORDER

LEGAL FORM APPROVED:

_____
C. TIM TISHER, CITY ATTORNEY

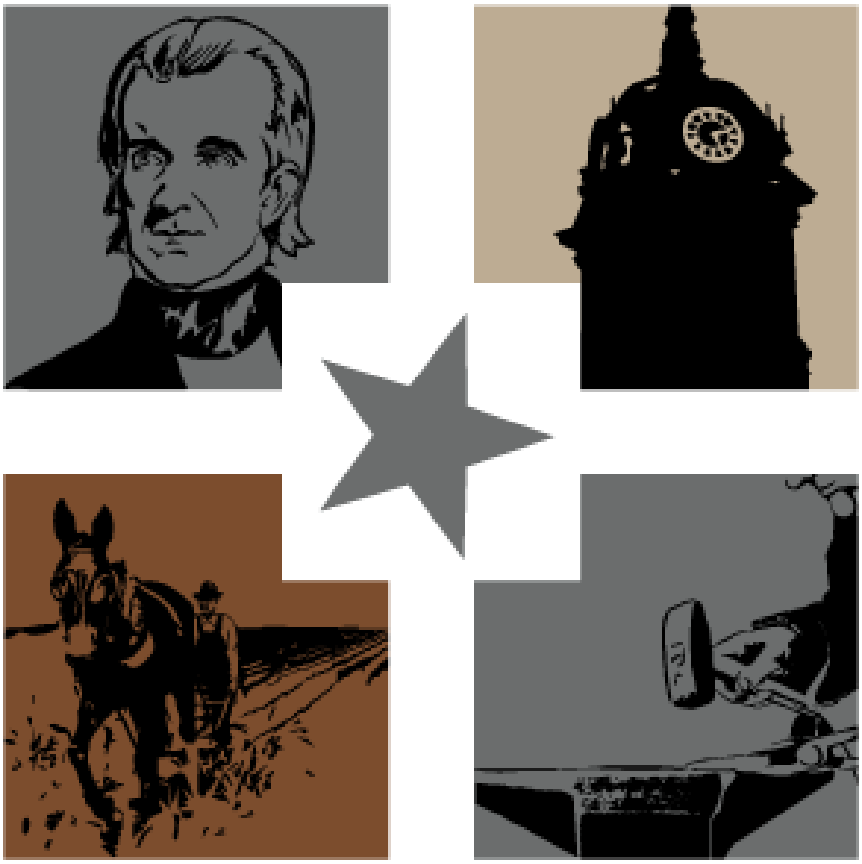
APPROVED FOR FIRST CONSIDERATION:

_____
ANTHONY R. MASSEY, CITY MANAGER

Passed on 1st Consideration: 06/08/2023
Passed on 2nd Consideration: 07/13/2023

Purchasing Manual

CITY OF COLUMBIA



TENNESSEE

Something good around every corner.

Purchasing Policy and Manual
Council Adopted as
Revised on May 14, 2020

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Foreword

The purchasing policy and procedure manual for the City of Columbia has been developed to serve as a guide to procuring goods and services used by City Departments. The policies are designed to reflect applicable federal and state laws as well as local ordinances. City Council is responsible for the establishment of purchasing policy.

The procedures included herein are provided to further clarify the purchasing policy of the City. Procedures should provide guidance to departments regarding purchasing and have been designed to promote efficiencies and accountability within the purchasing process.

This manual is effective immediately upon approval by City Council and supersedes all previously issued policies, procedures, manuals, instructions or directives.

SECTION 1: INTRODUCTION

Role (1.01)

The role of purchasing is to support and enhance the mission of the City of Columbia which is to deliver excellent municipal services in a financially responsible manner. Sound purchasing policies and procedures based upon laws and high ethical standards promote public confidence and trust in government.

Purposes (1.02)

The manual sets forth the purchasing policies as established by City Council through ordinance. The manual is not intended to address every issue, exception, or contingency that may arise in the course of purchasing activities but rather prescribe basic standards to be applied in all situations. The basic standard that should always prevail is the exercise of good judgment in the use and stewardship of City resources.

The manual and purchasing policy:

- Defines the legal authority of the procurement function within the organization.
- Simplifies, clarifies, and reflects the laws governing procurement.
- Enables uniform procurement policies throughout the organization.
- Helps to build public confidence in public procurement.
- Further ensures the fair and equitable treatment of everyone who deals with the procurement system.
- Provides for increased efficiency, economy, and flexibility in public procurement activities and maximizes to the fullest extent the purchasing power of the entity.
- Fosters effective broad-based competition from all segments of the supplier community.
- Safeguards the integrity of the procurement system and protects against corruption, waste, fraud, and abuse.
- Ensures appropriate public access to contracting information.
- Fosters equal employment opportunities that are in line with legal requirements, in the policies and practices of suppliers and subcontractors wishing to do business with the entity.

The City of Columbia purchasing policy embodies the following principles:

- Centralized authority over purchases with delegation of certain purchasing responsibilities to the employee and departmental level.
- Employment of competent personnel in all aspects of purchasing.
- Purchase of materials, supplies, contractual services, and equipment to maximize to the fullest extent the purchasing value of public funds.
- Standardization of procedures and specifications.
- Consolidation of requirements into bulk purchases.
- Promotion of competitive bidding or selection.
- Inspection of goods delivered in order to enforce contractual and specification compliance.
- Centralized coordination over transfer and disposal of surplus, obsolete, and salvage goods.
- Market analysis, assuring purchases when market conditions are favorable.
- Monitoring of payments to be consistent with terms and conditions of purchase orders and contracts.
- Establishment and maintenance of business relationships with vendors.

General Policies (1.03)

1. All elected and appointed officials of the City who participate in the solicitation and approval of purchases and contracts are personally responsible for becoming familiar with and abiding by all applicable State of Tennessee Statutes, City of Columbia Ordinances, and Purchasing policies and procedures in this manual, governing such activities.
2. City officials should endeavor to receive maximum value for the public dollar and to purchase in the best interest of the City.
3. The City Manager is designated purchasing agent for the City per City Charter 5.02
4. To assist in the performance of these duties, the City Manager may designate an authorized purchasing agent for the City. It is his/her responsibility to provide leadership in all purchasing and contracting activities for the City.
5. It is the Purchasing Agent's responsibility with concurrence of the City Manager to develop and maintain a purchasing manual consistent with the City Purchasing Policy which shall provide for rules, regulations, and procedures for the internal management and purchasing function within the City.
6. The Purchasing Agent shall supervise the procurement of all supplies, services, or other items as needed by the City; and sell, trade, donate, destroy, transfer, or otherwise dispose of surplus property as approved by the City Council.

7. All qualified bidders shall be afforded equal opportunities to quote and will compete on equal terms.
8. Awards shall be made for bids and quotes that provide the best value to the City, taking into consideration the vendor's skill, business judgment, experience, facilities to carry out the contract and previous work and financial ability. The City reserves the right to waive minor irregularities, reject and/or accept any and all bids, in whole or in part, or take such other action as serves the best interests of the City.
9. The City Council reserves unto itself the final approval of all purchases that equals or exceeds $25,000.00. The Mayor shall sign all contract and agreements.
10. It is the intent of the City to buy from suppliers who have adequate financial strength, high ethical standards and a record of adhering to specifications, maintaining shipping promises and giving maximum service. New sources of supply shall be given due consideration, as multiple sources of supply are necessary to ensure availability of materials.
11. The City shall strive to maintain strong and enduring relationships with vendors of proven ability and with those who have a desire to meet the needs of the City. To accomplish this, purchasing activities shall be conducted so the vendors will value the City's business and will make every effort to furnish its requirements on the basis of quality, service and price.
12. Individuals engaged in purchasing shall promote constructive competition by constantly seeking new bidders, obtaining bids consistent with the provisions of this manual and developing more than one active source of supply for various products and services.
13. Acceptance of money, gifts, gratuity, other consideration or favors of any kind by any employee or official from anyone other than the City is prohibited. Officials and employees shall not become obligated to any vendor and must not conclude any City transaction from which they may personally benefit. Reference Section 13 of this manual.

SECTION 2: DUTIES & RESPONSIBILITIES

Purchasing Agent (2.01)

The Purchasing Agent works under the direction and control of the Chief Financial Officer, herein referred to as Finance Director. The Purchasing Agent shall serve as the public purchasing official for the City and shall be responsible for the procurement of all supplies and services in accordance with the rules and regulations set forth in the City's Purchasing Manual.

Function (2.02)

1. Develop purchasing objectives, policies, programs and procedures for the acquisition of materials, equipment, supplies, and services.
2. Coordinate and supervise purchasing of all user departments.
3. Provide purchasing assistance to all user departments.
4. Consolidate the purchase of like or common items or services.
5. Prepare and /or drafts all specifications for formal bids.
6. Provide administration for the City Procurement Card program.
7. Ensure all purchases are made as per Federal and State laws and City policy.
8. Resolve, monitor and negotiate contract disputes regarding contract compliance.
9. Request and/or assist with audit of departments for compliance of City purchasing policy.
10. Maintain accurate records of City owned assets and provide for a regular inventory of capitalized assets.
11. Have the authority to waive inconsistencies and irregularities in the bid process in purchases less than $50,000.00 , with concurrence of the City Manager
12. Act so as to procure for the City all tax exemptions to which it is entitled
13. Have the authority to declare vendors who default on their quotations irresponsible bidders and to disqualify them for receiving any business from the City for a stated period of time, with concurrence of the City Manager
14. Delegate purchasing authority to departments in accordance with applicable rules and regulations as set out in the purchasing manual.
15. Approve or reject purchases made by various departments consistent with purchasing manual rules and regulations.
16. Provide contract administration.
17. Prescribe and maintain such forms reasonably necessary to the operation of this article.

Objectives (2.03)

1. To know and become acquainted with the needs of all departments.
2. To procure a product or service that will meet the department's requirements and is the best value to the City.
3. To know the sources and availability of needed products.
4. To write manuals, provide training, and be a source of information to all departments in meeting their purchasing needs.
5. To maintain good vendor relations.
6. To inform department staffs of market changes, new products and other such factors.
7. To assist with the understanding of sound purchasing policy and procedures throughout all departments of the City.
8. To exchange ideas and information with other public purchasing agencies in an effort to solve common problems.
9. To develop standardized specifications for use by all departments, improve the purchasing practices, and apply them when feasible.
10. To understand legal procurement laws and ensure purchasing personnel comply.

Relations with City Departments (2.04)

The Purchasing Agent shall establish and maintain communication with City departments in order to meet their purchasing requirements.

Requesting Department's Responsibilities (2.05)

1. Initiate purchase request, as outlined in this Purchasing Manual, allowing sufficient lead time for the Purchasing Agent to process the order and the vendor to deliver goods or services.
2. Inform and train department staff in the City's purchasing policies as outlined in the Purchasing and P-Card manuals and help insure that all policies are followed.
3. Communicate needs for supplies, equipment, services and materials to the Purchasing Agent with sufficient lead time so that procurements can be made using applicable purchasing manual procedures.
4. Utilize effective material requirements planning to maximize efficiency in the City procurement
5. Prepare clear and unrestrictive technical specifications or functional requirements when needed for products or services.

6. Review bid tabulation sheets or submitted proposals and inform the Purchasing Agent of the department's recommendations for award.
7. Send proper documentation to waive competitive bidding when declaring sole/single source procurement.
8. Promptly inform the Purchasing Agent of any contract compliance issues.
9. Inspect or supervise the inspection of materials, supplies, services and equipment delivered in order to determine that quality and quantity conform to specifications as requested by the Purchasing Agent
10. Endeavor to obtain as full and open competition as possible on all procurement or public improvement projects
11. Prepare standards and written specifications goods, services, professional services and public improvement projects as may be used by the department;
12. Review and approve all request for proposals and request for qualifications for professional and other services within the scope of the Director's authority.
13. Be bound by all purchasing principles, policies and ethical standards as set forth within this manual.

Finance Director (2.06)

The Director of Finance, under the direction and control of the City Manager shall have the authority to approve and certify for payment any accounts or claims against the City which are less than $50,000.00 provided those claims are properly evidenced, follow the purchasing procedures as outlined herein, and otherwise comply with all laws, ordinances or policies of the City.

Disciplinary Action for Violations (2.07)

When a Purchasing Policy, Manual or Ordinance violation is discovered, the Purchasing Agent will investigate the surrounding circumstances and provide findings to the Finance Director, Department Head, and Department Liaison. Continuous violations of the established Purchasing Policies, Procedures and Ordinance may result in disciplinary consequences ranging from the revocation of purchasing authority or financial software use to a recommendation for more severe action to be determined by the City Manager. Continuous violations of the Purchasing Policy, Manual or Ordinance may lead to disciplinary action up to and including termination as well as criminal prosecution depending on the nature of the volition. The Finance Director, in coordination with Human Resources, will notify the Department Head and City Manager of any violations of the Purchasing Policy, Manual or Ordinance wherein disciplinary action may be warranted.

SECTION 3: PURCHASING METHODS

Petty Cash (3.01)

Petty cash may be used for small dollar purchases but limited to those situations where credit card use is not permitted or credit card usage incurs a fee or payment is required prior to service being rendered or invoice will not be issued. Petty Cash Receipt forms are available on the City Web site under the Finance Departments. Petty cash should be used very infrequently since most vendors will invoice the City

1. Petty Cash Funds may be established in an amount not to exceed $200.00.
2. Petty Cash Funds are authorized for City Recorder, Police and Parks and Recreation departments and shall be maintained by the respective Directors of those departments.
3. All petty cash accounts shall be:
    a. Properly secured and stored
    b. Accessed for authorized expenditures only
    c. Properly documented with itemized receipts for all expenditures
    d. Routinely funded so that a proper cash balance is maintained
    e. Periodically audited
4. Uses of petty cash:
    a. An individual expenditure is limited to $50 without prior approval of the Department Director responsible for the respective fund
    b. The fund shall not be used to cash personal checks nor shall it be used for a personal loan.
    c. All expenditures must be properly documented with either a third party invoice and/ or petty cash receipt. All documentation shall be sufficient in detail to describe date, amount, description of transactions and accounting codes to which the transaction shall be charged.
    d. Advances may be made from petty cash funds only with prior approval of the Department Director in charge of the respective fund and must be properly documented within 24 hours of the advance.

Procurement Card (3.02)

A Procurement Card (P-card) is intended for use by an employee that has a frequent and recurring need to purchase small dollar supplies and services consistent with purchasing policy of the City. The P-card program is designed to improve efficiency in processing purchases from any supplier that accepts the credit card. Purchases can be completed with suppliers over the phone, fax, Internet, mail, or in person. All P-card purchases shall follow other provisions and procedures prescribed in this Policy. The P-card program is administered by the Purchasing Agent.

The City may also utilize a Fuel Card program designed to allow employees or drivers to purchase fuel for City vehicles or the piece of equipment using the Fuel Card. The Fuel Card, either assigned to an individual employee or a vehicle, may be used for the purchase of fuel only at approved merchant locations. The Fuel Card program is administered by the Purchasing Agent.

The Finance Director, Assistant Finance Director or Purchasing Agent may use P-cards in such cases as purchasing large dollar or one-time approved purchases when the use of a P-card provides increased efficiency or administrative expediency in procuring goods and services for City departments. Such purchases by P-card shall be limited to Category 1-3 purchases. Category 3 purchases made by P-card under $10,000 requires approval of the Finance Director and those between $10,000 and under $25,000 require approval by the Finance Director and City Manager.

Direct Charge (3.03)

An invoice which has been stamped, approved by the Department Director and submitted to the Finance Department may be paid as a direct charge provided that:

1. The purchase is under the threshold requiring a purchase order
2. Cannot be made using a purchasing card.

Purchase Requisition (3.04)

A Purchase Requisition (PR) is a form requesting permission to purchase goods or services where the total purchase price exceeds the purchasing threshold described in Section 4.01 as a category 2 or higher purchase. This, however, is not a document which can be used to actually purchase goods or services. PRs are only requests for Purchase Orders to be issued. Reference Section 5.01.

Purchase / Blanket Order (3.05)

A Standard Purchase Order (PO) or Blanket Purchase Order (BO) is an agreement between to the City and Vendor in which the City agrees to purchase the goods or services described on the purchase order and the vendor agrees to supply if accepted by the vendor. Purchase Orders can be thought of as a contract between the City and the vendor and as such has legal implications when properly authorized and approved. Purchase orders are issued by the Purchasing Agent after receipt and acceptance of a purchase requisition. Purchase orders encumber department funds. A PO is the result of an authorized and approved PR. Reference Section 5 of this manual.

Blanket orders, while similar to purchase orders, are issued to cover future purchases of known items but in unknown or projected quantities. Blanket orders have fixed or negotiated unit prices. Blanket orders do not guarantee the purchase of any specific quantities.

Emergency Purchase (3.06)

An "Emergency" is defined as a situation brought about by a sudden unexpected turn of events or any circumstance or cause beyond the control of the City in the normal conduct of its business. An emergency purchase is made to alleviate a situation where there is a threat to health, welfare, safety or significant disruption of the operations of a department that can only be rectified by immediate purchase of equipment, supplies, materials, or services. An "emergency purchase" must fit the circumstances noted above and requires such competition as is practicable under the circumstance. Poor planning and inadequate management are not "emergencies" and cannot be treated as such. Purchases of this nature may be expedited, but still do not justify "emergency" status. Reference Section 5.04. The City Manager shall be notified and approve all emergency purchases.

Internet Purchase (3.07)

To protect the assets of the City, it is important to use caution when purchasing goods or services over the Internet. If payment must be made by use of a Procurement Card, extreme care is to be exercised to ensure the vendor is legitimate and the user understands the return policy in case the goods do not meet their demand.

Price Quotes (3.08)

With the exceptions of purchases exempt from competitive bids, as detailed in Section 7.06, all purchases between $8,000.00 and $50,000.00 (Category 3) require the opportunity for competition be given by solicitation of competent vendors. Competitive quotations are to be obtained by the requisitioning department for Category 3 purchases. A minimum of three (3) written or faxed quotations should be obtained for all such purchases. If less than three (3) quotes are received then the user must offer a written explanation for a lack of three 3 quotes. A copy of each competitive quotation and the specification upon which quotes were solicited should be attached to the submitted Purchase Requisition.

Formal Quotes (3.09)

With the exceptions of purchases exempt from competitive bids, as detailed in Section 7.05, all purchases that equal or exceed $50,000.00 (Categories 4) require the opportunity for competition, through formal quote solicitation conducted or supervised by the Purchasing Agent.

Sealed Bid (ITB) (3.10)

This method for purchasing goods and/or supplies that that equal or exceed $50,000.00 is the most preferred formal bid method and is used when specifications are clear and pricing is the main focus. Reference Section 7.01 of this manual. Sealed bids allow a maximum degree of competition among a number of suppliers offering similar products. As a result, prices obtained are generally considerably lower than standard "list" pricing. Sealed bids require considerable effort in the preparation of their terms, conditions, and specifications.

Sealed Proposal (RFP) (3.11)

This formal method of procurement of goods, services and/or supplies that that equal or exceed $50,000.00 is used when competitive sealed bidding (ITB) is not practical. Reference Section 7.04. Formal proposals differ from formal bids in the nature of their intent. Bids will usually supply, in detail, the nature and specifications of the goods or services desired. The requesting department has generally provided this data. Proposals, however, will specify the nature of a requirement that needs to be met or function/use to which the purchase must meet. Often, the means of satisfying this requirement is unknown to the requesting department. Therefore, the Purchasing Division will request that vendors submit

their proposals for accomplishing a specific goal. These proposals will be diverse relative to approach, means, and cost.

Formal proposals are best used when the objective is vague or lacking in details; or when the vendor's knowledge of his field may provide innovative and economical solutions. Evaluation criteria must be included in the proposal.

Acquisition of Professional Services (3.12)

Contracts for professional services are exempt from competitive bidding. Professional services and the process for procurement are described in Section 10.

State Contracts and Other Government Agency Contracts (3.13)

State, Government Agency, and Organizations may have entered into contracts that have already been competitively bid and awarded with the understanding that other governmental entities may purchase the items bid under the same terms and conditions as prescribed in the solicitation of the originating government. This method of purchase is commonly known as interlocal purchasing agreement or "piggybacking", and is particularly desirable if time is a constraint or if the chances for obtaining better prices from other sources is poor. Utilization of these sources waives the requirement for a formal competitive bid. Reference Section 7.06 of this manual.

The following documentation must be provided to the Purchasing Agent in order to use another political entity's awarded contract.

1. State of Tennessee Contract Number. If the contract has fixed unit prices, no additional information is needed. If the contract is a percent discount from list, a copy of the original manufacturer's list price is also required. This will usually be in the form of a published price list. If requesting only to utilize some of the items on the contract, only the pages with those prices are required.
2. Contracts from other Political Entities Provide the following:
    a. Complete copy of the original solicitation.
    b. Tabulation of all solicitation responses.
    c. Copy of the award letter/memo/agenda item by the political entity to the awarded vendor.
    d. Complete copy of the vendor's proposal.
    e. Contract if applicable.

With the exception of State of Tennessee contract items, all other cooperative purchasing, piggyback or interlocal agreements must be approved by City Council by resolution prior to making any purchase. See TCA 12-3-1205.

Sole Source/Sole Provider Purchase (3.14)

Sole source or a single source purchase is defined as being noncompetitive in price or availability and may be exempt from the competitive solicitation requirements. Examples might be purchasing from a manufacturer's sole sales agency or purchase of a particular brand of computer equipment because it is exclusively compatible with the network computer. Reference Section 7.06 of this manual. Caution should be exercised when requesting "sole source" approval for a purchase. In many cases, other sources do exist for a given item, and these must be investigated by the using department and/or Purchasing Agent before committing to "Sole Source." The Purchasing Agent will review all sole source requests prior to further processing.

The department must provide documentation from the manufacturer proving sole source status.

Construction Management Services (3.15)

For local construction projects or additions to existing buildings, a construction management agent or advisory services or construction at-risk services may be contracted. Construction management services may be performs by a qualified person licensed under the Contractors Licensing Act of 1994 or by a licensed architect or engineer. Construction management services are to be procured for each project through a RFP done by the Purchasing Agent. RFPs will indicate the service requirements and the factors used for evaluating the proposals. City employees may perform work on this project and may include the coordination and oversight of this work as part of the services of a construction manager agent or advisor. All construction work under the coordination and oversight of the construction manager shall be procured though competitive bid.

SECTION 4: GENERAL GUIDELINES

This section provides an introduction to the general policy, guidelines, and/or rules for the purchasing process. Subsequent sections provide those procedures and methods to be utilized to carry out this policy. The City Manager, as authorized by the City Council, has delegated to the Purchasing Agent the authority to procure materials and services for the City of Columbia that are within the guidelines set forth by the City Council.

Purchasing Categories (4.01)

1. The purchase process is controlled by two components:
    a. Established policy dollar amount.
    b. Approving authority.
    Dollar limit categories apply to the total amount to be purchased and/or the total amount to be expended over an initial contract term. Purchase approval thresholds apply to the established level of approving authority *(i.e. Department Director, Purchasing Manager, City Manager, or City Council).* Purchase approval applies to all Financial Services forms including Purchase Requisitions, Check Requests, Purchasing Cards, and all Petty Cash.

2. Purchases made with federal funds have specific purchasing thresholds which are different from those presented below. See Section 15.

3. Purchasing Thresholds are as follows:
    a. <u>Category 1 - Purchases of $0.01 to $50.00</u>
        - Types of Purchase: Petty Cash *($50.00 maximum),* Procurement Card.
        - Quote Requirement: Telephone, fax, Internet, or in-person quotation suggested.
        - Approval: Department Director, employee with City issued credit card with sufficient limit.
        - Purchase Requisition and Purchase Order – **Not required**.

b. Category 2 - Purchases of $50.01 to $8000.00
   - Types of Purchase: Procurement Card, or Direct Charge.
   - Quote Requirement: Telephone, fax, Internet, or in-person quotation suggested.
   - Approval: Department Director, employee with City issued credit card with sufficient limit.
   - Purchase Requisition and Purchase Order – **Not required**.

c. Category 3 – Purchases of $8,000.01 to $49,999.99
   - Types of Purchase: Procurement Card *(for designated employees with sufficient credit limit only)* or Purchase Order.
   - Quote Requirement: Minimum of three (3) written quotes shall be obtained by the using department or division.
   - Approval: Department Director and Purchasing Agent.
   - Purchase Requisition and Purchase Order – **Required.**

   Notes: Quotations are to include delivery charges and time frame for that delivery. Written quotations must be submitted with Purchase Requisition. The Purchasing Agent reserves the right to verify quotations and pricing information, and check to determine whether delivery charges have been included, and/or seek further competition.

d. Category 4 – Purchases equal to or greater than $50,000.00
   - Types of Purchase: Purchase Order.
   - Bid Requirement: Formal bid solicitation utilizing one of the authorized solicitation methods.
   - Approval: City Council or City Manager, if emergency purchase – **Required.**

4. Purchases over $49,999.99 must be approved and awarded by City Council. An analysis of all bids or proposals received and recommendation for award is required. The department, in lieu of preparing a formal analysis and recommendation, may agree to concur with the Purchasing Agent's analysis and recommendation. The Purchasing Agent will then prepare an Agenda Item for City Council and route for departmental approval and financial certification. Note: Purchasing Agent reserves the right to process Category 3 acquisitions as a formal bid or proposal (rather than as a formal quote) when it best serves the needs of the City. Council award or approval takes place only during regular Council meetings on the second Thursday evenings of each month (unless otherwise cancelled). It is essential that the Agenda Item

recommendations be processed and submitted on a timely basis to avoid unnecessary delays. To this end, all items to be prepared and submitted to Civic Web in accordance with the annual agenda and meeting schedule. A Council Meeting Agenda Preparation Schedule is issued by the City Manager's office for each calendar year and is available on the City employee's website.

5. Category 5 – Emergency Purchases
   Types of Purchase: Procurement Card, or Purchase Order
   Quote Requirement: Telephone, fax, Internet, or in-person quotation suggested
   Approval: City Manager and ratification by City Council if Category 4 limits are applicable
   Purchase Requisition and Purchase Order – Required if the purchase is a category 3 or higher purchase.

Unauthorized Purchases (4.02)

Except for emergencies or other authorized exemptions stated in these guidelines, no purchase of supplies, services, or equipment shall be made without authorization as described within this manual. No representative of the City shall enter into a verbal agreement or make any arrangements until final approval is granted. In the event than an unauthorized purchase is made, the following may apply: (1) such purchases are void and not considered an obligation of the City, and (2) the person ordering the unauthorized purchase may be held personally liable for the costs of the purchase or contract.

No employee may purchase City property for his/her own personal use unless it is purchased through the City's public auction or through the sealed bid procedures of the City. This includes new and used equipment, materials, or supplies. No employee may use the purchase power or tax exempt status of the City of Columbia to make private purchases; in addition, employees should not have private purchases sent to the City C.O.D. to be paid for by the employee.

Prohibition against Subdivision (4.03)

No contract or purchase shall be subdivided to avoid the requirements of the Purchasing Manual. Delegated procurement authority is based on the total cost of goods and/or service. Splitting an order so that the total cost is within one's spending authority is prohibited.

Tax Exempt Status (4.04)

The City of Columbia is exempt from Federal, State, and Local taxes except in certain prescribed cases. An exemption certification is available from the Finance Department or Purchasing Agent and should be furnished to any of the City's suppliers so as to ensure that no sales taxes are applied to purchases of all goods and services procured on the City's behalf. It is the responsibility of the purchaser to ensure that all purchases take advantage of the City's tax exempt status. Failure to procure goods and services on a tax exempt basis constitutes a violation of the Purchasing Policy and Ordinance and may be subject to revocation of purchasing privileges as well as disciplinary action as specified in Section 2.07.

SECTION 5: PURCHASE REQUISITIONS / ORDERS

Purchase Requisition (5.01)

A role of City Purchasing is to meet valid needs for materials, goods, services, construction, and equipment by providing the right products or services in the right quantity, at the right price, at the right time, and at the right place. To accomplish this, it is necessary for the various departments to inform the Purchasing Agent of their requirements by the preparation of a Purchase Requisition (PR). The Purchase Requisition serves to inform the Purchasing Agent of the needs of a specific user department and to correctly define the material or service requested. The requisition is not an order, but merely the request for Purchasing to procure the item(s) or service(s) in accordance with established City purchasing policies and procedures. The procedures that are set forth in this manual have been established as a tool used by Purchasing for the processing of all requisitions. The Purchase Requisition will begin with the issuing department.

1. When Prepared - The requesting department should anticipate their requirements and submit requisitions allowing ample time for Purchasing to complete action to secure the items needed at the time required. Rush or emergency orders shall be authorized on a case-by-case basis to avoid additional costs affiliated with expediting delivery.

2. Who Prepared - A Purchase Requisition shall originate in the using department at the level where the purchase is to be used and proceed to the Purchasing Agent after receiving approval of the Department Director.

3. Data Entry of Requisition - A properly prepared requisition must, at a minimum, contain the information listed below:
    a. Department/Location/ Date– Fill in your department name, date in the appropriate blanks.
    b. Vendors – Enter the vendors and identifying information from which bids were obtained in the columns provided.
    c. Ship to – Shipment will be to the main department location unless otherwise indicated on the requisition.
    d. Method/Terms – Enter shipping FOB term.

e. Quantity – Defaults as 1, but can be changed to the number of units being requested.
f. UOM – The unit of measure for the item. Typical is EACH, LB, FOOT, SUM, etc.
g. Unit Price – Include the unit price or extended price, which may be a "quote" price received.
h. Extended Price – Quantity x Unit Price
i. Freight – Enter a freight cost, if needed.
j. Description – Give a precise description of the specifications of the item or service desired i.e. size, dimensions, type, weight, construction of item and/or equipment, and other pertinent information. If applicable, provide a manufacturer's brand name and model for the purpose of establishing a standard of quality. If the purchase is of a technical nature, specifications should accompany the requisition. If the item cannot be described, except with a great amount of detail, a brief description should be given, followed by the trade name or model number of an acceptable item or "equal." Indicate if the item is known to be on GSA (Federal), State or other contracts and note the contract number.
k. Account Number – Indicate the expenditure code of your department. Particular attention should be given to coding the appropriate account. Where multiple account numbers are utilized, please provide Purchasing with a dollar allocation in lieu of percentage allocation.

4. Release of Requisition - Once the requisition has been completed, it will require Department Director approval. The requisition is then forwarded to the Purchasing Agent for review.
    a. Purchasing Agent will review the requisition to determine if it is properly prepared, has the required account codes, budget, quotes, approvals, and adequate description. If information is incomplete the requisition will be rejected.
    b. A Purchase Requisition may be corrected by the Purchasing staff or rejected and returned to the issuing department for any one of the following reasons:
        - Lack of proper signature.
        - Lack of proper support documents (written quotes, sole source justification, or "piggyback" verification).
        - Unauthorized purchase.
        - Incorrect account numbers have been used.
        - Improper vendor selected.

- Insufficient account balance available.
- Insufficient budget approval for capital items.
- Contract number and/or start and end date not shown.
- Vague or incomplete description.
- Unit price discrepancy.
- Other reasons not stated above.

3. Once review and authorizations are completed, the Purchasing Division will encumber the funds. The Purchase Requisition is then converted to a Purchase Order and sent back to the requesting department. The requesting department shall then be responsible for placing the order, forwarding the original (white) copy of the purchase order to the vendor as may be required.

Standard Purchase Order (5.02)

1. Purpose - The Standard Purchase Order, a/k/a "Regular Purchase Order" or "Normal Purchase Order" is a legal document authorizing the purchase of and subsequent payment for materials, supplies, equipment, construction, repairs and services of $8,000.00 or more.

2. When Issued - A Standard Purchase Order shall be issued by the Purchasing Agent only against Purchase Requisitions approved by a Department Director.

3. How to Prepare - The Standard Purchase Order is prepared from the requisition and shall be written so that it is concise and clear. This will prevent unnecessary misunderstandings and correspondence with vendors.

4. Routing of Standard Purchase Order - The Purchase Order shall be printed and disbursed as below:
    a. Vendor Copy (White) – hard copy may be mailed directly to vendor by the Purchasing Agent or returned to department for mailing.
    b. Department Copy (Canary Yellow) – sent to requisitioning department for departmental record
    c. Purchasing Copy (Pink) – retained by the Purchasing Agent.
    d. Accounts Payable (Goldenrod) – sent to accounts payable

Blanket Purchase Order (5.03)

1. Purpose - Blanket Purchase Orders (BPOs) are used throughout the City for the purchase of small dollar repetitively purchased items where the exact quantity

needed is not identified at the time the BPO is issued. BPOs reduce the quantity of paperwork and decentralize the ordering of materials and/or services on a day-to-day basis.

2. When Used - A blanket purchase order is issued to a vendor, against which multiple purchases may be made for a specific period of time, often establishing fixed price, term, and other conditions. Similar to a Standard Purchase Order, City department funds are encumbered upon the establishment and issuance of the BPO. A Blanket Purchase Order is also useful for repeated purchases of the same type of commodity item or service by a department. This eliminates the need for department submittal of multiple Standard Purchase Orders - issuing a single Purchase Requisition for a Blanket Purchase Order.

3. How to Prepare
    a. The Blanket Purchase Order is prepared from a purchase requisition and shall be written so that it is concise and clear. This will prevent unnecessary misunderstandings and correspondence with vendors. At a minimum, the Purchase Requisition should contain:
        - Items or types of items authorized for purchase.
        - Item prices (when available) or total purchase order amount.
        - Specified term.
        - Name of the user.
    b. If a using department plans to only issue one or two purchases from the BPO over a specified time period (term), then a Standard Purchase Order should be used for each purchase instead.
    c. A single purchase transaction is the total cost for that transaction and includes all associated components *(i.e. shipping, delivery, etc).* A single transaction cannot exceed $8,000 unless:
        - Pricing is based on written quote, bid or contract pricing from the City of Columbia or another governmental entity – "piggyback" purchase
        - The purchase is sole source, waiving the competitive bid process. The rule of thumb is that a purchase exceeding $8,000 , other than the above, requires, at a minimum, three (3) written quotes. Such a purchase should then be processed as Section 5 - Page 5 a Standard Purchase Order instead.
    e. A Blanket Purchase Requisition equal to or exceeding $50,000 requires City Council approval. The issuance of a Blanket Purchase Requisition subsequent to an approved or awarded contract does not require

additional approval; however, the blanket terms must be in accordance with the terms of the pre-approved or pre-awarded contract.
Note: Multiple Blanket Purchase Requisitions shall not be issued to circumvent the approval process.

4. Routing of Blanket Purchase Order - The Blanket Order shall be printed disbursed in the same manner as a standard purchase order.

5. How to Use
    a. Users shall not receive goods or services from a submitted BPO Requisition until approved by Purchasing and a BPO number is assigned.
    b. Using departments should make timely and calculated preparations for completing BPO purchases at each fiscal year end, to avoid the unnecessary encumbrance of funds. All BPOs will typically be closed at the end of the fiscal year and a new Blanket Purchase Requisition entered and submitted to Purchasing for the next fiscal year.
    c. Purchasing Agent and/or the Finance Director will conduct period reviews of the use of BPOs by the user departments to determine if the scope and intent of the BPO process is being followed.

Emergency Purchase Order (5.04)

1. Purpose - An "Emergency" is defined as a situation brought about by a sudden unexpected turn of events or any circumstance or cause beyond the control of the City in the normal conduct of its business. An emergency purchase is made to alleviate a situation where there is a threat to public health, welfare, safety, or significant disruption of operations of a department that can only be rectified by immediate purchase of equipment, supplies, materials, or services.

2. When Issued - An emergency purchase may be made without competitive bidding when time is of the essence, and only for the following reasons:
    a. To preserve or protect life, health, or property; or
    b. Upon natural disaster; or
    c. To forestall a shutdown of essential public services.

    Since emergency purchases do not normally provide the City an opportunity to obtain competitive quotes or properly encumber committed funds, sound judgment shall be used in keeping such orders to an absolute minimum.

3. How to Prepare - An "emergency purchase" must fit the circumstances noted above and requires such competition as is practicable under the circumstance.
    a. The following requirements shall apply:
        - The Purchasing Division shall be contacted as soon as possible for an advanced Purchase Order number, which may be given verbally, to cover the emergency transaction.
        - A completed Purchase Requisition shall be submitted to Purchasing within two (2) working days, or as soon as the information is available. All Purchase Requisitions for emergency purchases shall be signed by the appropriate Department Director.
        - A Department Director often makes true emergency purchases on weekends, holidays, or after hours. The Director or his designee may make emergency purchases when he/she has determined circumstances require immediate requisition of goods or services and after consultation with and approval by the City Manager.
    b. Documentation explaining the circumstances and nature of the emergency purchase shall be submitted by the appropriate Department Director as follows:
        - Emergency purchases between $8,000.00 and $50,000 (Category 3) - Process as Purchase Requisition, referencing "Emergency" in the body of the PR and providing complete backup documents, and any obtained quotations. The City Manager shall approve,
        - Emergency purchases that exceed $50,000.00 (Category 4) - Process as Purchase Requisition, referencing "Emergency" in the body of the PR and providing complete backup documents. The City Manager must request City Council approval.
        - If the emergency purchase causes any budget line to exceed the approved budget, it shall be the responsibility of the requesting department to obtain approval for transfer to cover the purchase.

4. Routing of Emergency Purchase Order - The Emergency Purchase Order shall be printed and routed in the same manner as a standard purchase order.

Purchase Order Exceptions (5.05)

1. PO Exceptions - In accordance with the Purchasing Ordinance, the provisions of this policy do not apply to the following instances or procurements:
    a. Utilities including gas, electric, water, sewer and landline and wireless phone services. Type 1 exceptions may only be paid after the Finance Director has reviewed the bill for accuracy and validity prior to payment.
    b. Goods or services required for confidential and secure investigations, apprehensions and detentions of individuals suspected of or convicted of criminal offenses by law enforcement personnel. Type 2 exceptions may only be paid out according to the State Comptroller's Confidential Drug Funds Manual.

Purchase Order Changes or Cancellation (5.06)

1. PO Changes - Whenever a change of any kind on the original order is requested, the actual change is made by submitting a Change Order Request Form to Purchasing. This form should be filled out completely, approved by the originating department, and sent to the Purchasing Agent for authorization and processing. After the change has been completed, the purchase order is reprinted with a notation of the change and the date completed on the purchase order face. The reprinted purchase order follows the same disbursement as the purchase order. Reference Section 6 of this manual.

2. Cancellation - If the requisitioning department requests to cancel an order, department staff should notify the vendor as soon as possible. Department Staff will also send an approved Change Order Request Form marked Cancel, with the reason for that cancellation properly noted, to the Purchasing Agent. The Purchasing Agent will process the cancellation. Reference Section 6.

Receiving, Inspection, and Testing (5.07)

1. Receiving and Inspecting - The PO face identifies the location or department the materials and/or supplies are to be delivered. It is the responsibility of the using department to:

a. Receive product by checking the shipment upon delivery for possible shipping damage, matching quantity and description to the Purchase Order. The following are steps to take when receiving material:
    - Verify the count. If there is a shipping discrepancy, note shortage on both shipper's and deliverer's copies of the receipt.
    - Check for visible damage. Note on all receipts.
    - Check for concealed damage – make note of broken or crushed containers.
    - In signing a delivery receipt add "except for concealed damage, if any."
    - Notify carrier in writing of any damage found and request an inspection.
    - If you do not have time to verify delivery immediately upon receipt, please sign delivery ticket and include "delivery not checked for accuracy or damage."
b. After determining that there is no damage and the correct product and quantity have been received, sign the accompanying invoice. Any discrepancies should be noted and the vendor should be contacted immediately and made aware of the discrepancy.

2. Testing - Testing of certain materials and supplies is occasionally necessary. The using department (and the Purchasing Division as required) is responsible for all details in connection with any necessary testing. Testing requirements should be included in the written specifications on the Purchase Order.

Processing for Payment (5.08)

An Invoice is the vendor's statement of their charges against the City for materials or services rendered. The Invoice is based upon the Purchase Order and should contain the same basic information. The prompt and proper processing of an Invoice is recommended. Upon receipt of vendor Invoice and completion of delivery and acceptance of material or service, the department will promptly process the Invoice and forward to the Accounts Payable in the Finance Department.

Required data shall be completed as follows:

1. Invoice for PO payment: Enter receipt date, entire PO number, accounting codes and amounts to which the Invoice is to be charged, and authorized signature.

2. Invoice for non-PO payment (Check Request): Stamp invoice with invoice processing stamp, fill out account code (fund, function, object) and obtain Department Director signature. A check request may be used when invoices are not available (i.e. refund of facility deposits, etc.).

3. Partial Payment: Partial payment will not be made except when partial deliveries are made for the convenience of the City or when a discount is available.

4. Credit Memo: An Invoice credit memo shall be processed and submitted with red stamped block, the same as Invoice for PO payment in 1 above. Credit memos must not be held at the department location.

SECTION 6: PO MAINTENANCE

Occasionally a Purchase Order requires change to alter, adjust, or revise the language; to add or subtract lines, or to liquidate or cancel the Purchase Order in its entirety. A change order is a written order amending a purchase contract to correct errors, omissions, or discrepancies in it; to cover acceptable cost adjustment; to add freight cost; to incorporate requirements to expand or reduce the scope of goods or services ordered; or to direct other changes in contract execution to meet unforeseen field, emergency, climatic, regulatory, or market conditions. Required changes are initiated by use of a Change Order Form which details the Purchase Order to be changed, and all changed items such as price, model number, freight allowances, etc. Purchase Order maintenance modifies the original terms of the Purchase Order contract and applies to all changes after the initial PO issuance.

Review of a Change Order Request (6.01)

Requestors are reminded to enter all required information, including PO line numbers, function and object codes, and justification for change. Upon receipt of a properly executed PO Change Form, Purchasing checks the request for accuracy and improprieties. Change Order Forms may not be processed if authorized signature is invalid or missing or if PO maintenance will increase the total order to $50,000.00 These changes must first be approved by City Council before processing. If the actual invoice amount of a specific PO line item is less than the line amount stated on the Purchase Order, Accounts Payable will pay the invoice amount. If the invoice amount of a specific PO line item exceeds the PO line item stated amount by more the $50, submittal of a PO Change Order Form is required.

Processing Change Order Requests (6.02)

After purchasing review, changes are then entered in the Data Quest system by the Purchasing Agent. Specific notes are added about the PO change to print on the Purchase Order when it is reprinted. The reprint has the same number of copies as the original and carries the same distribution routing.

PO Maintenance Requiring City Manager or Council Approval (6.03)

PO maintenance that brings the total value of the Purchase Order to $ 50,000.00 or more, must receive City Manager approval and may further require City Council approval before further processing. NOTE: PO maintenance that decreases the orders total, even though the original was approved by Council, does not require additional Council approval. PO maintenance requiring City Manager or City Council approval must be submitted to Purchasing with documentation explaining the need for the increase. Purchasing will review and validate change as per contract. If Purchasing agrees that a PO maintenance request is valid, then Purchasing will prepare and submit a Consent Agenda Item in CivicLive and copy the using Department for placement on the City Council Agenda.

After Council approves the change, the requested PO maintenance will be processed. Each change must reference the Council meeting date. A copy of each change and accompanying documentation must be attached to the Purchasing Department's file copy of the original Purchase Order.

SECTION 7: BIDS / PROPOSALS & CONTRACTS

With the exceptions of purchases exempt from competitive bids or proposals, as detailed in Section 7.06, all purchases that equal or exceed $50,000 (Category 6) require the opportunity for competition be given by formal bid or proposal solicitation from vendors.

Formal (Sealed) Bids [ITB] (7.01)

Formal (sealed) bids (Invitation to Bid – ITB) and proposals (Request for Proposal – RFP) are the most effective procedures for soliciting competitive prices from vendors in the public (governmental) purchasing sector. Each method has advantages and disadvantages. In this section, the procedures for preparing and processing bids and proposals are addressed.

1. Propose - Before proceeding with any bid, Purchasing must determine the purpose that is to be served. Will the bid result in procuring goods, services, or a combination of both? Is there a necessity for special protection for the City through bonds and insurance? Will the contract provide a onetime purchase or an annual blanket agreement? All these questions and more must be answered before preparing the bid for issuance.

2. Vendor Selection - A vendor list sufficient to generate at least three responses is required for all purchases that equal or exceed $50,000.00 . Potential suppliers may be located by using the following resources:
    a. City of Columbia bidder database
    b. State purchasing contracts
    c. Product catalogs
    d. Telephone directories
    e. Purchasing records
    f. Thomas Register
    g. Department Director recommendation
    h. Trade journals
    i. Salesperson
    j. Internet
    k. Vendor Registry

3. Advertisement of Bids - Adequate public notice of the Invitation for Bid shall be given.

   Newspaper: The City will advertise a minimum of one time in newspaper(s) of general circulation in Columbia. The first advertisement should be at least fourteen (14) calendar days before the bid opening date. The newspaper advertisement shall include the bid title and general description of the procurement, bid opening date and time, the location for delivery of bids, pre-bid information, bond requirements, and the information of how to obtain the bid specifications.

   City Website: Purchasing will post bid notice on the City of Columbia's website, www.columbiatn.com/government/finance under the purchasing section.

4. Distribution of Bids by the Purchasing Division - Bids will be posted on the City's website for downloading by prospective bidders. Registered bidders may be directly contacted by the City of Columbia through mail, email or telephone regarding outstanding bidding opportunities. Placement on the bidders list does not guarantee receipt of an ITB or RFP. It is the vendor's responsibility to check out bid notices posted by Purchasing.

5. Pre-bid Conference - A mandatory or non-mandatory pre-bid conference may be held with prospective bidders and concerned City staff on complex procurement projects. The primary objective of such a conference is to provide a clear understanding of instructions to bidders relative to drawings, specifications, and local conditions, location of the work, and basic construction methods or work requirements. A site visit may be scheduled following the conference if the project personnel feel it would be beneficial for clarification of specifications. In addition to avoiding quality assurance problems and contingency items in quotations, other benefits that may be derived from conferences are:
   a. The number of changes in specifications can be reduced.
   b. Competition may be stimulated by interesting more prospective suppliers.
   c. Conferences tend to insure that qualified suppliers will submit quotations and tend to discourage submission by suppliers who are not qualified to perform the work or supply the goods.

d. An opportunity is given to discuss schedules. This is particularly valuable when hard to get or special materials and equipment is involved.
e. An opportunity is given to explain policies and requirements with respect to procurement methods, competitive bidding and negotiation, quotation qualifications and conditions, price provisions in solicitations and any resulting contractual agreements, and the determining factors in making awards.

The conference should be a formally announced meeting with bidders. An announcement of the conference shall be included with the Invitation to Bid. The announcement will state when and where the conference will be held. In order to derive the greatest benefit from a conference, adequate time should be provided for the prospective suppliers to review the plans and specifications prior to the conference. The conference should be attended by personnel qualified to answer completely and accurately all questions relating to matters such as contract provisions, design and specifications, and production techniques that are expected to be discussed. A formal record shall be made of persons attending and the organizations represented through the use of a sign in sheet.

During the pre-bid conference, the specifications are reviewed and discussed with all vendor representatives in attendance. Care shall be taken to clarify the specifications as requested so as to insure that a vendor is not written out, thereby, eliminating them from the bidding without due cause. Only in those instances where a vendor requests a change in the specifications that would result in compromising the intended use and quality of the equipment are such requests denied.

It is important that persons attending be clearly informed that no oral statement from any person which modifies plans and specifications will in any manner or degree, be considered official until covered in a written addendum to the Bid or Request for Proposal.

6. Issuing Addenda - Once an invitation to bid has been issued, no changes in the specifications can be made unless an addendum is issued, clearly pointing out such changes. All addenda shall be issued at least 48 hours prior to bid opening date, unless waived by the Purchasing Manager. If there is not sufficient time, the bid date will be changed.

7. Bid Format - To avoid duplication of effort in bid preparation, Purchasing has created a bid format, which provides the "boilerplate" or general terms and conditions of the bid. Care is taken that appropriate protection is afforded the City through requirements for bid bonds, insurance, and/or performance and payment bonds. Deletion of these items may result in loss of any meaningful protection for the City in the event of a vendor default or noncompliance.

8. Bid Conditions - In addition to the general conditions or "boilerplate," most bids require special conditions, which pertain specifically to the bid in question. Conditions differ from specifications in that conditions refer to requirements, which must be met by the bidder before specifications of his/her bid item are even considered. For example, a supplier of furniture who cannot meet the required condition of a 30 day delivery will be eliminated, even though his furniture may meet all physical specifications. Conditions allow the City a high level of protection by the inclusion of various clauses relative to renewal of contract, cancellation, settlement of disputes, payment terms, delivery schedules, etc.

9. Bid Specifications - Except for some City wide contracts, specifications for all departmental bids should be provided by the requesting department, preferably in Word format. Reference Section 8, Specifications. Reasons for this policy are as follows:
    a. As prime user, the department is best aware of any special characteristics or problems.
    b. Because they probably utilize the item daily to be bid on, the department is best aware of any new developments in that product field.
    c. Scientific, engineering, or other technical descriptions must be provided by department staff that are qualified to do so. Purchasing staff may assist in writing technical specifications. However, technical specifications must be reviewed and approved by the using department. Specifications are the basis for a vendor's bid. Realizing that his bid will be compared primarily on the basis of price, a vendor will seek to offer an item that only meets the specifications. Consequently, it is vital that specifications make no assumptions, but rather detail every important facet of the item in question. To do so invites delivery of items, which meet specifications, but fail to meet the department's expectations.

A specification is defined as "a concise statement of a set of requirements to be satisfied by a product, material, or a process. "An objective of the Purchasing is to arrive at "performance specifications" which satisfy the need while

allowing the greatest number of competing firms to bid. Therefore, it is more desirable to describe an item by the job it is intended to do and the physical characteristics it must exhibit than merely to specify a given brand and model with no substitutions.

Specifications may be by performance description, or brand name; or a combination of the above. In some cases, description by noting the brand name of an acceptable unit may be the preferred method. Purchasing staff recommends the use of more than one brand name as a reference. To assure competition when using brand names, the phrase "or equal" should, in most instances, follow the brand description. This allows vendors of similar products to bid thus promoting maximum competition and the best value for the City. Should proof of equivalency arise, the burden is on the substituting vendor to provide it. Final judgment of equivalency shall reside with the Department Director or his/her designee.

10. Bonds and Insurance - Bonds offer tangible protection in the form of monetary assurances that the bidder will meet his obligations. Bonds must be secured by the bidder at his/her own cost, and generally may be classified as follows:

    Insurance is required to safeguard the City from any claims resulting from damage to property and/or injury to persons caused by the vendor or his actions. The vendor, at his own cost, must secure insurance policies that name the City of Columbia as an "additional insured" party. Reference Section 9, Bonds and Insurance.

11. Bid Response - Aside from any attachments such as plans or drawings, a separate document titled Bid Sheet shall be prepared by the Purchasing. This page provides blank spaces labeled for the vendor's company name, address, phone number, signature, title, date, and email address. Vendors will be advised in the bid document to use only the provided Bid Sheet. The Bid Sheet also provides a Bidder's Certification statement that the vendor, by submitting his bid, acknowledges that he/she will meet all bid terms, conditions, and specifications contained in the bid. The purpose of requiring the Bid Sheet is to control the bid submittal documents so that vendors do not submit bids which include verbiage negating or modifying the terms of the bid. Any vendor that attempts to do so will be rejected. Additionally, the bid sheet will include the bidder's price by unit and/or total, delivery data, freight charges, warranty data, and any other special information required by a specific bid.

12. Receipt of Bids - Control of the bid document is essential. Bidders will submit their bid in a sealed envelope with the following information clearly marked on the outside:
    a. Vendor Name.
    b. Due Date (month, day, year).
    c. Time Due (hour/ a.m. or p.m.).
    d. Solicitation Number.
    e. Bid Title.

    Each bid received will be date and time stamped by Purchasing and/or City Manager's Office. On occasion an envelope will be received without proper information on the outside identifying it as a bid reply. On such occasions, after an actual bid envelope has been opened, the appropriate bid information will be written on the outside of the envelope, time stamped, reason it was opened prematurely, and resealed for reopening on bid closing date.

    All sealed bids shall be received at the City Manager's Office, 700 North Garden St; Columbia, TN 38401. Purchasing is located in the City Hall Building, Third Floor, Downtown Columbia. Sealed bids will be received by Purchasing until the closing date and time. It is the sole responsibility of the bidder to ensure that their bid reaches the Purchasing Division before the closing date and hour stated on the bid document.

13. Late Bids - Any and all bids received in the Purchasing or specified receiving location, after the scheduled date and time for opening will be considered a late bid and will be rejected, unless it is determined by the Purchasing Agent that the late receipt was due primarily to City mishandling of the bid after receipt. A late bid will be identified as a "Late Bid" on the outside of the envelope or container and remain unopened in the applied bid file. The bidder will be notified of their late bid status and given an opportunity to pick up the bid or make arrangements for return, at their expense.

14. Bid Opening - A sealed bid opening is a formal, official event and should be carried out in a professional, businesslike manner. Purchasing staff shall avoid making any frivolous or preferential statements, which might compromise the City's position and the reputation of the Purchasing Agent. Unless conditions demand another site, bids are opened in the Purchasing Office or nearby conference room. Bid openings are open to the public and all interested bidders. The bid opening time must be strictly adhered to.

As the bid opening starts, the Purchasing Agent or designated official opening the bid will introduce his/her staff and any City officials present. An announcement that "no award will be made at this time" will precede the opening of the first bid. Bids will be opened by the Purchasing Agent or his/her designee and recorded. As each bid is read aloud, the dollar amount will be repeated clearly twice.

After the last bid is opened, attending vendors are advised that an award decision will be made after review of the submitted proposals, and thanked for attending the bid opening. To avoid possible tampering, bids are not to be distributed for general investigation by the bidders present. Under no circumstances will vendors or the general public be allowed to privately review bids.

Only after all bids have been fully analyzed and a recommendation has been made, will the bids be consider public record and available to access by the public.

15. Preliminary Screening of Bids - Unsigned bids shall not be considered. After a bid has been opened, no changes in bid prices or other provisions shall be permitted. Under no condition will a facsimile (fax) response be acceptable. Prior to opening of bids a vendor may correct or withdraw his bid. Following the bid opening, when a mistake is either detected by Purchasing or alleged by the bidder, the bidder should be asked to verify his bid and produce supporting evidence of the mistake. If the bidder responds supporting the mistake, the Purchasing may correct the bid if the mistake was an obvious or apparent clerical error. Examples are:
    a. Obvious errors in placing decimal points.
    b. Obvious discount errors.
    c. Error in extension of unit prices, however, unit prices always prevail.

    If the mistake is not an obvious or apparent mistake of a clerical nature, it must be referred to the City Attorney for action.

16. Waiver of Informalities - Bids may be defective in that they fail to give certain information requested by the invitation. For example, a bid may fail to furnish required catalogs or descriptive data. These "minor" informalities may be corrected by allowing the bidder to furnish the information prior to award, or by waiving them if time does not permit their correction. The difference between a minor informality and a failure to conform to the essential

requirements of the invitation may be difficult to determine without legal advice.

Nevertheless, the decision to allow the defect to be corrected will be judged according to the fundamental principle – Is it in the best interest of the City to do so and/or will it be prejudicial to the interests of the other bidders and/or will it affect the intended use for which the purchase is being made? The City reserves the right to waive any bid informalities when deemed in its best interest.

17. Alternate Bids, Approved Equivalents - The bidder may offer any brand for which he/she is an authorized representative that meets or exceeds the specifications as written. If the bid is based on an "approved equivalent or equal" item, supportive information in the form of the manufacturer's printed literature or brochures, sketches, diagrams, and/or complete specifications must accompany the bid. The bidder must explain in detail the reasons why the proposed equivalent or equal will meet specifications and not be considered an exception thereto. The City of Columbia reserves the right to determine acceptance of proposed equivalent or equal items. If an Invitation to Bid does not expressly permit the submission of alternate bids, a bid which qualifies the specifications should be rejected as unresponsive. However, if a bidder submits a bid conforming to the specification and also offers an alternate, the alternate may be accepted if the bidder is the best value on both bids. Therefore, no prejudice results to the other bidders.

18. Tabulation of Bids - The requirement for recording bids involves the preparation of a Bid Tabulation Sheet. The information which normally is transcribed on the bid tabulation includes the invitation number, opening time and date, item number, description of items and services, quantity, unit, unit price, bidder's name and location, deliveries, remarks or any other information which will be helpful in making the evaluation.

19. Bid Review - After the bid opening, copies of the Tabulation Sheet, Bidder Response Sheets, Bid submittals, and all pertinent documents such as warranties, brochures etc. are available to the requesting department. The requesting department will be ask to promptly and thoroughly review each bid for compliance with specifications. Bid items not meeting minimum specifications should be rejected. In general, the lowest responsible, responsive bid meeting specifications should be awarded the contract. The Purchasing Agent shall also review the bids and become familiar with the bids in order to

advise and/or assist the department in its recommendation for award. With the exception of the tabulated bid prices, all other bid information is not available for public review until a recommendation to award has been forwarded to City Council.

20. No Bid - On occasion, the Invitation to Bid will receive no responses. In those cases, the following options should be evaluated:
    a. Contact vendors on bid list to determine reason for lack of response.
    b. Contact the user department to determine if rebid is desired, using information obtained from vendor response.
    c. Review specifications if decision is made to rebid.
    d. Revise bid documents where appropriate.
    e. File the closed bid in the Purchasing if decision is made not to rebid.

21. Only One Bid Received - When only one bid is received, the following options should be evaluated:
    a. Inquire of those who did not bid to determine the reason for lack of response.
    b. Accept or reject the bid based on information received and taking into consideration the City's position favoring competition.
    c. Accept the bid if time is crucial and cost is reasonable, as the opportunity for competition was afforded by initial competition.
    d. Reject the bid if time permits for re-solicitation.
    e. Review specifications, revise if necessary and rebid.
    f. The City Manager may negotiate with the one bidder if the price is over the approved budget or the Purchasing feels it would be advantageous to the City.

    If the lowest responsive bid is considered to be too high, the Purchasing Agent and/or City Manager shall have the authority to negotiate a lower price.

22. Tie Bids - In the event two or more bids are received which are equal with respect to price with no evidence of collusive bidding, preference shall be given in the award in the following order:
    a. Local bidder's business office is located within the incorporated limits of the City of Columbia.
    b. Bidder's business office is located within Maury County.
    c. Purchasing Agent will draw lots or flip a coin in public.

23. General Criteria For Award - Recommendations for award of bids are made and/or approved by the requesting Department Director to the lowest, responsive and responsible bidder. In determining the lowest responsive and responsible bidder, the following, in addition to price, shall be considered as a basis for award:
    a. The ability, capacity, and skill of the bidder to perform under the terms of the bid documents
    b. Whether the bidder can perform the contract or provide the materials or service promptly, or within the time specified, without delay or interference
    c. The character, integrity, reputation, judgment, experience, and efficiency of the bidder
    d. The quality of performance of previous contracts and the providing of materials and/or services
    e. The previous and existing compliance by the bidder with laws and ordinances relating to the contract, or the providing of materials or services
    f. The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the materials or services
    g. The quality, availability, and adaptability of the supplies, equipment, or contractual services to the particular use required
    h. The ability of the bidder to provide future maintenance and service for the use of the subject of the contract
    i. The number and scope of conditions attached to the bid

    Should there be reason not to recommend award to the lowest bidder; the decision must be fully explained in a memo from the requesting department for formal evaluation by purchasing staff.

24. Responsiveness vs. Responsibility

    Responsiveness:
    - A responsive bid conforms substantially to all *material* elements of an Invitation to Bid (ITB).
    - A nonresponsive bid is not valid and must be rejected – it cannot be cured after bids are opened.
    - The determination of responsiveness is not discretionary (although it does require interpretation of the standard).
    - A contract awarded to a nonresponsive bidder is void.

Responsibility:

- Relates to the bidder's qualifications
- Evidence of responsibility is sometimes obtained after the bid opening
- Determining responsibility sometimes involves discretion and judgment by the awarding staff.

25. Rejection of Bids

The following reasons may be considered causes for rejection of a bid:

a. All prices too high or unbalanced
b. Sufficient funds not budgeted or available
c. An error in the specifications sufficient to have caused confusion and misunderstanding among bidders
d. The item on which bids were requested is no longer needed
e. Lack of adequate competition
f. Noncompliance of specifications
g. Submission of more than one bid in response to a single invitation
h. Lack of adequate work history and/or work experience
i. Debarment of bidder (vendor) Reference Section 13.04.

A bid must be rejected for any of the following reasons:

a. Does not comply with applicable law.
b. Does not provide what the City seeks to acquire (either too much, or too little).
c. Contains a material defect (waiver would give the bidder a competitive advantage over the other bidders.)

Framework for analyzing responsiveness:

a. Does the bid comply with legal requirements? If not – reject.
b. Does the bid provide what the City seeks to acquire? If not – reject.
c. Does the bid contain an error or defect? (Analyze whether the error or defect is material or is waivable).

In the event all bids have been rejected for one or more of the reasons above, Purchasing will notify all of the participants and the City staff involved of the official reason(s) for the ruling and the next step the City may take to fulfill the bid requirement. The bid specifications should be reviewed and any changes made to reissue the bid solicitation.

26. Bid Award - It shall be the responsibility of Purchasing, in conjunction with the requesting department, to determine the bid that is the best value for the City. If a recommendation is made to accept a bid other than the apparent low bid

meeting specifications, the Bid Analysis must include adequate documentation to justify the rejection of the low bid. After the review and analysis, provided there is no disagreement, Purchasing will then process an agenda item for City Council consideration depending upon approval threshold.

Purchasing staff will prepare a City Council Agenda Item and forward to the Finance Director for certification. The Finance Director will certify that sufficient funds are available and budgeted for the purchase. Following either City Council approval or award, Purchasing and/or department will prepare a requisition for the award.

Local Vendor Preference (7.02)

Preference Policy - Vendor preference is the practice of awarding bids to local firms that are not the lowest responsive bidder if their price does not exceed the lowest responsive bidder by an agreed upon percentage. While this practice does occur in some jurisdictions it is not supported by the State of Tennessee nor is it support by the National Institute of Government Purchasing (NIGP).

The NIGP position states *"Although some people assert that buy-local preferences will protect existing jobs, create new jobs, and strengthen the economy, the sad reality is that the practice of favoring vendors within a defined geographical area only encourages inflated prices which are paid by the taxpayers of the jurisdiction who administer them. By causing prices to rise, preference results in a direct subsidy to a few taxpayers at the expense of the general taxpaying public. When an agency has a preference, [ed., then] potential, reliable and sound vendors consider it futile to bid in such a climate. When they do not bid, competition becomes less keen and prices rise."*

The City of Columbia does not have nor does it support a local vendor preference when awarding bids.

Formal (Sealed) Proposals – Request for Proposals (7.03)

1. Purpose of Proposal - As with bids, the primary action is to ascertain clearly the purpose to be served by the proposal. Proposals are by nature more general than bids; it is vital to provide the correct parameters within which the vendors are to operate. Proposals are used when the price is not the only element that requires evaluation and consideration. The proposal will contain customized criteria for evaluation and scoring of points used in the determination of an award.

2. Proposal Format - As in the case of bids, a prepared standard format is maintained by Purchasing for proposals. Proposal Conditions and Specifications:

   Conditions and specifications for a formal proposal generally differ from the same items for a bid in the following ways:

   a. Due to the general nature of a Request for Proposal, conditions and specifications may be intermingled rather than separate.
   b. Both conditions and specifications will tend to be broad, allowing the vendors a wide range of options from which to arrive at a proposal which accomplishes the desired goal.
   c. Conditions and specifications serve more as guidelines than strict standards. The objective is to allow the vendor's own expertise to design a proposal which will fulfill the City's ultimate specified result.

   Conditions and specifications need not be so broad as to promote uninhibited proposals. By establishing boundaries within which to operate, and pointing the vendor toward the direction of the City's goal, the Request for Proposal seeks to elicit the best talents in the market place to fulfill its needs.

3. Formal Proposal - The vendor's complete formal proposal should be submitted with one original and a sufficient number to supply each member of the Selection Committee with one copy each. Proposals should be supplied directly by the vendor as directed in the solicitation using the format and forms available in the Request for Proposal (RFP) document.

4. Insurance, Bonds, Letter of Credit - As in the case of bids, the City may require letters of credit, insurance, and/or bonds to protect its interests. Generally, proposals do not require bid bonds.

5. Formal Proposal Opening - The opening of proposals should be carried out in a professional, businesslike manner. Proposals arriving after the scheduled date and time for opening will be considered a late proposal and will be rejected. The disposition of a late proposal will be the same as for a late bid, as detailed in Section 7.01 M. above. As proposals are opened, the Purchasing Manager, or his/her designee shall announce the name of each vendor, their address, and then confirm the number of proposal copies submitted. This data may be recorded by another member of the City staff. At this time, no attempt should be made to read or compare the proposals. Following the opening,

proposal copies will be forwarded to the appropriate Department Director and/or or Selection Committee members, with the original of each proposal maintained in the Purchasing file.

6. Proposal Review - Proposals references, certifications, and all documents shall be reviewed by the requesting Department Director and/or Selection Committee members. The committee approach is usually chosen when dealing with complex projects requiring input from various departments. The committee members will be selected by the project manager and/or the using department. If the committee approach is selected, then a department staff member will act as Chair of the Selection Committee. The Committee Chair will: facilitate meetings, prepare recommendations for the top ranked firms, and negotiate and prepare final contract documents. All committee meetings may be open to the public. The Committee Chair or designee will record and document all committee meetings. When price is the primary consideration, the lowest bidder whose proposal meets the specifications and provides the best value to be City should be chosen. However, when price is not the primary consideration and design, quality, or other factors are paramount the decision must be formally documented by the department or committee. The City reserves the right to negotiate prices and scope of work.

7. Recommendation of Award - After department and/or Selection Committee review, the Department Director or Selection Committee Chair through the Department Director, shall submit a completed Evaluation Committee Report to Purchasing along with all notes, score sheets and other documents prepared and used in the selection process. Provided there is no disagreement, Purchasing will then process an agenda item for Council consideration. Reference Section 4 of this manual. The City currently has no local business or minority preference in the award of a proposal.

Bid/Proposal Documents and Meetings (7.04)

1. Files - Purchasing maintains a complete control file on all formal bids and proposals for the City processed by Purchasing. The Purchasing files are maintained by bid number, with the files divided by calendar year.

   The folder for each bid will contain, at a minimum, copies of the following:
   a. Vendor's List
   b. Bid Invitation
   c. Specifications

d. Bids Received
e. Bid Tabulation

Public Disclosure - Under Tennessee's Public Records Act, any person has the right to review any document which is kept by the City in the course of regular business; however with regard to bids, the City does not allow interested parties to examine sealed bids or proposals as follows: Sealed bids, proposals, or replies received pursuant to a competitive solicitation are sealed from the public or other bidders until such time as the City provides notice of a decision or intended decision or within thirty (30) days after bid or proposal opening, whichever is earlier. If the City rejects all bids, proposals, or replies submitted in response to a competitive solicitation and the City concurrently provides notice of its intent to reissue the invitation to bid or request for proposals, the rejected bids or proposals remain sealed from the public or other bidders until such time as the City provides notice of a decision or intended decision concerning the reissued invitation to bid or request for proposals or until the City withdraws the reissued invitation to bid or request for proposals. A bid, proposal, or reply is not exempt for longer than 12 months after the initial City notice rejecting all bids, proposals, or replies. *Bid tabulation sheets, communications among City staff member, or City staff analysis of a project are not exempt from public record.*

Purchasing will accommodate vendor telephone and internet requests for bid results to the maximum extent feasible.

Bidder Protest (7.05)

Right to Protest – Any actual or prospective bidder or proposer, who is aggrieved in connection with a solicitation or award of a bid or contract may protest in accordance with procedures defined herein.

1. Definitions

Interested Party - A party that is an actual or prospective bidder or offer or whose direct economic interest would be affected by the award or failure to award the third party contract at issue. **Note: A subcontractor does not qualify as an "interested party".**

Protest – A formal declaration of disapproval or objection issued by a concerned person, group, or organization that arises during the procurement

process. A protest is a potential bidder's or contractor's remedy for correcting a perceived wrong in the procurement process.

Protestor – A person, group, or organization that files a formal declaration of disapproval or objection. A protestor must qualify as an "interested party".

2. Types of Protest

There are three basic types of protests:

   a. Pre-bid Solicitation – Protest is received *prior to the bid opening or proposal due date*. Pre-bid protests are those based on the content of the initial solicitation published by the City requesting bids from vendors or other interested parties.
   b. Pre-award Protest – Protest *following recommendation for award* and is received after receipt of bids or proposals, but prior to award of a contract.
   c. Post-award Protest – Protest received after *award of a contract*. A post-award generally alleges a violation of applicable federal or State law and/or City policy or procedures relative to the seeking, evaluating, and/or awarding of the contract.

3. Protest of Specifications *(Prior to Bid Opening)*

   a. Any protestor (actual or prospective bidder, or contractor), who is aggrieved in connection with the solicitation of a contract or bid, may protest on the grounds of irregularities in specifications or bid procedure. Such protest must be filed within three (3) business days (excluding weekends and holidays) from the time the facts become known and, in any case, at least five (5) business days prior to the opening of the bid.
   b. Protest must be made in writing to the Purchasing Agent and shall state the particular grounds on which it is based and shall include all pertinent documents and evidence. No bid protest shall be accepted unless it complies with the requirements of this manual Section. Failure to timely protest bid specifications, requirements; and/or terms is a waiver of the ability to protest.
   c. Stay of Procurement: In the event of a timely protest prior to bid opening, the City may proceed further with the solicitation or with the award of the contract unless the Purchasing Agent makes a written determination that the protest should be sustained.

4. Protest of Award Recommendation *(After Bid Opening)*
    a. Any protest after the bid opening, including challenges to actions of any evaluation of the selection committee shall be submitted in writing to the Purchasing Agent.
    b. The Notice of Intent to File a protest must be received by the Purchasing Agent no later than 4:00 pm on the third business day (excluding weekends and holidays) following the day of the protestor's receipt of the City's notice of award recommendation.
    c. The Notice of Intent to File a protest document shall state all grounds being claimed for the protest and clearly indicate, in their document, that they are intending to file a formal written protest.
    d. The affected party must then file a Formal Written Protest within ten (10) calendar days after the time for the filing of the Notice of Intent to File a Protest has expired. The Formal Written Protest shall contain the following:
        - City bid/proposal identification number and title
        - Name and address of the affected party and the title or position of the person submitting the protest
        - A statement of all claimed disputed issues of material fact. If there are not disputed facts, the formal protest must so indicate
        - A concise statement of the facts alleged and the rules, regulations, statutes, or constitutional provisions which entitle the affected party to relief
        - All information, documents, other materials, calculations, and any statutory or case law authority in support of the grounds for the protest
        - A statement indicating the relief sought by the affected protesting party
        - Any other relevant information that the affected party deems to be material to the protest
    e. Stay of Procurement: Upon receipt of timely filed Notice of Intent to File a Protest, the Purchasing Agent will abate the award process of the formal bid/proposal, as appropriate, until the protest is heard pursuant to the informal hearing process as outlined below, unless the City Manager shall find and set forth in writing particular facts and circumstances that would require an immediate award of the formal bid/proposal for the purpose of avoiding a danger to the public's health, safety, or welfare. Upon such written finding by the City Manager, an expedited protest hearing may be authorized.

5. Protest of Award *(After Bid Award)*
    a. A post-award protest must be received within five (5) business days (excluding weekends and holidays) of the award date. Depending on the Purchasing category and/or the awarding authority, the Purchasing Manager, City Manager, or City Council shall have the authority to settle and resolve a post-award protest concerning the award of a bid. Reference Section 4.01 of this manual.
    b. If the bid protest is not resolved by mutual agreement, the City Manager and the City Attorney, or their respective designees, shall promptly issue a decision in writing. The decision shall specifically state the reasons for the action taken and inform the protestor of his/her right to challenge the decision.
    c. Any person aggrieved by any action or decision of the City Manager, the City Attorney, or their respective designees, with regard to any decision rendered under this section may appeal said decision by filing an original action in the Circuit Court of Maury County Tennessee, in accordance with the applicable court rules. Any action not brought in good faith shall be subject to sanctions including damages suffered by the City and attorney's fees incurred by the City in defense of such wrongful action.

6. Filing For Protest - All protests must be filed in writing with the City of Columbia, Purchasing Agent, 700 No Garden St, Columbia, Tennessee 38401.

7. Prevention
    There are four (4) opportunities for the prevention of Bid Protests:
    a. While developing solicitation document:
        - Ensure specification quality
        - Communicate with bidders (RFI and Q&A)
        - Develop fair, non-restrictive specifications
        - Translate subjective evaluation criteria into measurable, objective criteria
        - Determine evaluation criteria; state the criteria and award standard in the solicitation document
    b. While bidders are developing their bids:
        - Allow written questions (due by a specific date)
        - Carefully consider the questions to determine if a change is needed
        - Respond to the questions through addenda, and change the specifications if necessary

- Postpone the bid deadline if required

c. While bids are being evaluated:
   - Evaluate bids based solely on the criteria in the solicitation document
   - If a key criteria is not expressed in the solicitation document, start over
   - Document and support all considerations not related to price

d. After determination of award:
   - Post notice of award
   - Debrief unsuccessful bidders regarding the evaluation process
   - Once a contract is in place, monitor contract performance, and document problems

Waiver of Competitive Bids (7.06)

The following types of purchases and contracts are exempt from competitive quotes or bids:

1. Architectural, engineering, legal, financial and other such services as further described in Section 10 or Tennessee Code Annotated.

2. Purchase Contracts – State, Government Agency, and Organizations contracts have already been competitively bid; therefore, the need to bid is satisfied for purchases of this nature. This method of purchase is commonly known as piggybacking, and is particularly desirable if time is a constraint or if the chances for obtaining better prices from other sources is poor. Utilization of these sources waives the requirement for a formal competitive bid.

3. Sole/Single Source – Sole Source may be used as a procurement method for the purchase of products or services when available from only one source. Single Source *(non-competitive)* may be used *(when approved by the Purchasing Agent)* when there is only one practicable and reasonable source wherein competitive bidding is not feasible or not advantageous to the City. A Sole Source purchase exists when research has determined there is only one potential provider for an item. A Single Source purchase exists when it is advantageous to the City to declare a purchase non-competitive because it will result in verifiable financial savings to the City; is a trial program; or utilizing a competitive process will be detrimental to timely securing the goods or services. More than one potential supplier may exist for a good or service. The Purchasing Agent, in conjunction with the requesting

department, will document the advantages of declaring the purchase non-competitive. A Sole/Single Source Request Form must be completed and submitted with each request for sole or single source procurement.

4. Emergency Purchases – Emergency purchases are allowable when certified by a Department Director to the City Manager, that a delay incidental to competitive bidding would be detrimental to the interest of the City. An "Emergency" is defined as a situation brought about by a sudden unexpected turn of events or any circumstance or cause beyond the control of the City in the normal conduct of its business. An emergency purchase is made to alleviate a situation where there is a threat to health, welfare, injury, or loss to the City that can only be rectified by immediate purchase of equipment, supplies, materials, or services. An "emergency purchase" must fit the circumstances noted above and requires such competition as is practicable under the circumstance. Reference Section 5.04.

   Specific Items - These items are exempt from price quotes:
   a. Dues and memberships in trades or professional organizations,
   b. Subscriptions for periodicals,
   c. Legal advertisements,
   d. Postage,
   e. Expert witnesses,
   f. Abstracts of titles for real property,
   g. Title insurance for real property,
   h. Court reporter services,
   i. Water, sewer, electrical, telephone, and other utility services where competition is not available,
   j. Copyrighted materials not available from multiple sources,
   k. Seasonal and recreational service providers,
   l. Hospitality services and expenses,
   m. Fees and costs of job related seminars and training,
   n. Travel,
   o. Artists, music ensembles (bands) and other entertainment providers and animals.

Contract Terms (7.07)

Unless otherwise provided by law or Council authorization, a contract or bid award may be entered into for a period not exceed three (3) years provided that the term of the contract / award is included in the solicitation and subject to the following:

1. Funds are available for the first fiscal period of the contract /award.
2. Extensions of the contract /award for subsequent fiscal years are subject to availability and appropriation of funds. Solicitation for a multi-year contract / award shall include a non-appropriation clause.
3. TCA 7-51-911 provides that contracts for the purchase of gasoline and diesel fuel are limited to twenty four (24) months.
4. Contracts for capital improvement property may not exceed forty (40) years or the useful life of the property whichever is less. TCA 7-51-902
5. Contracts for lease or lease-purchase of real property shall comply with TCA 7-51-904 with regard to public notice.

Unless otherwise provided by law, the City Council may enter into a contract or bid award for a period exceeding three (3) years when the City Council deems the contract or award in City's best financial interest to approve a longer term.

SECTION 8: SPECIFICATIONS

Purpose (8.01)

All specifications shall be drafted so as to promote overall economy for the purposes intended and encourage competition in satisfying the City's needs, and shall not be unduly restrictive.

Use of Standardization

Standardization takes advantage of lower prices from buying in bulk. It also lowers the administrative cost of purchasing by reducing the total number of purchases made. Standardization consists of consolidating similar requirements into a single specification, whenever possible and shall be the responsibility of the department head or designee.

Use of Specifications

Specifications are a clear and complete description of the essential requirements that items should meet. Well-written specifications ensure that maximum value is being obtained for the public funds spent; and, all qualified vendors, large and/or small, are able to compete on an equal basis.

Types of Specifications (8.02)

City staff will usually prepare their own specifications; although professional assistance may be necessary for items of highly specialized or technical nature from time to time. It must be emphasized that specifications must be clear and accurate, updated regularly to reflect technological or market changes, and most of all, avoid the use of restrictive or unfair details that preclude or reduce competition.

1. Open Specification - An open specification describes of all physical and functional features, may incorporate words or phrases from widely accepted industry or governmental standards and approved in accordance with the procedures outlined in this Section.

2. Design Specification - Design specifications describe in detail precise configuration measurement, tolerance, material, standard or a method of testing or inspection.

3. Performance Specification - Performance specifications describes a result or capability that must be achieved by an item such as speed, output maintainability, or reliability.

4. Brand Name or Equal Specification Conditions for Use - Brand name or equal specifications may be used with the approval of the Purchasing Agent subject to the following factors:
    a. No other design or performance specification or qualified products list is available;
    b. The nature of the product or the nature of the City's requirements makes use of a brand name or equal specification suitable for the procurement.
    c. Use of a brand name or equal specification is in the City's best interests.

5. Designation of Several Brand Names - Brand name or equal specifications shall seek to designate three, or as many different brands as are practicable, as "or equal" references and shall further state that substantially equivalent products to those designated will be considered for award.
    a. Required Characteristics - Unless the Purchasing Agent determines in writing that the essential characteristics of the brand names included in the specifications are commonly known in the industry or trade, brand name or equal specifications shall include a description of the particular design, functional, or performance characteristics which are requires.
    b. Nonrestrictive Use of Brand Name or Equal Specifications - Where a brand name or equal specification is used in a solicitation, the solicitation shall contain explanatory language that the use of a brand name is for the purpose of describing the standard of quality, performance, and characteristics desired and is not intended to limit or restrict competition.

Brand Name Specifications (8.03)

Since use of a brand name specification is restrictive of product competition, it may be used only when the Purchasing Agent determines that:

1. Only the identified brand name item or items will satisfy the City's needs.
2. The Purchasing Agent shall seek to identify sources from which the designated brand name item or items can be obtained and shall solicit such sources to achieve whatever degree of price competition is practicable. If only one source can supply the requirement, the procurement shall be made under Section III (Sole Source Procurement).

Specification Development and Approval (8.04)

1. Research
   The user department – Shall determine its needs, research available and alternative products by means of manufacturer product brochures or contacts with salespersons, and prepare and compile a detailed description that can be incorporated into a specification format.

2. Approval Procedure
   a. Initiating Specification Development - The user department shall prepare specifications excepting public improvements that will be prepared by the City Engineer or Wastewater Director.
   b. Specification Development - The requisitioning departments shall be responsible for the completeness and accuracy of the specifications. Such specifications shall be submitted to the Purchasing Agent with the source of specifications when submitted.
   c. Approval of Specifications - All specifications and revisions to specifications shall be signed by the department head and the Purchasing Agent.

Specification Content (8.05)

Specifications must be clear, detailed, accurate, well organized and uniformly consistent in format. Specifications constitute a reflection of the City and its staff due to its nature of contact with many vendors. Instructions to Bidders and General Conditions shall be a part of every specification, but may be modified as necessary.

SECTION 9: BONDS AND INSURANCE

Bonds (9.01)

Bonds offer tangible protection in the form of monetary assurances that the bidder will meet his/her obligations. Bonds must be secured by the bidder at his/her own cost, and generally may be classified as follows:

1. Bid Bond - This is a document, usually in an amount of 5% of the bid, which guarantees that the bidder will enter into a contract with the City if he/she wins the award. Bid bonds protect the City from erroneous or deliberate low bids which the vendor has no intention of honoring. Should he/she fail to enter into a contract, the bid bond is forfeited. Bid bonds must be submitted with the bid. Bid Bonds may be required where the contract price exceeds $25,000.

2. Performance Bond - This bond is a surety instrument guaranteeing that the vendor will perform according to the terms of the contract, and is generally in an amount of 100% of the bid. This bond affords protection from nonperformance and/ or non-completion of major contracts, the efforts of which could result in considerable injury to the City. Should the vendor default, the bond is cashed and the City may then utilize the funds to complete the contract with another vendor. Performance bonds are submitted upon award of the contract.

3. Payment Bond - This bond guarantees payment of subcontractors and suppliers providing goods and services to the general contractor, who is under contract to the City. The payment bond relieves the City of financial liens against a project should the general contractor fail to pay his/her suppliers and subcontractors. These creditors will look to the bond for payment. Payment bonds are submitted upon award of the contract.

4. Labor & Material Bond - Same requirements as the Payment Bond. The bond guaranty may, at the discretion of the City, be in the form of a cashier's check, bank money order, bank draft of any national or State bank, certified check, or surety bond, payable to the City. The surety on any bid bond shall be a company recognized to execute bid bonds for contracts of the Federal Government.

5. Letter of Credit Preferred in the case of certain construction projects or multiyear contracts. Must be irrevocable.

Insurance Terms and Conditions (9.02)

Insurance is required to safeguard the City from any claims resulting from damage to property and/or injury to persons caused by the vendor or his actions. The vendor, at his own cost, must secure insurance policies that name the City of Columbia as an "additional insured" party. The insurance guidelines in this section are applicable to all agreements, contracts, and leases. Incorporation of the provisions of this section shall be adhered to as closely as possible and as practical to the specific commodity, repair, service, or construction. Insurance guidelines include basic coverage requirements, one or more of which should be chosen for individual agreements, or contracts on an as-needed basis. Agreements, contracts, and leases shall contain risk management/insurance terms to protect the City's interests.

1. City Defined - The term City (wherever it may appear) is defined to mean the City itself, its Council, officers, employees, volunteers, representatives, and agents.

2. Other Party Defined - The term Other Party (wherever it may appear) is defined to mean the other person or entity which is party to an agreement or contract, any subsidiaries or affiliates, officers, employees, volunteers, representatives, agents, or contractors and subcontractors.

3. Hold Harmless - The Other Party agrees to hold the City harmless against all claims for bodily injury, sickness, disease, death, or personal injury or damage to property or loss of use resulting there from, arising out of an agreement, contract, or lease unless such claims are a result of the City's sole negligence. The City shall also be held harmless against all claims for financial loss with respect to the provision of or failure to provide professional or other services resulting in professional, malpractice, or errors or omissions liability arising out of performance of an agreement or contract, unless such claims are a result of the City's sole negligence.

4. Payment on Behalf of the City - The Other Party agrees to pay on behalf of the City, and to pay the cost of the City's legal defense, as may be selected by the City, for all claims described in the Hold Harmless paragraph. Such payment on behalf of the City shall be in addition to any and all other legal remedies

available to the City and shall not be considered to be the City's exclusive remedy.

5. Loss Control/Safety - Precaution shall be exercised at all times by the Other Party for the protection of all persons, including employees and property. The Other Party shall be expected to comply with all laws, regulations, or ordinances related to safety and health, shall make special effort to detect hazardous conditions, and shall take prompt action where loss control/safety measures should reasonably be expected. The City may order work to be stopped if conditions exist that present immediate danger to persons or property. The Other Party acknowledges that such stoppage will not shift responsibility for any damages from the Other Party to the City.

General Insurance Requirements (9.03)

The Other Party shall procure and maintain the described insurance, except for coverages specifically waived by the City, on policies and with insurers acceptable to the City. These insurance requirements shall not limit the liability of the Other Party. The City does not represent these types or amounts of insurance to be sufficient or adequate to protect the Other Party's interests or liabilities, but are merely minimums. Except for workers compensation and professional liability, the Other Party's insurance policies shall be endorsed to name the City as an additional insured to the extent of the City's interests arising from this agreement or contract. Except for workers compensation, the Other Party waives its right of recovery against the City, to the extent permitted by its insurance policies. The Other Party's deductibles/self-insured retentions shall be disclosed to the City and may be disapproved by the City. They shall be reduced or eliminated at the option of the City. The Other Party is responsible for the amount of any deductible or self-insured retention. Insurance required of the Other Party or any other insurance of the Other Party shall be considered primary, and insurance of the City shall be considered excess, as may be applicable to claims which arise out of the Hold Harmless, Payment on Behalf of City, Insurance, Certificates of Insurance and any Additional Insurance provisions of this agreement, contract or lease. If requested by the City, the Other Party shall furnish complete copies of the Other Party's insurance policies, forms and endorsements. For Commercial General Liability coverage the Other Party shall, at the option of the City, provide an indication of the amount of claims payments or reserves chargeable to the aggregate amount of liability coverage.

Certificates of Insurance (9.04)

The Contractor shall procure and maintain required insurance coverages documented on Certificates of Insurance. Such policies shall be from insurers with a minimum financial size of VIII according to the latest edition of the AM Best Rating Guide. An "A" or better Best Rating is "preferred;" however, other ratings if "Secure Best Ratings" may be considered. Required insurance shall be documented in Certificates of Insurance which provide that the City shall be notified at least 30 days in advance of cancellation, nonrenewal or adverse change. New Certificates of Insurance are to be provided to the City at least 15 days prior to coverage renewals. The City shall be named as certificate holder; and, except for workers compensation and professional liability, the Certificates of Insurance shall document the City as additional insured to the extent of the City's interests arising from the agreement, contract, or lease. Receipt of certificates or other documentation of insurance or policies or copies of policies by the City, or by any of its representatives, which indicate less coverage than required does not constitute a waiver of the Other Party's obligation to fulfill the insurance requirements herein.

Basic Insurance Coverages Required (9.05)

1. Commercial General Liability - Commercial General Liability for public liability during the lifetime of a contract shall have minimum limits of $1,000,000 per claim, $1,000,000 per occurrence for Personal Injury Bodily Injury, and Property Damage Liability. Coverage shall include Premises and/or Operations, Independent Contractors, Products and/or Complete Operations, Contractual Liability and Broad Form Property Damage Endorsements. Coverage shall not contain an exclusion or limitation endorsement for Contractual Liability or Cross Liability. Coverage for the hazards of explosion, collapse and underground property damage (XCU) must also be included when applicable to the work to be performed. All insurance policies shall be issued from a company or companies with a Best's rating of no less than A. All policies shall be on an occurrence made basis; The City shall not accept claims made policies. Specific endorsements will be requested depending upon the type and scope of work to be performed.

2. Professional Liability - The Other Party shall agree to maintain Professional Liability or equivalent Errors & Omissions Liability at a limit of liability not less than $1,000,000 Per Occurrence. When a Self-insured Retention (SIR) or deductible exceeds $10,000, the City reserves the right, but not the obligation,

to review and request a copy of the Other Party's most recent annual report or audited financial statement. For policies written on a "Claims Made" basis, the Other Party warrants the retroactive date equals or precedes the effective date of this contract. In the event the policy is canceled, non-renewed, switched to an Occurrence Form, retroactive date advanced; or any other event triggering the right to purchase a Supplemental Extended Reporting Period (SERP) during the life of a Contract, the Other Party shall agree to purchase a SERP with a minimum reporting period not less than three (3) years. Use with consultants or engineers only.

3. Business Auto Policy - The Other Party shall agree to maintain Business Automobile Liability at a limit of liability not less than $500,000 each occurrence for all owned, non-owned and hired automobiles. In the event the Other Party does not own any automobiles, the Business Auto Liability requirement shall be amended allowing the Other Party to agree to maintain only Hired & Non Owned Auto Liability. This amended requirement may be satisfied by way of endorsement to the Commercial General Liability, or separate Business Auto Coverage form.

4. Workers Compensation Coverage - The Other Party shall purchase and maintain workers compensation insurance for all workers compensation obligations imposed by state law and employers liability coverage with limits of at least $100,000 each accident, $100,000 each disease/employee and $500,000 per disease/policy limit. The Other Party shall also purchase any other coverages required by law for the benefit of employees.

5. Additional Insured Requirements - Except as to Workers' Compensation and Employers' Liability, said Certificate(s) shall clearly state that coverage required by the contract has been endorsed to include the City of Columbia, a political subdivision of the State of Tennessee, its officers, agents and employees as Additional Insured with a CG 2026 Designated Person or Organization endorsement, or similar endorsement, to its' Commercial General Liability. The name for the Additional Insured endorsement issued by the insured shall read "City of Columbia," political subdivision of the State of Tennessee, its officers, employees and agents along with the Contract and Bid number. The Certificate of Insurance shall unequivocally provide thirty (30) days written notice to the City prior to any adverse changes, cancellation, or nonrenewal of coverage there under. Said liability insurance must be acceptable by and approved by the City as to form and types of coverage. In the event that the statutory liability of the City is amended during the term of

this agreement to exceed the above City, to provide coverage at least equal to the amended statutory limit of liability of the City.

6. Indemnification - The Other Party shall indemnify, defend and hold harmless the City, its representatives, employees and elected and appointed officials, from and against all claims, costs, demands, legal fees, costs of action, losses, damages or other expenses arising as a result of any negligent act, conduct, error or omission by the City, its agents, employees in the performance of this contract or occasioned wholly or in part by any negligent act, conduct, error or omission by the Other Party, or its agents, employees or subcontractors, in the performance of this contract.

7. Construction Type Contracts
    a. Subcontractors: It shall be the responsibility of the Other Party to ensure that all subcontractors comply with the same insurance requirements referenced above.
    b. Deductible Amounts: All deductible amounts shall be paid for and be the responsibility of the Other Party for any and all claims under this contract.
    c. Umbrella or Excess Liability: The Other Party may satisfy the minimum limits required above for Commercial General Liability, Business Auto Liability, or Employer's Liability coverage under Umbrella or Excess Liability. The Umbrella or Excess Liability shall have an Aggregate limit not less than the highest "Each Occurrence" limit for Commercial General Liability, Business Auto Liability, or Employer's Liability. Coverage limits will be set at the advice of the Purchasing Agent and should not be changed without their approval. The City, by and through the Purchasing Agent, reserves the right, but not the obligation, to review and reject any insurer providing coverage. The above referenced Insurance Requirements are for use when a contract is utilized or any work will be done on City property.

Selection of Insurance Requirements (9.06)

Although the City enters into a wide variety of agreements, or contracts each year, the majority of these are grouped into three general types for risk management purposes.

1. Type 1 – Repair, Service, or Supply: Equipment repair, janitorial services, electrical, plumbing, roofing, services, chemical supply, etc.

2. Type 2 – Construction Projects: Building construction or renovation, road, sewers, etc.

3. Type 3 – Professional Services: Architects, engineers, or other consultants providing professional services.

Insurance Selection Procedure (9.07)

1. The Purchasing Agent shall assist the user department in determining the verbiage and insurance coverages to include in agreements, contracts and leases. Such concerns are usually launched in the solicitation process.
2. The user department shall supply to the Purchasing Division a brief narrative of the project scope, general work activities and any special/possible Risk concerns peculiar to the project.
3. The Purchasing Agent shall determine what the final verbiage, insurance types and coverages should be for the project.
4. The Purchasing Agent will assure the inclusion of these project specific guidelines from the in the solicitation and/or in preparation of agreements, or contracts.
5. Post-award Compliance will be provided by the Purchasing Agent. The awardee will be notified of the award and the compliance requirements to manifest itself in Certificate(s) of Insurance. Any deficiencies are to be discussed with the contractor by the Purchasing Agent and the contractor shall take measures to have such deficiencies corrected; and, new Certificate(s) of Insurance will be sent to the Purchasing Division who will provide final sign-off when fully compliant.

SECTION 10: REQUEST FOR PROPOSALS OR QUALIFICATIONS

When selecting firms to provide professional services, and in negotiating contracts for professional services the following procedures are recommended for all non-federal related purchases and required for federally funded projects.

Definitions (10.01)

1. Request for Qualifications (RFQ) - A document issued by the City in order to obtain statements of the qualifications from potential firms or individuals. This is often but not necessarily used prior to the issuance of a request for proposal. Proponents that successfully respond are then deemed to be qualified for participating in the RFP process. RFQs may be used to determine interest in a specific identified project or potential future projects.

2. Request for Proposals **-** The document used to solicit proposals from potential providers for goods and services (Offerors). Price is usually not a primary evaluation factor. Provides for the negotiation of all terms, including price prior to contract award. May include a provision for the negotiation of Best and Final Offers. May be a single step or multi-step process. RFP's are used when desired outcome is known but the approach to be used is uncertain, unclear or needs to be determined.

3. Professional Services - Services within the scope of the practice of architecture, professional engineering, law, financial consulting and similar services by persons or groups of high ethical standards as defined by the laws of the State of Tennessee (TCA 12-3-1209, 12-4-107).

4. Multi-step Evaluation Process – Often used as part of the RFP process. The initial evaluation consist of the review of the technical or qualitative approach being taken by all respondents. Respondents are scored and ranked by a selection committee. Secondary evaluation may consider costs.

Competitive Selection – Guidelines (10.02)

1. All RFP's for Professional Services shall be processed through the Purchasing Agent.
2. All contracts for professional services which equals or exceed $25,000 must be approved by City Council.

3. Contracts for services must be accompanied by a Purchase Order. Payments shall be issued against said order with proper authorization.

Competitive Selection – Procedures (10.03)

1. A Selection Committee shall be formed to evaluate all proposals. The Purchasing Agent and the City's Project Manager should propose the names of at least three but no more than five City employees to serve on the Selection Committee based on their expertise in relation to the scope and execution of the project to be awarded The Purchasing Agent or his representative shall be an actual or ex-officio member of all Selection Committees, and shall monitor all Committee activities.

2. A Conflict of Interest Form should be filled out by each Committee member at the first meeting.

3. Minutes of each Committee meeting, Conflict of Interest Forms, and scoring sheets are to be retained by the Purchasing Agent. The Purchasing Agent will facilitate the meeting and make sure all legal requirements are met. The Purchasing Agent is responsible for preparing recommendations of the top ranked firm and of the preparation of the final contract documents.

4. The Selection Committee should develop general guidelines for interview procedures for the short listed firms. Interviews and/or presentations shall be optional, as determined by the Selection Committee.

5. Each member of the Selection Committee will assign preliminary scores to each firm after review of proposals and interviews, as per the established criteria in the bid specifications.

6. The Selection Committee shall discuss their general impressions of the firms and finalize their scores.

7. Recommended criteria for evaluation of proposals include:
    a. Prior experience with projects of similar size and complexity
        - Number of similar projects
        - Complexity of similar projects
        - Three references (Contact name & telephone number)

    b. Past record of performance for the City
        - Project name, dates, cost
        - City personnel assigned to the project

    c. Qualifications of personnel including sub consultants
        - Number of technical staff
        - Qualifications of technical staff
        - Number of licensed staff
        - Education of staff
        - Experience of staff

    d. Availability of personnel
        - Current work load/staff participation
        - Organization of the team

    e. Financial Statements

    f. Technical approach to perform the tasks described in the Scope of Services
        - Level of effort
        - Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control

Competitive Negotiation (10.04)

1. After finalists' ranking, the Purchasing Agent, Project Manager, and other designated City staff (if required), shall negotiate a contract for services with the firm which has been determined to be most qualified by the Selection Committee, at compensation within a range which has been determined to be fair, competitive, reasonable, and within budget.

2. Should the Purchasing Agent or party negotiating the contract be unable to negotiate a satisfactory contract with the firm considered to be the most qualified, at a price the City determines to be fair, competitive, and within budget, negotiations with that firm shall be formally terminated. After negotiations have been terminated with a firm, negotiations cannot be reopened at a later date. The Purchasing Agent or negotiating party shall then undertake negotiations with the second most qualified firm. Failing accord with the second most qualified firm, the Purchasing Division shall cancel

negotiations. The Purchasing Agent shall then undertake negotiations with higher ranked firms should they express flexibility in the negotiated price.

3. Should the Purchasing Agent be unable to negotiate a satisfactory contract with any of the selected firms, additional firms shall be selected in accordance with procedures noted above. Negotiations shall continue in accordance with these procedures until agreement is reached.

4. Unless otherwise required, a lump sum contract shall be designated as the preferred form of contract for professional services contracts.

Less Than Three (3) Firms (10.05)

In the event less than three (3) firms express an interest in a project or less than three (3) firms are deemed qualified by the Competitive Selection Committee, then the City Manager shall make a determination as to whether to proceed with the lesser number of firms. If the decision is to re-advertise, and after subsequent advertisement, three (3) firms still cannot be qualified, then the City shall proceed hereunder with the firms qualified.

Professional Services (10.06)

1. Professional services are procured based upon demonstrated competence and qualification for the type of service required and at a fair and reasonable costs and as further described in T.C.A. 12-4-107.

2. The City attorney and City Judge are appointed by City Council.

3. The City, having a satisfactory existing working relationship with a professional services firm, may expand the scope of the services; provided, that they are within the technical competency of the existing firm.

Prohibition against Contingent Fees (10.07)

Contract for professional services when federal funding is involved shall contain the prohibition against contingent fees

Emergencies (10.08)

In the event of bona fide public emergencies declared by the City Council, compliance with some or all of the provisions may be waived by the City Manager with the exception of federally funded projects.

Federal and/or State Funded Projects (10.09)

Purchasing for all federal and/or State funded projects shall be administered in accord with the provisions of this section (10.09) pursuant to T.C.A § 12-4-107. If any portion of this section conflicts with applicable state or federal laws or regulations, that portion shall be considered void. The remainder of this section shall not be affected thereby and shall remain in full force and effect.

Purpose: To prescribe the policy of the City of Columbia, TN, hereinafter in section 10.09 referred to as the Agency, applicable to the procurement, management and administration of consultant services for architectural, engineering, and right-of-way services for projects.

Application:

1. Engineering and Design Related Services
   This section is to include all engineering and design related services described in T.C.A. §12-4-107, 40 U.S.C. Chapter 11, 23 U.S.C. §112 (b)(2), 23 CFR Part 172, and 2 CFR 200.317.

2. Right-of-Way Acquisition Services
   This section also includes right-of-way acquisition services for required projects. These services include contracts for appraisal, acquisition, or relocation services related to the acquisition of land entered into by the Agency for the purpose of acquiring right-of-way. Since compensation for these services is not paid pursuant to federal regulation, the terms of this section regarding methodology of compensation are not applicable.

Definitions:

1. Competitive Negotiation means a qualifications-based selection procurement procedure complying with 40 U.S.C. §§1101–1104, commonly referred to as the Brooks Act.

2. Engineering and Design Related Services means –

a. Program management, construction management, feasibility studies, preliminary engineering, design engineering, surveying, mapping, or architectural related services with respect to a highway construction project or projects; and
b. Professional services of an architectural or engineering nature, as defined by Tennessee law, including T.C.A. §12-4-107, which are required to or may logically or justifiably be performed or approved by a person licensed, registered, or certified to provide architectural or engineering services.

Examples of services within the scope of this section include, without limitation, project planning, environmental studies, context sensitive solution/design services, cultural resources studies, geotechnical studies, historic studies, archeological studies, socio-economic and environmental justice analyses, drainage studies, inspection services, intelligent transportation system design and development, traffic control systems design and development, roadway design services, including surveying and mapping, structural design services, materials inspection and testing, value engineering, utility relocation/coordination, and utility analysis/design services with respect to a highway construction project or projects.

3. Fixed fee means a dollar amount established to cover the consultant's profit and other business expenses not allowable or otherwise included as a direct or indirect cost.

4. One-year applicable accounting period means the annual accounting period for which financial statements are regularly prepared by the consultant.

5. Scope of work means all services, work activities, and actions required of the consultant by the obligations of the contract.

6. Technical Services means specialized testing or other paraprofessional services that provide test results, data, or information in support of engineering services, including such services as laboratory testing, core borings, and material sampling.

Procurement Methods:

1. Competitive Negotiation - Competitive negotiation is the preferred method of procurement for engineering related services. These contracts use qualifications based selection procedures in the manner of a contract for architectural and engineering services under the "Brooks Act" provisions contained in Title 40 U.S.C. Chapter 11. The proposal solicitation process is by public announcement and provides qualified in-state and out-of-state consultants a fair opportunity to be considered for award of the contract. Price is not used as a factor in the evaluation and selection phases.

2. Small Purchases - Small purchase procedures are relatively simple and informal procurement methods where an adequate number of qualified sources are reviewed and the total contract costs do not exceed the simplified acquisition threshold as defined in 48 CFR §2.101 (currently $150,000). Competitive negotiation in the manner of a "Brooks Act" qualifications-based selection procedure is not required.

3. Noncompetitive Negotiation – Noncompetitive negotiation is used to procure engineering and design related services when it is not feasible to award the contract using competitive negotiation or small purchase procedures. Circumstances which may justify a noncompetitive negotiation include when the service is available only from a single source, there is an emergency which will not permit the time necessary to conduct competitive negotiations, or after solicitation of a number of sources competition is determined to be inadequate.

Types of Contracts:

1. Project Specific Contract – A project specific contract provides for all the work associated with a specific project or projects that is to be performed by the consultant firm and requires a detailed scope of services. These contracts may provide for all work to be placed under contract at the same time depending on availability of funds. A project specific contract is the traditional type of consultant contract between the Agency and a consultant for the performance of a fixed scope of work related to a specific project or projects.

2. Multiphase Contract – A multiphase contract is similar to a project-specific contract except that the work is divided into phases such as survey, environmental or design. The consultant contract is based on a general scope of work with a maximum contract ceiling. Individual phases are negotiated and the work authorized while future phases may wait until later in the contract period before completing negotiation and authorization. Multiphase contracts are helpful for complex projects where the scope of a future phase is not well defined. Multiphase contracts may be terminated at the end of a phase. A multiphase contract incorporates the work order concept for a specific project.

3. General Engineering Related Contract – General engineering related contracts are for engineering and design related services related to transportation planning, design, or program management for use on multiple projects. Examples include the development of design standards and technical manuals, and the development of comprehensive transportation program management manuals. These services may be performed on a project specific or on-call basis.

Section:

1. Consultative Evaluation Committee
    a. Establishment of a Consultant Evaluation Committee: The Agency's legally designated selection authority shall designate the members of the Consultant Evaluation Committee (CEC), which shall at a minimum be composed of professional employees of the Agency capable of providing a review of the technical qualifications of the consultant to perform the job(s) in question. The Agency's legally designated selection authority must approve any substitutions. The CEC membership may vary depending on the type of service being procured.
    b. Role: The CEC shall have the responsibility of submitting to the Agency's legally designated selection authority a recommended list of at least three of the most highly qualified firms if one firm is to be selected. If more than one firm is to be selected from a single solicitation, the CEC's recommended list of the most highly qualified firms shall include at least two more firms than the number of selections to be made.

c. Record of Proceedings: The CEC shall designate either a member or staff person to create and maintain a record of proceedings before the CEC, which shall include information submitted to the CEC for consideration, summary minutes of meetings, findings and/or recommendations to the Agency's legally designated selection authority.

2. Prequalification of Consultants

a. All firms, including any public or private universities, shall have a current prequalification status which can be found on the Tennessee Department of Transportation's website.
b. Firms and their employees must comply with the applicable state licensing law requirements including but not limited to Tennessee Code Annotated Title 62, Chapter 2 (Architects, Engineers, and Landscape Architects), Title 62, Chapter 39 (Real Estate Appraisers), Title 62, Chapter 18 (Land Surveyors), and Title 62, Chapter 36 (Geologists).
c. Firms prequalified by the Tennessee Department of Transportation for engineering and design related services shall have either an "Unlimited' or "Limited" prequalification status as described below:
    - Unlimited Prequalification: This level of prequalification allows consulting firms to compete for any projects for which they are professionally and financially pre-qualified with the Tennessee Department of Transportation. Continued prequalification at this level requires submittal of the prequalification form every three years.
    - Limited Prequalification: This level of prequalification allows firms seeking prequalification for engineering and design related services to:
        - Compete for projects with fees estimated to be less than the "Small Purchase Maximum Contract Value" per contract (see Section VI), or
        - Work as a sub-consultant or as contract labor with fees estimated to be less than the "Small Purchase Maximum Contract Value" per contract.
d. Expiration or termination of a consultant's prequalification status may be cause for the Agency to terminate any contract with a consultant.
e. A name change, merger, buy out or other similar change in status shall cause a termination of the existing prequalification and necessitate the submittal of a new prequalification form to the Tennessee Department of Transportation.

f. A firm's prequalification status shall be terminated if the firm is included on the Federal Excluded Parties List or if it has been suspended or debarred by the Tennessee Department of Transportation or any other agency of the State of Tennessee.

3. Competitive Negotiation Procurement Procedure

a. Confidentiality of Data and Records Retention

- To the extent allowed by applicable State law, all documents relating to the evaluation and selection of consultants, and negotiations with selected consultants, shall remain confidential until selection is complete and a contract is awarded.
- Audit information shall not be provided to other consultants or any other government agency not sharing the cost data, or to any firm or government agency for purposes other than complying with the Agency's acceptance of a consultant's indirect cost rates pursuant to 23 U.S.C. § 112 and 23 CFR Part 172 without the written permission of the affected consultants. If prohibited by law, such cost and rate data shall not be disclosed under any circumstance; however, should a release be required by law or court order, such release shall make note of the confidential nature of the data.
- In accordance with 23 CFR 172.7 and the provisions of 2 CFR 200.333, financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three years from the date of submission of the final expenditure report. The only exceptions are the following:
    - If any litigation, claim, or audit is started before the expiration of the 3-year period, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken.
    - When the non-Federal entity is notified in writing by the Federal awarding agency, cognizant agency for audit, oversight agency for audit, cognizant agency for indirect costs, or pass-through entity to extend the retention period.
    - Records for real property and equipment acquired with Federal funds must be retained for 3 years after final disposition.

- When records are transferred to or maintained by the Federal awarding agency or pass-through entity, the 3-year retention requirement is not applicable to the non-Federal entity

b. Solicitation

The Agency shall seek Letters of Interest from pre-qualified firms by public announcement through its internet website and by any other means of advertisement that may be required by law. Solicitations shall be reviewed and approved by the Local Programs Development Office before publishing.

- For all contract types, the solicitation shall address:
  - Contact information at the Agency for project specific questions;
  - The specific location where the Letters of Interest should be mailed or emailed;
  - The deadline for submittals of Letter of Interest (not less than 14 days from the date of the solicitation);
  - A statement that all firms must be pre-qualified or have a completed prequalification form filed with the Tennessee Department of Transportation by the deadline for the Letters of Interest; and
  - Disadvantaged Business Enterprise (DBE) and Small Business encouragements.
- The solicitation shall provide at a minimum, the following:
  - A detailed scope of work, including:
    - The purpose and description of the project;
    - The services to be performed;
    - The deliverables to be provided;
    - The estimated schedule for performance of the work; and
  - The technical requirements of consultants required including the applicable standards, specifications, and policies;
  - The qualifications of consultants needed for the services to be rendered;
  - Any requirements for interviews or other types of discussions that may be conducted with the most highly qualified firms in Phase II of the selection of process;

  - The evaluation criteria to be used in Phases I and II of the selection process, including the relative weight of importance of the factors to be considered in evaluating the interested firms that submit proposals in Phase II of the selection process;
  - Any approved non-qualifications based evaluation criteria to be considered in Phase II of the evaluation process;
  - The contract type and method of payment; and
  - Any special provisions or contract requirements associated with the solicited services.
- For mid-range and large size projects, the CEI consultant shall not be associated with any other aspect of the project as described in Attachment A. The Agency must advertise separately for design and CEI services for midrange and large projects, OR the Agency must separate the project into phases on one advertisement and require the consultant to indicate to which phase they are responding.

c. Consultant Evaluation Criteria
- The qualifications-based selection criteria used for evaluation, ranking, and selection of consultants to perform engineering and design related services may include, but are not limited to, technical approach (e.g., project understanding, innovative concepts or alternatives, quality control procedures), work experience, specialized expertise, professional licensure, staff capabilities, workload capacity, and past performance.
  - For Phase I evaluation, the qualifications-based evaluation criteria may include, but are not limited to, the following:
    - Work experience in the required disciplines with TDOT, the Agency, and/or other clients;
    - Specialized expertise;
    - Professional licensure;
    - Staff capabilities of prime consultant;
    - Size of project and limited or unlimited prequalification status; and,
  - For firms submitting proposals during Phase II evaluation, the following additional evaluation criteria may also be included:

        - Workload capacity; including amount of work under contract with the Agency, if applicable
        - Past performance on Agency Projects;
        - Technical approach (e.g., project understanding, innovative concepts or alternatives, quality control procedures);
        - Other factors including interviews and demonstrations, as approved by the Agency; and
        - Any approved non-qualifications based evaluation criteria, as provided in paragraph C.2. below.
- If approved by the Agency's legally designated selection authority and the Department's Local Programs Office, the following non-qualifications based criteria are permitted, provided the combined total of these factors does not exceed a nominal value of ten percent (10%) of the total evaluation criteria:
    - For contracts with Federal-aid funding, participation of qualified and certified Disadvantaged Business Enterprise (DBE) sub-consultants; and/or
    - For any contracts a local presence may be used as a nominal evaluation factor where appropriate; provided, that this factor shall not be based on political or jurisdictional boundaries, and provided further that this factor may be applied only on a project-by-project basis for contracts where:
        - A need has been established for a consultant to provide a local presence;
        - A local presence will add value to the quality and efficiency of the project; and
        - Application of this factor leaves an appropriate number of qualified consultants, given the nature and size of the project.
        - If a consultant from outside of the locality area indicates as part of a proposal that it will satisfy the criteria in some manner, such as establishing a local project office, that commitment shall be considered to have satisfied the local presence criteria.
- For contracts or projects with Federal-aid funding, the Agency may set DBE goals, in which case the selected consultant must either meet the goal or show good faith efforts to meet the goal, consistent with the DBE program regulations at 49 CFR Part 26, to be considered for selection.

d. Evaluation, Ranking and Selection
   - Phase I Evaluation
     - Using the evaluation criteria identified in the public solicitation, the Agency advertising for engineering related services shall evaluate current statements of qualification and performance data from those firms submitting Letters of Interest.
     - Unless specifically stated otherwise in the solicitation, the evaluation of a firm's qualification during Phase I evaluation shall be limited to the prime consulting firm only.
     - Evaluations shall be presented to the CEC for review. The CEC shall choose at least three of the most highly qualified consultants who would make viable candidates and who will be invited to submit a proposal.
     - The Agency shall issue a list of firms chosen to submit proposals and notify the firms that were not selected. The firms selected in Phase I shall be requested to submit a proposal for the work. Proposal format requirements, delivery address and deadlines shall be included in the notification sent to the selected firms. Electronic delivery and receipt of the proposal may be permitted.
   - Phase II Evaluation
     - The Agency shall evaluate the proposals of firms selected in Phase I using the Phase II evaluation criteria identified in the public solicitation.
     - A consultant firm that has been short-listed for a project and asked to submit a proposal shall specifically identify any sub-consultant(s) required to complete the project team. Identified sub-consultants will be evaluated using the criteria identified in the public solicitation. All sub-consultants identified on the submittal must be pre-qualified by the Tennessee Department of Transportation to perform the required tasks or have an application pending prior to submittal of the proposal. It shall be the responsibility of the prime consultant to include a signed statement from each sub-consultant on their own letterhead confirming that they have the staff available and agree to provide the necessary services for the specific item/project listed in the prime consultant's proposal. Failure to meet these requirements will void the submittal.

- Separate formal interviews, if approved as an evaluation criteria, shall be structured and conducted with a specified time limit. Competing consultants may be asked to bring additional information or examples of their work to the interviews if such information will contribute to the evaluation process. Specific questions may be asked of each consultant to clarify qualifications, written proposals, or oral presentations.
- The Agency shall present the evaluation of proposals received from firms selected in Phase I to the CEC for review. The CEC shall rank the firms based on the established and published criteria, or the CEC shall submit to the legally designated selection authority a list of the firms deemed most highly qualified to provide the services required. The list shall contain no fewer than three firms. In instances where only two qualified consultants respond with proposals, the Agency may proceed with evaluation and selection if it is determined that the solicitation did not contain conditions or requirements that arbitrarily limited competition.

- Phase III Evaluation, Ranking, Selection and Notification
  - If the CEC does not make the final ranking of the most highly qualified firms, the Agency's legally designated selection authority shall rank the firms in order of preference.
  - Notification must be provided to responding consultants of the final ranking of the three most highly qualified consultants.
  - The Agency will negotiate with the three consultant firm(s) deemed to be most highly qualified in rank order.

e. Negotiation of Contract

The following shall apply to all negotiations of scope and cost for contracts, work orders, and supplemental agreements.

- Determination of Contract Amount: The Agency shall prepare a detailed independent estimate with an appropriate breakdown of the work or labor hours, types or classifications of labor required, other direct costs, and consultant's fixed fee for the defined scope of work. The independent estimate, which shall serve as the basis for negotiation, will be based on the following:

  - Relative difficulty of the proposed assignment or project, size of project, details required, and the period of performance; and,
  - A comparison with the experience record for similar work performed both by Agency personnel and previously negotiated consultant contracts.

  This estimate shall be done independently, prior to negotiation, and shall remain confidential to the extent allowed by applicable law.
- Scope of Work Meeting with Selected Firm: The Agency will negotiate with the selected firm and may arrange a conference with the prospective consultant where the parties must come to a mutual understanding of the scope of work and all technical and administrative requirements of the proposed undertaking. In lieu of a conference, this may be done by phone or correspondence. The prospective consulting firm may be represented as it wishes; however, a project manager and accounting representative are recommended.
- Cost Proposal: The prospective consulting firm will be invited to submit a cost proposal for the project. This cost proposal is to be broken down by the various items of work as requested and supported by estimated labor requirements. Instructions shall be given regarding the method of compensation and the documentation needed to justify the proposed compensation.

  In evaluating the consultant's cost proposal(s), the Agency shall judge the reasonableness of the proposed compensation and anticipated labor and equipment requirements by the following and other appropriate considerations:

  - The proposed compensation should be comparable to that of other projects of similar nature and complexity, including as applicable salaries and man-hours to accomplish the work, and allocation of labor within the man-hour estimates.
  - The Agency will assess the fairness of the proposed fixed fee based on the scope, complexity, contract duration, degree of risk borne by the consultant, amount of subcontracting, and professional nature of the services as well as the size and type of contract. Fixed fee is calculated

using the following formula: Fixed Fee = 2.35 x Direct Salary x Allowed Fixed Fee Rate. Unless a higher fixed fee rate is expressly approved by the Agency, the maximum allowable fixed fee rate is 13% (See Appendix 1 for fixed fee rate determination).

  - The proposed compensation shall be studied for reasonableness and to assure sufficient compensation to cover the professional quality of the work items desired.

- Contract Negotiations: If the consultant's first cost proposal is rejected by the Agency, the negotiating parties shall hold a second conference to discuss those points of the cost proposal which are considered unsatisfactory. The consultant shall submit a second cost proposal based upon this second conference. If the Agency rejects the consultant's second cost proposal, negotiations shall be formally terminated and commence with the second most qualified firm. If like negotiations are unsuccessful with the second most qualified firm, the Agency will undertake negotiations with the third most qualified firm and any others on the selected list in sequential order. With the concurrence of the legally designated selection authority, the Agency may, at any time, in lieu of continuing negotiations, elect to redefine the scope of the project and resolicit proposals pursuant to "POLICY", Section III, B, "Solicitation".
- The Agency shall maintain a record of the negotiations and all required approvals and shall retain these records for 36 months following final payment in accordance with Item A.3. of this section and as provided in 23 CFR § 172.7 and 2 CFR § 200.333.

f. Contract Development and Execution
   - In the event the parties reach agreement, the legally designated selection authority shall approve the preparation of a contract.
   - The contract will include a clause requiring the consultant to perform such additional work as may be necessary to correct errors in the work required under the contract without undue delays and without additional cost to Agency.
   - The contract shall contain a clause whereby the consultant must report at least quarterly all amounts paid to any DBE sub-consultants and to any Minority Business Enterprise (MBE) and/or Woman Owned Business Enterprise (WBE) sub-consultants.

- Method of Payment: The method of payment to the consultant shall be set forth in the original solicitation, contract, and in any contract modification thereto. The methods of payment shall be: Lump sum, cost plus fixed fee, cost per unit of work, or specific rates of compensation. A single contract may contain different payment methods as appropriate for compensation of different elements of work.
- Suspension and Debarment: Prior to contract execution, the Agency shall verify suspension and debarment actions and eligibility status of consultants and sub-consultants in accordance with 2 CFR Part 1200 and 2 CFR Part 180.
- The Agency shall maintain a record of the negotiations and all required approvals.
- Prior to approval of the contract, the Agency must have on file a contract specific Certificate of Insurance for the consultant. It shall confirm that the firm has professional liability insurance for errors and omissions in the amount of $1,000,000, as a minimum, and the section shall be maintained for the life of the contract. Consultants responsible for the disbursement of Agency funds shall be required to provide evidence of a Fidelity Bond in the amount of $250,000 maintained for the life of the contract.

g. Contract Administration

- Once a contract has been awarded, the consultant may negotiate directly with sub-consultants. A change in sub-consultants must be approved by the Agency. A written request must be submitted to the Agency to initiate the change. This request must include an explanation of the need to change subconsultants and the impact on the project schedule and financial elements of the contract. The substitute sub-consultant must be pre-qualified at the appropriate level (unlimited or limited) by the Department of Transportation to perform the required tasks. After consideration of all factors of the request, the Agency will respond to the request in writing.
- After the contract has been approved, a work order issued, and productive work on the consultant's assignment has begun, the Agency shall periodically review and document the consultant's progress. Said monitoring reviews shall be directed toward assurance that the consultant's assignment is being performed as specified in the agreement, that an adequate staff has been assigned to the work, which project development is

commensurate with project billings, and that work does not deviate from the contracted assignment.

- Should conditions warrant, these reviews may consist only of an appropriate exchange of correspondence. These reviews shall determine, among other matters, if any changes or supplemental agreements are required for the completion of the consultant's work.
- A full-time employee of the Agency shall be responsible for each contract or project. Annually and/or at project close, the assigned employee will prepare a performance evaluation report covering such items as timely completion of work, conformance with contract cost, quality of work, and whether the consultant performed the work efficiently. A copy of this report will be furnished to the firm for its review and comments.

h. Contract Modifications

- A contract modification, in the form of an executed supplemental agreement or amendment, is required whenever there is a change in the terms of the existing contract, including a change in the cost of the contract; a significant change in the character, scope, complexity, or duration of the work; or a significant change in the conditions under which the work is required to be performed. Contract modifications shall be negotiated using the same procedures as the negotiation of the original contract. The executed supplemental agreement or amendment shall clearly define and document the changes made in the contract and establish the method of payment for any adjustment in contract costs.
- No contract may be supplemented to add work outside the scope of the project or the general scope of services the consultant was initially evaluated to perform. For example, a roadway design contract may be supplemented to add work related to additional phases of project design (e.g. preliminary engineering with related technical services such as survey or geotechnical work, preparation of right-of-way plans, or preparation of final construction plans); however, a project specific or multiphase contract for roadway design shall not be supplemented to add a new project or to add a different type of service, such as construction engineering and inspection, beyond the type of services solicited in the original solicitation.

- Overruns in the costs of the work shall not automatically warrant an increase in the fixed fee portion of a cost plus fixed fee reimbursed contract. Permitted changes to the scope of work or duration may warrant consideration for adjustment of the fixed fee portion of cost plus fixed fee or lump sum reimbursed contracts.

i. Contract Accounting Policies
   - Indirect Cost Rate – Basic Agreement or Contract
     - Federally funded projects: The indirect cost rate, effective for contracts advertised on or after December 1, 2005, shall be the actual rate as determined in compliance with Federal Acquisition Regulation Standards and approved by the cognizant agency as defined by 23 CFR § 172.3. The cognizant agency is the home state transportation department, a federal agency, or TDOT in the absence of any of the other. A Certified Public Accountant (CPA) may perform the audit, but the audit work papers may be reviewed by the governmental agency. Further;
       - The indirect cost rate for firms with multiple offices shall be a combined rate for all offices.
       - The approved rate shall be utilized for the purposes of contract estimation, negotiation, administration, reporting, and contract payment for a twelve month period beginning the seventh month after the firm's Fiscal Year End.
       - If the indirect cost rate expires during the contract period an extension may be considered on a case-by-case basis in accordance with 23 CFR § 172.11(b)(1)(vi). In any event, no new contracts will be considered for any firm without an approved indirect cost rate.
     - State funded projects: Pursuant to T.C.A. § 54-1-130, the indirect cost rate cannot exceed a maximum of 145%.
   - Travel: Travel and subsistence charges shall be in conformance with the State of Tennessee Comprehensive Travel regulations. Air travel shall be preapproved by the Agency. Actual expenses, not to exceed the commercial rate, for the use of company owned airplanes are allowable as a direct charge.
   - Fixed Fee Payment:

  - For cost plus fixed fee contracts, payments of fixed fee shall be based on the actual labor costs not to exceed the total approved fixed fee.
  - The fixed fee for each progress billing shall be determined using the consultant's actual direct labor for the specific billing period multiplied by 2.35 times the negotiated fixed fee percent.
  - With the exception of Construction Engineering and Inspection Contracts, the firm may invoice for the balance of any unbilled fixed fee upon successful completion of the contract.
- Contract and Project Closing: The Agency is responsible for keeping up with contract costs and knowing when a contract is complete. The Agency is also responsible for closing the contract in a timely manner. By letter to the consultant, the Agency shall affirm that the contract or work order has been satisfactorily completed. In the event that additional services are required within the original scope of the project, the contract or work order may be re-opened. All terms and conditions of the contract shall remain the same.
- Retainage shall not be required for new Engineering and Technical Services Contracts.
- Audit Requirements:
  - Pre-award audits consist of a review of a proposed indirect cost rate based upon historical data, review of the consultant's job cost accounting system, and review of project man-day or unit price proposals.
  - Awarded contracts are subject to interim and final audits. The audits consist of determining the accuracy of invoice charges by reviewing time sheets, payroll registers, travel documents, etc. Charges that cannot be supported will be billed back to the consultant. Firms will be selected for contract compliance audits using a risk analysis utilizing primarily the firm's total contract exposure with the Agency and the time elapsed since the last compliance audit.
  - Annual approval of the indirect cost rate for non-fixed indirect cost rate contracts will be required and adjustments to the invoiced billing rate may be necessary based on audit results. The determination of whether to

perform a desk review or full field audit of the indirect cost schedule is made utilizing a risk analysis created in accordance with the guidelines proscribed in the AASHTO Uniform Audit & Accounting Guide.

- Computer Aided Drafting and Design (CADD) Expenditures: All CADD equipment and software expenditures are to be treated as part of indirect cost. CADD expense will not be allowed as a direct expenditure based on an allocation rate.
- Facilities Capital Cost of Money (FCCM) Rate: FCCM referenced in 48 CFR § 31.205-10 shall be allowed as part of indirect cost and applied to direct labor.
- Direct Costs
    - Include job related expenses that are required directly in the performance of project services such as travel, subsistence, long distance telephone, reproduction, printing, etc. These should be itemized as to quantities and unit costs in arriving at the total cost for the expense.
    - The proposed direct cost shall not exceed the Tennessee Department of Transportation's maximum allowable rate when a rate for such cost is specified. All direct costs must show supporting documentation for auditing purposes. Documentation for proposed rates should show how they were developed including historical in-house cost data or names and phone numbers of vendors that supplied price quotes along with receipts, invoices, etc., if available.
    - Electronic equipment, such as personal computers, cameras, and cellular phones, shall be included in the consultant's indirect cost.
    - The cost of the use of the consultant's vehicle(s) to the Agency's project shall be paid for according to Attachment B, Schedule of Vehicle Reimbursements.
- Collection of Funds Due as Result of Contract Audit: Once an audit is completed and the consultant is found to owe the Agency, the Auditor will notify the Agency's Finance Director in writing, with a copy to the Department's Local Programs Office. The Agency will contact the consultant in writing about the indebtedness and request payment within 30 days from the date of the letter. If after 30 days payment is not received, the

consultant will then be notified that any funds owed to the consultant under other agreements will be used to satisfy the indebtedness. If funds or payables to the consultant in the Agency's possession are in excess of the indebtedness, anything owed the consultant will be remitted under normal payment procedures. If the funds in the Agency's possession are not sufficient to satisfy the indebtedness, the Agency will take appropriate action.

j. Geotechnical Contracts

Contracts for geotechnical services are considered separately because they may involve a mixture of two types of services, i.e., geotechnical studies (engineering services) and subsurface exploration/drilling and/or laboratory testing (technical services). Additionally, some firms offer one or the other of these services, others offer both, and others offer some combination as well as other services, e.g., design. Firms offering both services must, for accounting purposes, separate the two operations. Cost of equipment, supplies, etc., used in technical services may not be applied towards indirect cost computations for engineering services.

Geotechnical Studies and/or Subsurface Exploration/Drilling and/or Laboratory Testing services shall be procured as noted in "POLICY", i.e., this section, Section III, Competitive Negotiation Procurement Procedure. The technical services costs shall be negotiated by the Agency based on usual industry standards.

k. Sub-consultants for Engineering Services

- Geotechnical Studies and/or Subsurface Exploration/Drilling and/or Laboratory Testing within another Engineering Services Firm: These services may be procured as part of the larger contract, e.g., roadway design. Payment for subsurface exploration/drilling shall be invoiced as a direct cost. Geotechnical studies shall be invoiced as other engineering services.
- Geotechnical Studies Firms as Sub-Consultants
    - Geotechnical Studies Only: The services of these firms may be procured by negotiation with the prime consultant as described previously herein.

- Geotechnical Studies and/or Subsurface Exploration/Drilling and/or Laboratory Testing Firms as Sub-Consultants: The services of these firms shall be procured by negotiation with the prime consultant. However, costs associated with subsurface exploration/drilling and/or laboratory testing shall be negotiated by the Agency.

l. Sub-consultants Not Covered Under Engineering Services

In the event a sub-consultant is required whose hiring process, as a prime, would not be governed by Competitive Negotiation under this Section, that sub-consultant shall be retained by the same method as the Agency would use to procure the same type of services under the Agency's local law or other applicable state law.

- Example: Design consultants are occasionally asked to provide laboratory testing services under their design contract. The design consultant shall use, and document, the applicable procedures identified by the Agency.
- The Agency should monitor the hiring and documentation of sub-consultants by the prime. Documentation should detail the method used and should be satisfactory for a final project audit.

4. Noncompetitive Negotiation Procurement Procedure

The following procedures shall be used by the Agency, subject to the Tennessee Department of Transportation's prior approval, in those circumstances where there exists only one viable source for the desired services, when competition among available sources is determined to be inadequate after solicitation of a number of sources, or in emergencies when adherence to normal competitive negotiation procedures will entail undue delays for projects requiring urgent completion.

Upon determination of a need for this type of procurement, the Agency shall request an estimate from the qualified firm for the accomplishment of the desired assignment. The request for an estimate shall define the full scope of the desired services, together with minimum performance specifications and standards, the date materials and services are to be provided by the consultant to the Agency, and the required assignment

completion schedule. Response to the request for an estimate shall be evaluated, giving due consideration to such matters as a firm's professional integrity, compliance with public policies, records or past performances, financial and technical resources, and requested compensation for the assignment. Before using this form of contracting, the Agency shall submit justification to and obtain approval from the Department; provided, however, that for Federal-aid contracts, the Department shall also submit the request to FHWA for approval in accordance with 23 CFR § 172.7(a)(3)(ii).

5. Small Purchase Procurement Procedure

When the contract cost of the services does not exceed the simplified acquisition threshold as defined in 48 CFR § 2.101 of the Federal Acquisition Regulations (FAR), which is currently $150,000, small purchase procedures may be used. The scope of work, project phases and contract requirements shall not be broken down into smaller components merely to permit the use of small purchase procedures. Further, a contract obtained under small purchase procedures shall not be modified to exceed the simplified acquisition threshold.

Proposals will be obtained from an adequate number of qualified sources with a minimum of three. In instances where only two qualified consultants respond to the solicitation, the Agency may proceed with evaluation, ranking and selection if it is determined that the solicitation did not contain conditions or requirements which arbitrarily limited competition. Awards will be made to the responsible firm whose proposal is most advantageous to the program.

6. Technical Service Procurement Procedure

The Agency shall use the procurement process it would use for the same type of service under applicable state or local law; provided, that on Federal-aid projects the procurement process shall be consistent with competitive procurement requirements under 2 CFR Part 200.

ATTACHMENT A – Consultant Selection for Locally Managed Projects

Size of Project	Type of Project	Procurement Requirements
SMALL projects • Must have a full-time employee on staff with experience managing transportation projects. • Must hire consultants for all phases of the project from TDOT's approved list if the Local Government has not been approved by TDOT to use their own forces. The consultants must be qualified in the required area of expertise.	• Transportation Alternatives • intersection improvements without significant ROW (under one acre of disturbance) • Safe Routes to School • resurfacing • striping • signing • guardrail installation • signalization • some bridge replacement projects (under one acre of • disturbance) • non-construction/service contracts (as listed in Chapter 10 of the LGG) • low-risk and exempt ITS	• Local Government can use the same consultant for the entire project (planning, preliminary engineering and CEI)
MID-RANGE projects • Must have a qualified, fulltime professional engineer on staff. • Must hire consultants for all phases of the project from TDOT's approved list. The consultants must be qualified in the required area of expertise.	• roadway widening • realignment of existing roadway • signalization projects with the addition of turn lanes • intersection improvements with significant ROW (over one acre of disturbance • bridge replacement projects requiring significant land acquisition (over one acre of disturbance) • projects with environmental requirements greater than a categorical exclusion but lesser than an EIS • high-risk ITS	• The selected CEI consultant **shall not** be associated with any other aspect of the project.
LARGE projects • Must have a qualified, fulltime professional engineer on staff with extensive experience working with federally-funded transportation projects. • Must hire consultants for all phases of the project from TDOT's approved list. The consultants must be qualified in the required area of expertise.	• construction of new facilities • widening of existing roadways • realignment of existing roadways that require significant land acquisition (over 10 acres) • environmental clearances that require an EIS	• The selected CEI consultant **shall not** be associated with any other aspect of the project.

ATTACHMENT B – Policy for Standard Procurement of Engineering and Technical Services

Vehicle Reimbursement Schedule

For all projects except Construction Engineering and Inspection (CEI), the consultant shall be reimbursed at the rate specified in the State of Tennessee Comprehensive Travel Regulations in effect at the time the cost was incurred.

For CEI projects, the consultant shall be reimbursed at the rate of $27.00 per day for compact pick-up trucks used on the Agency's projects. For full size pick-up trucks used on the Agency projects, the consultant shall be reimbursed at the rate of $30.25 per day

Rate changes are approved: _____ _____
AGENCY HEAD DATE

SECTION 11: FIXED ASSET & PROPERTY MANAGEMENT

This section describes the policy and procedures related to the management of accounting for fixed assets of the City of Columbia. In addition to the general policies regarding fixed assets, subsections describe the procedures for controlling those assets from acquisition to disposal.

Policy (11.01)

Tangible assets with an expected useful life or more than one year and of sufficient value or due to the nature and marketability may subject the asset to potential loss or theft shall be managed and controlled in order to insure effective and efficient usage of the asset. Proper stewardship of public assets is key to the establishment of public trust and economic growth of our community.

Definitions (11.02)

Land and Right of Ways – Land is a fixed asset purchased or acquired by the City with the intent to use the asset into perpetuity. Rights of ways are intangible claims to the use of property not owned by the City into perpetuity.

Infrastructure - An interconnected system or network of structures that provide the basis of commerce and development of our community. Infrastructures consist of but may not necessarily be limited to roads, sewers, storm water structures, communication networks and other similar utilities.

Capital Assets – An asset or group of assets whose acquisition cost is $5,000.00 or more and whose expected useful life is more than one year.

Controllable Asset – An asset of group of assets whose expected useful life is greater than one year but whose acquisition cost is less than $5000.00 and whose nature or marketability may subject the asset to potential loss or theft. Controllable assets include but are not necessarily limited to computers and other electronic devices, guns, communication equipment, certain tools and other equipment.

Supplies – General purpose consumable items whose individual value is small and whose life expectancy or usefulness is one year or less.

Surplus Property – Any asset, supply, materials or equipment no longer needed by a department to perform its mission. Included within this definition is excess property of value and scrap which no longer has value for the intent it was originally purchased.

Roles and Responsibilities (11.03)

1. The Purchasing Agent shall be Fixed Asset Manager whose primary duties shall consist of the following:
   a. Maintain asset records for all fixed assets.
   b. Insure that all fixed assets are properly and adequately tagged or otherwise identified as property of the City of Columbia.
   c. Coordinates the inventory of all fixed assets.
   d. Maintains complete and accurate insurance schedules for fixed assets consistent with City policy.
   e. Provide for the disposal or transfer of all surplus fixed assets in a manner consistent with the best interest of the City.

2. Department Heads /Directors shall be responsible for:
   a. Safekeeping and maintenance for all fixed assets assigned to and or purchased for their respective departments.
   b. To insure that the use of all assets is consistent with City policies and procedures.
   c. Timely identification and reporting of all fixed assets no longer needed by their department.
   d. Insuring that the inventory of fixed assets is accurately completed in a timely fashion.
   e. The appointment of a departmental inventory coordinator.

3. Departmental Inventory Coordinator shall be responsible for:
   a. Coordinating and or conducting the physical inventory of fixed assets at the respective department.
   b. Assisting with the identification of new, surplus and transferred assets by completing and submitting equipment control forms as required.

4. Employees shall be responsible for:
   a. The care and maintenance of City property within their control or possession.
   b. Insuring that City property is controlled according to the policy and procedure set forth herein.

Control and Identification (11.04)

1. Control - City property, assets and/or equipment are to be used only in the performance of City duties. It is not the policy of the City to lend City property to individuals or organizations or to permit members of the staff to use City property and/or equipment for their personal use. Removal of City property from buildings and/or grounds of the City for purposes other than City business is strictly prohibited.

2. Identification - All capital and controllable assets shall be properly identified and/or tagged in such a manner as to clearly mark the asset as City of Columbia property.
    a. Titled and registered vehicles and heavy equipment may be sufficiently identified by serial number and therefore do not require a City asset tag; however, if the serial number becomes damaged or obscured the department inventory coordinator shall request a fixed asset tag to be placed on the vehicle or equipment. In most instances these vehicles shall further be identified with City logo, seal, or name affixed to the exterior.
    b. All capitalized and controllable equipment shall be identified with a City fixed asset tag unless exempted. Tags will be placed near or adjacent to the manufacturer's nameplate when possible and/or in a position for easy sighting. Additional identifying information such as serial or model numbers will be recorded or verified at this time. Certain equipment may require tag numbers be "etched" or written with a permanent marker. The department inventory coordinator shall request a replacement tag when and if the existing tag is lost, damaged or obscured.
    c. Assets may be exempted from tagging due to the nature or use of the asset. Exempted assets shall be identified as to specific location and/or employee to which they are assigned. Assignment and location must be updated as necessary. Examples of exempted assets include but not limited to guns and weapons and covert police equipment.

Inventory (11.05)

Inventories are necessary to verify the existence and condition of assets purchased by the City. It is key to controlling costs and securing public trust in government operations.

1. Frequency – Fixed assets, both capitalized and controllable, excluding real estate will be inventoried every two years on a rotating basis following the schedule below:
    a. Even Numbered Years.
        - Parks & Recreation, January - February
        - Police, September - October
        - City Hall, November - December
        - Emergency, Management - March
    b. Odd Numbered Years.
        - Public Works, November - December
        - Fire & Rescue – September, October
        - Wastewater, January - February

2. Procedure – A list of all fixed assets will be prepared by the Fixed Asset Manager and distributed to the departmental inventory coordinator according to inventory frequency schedule. The Departmental Inventory Coordinator shall then be responsible for conducting the physical inventory of all items listed.
    a. Serial numbers and asset tag numbers shall be verified to the physical asset.
    b. Any item missing an asset tag shall be flagged and another asset tag will be issued.
    c. Assets shall be assessed as to the general condition and noted on the inventory list.
    d. Changes in asset location shall be noted to aid with future inventories.
    e. Full effort shall be made to account for all assets.
    f. Missing assets shall be clearly indicated on the inventory listing.
    g. The Fixed Asset Manager will prepare a list of all missing assets for review by the Department Director and reported to City Council.
    h. In most instances, Departments have been given two months during which to complete the asset inventory. The completed inventory list shall be signed by the department inventory coordinator and Department Director and returned to the fixed asset manager by the 15th of the month following the completion of the inventory.

3. Real Estate – Will not be subject to annual inventory.

Disposals of Surplus Property (11.06)

Capital assets, controllable assets, supplies and other equipment will at some point reach their useful life or utility to the user department or be fully consumed. At that point the asset is considered surplus to the user department and ready for disposal. Disposal may take the form of transfer to another department, trade in on a new asset, sale or disposal. Supplies not consumed and no longer needed by a department shall also be considered for transfer or disposal. The goal of property disposal is to maximize the remaining value of the asset/ supply or equipment for the benefit of the City.

1. Declaration of surplus property – In order to maximize the value of any property no longer needed by a department, it is important to identify and report the property as surplus as soon as possible.
    a. An equipment control form is to be completed and must be signed by the Department Director.
    b. The control form shall identify to the extent possible the asset being declared surplus including serial number, asset tag number, location and general description.
    c. The general condition of the surplus asset shall also be noted and shall include major problems, issues or defects.
    d. To the extent possible, surplus assets shall be stored in such a manner as to prevent theft, loss or damage particularly from the elements until the item can be disposed.

2. Transfers – The highest and best use of surplus property is transfer from one department to another.
    a. Transfers may originate between departments or between the fixed asset manager and the department requesting the surplus property.
    b. An equipment control form shall be completed for all surplus transfers and signed by both the surrendering department and the receiving department.
    c. The completed and signed form shall be submitted to Fixed Asset Manager.
    d. No transfers shall be made between departments without completion of an equipment control form.
    e. Transfers are made without any monetary exchange or budgetary adjustments with the exception of enterprise fund department assets.

f. Enterprise funds are not allowed to transfer assets or supplies to non-enterprise funds or between enterprise funds without being reimbursed the fair market value of the asset being transferred.
g. The Fixed Asset Manager shall update the asset records to reflect all transfers.

1. Trade In – Assets may be traded in for similar assets provided that the City is receiving fair market value for the assets being traded and the asset being acquired is also valued at fair market.
    a. Assets considered for trade in shall have an equipment control form completed and submitted to and approved by the fixed asset manager prior to the consummation of any transaction.
    b. Trade in of assets valued $10,000 or more shall be noted in an agenda item for Council approval disclosing the asset being acquired, its value and trade in allowance being offered and statement of fair market value of the asset being traded.
    c. The Fixed Asset Manager shall update the asset records to reflect all trade in.

2. Disposals – Final disposal of surplus property will be coordinated by the Fixed Asset Manager.
    a. The City Council shall approve or ratify the disposal of all surplus property.
    b. The Fixed Asset Manager will prepare an agenda item for Council approval.
    c. Accepted disposal methods are :
        - Public Auction – may be online or live auction
        - Trade In – see procedure above
        - Sealed Bid – After proper and adequate advertising
        - Recycling – May be applicable to metal, oil
        - Discard – Last disposal method to be considered
        - Donation – If approved by City Council
        - Abandonment – In the case of right of ways and certain real estate
    d. Proceeds from disposals shall be credited to governmental fund from which the asset was purchased.
    e. The Fixed Asset Manager shall update the asset records to reflect all disposals.
    f. City employees, with the exception of the fixed asset manager, are allowed to bid on surplus property being sold in an open public market

such as public auction or sealed bid. City employees are prohibited in engaging in the recycling or discard of City property.

Theft, Loss or Damage of City Property (11.07)

Departments shall take all reasonable and necessary measures to prevent theft or loss of City property however in the event that such an event occurs the following procedure must be followed.

1. Any theft of City property must be reported immediately to the City Police Department by telephone and confirmed in writing by the Department in charge of the lost property.

2. A copy of the police report shall be attached to a completed equipment control form and submitted to the department inventory coordinator who shall then route the forms to the Fixed Asset Manager.

3. Damaged City property may be insured against such damage and as such should be reported to the department inventory coordinator who shall then notify the fixed asset manager regarding the extent of damage. An insurance claim shall be filed by the department with the City's current insurance carrier. In the event of a total loss, the department inventory coordinator shall complete an equipment control form including the department head's signature and forward the form to the Fixed Asset Manager.

Scrap Metal (11.08)

The sale of scrap metal is regulated by the State of Tennessee as covered in Title 62 Chapter 9 of the T.C.A. The City of Columbia will conform to those regulations when selling any scrap metal.

1. Unless specifically authorized by the Fixed Asset Manager, all sales must be to a licensed scrap metal dealer in the State of Tennessee

2. Payment will be made by check or money order payable to the City of Columbia.

SECTION 12: VENDOR RELATIONS

Vendor Relations (12.01)

1. Introduction - The City of Columbia strives to develop effective relationships with vendors and encourages full and open competition wherever possible. The City also endeavors to maintain strong enduring relationships with vendors of proven ability and desire to meet our needs. To accomplish this, our purchasing activities will be conducted so that vendors will value our business and make every effort to furnish our requirements on the basis of quality, service and price. The relationship between the purchaser and seller is one of mutuality.

   The City will buy only from suppliers who have adequate financial strength, high ethical standards, and a record of adhering to specifications, maintaining shipping promises and giving full measure of services. New sources of supply will be given due consideration as multiple sources of supply are necessary to ensure availability to materials and promote competition.

   It is essential to develop and maintain goodwill between the City of Columbia and its suppliers. The reputation of the City can be promoted by:
   a. Giving all salespersons a full, fair, prompt and courteous hearing.
   b. Keeping competition open and fair.
   c. Keeping specifications fair and clear.
   d. Cooperating with the seller and considering their difficulties in providing the service or products.
   e. Having consistent buying policies and principles.
   f. Observing strict truthfulness in all transactions and in correspondence.
   g. Respecting the confidence of the salespersons or their company as to confidential information.
   h. Keeping free from obligation to any vendor.

2. Department Contact with Vendors - In the day-to-day conduct of their duties, department employees are often in contact with potential vendors and suppliers. While it is sometimes desirable for employees to be in a position to recommend certain products, no department shall attempt to place orders with vendors, except as described in this manual.

3. Initial Vendor Contact - It is suggested that all vendors desiring to sell goods and services to the City complete and submit a Vendor Application.

NOTE: Vendors may make application by accessing the City's Finance Department webpage www.columbiatn.com/government/finance, then selecting the "Purchasing" subpage and selecting Vendor Registry. A paper application is available upon request.

Code of Ethics and Conduct (12.02)

It is the policy of Purchasing to promote the City's reputation for courtesy, fairness, and impartiality. The responsibility for achieving this goal rests with each individual who participates in the procurement process. This includes the using agencies, the vendors, as well as the Purchasing staff. Purchasing adheres to a high standard of ethics and conduct as set forth by the State of Tennessee and the National Institute of Governmental Purchasing (NIGP). Public purchasing officers are required to maintain complete independence and impartiality in dealings with vendors, both in fact and in appearance, in order to preserve the integrity of the competitive process and to ensure there is public confidence that contracts are awarded equitably and economically.

1. Acceptance of Gratuities, Gifts, and Business Courtesies
   The City of Columbia prohibits the acceptance of any item of value (remuneration) made directly or indirectly, in cash or in kind, that may induce or appear to induce the purchase or referral of any kind of goods, services, or items. Consequently, the acceptance of any gifts or business courtesies from vendors or others with whom we presently or potentially conduct business that would violate this is strictly prohibited.

2. Receiving Gifts
   In all instances, the following criteria must be met in order to accept a gift:
   a. Promotional items such as pens, notepads, mugs or similar items may be accepted from a vendor or business associate as long as they are nominal in value ($10 or less per instance and no more than $50 in the aggregate annually); and
   b. Cash or cash equivalents such as gift certificates, stocks, bonds, etc. from outside entities or Non-employed individuals are prohibited.

3. Social Events and Business Courtesies
   There may be times when it is permissible to accept a meal or other invitation offered by a current or potential business associate. However, the purpose must never be to induce or influence a business transaction. As a general rule, the cost must be reasonable. If the occasion appears extravagant or if the

invitation could be perceived as intended to influence a business decision involving the City, attendance at such an occasion is prohibited.

To be acceptable, the occasion must conform to the following guidelines:

a. The cost and location must be reasonable and not extravagant; and
b. Paid expenses for any travel costs or overnight lodging for the individual or his/her family are prohibited; and
c. The invitation is for an ordinary business meal or gathering during which the host is present and business is conducted; and
d. Acceptance of such an invitation from an individual or entity is rare unless expenses are shared by both parties; and
e. Business courtesies of personal benefit, such as a pair of tickets or invitations to sporting events, theatrical events, or golf outings may not be accepted.

4. Use of Information
   An official or employee may not disclose any information obtained in his/her official capacity or position of employment that is made confidential under State or Federal law except as authorized by law. In addition, officials and employees of the City cannot use or disclose information obtained in their official capacity or position of employment that would result in financial gain for themselves or any other person or entity.

5. Except for the receipt of such compensation as may be lawfully provided for the performance of City duties, and as noted below, no City official or employee shall be privately interested in or profit, directly or indirectly, from business dealings with, of or by the City.

6. No City official or employee shall enter into a contract with the City or perform any work or function under any contract with the City if he or she has a direct or indirect financial interest in the contract, unless all of the following conditions are met:
   a. The contract is awarded through a process that complies with the City's purchasing requirements;
   b. The service performed must not be any service which the employee might provide in the normal scope of their regular duties for the City;
   c. The service performed must not present a conflict of interest nor a conflict of time with the employee's regular duties for the City; and
   d. The City Manager makes a formal finding that it is in the best financial interest of the City to do so after full disclosure on the part of the

employee of his or her direct or indirect financial interest in the contract, and the City Manager's finding and the employee's full financial disclosure are recorded on the minutes of the City Council in open session.

Complaints by Vendors (12.03)

Vendor shall have the right to present a complaint, dispute or grievance concerning unfair treatment, contracts, deliveries, payments, restrictions and other incidents. The following steps are intended to provide uniform procedures for a vendor to express his problem and obtain remedy.

1. Step One - Vendor must file a grievance with the Purchasing Agent no later than seven (7) calendar days after the occurrence of the dispute or incident. The complaint must be in writing and include all supporting data and desired solution or remedy. The Purchasing Agent shall forward a copy of the complaint to the user department who shall provide a written reply within ten (10) days to the Purchasing Agent who will review and if in agreement, forward on to the vendor.

2. Step Two - If the vendor is not satisfied with the Purchasing Agent's response, the vendor may appeal in writing to the City Manager, who shall with the advice of the Purchasing Agent and/or City Attorney, make a written determination to all parties involve. The City Manager's decision shall be final.

   Vendor Protest – The process for handling a protest related to a bid or the award thereof in included in Section 7 of this manual.

Debarment of Vendors (12.04)

1. Debarment Procedure - After reasonable notice to a vendor of continued performance issues or other uncorrected problem areas, the Purchasing Agent, after consulting with the City Attorney, is authorized to debar a vendor for cause from consideration for award of contracts, for a period of not more than three (3) years. Causes for debarment include:
    a. Conviction of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract.
    b. Conviction under State or federal statutes of any offense indicating a lack of business integrity or business honesty. Examples include: embezzlement, theft, forgery, bribery, collusion, and other public entity crimes.
    c. Conviction under State or federal antitrust statutes arising out of the submission of bids or proposals.
    d. Violation of contract provision of sufficient seriousness that the Purchasing Agent, with approval of the City Attorney, considers debarment appropriate. This would include failure to perform or unsatisfactory performance of a contract or bid.
    e. Any other cause that the Purchasing Manager determines to be so serious as to affect responsibility as a contractor to the City. Any vendor being debarred will be notified in writing by the Purchasing Agent. All reasons for the action being taken will be explained. The decision to debar the vendor is final unless otherwise overridden by the City Manager.

2. Reinstatement - A person or corporation may be reinstated to do business with the City under the following conditions:
    a. Discovery of new and material evidence not previously available
    b. Dismissal of indictment or reversal of conviction, or
    c. Bonafide change in ownership or management sufficient to justify a finding of present responsibility.

The request of reinstatement shall be forwarded in writing to the Purchasing Agent. The City Manager shall determine whether to reinstate based on written submission of evidence to one or more of the above conditions.

SECTION 13: TRAVEL POLICY

Purpose (13.01)

Travel expenses may be incurred as a normal part of conducting City business. It is the policy of the City that eligible expenses incurred while on City business be reimbursed to the individual when properly documented. Personal and ineligible expenses incurred while on City business remain the responsibility of the individual. Permissible functions are conventions, luncheons, meetings, seminars, and training sessions that are related to the operations of the City of Columbia. Reimbursement for travel shall be limited to the amount of funds budgeted within the respective departments.

Authorization to Travel (13.02)

Travel must be approved in advance. Prior authorization requires that an estimate of all expenses that may be incurred as a result of the travel be submitted using The *Travel Authorization Form*.

1. City employees, except the City Manager, shall submit the travel Authorization Form to their respective department head for approval.
2. Boards and Commission members shall submit the Authorization Form to the City Manager.

Travel Vouchers (13.03)

Travel vouchers are used to document actual travel expenses upon return and shall be submitted within fourteen (14) days of the conclusion of the travel.

The following provisions shall be observed when requesting or submitting a travel voucher:

1. Meals are not reimbursed unless an overnight stay is involved.

2. Travel vouchers are submitted to and approved in the same fashion as the Authorization to Travel Form.

3. Travel vouchers require original receipts for those items not included within a per diem allowance or mileage reimbursement.

4. The State of Tennessee Travel Regulations shall be the guide for all travel reimbursement with the following exception:

a. The City will not reimburse per diem meal rates for any and all meals furnished as part of training sessions, conferences or hotel accommodations regardless of the employee's participation in the meal.

5. Reimbursement rates shall automatically change as the State of Tennessee Travel Regulation Policy changes unless specifically preempted by the City Manager.

6. Travel expenses for spouses or other personal guests are not reimbursable by the City unless their travel specifically relates to City business and is authorized prior to the travel.

7. Rental of Vehicles may be reimbursed if approved in advance and supported by a detail receipt upon return. Rental vehicles should be refueled prior to returning the vehicle. Rental contracts should include the cost of physical damage coverage.

8. Parking expenses exceeding the State of Tennessee allowable amount will be reimbursed with a proper receipt.

9. Job related entertainment or recreational expenses shall be reimbursed if approved in advance by the City Manager.

10. An employee may be considered in travel status and eligible for expense reimbursement the day preceding and the day following a schedule meeting or conference. Reimbursement may be prorated on these days depending upon the time of departure for the event of time of return after the event.

SECTION 14: FEDERAL PURCHASING PROCEDURES

Procurement Involving Federal Funds (14.01)

When procuring property or services under a federal award, the City must use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, provided that the procurements conform to applicable Federal law and standards found in C.F.R. 200.318 general procurement standards through C.F.R. 200.326 Contract provisions.

Procurement Standards (14.02)

Federal related purchases will follow the same procedures and policies for all purchases except when they are in conflict with federal procurement standards. In those instances, purchases made involving Federal Funding including FEMA disaster relief will comply with the more restrictive of the two standards.

1. Federal standards are broken down into the following categories:
    a. General procurement standards (2 C.F.R. § 200.318)
    b. Competition (2 C.F.R. § 200.319)
    c. Methods of procurement (2 C.F.R. § 200.320)
    d. Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms (2 C.F.R. § 200.321)
    e. Procurement of recovered materials (2 C.F.R. § 200.322)
    f. Contract cost and price (2 C.F.R. § 200.323)
    g. Awarding agency and pass-through entity review (2 C.F.R. § 200.324)
    h. Bonding requirements (2 C.F.R. § 200.325)
    i. Contract provisions (2 C.F.R. § 200.326 and Appendix II)

2. Federal standards requires the City to:
    a. Maintain oversight of contractors to ensure that contractors perform in accordance with the terms, conditions, and specific contract administration system ensuring that contractors perform as required
    b. Maintain a written code of standards of conduct covering conflicts of interest and governing the performance of employees engaged in the selection, award, and administration of contracts, and avoid conflicts of interest
    c. Maintain procedures that provide for a review to avoid purchase of unnecessary or duplicative items; make lease verses purchase determinations

d. Award only to responsible contractors
e. Maintain sufficient records to detail the significant history of a procurement
f. Be responsible for the settlement of all contractual and administrative issues

Time and Material Contracting (14.03)

The use of Time and Material contracting; however, they may use only after a determination that no other contract is suitable, and the contract includes a ceiling price that the contractor exceeds at its own risk. Generally limits the use of these contracts to the first 70 hours of work performed after a disaster when a clear scope of work cannot be developed.

Open Competition (14.04)

1. All responsible sources shall be permitted to compete for purchases involving Federal funding.

2. Contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or proposals must be excluded from participating for such procurements.

3. Federal procurement does not allow for:
    a. Unreasonable qualification requirements
    b. Requiring unnecessary experience and bonding
    c. Noncompetitive pricing practices between firms
    d. Noncompetitive awards to consultants on retainer
    e. Organizational conflicts of interest
    f. Specifying a "brand name" product only instead of allowing an "equal" product
    g. Any arbitrary action in the procurement process

Procurement Thresholds (14.05)

1. Purchases of $3,500 or less are considered to be micro-purchases and do not require competitive pricing. It should be noted that this limit is less that the purchasing threshold used for non- federal purchasing.

2. Purchases for $3500 to $25,000 require three written quotes.

3. Purchases above $25,000 must follow a sealed bid process, competitive proposal process or noncompetitive proposal process.

4. Non-competitive proposals may be used ONLY if the one of the following applies:
    a. Only available from a single source
    b. Emergency purchase
    c. Federal awarding agency of pass through entity expressly authorizes it
    d. After solicitation, competition is deemed inadequate

Contracting (14.06)

1. The Federal procurement standards include public policy objectives related to the use of small businesses, minority firms, women's business enterprises, and labor surplus area firms.

2. With respect to these firms, the City must:
    a. Place qualified firms on the solicitation lists
    b. Assure these firms are solicited whenever they are potential sources
    c. Divide total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation
    d. Establish delivery schedules, where the requirement permits, that encourages participation by these firms
    e. Use the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce
    f. Require prime contractors to take these same steps

SECTION 15: RECORD RETENTION POLICY

Requirements for Record Retention (15.01)

Municipal officials should be aware that federal and State laws, regulations, grants, contracts or terms of a loan agreement may require them to keep certain records for certain periods of time. Since municipal governments are instrumentalities of the state, some of the laws addressing what records must be kept by City offices and how those records should be managed are found in the Tennessee Code Annotated (T.C.A.). As with the federal government, the state of Tennessee also has a set of rules and regulations promulgated by state agencies, boards and commissions, which are published by the secretary of state and known as the Official Compilation — Rules and Regulations of the State of Tennessee.

The duties of many City officials are set forth in Title 8 and in the general law charters in Title 6 of the T.C.A. Other duties and responsibilities are found in private act charters. For many offices, there are requirements included in the duties of the office to keep and preserve specific types of records. Certain City officers and employees, such as the City Recorder, Personnel Director and Court Clerk have a major record-keeping function. The proper and efficient performance of these duties is necessary not only for the continued operation of the City government, but also for the preservation of order in our society. Even offices without a primary record-keeping function are required to keep records.

Legislation Regarding Record Retention (15.02)

1. T.C.A. 10-7-701. Public records – Temporary records.
   All documents, papers, records, books of account, and minutes of the governing body of any municipal corporation, or of any office or department of any municipal corporation, within the definition of "permanent records," "essential records," and/or "records of archival value," as defined in § 10-7-301, constitute "public records" of the municipal corporation. All documents, papers, or records of any municipal corporation or of any office or department of the municipal corporation that constitute "temporary records" and/or "working papers" within the definition set forth in § 10-7-301(13) and (14) constitute "public records" of the municipality, except that "temporary records" may be scheduled for disposal as authorized in this part.

2. T.C.A. 10-7-702. Retention schedules**.**
   a. The municipal technical advisory service, a unit of the Institute for Public Service of the University of Tennessee, is authorized to compile and print, in cooperation with the state library and archives, records retention manuals which shall be used as guides by municipal officials in establishing retention schedules for all records created by municipal governments in the state.

   b. Notwithstanding any law to the contrary, the governing body of any municipality may by resolution authorize the disposal of any permanent paper record of the municipality when the record has been photocopied, photostated, filmed, microfilmed, preserved by microphotographic process, or reproduced onto computer or removable computer media, or any appropriate electronic medium, in accordance with § 10-7-121. Other records of the municipality may be disposed of when the retention period that is prescribed in the retention schedule used by the municipality has expired. For purposes of this subsection (b), disposal includes destruction of the record. A municipality may adopt reasonable rules and policies relative to the making, filing, storing, exhibiting, copying and disposal of municipal records.

3. T.C.A. 10-7-121. Government records kept on computer or removable computer storage media.
   a. Notwithstanding any other law to the contrary, any information required to be kept as a record by any government official may be maintained on a computer or removable computer storage media, including in any appropriate electronic medium, instead of bound books or paper records if the following standards are met:
      - Such information is available for public inspection, unless it is a confidential record according to law
      - Due care is taken to maintain any information that is a public record during the time required by law for retention
      - All daily data generated and stored within the computer system shall be copied to computer storage media daily, and the newly created computer storage media more than one (1) week old shall be stored at a location other than at the building where the original is maintained
      - The official can provide a paper copy of the information when needed or when requested by a member of the public.

b. Nothing in this section shall be construed to require the government official to sell or provide the media upon which such information is stored or maintained.

4. In any county having a population of more than eight hundred thousand (800,000), according to the 1990 federal census or any subsequent federal census, all material that is maintained on a computer or removable computer storage media by the assessor of property that relates to information developed from the assessment of property or that is a record of the final assessment of property shall be made available to the public at cost within thirty (30) days of a request by a member of the public.

Records disposition authority (15.03)

1. The following positions are charged with authorizing and approving the disposition and destruction of records that no longer have administrative, fiscal, legal, or historical value: City Manager, City Recorder, City Court Clerk, City Judge, Finance Director, Fire Chief, Personnel Director, Parks Director, Public Works Director, Wastewater Director or Police Chief.

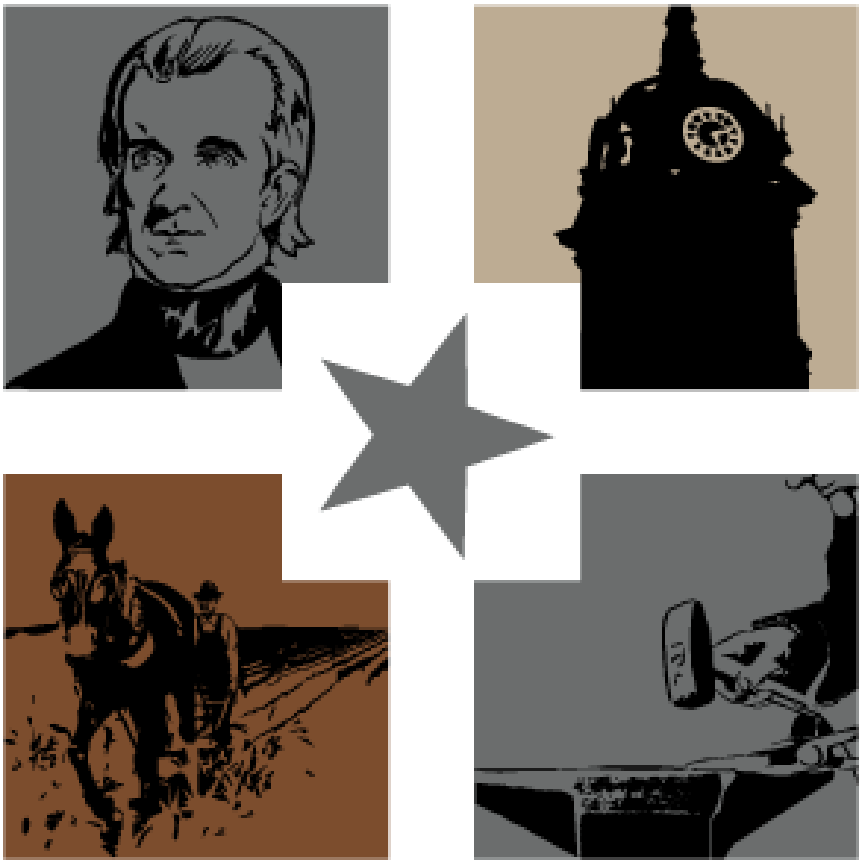
2. The positions described above are authorized to dispose of any permanent paper record when the record has been photocopied, photostated, filmed, microfilmed, preserved by microphotographic process, or reproduced onto computer or removable computer media, including CD-ROM disks, in accordance with *TCA* 10-7-121.

3. The City Manager shall designate staff responsible for conducting yearly audit of each department to ensure compliance with this policy. The audit shall consist of examining random samples of existing documents and record inventory worksheets.

4. The disposition of records shall be in accordance with the record retention schedule recommended by the University of Tennessee's Municipal Technical Advisory Service, pursuant to the authority granted in *TCA* 10-7-702. However, records may be retained for longer periods when it would be advisable or otherwise helpful to do so or otherwise directed by City Council.

Purchasing Manual

CITY OF COLUMBIA



TENNESSEE

Something good around every corner.

Purchasing Policy and Manual
Council Adopted as
Revised on May 14, 2020

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Foreword

The purchasing policy and procedure manual for the City of Columbia has been developed to serve as a guide to procuring goods and services used by City Departments. The policies are designed to reflect applicable federal and state laws as well as local ordinances. City Council is responsible for the establishment of purchasing policy.

The procedures included herein are provided to further clarify the purchasing policy of the City. Procedures should provide guidance to departments regarding purchasing and have been designed to promote efficiencies and accountability within the purchasing process.

This manual is effective immediately upon approval by City Council and supersedes all previously issued policies, procedures, manuals, instructions or directives.

SECTION 1: INTRODUCTION

Role (1.01)

The role of purchasing is to support and enhance the mission of the City of Columbia which is to deliver excellent municipal services in a financially responsible manner. Sound purchasing policies and procedures based upon laws and high ethical standards promote public confidence and trust in government.

Purposes (1.02)

The manual sets forth the purchasing policies as established by City Council through ordinance. The manual is not intended to address every issue, exception, or contingency that may arise in the course of purchasing activities but rather prescribe basic standards to be applied in all situations. The basic standard that should always prevail is the exercise of good judgment in the use and stewardship of City resources.

The manual and purchasing policy:

- Defines the legal authority of the procurement function within the organization.
- Simplifies, clarifies, and reflects the laws governing procurement.
- Enables uniform procurement policies throughout the organization.
- Helps to build public confidence in public procurement.
- Further ensures the fair and equitable treatment of everyone who deals with the procurement system.
- Provides for increased efficiency, economy, and flexibility in public procurement activities and maximizes to the fullest extent the purchasing power of the entity.
- Fosters effective broad-based competition from all segments of the supplier community.
- Safeguards the integrity of the procurement system and protects against corruption, waste, fraud, and abuse.
- Ensures appropriate public access to contracting information.
- Fosters equal employment opportunities that are in line with legal requirements, in the policies and practices of suppliers and subcontractors wishing to do business with the entity.

The City of Columbia purchasing policy embodies the following principles:

- Centralized authority over purchases with delegation of certain purchasing responsibilities to the employee and departmental level.
- Employment of competent personnel in all aspects of purchasing.
- Purchase of materials, supplies, contractual services, and equipment to maximize to the fullest extent the purchasing value of public funds.
- Standardization of procedures and specifications.
- Consolidation of requirements into bulk purchases.
- Promotion of competitive bidding or selection.
- Inspection of goods delivered in order to enforce contractual and specification compliance.
- Centralized coordination over transfer and disposal of surplus, obsolete, and salvage goods.
- Market analysis, assuring purchases when market conditions are favorable.
- Monitoring of payments to be consistent with terms and conditions of purchase orders and contracts.
- Establishment and maintenance of business relationships with vendors.

General Policies (1.03)

1. All elected and appointed officials of the City who participate in the solicitation and approval of purchases and contracts are personally responsible for becoming familiar with and abiding by all applicable State of Tennessee Statutes, City of Columbia Ordinances, and Purchasing policies and procedures in this manual, governing such activities.
2. City officials should endeavor to receive maximum value for the public dollar and to purchase in the best interest of the City.
3. The City Manager is designated purchasing agent for the City per City Charter 5.02
4. To assist in the performance of these duties, the City Manager may designate an authorized purchasing agent for the City. It is his/her responsibility to provide leadership in all purchasing and contracting activities for the City.
5. It is the Purchasing Agent's responsibility with concurrence of the City Manager to develop and maintain a purchasing manual consistent with the City Purchasing Policy which shall provide for rules, regulations, and procedures for the internal management and purchasing function within the City.
6. The Purchasing Agent shall supervise the procurement of all supplies, services, or other items as needed by the City; and sell, trade, donate, destroy, transfer, or otherwise dispose of surplus property as approved by the City Council.

7. All qualified bidders shall be afforded equal opportunities to quote and will compete on equal terms.
8. Awards shall be made for bids and quotes that provide the best value to the City, taking into consideration the vendor's skill, business judgment, experience, facilities to carry out the contract and previous work and financial ability. The City reserves the right to waive minor irregularities, reject and/or accept any and all bids, in whole or in part, or take such other action as serves the best interests of the City.
9. The City Council reserves unto itself the final approval of all purchases that equals or exceeds $25,000.00. The Mayor shall sign all contract and agreements.
10. It is the intent of the City to buy from suppliers who have adequate financial strength, high ethical standards and a record of adhering to specifications, maintaining shipping promises and giving maximum service. New sources of supply shall be given due consideration, as multiple sources of supply are necessary to ensure availability of materials.
11. The City shall strive to maintain strong and enduring relationships with vendors of proven ability and with those who have a desire to meet the needs of the City. To accomplish this, purchasing activities shall be conducted so the vendors will value the City's business and will make every effort to furnish its requirements on the basis of quality, service and price.
12. Individuals engaged in purchasing shall promote constructive competition by constantly seeking new bidders, obtaining bids consistent with the provisions of this manual and developing more than one active source of supply for various products and services.
13. Acceptance of money, gifts, gratuity, other consideration or favors of any kind by any employee or official from anyone other than the City is prohibited. Officials and employees shall not become obligated to any vendor and must not conclude any City transaction from which they may personally benefit. Reference Section 13 of this manual.

SECTION 2: DUTIES & RESPONSIBILITIES

Purchasing Agent (2.01)

The Purchasing Agent works under the direction and control of the Chief Financial Officer, herein referred to as Finance Director. The Purchasing Agent shall serve as the public purchasing official for the City and shall be responsible for the procurement of all supplies and services in accordance with the rules and regulations set forth in the City's Purchasing Manual.

Function (2.02)

1. Develop purchasing objectives, policies, programs and procedures for the acquisition of materials, equipment, supplies, and services.
2. Coordinate and supervise purchasing of all user departments.
3. Provide purchasing assistance to all user departments.
4. Consolidate the purchase of like or common items or services.
5. Prepare and /or drafts all specifications for formal bids.
6. Provide administration for the City Procurement Card program.
7. Ensure all purchases are made as per Federal and State laws and City policy.
8. Resolve, monitor and negotiate contract disputes regarding contract compliance.
9. Request and/or assist with audit of departments for compliance of City purchasing policy.
10. Maintain accurate records of City owned assets and provide for a regular inventory of capitalized assets.
11. Have the authority to waive inconsistencies and irregularities in the bid process in purchases less than $50,000.00 ~~25,000.00~~, with concurrence of the City Manager
12. Act so as to procure for the City all tax exemptions to which it is entitled
13. Have the authority to declare vendors who default on their quotations irresponsible bidders and to disqualify them for receiving any business from the City for a stated period of time, with concurrence of the City Manager
14. Delegate purchasing authority to departments in accordance with applicable rules and regulations as set out in the purchasing manual.
15. Approve or reject purchases made by various departments consistent with purchasing manual rules and regulations.
16. Provide contract administration.
17. Prescribe and maintain such forms reasonably necessary to the operation of this article.

Objectives (2.03)

1. To know and become acquainted with the needs of all departments.
2. To procure a product or service that will meet the department's requirements and is the best value to the City.
3. To know the sources and availability of needed products.
4. To write manuals, provide training, and be a source of information to all departments in meeting their purchasing needs.
5. To maintain good vendor relations.
6. To inform department staffs of market changes, new products and other such factors.
7. To assist with the understanding of sound purchasing policy and procedures throughout all departments of the City.
8. To exchange ideas and information with other public purchasing agencies in an effort to solve common problems.
9. To develop standardized specifications for use by all departments, improve the purchasing practices, and apply them when feasible.
10. To understand legal procurement laws and ensure purchasing personnel comply.

Relations with City Departments (2.04)

The Purchasing Agent shall establish and maintain communication with City departments in order to meet their purchasing requirements.

Requesting Department's Responsibilities (2.05)

1. Initiate purchase request, as outlined in this Purchasing Manual, allowing sufficient lead time for the Purchasing Agent to process the order and the vendor to deliver goods or services.
2. Inform and train department staff in the City's purchasing policies as outlined in the Purchasing and P-Card manuals and help insure that all policies are followed.
3. Communicate needs for supplies, equipment, services and materials to the Purchasing Agent with sufficient lead time so that procurements can be made using applicable purchasing manual procedures.
4. Utilize effective material requirements planning to maximize efficiency in the City procurement

5. Prepare clear and unrestrictive technical specifications or functional requirements when needed for products or services.
6. Review bid tabulation sheets or submitted proposals and inform the Purchasing Agent of the department's recommendations for award.
7. Send proper documentation to waive competitive bidding when declaring sole/single source procurement.
8. Promptly inform the Purchasing Agent of any contract compliance issues.
9. Inspect or supervise the inspection of materials, supplies, services and equipment delivered in order to determine that quality and quantity conform to specifications as requested by the Purchasing Agent
10. Endeavor to obtain as full and open competition as possible on all procurement or public improvement projects
11. Prepare standards and written specifications goods, services, professional services and public improvement projects as may be used by the department;
12. Review and approve all request for proposals and request for qualifications for professional and other services within the scope of the Director's authority.
13. Be bound by all purchasing principles, policies and ethical standards as set forth within this manual.

Finance Director (2.06)

The Director of Finance, under the direction and control of the City Manager shall have the authority to approve and certify for payment any accounts or claims against the City which are less than $50,000.00 ~~25,000.00~~ provided those claims are properly evidenced, follow the purchasing procedures as outlined herein, and otherwise comply with all laws, ordinances or policies of the City.

Disciplinary Action for Violations (2.07)

When a Purchasing Policy, Manual or Ordinance violation is discovered, the Purchasing Agent will investigate the surrounding circumstances and provide findings to the Finance Director, Department Head, and Department Liaison. Continuous violations of the established Purchasing Policies, Procedures and Ordinance may result in disciplinary consequences ranging from the revocation of purchasing authority or financial software use to a recommendation for more severe action to be determined by the City Manager. Continuous violations of the Purchasing Policy, Manual or Ordinance may lead to disciplinary action up to and including termination as well as criminal prosecution depending on the nature of the volition. The Finance Director, in coordination with Human Resources, will

notify the Department Head and City Manager of any violations of the Purchasing Policy, Manual or Ordinance wherein disciplinary action may be warranted.

SECTION 3: PURCHASING METHODS

Petty Cash (3.01)

Petty cash may be used for small dollar purchases but limited to those situations where credit card use is not permitted or credit card usage incurs a fee or payment is required prior to service being rendered or invoice will not be issued. Petty Cash Receipt forms are available on the City Web site under the Finance Departments. Petty cash should be used very infrequently since most vendors will invoice the City

1. Petty Cash Funds may be established in an amount not to exceed $200.00.
2. Petty Cash Funds are authorized for City Recorder, Police and Parks and Recreation departments and shall be maintained by the respective Directors of those departments.
3. All petty cash accounts shall be:
    a. Properly secured and stored
    b. Accessed for authorized expenditures only
    c. Properly documented with itemized receipts for all expenditures
    d. Routinely funded so that a proper cash balance is maintained
    e. Periodically audited
4. Uses of petty cash:
    a. An individual expenditure is limited to $50 without prior approval of the Department Director responsible for the respective fund
    b. The fund shall not be used to cash personal checks nor shall it be used for a personal loan.
    c. All expenditures must be properly documented with either a third party invoice and/ or petty cash receipt. All documentation shall be sufficient in detail to describe date, amount, description of transactions and accounting codes to which the transaction shall be charged.
    d. Advances may be made from petty cash funds only with prior approval of the Department Director in charge of the respective fund and must be properly documented within 24 hours of the advance.

Procurement Card (3.02)

A Procurement Card (P-card) is intended for use by an employee that has a frequent and recurring need to purchase small dollar supplies and services consistent with purchasing policy of the City. The P-card program is designed to improve efficiency in processing purchases from any supplier that accepts the credit card. Purchases can be completed with suppliers over the phone, fax, Internet, mail, or in person. All P-card purchases shall follow other provisions and procedures prescribed in this Policy. The P-card program is administered by the Purchasing Agent.

The City may also utilize a Fuel Card program designed to allow employees or drivers to purchase fuel for City vehicles or the piece of equipment using the Fuel Card. The Fuel Card, either assigned to an individual employee or a vehicle, may be used for the purchase of fuel only at approved merchant locations. The Fuel Card program is administered by the Purchasing Agent.

The Finance Director, Assistant Finance Director or Purchasing Agent may use P-cards in such cases as purchasing large dollar or one-time approved purchases when the use of a P-card provides increased efficiency or administrative expediency in procuring goods and services for City departments. Such purchases by P-card shall be limited to Category 1-3 purchases. Category 3 purchases made by P-card under $10,000 requires approval of the Finance Director and those between $10,000 and under $25,000 require approval by the Finance Director and City Manager.

Direct Charge (3.03)

An invoice which has been stamped, approved by the Department Director and submitted to the Finance Department may be paid as a direct charge provided that:

1. The purchase is under the threshold requiring a purchase order
2. Cannot be made using a purchasing card.

Purchase Requisition (3.04)

A Purchase Requisition (PR) is a form requesting permission to purchase goods or services where the total purchase price exceeds the purchasing threshold described in Section 4.01 as a category 2 or higher purchase. This, however, is not

a document which can be used to actually purchase goods or services. PRs are only requests for Purchase Orders to be issued. Reference Section 5.01.

Purchase / Blanket Order (3.05)

A Standard Purchase Order (PO) or Blanket Purchase Order (BO) is an agreement between to the City and Vendor in which the City agrees to purchase the goods or services described on the purchase order and the vendor agrees to supply if accepted by the vendor. Purchase Orders can be thought of as a contract between the City and the vendor and as such has legal implications when properly authorized and approved. Purchase orders are issued by the Purchasing Agent after receipt and acceptance of a purchase requisition. Purchase orders encumber department funds. A PO is the result of an authorized and approved PR. Reference Section 5 of this manual.

Blanket orders, while similar to purchase orders, are issued to cover future purchases of known items but in unknown or projected quantities. Blanket orders have fixed or negotiated unit prices. Blanket orders do not guarantee the purchase of any specific quantities.

Emergency Purchase (3.06)

An "Emergency" is defined as a situation brought about by a sudden unexpected turn of events or any circumstance or cause beyond the control of the City in the normal conduct of its business. An emergency purchase is made to alleviate a situation where there is a threat to health, welfare, safety or significant disruption of the operations of a department that can only be rectified by immediate purchase of equipment, supplies, materials, or services. An "emergency purchase" must fit the circumstances noted above and requires such competition as is practicable under the circumstance. Poor planning and inadequate management are not "emergencies" and cannot be treated as such. Purchases of this nature may be expedited, but still do not justify "emergency" status. Reference Section 5.04. The City Manager shall be notified and approve all emergency purchases.

Internet Purchase (3.07)

To protect the assets of the City, it is important to use caution when purchasing goods or services over the Internet. If payment must be made by use of a Procurement Card, extreme care is to be exercised to ensure the vendor is

legitimate and the user understands the return policy in case the goods do not meet their demand.

Price Quotes (3.08)

With the exceptions of purchases exempt from competitive bids, as detailed in Section 7.06, all purchases between $8,000.00 ~~4,000.00~~ and $50,000.00 ~~25,000.00~~ (Category 3) require the opportunity for competition be given by solicitation of competent vendors. Competitive quotations are to be obtained by the requisitioning department for Category 3 purchases. A minimum of three (3) written or faxed quotations should be obtained for all such purchases. If less than three (3) quotes are received then the user must offer a written explanation for a lack of three 3 quotes. A copy of each competitive quotation and the specification upon which quotes were solicited should be attached to the submitted Purchase Requisition.

Formal Quotes (3.09)

With the exceptions of purchases exempt from competitive bids, as detailed in Section 7.05, all purchases that equal or exceed $50,000.00 ~~25,000.00~~ (Categories 4) require the opportunity for competition, through formal quote solicitation conducted or supervised by the Purchasing Agent.

Sealed Bid (ITB) (3.10)

This method for purchasing goods and/or supplies that that equal or exceed $50,000.00 ~~25,000.00~~ is the most preferred formal bid method and is used when specifications are clear and pricing is the main focus. Reference Section 7.01 of this manual. Sealed bids allow a maximum degree of competition among a number of suppliers offering similar products. As a result, prices obtained are generally considerably lower than standard "list" pricing. Sealed bids require considerable effort in the preparation of their terms, conditions, and specifications.

Sealed Proposal (RFP) (3.11)

This formal method of procurement of goods, services and/or supplies that that equal or exceed $50,000.00 ~~25,000.00~~ is used when competitive sealed bidding (ITB) is not practical. Reference Section 7.04. Formal proposals differ from formal bids in the nature of their intent. Bids will usually supply, in detail, the nature and specifications of the goods or services desired. The requesting department has

generally provided this data. Proposals, however, will specify the nature of a requirement that needs to be met or function/use to which the purchase must meet. Often, the means of satisfying this requirement is unknown to the requesting department. Therefore, the Purchasing Division will request that vendors submit their proposals for accomplishing a specific goal. These proposals will be diverse relative to approach, means, and cost.

Formal proposals are best used when the objective is vague or lacking in details; or when the vendor's knowledge of his field may provide innovative and economical solutions. Evaluation criteria must be included in the proposal.

Acquisition of Professional Services (3.12)

Contracts for professional services are exempt from competitive bidding. Professional services and the process for procurement are described in Section 10.

State Contracts and Other Government Agency Contracts (3.13)

State, Government Agency, and Organizations may have entered into contracts that have already been competitively bid and awarded with the understanding that other governmental entities may purchase the items bid under the same terms and conditions as prescribed in the solicitation of the originating government. This method of purchase is commonly known as interlocal purchasing agreement or "piggybacking", and is particularly desirable if time is a constraint or if the chances for obtaining better prices from other sources is poor. Utilization of these sources waives the requirement for a formal competitive bid. Reference Section 7.06 of this manual.

The following documentation must be provided to the Purchasing Agent in order to use another political entity's awarded contract.

1. State of Tennessee Contract Number. If the contract has fixed unit prices, no additional information is needed. If the contract is a percent discount from list, a copy of the original manufacturer's list price is also required. This will usually be in the form of a published price list. If requesting only to utilize some of the items on the contract, only the pages with those prices are required.
2. Contracts from other Political Entities Provide the following:
    a. Complete copy of the original solicitation.
    b. Tabulation of all solicitation responses.

c. Copy of the award letter/memo/agenda item by the political entity to the awarded vendor.
d. Complete copy of the vendor's proposal.
e. Contract if applicable.

With the exception of State of Tennessee contract items, all other cooperative purchasing, piggyback or interlocal agreements must be approved by City Council by resolution prior to making any purchase. See TCA 12-3-1205.

Sole Source/Sole Provider Purchase (3.14)

Sole source or a single source purchase is defined as being noncompetitive in price or availability and may be exempt from the competitive solicitation requirements. Examples might be purchasing from a manufacturer's sole sales agency or purchase of a particular brand of computer equipment because it is exclusively compatible with the network computer. Reference Section 7.06 of this manual. Caution should be exercised when requesting "sole source" approval for a purchase. In many cases, other sources do exist for a given item, and these must be investigated by the using department and/or Purchasing Agent before committing to "Sole Source." The Purchasing Agent will review all sole source requests prior to further processing.

The department must provide documentation from the manufacturer proving sole source status.

Construction Management Services (3.15)

For local construction projects or additions to existing buildings, a construction management agent or advisory services or construction at-risk services may be contracted. Construction management services may be performs by a qualified person licensed under the Contractors Licensing Act of 1994 or by a licensed architect or engineer. Construction management services are to be procured for each project through a RFP done by the Purchasing Agent. RFPs will indicate the service requirements and the factors used for evaluating the proposals. City employees may perform work on this project and may include the coordination and oversight of this work as part of the services of a construction manager agent or advisor. All construction work under the coordination and oversight of the construction manager shall be procured though competitive bid.

SECTION 4: GENERAL GUIDELINES

This section provides an introduction to the general policy, guidelines, and/or rules for the purchasing process. Subsequent sections provide those procedures and methods to be utilized to carry out this policy. The City Manager, as authorized by the City Council, has delegated to the Purchasing Agent the authority to procure materials and services for the City of Columbia that are within the guidelines set forth by the City Council.

Purchasing Categories (4.01)

1. The purchase process is controlled by two components:
    a. Established policy dollar amount.
    b. Approving authority.
    Dollar limit categories apply to the total amount to be purchased and/or the total amount to be expended over an initial contract term. Purchase approval thresholds apply to the established level of approving authority *(i.e. Department Director, Purchasing Manager, City Manager, or City Council).* Purchase approval applies to all Financial Services forms including Purchase Requisitions, Check Requests, Purchasing Cards, and all Petty Cash.

2. Purchases made with federal funds have specific purchasing thresholds which are different from those presented below. See Section 15.

3. Purchasing Thresholds are as follows:
   a. Category 1 - Purchases of $0.01 to $50.00
      - Types of Purchase: Petty Cash *($50.00 maximum),* Procurement Card.
      - Quote Requirement: Telephone, fax, Internet, or in-person quotation suggested.
      - Approval: Department Director, employee with City issued credit card with sufficient limit.
      - Purchase Requisition and Purchase Order – **Not required**.

   b. Category 2 - Purchases of $50.01 to $8000.00 ~~4000.00~~
      - Types of Purchase: Procurement Card, or Direct Charge.
      - Quote Requirement: Telephone, fax, Internet, or in-person quotation suggested.
      - Approval: Department Director, employee with City issued credit card with sufficient limit.
      - Purchase Requisition and Purchase Order – **Not required**.

   c. Category 3 – Purchases of $8,000.01 ~~4,000.01~~ to $49,999.99 ~~24,999.99~~
      - Types of Purchase: Procurement Card *(for designated employees with sufficient credit limit only)* or Purchase Order.
      - Quote Requirement: Minimum of three (3) written quotes shall be obtained by the using department or division.
      - Approval: Department Director and Purchasing Agent.
      - Purchase Requisition and Purchase Order – **Required.**

      Notes: Quotations are to include delivery charges and time frame for that delivery. Written quotations must be submitted with Purchase Requisition. The Purchasing Agent reserves the right to verify quotations and pricing information, and check to determine whether delivery charges have been included, and/or seek further competition.

   d. Category 4 – Purchases equal to or greater than $50,000.00 ~~25,000.00~~
      - Types of Purchase: Purchase Order.

- Bid Requirement: Formal bid solicitation utilizing one of the authorized solicitation methods.
- Approval: City Council or City Manager, if emergency purchase – **Required.**

4. Purchases over $49,999.99 ~~24,999.99~~ must be approved and awarded by City Council. An analysis of all bids or proposals received and recommendation for award is required. The department, in lieu of preparing a formal analysis and recommendation, may agree to concur with the Purchasing Agent's analysis and recommendation. The Purchasing Agent will then prepare an Agenda Item for City Council and route for departmental approval and financial certification. Note: Purchasing Agent reserves the right to process Category 3 acquisitions as a formal bid or proposal (rather than as a formal quote) when it best serves the needs of the City. Council award or approval takes place only during regular Council meetings on the second Thursday evenings of each month (unless otherwise cancelled). It is essential that the Agenda Item recommendations be processed and submitted on a timely basis to avoid unnecessary delays. To this end, all items to be prepared and submitted to Civic Web in accordance with the annual agenda and meeting schedule. A Council Meeting Agenda Preparation Schedule is issued by the City Manager's office for each calendar year and is available on the City employee's website.

5. Category 5 – Emergency Purchases
   Types of Purchase: Procurement Card, or Purchase Order
   Quote Requirement: Telephone, fax, Internet, or in-person quotation suggested
   Approval: City Manager and ratification by City Council if Category 4 limits are applicable
   Purchase Requisition and Purchase Order – Required if the purchase is a category 3 or higher purchase.

Unauthorized Purchases (4.02)

Except for emergencies or other authorized exemptions stated in these guidelines, no purchase of supplies, services, or equipment shall be made without authorization as described within this manual. No representative of the City shall enter into a verbal agreement or make any arrangements until final approval is granted. In the event than an unauthorized purchase is made, the following may apply: (1) such purchases are void and not considered an obligation of the City, and (2) the person ordering the unauthorized purchase may be held personally liable for the costs of the purchase or contract.

No employee may purchase City property for his/her own personal use unless it is purchased through the City's public auction or through the sealed bid procedures of the City. This includes new and used equipment, materials, or supplies. No employee may use the purchase power or tax exempt status of the City of Columbia to make private purchases; in addition, employees should not have private purchases sent to the City C.O.D. to be paid for by the employee.

Prohibition against Subdivision (4.03)

No contract or purchase shall be subdivided to avoid the requirements of the Purchasing Manual. Delegated procurement authority is based on the total cost of goods and/or service. Splitting an order so that the total cost is within one's spending authority is prohibited.

Tax Exempt Status (4.04)

The City of Columbia is exempt from Federal, State, and Local taxes except in certain prescribed cases. An exemption certification is available from the Finance Department or Purchasing Agent and should be furnished to any of the City's suppliers so as to ensure that no sales taxes are applied to purchases of all goods and services procured on the City's behalf. It is the responsibility of the purchaser to ensure that all purchases take advantage of the City's tax exempt status. Failure to procure goods and services on a tax exempt basis constitutes a violation of the Purchasing Policy and Ordinance and may be subject to revocation of purchasing privileges as well as disciplinary action as specified in Section 2.07.

SECTION 5: PURCHASE REQUISITIONS / ORDERS

Purchase Requisition (5.01)

A role of City Purchasing is to meet valid needs for materials, goods, services, construction, and equipment by providing the right products or services in the right quantity, at the right price, at the right time, and at the right place. To accomplish this, it is necessary for the various departments to inform the Purchasing Agent of their requirements by the preparation of a Purchase Requisition (PR). The Purchase Requisition serves to inform the Purchasing Agent of the needs of a specific user department and to correctly define the material or service requested. The requisition is not an order, but merely the request for Purchasing to procure the item(s) or service(s) in accordance with established City purchasing policies and procedures. The procedures that are set forth in this manual have been established as a tool used by Purchasing for the processing of all requisitions. The Purchase Requisition will begin with the issuing department.

1. When Prepared - The requesting department should anticipate their requirements and submit requisitions allowing ample time for Purchasing to complete action to secure the items needed at the time required. Rush or

emergency orders shall be authorized on a case-by-case basis to avoid additional costs affiliated with expediting delivery.

2. Who Prepared - A Purchase Requisition shall originate in the using department at the level where the purchase is to be used and proceed to the Purchasing Agent after receiving approval of the Department Director.

3. Data Entry of Requisition - A properly prepared requisition must, at a minimum, contain the information listed below:
    a. Department/Location/ Date– Fill in your department name, date in the appropriate blanks.
    b. Vendors – Enter the vendors and identifying information from which bids were obtained in the columns provided.
    c. Ship to – Shipment will be to the main department location unless otherwise indicated on the requisition.
    d. Method/Terms – Enter shipping FOB term.
    e. Quantity – Defaults as 1, but can be changed to the number of units being requested.
    f. UOM – The unit of measure for the item. Typical is EACH, LB, FOOT, SUM, etc.
    g. Unit Price – Include the unit price or extended price, which may be a "quote" price received.
    h. Extended Price – Quantity x Unit Price
    i. Freight – Enter a freight cost, if needed.
    j. Description – Give a precise description of the specifications of the item or service desired i.e. size, dimensions, type, weight, construction of item and/or equipment, and other pertinent information. If applicable, provide a manufacturer's brand name and model for the purpose of establishing a standard of quality. If the purchase is of a technical nature, specifications should accompany the requisition. If the item cannot be described, except with a great amount of detail, a brief description should be given, followed by the trade name or model number of an acceptable item or "equal." Indicate if the item is known to be on GSA (Federal), State or other contracts and note the contract number.
    k. Account Number – Indicate the expenditure code of your department. Particular attention should be given to coding the appropriate account. Where multiple account numbers are utilized, please provide Purchasing with a dollar allocation in lieu of percentage allocation.

4. Release of Requisition - Once the requisition has been completed, it will require Department Director approval. The requisition is then forwarded to the Purchasing Agent for review.
    a. Purchasing Agent will review the requisition to determine if it is properly prepared, has the required account codes, budget, quotes, approvals, and adequate description. If information is incomplete the requisition will be rejected.
    b. A Purchase Requisition may be corrected by the Purchasing staff or rejected and returned to the issuing department for any one of the following reasons:
        - Lack of proper signature.
        - Lack of proper support documents (written quotes, sole source justification, or "piggyback" verification).
        - Unauthorized purchase.
        - Incorrect account numbers have been used.
        - Improper vendor selected.
        - Insufficient account balance available.
        - Insufficient budget approval for capital items.
        - Contract number and/or start and end date not shown.
        - Vague or incomplete description.
        - Unit price discrepancy.
        - Other reasons not stated above.

3. Once review and authorizations are completed, the Purchasing Division will encumber the funds. The Purchase Requisition is then converted to a Purchase Order and sent back to the requesting department. The requesting department shall then be responsible for placing the order, forwarding the original (white) copy of the purchase order to the vendor as may be required.

Standard Purchase Order (5.02)

1. Purpose - The Standard Purchase Order, a/k/a "Regular Purchase Order" or "Normal Purchase Order" is a legal document authorizing the purchase of and subsequent payment for materials, supplies, equipment, construction, repairs and services of $8,000.00 ~~4,000.00~~ or more.

2. When Issued - A Standard Purchase Order shall be issued by the Purchasing Agent only against Purchase Requisitions approved by a Department Director.

3. How to Prepare - The Standard Purchase Order is prepared from the requisition and shall be written so that it is concise and clear. This will prevent unnecessary misunderstandings and correspondence with vendors.

4. Routing of Standard Purchase Order - The Purchase Order shall be printed and disbursed as below:
    a. Vendor Copy (White) – hard copy may be mailed directly to vendor by the Purchasing Agent or returned to department for mailing.
    b. Department Copy (Canary Yellow) – sent to requisitioning department for departmental record
    c. Purchasing Copy (Pink) – retained by the Purchasing Agent.
    d. Accounts Payable (Goldenrod) – sent to accounts payable

Blanket Purchase Order (5.03)

1. Purpose - Blanket Purchase Orders (BPOs) are used throughout the City for the purchase of small dollar repetitively purchased items where the exact quantity needed is not identified at the time the BPO is issued. BPOs reduce the quantity of paperwork and decentralize the ordering of materials and/or services on a day-to-day basis.

2. When Used - A blanket purchase order is issued to a vendor, against which multiple purchases may be made for a specific period of time, often establishing fixed price, term, and other conditions. Similar to a Standard Purchase Order, City department funds are encumbered upon the establishment and issuance of the BPO. A Blanket Purchase Order is also useful for repeated purchases of the same type of commodity item or service by a department. This eliminates the need for department submittal of multiple Standard Purchase Orders - issuing a single Purchase Requisition for a Blanket Purchase Order.

3. How to Prepare
    a. The Blanket Purchase Order is prepared from a purchase requisition and shall be written so that it is concise and clear. This will prevent unnecessary misunderstandings and correspondence with vendors. At a minimum, the Purchase Requisition should contain:
        - Items or types of items authorized for purchase.
        - Item prices (when available) or total purchase order amount.
        - Specified term.
        - Name of the user.

b. If a using department plans to only issue one or two purchases from the BPO over a specified time period (term), then a Standard Purchase Order should be used for each purchase instead.
c. A single purchase transaction is the total cost for that transaction and includes all associated components *(i.e. shipping, delivery, etc).* A single transaction cannot exceed $8,000 ~~4,000~~ unless:
    - Pricing is based on written quote, bid or contract pricing from the City of Columbia or another governmental entity – "piggyback" purchase
    - The purchase is sole source, waiving the competitive bid process. The rule of thumb is that a purchase exceeding $8,000 ~~4,000~~, other than the above, requires, at a minimum, three (3) written quotes. Such a purchase should then be processed as Section 5 - Page 5 a Standard Purchase Order instead.
e. A Blanket Purchase Requisition equal to or exceeding $50,000 ~~25,000~~ requires City Council approval. The issuance of a Blanket Purchase Requisition subsequent to an approved or awarded contract does not require additional approval; however, the blanket terms must be in accordance with the terms of the pre-approved or pre-awarded contract. **Note: Multiple Blanket Purchase Requisitions shall not be issued to circumvent the approval process**.

4. Routing of Blanket Purchase Order - The Blanket Order shall be printed disbursed in the same manner as a standard purchase order.

5. How to Use
    a. Users shall not receive goods or services from a submitted BPO Requisition until approved by Purchasing and a BPO number is assigned.
    b. Using departments should make timely and calculated preparations for completing BPO purchases at each fiscal year end, to avoid the unnecessary encumbrance of funds. All BPOs will typically be closed at the end of the fiscal year and a new Blanket Purchase Requisition entered and submitted to Purchasing for the next fiscal year.
    c. Purchasing Agent and/or the Finance Director will conduct period reviews of the use of BPOs by the user departments to determine if the scope and intent of the BPO process is being followed.

Emergency Purchase Order (5.04)

1. Purpose - An "Emergency" is defined as a situation brought about by a sudden unexpected turn of events or any circumstance or cause beyond the control of the City in the normal conduct of its business. An emergency purchase is made to alleviate a situation where there is a threat to public health, welfare, safety, or significant disruption of operations of a department that can only be rectified by immediate purchase of equipment, supplies, materials, or services.

2. When Issued - An emergency purchase may be made without competitive bidding when time is of the essence, and only for the following reasons:
    a. To preserve or protect life, health, or property; or
    b. Upon natural disaster; or
    c. To forestall a shutdown of essential public services.

    Since emergency purchases do not normally provide the City an opportunity to obtain competitive quotes or properly encumber committed funds, sound judgment shall be used in keeping such orders to an absolute minimum.

3. How to Prepare - An "emergency purchase" must fit the circumstances noted above and requires such competition as is practicable under the circumstance.
    a. The following requirements shall apply:
        - The Purchasing Division shall be contacted as soon as possible for an advanced Purchase Order number, which may be given verbally, to cover the emergency transaction.
        - A completed Purchase Requisition shall be submitted to Purchasing within two (2) working days, or as soon as the information is available. All Purchase Requisitions for emergency purchases shall be signed by the appropriate Department Director.
        - A Department Director often makes true emergency purchases on weekends, holidays, or after hours. The Director or his designee may make emergency purchases when he/she has determined circumstances require immediate requisition of goods or services and after consultation with and approval by the City Manager.
    b. Documentation explaining the circumstances and nature of the emergency purchase shall be submitted by the appropriate Department Director as follows:

- Emergency purchases between $8,000.00 ~~4,000.00~~ and $50,000 ~~25,000~~ (Category 3) - Process as Purchase Requisition, referencing "Emergency" in the body of the PR and providing complete backup documents, and any obtained quotations. The City Manager shall approve,
- Emergency purchases that exceed $50,000.00 ~~25,000.00~~ (Category 4) - Process as Purchase Requisition, referencing "Emergency" in the body of the PR and providing complete backup documents. The City Manager must request City Council approval.
- If the emergency purchase causes any budget line to exceed the approved budget, it shall be the responsibility of the requesting department to obtain approval for transfer to cover the purchase.

4. Routing of Emergency Purchase Order - The Emergency Purchase Order shall be printed and routed in the same manner as a standard purchase order.

Purchase Order Exceptions (5.05)

1. PO Exceptions - In accordance with the Purchasing Ordinance, the provisions of this policy do not apply to the following instances or procurements:
    a. Utilities including gas, electric, water, sewer and landline and wireless phone services. Type 1 exceptions may only be paid after the Finance Director has reviewed the bill for accuracy and validity prior to payment.
    b. Goods or services required for confidential and secure investigations, apprehensions and detentions of individuals suspected of or convicted of criminal offenses by law enforcement personnel. Type 2 exceptions may only be paid out according to the State Comptroller's Confidential Drug Funds Manual.

Purchase Order Changes or Cancellation (5.06)

1. PO Changes - Whenever a change of any kind on the original order is requested, the actual change is made by submitting a Change Order Request

Form to Purchasing. This form should be filled out completely, approved by the originating department, and sent to the Purchasing Agent for authorization and processing. After the change has been completed, the purchase order is reprinted with a notation of the change and the date completed on the purchase order face. The reprinted purchase order follows the same disbursement as the purchase order. Reference Section 6 of this manual.

2. Cancellation - If the requisitioning department requests to cancel an order, department staff should notify the vendor as soon as possible. Department Staff will also send an approved Change Order Request Form marked Cancel, with the reason for that cancellation properly noted, to the Purchasing Agent. The Purchasing Agent will process the cancellation. Reference Section 6.

Receiving, Inspection, and Testing (5.07)

1. Receiving and Inspecting - The PO face identifies the location or department the materials and/or supplies are to be delivered. It is the responsibility of the using department to:
    a. Receive product by checking the shipment upon delivery for possible shipping damage, matching quantity and description to the Purchase Order. The following are steps to take when receiving material:
        - Verify the count. If there is a shipping discrepancy, note shortage on both shipper's and deliverer's copies of the receipt.
        - Check for visible damage. Note on all receipts.
        - Check for concealed damage – make note of broken or crushed containers.
        - In signing a delivery receipt add "except for concealed damage, if any."
        - Notify carrier in writing of any damage found and request an inspection.
        - If you do not have time to verify delivery immediately upon receipt, please sign delivery ticket and include "delivery not checked for accuracy or damage."
    b. After determining that there is no damage and the correct product and quantity have been received, sign the accompanying invoice. Any discrepancies should be noted and the vendor should be contacted immediately and made aware of the discrepancy.

2. Testing - Testing of certain materials and supplies is occasionally necessary. The using department (and the Purchasing Division as required) is responsible

for all details in connection with any necessary testing. Testing requirements should be included in the written specifications on the Purchase Order.

Processing for Payment (5.08)

An Invoice is the vendor's statement of their charges against the City for materials or services rendered. The Invoice is based upon the Purchase Order and should contain the same basic information. The prompt and proper processing of an Invoice is recommended. Upon receipt of vendor Invoice and completion of delivery and acceptance of material or service, the department will promptly process the Invoice and forward to the Accounts Payable in the Finance Department.

Required data shall be completed as follows:

1. Invoice for PO payment: Enter receipt date, entire PO number, accounting codes and amounts to which the Invoice is to be charged, and authorized signature.
2. Invoice for non-PO payment (Check Request): Stamp invoice with invoice processing stamp, fill out account code (fund, function, object) and obtain Department Director signature. A check request may be used when invoices are not available (i.e. refund of facility deposits, etc.).

3. Partial Payment: Partial payment will not be made except when partial deliveries are made for the convenience of the City or when a discount is available.

4. Credit Memo: An Invoice credit memo shall be processed and submitted with red stamped block, the same as Invoice for PO payment in 1 above. Credit memos must not be held at the department location.

SECTION 6: PO MAINTENANCE

Occasionally a Purchase Order requires change to alter, adjust, or revise the language; to add or subtract lines, or to liquidate or cancel the Purchase Order in its entirety. A change order is a written order amending a purchase contract to correct errors, omissions, or discrepancies in it; to cover acceptable cost adjustment; to add freight cost; to incorporate requirements to expand or reduce the scope of goods or services ordered; or to direct other changes in contract execution to meet unforeseen field, emergency, climatic, regulatory, or market conditions. Required changes are initiated by use of a Change Order Form which details the Purchase Order to be changed, and all changed items such as price, model number, freight allowances, etc. Purchase Order maintenance modifies the original terms of the Purchase Order contract and applies to all changes after the initial PO issuance.

Review of a Change Order Request (6.01)

Requestors are reminded to enter all required information, including PO line numbers, function and object codes, and justification for change. Upon receipt of a properly executed PO Change Form, Purchasing checks the request for accuracy

and improprieties. Change Order Forms may not be processed if authorized signature is invalid or missing or if PO maintenance will increase the total order to $50,000.00 ~~25,000.00.~~ These changes must first be approved by City Council before processing. If the actual invoice amount of a specific PO line item is less than the line amount stated on the Purchase Order, Accounts Payable will pay the invoice amount. If the invoice amount of a specific PO line item exceeds the PO line item stated amount by more the $50, submittal of a PO Change Order Form is required.

Processing Change Order Requests (6.02)

After purchasing review, changes are then entered in the Data Quest system by the Purchasing Agent. Specific notes are added about the PO change to print on the Purchase Order when it is reprinted. The reprint has the same number of copies as the original and carries the same distribution routing.

PO Maintenance Requiring City Manager or Council Approval (6.03)

PO maintenance that brings the total value of the Purchase Order to $ 50,000.00 ~~25,000.00~~ or more, must receive City Manager approval and may further require City Council approval before further processing. NOTE: PO maintenance that decreases the orders total, even though the original was approved by Council, does not require additional Council approval. PO maintenance requiring City Manager or City Council approval must be submitted to Purchasing with documentation explaining the need for the increase. Purchasing will review and validate change as per contract. If Purchasing agrees that a PO maintenance request is valid, then Purchasing will prepare and submit a Consent Agenda Item in CivicLive and copy the using Department for placement on the City Council Agenda.

After Council approves the change, the requested PO maintenance will be processed. Each change must reference the Council meeting date. A copy of each change and accompanying documentation must be attached to the Purchasing Department's file copy of the original Purchase Order.

SECTION 7: BIDS / PROPOSALS & CONTRACTS

With the exceptions of purchases exempt from competitive bids or proposals, as detailed in Section 7.06, all purchases that equal or exceed $50,000 ~~25,000~~ (Category 6) require the opportunity for competition be given by formal bid or proposal solicitation from vendors.

Formal (Sealed) Bids [ITB] (7.01)

Formal (sealed) bids (Invitation to Bid – ITB) and proposals (Request for Proposal – RFP) are the most effective procedures for soliciting competitive prices from vendors in the public (governmental) purchasing sector. Each method has advantages and disadvantages. In this section, the procedures for preparing and processing bids and proposals are addressed.

1. Propose - Before proceeding with any bid, Purchasing must determine the purpose that is to be served. Will the bid result in procuring goods, services, or a combination of both? Is there a necessity for special protection for the City

through bonds and insurance? Will the contract provide a onetime purchase or an annual blanket agreement? All these questions and more must be answered before preparing the bid for issuance.

2. Vendor Selection - A vendor list sufficient to generate at least three responses is required for all purchases that equal or exceed $50,000.00 ~~25,000~~. Potential suppliers may be located by using the following resources:
    a. City of Columbia bidder database
    b. State purchasing contracts
    c. Product catalogs
    d. Telephone directories
    e. Purchasing records
    f. Thomas Register
    g. Department Director recommendation
    h. Trade journals
    i. Salesperson
    j. Internet
    k. Vendor Registry

3. Advertisement of Bids - Adequate public notice of the Invitation for Bid shall be given.

    Newspaper: The City will advertise a minimum of one time in newspaper(s) of general circulation in Columbia. The first advertisement should be at least fourteen (14) calendar days before the bid opening date. The newspaper advertisement shall include the bid title and general description of the procurement, bid opening date and time, the location for delivery of bids, pre-bid information, bond requirements, and the information of how to obtain the bid specifications.

    City Website: Purchasing will post bid notice on the City of Columbia's website, www.columbiatn.com/government/finance under the purchasing section.

4. Distribution of Bids by the Purchasing Division - Bids will be posted on the City's website for downloading by prospective bidders. Registered bidders may be directly contacted by the City of Columbia through mail, email or telephone regarding outstanding bidding opportunities. Placement on the

bidders list does not guarantee receipt of an ITB or RFP. It is the vendor's responsibility to check out bid notices posted by Purchasing.

5. Pre-bid Conference - A mandatory or non-mandatory pre-bid conference may be held with prospective bidders and concerned City staff on complex procurement projects. The primary objective of such a conference is to provide a clear understanding of instructions to bidders relative to drawings, specifications, and local conditions, location of the work, and basic construction methods or work requirements. A site visit may be scheduled following the conference if the project personnel feel it would be beneficial for clarification of specifications. In addition to avoiding quality assurance problems and contingency items in quotations, other benefits that may be derived from conferences are:
    a. The number of changes in specifications can be reduced.
    b. Competition may be stimulated by interesting more prospective suppliers.
    c. Conferences tend to insure that qualified suppliers will submit quotations and tend to discourage submission by suppliers who are not qualified to perform the work or supply the goods.
    d. An opportunity is given to discuss schedules. This is particularly valuable when hard to get or special materials and equipment is involved.
    e. An opportunity is given to explain policies and requirements with respect to procurement methods, competitive bidding and negotiation, quotation qualifications and conditions, price provisions in solicitations and any resulting contractual agreements, and the determining factors in making awards.

    The conference should be a formally announced meeting with bidders. An announcement of the conference shall be included with the Invitation to Bid. The announcement will state when and where the conference will be held. In order to derive the greatest benefit from a conference, adequate time should be provided for the prospective suppliers to review the plans and specifications prior to the conference. The conference should be attended by personnel qualified to answer completely and accurately all questions relating to matters such as contract provisions, design and specifications, and production techniques that are expected to be discussed. A formal record shall be made of persons attending and the organizations represented through the use of a sign in sheet.

During the pre-bid conference, the specifications are reviewed and discussed with all vendor representatives in attendance. Care shall be taken to clarify the specifications as requested so as to insure that a vendor is not written out, thereby, eliminating them from the bidding without due cause. Only in those instances where a vendor requests a change in the specifications that would result in compromising the intended use and quality of the equipment are such requests denied.

It is important that persons attending be clearly informed that no oral statement from any person which modifies plans and specifications will in any manner or degree, be considered official until covered in a written addendum to the Bid or Request for Proposal.

6. Issuing Addenda - Once an invitation to bid has been issued, no changes in the specifications can be made unless an addendum is issued, clearly pointing out such changes. All addenda shall be issued at least 48 hours prior to bid opening date, unless waived by the Purchasing Manager. If there is not sufficient time, the bid date will be changed.

7. Bid Format - To avoid duplication of effort in bid preparation, Purchasing has created a bid format, which provides the "boilerplate" or general terms and conditions of the bid. Care is taken that appropriate protection is afforded the City through requirements for bid bonds, insurance, and/or performance and payment bonds. Deletion of these items may result in loss of any meaningful protection for the City in the event of a vendor default or noncompliance.

8. Bid Conditions - In addition to the general conditions or "boilerplate," most bids require special conditions, which pertain specifically to the bid in question. Conditions differ from specifications in that conditions refer to requirements, which must be met by the bidder before specifications of his/her bid item are even considered. For example, a supplier of furniture who cannot meet the required condition of a 30 day delivery will be eliminated, even though his furniture may meet all physical specifications. Conditions allow the City a high level of protection by the inclusion of various clauses relative to renewal of contract, cancellation, settlement of disputes, payment terms, delivery schedules, etc.

9. Bid Specifications - Except for some City wide contracts, specifications for all departmental bids should be provided by the requesting department,

preferably in Word format. Reference Section 8, Specifications. Reasons for this policy are as follows:

a. As prime user, the department is best aware of any special characteristics or problems.
b. Because they probably utilize the item daily to be bid on, the department is best aware of any new developments in that product field.
c. Scientific, engineering, or other technical descriptions must be provided by department staff that are qualified to do so. Purchasing staff may assist in writing technical specifications. However, technical specifications must be reviewed and approved by the using department. Specifications are the basis for a vendor's bid. Realizing that his bid will be compared primarily on the basis of price, a vendor will seek to offer an item that only meets the specifications. Consequently, it is vital that specifications make no assumptions, but rather detail every important facet of the item in question. To do so invites delivery of items, which meet specifications, but fail to meet the department's expectations.

A specification is defined as "a concise statement of a set of requirements to be satisfied by a product, material, or a process. "An objective of the Purchasing is to arrive at "performance specifications" which satisfy the need while allowing the greatest number of competing firms to bid. Therefore, it is more desirable to describe an item by the job it is intended to do and the physical characteristics it must exhibit than merely to specify a given brand and model with no substitutions.

Specifications may be by performance description, or brand name; or a combination of the above. In some cases, description by noting the brand name of an acceptable unit may be the preferred method. Purchasing staff recommends the use of more than one brand name as a reference. To assure competition when using brand names, the phrase "or equal" should, in most instances, follow the brand description. This allows vendors of similar products to bid thus promoting maximum competition and the best value for the City. Should proof of equivalency arise, the burden is on the substituting vendor to provide it. Final judgment of equivalency shall reside with the Department Director or his/her designee.

10. Bonds and Insurance - Bonds offer tangible protection in the form of monetary assurances that the bidder will meet his obligations. Bonds must be secured by the bidder at his/her own cost, and generally may be classified as follows:

Insurance is required to safeguard the City from any claims resulting from damage to property and/or injury to persons caused by the vendor or his actions. The vendor, at his own cost, must secure insurance policies that name the City of Columbia as an "additional insured" party. Reference Section 9, Bonds and Insurance.

11. Bid Response - Aside from any attachments such as plans or drawings, a separate document titled Bid Sheet shall be prepared by the Purchasing. This page provides blank spaces labeled for the vendor's company name, address, phone number, signature, title, date, and email address. Vendors will be advised in the bid document to use only the provided Bid Sheet. The Bid Sheet also provides a Bidder's Certification statement that the vendor, by submitting his bid, acknowledges that he/she will meet all bid terms, conditions, and specifications contained in the bid. The purpose of requiring the Bid Sheet is to control the bid submittal documents so that vendors do not submit bids which include verbiage negating or modifying the terms of the bid. Any vendor that attempts to do so will be rejected. Additionally, the bid sheet will include the bidder's price by unit and/or total, delivery data, freight charges, warranty data, and any other special information required by a specific bid.

12. Receipt of Bids - Control of the bid document is essential. Bidders will submit their bid in a sealed envelope with the following information clearly marked on the outside:
    a. Vendor Name.
    b. Due Date (month, day, year).
    c. Time Due (hour/ a.m. or p.m.).
    d. Solicitation Number.
    e. Bid Title.

    Each bid received will be date and time stamped by Purchasing and/or City Manager's Office. On occasion an envelope will be received without proper information on the outside identifying it as a bid reply. On such occasions, after an actual bid envelope has been opened, the appropriate bid information will be written on the outside of the envelope, time stamped, reason it was opened prematurely, and resealed for reopening on bid closing date.

    All sealed bids shall be received at the City Manager's Office, 700 North Garden St; Columbia, TN 38401. Purchasing is located in the City Hall Building, Third Floor, Downtown Columbia. Sealed bids will be received by Purchasing until the closing date and time. It is the sole responsibility of the

bidder to ensure that their bid reaches the Purchasing Division before the closing date and hour stated on the bid document.

13. Late Bids - Any and all bids received in the Purchasing or specified receiving location, after the scheduled date and time for opening will be considered a late bid and will be rejected, unless it is determined by the Purchasing Agent that the late receipt was due primarily to City mishandling of the bid after receipt. A late bid will be identified as a "Late Bid" on the outside of the envelope or container and remain unopened in the applied bid file. The bidder will be notified of their late bid status and given an opportunity to pick up the bid or make arrangements for return, at their expense.

14. Bid Opening - A sealed bid opening is a formal, official event and should be carried out in a professional, businesslike manner. Purchasing staff shall avoid making any frivolous or preferential statements, which might compromise the City's position and the reputation of the Purchasing Agent. Unless conditions demand another site, bids are opened in the Purchasing Office or nearby conference room. Bid openings are open to the public and all interested bidders. The bid opening time must be strictly adhered to.

    As the bid opening starts, the Purchasing Agent or designated official opening the bid will introduce his/her staff and any City officials present. An announcement that "no award will be made at this time" will precede the opening of the first bid. Bids will be opened by the Purchasing Agent or his/her designee and recorded. As each bid is read aloud, the dollar amount will be repeated clearly twice.

    After the last bid is opened, attending vendors are advised that an award decision will be made after review of the submitted proposals, and thanked for attending the bid opening. To avoid possible tampering, bids are not to be distributed for general investigation by the bidders present. Under no circumstances will vendors or the general public be allowed to privately review bids.

    Only after all bids have been fully analyzed and a recommendation has been made, will the bids be consider public record and available to access by the public.

15. Preliminary Screening of Bids - Unsigned bids shall not be considered. After a bid has been opened, no changes in bid prices or other provisions shall be

permitted. Under no condition will a facsimile (fax) response be acceptable. Prior to opening of bids a vendor may correct or withdraw his bid. Following the bid opening, when a mistake is either detected by Purchasing or alleged by the bidder, the bidder should be asked to verify his bid and produce supporting evidence of the mistake. If the bidder responds supporting the mistake, the Purchasing may correct the bid if the mistake was an obvious or apparent clerical error. Examples are:

a. Obvious errors in placing decimal points.
b. Obvious discount errors.
c. Error in extension of unit prices, however, unit prices always prevail.

If the mistake is not an obvious or apparent mistake of a clerical nature, it must be referred to the City Attorney for action.

16. Waiver of Informalities - Bids may be defective in that they fail to give certain information requested by the invitation. For example, a bid may fail to furnish required catalogs or descriptive data. These "minor" informalities may be corrected by allowing the bidder to furnish the information prior to award, or by waiving them if time does not permit their correction. The difference between a minor informality and a failure to conform to the essential requirements of the invitation may be difficult to determine without legal advice.

    Nevertheless, the decision to allow the defect to be corrected will be judged according to the fundamental principle – Is it in the best interest of the City to do so and/or will it be prejudicial to the interests of the other bidders and/or will it affect the intended use for which the purchase is being made? The City reserves the right to waive any bid informalities when deemed in its best interest.

17. Alternate Bids, Approved Equivalents - The bidder may offer any brand for which he/she is an authorized representative that meets or exceeds the specifications as written. If the bid is based on an "approved equivalent or equal" item, supportive information in the form of the manufacturer's printed literature or brochures, sketches, diagrams, and/or complete specifications must accompany the bid. The bidder must explain in detail the reasons why the proposed equivalent or equal will meet specifications and not be considered an exception thereto. The City of Columbia reserves the right to determine acceptance of proposed equivalent or equal items. If an Invitation to Bid does not expressly permit the submission of alternate bids, a bid which

qualifies the specifications should be rejected as unresponsive. However, if a bidder submits a bid conforming to the specification and also offers an alternate, the alternate may be accepted if the bidder is the best value on both bids. Therefore, no prejudice results to the other bidders.

18. Tabulation of Bids - The requirement for recording bids involves the preparation of a Bid Tabulation Sheet. The information which normally is transcribed on the bid tabulation includes the invitation number, opening time and date, item number, description of items and services, quantity, unit, unit price, bidder's name and location, deliveries, remarks or any other information which will be helpful in making the evaluation.

19. Bid Review - After the bid opening, copies of the Tabulation Sheet, Bidder Response Sheets, Bid submittals, and all pertinent documents such as warranties, brochures etc. are available to the requesting department. The requesting department will be ask to promptly and thoroughly review each bid for compliance with specifications. Bid items not meeting minimum specifications should be rejected. In general, the lowest responsible, responsive bid meeting specifications should be awarded the contract. The Purchasing Agent shall also review the bids and become familiar with the bids in order to advise and/or assist the department in its recommendation for award. With the exception of the tabulated bid prices, all other bid information is not available for public review until a recommendation to award has been forwarded to City Council.

20. No Bid - On occasion, the Invitation to Bid will receive no responses. In those cases, the following options should be evaluated:
    a. Contact vendors on bid list to determine reason for lack of response.
    b. Contact the user department to determine if rebid is desired, using information obtained from vendor response.
    c. Review specifications if decision is made to rebid.
    d. Revise bid documents where appropriate.
    e. File the closed bid in the Purchasing if decision is made not to rebid.

21. Only One Bid Received - When only one bid is received, the following options should be evaluated:
    a. Inquire of those who did not bid to determine the reason for lack of response.
    b. Accept or reject the bid based on information received and taking into consideration the City's position favoring competition.

c. Accept the bid if time is crucial and cost is reasonable, as the opportunity for competition was afforded by initial competition.
d. Reject the bid if time permits for re-solicitation.
e. Review specifications, revise if necessary and rebid.
f. The City Manager may negotiate with the one bidder if the price is over the approved budget or the Purchasing feels it would be advantageous to the City.

If the lowest responsive bid is considered to be too high, the Purchasing Agent and/or City Manager shall have the authority to negotiate a lower price.

22. Tie Bids - In the event two or more bids are received which are equal with respect to price with no evidence of collusive bidding, preference shall be given in the award in the following order:
    a. Local bidder's business office is located within the incorporated limits of the City of Columbia.
    b. Bidder's business office is located within Maury County.
    c. Purchasing Agent will draw lots or flip a coin in public.

23. General Criteria For Award - Recommendations for award of bids are made and/or approved by the requesting Department Director to the lowest, responsive and responsible bidder. In determining the lowest responsive and responsible bidder, the following, in addition to price, shall be considered as a basis for award:
    a. The ability, capacity, and skill of the bidder to perform under the terms of the bid documents
    b. Whether the bidder can perform the contract or provide the materials or service promptly, or within the time specified, without delay or interference
    c. The character, integrity, reputation, judgment, experience, and efficiency of the bidder
    d. The quality of performance of previous contracts and the providing of materials and/or services
    e. The previous and existing compliance by the bidder with laws and ordinances relating to the contract, or the providing of materials or services
    f. The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the materials or services
    g. The quality, availability, and adaptability of the supplies, equipment, or contractual services to the particular use required

h. The ability of the bidder to provide future maintenance and service for the use of the subject of the contract
i. The number and scope of conditions attached to the bid

Should there be reason not to recommend award to the lowest bidder; the decision must be fully explained in a memo from the requesting department for formal evaluation by purchasing staff.

24. Responsiveness vs. Responsibility

Responsiveness:

- A responsive bid conforms substantially to all *material* elements of an Invitation to Bid (ITB).
- A nonresponsive bid is not valid and must be rejected – it cannot be cured after bids are opened.
- The determination of responsiveness is not discretionary (although it does require interpretation of the standard).
- A contract awarded to a nonresponsive bidder is void.

Responsibility:

- Relates to the bidder's qualifications
- Evidence of responsibility is sometimes obtained after the bid opening
- Determining responsibility sometimes involves discretion and judgment by the awarding staff.

25. Rejection of Bids

The following reasons may be considered causes for rejection of a bid:

a. All prices too high or unbalanced
b. Sufficient funds not budgeted or available
c. An error in the specifications sufficient to have caused confusion and misunderstanding among bidders
d. The item on which bids were requested is no longer needed
e. Lack of adequate competition
f. Noncompliance of specifications
g. Submission of more than one bid in response to a single invitation
h. Lack of adequate work history and/or work experience
i. Debarment of bidder (vendor) Reference Section 13.04.

A bid must be rejected for any of the following reasons:

a. Does not comply with applicable law.

b. Does not provide what the City seeks to acquire (either too much, or too little).
c. Contains a material defect (waiver would give the bidder a competitive advantage over the other bidders.)

Framework for analyzing responsiveness:

a. Does the bid comply with legal requirements? If not – reject.
b. Does the bid provide what the City seeks to acquire? If not – reject.
c. Does the bid contain an error or defect? (Analyze whether the error or defect is material or is waivable).

In the event all bids have been rejected for one or more of the reasons above, Purchasing will notify all of the participants and the City staff involved of the official reason(s) for the ruling and the next step the City may take to fulfill the bid requirement. The bid specifications should be reviewed and any changes made to reissue the bid solicitation.

26. Bid Award - It shall be the responsibility of Purchasing, in conjunction with the requesting department, to determine the bid that is the best value for the City. If a recommendation is made to accept a bid other than the apparent low bid meeting specifications, the Bid Analysis must include adequate documentation to justify the rejection of the low bid. After the review and analysis, provided there is no disagreement, Purchasing will then process an agenda item for City Council consideration depending upon approval threshold.

    Purchasing staff will prepare a City Council Agenda Item and forward to the Finance Director for certification. The Finance Director will certify that sufficient funds are available and budgeted for the purchase. Following either City Council approval or award, Purchasing and/or department will prepare a requisition for the award.

Local Vendor Preference (7.02)

Preference Policy - Vendor preference is the practice of awarding bids to local firms that are not the lowest responsive bidder if their price does not exceed the lowest responsive bidder by an agreed upon percentage. While this practice does occur in some jurisdictions it is not supported by the State of Tennessee nor is it support by the National Institute of Government Purchasing (NIGP).

The NIGP position states *"Although some people assert that buy-local preferences will protect existing jobs, create new jobs, and strengthen the economy, the sad reality is that*

the practice of favoring vendors within a defined geographical area only encourages inflated prices which are paid by the taxpayers of the jurisdiction who administer them. By causing prices to rise, preference results in a direct subsidy to a few taxpayers at the expense of the general taxpaying public. When an agency has a preference, [ed., then] potential, reliable and sound vendors consider it futile to bid in such a climate. When they do not bid, competition becomes less keen and prices rise."

The City of Columbia does not have nor does it support a local vendor preference when awarding bids.

Formal (Sealed) Proposals – Request for Proposals (7.03)

1. Purpose of Proposal - As with bids, the primary action is to ascertain clearly the purpose to be served by the proposal. Proposals are by nature more general than bids; it is vital to provide the correct parameters within which the vendors are to operate. Proposals are used when the price is not the only element that requires evaluation and consideration. The proposal will contain customized criteria for evaluation and scoring of points used in the determination of an award.

2. Proposal Format - As in the case of bids, a prepared standard format is maintained by Purchasing for proposals. Proposal Conditions and Specifications:

   Conditions and specifications for a formal proposal generally differ from the same items for a bid in the following ways:
   a. Due to the general nature of a Request for Proposal, conditions and specifications may be intermingled rather than separate.
   b. Both conditions and specifications will tend to be broad, allowing the vendors a wide range of options from which to arrive at a proposal which accomplishes the desired goal.
   c. Conditions and specifications serve more as guidelines than strict standards. The objective is to allow the vendor's own expertise to design a proposal which will fulfill the City's ultimate specified result.

   Conditions and specifications need not be so broad as to promote uninhibited proposals. By establishing boundaries within which to operate, and pointing the vendor toward the direction of the City's goal, the Request for Proposal seeks to elicit the best talents in the market place to fulfill its needs.

3. Formal Proposal - The vendor's complete formal proposal should be submitted with one original and a sufficient number to supply each member of the Selection Committee with one copy each. Proposals should be supplied directly by the vendor as directed in the solicitation using the format and forms available in the Request for Proposal (RFP) document.

4. Insurance, Bonds, Letter of Credit - As in the case of bids, the City may require letters of credit, insurance, and/or bonds to protect its interests. Generally, proposals do not require bid bonds.

5. Formal Proposal Opening - The opening of proposals should be carried out in a professional, businesslike manner. Proposals arriving after the scheduled date and time for opening will be considered a late proposal and will be rejected. The disposition of a late proposal will be the same as for a late bid, as detailed in Section 7.01 M. above. As proposals are opened, the Purchasing Manager, or his/her designee shall announce the name of each vendor, their address, and then confirm the number of proposal copies submitted. This data may be recorded by another member of the City staff. At this time, no attempt should be made to read or compare the proposals. Following the opening, proposal copies will be forwarded to the appropriate Department Director and/or or Selection Committee members, with the original of each proposal maintained in the Purchasing file.

6. Proposal Review - Proposals references, certifications, and all documents shall be reviewed by the requesting Department Director and/or Selection Committee members. The committee approach is usually chosen when dealing with complex projects requiring input from various departments. The committee members will be selected by the project manager and/or the using department. If the committee approach is selected, then a department staff member will act as Chair of the Selection Committee. The Committee Chair will: facilitate meetings, prepare recommendations for the top ranked firms, and negotiate and prepare final contract documents. All committee meetings may be open to the public. The Committee Chair or designee will record and document all committee meetings. When price is the primary consideration, the lowest bidder whose proposal meets the specifications and provides the best value to be City should be chosen. However, when price is not the primary consideration and design, quality, or other factors are paramount the decision must be formally documented by the department or committee. The City reserves the right to negotiate prices and scope of work.

7. Recommendation of Award - After department and/or Selection Committee review, the Department Director or Selection Committee Chair through the Department Director, shall submit a completed Evaluation Committee Report to Purchasing along with all notes, score sheets and other documents prepared and used in the selection process. Provided there is no disagreement, Purchasing will then process an agenda item for Council consideration. Reference Section 4 of this manual. The City currently has no local business or minority preference in the award of a proposal.

Bid/Proposal Documents and Meetings (7.04)

1. Files - Purchasing maintains a complete control file on all formal bids and proposals for the City processed by Purchasing. The Purchasing files are maintained by bid number, with the files divided by calendar year.

   The folder for each bid will contain, at a minimum, copies of the following:
   a. Vendor's List
   b. Bid Invitation
   c. Specifications
   d. Bids Received
   e. Bid Tabulation

   Public Disclosure - Under Tennessee's Public Records Act, any person has the right to review any document which is kept by the City in the course of regular business; however with regard to bids, the City does not allow interested parties to examine sealed bids or proposals as follows: Sealed bids, proposals, or replies received pursuant to a competitive solicitation are sealed from the public or other bidders until such time as the City provides notice of a decision or intended decision or within thirty (30) days after bid or proposal opening, whichever is earlier. If the City rejects all bids, proposals, or replies submitted in response to a competitive solicitation and the City concurrently provides notice of its intent to reissue the invitation to bid or request for proposals, the rejected bids or proposals remain sealed from the public or other bidders until such time as the City provides notice of a decision or intended decision concerning the reissued invitation to bid or request for proposals or until the City withdraws the reissued invitation to bid or request for proposals. A bid, proposal, or reply is not exempt for longer than 12 months after the initial City notice rejecting all bids, proposals, or replies. *Bid tabulation sheets, communications among City staff member, or City staff analysis of a project are not exempt from public record.*

Purchasing will accommodate vendor telephone and internet requests for bid results to the maximum extent feasible.

Bidder Protest (7.05)

Right to Protest – Any actual or prospective bidder or proposer, who is aggrieved in connection with a solicitation or award of a bid or contract may protest in accordance with procedures defined herein.

1. Definitions

   Interested Party - A party that is an actual or prospective bidder or offer or whose direct economic interest would be affected by the award or failure to award the third party contract at issue. **Note: A subcontractor does not qualify as an "interested party".**

   Protest – A formal declaration of disapproval or objection issued by a concerned person, group, or organization that arises during the procurement process. A protest is a potential bidder's or contractor's remedy for correcting a perceived wrong in the procurement process.

   Protestor – A person, group, or organization that files a formal declaration of disapproval or objection. A protestor must qualify as an "interested party".

2. Types of Protest
   There are three basic types of protests:
   a. Pre-bid Solicitation – Protest is received *prior to the bid opening or proposal due date*. Pre-bid protests are those based on the content of the initial solicitation published by the City requesting bids from vendors or other interested parties.
   b. Pre-award Protest – Protest *following recommendation for award* and is received after receipt of bids or proposals, but prior to award of a contract.
   c. Post-award Protest – Protest received after *award of a contract*. A post-award generally alleges a violation of applicable federal or State law and/or City policy or procedures relative to the seeking, evaluating, and/or awarding of the contract.

3. Protest of Specifications *(Prior to Bid Opening)*

a. Any protestor (actual or prospective bidder, or contractor), who is aggrieved in connection with the solicitation of a contract or bid, may protest on the grounds of irregularities in specifications or bid procedure. Such protest must be filed within three (3) business days (excluding weekends and holidays) from the time the facts become known and, in any case, at least five (5) business days prior to the opening of the bid.
b. Protest must be made in writing to the Purchasing Agent and shall state the particular grounds on which it is based and shall include all pertinent documents and evidence. No bid protest shall be accepted unless it complies with the requirements of this manual Section. Failure to timely protest bid specifications, requirements; and/or terms is a waiver of the ability to protest.
c. Stay of Procurement: In the event of a timely protest prior to bid opening, the City may proceed further with the solicitation or with the award of the contract unless the Purchasing Agent makes a written determination that the protest should be sustained.

4. Protest of Award Recommendation *(After Bid Opening)*
    a. Any protest after the bid opening, including challenges to actions of any evaluation of the selection committee shall be submitted in writing to the Purchasing Agent.
    b. The Notice of Intent to File a protest must be received by the Purchasing Agent no later than 4:00 pm on the third business day (excluding weekends and holidays) following the day of the protestor's receipt of the City's notice of award recommendation.
    c. The Notice of Intent to File a protest document shall state all grounds being claimed for the protest and clearly indicate, in their document, that they are intending to file a formal written protest.
    d. The affected party must then file a Formal Written Protest within ten (10) calendar days after the time for the filing of the Notice of Intent to File a Protest has expired. The Formal Written Protest shall contain the following:
        - City bid/proposal identification number and title
        - Name and address of the affected party and the title or position of the person submitting the protest
        - A statement of all claimed disputed issues of material fact. If there are not disputed facts, the formal protest must so indicate

- A concise statement of the facts alleged and the rules, regulations, statutes, or constitutional provisions which entitle the affected party to relief
- All information, documents, other materials, calculations, and any statutory or case law authority in support of the grounds for the protest
- A statement indicating the relief sought by the affected protesting party
- Any other relevant information that the affected party deems to be material to the protest

e. Stay of Procurement: Upon receipt of timely filed Notice of Intent to File a Protest, the Purchasing Agent will abate the award process of the formal bid/proposal, as appropriate, until the protest is heard pursuant to the informal hearing process as outlined below, unless the City Manager shall find and set forth in writing particular facts and circumstances that would require an immediate award of the formal bid/proposal for the purpose of avoiding a danger to the public's health, safety, or welfare. Upon such written finding by the City Manager, an expedited protest hearing may be authorized.

5. Protest of Award *(After Bid Award)*
   a. A post-award protest must be received within five (5) business days (excluding weekends and holidays) of the award date. Depending on the Purchasing category and/or the awarding authority, the Purchasing Manager, City Manager, or City Council shall have the authority to settle and resolve a post-award protest concerning the award of a bid. Reference Section 4.01 of this manual.
   b. If the bid protest is not resolved by mutual agreement, the City Manager and the City Attorney, or their respective designees, shall promptly issue a decision in writing. The decision shall specifically state the reasons for the action taken and inform the protestor of his/her right to challenge the decision.
   c. Any person aggrieved by any action or decision of the City Manager, the City Attorney, or their respective designees, with regard to any decision rendered under this section may appeal said decision by filing an original action in the Circuit Court of Maury County Tennessee, in accordance with the applicable court rules. Any action not brought in good faith shall be subject to sanctions including damages suffered by the City and attorney's fees incurred by the City in defense of such wrongful action.

6. Filing For Protest - All protests must be filed in writing with the City of Columbia, Purchasing Agent, 700 No Garden St, Columbia, Tennessee 38401.

7. Prevention
   There are four (4) opportunities for the prevention of Bid Protests:
   a. While developing solicitation document:
      - Ensure specification quality
      - Communicate with bidders (RFI and Q&A)
      - Develop fair, non-restrictive specifications
      - Translate subjective evaluation criteria into measurable, objective criteria
      - Determine evaluation criteria; state the criteria and award standard in the solicitation document
   b. While bidders are developing their bids:
      - Allow written questions (due by a specific date)
      - Carefully consider the questions to determine if a change is needed
      - Respond to the questions through addenda, and change the specifications if necessary
      - Postpone the bid deadline if required
   c. While bids are being evaluated:
      - Evaluate bids based solely on the criteria in the solicitation document
      - If a key criteria is not expressed in the solicitation document, start over
      - Document and support all considerations not related to price
   d. After determination of award:
      - Post notice of award
      - Debrief unsuccessful bidders regarding the evaluation process
      - Once a contract is in place, monitor contract performance, and document problems

Waiver of Competitive Bids (7.06)

The following types of purchases and contracts are exempt from competitive quotes or bids:

1. Architectural, engineering, legal, financial and other such services as further described in Section 10 or Tennessee Code Annotated.

2. Purchase Contracts – State, Government Agency, and Organizations contracts have already been competitively bid; therefore, the need to bid is satisfied for purchases of this nature. This method of purchase is commonly known as piggybacking, and is particularly desirable if time is a constraint or if the chances for obtaining better prices from other sources is poor. Utilization of these sources waives the requirement for a formal competitive bid.

3. Sole/Single Source – Sole Source may be used as a procurement method for the purchase of products or services when available from only one source. Single Source *(non-competitive)* may be used *(when approved by the Purchasing Agent)* when there is only one practicable and reasonable source wherein competitive bidding is not feasible or not advantageous to the City. A Sole Source purchase exists when research has determined there is only one potential provider for an item. A Single Source purchase exists when it is advantageous to the City to declare a purchase non-competitive because it will result in verifiable financial savings to the City; is a trial program; or utilizing a competitive process will be detrimental to timely securing the goods or services. More than one potential supplier may exist for a good or service. The Purchasing Agent, in conjunction with the requesting department, will document the advantages of declaring the purchase non-competitive. A Sole/Single Source Request Form must be completed and submitted with each request for sole or single source procurement.

4. Emergency Purchases – Emergency purchases are allowable when certified by a Department Director to the City Manager, that a delay incidental to competitive bidding would be detrimental to the interest of the City. An "Emergency" is defined as a situation brought about by a sudden unexpected turn of events or any circumstance or cause beyond the control of the City in the normal conduct of its business. An emergency purchase is made to alleviate a situation where there is a threat to health, welfare, injury, or loss to the City that can only be rectified by immediate purchase of equipment, supplies, materials, or services. An "emergency purchase" must fit the circumstances noted above and requires such competition as is practicable under the circumstance. Reference Section 5.04.

   Specific Items - These items are exempt from price quotes:
   a. Dues and memberships in trades or professional organizations,
   b. Subscriptions for periodicals,
   c. Legal advertisements,

d. Postage,
e. Expert witnesses,
f. Abstracts of titles for real property,
g. Title insurance for real property,
h. Court reporter services,
i. Water, sewer, electrical, telephone, and other utility services where competition is not available,
j. Copyrighted materials not available from multiple sources,
k. Seasonal and recreational service providers,
l. Hospitality services and expenses,
m. Fees and costs of job related seminars and training,
n. Travel,
o. Artists, music ensembles (bands) and other entertainment providers and animals.

Contract Terms (7.07)

Unless otherwise provided by law or Council authorization, a contract or bid award may be entered into for a period not exceed three (3) years provided that the term of the contract / award is included in the solicitation and subject to the following:

1. Funds are available for the first fiscal period of the contract /award.
2. Extensions of the contract /award for subsequent fiscal years are subject to availability and appropriation of funds. Solicitation for a multi-year contract / award shall include a non-appropriation clause.
3. TCA 7-51-911 provides that contracts for the purchase of gasoline and diesel fuel are limited to twenty four (24) months.
4. Contracts for capital improvement property may not exceed forty (40) years or the useful life of the property whichever is less. TCA 7-51-902
5. Contracts for lease or lease-purchase of real property shall comply with TCA 7-51-904 with regard to public notice.

Unless otherwise provided by law, the City Council may enter into a contract or bid award for a period exceeding three (3) years when the City Council deems the contract or award in City's best financial interest to approve a longer term.

SECTION 8: SPECIFICATIONS

Purpose (8.01)

All specifications shall be drafted so as to promote overall economy for the purposes intended and encourage competition in satisfying the City's needs, and shall not be unduly restrictive.

Use of Standardization

Standardization takes advantage of lower prices from buying in bulk. It also lowers the administrative cost of purchasing by reducing the total number of purchases made. Standardization consists of consolidating similar requirements into a single specification, whenever possible and shall be the responsibility of the department head or designee.

Use of Specifications

Specifications are a clear and complete description of the essential requirements that items should meet. Well-written specifications ensure that maximum value is being obtained for the public funds spent; and, all qualified vendors, large and/or small, are able to compete on an equal basis.

Types of Specifications (8.02)

City staff will usually prepare their own specifications; although professional assistance may be necessary for items of highly specialized or technical nature from time to time. It must be emphasized that specifications must be clear and accurate, updated regularly to reflect technological or market changes, and most of all, avoid the use of restrictive or unfair details that preclude or reduce competition.

1. Open Specification - An open specification describes of all physical and functional features, may incorporate words or phrases from widely accepted industry or governmental standards and approved in accordance with the procedures outlined in this Section.

2. Design Specification - Design specifications describe in detail precise configuration measurement, tolerance, material, standard or a method of testing or inspection.

3. Performance Specification - Performance specifications describes a result or capability that must be achieved by an item such as speed, output maintainability, or reliability.

4. Brand Name or Equal Specification Conditions for Use - Brand name or equal specifications may be used with the approval of the Purchasing Agent subject to the following factors:
    a. No other design or performance specification or qualified products list is available;
    b. The nature of the product or the nature of the City's requirements makes use of a brand name or equal specification suitable for the procurement.
    c. Use of a brand name or equal specification is in the City's best interests.

5. Designation of Several Brand Names - Brand name or equal specifications shall seek to designate three, or as many different brands as are practicable, as "or equal" references and shall further state that substantially equivalent products to those designated will be considered for award.
    a. Required Characteristics - Unless the Purchasing Agent determines in writing that the essential characteristics of the brand names included in the specifications are commonly known in the industry or trade, brand

name or equal specifications shall include a description of the particular design, functional, or performance characteristics which are requires.

b. Nonrestrictive Use of Brand Name or Equal Specifications - Where a brand name or equal specification is used in a solicitation, the solicitation shall contain explanatory language that the use of a brand name is for the purpose of describing the standard of quality, performance, and characteristics desired and is not intended to limit or restrict competition.

Brand Name Specifications (8.03)

Since use of a brand name specification is restrictive of product competition, it may be used only when the Purchasing Agent determines that:

1. Only the identified brand name item or items will satisfy the City's needs.
2. The Purchasing Agent shall seek to identify sources from which the designated brand name item or items can be obtained and shall solicit such sources to achieve whatever degree of price competition is practicable. If only one source can supply the requirement, the procurement shall be made under Section III (Sole Source Procurement).

Specification Development and Approval (8.04)

1. Research
   The user department – Shall determine its needs, research available and alternative products by means of manufacturer product brochures or contacts with salespersons, and prepare and compile a detailed description that can be incorporated into a specification format.

2. Approval Procedure
   a. Initiating Specification Development - The user department shall prepare specifications excepting public improvements that will be prepared by the City Engineer or Wastewater Director.
   b. Specification Development - The requisitioning departments shall be responsible for the completeness and accuracy of the specifications. Such specifications shall be submitted to the Purchasing Agent with the source of specifications when submitted.
   c. Approval of Specifications - All specifications and revisions to specifications shall be signed by the department head and the Purchasing Agent.

Specification Content (8.05)

Specifications must be clear, detailed, accurate, well organized and uniformly consistent in format. Specifications constitute a reflection of the City and its staff due to its nature of contact with many vendors. Instructions to Bidders and General Conditions shall be a part of every specification, but may be modified as necessary.

SECTION 9: BONDS AND INSURANCE

Bonds (9.01)

Bonds offer tangible protection in the form of monetary assurances that the bidder will meet his/her obligations. Bonds must be secured by the bidder at his/her own cost, and generally may be classified as follows:

1. Bid Bond - This is a document, usually in an amount of 5% of the bid, which guarantees that the bidder will enter into a contract with the City if he/she wins the award. Bid bonds protect the City from erroneous or deliberate low bids which the vendor has no intention of honoring. Should he/she fail to enter into a contract, the bid bond is forfeited. Bid bonds must be submitted with the bid. Bid Bonds may be required where the contract price exceeds $25,000.

2. Performance Bond - This bond is a surety instrument guaranteeing that the vendor will perform according to the terms of the contract, and is generally in an amount of 100% of the bid. This bond affords protection from nonperformance and/ or non-completion of major contracts, the efforts of

which could result in considerable injury to the City. Should the vendor default, the bond is cashed and the City may then utilize the funds to complete the contract with another vendor. Performance bonds are submitted upon award of the contract.

3. Payment Bond - This bond guarantees payment of subcontractors and suppliers providing goods and services to the general contractor, who is under contract to the City. The payment bond relieves the City of financial liens against a project should the general contractor fail to pay his/her suppliers and subcontractors. These creditors will look to the bond for payment. Payment bonds are submitted upon award of the contract.

4. Labor & Material Bond - Same requirements as the Payment Bond. The bond guaranty may, at the discretion of the City, be in the form of a cashier's check, bank money order, bank draft of any national or State bank, certified check, or surety bond, payable to the City. The surety on any bid bond shall be a company recognized to execute bid bonds for contracts of the Federal Government.

5. Letter of Credit Preferred in the case of certain construction projects or multiyear contracts. Must be irrevocable.

Insurance Terms and Conditions (9.02)

Insurance is required to safeguard the City from any claims resulting from damage to property and/or injury to persons caused by the vendor or his actions. The vendor, at his own cost, must secure insurance policies that name the City of Columbia as an "additional insured" party. The insurance guidelines in this section are applicable to all agreements, contracts, and leases. Incorporation of the provisions of this section shall be adhered to as closely as possible and as practical to the specific commodity, repair, service, or construction. Insurance guidelines include basic coverage requirements, one or more of which should be chosen for individual agreements, or contracts on an as-needed basis. Agreements, contracts, and leases shall contain risk management/insurance terms to protect the City's interests.

1. City Defined - The term City (wherever it may appear) is defined to mean the City itself, its Council, officers, employees, volunteers, representatives, and agents.

2. Other Party Defined - The term Other Party (wherever it may appear) is defined to mean the other person or entity which is party to an agreement or contract, any subsidiaries or affiliates, officers, employees, volunteers, representatives, agents, or contractors and subcontractors.

3. Hold Harmless - The Other Party agrees to hold the City harmless against all claims for bodily injury, sickness, disease, death, or personal injury or damage to property or loss of use resulting there from, arising out of an agreement, contract, or lease unless such claims are a result of the City's sole negligence. The City shall also be held harmless against all claims for financial loss with respect to the provision of or failure to provide professional or other services resulting in professional, malpractice, or errors or omissions liability arising out of performance of an agreement or contract, unless such claims are a result of the City's sole negligence.

4. Payment on Behalf of the City - The Other Party agrees to pay on behalf of the City, and to pay the cost of the City's legal defense, as may be selected by the City, for all claims described in the Hold Harmless paragraph. Such payment on behalf of the City shall be in addition to any and all other legal remedies available to the City and shall not be considered to be the City's exclusive remedy.

5. Loss Control/Safety - Precaution shall be exercised at all times by the Other Party for the protection of all persons, including employees and property. The Other Party shall be expected to comply with all laws, regulations, or ordinances related to safety and health, shall make special effort to detect hazardous conditions, and shall take prompt action where loss control/safety measures should reasonably be expected. The City may order work to be stopped if conditions exist that present immediate danger to persons or property. The Other Party acknowledges that such stoppage will not shift responsibility for any damages from the Other Party to the City.

General Insurance Requirements (9.03)

The Other Party shall procure and maintain the described insurance, except for coverages specifically waived by the City, on policies and with insurers acceptable to the City. These insurance requirements shall not limit the liability of the Other Party. The City does not represent these types or amounts of insurance to be sufficient or adequate to protect the Other Party's interests or liabilities, but are merely minimums. Except for workers compensation and professional liability,

the Other Party's insurance policies shall be endorsed to name the City as an additional insured to the extent of the City's interests arising from this agreement or contract. Except for workers compensation, the Other Party waives its right of recovery against the City, to the extent permitted by its insurance policies. The Other Party's deductibles/self-insured retentions shall be disclosed to the City and may be disapproved by the City. They shall be reduced or eliminated at the option of the City. The Other Party is responsible for the amount of any deductible or self-insured retention. Insurance required of the Other Party or any other insurance of the Other Party shall be considered primary, and insurance of the City shall be considered excess, as may be applicable to claims which arise out of the Hold Harmless, Payment on Behalf of City, Insurance, Certificates of Insurance and any Additional Insurance provisions of this agreement, contract or lease. If requested by the City, the Other Party shall furnish complete copies of the Other Party's insurance policies, forms and endorsements. For Commercial General Liability coverage the Other Party shall, at the option of the City, provide an indication of the amount of claims payments or reserves chargeable to the aggregate amount of liability coverage.

Certificates of Insurance (9.04)

The Contractor shall procure and maintain required insurance coverages documented on Certificates of Insurance. Such policies shall be from insurers with a minimum financial size of VIII according to the latest edition of the AM Best Rating Guide. An "A" or better Best Rating is "preferred;" however, other ratings if "Secure Best Ratings" may be considered. Required insurance shall be documented in Certificates of Insurance which provide that the City shall be notified at least 30 days in advance of cancellation, nonrenewal or adverse change. New Certificates of Insurance are to be provided to the City at least 15 days prior to coverage renewals. The City shall be named as certificate holder; and, except for workers compensation and professional liability, the Certificates of Insurance shall document the City as additional insured to the extent of the City's interests arising from the agreement, contract, or lease. Receipt of certificates or other documentation of insurance or policies or copies of policies by the City, or by any of its representatives, which indicate less coverage than required does not constitute a waiver of the Other Party's obligation to fulfill the insurance requirements herein.

Basic Insurance Coverages Required (9.05)

1. Commercial General Liability - Commercial General Liability for public liability during the lifetime of a contract shall have minimum limits of $1,000,000 per claim, $1,000,000 per occurrence for Personal Injury Bodily Injury, and Property Damage Liability. Coverage shall include Premises and/or Operations, Independent Contractors, Products and/or Complete Operations, Contractual Liability and Broad Form Property Damage Endorsements. Coverage shall not contain an exclusion or limitation endorsement for Contractual Liability or Cross Liability. Coverage for the hazards of explosion, collapse and underground property damage (XCU) must also be included when applicable to the work to be performed. All insurance policies shall be issued from a company or companies with a Best's rating of no less than A. All policies shall be on an occurrence made basis; The City shall not accept claims made policies. Specific endorsements will be requested depending upon the type and scope of work to be performed.

2. Professional Liability - The Other Party shall agree to maintain Professional Liability or equivalent Errors & Omissions Liability at a limit of liability not less than $1,000,000 Per Occurrence. When a Self-insured Retention (SIR) or deductible exceeds $10,000, the City reserves the right, but not the obligation, to review and request a copy of the Other Party's most recent annual report or audited financial statement. For policies written on a "Claims Made" basis, the Other Party warrants the retroactive date equals or precedes the effective date of this contract. In the event the policy is canceled, non-renewed, switched to an Occurrence Form, retroactive date advanced; or any other event triggering the right to purchase a Supplemental Extended Reporting Period (SERP) during the life of a Contract, the Other Party shall agree to purchase a SERP with a minimum reporting period not less than three (3) years. Use with consultants or engineers only.

3. Business Auto Policy - The Other Party shall agree to maintain Business Automobile Liability at a limit of liability not less than $500,000 each occurrence for all owned, non-owned and hired automobiles. In the event the Other Party does not own any automobiles, the Business Auto Liability requirement shall be amended allowing the Other Party to agree to maintain only Hired & Non Owned Auto Liability. This amended requirement may be satisfied by way of endorsement to the Commercial General Liability, or separate Business Auto Coverage form.

4. Workers Compensation Coverage - The Other Party shall purchase and maintain workers compensation insurance for all workers compensation

obligations imposed by state law and employers liability coverage with limits of at least $100,000 each accident, $100,000 each disease/employee and $500,000 per disease/policy limit. The Other Party shall also purchase any other coverages required by law for the benefit of employees.

5. Additional Insured Requirements - Except as to Workers' Compensation and Employers' Liability, said Certificate(s) shall clearly state that coverage required by the contract has been endorsed to include the City of Columbia, a political subdivision of the State of Tennessee, its officers, agents and employees as Additional Insured with a CG 2026 Designated Person or Organization endorsement, or similar endorsement, to its' Commercial General Liability. The name for the Additional Insured endorsement issued by the insured shall read "City of Columbia," political subdivision of the State of Tennessee, its officers, employees and agents along with the Contract and Bid number. The Certificate of Insurance shall unequivocally provide thirty (30) days written notice to the City prior to any adverse changes, cancellation, or nonrenewal of coverage there under. Said liability insurance must be acceptable by and approved by the City as to form and types of coverage. In the event that the statutory liability of the City is amended during the term of this agreement to exceed the above City, to provide coverage at least equal to the amended statutory limit of liability of the City.

6. Indemnification - The Other Party shall indemnify, defend and hold harmless the City, its representatives, employees and elected and appointed officials, from and against all claims, costs, demands, legal fees, costs of action, losses, damages or other expenses arising as a result of any negligent act, conduct, error or omission by the City, its agents, employees in the performance of this contract or occasioned wholly or in part by any negligent act, conduct, error or omission by the Other Party, or its agents, employees or subcontractors, in the performance of this contract.

7. Construction Type Contracts
    a. Subcontractors: It shall be the responsibility of the Other Party to ensure that all subcontractors comply with the same insurance requirements referenced above.
    b. Deductible Amounts: All deductible amounts shall be paid for and be the responsibility of the Other Party for any and all claims under this contract.
    c. Umbrella or Excess Liability: The Other Party may satisfy the minimum limits required above for Commercial General Liability, Business Auto

Liability, or Employer's Liability coverage under Umbrella or Excess Liability. The Umbrella or Excess Liability shall have an Aggregate limit not less than the highest "Each Occurrence" limit for Commercial General Liability, Business Auto Liability, or Employer's Liability. Coverage limits will be set at the advice of the Purchasing Agent and should not be changed without their approval. The City, by and through the Purchasing Agent, reserves the right, but not the obligation, to review and reject any insurer providing coverage. The above referenced Insurance Requirements are for use when a contract is utilized or any work will be done on City property.

Selection of Insurance Requirements (9.06)

Although the City enters into a wide variety of agreements, or contracts each year, the majority of these are grouped into three general types for risk management purposes.

1. Type 1 – Repair, Service, or Supply: Equipment repair, janitorial services, electrical, plumbing, roofing, services, chemical supply, etc.

2. Type 2 – Construction Projects: Building construction or renovation, road, sewers, etc.

3. Type 3 – Professional Services: Architects, engineers, or other consultants providing professional services.

Insurance Selection Procedure (9.07)

1. The Purchasing Agent shall assist the user department in determining the verbiage and insurance coverages to include in agreements, contracts and leases. Such concerns are usually launched in the solicitation process.

2. The user department shall supply to the Purchasing Division a brief narrative of the project scope, general work activities and any special/possible Risk concerns peculiar to the project.
3. The Purchasing Agent shall determine what the final verbiage, insurance types and coverages should be for the project.
4. The Purchasing Agent will assure the inclusion of these project specific guidelines from the in the solicitation and/or in preparation of agreements, or contracts.
5. Post-award Compliance will be provided by the Purchasing Agent. The awardee will be notified of the award and the compliance requirements to manifest itself in Certificate(s) of Insurance. Any deficiencies are to be discussed with the contractor by the Purchasing Agent and the contractor shall take measures to have such deficiencies corrected; and, new Certificate(s) of Insurance will be sent to the Purchasing Division who will provide final sign-off when fully compliant.

SECTION 10: REQUEST FOR PROPOSALS OR QUALIFICATIONS

When selecting firms to provide professional services, and in negotiating contracts for professional services the following procedures are recommended for all non-federal related purchases and required for federally funded projects.

Definitions (10.01)

1. Request for Qualifications (RFQ) - A document issued by the City in order to obtain statements of the qualifications from potential firms or individuals. This is often but not necessarily used prior to the issuance of a request for proposal. Proponents that successfully respond are then deemed to be qualified for participating in the RFP process. RFQs may be used to determine interest in a specific identified project or potential future projects.

2. Request for Proposals **-** The document used to solicit proposals from potential providers for goods and services (Offerors). Price is usually not a primary evaluation factor. Provides for the negotiation of all terms, including price

prior to contract award. May include a provision for the negotiation of Best and Final Offers. May be a single step or multi-step process. RFP's are used when desired outcome is known but the approach to be used is uncertain, unclear or needs to be determined.

3. Professional Services - Services within the scope of the practice of architecture, professional engineering, law, financial consulting and similar services by persons or groups of high ethical standards as defined by the laws of the State of Tennessee (TCA 12-3-1209, 12-4-107).

4. Multi-step Evaluation Process – Often used as part of the RFP process. The initial evaluation consist of the review of the technical or qualitative approach being taken by all respondents. Respondents are scored and ranked by a selection committee. Secondary evaluation may consider costs.

Competitive Selection – Guidelines (10.02)

1. All RFP's for Professional Services shall be processed through the Purchasing Agent.
2. All contracts for professional services which equals or exceed $25,000 must be approved by City Council.

3. Contracts for services must be accompanied by a Purchase Order. Payments shall be issued against said order with proper authorization.

Competitive Selection – Procedures (10.03)

1. A Selection Committee shall be formed to evaluate all proposals. The Purchasing Agent and the City's Project Manager should propose the names of at least three but no more than five City employees to serve on the Selection Committee based on their expertise in relation to the scope and execution of the project to be awarded The Purchasing Agent or his representative shall be an actual or ex-officio member of all Selection Committees, and shall monitor all Committee activities.

2. A Conflict of Interest Form should be filled out by each Committee member at the first meeting.

3. Minutes of each Committee meeting, Conflict of Interest Forms, and scoring sheets are to be retained by the Purchasing Agent. The Purchasing Agent will facilitate the meeting and make sure all legal requirements are met. The Purchasing Agent is responsible for preparing recommendations of the top ranked firm and of the preparation of the final contract documents.

4. The Selection Committee should develop general guidelines for interview procedures for the short listed firms. Interviews and/or presentations shall be optional, as determined by the Selection Committee.

5. Each member of the Selection Committee will assign preliminary scores to each firm after review of proposals and interviews, as per the established criteria in the bid specifications.

6. The Selection Committee shall discuss their general impressions of the firms and finalize their scores.

7. Recommended criteria for evaluation of proposals include:
    a. Prior experience with projects of similar size and complexity
        - Number of similar projects
        - Complexity of similar projects
        - Three references (Contact name & telephone number)

    b. Past record of performance for the City
        - Project name, dates, cost
        - City personnel assigned to the project

    c. Qualifications of personnel including sub consultants
        - Number of technical staff
        - Qualifications of technical staff
        - Number of licensed staff
        - Education of staff
        - Experience of staff

    d. Availability of personnel
        - Current work load/staff participation
        - Organization of the team

    e. Financial Statements

    f. Technical approach to perform the tasks described in the Scope of Services

- Level of effort
- Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control

Competitive Negotiation (10.04)

1. After finalists' ranking, the Purchasing Agent, Project Manager, and other designated City staff (if required), shall negotiate a contract for services with the firm which has been determined to be most qualified by the Selection Committee, at compensation within a range which has been determined to be fair, competitive, reasonable, and within budget.

2. Should the Purchasing Agent or party negotiating the contract be unable to negotiate a satisfactory contract with the firm considered to be the most qualified, at a price the City determines to be fair, competitive, and within budget, negotiations with that firm shall be formally terminated. After negotiations have been terminated with a firm, negotiations cannot be reopened at a later date. The Purchasing Agent or negotiating party shall then undertake negotiations with the second most qualified firm. Failing accord with the second most qualified firm, the Purchasing Division shall cancel negotiations. The Purchasing Agent shall then undertake negotiations with higher ranked firms should they express flexibility in the negotiated price.

3. Should the Purchasing Agent be unable to negotiate a satisfactory contract with any of the selected firms, additional firms shall be selected in accordance with procedures noted above. Negotiations shall continue in accordance with these procedures until agreement is reached.

4. Unless otherwise required, a lump sum contract shall be designated as the preferred form of contract for professional services contracts.

Less Than Three (3) Firms (10.05)

In the event less than three (3) firms express an interest in a project or less than three (3) firms are deemed qualified by the Competitive Selection Committee, then the City Manager shall make a determination as to whether to proceed with the lesser number of firms. If the decision is to re-advertise, and after subsequent advertisement, three (3) firms still cannot be qualified, then the City shall proceed hereunder with the firms qualified.

Professional Services (10.06)

1. Professional services are procured based upon demonstrated competence and qualification for the type of service required and at a fair and reasonable costs and as further described in T.C.A. 12-4-107.

2. The City attorney and City Judge are appointed by City Council.

3. The City, having a satisfactory existing working relationship with a professional services firm, may expand the scope of the services; provided, that they are within the technical competency of the existing firm.

Prohibition against Contingent Fees (10.07)

Contract for professional services when federal funding is involved shall contain the prohibition against contingent fees

Emergencies (10.08)

In the event of bona fide public emergencies declared by the City Council, compliance with some or all of the provisions may be waived by the City Manager with the exception of federally funded projects.

Federal and/or State Funded Projects (10.09)

Purchasing for all federal and/or State funded projects shall be administered in accord with the provisions of this section (10.09) pursuant to T.C.A § 12-4-107. If any portion of this section conflicts with applicable state or federal laws or regulations, that portion shall be considered void. The remainder of this section shall not be affected thereby and shall remain in full force and effect.

Purpose: To prescribe the policy of the City of Columbia, TN, hereinafter in section 10.09 referred to as the Agency, applicable to the procurement, management and administration of consultant services for architectural, engineering, and right-of-way services for projects.

Application:

1. Engineering and Design Related Services
   This section is to include all engineering and design related services described in T.C.A. §12-4-107, 40 U.S.C. Chapter 11, 23 U.S.C. §112 (b)(2), 23 CFR Part 172, and 2 CFR 200.317.

2. Right-of-Way Acquisition Services
   This section also includes right-of-way acquisition services for required projects. These services include contracts for appraisal, acquisition, or relocation services related to the acquisition of land entered into by the Agency for the purpose of acquiring right-of-way. Since compensation for these services is not paid pursuant to federal regulation, the terms of this section regarding methodology of compensation are not applicable.

Definitions:

1. Competitive Negotiation means a qualifications-based selection procurement procedure complying with 40 U.S.C. §§1101–1104, commonly referred to as the Brooks Act.
2. Engineering and Design Related Services means –
   a. Program management, construction management, feasibility studies, preliminary engineering, design engineering, surveying, mapping, or architectural related services with respect to a highway construction project or projects; and
   b. Professional services of an architectural or engineering nature, as defined by Tennessee law, including T.C.A. §12-4-107, which are required to or may logically or justifiably be performed or approved by a person licensed, registered, or certified to provide architectural or engineering services.

   Examples of services within the scope of this section include, without limitation, project planning, environmental studies, context sensitive solution/design services, cultural resources studies, geotechnical studies, historic studies, archeological studies, socio-economic and environmental justice analyses, drainage studies, inspection services, intelligent transportation system design and development, traffic control systems design and development, roadway design services, including surveying and mapping, structural design services, materials inspection and testing, value engineering, utility relocation/coordination, and utility

analysis/design services with respect to a highway construction project or projects.

3. Fixed fee means a dollar amount established to cover the consultant's profit and other business expenses not allowable or otherwise included as a direct or indirect cost.

4. One-year applicable accounting period means the annual accounting period for which financial statements are regularly prepared by the consultant.

5. Scope of work means all services, work activities, and actions required of the consultant by the obligations of the contract.

6. Technical Services means specialized testing or other paraprofessional services that provide test results, data, or information in support of engineering services, including such services as laboratory testing, core borings, and material sampling.

Procurement Methods:

1. Competitive Negotiation - Competitive negotiation is the preferred method of procurement for engineering related services. These contracts use qualifications based selection procedures in the manner of a contract for architectural and engineering services under the "Brooks Act" provisions contained in Title 40 U.S.C. Chapter 11. The proposal solicitation process is by public announcement and provides qualified in-state and out-of-state consultants a fair opportunity to be considered for award of the contract. Price is not used as a factor in the evaluation and selection phases.

2. Small Purchases - Small purchase procedures are relatively simple and informal procurement methods where an adequate number of qualified sources are reviewed and the total contract costs do not exceed the simplified acquisition threshold as defined in 48 CFR §2.101 (currently $150,000). Competitive negotiation in the manner of a "Brooks Act" qualifications-based selection procedure is not required.

3. Noncompetitive Negotiation – Noncompetitive negotiation is used to procure engineering and design related services when it is not feasible to award the contract using competitive negotiation or small purchase procedures. Circumstances which may justify a noncompetitive negotiation include when the service is available only from a single source, there is an emergency which will not permit the time necessary to conduct competitive negotiations, or after solicitation of a number of sources competition is determined to be inadequate.

Types of Contracts:

1. Project Specific Contract – A project specific contract provides for all the work associated with a specific project or projects that is to be performed by the consultant firm and requires a detailed scope of services. These contracts may provide for all work to be placed under contract at the same time depending on availability of funds. A project specific contract is the traditional type of consultant contract between the Agency and a consultant for the performance of a fixed scope of work related to a specific project or projects.

2. Multiphase Contract – A multiphase contract is similar to a project-specific contract except that the work is divided into phases such as survey, environmental or design. The consultant contract is based on a general scope of work with a maximum contract ceiling. Individual phases are negotiated and the work authorized while future phases may wait until later in the contract period before completing negotiation and authorization. Multiphase contracts are helpful for complex projects where the scope of a future phase is not well defined. Multiphase contracts may be terminated at the end of a phase. A multiphase contract incorporates the work order concept for a specific project.

3. General Engineering Related Contract – General engineering related contracts are for engineering and design related services related to transportation planning, design, or program management for use on multiple projects. Examples include the development of design standards and technical manuals, and the development of comprehensive transportation program management manuals. These services may be performed on a project specific or on-call basis.

Section:

1. Consultative Evaluation Committee
    a. Establishment of a Consultant Evaluation Committee: The Agency's legally designated selection authority shall designate the members of the Consultant Evaluation Committee (CEC), which shall at a minimum be composed of professional employees of the Agency capable of providing a review of the technical qualifications of the consultant to perform the job(s) in question. The Agency's legally designated selection authority must approve any substitutions. The CEC membership may vary depending on the type of service being procured.
    b. Role: The CEC shall have the responsibility of submitting to the Agency's legally designated selection authority a recommended list of at least three of the most highly qualified firms if one firm is to be selected. If more than one firm is to be selected from a single solicitation, the CEC's recommended list of the most highly qualified firms shall include at least two more firms than the number of selections to be made.

    c. Record of Proceedings: The CEC shall designate either a member or staff person to create and maintain a record of proceedings before the CEC, which shall include information submitted to the CEC for consideration, summary minutes of meetings, findings and/or recommendations to the Agency's legally designated selection authority.

2. Prequalification of Consultants
    a. All firms, including any public or private universities, shall have a current prequalification status which can be found on the Tennessee Department of Transportation's website.
    b. Firms and their employees must comply with the applicable state licensing law requirements including but not limited to Tennessee Code Annotated Title 62, Chapter 2 (Architects, Engineers, and Landscape Architects), Title 62, Chapter 39 (Real Estate Appraisers), Title 62, Chapter 18 (Land Surveyors), and Title 62, Chapter 36 (Geologists).
    c. Firms prequalified by the Tennessee Department of Transportation for engineering and design related services shall have either an "Unlimited' or "Limited" prequalification status as described below:

- Unlimited Prequalification: This level of prequalification allows consulting firms to compete for any projects for which they are professionally and financially pre-qualified with the Tennessee Department of Transportation. Continued prequalification at this level requires submittal of the prequalification form every three years.
- Limited Prequalification: This level of prequalification allows firms seeking prequalification for engineering and design related services to:
    - Compete for projects with fees estimated to be less than the "Small Purchase Maximum Contract Value" per contract (see Section VI), or
    - Work as a sub-consultant or as contract labor with fees estimated to be less than the "Small Purchase Maximum Contract Value" per contract.

d. Expiration or termination of a consultant's prequalification status may be cause for the Agency to terminate any contract with a consultant.
e. A name change, merger, buy out or other similar change in status shall cause a termination of the existing prequalification and necessitate the submittal of a new prequalification form to the Tennessee Department of Transportation.
f. A firm's prequalification status shall be terminated if the firm is included on the Federal Excluded Parties List or if it has been suspended or debarred by the Tennessee Department of Transportation or any other agency of the State of Tennessee.

3. Competitive Negotiation Procurement Procedure

a. Confidentiality of Data and Records Retention
    - To the extent allowed by applicable State law, all documents relating to the evaluation and selection of consultants, and negotiations with selected consultants, shall remain confidential until selection is complete and a contract is awarded.
    - Audit information shall not be provided to other consultants or any other government agency not sharing the cost data, or to any firm or government agency for purposes other than complying with the Agency's acceptance of a consultant's indirect cost rates pursuant to 23 U.S.C. § 112 and 23 CFR Part 172 without the written permission of the affected consultants. If prohibited by law, such cost and rate data shall not be disclosed under any circumstance; however, should a release be required by law or

court order, such release shall make note of the confidential nature of the data.

- In accordance with 23 CFR 172.7 and the provisions of 2 CFR 200.333, financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three years from the date of submission of the final expenditure report. The only exceptions are the following:
    - If any litigation, claim, or audit is started before the expiration of the 3-year period, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken.
    - When the non-Federal entity is notified in writing by the Federal awarding agency, cognizant agency for audit, oversight agency for audit, cognizant agency for indirect costs, or pass-through entity to extend the retention period.
    - Records for real property and equipment acquired with Federal funds must be retained for 3 years after final disposition.
    - When records are transferred to or maintained by the Federal awarding agency or pass-through entity, the 3-year retention requirement is not applicable to the non-Federal entity

b. Solicitation

The Agency shall seek Letters of Interest from pre-qualified firms by public announcement through its internet website and by any other means of advertisement that may be required by law. Solicitations shall be reviewed and approved by the Local Programs Development Office before publishing.

- For all contract types, the solicitation shall address:
    - Contact information at the Agency for project specific questions;
    - The specific location where the Letters of Interest should be mailed or emailed;
    - The deadline for submittals of Letter of Interest (not less than 14 days from the date of the solicitation);

  - A statement that all firms must be pre-qualified or have a completed prequalification form filed with the Tennessee Department of Transportation by the deadline for the Letters of Interest; and
  - Disadvantaged Business Enterprise (DBE) and Small Business encouragements.
- The solicitation shall provide at a minimum, the following:
  - A detailed scope of work, including:
    - The purpose and description of the project;
    - The services to be performed;
    - The deliverables to be provided;
    - The estimated schedule for performance of the work; and
  - The technical requirements of consultants required including the applicable standards, specifications, and policies;
  - The qualifications of consultants needed for the services to be rendered;
  - Any requirements for interviews or other types of discussions that may be conducted with the most highly qualified firms in Phase II of the selection of process;
  - The evaluation criteria to be used in Phases I and II of the selection process, including the relative weight of importance of the factors to be considered in evaluating the interested firms that submit proposals in Phase II of the selection process;
  - Any approved non-qualifications based evaluation criteria to be considered in Phase II of the evaluation process;
  - The contract type and method of payment; and
  - Any special provisions or contract requirements associated with the solicited services.
- For mid-range and large size projects, the CEI consultant shall not be associated with any other aspect of the project as described in Attachment A. The Agency must advertise separately for design and CEI services for midrange and large projects, OR the Agency must separate the project into phases on one advertisement and require the consultant to indicate to which phase they are responding.

c. Consultant Evaluation Criteria

- The qualifications-based selection criteria used for evaluation, ranking, and selection of consultants to perform engineering and design related services may include, but are not limited to, technical approach (e.g., project understanding, innovative concepts or alternatives, quality control procedures), work experience, specialized expertise, professional licensure, staff capabilities, workload capacity, and past performance.
    - For Phase I evaluation, the qualifications-based evaluation criteria may include, but are not limited to, the following:
        - Work experience in the required disciplines with TDOT, the Agency, and/or other clients;
        - Specialized expertise;
        - Professional licensure;
        - Staff capabilities of prime consultant;
        - Size of project and limited or unlimited prequalification status; and,
    - For firms submitting proposals during Phase II evaluation, the following additional evaluation criteria may also be included:
        - Workload capacity; including amount of work under contract with the Agency, if applicable
        - Past performance on Agency Projects;
        - Technical approach (e.g., project understanding, innovative concepts or alternatives, quality control procedures);
        - Other factors including interviews and demonstrations, as approved by the Agency; and
        - Any approved non-qualifications based evaluation criteria, as provided in paragraph C.2. below.
- If approved by the Agency's legally designated selection authority and the Department's Local Programs Office, the following non-qualifications based criteria are permitted, provided the combined total of these factors does not exceed a nominal value of ten percent (10%) of the total evaluation criteria:
    - For contracts with Federal-aid funding, participation of qualified and certified Disadvantaged Business Enterprise (DBE) sub-consultants; and/or
    - For any contracts a local presence may be used as a nominal evaluation factor where appropriate; provided, that this

factor shall not be based on political or jurisdictional boundaries, and provided further that this factor may be applied only on a project-by-project basis for contracts where:

- A need has been established for a consultant to provide a local presence;
- A local presence will add value to the quality and efficiency of the project; and
- Application of this factor leaves an appropriate number of qualified consultants, given the nature and size of the project.
- If a consultant from outside of the locality area indicates as part of a proposal that it will satisfy the criteria in some manner, such as establishing a local project office, that commitment shall be considered to have satisfied the local presence criteria.

- For contracts or projects with Federal-aid funding, the Agency may set DBE goals, in which case the selected consultant must either meet the goal or show good faith efforts to meet the goal, consistent with the DBE program regulations at 49 CFR Part 26, to be considered for selection.

d. Evaluation, Ranking and Selection
   - Phase I Evaluation
     - Using the evaluation criteria identified in the public solicitation, the Agency advertising for engineering related services shall evaluate current statements of qualification and performance data from those firms submitting Letters of Interest.
     - Unless specifically stated otherwise in the solicitation, the evaluation of a firm's qualification during Phase I evaluation shall be limited to the prime consulting firm only.
     - Evaluations shall be presented to the CEC for review. The CEC shall choose at least three of the most highly qualified consultants who would make viable candidates and who will be invited to submit a proposal.
     - The Agency shall issue a list of firms chosen to submit proposals and notify the firms that were not selected. The firms selected in Phase I shall be requested to submit a proposal for the work. Proposal format requirements, delivery address and deadlines shall be included in the

notification sent to the selected firms. Electronic delivery and receipt of the proposal may be permitted.

- Phase II Evaluation
    - The Agency shall evaluate the proposals of firms selected in Phase I using the Phase II evaluation criteria identified in the public solicitation.
    - A consultant firm that has been short-listed for a project and asked to submit a proposal shall specifically identify any sub-consultant(s) required to complete the project team. Identified sub-consultants will be evaluated using the criteria identified in the public solicitation. All sub-consultants identified on the submittal must be pre-qualified by the Tennessee Department of Transportation to perform the required tasks or have an application pending prior to submittal of the proposal. It shall be the responsibility of the prime consultant to include a signed statement from each sub-consultant on their own letterhead confirming that they have the staff available and agree to provide the necessary services for the specific item/project listed in the prime consultant's proposal. Failure to meet these requirements will void the submittal.
    - Separate formal interviews, if approved as an evaluation criteria, shall be structured and conducted with a specified time limit. Competing consultants may be asked to bring additional information or examples of their work to the interviews if such information will contribute to the evaluation process. Specific questions may be asked of each consultant to clarify qualifications, written proposals, or oral presentations.
    - The Agency shall present the evaluation of proposals received from firms selected in Phase I to the CEC for review. The CEC shall rank the firms based on the established and published criteria, or the CEC shall submit to the legally designated selection authority a list of the firms deemed most highly qualified to provide the services required. The list shall contain no fewer than three firms. In instances where only two qualified consultants respond with proposals, the Agency may proceed with evaluation and selection if it is determined that the solicitation did not contain conditions or requirements that arbitrarily limited competition.
- Phase III Evaluation, Ranking, Selection and Notification

- If the CEC does not make the final ranking of the most highly qualified firms, the Agency's legally designated selection authority shall rank the firms in order of preference.
- Notification must be provided to responding consultants of the final ranking of the three most highly qualified consultants.
- The Agency will negotiate with the three consultant firm(s) deemed to be most highly qualified in rank order.

e. Negotiation of Contract

The following shall apply to all negotiations of scope and cost for contracts, work orders, and supplemental agreements.

- Determination of Contract Amount: The Agency shall prepare a detailed independent estimate with an appropriate breakdown of the work or labor hours, types or classifications of labor required, other direct costs, and consultant's fixed fee for the defined scope of work. The independent estimate, which shall serve as the basis for negotiation, will be based on the following:
  - Relative difficulty of the proposed assignment or project, size of project, details required, and the period of performance; and,
  - A comparison with the experience record for similar work performed both by Agency personnel and previously negotiated consultant contracts.

  This estimate shall be done independently, prior to negotiation, and shall remain confidential to the extent allowed by applicable law.
- Scope of Work Meeting with Selected Firm: The Agency will negotiate with the selected firm and may arrange a conference with the prospective consultant where the parties must come to a mutual understanding of the scope of work and all technical and administrative requirements of the proposed undertaking. In lieu of a conference, this may be done by phone or correspondence. The prospective consulting firm may be represented as it wishes; however, a project manager and accounting representative are recommended.
- Cost Proposal: The prospective consulting firm will be invited to submit a cost proposal for the project. This cost proposal is to be broken down by the various items of work as requested and supported by estimated labor requirements. Instructions shall be

given regarding the method of compensation and the documentation needed to justify the proposed compensation.

In evaluating the consultant's cost proposal(s), the Agency shall judge the reasonableness of the proposed compensation and anticipated labor and equipment requirements by the following and other appropriate considerations:

  - The proposed compensation should be comparable to that of other projects of similar nature and complexity, including as applicable salaries and man-hours to accomplish the work, and allocation of labor within the man-hour estimates.
  - The Agency will assess the fairness of the proposed fixed fee based on the scope, complexity, contract duration, degree of risk borne by the consultant, amount of subcontracting, and professional nature of the services as well as the size and type of contract. Fixed fee is calculated using the following formula: Fixed Fee = 2.35 x Direct Salary x Allowed Fixed Fee Rate. Unless a higher fixed fee rate is expressly approved by the Agency, the maximum allowable fixed fee rate is 13% (See Appendix 1 for fixed fee rate determination).
  - The proposed compensation shall be studied for reasonableness and to assure sufficient compensation to cover the professional quality of the work items desired.

- Contract Negotiations: If the consultant's first cost proposal is rejected by the Agency, the negotiating parties shall hold a second conference to discuss those points of the cost proposal which are considered unsatisfactory. The consultant shall submit a second cost proposal based upon this second conference. If the Agency rejects the consultant's second cost proposal, negotiations shall be formally terminated and commence with the second most qualified firm. If like negotiations are unsuccessful with the second most qualified firm, the Agency will undertake negotiations with the third most qualified firm and any others on the selected list in sequential order. With the concurrence of the legally designated selection authority, the Agency may, at any time, in lieu of continuing negotiations, elect

to redefine the scope of the project and resolicit proposals pursuant to "POLICY", Section III, B, "Solicitation".

- The Agency shall maintain a record of the negotiations and all required approvals and shall retain these records for 36 months following final payment in accordance with Item A.3. of this section and as provided in 23 CFR § 172.7 and 2 CFR § 200.333.

f. Contract Development and Execution

- In the event the parties reach agreement, the legally designated selection authority shall approve the preparation of a contract.
- The contract will include a clause requiring the consultant to perform such additional work as may be necessary to correct errors in the work required under the contract without undue delays and without additional cost to Agency.
- The contract shall contain a clause whereby the consultant must report at least quarterly all amounts paid to any DBE sub-consultants and to any Minority Business Enterprise (MBE) and/or Woman Owned Business Enterprise (WBE) sub-consultants.
- Method of Payment: The method of payment to the consultant shall be set forth in the original solicitation, contract, and in any contract modification thereto. The methods of payment shall be: Lump sum, cost plus fixed fee, cost per unit of work, or specific rates of compensation. A single contract may contain different payment methods as appropriate for compensation of different elements of work.
- Suspension and Debarment: Prior to contract execution, the Agency shall verify suspension and debarment actions and eligibility status of consultants and sub-consultants in accordance with 2 CFR Part 1200 and 2 CFR Part 180.
- The Agency shall maintain a record of the negotiations and all required approvals.
- Prior to approval of the contract, the Agency must have on file a contract specific Certificate of Insurance for the consultant. It shall confirm that the firm has professional liability insurance for errors and omissions in the amount of $1,000,000, as a minimum, and the section shall be maintained for the life of the contract. Consultants responsible for the disbursement of Agency funds shall be required to provide evidence of a Fidelity Bond in the amount of $250,000 maintained for the life of the contract.

g. Contract Administration

- Once a contract has been awarded, the consultant may negotiate directly with sub-consultants. A change in sub-consultants must be approved by the Agency. A written request must be submitted to the Agency to initiate the change. This request must include an explanation of the need to change subconsultants and the impact on the project schedule and financial elements of the contract. The substitute sub-consultant must be pre-qualified at the appropriate level (unlimited or limited) by the Department of Transportation to perform the required tasks. After consideration of all factors of the request, the Agency will respond to the request in writing.
- After the contract has been approved, a work order issued, and productive work on the consultant's assignment has begun, the Agency shall periodically review and document the consultant's progress. Said monitoring reviews shall be directed toward assurance that the consultant's assignment is being performed as specified in the agreement, that an adequate staff has been assigned to the work, which project development is commensurate with project billings, and that work does not deviate from the contracted assignment.
- Should conditions warrant, these reviews may consist only of an appropriate exchange of correspondence. These reviews shall determine, among other matters, if any changes or supplemental agreements are required for the completion of the consultant's work.
- A full-time employee of the Agency shall be responsible for each contract or project. Annually and/or at project close, the assigned employee will prepare a performance evaluation report covering such items as timely completion of work, conformance with contract cost, quality of work, and whether the consultant performed the work efficiently. A copy of this report will be furnished to the firm for its review and comments.

h. Contract Modifications

- A contract modification, in the form of an executed supplemental agreement or amendment, is required whenever there is a change in the terms of the existing contract, including a change in the cost of the contract; a significant change in the character, scope, complexity, or duration of the work; or a significant change in the conditions under which the work is required to be performed. Contract modifications shall be negotiated using the same

procedures as the negotiation of the original contract. The executed supplemental agreement or amendment shall clearly define and document the changes made in the contract and establish the method of payment for any adjustment in contract costs.

- No contract may be supplemented to add work outside the scope of the project or the general scope of services the consultant was initially evaluated to perform. For example, a roadway design contract may be supplemented to add work related to additional phases of project design (e.g. preliminary engineering with related technical services such as survey or geotechnical work, preparation of right-of-way plans, or preparation of final construction plans); however, a project specific or multiphase contract for roadway design shall not be supplemented to add a new project or to add a different type of service, such as construction engineering and inspection, beyond the type of services solicited in the original solicitation.
- Overruns in the costs of the work shall not automatically warrant an increase in the fixed fee portion of a cost plus fixed fee reimbursed contract. Permitted changes to the scope of work or duration may warrant consideration for adjustment of the fixed fee portion of cost plus fixed fee or lump sum reimbursed contracts.

i. Contract Accounting Policies

- Indirect Cost Rate – Basic Agreement or Contract
    - Federally funded projects: The indirect cost rate, effective for contracts advertised on or after December 1, 2005, shall be the actual rate as determined in compliance with Federal Acquisition Regulation Standards and approved by the cognizant agency as defined by 23 CFR § 172.3. The cognizant agency is the home state transportation department, a federal agency, or TDOT in the absence of any of the other. A Certified Public Accountant (CPA) may perform the audit, but the audit work papers may be reviewed by the governmental agency. Further;
        - The indirect cost rate for firms with multiple offices shall be a combined rate for all offices.
        - The approved rate shall be utilized for the purposes of contract estimation, negotiation, administration, reporting, and contract payment for a twelve

month period beginning the seventh month after the firm's Fiscal Year End.
        - If the indirect cost rate expires during the contract period an extension may be considered on a case-by-case basis in accordance with 23 CFR § 172.11(b)(1)(vi). In any event, no new contracts will be considered for any firm without an approved indirect cost rate.
    - State funded projects: Pursuant to T.C.A. § 54-1-130, the indirect cost rate cannot exceed a maximum of 145%.
- Travel: Travel and subsistence charges shall be in conformance with the State of Tennessee Comprehensive Travel regulations. Air travel shall be preapproved by the Agency. Actual expenses, not to exceed the commercial rate, for the use of company owned airplanes are allowable as a direct charge.
- Fixed Fee Payment:
    - For cost plus fixed fee contracts, payments of fixed fee shall be based on the actual labor costs not to exceed the total approved fixed fee.
    - The fixed fee for each progress billing shall be determined using the consultant's actual direct labor for the specific billing period multiplied by 2.35 times the negotiated fixed fee percent.
    - With the exception of Construction Engineering and Inspection Contracts, the firm may invoice for the balance of any unbilled fixed fee upon successful completion of the contract.
- Contract and Project Closing: The Agency is responsible for keeping up with contract costs and knowing when a contract is complete. The Agency is also responsible for closing the contract in a timely manner. By letter to the consultant, the Agency shall affirm that the contract or work order has been satisfactorily completed. In the event that additional services are required within the original scope of the project, the contract or work order may be re-opened. All terms and conditions of the contract shall remain the same.
- Retainage shall not be required for new Engineering and Technical Services Contracts.
- Audit Requirements:

  - Pre-award audits consist of a review of a proposed indirect cost rate based upon historical data, review of the consultant's job cost accounting system, and review of project man-day or unit price proposals.
  - Awarded contracts are subject to interim and final audits. The audits consist of determining the accuracy of invoice charges by reviewing time sheets, payroll registers, travel documents, etc. Charges that cannot be supported will be billed back to the consultant. Firms will be selected for contract compliance audits using a risk analysis utilizing primarily the firm's total contract exposure with the Agency and the time elapsed since the last compliance audit.
  - Annual approval of the indirect cost rate for non-fixed indirect cost rate contracts will be required and adjustments to the invoiced billing rate may be necessary based on audit results. The determination of whether to perform a desk review or full field audit of the indirect cost schedule is made utilizing a risk analysis created in accordance with the guidelines proscribed in the AASHTO Uniform Audit & Accounting Guide.

- Computer Aided Drafting and Design (CADD) Expenditures: All CADD equipment and software expenditures are to be treated as part of indirect cost. CADD expense will not be allowed as a direct expenditure based on an allocation rate.
- Facilities Capital Cost of Money (FCCM) Rate: FCCM referenced in 48 CFR § 31.205-10 shall be allowed as part of indirect cost and applied to direct labor.
- Direct Costs
  - Include job related expenses that are required directly in the performance of project services such as travel, subsistence, long distance telephone, reproduction, printing, etc. These should be itemized as to quantities and unit costs in arriving at the total cost for the expense.
  - The proposed direct cost shall not exceed the Tennessee Department of Transportation's maximum allowable rate when a rate for such cost is specified. All direct costs must show supporting documentation for auditing purposes.

Documentation for proposed rates should show how they were developed including historical in-house cost data or names and phone numbers of vendors that supplied price quotes along with receipts, invoices, etc., if available.

- Electronic equipment, such as personal computers, cameras, and cellular phones, shall be included in the consultant's indirect cost.
- The cost of the use of the consultant's vehicle(s) to the Agency's project shall be paid for according to Attachment B, Schedule of Vehicle Reimbursements.

- Collection of Funds Due as Result of Contract Audit: Once an audit is completed and the consultant is found to owe the Agency, the Auditor will notify the Agency's Finance Director in writing, with a copy to the Department's Local Programs Office. The Agency will contact the consultant in writing about the indebtedness and request payment within 30 days from the date of the letter. If after 30 days payment is not received, the consultant will then be notified that any funds owed to the consultant under other agreements will be used to satisfy the indebtedness. If funds or payables to the consultant in the Agency's possession are in excess of the indebtedness, anything owed the consultant will be remitted under normal payment procedures. If the funds in the Agency's possession are not sufficient to satisfy the indebtedness, the Agency will take appropriate action.

j. Geotechnical Contracts

Contracts for geotechnical services are considered separately because they may involve a mixture of two types of services, i.e., geotechnical studies (engineering services) and subsurface exploration/drilling and/or laboratory testing (technical services). Additionally, some firms offer one or the other of these services, others offer both, and others offer some combination as well as other services, e.g., design. Firms offering both services must, for accounting purposes, separate the two operations. Cost of equipment, supplies, etc., used in technical services may not be applied towards indirect cost computations for engineering services.

Geotechnical Studies and/or Subsurface Exploration/Drilling and/or Laboratory Testing services shall be procured as noted in "POLICY",

i.e., this section, Section III, Competitive Negotiation Procurement Procedure. The technical services costs shall be negotiated by the Agency based on usual industry standards.

k. Sub-consultants for Engineering Services
    - Geotechnical Studies and/or Subsurface Exploration/Drilling and/or Laboratory Testing within another Engineering Services Firm: These services may be procured as part of the larger contract, e.g., roadway design. Payment for subsurface exploration/drilling shall be invoiced as a direct cost. Geotechnical studies shall be invoiced as other engineering services.
    - Geotechnical Studies Firms as Sub-Consultants
        - Geotechnical Studies Only: The services of these firms may be procured by negotiation with the prime consultant as described previously herein.
        - Geotechnical Studies and/or Subsurface Exploration/Drilling and/or Laboratory Testing Firms as Sub-Consultants: The services of these firms shall be procured by negotiation with the prime consultant. However, costs associated with subsurface exploration/drilling and/or laboratory testing shall be negotiated by the Agency.

l. Sub-consultants Not Covered Under Engineering Services

In the event a sub-consultant is required whose hiring process, as a prime, would not be governed by Competitive Negotiation under this Section, that sub-consultant shall be retained by the same method as the Agency would use to procure the same type of services under the Agency's local law or other applicable state law.

- Example: Design consultants are occasionally asked to provide laboratory testing services under their design contract. The design consultant shall use, and document, the applicable procedures identified by the Agency.
- The Agency should monitor the hiring and documentation of sub-consultants by the prime. Documentation should detail the method used and should be satisfactory for a final project audit.

4. Noncompetitive Negotiation Procurement Procedure

The following procedures shall be used by the Agency, subject to the Tennessee Department of Transportation's prior approval, in those circumstances where there exists only one viable source for the desired services, when competition among available sources is determined to be inadequate after solicitation of a number of sources, or in emergencies when adherence to normal competitive negotiation procedures will entail undue delays for projects requiring urgent completion.

Upon determination of a need for this type of procurement, the Agency shall request an estimate from the qualified firm for the accomplishment of the desired assignment. The request for an estimate shall define the full scope of the desired services, together with minimum performance specifications and standards, the date materials and services are to be provided by the consultant to the Agency, and the required assignment completion schedule. Response to the request for an estimate shall be evaluated, giving due consideration to such matters as a firm's professional integrity, compliance with public policies, records or past performances, financial and technical resources, and requested compensation for the assignment. Before using this form of contracting, the Agency shall submit justification to and obtain approval from the Department; provided, however, that for Federal-aid contracts, the Department shall also submit the request to FHWA for approval in accordance with 23 CFR § 172.7(a)(3)(ii).

5. Small Purchase Procurement Procedure

When the contract cost of the services does not exceed the simplified acquisition threshold as defined in 48 CFR § 2.101 of the Federal Acquisition Regulations (FAR), which is currently $150,000, small purchase procedures may be used. The scope of work, project phases and contract requirements shall not be broken down into smaller components merely to permit the use of small purchase procedures. Further, a contract obtained under small purchase procedures shall not be modified to exceed the simplified acquisition threshold.

Proposals will be obtained from an adequate number of qualified sources with a minimum of three. In instances where only two qualified consultants respond to the solicitation, the Agency may proceed with evaluation,

ranking and selection if it is determined that the solicitation did not contain conditions or requirements which arbitrarily limited competition. Awards will be made to the responsible firm whose proposal is most advantageous to the program.

6. Technical Service Procurement Procedure

The Agency shall use the procurement process it would use for the same type of service under applicable state or local law; provided, that on Federal-aid projects the procurement process shall be consistent with competitive procurement requirements under 2 CFR Part 200.

ATTACHMENT A – Consultant Selection for Locally Managed Projects

Size of Project	Type of Project	Procurement Requirements
SMALL projects • Must have a full-time employee on staff with experience managing transportation projects. • Must hire consultants for all phases of the project from TDOT's approved list if the Local Government has not been approved by TDOT to use their own forces. The consultants must be qualified in the required area of expertise.	• Transportation Alternatives • intersection improvements without significant ROW (under one acre of disturbance) • Safe Routes to School • resurfacing • striping • signing • guardrail installation • signalization • some bridge replacement projects (under one acre of • disturbance) • non-construction/service contracts (as listed in Chapter 10 of the LGG) • low-risk and exempt ITS	• Local Government can use the same consultant for the entire project (planning, preliminary engineering and CEI)
MID-RANGE projects • Must have a qualified, fulltime professional engineer on staff. • Must hire consultants for all phases of the project from TDOT's approved list. The consultants must be qualified in the required area of expertise.	• roadway widening • realignment of existing roadway • signalization projects with the addition of turn lanes • intersection improvements with significant ROW (over one acre of disturbance • bridge replacement projects requiring significant land acquisition (over one acre of disturbance) • projects with environmental requirements greater than a categorical exclusion but lesser than an EIS • high-risk ITS	• The selected CEI consultant **shall not** be associated with any other aspect of the project.
LARGE projects • Must have a qualified, fulltime professional engineer on staff with extensive experience working with federally-funded transportation projects. • Must hire consultants for all phases of the project from TDOT's approved list. The consultants must be qualified in the required area of expertise.	• construction of new facilities • widening of existing roadways • realignment of existing roadways that require significant land acquisition (over 10 acres) • environmental clearances that require an EIS	• The selected CEI consultant **shall not** be associated with any other aspect of the project.

ATTACHMENT B – Policy for Standard Procurement of Engineering and Technical Services

Vehicle Reimbursement Schedule

For all projects except Construction Engineering and Inspection (CEI), the consultant shall be reimbursed at the rate specified in the State of Tennessee Comprehensive Travel Regulations in effect at the time the cost was incurred.

For CEI projects, the consultant shall be reimbursed at the rate of $27.00 per day for compact pick-up trucks used on the Agency's projects. For full size pick-up trucks used on the Agency projects, the consultant shall be reimbursed at the rate of $30.25 per day

Rate changes are approved: _____ _____
AGENCY HEAD DATE

SECTION 11: FIXED ASSET & PROPERTY MANAGEMENT

This section describes the policy and procedures related to the management of accounting for fixed assets of the City of Columbia. In addition to the general policies regarding fixed assets, subsections describe the procedures for controlling those assets from acquisition to disposal.

Policy (11.01)

Tangible assets with an expected useful life or more than one year and of sufficient value or due to the nature and marketability may subject the asset to potential loss or theft shall be managed and controlled in order to insure effective and efficient usage of the asset. Proper stewardship of public assets is key to the establishment of public trust and economic growth of our community.

Definitions (11.02)

Land and Right of Ways – Land is a fixed asset purchased or acquired by the City with the intent to use the asset into perpetuity. Rights of ways are intangible claims to the use of property not owned by the City into perpetuity.

Infrastructure - An interconnected system or network of structures that provide the basis of commerce and development of our community. Infrastructures consist of but may not necessarily be limited to roads, sewers, storm water structures, communication networks and other similar utilities.

Capital Assets – An asset or group of assets whose acquisition cost is $5,000.00 or more and whose expected useful life is more than one year.

Controllable Asset – An asset of group of assets whose expected useful life is greater than one year but whose acquisition cost is less than $5000.00 and whose nature or marketability may subject the asset to potential loss or theft. Controllable assets include but are not necessarily limited to computers and other electronic devices, guns, communication equipment, certain tools and other equipment.

Supplies – General purpose consumable items whose individual value is small and whose life expectancy or usefulness is one year or less.

Surplus Property – Any asset, supply, materials or equipment no longer needed by a department to perform its mission. Included within this definition is excess property of value and scrap which no longer has value for the intent it was originally purchased.

Roles and Responsibilities (11.03)

1. The Purchasing Agent shall be Fixed Asset Manager whose primary duties shall consist of the following:
   a. Maintain asset records for all fixed assets.
   b. Insure that all fixed assets are properly and adequately tagged or otherwise identified as property of the City of Columbia.
   c. Coordinates the inventory of all fixed assets.
   d. Maintains complete and accurate insurance schedules for fixed assets consistent with City policy.
   e. Provide for the disposal or transfer of all surplus fixed assets in a manner consistent with the best interest of the City.

2. Department Heads /Directors shall be responsible for:
   a. Safekeeping and maintenance for all fixed assets assigned to and or purchased for their respective departments.
   b. To insure that the use of all assets is consistent with City policies and procedures.
   c. Timely identification and reporting of all fixed assets no longer needed by their department.
   d. Insuring that the inventory of fixed assets is accurately completed in a timely fashion.
   e. The appointment of a departmental inventory coordinator.

3. Departmental Inventory Coordinator shall be responsible for:
   a. Coordinating and or conducting the physical inventory of fixed assets at the respective department.
   b. Assisting with the identification of new, surplus and transferred assets by completing and submitting equipment control forms as required.

4. Employees shall be responsible for:
   a. The care and maintenance of City property within their control or possession.
   b. Insuring that City property is controlled according to the policy and procedure set forth herein.

Control and Identification (11.04)

1. Control - City property, assets and/or equipment are to be used only in the performance of City duties. It is not the policy of the City to lend City property to individuals or organizations or to permit members of the staff to use City property and/or equipment for their personal use. Removal of City property from buildings and/or grounds of the City for purposes other than City business is strictly prohibited.

2. Identification - All capital and controllable assets shall be properly identified and/or tagged in such a manner as to clearly mark the asset as City of Columbia property.
    a. Titled and registered vehicles and heavy equipment may be sufficiently identified by serial number and therefore do not require a City asset tag; however, if the serial number becomes damaged or obscured the department inventory coordinator shall request a fixed asset tag to be placed on the vehicle or equipment. In most instances these vehicles shall further be identified with City logo, seal, or name affixed to the exterior.
    b. All capitalized and controllable equipment shall be identified with a City fixed asset tag unless exempted. Tags will be placed near or adjacent to the manufacturer's nameplate when possible and/or in a position for easy sighting. Additional identifying information such as serial or model numbers will be recorded or verified at this time. Certain equipment may require tag numbers be "etched" or written with a permanent marker. The department inventory coordinator shall request a replacement tag when and if the existing tag is lost, damaged or obscured.
    c. Assets may be exempted from tagging due to the nature or use of the asset. Exempted assets shall be identified as to specific location and/or employee to which they are assigned. Assignment and location must be updated as necessary. Examples of exempted assets include but not limited to guns and weapons and covert police equipment.

Inventory (11.05)

Inventories are necessary to verify the existence and condition of assets purchased by the City. It is key to controlling costs and securing public trust in government operations.

1. Frequency – Fixed assets, both capitalized and controllable, excluding real estate will be inventoried every two years on a rotating basis following the schedule below:
    a. Even Numbered Years.
        - Parks & Recreation, January - February
        - Police, September - October
        - City Hall, November - December
        - Emergency, Management - March
    b. Odd Numbered Years.
        - Public Works, November - December
        - Fire & Rescue – September, October
        - Wastewater, January - February

2. Procedure – A list of all fixed assets will be prepared by the Fixed Asset Manager and distributed to the departmental inventory coordinator according to inventory frequency schedule. The Departmental Inventory Coordinator shall then be responsible for conducting the physical inventory of all items listed.
    a. Serial numbers and asset tag numbers shall be verified to the physical asset.
    b. Any item missing an asset tag shall be flagged and another asset tag will be issued.
    c. Assets shall be assessed as to the general condition and noted on the inventory list.
    d. Changes in asset location shall be noted to aid with future inventories.
    e. Full effort shall be made to account for all assets.
    f. Missing assets shall be clearly indicated on the inventory listing.
    g. The Fixed Asset Manager will prepare a list of all missing assets for review by the Department Director and reported to City Council.
    h. In most instances, Departments have been given two months during which to complete the asset inventory. The completed inventory list shall be signed by the department inventory coordinator and Department Director and returned to the fixed asset manager by the 15th of the month following the completion of the inventory.

3. Real Estate – Will not be subject to annual inventory.

Disposals of Surplus Property (11.06)

Capital assets, controllable assets, supplies and other equipment will at some point reach their useful life or utility to the user department or be fully consumed. At that point the asset is considered surplus to the user department and ready for disposal. Disposal may take the form of transfer to another department, trade in on a new asset, sale or disposal. Supplies not consumed and no longer needed by a department shall also be considered for transfer or disposal. The goal of property disposal is to maximize the remaining value of the asset/ supply or equipment for the benefit of the City.

1. Declaration of surplus property – In order to maximize the value of any property no longer needed by a department, it is important to identify and report the property as surplus as soon as possible.
    a. An equipment control form is to be completed and must be signed by the Department Director.
    b. The control form shall identify to the extent possible the asset being declared surplus including serial number, asset tag number, location and general description.
    c. The general condition of the surplus asset shall also be noted and shall include major problems, issues or defects.
    d. To the extent possible, surplus assets shall be stored in such a manner as to prevent theft, loss or damage particularly from the elements until the item can be disposed.

2. Transfers – The highest and best use of surplus property is transfer from one department to another.
    a. Transfers may originate between departments or between the fixed asset manager and the department requesting the surplus property.
    b. An equipment control form shall be completed for all surplus transfers and signed by both the surrendering department and the receiving department.
    c. The completed and signed form shall be submitted to Fixed Asset Manager.
    d. No transfers shall be made between departments without completion of an equipment control form.
    e. Transfers are made without any monetary exchange or budgetary adjustments with the exception of enterprise fund department assets.

f. Enterprise funds are not allowed to transfer assets or supplies to non-enterprise funds or between enterprise funds without being reimbursed the fair market value of the asset being transferred.
g. The Fixed Asset Manager shall update the asset records to reflect all transfers.

1. Trade In – Assets may be traded in for similar assets provided that the City is receiving fair market value for the assets being traded and the asset being acquired is also valued at fair market.
    a. Assets considered for trade in shall have an equipment control form completed and submitted to and approved by the fixed asset manager prior to the consummation of any transaction.
    b. Trade in of assets valued $10,000 or more shall be noted in an agenda item for Council approval disclosing the asset being acquired, its value and trade in allowance being offered and statement of fair market value of the asset being traded.
    c. The Fixed Asset Manager shall update the asset records to reflect all trade in.

2. Disposals – Final disposal of surplus property will be coordinated by the Fixed Asset Manager.
    a. The City Council shall approve or ratify the disposal of all surplus property.
    b. The Fixed Asset Manager will prepare an agenda item for Council approval.
    c. Accepted disposal methods are :
        - Public Auction – may be online or live auction
        - Trade In – see procedure above
        - Sealed Bid – After proper and adequate advertising
        - Recycling – May be applicable to metal, oil
        - Discard – Last disposal method to be considered
        - Donation – If approved by City Council
        - Abandonment – In the case of right of ways and certain real estate
    d. Proceeds from disposals shall be credited to governmental fund from which the asset was purchased.
    e. The Fixed Asset Manager shall update the asset records to reflect all disposals.
    f. City employees, with the exception of the fixed asset manager, are allowed to bid on surplus property being sold in an open public market

such as public auction or sealed bid. City employees are prohibited in engaging in the recycling or discard of City property.

Theft, Loss or Damage of City Property (11.07)

Departments shall take all reasonable and necessary measures to prevent theft or loss of City property however in the event that such an event occurs the following procedure must be followed.

1. Any theft of City property must be reported immediately to the City Police Department by telephone and confirmed in writing by the Department in charge of the lost property.

2. A copy of the police report shall be attached to a completed equipment control form and submitted to the department inventory coordinator who shall then route the forms to the Fixed Asset Manager.

3. Damaged City property may be insured against such damage and as such should be reported to the department inventory coordinator who shall then notify the fixed asset manager regarding the extent of damage. An insurance claim shall be filed by the department with the City's current insurance carrier. In the event of a total loss, the department inventory coordinator shall complete an equipment control form including the department head's signature and forward the form to the Fixed Asset Manager.

Scrap Metal (11.08)

The sale of scrap metal is regulated by the State of Tennessee as covered in Title 62 Chapter 9 of the T.C.A. The City of Columbia will conform to those regulations when selling any scrap metal.

1. Unless specifically authorized by the Fixed Asset Manager, all sales must be to a licensed scrap metal dealer in the State of Tennessee

2. Payment will be made by check or money order payable to the City of Columbia.

SECTION 12: VENDOR RELATIONS

Vendor Relations (12.01)

1. Introduction - The City of Columbia strives to develop effective relationships with vendors and encourages full and open competition wherever possible. The City also endeavors to maintain strong enduring relationships with vendors of proven ability and desire to meet our needs. To accomplish this, our purchasing activities will be conducted so that vendors will value our business and make every effort to furnish our requirements on the basis of quality, service and price. The relationship between the purchaser and seller is one of mutuality.

   The City will buy only from suppliers who have adequate financial strength, high ethical standards, and a record of adhering to specifications, maintaining shipping promises and giving full measure of services. New sources of supply will be given due consideration as multiple sources of supply are necessary to ensure availability to materials and promote competition.

   It is essential to develop and maintain goodwill between the City of Columbia and its suppliers. The reputation of the City can be promoted by:
   a. Giving all salespersons a full, fair, prompt and courteous hearing.
   b. Keeping competition open and fair.
   c. Keeping specifications fair and clear.
   d. Cooperating with the seller and considering their difficulties in providing the service or products.
   e. Having consistent buying policies and principles.
   f. Observing strict truthfulness in all transactions and in correspondence.
   g. Respecting the confidence of the salespersons or their company as to confidential information.
   h. Keeping free from obligation to any vendor.

2. Department Contact with Vendors - In the day-to-day conduct of their duties, department employees are often in contact with potential vendors and suppliers. While it is sometimes desirable for employees to be in a position to recommend certain products, no department shall attempt to place orders with vendors, except as described in this manual.

3. Initial Vendor Contact - It is suggested that all vendors desiring to sell goods and services to the City complete and submit a Vendor Application.

NOTE: Vendors may make application by accessing the City's Finance Department webpage www.columbiatn.com/government/finance, then selecting the "Purchasing" subpage and selecting Vendor Registry. A paper application is available upon request.

Code of Ethics and Conduct (12.02)

It is the policy of Purchasing to promote the City's reputation for courtesy, fairness, and impartiality. The responsibility for achieving this goal rests with each individual who participates in the procurement process. This includes the using agencies, the vendors, as well as the Purchasing staff. Purchasing adheres to a high standard of ethics and conduct as set forth by the State of Tennessee and the National Institute of Governmental Purchasing (NIGP). Public purchasing officers are required to maintain complete independence and impartiality in dealings with vendors, both in fact and in appearance, in order to preserve the integrity of the competitive process and to ensure there is public confidence that contracts are awarded equitably and economically.

1. Acceptance of Gratuities, Gifts, and Business Courtesies
   The City of Columbia prohibits the acceptance of any item of value (remuneration) made directly or indirectly, in cash or in kind, that may induce or appear to induce the purchase or referral of any kind of goods, services, or items. Consequently, the acceptance of any gifts or business courtesies from vendors or others with whom we presently or potentially conduct business that would violate this is strictly prohibited.

2. Receiving Gifts
   In all instances, the following criteria must be met in order to accept a gift:
   a. Promotional items such as pens, notepads, mugs or similar items may be accepted from a vendor or business associate as long as they are nominal in value ($10 or less per instance and no more than $50 in the aggregate annually); and
   b. Cash or cash equivalents such as gift certificates, stocks, bonds, etc. from outside entities or Non-employed individuals are prohibited.

3. Social Events and Business Courtesies
   There may be times when it is permissible to accept a meal or other invitation offered by a current or potential business associate. However, the purpose must never be to induce or influence a business transaction. As a general rule, the cost must be reasonable. If the occasion appears extravagant or if the

invitation could be perceived as intended to influence a business decision involving the City, attendance at such an occasion is prohibited.

To be acceptable, the occasion must conform to the following guidelines:

a. The cost and location must be reasonable and not extravagant; and
b. Paid expenses for any travel costs or overnight lodging for the individual or his/her family are prohibited; and
c. The invitation is for an ordinary business meal or gathering during which the host is present and business is conducted; and
d. Acceptance of such an invitation from an individual or entity is rare unless expenses are shared by both parties; and
e. Business courtesies of personal benefit, such as a pair of tickets or invitations to sporting events, theatrical events, or golf outings may not be accepted.

4. Use of Information
   An official or employee may not disclose any information obtained in his/her official capacity or position of employment that is made confidential under State or Federal law except as authorized by law. In addition, officials and employees of the City cannot use or disclose information obtained in their official capacity or position of employment that would result in financial gain for themselves or any other person or entity.

5. Except for the receipt of such compensation as may be lawfully provided for the performance of City duties, and as noted below, no City official or employee shall be privately interested in or profit, directly or indirectly, from business dealings with, of or by the City.

6. No City official or employee shall enter into a contract with the City or perform any work or function under any contract with the City if he or she has a direct or indirect financial interest in the contract, unless all of the following conditions are met:
   a. The contract is awarded through a process that complies with the City's purchasing requirements;
   b. The service performed must not be any service which the employee might provide in the normal scope of their regular duties for the City;
   c. The service performed must not present a conflict of interest nor a conflict of time with the employee's regular duties for the City; and
   d. The City Manager makes a formal finding that it is in the best financial interest of the City to do so after full disclosure on the part of the

employee of his or her direct or indirect financial interest in the contract, and the City Manager's finding and the employee's full financial disclosure are recorded on the minutes of the City Council in open session.

Complaints by Vendors (12.03)

Vendor shall have the right to present a complaint, dispute or grievance concerning unfair treatment, contracts, deliveries, payments, restrictions and other incidents. The following steps are intended to provide uniform procedures for a vendor to express his problem and obtain remedy.

1. Step One - Vendor must file a grievance with the Purchasing Agent no later than seven (7) calendar days after the occurrence of the dispute or incident. The complaint must be in writing and include all supporting data and desired solution or remedy. The Purchasing Agent shall forward a copy of the complaint to the user department who shall provide a written reply within ten (10) days to the Purchasing Agent who will review and if in agreement, forward on to the vendor.

2. Step Two - If the vendor is not satisfied with the Purchasing Agent's response, the vendor may appeal in writing to the City Manager, who shall with the advice of the Purchasing Agent and/or City Attorney, make a written determination to all parties involve. The City Manager's decision shall be final.

   Vendor Protest – The process for handling a protest related to a bid or the award thereof in included in Section 7 of this manual.

Debarment of Vendors (12.04)

1. Debarment Procedure - After reasonable notice to a vendor of continued performance issues or other uncorrected problem areas, the Purchasing Agent, after consulting with the City Attorney, is authorized to debar a vendor for cause from consideration for award of contracts, for a period of not more than three (3) years. Causes for debarment include:
    a. Conviction of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract.
    b. Conviction under State or federal statutes of any offense indicating a lack of business integrity or business honesty. Examples include: embezzlement, theft, forgery, bribery, collusion, and other public entity crimes.
    c. Conviction under State or federal antitrust statutes arising out of the submission of bids or proposals.
    d. Violation of contract provision of sufficient seriousness that the Purchasing Agent, with approval of the City Attorney, considers debarment appropriate. This would include failure to perform or unsatisfactory performance of a contract or bid.
    e. Any other cause that the Purchasing Manager determines to be so serious as to affect responsibility as a contractor to the City. Any vendor being debarred will be notified in writing by the Purchasing Agent. All reasons for the action being taken will be explained. The decision to debar the vendor is final unless otherwise overridden by the City Manager.

2. Reinstatement - A person or corporation may be reinstated to do business with the City under the following conditions:
    a. Discovery of new and material evidence not previously available
    b. Dismissal of indictment or reversal of conviction, or
    c. Bonafide change in ownership or management sufficient to justify a finding of present responsibility.

The request of reinstatement shall be forwarded in writing to the Purchasing Agent. The City Manager shall determine whether to reinstate based on written submission of evidence to one or more of the above conditions.

SECTION 13: TRAVEL POLICY

Purpose (13.01)

Travel expenses may be incurred as a normal part of conducting City business. It is the policy of the City that eligible expenses incurred while on City business be reimbursed to the individual when properly documented. Personal and ineligible expenses incurred while on City business remain the responsibility of the individual. Permissible functions are conventions, luncheons, meetings, seminars, and training sessions that are related to the operations of the City of Columbia. Reimbursement for travel shall be limited to the amount of funds budgeted within the respective departments.

Authorization to Travel (13.02)

Travel must be approved in advance. Prior authorization requires that an estimate of all expenses that may be incurred as a result of the travel be submitted using The *Travel Authorization Form*.

1. City employees, except the City Manager, shall submit the travel Authorization Form to their respective department head for approval.
2. Boards and Commission members shall submit the Authorization Form to the City Manager.

Travel Vouchers (13.03)

Travel vouchers are used to document actual travel expenses upon return and shall be submitted within fourteen (14) days of the conclusion of the travel.

The following provisions shall be observed when requesting or submitting a travel voucher:

1. Meals are not reimbursed unless an overnight stay is involved.

2. Travel vouchers are submitted to and approved in the same fashion as the Authorization to Travel Form.

3. Travel vouchers require original receipts for those items not included within a per diem allowance or mileage reimbursement.

4. The State of Tennessee Travel Regulations shall be the guide for all travel reimbursement with the following exception:

a. The City will not reimburse per diem meal rates for any and all meals furnished as part of training sessions, conferences or hotel accommodations regardless of the employee's participation in the meal.

5. Reimbursement rates shall automatically change as the State of Tennessee Travel Regulation Policy changes unless specifically preempted by the City Manager.

6. Travel expenses for spouses or other personal guests are not reimbursable by the City unless their travel specifically relates to City business and is authorized prior to the travel.

7. Rental of Vehicles may be reimbursed if approved in advance and supported by a detail receipt upon return. Rental vehicles should be refueled prior to returning the vehicle. Rental contracts should include the cost of physical damage coverage.

8. Parking expenses exceeding the State of Tennessee allowable amount will be reimbursed with a proper receipt.

9. Job related entertainment or recreational expenses shall be reimbursed if approved in advance by the City Manager.

10. An employee may be considered in travel status and eligible for expense reimbursement the day preceding and the day following a schedule meeting or conference. Reimbursement may be prorated on these days depending upon the time of departure for the event of time of return after the event.

SECTION 14: FEDERAL PURCHASING PROCEDURES

Procurement Involving Federal Funds (14.01)

When procuring property or services under a federal award, the City must use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, provided that the procurements conform to applicable Federal law and standards found in C.F.R. 200.318 general procurement standards through C.F.R. 200.326 Contract provisions.

Procurement Standards (14.02)

Federal related purchases will follow the same procedures and policies for all purchases except when they are in conflict with federal procurement standards. In those instances, purchases made involving Federal Funding including FEMA disaster relief will comply with the more restrictive of the two standards.

1. Federal standards are broken down into the following categories:
    a. General procurement standards (2 C.F.R. § 200.318)
    b. Competition (2 C.F.R. § 200.319)
    c. Methods of procurement (2 C.F.R. § 200.320)
    d. Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms (2 C.F.R. § 200.321)
    e. Procurement of recovered materials (2 C.F.R. § 200.322)
    f. Contract cost and price (2 C.F.R. § 200.323)
    g. Awarding agency and pass-through entity review (2 C.F.R. § 200.324)
    h. Bonding requirements (2 C.F.R. § 200.325)
    i. Contract provisions (2 C.F.R. § 200.326 and Appendix II)

2. Federal standards requires the City to:
    a. Maintain oversight of contractors to ensure that contractors perform in accordance with the terms, conditions, and specific contract administration system ensuring that contractors perform as required
    b. Maintain a written code of standards of conduct covering conflicts of interest and governing the performance of employees engaged in the selection, award, and administration of contracts, and avoid conflicts of interest
    c. Maintain procedures that provide for a review to avoid purchase of unnecessary or duplicative items; make lease verses purchase determinations

d. Award only to responsible contractors
e. Maintain sufficient records to detail the significant history of a procurement
f. Be responsible for the settlement of all contractual and administrative issues

Time and Material Contracting (14.03)

The use of Time and Material contracting; however, they may use only after a determination that no other contract is suitable, and the contract includes a ceiling price that the contractor exceeds at its own risk. Generally limits the use of these contracts to the first 70 hours of work performed after a disaster when a clear scope of work cannot be developed.

Open Competition (14.04)

1. All responsible sources shall be permitted to compete for purchases involving Federal funding.

2. Contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or proposals must be excluded from participating for such procurements.

3. Federal procurement does not allow for:
    a. Unreasonable qualification requirements
    b. Requiring unnecessary experience and bonding
    c. Noncompetitive pricing practices between firms
    d. Noncompetitive awards to consultants on retainer
    e. Organizational conflicts of interest
    f. Specifying a "brand name" product only instead of allowing an "equal" product
    g. Any arbitrary action in the procurement process

Procurement Thresholds (14.05)

1. Purchases of $3,500 or less are considered to be micro-purchases and do not require competitive pricing. It should be noted that this limit is less that the purchasing threshold used for non- federal purchasing.

2. Purchases for $3500 to $25,000 require three written quotes.

3. Purchases above $25,000 must follow a sealed bid process, competitive proposal process or noncompetitive proposal process.

4. Non-competitive proposals may be used ONLY if the one of the following applies:
    a. Only available from a single source
    b. Emergency purchase
    c. Federal awarding agency of pass through entity expressly authorizes it
    d. After solicitation, competition is deemed inadequate

Contracting (14.06)

1. The Federal procurement standards include public policy objectives related to the use of small businesses, minority firms, women's business enterprises, and labor surplus area firms.

2. With respect to these firms, the City must:
    a. Place qualified firms on the solicitation lists
    b. Assure these firms are solicited whenever they are potential sources
    c. Divide total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation
    d. Establish delivery schedules, where the requirement permits, that encourages participation by these firms
    e. Use the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce
    f. Require prime contractors to take these same steps

SECTION 15: RECORD RETENTION POLICY

Requirements for Record Retention (15.01)

Municipal officials should be aware that federal and State laws, regulations, grants, contracts or terms of a loan agreement may require them to keep certain records for certain periods of time. Since municipal governments are instrumentalities of the state, some of the laws addressing what records must be kept by City offices and how those records should be managed are found in the Tennessee Code Annotated (T.C.A.). As with the federal government, the state of Tennessee also has a set of rules and regulations promulgated by state agencies, boards and commissions, which are published by the secretary of state and known as the Official Compilation — Rules and Regulations of the State of Tennessee.

The duties of many City officials are set forth in Title 8 and in the general law charters in Title 6 of the T.C.A. Other duties and responsibilities are found in private act charters. For many offices, there are requirements included in the duties of the office to keep and preserve specific types of records. Certain City officers and employees, such as the City Recorder, Personnel Director and Court Clerk have a major record-keeping function. The proper and efficient performance of these duties is necessary not only for the continued operation of the City government, but also for the preservation of order in our society. Even offices without a primary record-keeping function are required to keep records.

Legislation Regarding Record Retention (15.02)

1. T.C.A. 10-7-701. Public records – Temporary records.
   All documents, papers, records, books of account, and minutes of the governing body of any municipal corporation, or of any office or department of any municipal corporation, within the definition of "permanent records," "essential records," and/or "records of archival value," as defined in § 10-7-301, constitute "public records" of the municipal corporation. All documents, papers, or records of any municipal corporation or of any office or department of the municipal corporation that constitute "temporary records" and/or "working papers" within the definition set forth in § 10-7-301(13) and (14) constitute "public records" of the municipality, except that "temporary records" may be scheduled for disposal as authorized in this part.

2. T.C.A. 10-7-702. Retention schedules**.**
   a. The municipal technical advisory service, a unit of the Institute for Public Service of the University of Tennessee, is authorized to compile and print, in cooperation with the state library and archives, records retention manuals which shall be used as guides by municipal officials in establishing retention schedules for all records created by municipal governments in the state.

   b. Notwithstanding any law to the contrary, the governing body of any municipality may by resolution authorize the disposal of any permanent paper record of the municipality when the record has been photocopied, photostated, filmed, microfilmed, preserved by microphotographic process, or reproduced onto computer or removable computer media, or any appropriate electronic medium, in accordance with § 10-7-121. Other records of the municipality may be disposed of when the retention period that is prescribed in the retention schedule used by the municipality has expired. For purposes of this subsection (b), disposal includes destruction of the record. A municipality may adopt reasonable rules and policies relative to the making, filing, storing, exhibiting, copying and disposal of municipal records.

3. T.C.A. 10-7-121. Government records kept on computer or removable computer storage media.
   a. Notwithstanding any other law to the contrary, any information required to be kept as a record by any government official may be maintained on a computer or removable computer storage media, including in any appropriate electronic medium, instead of bound books or paper records if the following standards are met:
      - Such information is available for public inspection, unless it is a confidential record according to law
      - Due care is taken to maintain any information that is a public record during the time required by law for retention
      - All daily data generated and stored within the computer system shall be copied to computer storage media daily, and the newly created computer storage media more than one (1) week old shall be stored at a location other than at the building where the original is maintained
      - The official can provide a paper copy of the information when needed or when requested by a member of the public.

b. Nothing in this section shall be construed to require the government official to sell or provide the media upon which such information is stored or maintained.

4. In any county having a population of more than eight hundred thousand (800,000), according to the 1990 federal census or any subsequent federal census, all material that is maintained on a computer or removable computer storage media by the assessor of property that relates to information developed from the assessment of property or that is a record of the final assessment of property shall be made available to the public at cost within thirty (30) days of a request by a member of the public.

Records disposition authority (15.03)

1. The following positions are charged with authorizing and approving the disposition and destruction of records that no longer have administrative, fiscal, legal, or historical value: City Manager, City Recorder, City Court Clerk, City Judge, Finance Director, Fire Chief, Personnel Director, Parks Director, Public Works Director, Wastewater Director or Police Chief.

2. The positions described above are authorized to dispose of any permanent paper record when the record has been photocopied, photostated, filmed, microfilmed, preserved by microphotographic process, or reproduced onto computer or removable computer media, including CD-ROM disks, in accordance with *TCA* 10-7-121.

3. The City Manager shall designate staff responsible for conducting yearly audit of each department to ensure compliance with this policy. The audit shall consist of examining random samples of existing documents and record inventory worksheets.

4. The disposition of records shall be in accordance with the record retention schedule recommended by the University of Tennessee's Municipal Technical Advisory Service, pursuant to the authority granted in *TCA* 10-7-702. However, records may be retained for longer periods when it would be advisable or otherwise helpful to do so or otherwise directed by City Council.