



CLARKSVILLE-MONTGOMERY COUNTY REGIONAL PLANNING COMMISSION

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MINUTES

Date: September 27, 2022

Time: 2:00 PM

Members Present

Richard Swift, Chairman

Thom Spigner, Vice Chairman

Wade Hadley

Stacey Streetman

Joe Smith

Bryce Powers

Wade Hadley

Bill Kimbrough

Others Present

Jeff Tyndall, Director of Planning

John Spainhoward, Zoning Coordinator

Brad Parker, Subdivision Coordinator

Brent Clemmons, Design Review Coordinator

Angela Latta, Planning Tech

LaDonna Marshall, Office Manager

Daniel Morris, GIS Planner

Sarah Cook, Long Range Planner

Jackey Jones, Administrative Specialist

Chris Cowan/Joe Green/Jerome Henderson, City Street Dept.

Ben Browder/Justin Crosby, Clarksville Gas & Water

Sergeant Norfleet, Clarksville Police Department

Jeff Bryant/Alex Morris, County Highway Department

Jobe Moore, Clarksville Fire Department

Mr. Swift called the meeting to order at 2:00 PM.

Pledge of Allegiance.

Mr. Swift stated a quorum was present.

Approval of Minutes

Mr. Swift asked for a motion for approval of the minutes from the Special Called meeting on 08/23/2022 meeting. Mrs. Streetman moved to recommend approval. The motion was seconded by Mr. Kimbrough and carried unanimously.

Mr. Swift asked for a motion for approval of the minutes of the 08/23/2022 meeting. Mr. Spigner moved to recommend approval. Mrs. Streetman seconded and motion carried unanimously.

Announcements/Deferrals

Mr. Tyndall announced the deferral of S-82-2022. Mr. Tyndall stated that CZ-18-2022 was withdrawn. There being no more discussion. Mr. Kimbrough recommended approval of deferral. The motion was seconded by Mrs. Streetman and carried unanimously.

Mr. Swift went over the procedure for addressing the Regional Planning Commission and the procedure for following cases through City/County Commission.

City Zoning Cases

CASE NUMBER Z-16-2022 Applicant: George R. Fleming Co-trustee of George R. Fleming Sr. Testamentary Trust

REQUEST: R-1 Single-Family Residential District to PUD Planned Unit Development Residential District

LOCATION: A tract fronting at the southwest corner of the Rossview Rd. & Basham Ln. intersection.

TAX MAP:057 PARCELS: 065.00 ACREAGE: 27.47 +/-

REASON FOR REQUEST: To develop an apartment complex as shown on the site plan included with the application.

Mr. Spainhoward read the case and gave the staff recommendations:

SEE PUD REPORT (ATTACHED)

Mr. Spainhoward stated that comments are included in the Commission packet.

Mrs. Streetman asked typically with the PUD does the final not go with the approval.

Mr. Spainhoward stated that when we get to that (final) we have to make sure all the water, sewer connections, easements, things of that nature are met. He stated they bring that back like a final stamp approval.

Mr. Spainhoward went through the PUD slide presentation.

Steve Bryan of Midsouth Companies spoke in favor of the case. He told the history of the company and different subdivisions in the area they had completed. He stated they were here to provide quality housing.

Syd Hedrick spoke in favor of the case stating he is a liaison for the process. He stated that PUD zoning is good use in this area. He further stated that requirements have been met.

Larry Rocconi spoke in favor of the case stating that this is the perfect example of the RPC working with developers to get exactly what is presented. He stated that the plan presented has to be followed to a "T". He further stated that this is highest and best use without crazy density.

Ricky Reda spoke in opposition of the case stating that this is a great plan but wrong timing. He stated the traffic is a problem, that infrastructure needs to be in the ground before adding more. He further stated that he would like it turned down, that R-1 zoning would be correct zoning for this property.

Joe Shakeenab, City Council Ward 11, spoke in opposition of the case stating he was here to speak for his constituents in Ward 11. He stated this would be rezoned from a R-1 to an R-4, the residents would love for it to stay R-1. He stated that surrounding land use is R-1 as well. He further stated he would love to see a final on the PUD before it is acted on.

Mr. Rocconi spoke in rebuttal stating he understands their position but we have submitted a plan that meets all the criteria. He asked that the commission vote for this case on its merits today.

With there being no further discussion Mr. Power made the motion to approve the case stating that he believes this is a well-presented plan, that it has done a good job of buffering as well as it can on all sides. Mr. Spigner seconded. Mrs. Streetman and Mr. Long voted nay. All others were in favor. Motion for approval passed.

CASE NUMBER Z-63-2022 Applicant: Maynard Family Co.

REQUEST: R-1A Single- Family Residential District to R-2 Single-Family Residential District

LOCATION: A portion of a tract located east of Tobacco Rd., south of Nussbaumer Rd., north of the Little West Fork Creek.

TAX MAP: 019, 030 PARCEL: 016.02, 006.00 ACREAGE 84.28 +/-

Reason for Request: To simplify the zoning in proposed subdivision.

Mr. Spainhoward read the case and gave the staff recommendations:

APPROVAL

1. The proposed zoning request is consistent with the adopted Land Use Plan.
2. The proposed R-2 Single Family Residential Zoning request is an extension of the established R-2 Single Family Residential Subdivision development.
3. No adverse environmental issues were identified relative to this request & adequate infrastructure serves the site.

Mr. Spainhoward stated that as of 4:30 PM 09/26/2022 there have been no formal comments.

Jimmy Bagwell spoke in favor of the case stating he was available for any questions.

Mr. Hadley asked if there would be access from Nussbaumer.

Mr. Bagwell stated no, that it is too narrow.

There being no further discussion Mr. Kimbrough made the motion for approval stating that it is an extension of the R-2 Single-Family zoning district. Mr. Long seconded. All others were in favor. Motion passed.

Mrs. Streetman stated for the record that The Maynard Family Company is in no way of relation to her employer.

CASE NUMBER Z-67-2022 Applicant: Reda Home Builders

REQUEST: R-3 Three Family Residential District to R-4 Multiple-Family Residential District

LOCATION: Property fronting on the west frontage of Oak Street.

TAX MAP: 055H PARCEL: J 008.00 ACREAGE: 0.55 +/-

Reason for Request: To match surrounding zoning and for future building.

Mr. Spainhoward read the case and gave the staff recommendations:

APPROVAL

1. The proposed zoning request is consistent with the adopted Land Use Plan.
2. The New Providence Planning area has seen recent interest with redevelopment & in-fill. The proposed development is not out of character with the surrounding area & provides the opportunity to provide residential density in an area where goods & services are readily available.
3. This request is an extension of the recently approved R-4 Multi-Family Residential District to the west & south.
4. No adverse environmental issues were identified as part of this request.

Mr. Spainhoward stated that as of 4:30 PM 09/26/2022 there have been no formal public comments.

Ricky Reda spoke in favor of the case stating that he is asking to have rezoned to match what we have next to it.

With there being no further discussion Mr. Spigner made the motion for approval based on the proposed zoning request is an extension of the same zoning to the west and south. Mr. Long seconded. All were in favor. Motion for approval passed.

CASE NUMBER Z-68-2022 Applicant: Hugh Entekin

REQUEST: C-4 Highway Interchange District to C-2 General Commercial District

LOCATION: A tract of land fronting on the west frontage of Fair Brook Place, 385 +/- feet south of the Fair Brook Pl. & Westfield Ct. intersection.

TAX MAP: 032 PARCEL: 014.07 ACREAGE: 11.63 +/-

Reason for Request: Highest and best use of the property is for multifamily development with commercial components.

Mr. Spainhoward read the case and gave the staff recommendations:

DISAPPROVAL

1. The proposed zoning request is inconsistent with the adopted Land Use Plan. The future land use opinion map does not indicate multifamily in this area.
2. C-4 Highway Interchange Zoning District is the correct zoning classification for this tract. The C-4 District is intended primarily for transient sleeping accommodations, food establishments & automobile establishments.
3. The availability of C-4 Highway Interchange Zoning District is limited to the areas of the Interstate Exits. It is not encouraged to reduce the stock of C-4 zoning for the immediate & future needs of C-4 uses for this interchange.
4. The C-2 General Commercial District permits Multi-Family Residential developments & while traffic volumes of the overall permitted uses can be very similar, the peak hour traffic patterns associated with the density of multi-family residential uses may further exasperate traffic in an area with identified traffic concerns.
5. No adverse environmental issues were identified relative to this request.

Mr. Spainhoward stated that as of 4:30 PM 09/26/2022 there have been no formal public comments.

David Smith, Bethlehem Builders, spoke in favor of the case stating that this tract has been owned by them since 1992 and they have been trying to sell it but no one will even look at it. He stated that they would like to try to build an apartment complex in the back of the property. He further stated he had a letter from the Clarksville Police Department stating that the area has become an infestation of vagrants, homeless people, that development would help the area tremendously. He stated that they would like to do some commercial on the front but he does not see it happening in the near future.

With there being no further discussion Mr. Kimbrough made the motion for approval based on the best use of the property. Mrs. Streetman seconded. All others were in favor and motion for approval passed.

CASE NUMBER Z-69-2022 Applicant: Reda Home Builders, Inc.

REQUEST: R-2 Single-Family Residential District to R-2A Single-Family Residential District

LOCATION: A parcel of land located at the southeast corner of Louisiana Ave. & Kentucky Avenue.

TAX MAP:054I PARCEL: B 014.00 ACREAGE: 0.71 +/-

REASON FOR REQUEST: For future building to improve current neighborhood.

Mr. Spainhoward read the case and gave the staff recommendations:

APPROVAL

1. The proposed zoning request is consistent with the adopted Land Use Plan.
2. The proposed R-2A Single Family Residential Zoning request is consistent with the existing surrounding single family residential use.
3. Adequate infrastructure serves the site and no adverse environmental issues have been identified as part of this request.

Mr. Spainhoward stated that as of 4:30 PM 09/26/2022 there have been no formal comments.

Ricky Reda spoke in favor of the case stating asking for R-2A, that it best fits the area.

Mrs. Streetman asked how many units planned.

Mr. Reda stated no more than 3 and 2 will hold it.

With there being no further discussion Mr. Long made the motion for approval based on the staff recommendations. Mrs. Streetman seconded and all others were in favor. Motion for approval passed.

CASE NUMBER Z-70-2022 Applicant: Rebecca Hopson

REQUEST: R-3 Three-Family Residential District to R-4 Multiple-Family Residential District

LOCATION: A parcel of land fronting on the south frontage of Old Ashland City Rd., 185 +/- feet west of the Old Ashland City Rd. & Martha Ln. intersection.

TAX MAP:080F PARCEL: A 006.00 ACREAGE: 1.69 +/-

REASON FOR REQUEST: Property to be used for four family attached housing. The area is close to mass transit, retail services, and employment opportunities.

Mr. Spainhoward read the case and gave the staff recommendations:

APPROVAL

1. The proposed zoning request is consistent with the adopted Land Use Plan.
2. The proposed R-4 Multi-Family Residential District is an extension of the R-4 District to the south & is in character with the other residential development in the area.
3. The adopted Land Use Plan states that it is encouraged to maintain a desirable mixture of housing types throughout the community.
4. Adequate infrastructure serves the site & no adverse environmental issues have been identified as part of this request.

Mr. Spainhoward stated that as of 4:30 PM 09/26/2022 there have been no formal comments.

Aaron Schroer spoke in favor of the case stating that it would be a 4-unit building at the back side of lot and surrounded by other 4-unit buildings.

With there being no further discussion Mr. Kimbrough made the motion for approval stating that it is consistent with the Adopted Land Use Plan Mrs. Streetman seconded and all others were in favor. Motion for approval passed.

CASE NUMBER Z-71-2022 Applicant: Mid State Properties GP Agent: Kolt Milam

REQUEST: R-3 Three Family Residential District to R-6 Single-Family Residential District

LOCATION: A parcel of property located at the southeast corner of the Greenwood Ave. & Lynes St. intersection.

TAX MAP:079D PARCEL: L 023.00 ACREAGE: 0.47 +/-

REASON FOR REQUEST: This would allow the ability to create affordable single-family lots and rezone from multi family.

Mr. Spainhoward read the case and gave the staff recommendations:

APPROVAL

1. The proposed zoning request is consistent with the adopted Land Use Plan.
2. The proposed R-6 Single Family Residential Zoning is not out of character with the surrounding development pattern & is consistent with other R-6 zoning requests in the South Clarksville Planning Area.
3. Adequate infrastructure serves the site, including other residential-supportive uses such as, mass transit and retail services are in the area. The adopted Land Use Plan indicates that it is encouraged to maintain a desirable mixture of housing types. Sidewalks are required as part of the R-6 Zoning Classification.
4. No adverse environmental issues have been identified as part of this request.

Mr. Spainhoward stated that the public comment is included in the Commission packet.

Kolt Milam spoke in favor of the case stating this would better densify the downtown area and he wants to create affordable single-family homes.

Mr. Long asked how many homes.

Mr. Milam stated it looks like 4.

With there being no further discussion Mr. Long made the motion for approval of the case based on staff recommendation. Mrs. Streetman seconded. All others were in favor. Motion for approval passed.

CASE NUMBER Z-72-2022 Applicant: J & N Enterprises

REQUEST: R-2 Single-Family Residential District to R-2A Single-Family Residential District

LOCATION: A portion of the tract located at the southern termini of Hollow Crest & Jim Brown Dr.

TAX MAP:053 PARCEL: 010.05 (po) ACREAGE: 43.71 +/-

REASON FOR REQUEST: Property to be used for four family attached housing. The area is close to mass transit, retail services, and employment opportunities.

Mr. Spainhoward read the case and gave the staff recommendations:

APPROVAL

1. The proposed zoning request is consistent with the adopted Land Use Plan.
2. The proposed R-2A Single Family Residential Zoning District appears to be in character with the surrounding development pattern.
3. An approved preliminary subdivision design exists for this property. An updated preliminary design will be required if the subdivision is adjusted for the adopted R-2A regulations.
4. Adequate infrastructure will serve the site & no adverse environmental issues have been identified as part of this request.

Mr. Spainhoward stated that as of 4:30 PM 09/26/2022 there have been no formal public comments.

With there being no further discussion Mrs. Streetman made the motion for approval based on the proposed zoning request is consistent with the adopted Land Use Plan. Mr. Hadley seconded. All others were in favor and motion for approval passed.

CASE NUMBER Z-73-2022 Applicant: Aon Construction LLC

REQUEST: R-3 Three-Family Residential District to R-6 Single-Family Residential District

LOCATION: A portion of a parcel fronting on the south frontage of Barker St., 900 +/- feet east of the Riverside Dr. & Barker St. intersection.

TAX MAP:079B PARCEL: B 007.00 (po) ACREAGE: 0.27 +/-

REASON FOR REQUEST: To develop single family homes.

Mr. Spainhoward read the case and gave the staff recommendations:

DEFER ONE MONTH

1. Defer for further study of flood plain.

Mr. Spainhoward stated that the applicant was agreeable with deferral.

Mr. Kimbrough made the motion for deferral and Mr. Long seconded. All others were in favor and deferral passed.

CASE NUMBER Z-74-2022 Applicant: City of Clarksville

REQUEST: MLUD Mixed Land Use District to C-2 General Commercial District

LOCATION: Located at the confluence of the Cumberland & Red Rivers on the east side of the Cumberland River, 300 +/- feet west of the CL of Riverside Drive.

TAX MAP:0550 PARCEL: B 014.00 ACREAGE: 8.13 +/-

REASON FOR REQUEST: Property to be used for four family attached housing. The area is close to mass transit, retail services, and employment opportunities.

Mr. Spainhoward read the case and gave the staff recommendations:

APPROVAL

1. The proposed zoning request is consistent with the adopted Land Use Plan.
2. The existing MLUD Mixed Land Use District was approved in 2010. The requirements of the MLUD district has specific use percentages that limit development potential & creativity. In addition, specific ownership requirements for MLUD have proven difficult in the past.
3. In 2015, "Mixed Use" uses/allowances were added to the C-2 General Commercial District. Had these uses/allowances existed in the C-2 District in 2010 the proposed project would not have needed to rezone the property.
4. This request reverts this property back to the C-2 General district that it was in 2010. The C-2 General Commercial District is the correct zone for this property & is an extension of the other surrounding C-2 properties.
5. Adequate infrastructure serves the site & no adverse environmental issues have been identified as part of this request.

Mr. Spainhoward stated that as of 4:30 PM 09/26/2022 there have been no formal comments.

With there being no further discussion Mr. Powers made the motion for approval based on it is surrounded by C-2. Mrs. Streetman seconded and all were in favor. Motion for approval passed.

County Zoning Cases

CASE NUMBER CZ-19-2022 Applicant: H & H Sheet Metal Fabricators, Inc. Agent: Jimmy Kent Wilson

REQUEST: AG Agricultural District to C-5 Highway & Arterial Commercial District

LOCATION: A portion of a tract located east of Guthrie Hwy. northeast of Shadybrook Ln. & south of the Kentucky State Line.

TAX MAP: 010 PARCEL: 010.00 ACREAGE: 21.75 +/-

Reason for Request: To extend C-5 zoning and for a proposed warehouse distribution center.

Mr. Spainhoward read the case and gave the staff recommendations:

APPROVAL

1. The proposed zoning request is consistent with the adopted Land Use Plan.

2. The request is an extension of the existing C-5 Highway & Arterial Commercial District.
3. This South Guthrie area has been a hub of general commercial, industrial, agricultural uses as well as low density residential. This request does not appear to be out of character with recent and past trends.
4. No adverse environmental issues have been identified as part of this request.

Mr. Spainhoward stated that as of 4:30 PM 09/26/2022 there have been no formal public comments.

Cal Burchett spoke in favor of the case stating he was available for any questions.

With there being no further discussion Mr. Spigner made the motion for approval stating that this is an extension of the C-5 Highway & Arterial District and Mr. Powers seconded. All others were in favor and motion passed.

CASE NUMBER CZ-20-2022 Applicant: William Macon Marshall

REQUEST: AG Agricultural District to R-1A Single-Family Residential District

LOCATION: A portion of a tract located south of Terraceside Cir. At the southern terminus of Winter Terrace Ln.

TAX MAP: 016 PARCEL: 020.00 ACREAGE: 9.91 +/-

Reason for Request: To develop a single-family subdivision.

Mr. Spainhoward read the case and gave the staff recommendations:

DEFERRAL

1. The applicant has requested a 1-month deferral & the RPC Staff has no objections to the request.

Mr. Spainhoward stated that emails were included in Commission packet.

With there being no further discussion Mr. Spigner made the motion for deferral and Mrs. Streetman seconded. All others were in favor and motion passed.

CASE NUMBER CZ-21-2022 Applicant: Benton Walker

REQUEST: AG Agricultural District to R-1 Single-Family Residential District

LOCATION: Property fronting on the east frontage of Deerwood Rd., 735 +/- feet south of the Highway 41-A South & Deerwood Rd. intersection.

TAX MAP: 087 PARCEL: 030.03 ACREAGE: 9.75 +/-

Reason for Request: To develop a single-family subdivision.

Mr. Spainhoward read the case and gave the staff recommendations:

APPROVAL

1. The proposed zoning request is consistent with the adopted Land Use Plan.
2. The property lies within the Planned Growth Area "PGA" of the adopted 2040 Growth Plan and the proposed R-1 Single Family Residential District is not out of character with the development pattern in the Sango Planning Area.
3. Adequate infrastructure will serve the site & no adverse environmental issues have been identified as part of this request.

Mr. Spainhoward stated that comments are included in packet and file handed out.

Mr. Tyndall passed out an email from the County Highway Supervisor that addresses some of the points brought up in the file and that he (Supervisor) was available for addressing the comments regarding the road safety.

Ben Walker spoke in favor of the case stating it is a small subdivision and they had a traffic study done as well last year. He stated the acreage on the proposed zoning case has been reduced to 9.75 acres from the original zoning request of 17.8 acres. He stated he planned on 15 -16 lots.

Mr. Spigner asked if his traffic study showed any concerns.

Mr. Walker stated no and that the traffic study had been done on June 2021 and it was based on the full acreage not the 9.75 acres.

Mr. Tyndall stated that there were no improvements required when they submitted the 17 acres and this is less land.

Mr. Powers asked to do you anticipate serving these lots with sewer.

Mr. Walker stated yes.

Mrs. Streetman asked how many sewer lots do you anticipate.

Mr. Walker stated 15-16 lots.

Mark Trawinski spoke in opposition of the case stating he had an almost unanimous petition from Deerwood Road residents. He stated traffic is a concern. He stated all of their homes are zoned AG. He stated safety, ecology and character of neighborhood is concern. He went over the study that had been turned into RPC.

Mr. Smith asked who is the engineer that came up with the data in your packet.

Mr. Trawinski stated they had researched it independently as a concerned body of neighbors.

Mr. Smith stated that the information we received from the Highway Supervisor in comparison shows a lot of inconsistencies and false data in the packet you provided.

Mrs. Streetman asked did you all submit this to the County Highway Department.

Mr. Trawinski stated no.

Mr. Tyndall stated this was turned in to us (RPC Staff) yesterday and because of the nature of the information on it we forwarded it to the County Highway Supervisor to look it over and give their opinion because it is their road system as well.

Mrs. Streetman stated that she knew normally we don't see stuff that has been submitted by others and then in turn gets submitted, we have that opportunity to ask those questions ourselves.

Terry Pevehouse spoke in opposition of the case stating traffic and safety is a concern. He spoke of the information on the document they had provided.

Lana Broom spoke in opposition of the case stating that they are an AG neighborhood, surrounded by AG. She stated they didn't have a problem with small growth.

Mrs. Streetman stated that again knowing this was turned in by residents and then going to Montgomery County Highway Department, that's not something that is typically done and this in no way has anything to do with the developer because it was apparently on our end that this was done. She stated typically anyone has the opportunity to come up here and share their information or email their information, there is that opportunity in turn for somebody to offer a rebuttal to it or for us to be able to ask them to come up here and give that rebuttal. She stated she does find it concerning that it was sent and was it sent back to the individuals when they turned this in but they (residents) were completely unaware that there was information given back on it.

Mr. Tyndall stated that the information provided by the applicant is provided on your tablet as we would supply anything that was given to us by 4:00 PM yesterday, when it came in and the nature of it (report) made us send it to the County Highway Supervisor who is not a citizen, but a partner and a review agency with the RPC for further clarification

Mrs. Streetman stated that the point is that they could have provided the information on the floor from them directly, this is not what she sees here typically.

Mr. Spainhoward stated to clarify further the way this report came in it was pretty concerning for all staff members who read it and had already voted for recommendation of approval. He stated he presented it to the staff members and there were questions that were warranted to be answered by our Highway Supervisor to see if there was an oversight. He stated there was discussion as early as this morning to possibly defer this application with the new-found information that was presented yesterday. He stated that we are confident on moving forward with approval based on what the County Highway Supervisor originally presented and what they followed up on the comments. He further stated that every time we receive public comments there is someone on the other side that does read them and when there is scientific data or calculations presented I'm going to go through the process of trying to find someone to verify that number, we use every resource we have available to us.

Mr. Powers stated that there is technical data there and although Mr. Bryant is an engineer he doubts that he has all the tables in his head, that type of information takes a book to look up. He stated we do not want false data put in front of us, which it was. He further stated the chain of information seemed very appropriate to him and Mr. Spigner agreed.

Mr. Walker spoke in rebuttal stating that he had a traffic study, a professionally stamped study for 17.8 acres and he only plans to develop 9.75 with some greenspace.

Jeff Bryant, County Highway Department, came forward and gave his report on the data that was received and the inconsistencies. (reports attached).

Mr. Smith asked if he could answer the remaining question in the report by the time the County Commission meets.

Mr. Bryant stated that he could go by GIS contours but it is not survey grade.

Mr. Smith asked if last years traffic study is still valid.

Mr. Bryant stated yes, that with overall traffic that will be added it is still valid, only a drop in the bucket.

Mrs. Streetman stated that one issue she has is the statement about R-1 in the area, that R-1 is not on that road.

Mr. Tyndall stated that the on this report we do not state that R-1 is in the area, that we do mention that R-1 is appropriate zone in the Planned Growth Area.

With there being no further discussion Mr. Powers made the motion for approval stating that it is consistent with the adopted Land Use Plan and Mr. Smith seconded. Mrs. Streetman voted nay and all others were in favor and motion passed.

SUBDIVISION CASES:

Mr. Parker read the consent agenda cases into the record.

CASE NUMBER: S-73-2022 APPLICANT: Winn Properties LP
REQUEST: Preliminary Plat Approval of Winn Way Right-of-Way Extension
LOCATION: South of Hwy 76, east of Fire Station Road, east of and adjacent to the current terminus of Winn Way.
MAP: 063 PARCEL: 077.00 (po) ACREAGE: 5.64 +/- # OF LOTS: 2 +/- ZONING: C-4/C-2 GROWTH PLAN: CITY

STAFF RECOMMENDATION: PRELIMINARY PLAT APPROVAL SUBJECT TO THE CONDITIONS LISTED: This Approval Recommendation is subject to variance approval.

1. Approval by City Engineer's Office and the State Department of Environment and Conservation of all utility plans before construction of utilities begins.
2. Approval by the City Street Department of all road, drainage, grading, and erosion control plans before construction begins. No grading, excavating, stripping, filling, or other disturbance of the natural ground cover shall take place prior to the approval of a grading, drainage, and erosion control plan.
3. Approval by the City Street Department of all driveway access locations to the public right-of-way before construction begins on site, as per City of Clarksville Driveway Access Ordinance.
4. Approval by the Tennessee Department of Transportation (TDOT) for highway connection permit to State Highway 76.

CASE NUMBER: S-79-2022 APPLICANT: Byard & Mabry Holdings, LLC
REQUEST: Revised Preliminary Approval of Tailwater Meadows Section1 (Cluster) and Tailwater Meadows Section 2
LOCATION: North of and adjacent to Ringgold Road, approximately 450 feet northwest of the intersection of Ishee Drive and Ringgold Road.

MAP: 030 PARCEL: 010.00 ACREAGE: 131.70 +/- # OF LOTS: 360 +/- ZONING: R-2/R-6 GROWTH PLAN: City

STAFF RECOMMENDATION: PRELIMINARY PLAT APPROVAL SUBJECT TO THE CONDITIONS LISTED.

1. Approval by City Engineer's Office and the State Department of Environment and Conservation of all utility plans before construction of utilities begins.
2. Approval by the City Street Department of all road, drainage, grading, and erosion control plans. No grading, excavating, stripping, filling, or other disturbance of the natural ground cover shall take place prior to the issuance of a grading, drainage, and erosion control plan.
3. Approval by the City Street Department of all driveway access locations to the public right-of-way before construction begins on site, as per City of Clarksville Driveway Access Ordinance.

CASE NUMBER: S-81-2022 APPLICANT: Powers and Atkins

REQUEST: Preliminary Plat Approval of Richardson Place

LOCATION: West of and adjacent to Richardson Street, east of and adjacent to Wall Street, approximately 110 feet north of Lynes Street.

MAP: 079D PARCEL: K 008.00-010.00 ACREAGE: 0.62 +/- # OF LOTS:10 +/- ZONING: R-6 GROWTH PLAN: CITY

STAFF RECOMMENDATION: PRELIMINARY PLAT APPROVAL SUBJECT TO THE CONDITIONS LISTED.

1. Approval by City Engineer's Office and the State Department of Environment and Conservation of all utility plans before construction of utilities begins.
2. Approval by the City Street Department of all road, drainage, grading, and erosion control plans. No grading, excavating, stripping, filling, or other disturbance of the natural ground cover shall take place prior to the issuance of a grading, drainage, and erosion control plan.
3. Approval by the City Street Department of all driveway access locations to the public right-of-way before construction begins on site, as per City of Clarksville Driveway Access Ordinance.

Mr. Spigner made the motion for approval of consent agenda. Mrs. Streetman seconded. Mr. Powers abstained from S-81-2022. All were in favor and motion passed.

CASE NUMBER: S-80-2022 APPLICANT: Faith Investments

REQUEST: Preliminary Plat Approval of Simpson Villas

LOCATION: East of and adjacent to Ford Street, north of and adjacent to Simpson Lane.

MAP: 055 PARCEL: 041.00 ACREAGE: 1.88 +/- # OF LOTS:17 +/- ZONING: R-6 GROWTH PLAN: CITY

STAFF RECOMMENDATION: DEFERRAL REQUEST FOR 30 DAYS.

Mr. Tyndall read the letter from Erica Garrison of Bradley Partners, Representative of Vulcan Materials. (attached)

Ross Wallace spoke in favor of the case stating that he did not receive word of the deferral until 30 minutes before the meeting and he would like to ask that it not be deferred.

John Slaten, representing Vulcan Materials, spoke in opposition stating that they had some concerns with the safety and health of residents. He stated that mining would be within 500 feet of those homes.

There was discussion of the notice and if it was received.

Mr. Tyndall stated that the notifications are sent to owners, this letter to Vulcan would have gone to Birmingham and he assumed through company channels before it comes back to Clarksville.

Mr. Kimbrough asked what could we accomplish by deferring.

Mr., Tyndall stated that it would give the applicant and Vulcan an opportunity to speak between themselves and possibly come to an agreement.

Mr. Kimbrough made the motion for deferral based on life safety issues and Mr. Spigner seconded. All others were in favor and motion for deferral passed.

SITE REVIEW CASES:

Mrs. Russell read the consent agenda cases into the record.

CASE NUMBER: SR-41-2022 APPLICANT: K2 Developments AGENT: Houston Smith
DEVELOPMENT: Lexington Place PROPOSED USE: Multifamily
LOCATION: 175 Lexington Drive MAP: 043E, A 012.01 ACREAGE: 2.41 +/-

STAFF RECOMMENDATION: APPROVAL SUBJECT TO THE FOLLOWING CONDITIONS

1. Approval of all utility plans by the Office of the Chief Utility Engineer.
2. Approval of all grading, drainage, and water quality plans by the City Street Department, to include privately maintained drainage easement, injection well, and 100 year labeled
3. Approval of a landscape plan.

CASE NUMBER: SR-42-2022 APPLICANT: Ben Kimbrough AGENT: Cal Burchett
DEVELOPMENT: Kimbrough Warehouse PROPOSED USE: Warehouse
LOCATION: 1815 Ft. Campbell Blvd. MAP: 030J, E 020.00 ACREAGE: 1.60 +/-

STAFF RECOMMENDATION: APPROVAL SUBJECT TO THE FOLLOWING CONDITIONS

1. Approval of all utility plans by the Office of the Chief Utility Engineer.
2. Approval of all grading, drainage and water quality plans by the City Street Department.
3. Approval of landscape plan.

CASE NUMBER: SR-43-2022 APPLICANT: Goad Construction AGENT: Cal Burchett
DEVELOPMENT: Golfview Townhomes PROPOSED USE: Multifamily
LOCATION: 1425 Mccan Drive MAP: 080H, E 022.00 ACREAGE: 5.8 +/-

STAFF RECOMMENDATION: APPROVAL SUBJECT TO THE FOLLOWING CONDITIONS

1. Approval of all utility plans by the Office of the Chief Utility Engineer.

2. Approval of all grading, drainage, and water quality plans by the City Street Department, to include privately maintained drainage easement for street water, TDEC, and whether there is a blue line stream along southern property line.
3. Approval of a traffic study by the City Traffic Engineer.
4. Approval from Building and Codes Department, to include compaction testing, and to comply with all State/Federal/Local environmental requirements.
5. Approval of a landscape plan.
6. Show pedestrian connectivity as a separate sidewalk, not just striped pavement adjacent to drive aisle.

CASE NUMBER: SR-45-2022 APPLICANT: PGF Investments I LLC AGENT: Todd Shirk
 DEVELOPMENT: Chesapeake Center PROPOSED USE: Multifamily
 LOCATION: 1425 Mccan Drive MAP: 080H, E 022.00 ACREAGE: 5.8 +/-

STAFF RECOMMENDATION: APPROVAL SUBJECT TO THE FOLLOWING CONDITIONS

1. Approval of all utility plans by the Office of the Chief Utility Engineer.
2. Approval of all grading, drainage, and water quality plans by the City Street Department, to include detention and compensatory cut for fill in existing 100-year flood.
3. Minor plat completed.
4. Approval of a landscape plan.

CASE NUMBER: AB-6-2022 APPLICANT: Gary Keeton AGENT: Cal Burchett
 DEVELOPMENT: Gary Keeton Abandonment PROPOSED USE: Abandonment
 LOCATION: South of Madison St., east of Willow Heights, West of Liberty Parkway MAP: 065P E 001.00
 ACREAGE: 0.04 +/-

STAFF RECOMMENDATION: APPROVAL SUBJECT TO THE FOLLOWING CONDITIONS

1. Retention of an easement for public.

There being no further discussion Mr. Spigner made the motion for approval of consent agenda. Mrs. Streetman seconded. Mr. Kimbrough abstained from case SR-42-2022. All others were in favor and motion passed.

Mrs. Russell presented the case.

CASE NUMBER: SR-44-2022 APPLICANT: Pat Cook AGENT: Cal Burchett
 DEVELOPMENT: Greenwood Villas PROPOSED USE: Multifamily
 LOCATION: 838 Greenwood Ave. MAP: 079C, C 037.00 ACREAGE: 3.79 +/-

STAFF RECOMMENDATION: APPROVAL SUBJECT TO THE FOLLOWING CONDITIONS

1. Approval of all utility plans by the Office of the Chief Utility Engineer.
2. Approval of all grading, drainage, and water quality plans by the City Street Department.
3. Approval of a landscape plan.

Cal Burchett spoke in favor of the case stating that he was available for any questions. He stated he spoke with the opposition briefly before and he stated he could not speak for whether a fence could be installed.

Julia Reed spoke in opposition stating she would like to have a fence buffer between her property and the proposed case.

There was discussion of the fence and that ultimately the resident and the developer need to work out this matter.

With there being no further discussion Mr. Kimbrough made the motion for approval and Mr. Spigner seconded. All others were in favor and motion passed.

OTHER BUSINESS:

A. MONTHLY PROFIT AND LOSS STATEMENT

Mr. Kimbrough made the motion to approve with Mr. Long second. All were in favor. Motion passed.

B. ADOPTION OF RPC COMPENSATION AND CLASSIFICATION STUDY POLICY AND PROCEDURES MANUAL (attached)

Mr. Long made the motion for approval and Mr. Spigner seconded. All were in favor and motion passed.

C. RELEASE OF BOND REQUEST FOR ASHLAND CORNER FINAL PLAT

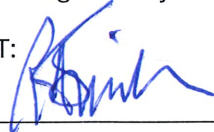
Mr. Spigner made the motion for approval and Mr. Long seconded. Mr. Powers abstained and all others were in favor and motion passed.

D. STUDY AND AMEND THE ZONING CODE OF THE CITY OF CLARKSVILLE AS IT PERTAINS TO LOT COVERAGE AND CLUSTER SUBDIVISIONS

Mr. Powers made the motion to approve and Mr. Spigner seconded. All others were in favor. Motion passed.

The meeting was adjourned at 4:20 PM

ATTEST:



Chairman



Brad Parker <brad.parker@cityofclarksville.com>

S-80-2022 (Subdivision for Today's Agenda- Please Read) (Opposition/deferral request)

1 message

Garrison, Erica <egarrison@bradley.com>

Tue, Sep 27, 2022 at 10:21 AM

To: "jeffrey.tyndall@cityofclarksville.com" <jeffrey.tyndall@cityofclarksville.com>

Cc: "brad.parker@cityofclarksville.com" <brad.parker@cityofclarksville.com>, "Hall, Richard" <hallri@vmcmail.com>

Dear Director Tyndall and Mr. Parker,

I hope this email finds you doing well. We represent Vulcan Materials, a neighbor to this subdivision – Subdivision 80-2022. They haven't received notice of this from the developer or spoken to the developer at all -and they just received notice of this proposal from your office over the last week or so. They have some significant questions and concerns about what is being proposed, the close proximity to their industrial quarry use and particularly the proximity of their high wall, where rock will be blasted and removed, to these uses. In fact, we think the property line of the closest lot will be less than 500 feet from where the high wall is ultimately intended to be.

We understand this is simply the preliminary plan, but we do think there are some issues relative to the health and safety of those folks that will buy and develop those lots that need to be addressed and discussed so that the two uses can exist in a harmonious and appropriate/safe fashion.

We would request that this be deferred today to allow some conversation with the developer and your office so that we can further express our concerns, and so that we can try to talk through those.

Thank you,

Erica Garrison

**Garrison**

Partner

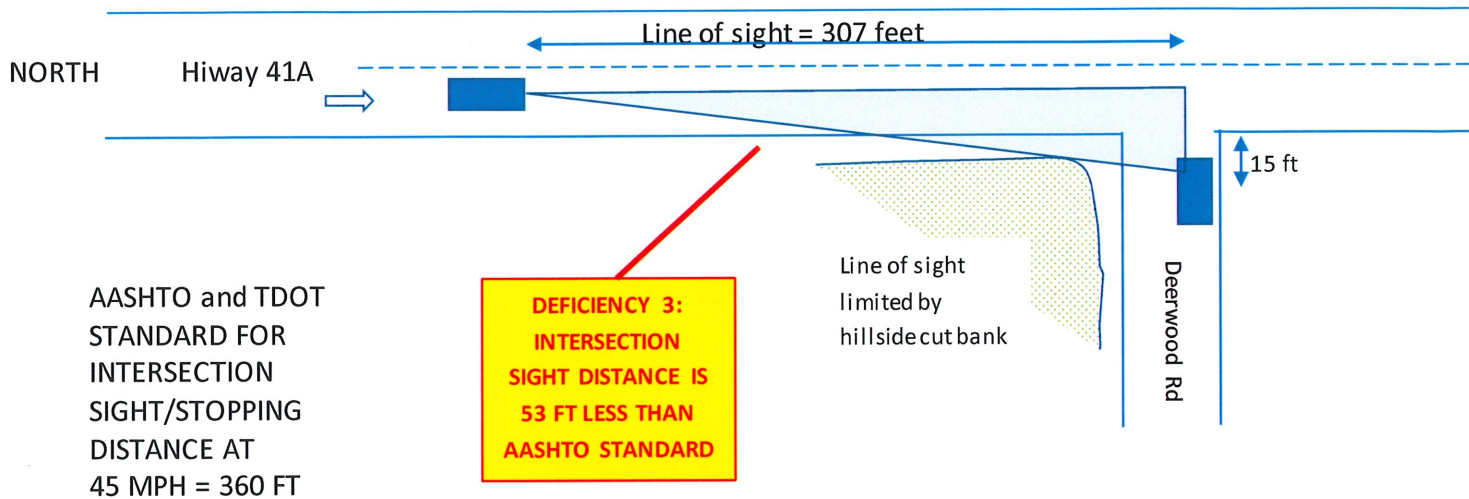
e: egarrison@bradley.com w: bradley.com

d: 615.252.3514

Bradley Arant Boult Cummings LLP

Roundabout Plaza, 1600 Division Street, Suite 700
Nashville, TN 37203[LinkedIn](#) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [Blogs](#)

FIGURE 3: INTERSECTION SIGHT DISTANCE, DEERWOOD ROAD EXITING ONTO 41A



- The visibility to the left from Deerwood Road onto 41A is 53 feet less than TDOT safety standards.

Increased traffic on Deerwood Road will increase the hazards of known traffic safety deficiencies that already exist at the intersection of Deerwood Road and 41A

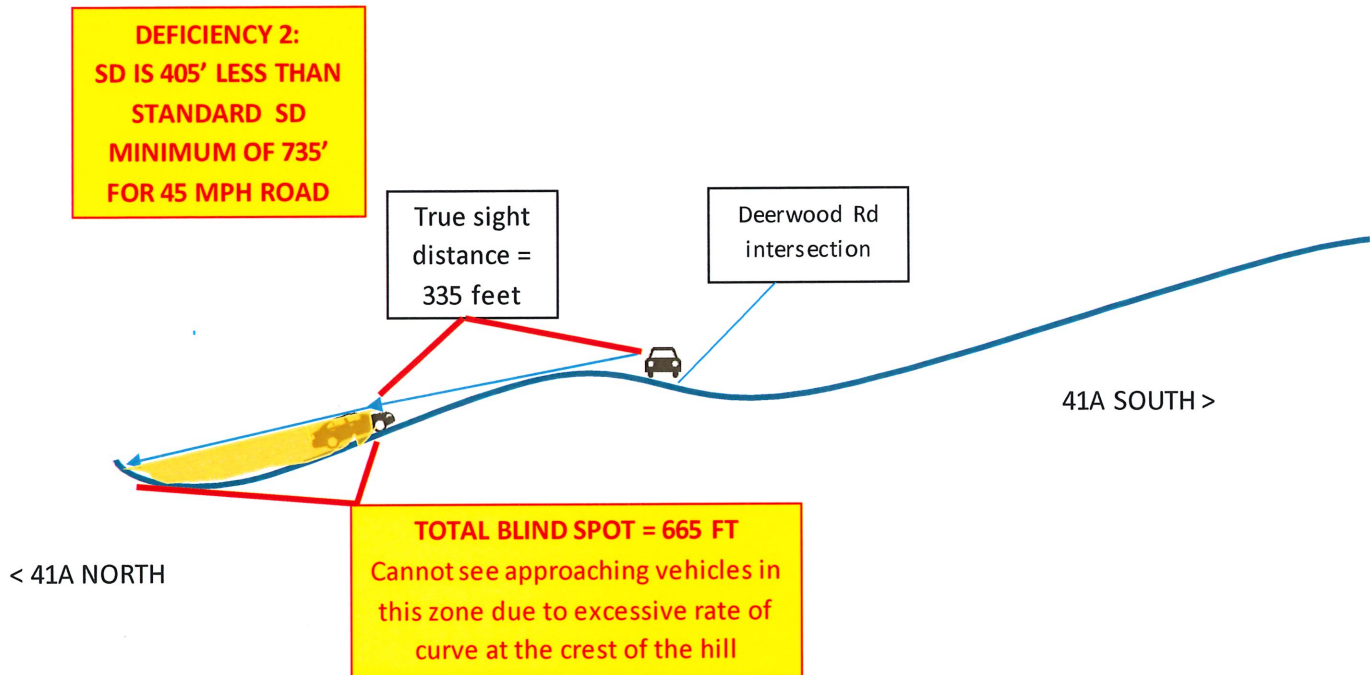
- Crash data from TN Dept of Safety
 - Average of 5 MVA's a year within 500' of the Deerwood/41A intersection
- There is no turning lane on 41A and there are no shoulders on either side of 41A
- Deerwood is a dead end road, has no shoulders, is very hilly and is lined with steep banks or ditches along its entire length.
 - Current width is 21 feet
 - County now requires 24 ft width for new or improved roads.
- TDOT data show daily traffic count on 41A is rapidly increasing.
 - Increased 20% in the last year alone.
- No way to enter or exit Deerwood Road other than 41A
 - The planned subdivision has no ingress or egress lane proposed.
 - Applicant's own study (submitted 2021) recognized traffic safety hazards and made its rezoning approval recommendation contingent upon construction of an ingress land and an egress lane.

In conclusion, I am asking you to look at the objective analysis and scientific data we have presented, recognize the serious safety issues, and vote to recommend disapproval for a zone change to R1.

Thank you

- TDOT uses stopping distance to assess whether or not an oncoming vehicle can avoid a hazard when it comes into sight based on the speed limit.

FIGURE 2: STOPPING DISTANCE (SD), HIGHWAY 41A AT DEERWOOD ROAD



- **The stopping distance for vehicles approaching Deerwood on 41A from the north is less than half the standard.**
 - This means that if a vehicle is pulling out of Deerwood Road, an approaching car will not have time to avoid hitting it when it comes into sight.
 - An additional implication of this is that traffic approaching through the valley just north of Deerwood Road enters a **665-foot blind spot where vehicles cannot be seen at all** until they emerge too close to Deerwood to avoid collision.
- TDOT uses intersection sight distance triangle measurements to assess whether a vehicle pulling out onto a road at an intersection has enough time to do so safely to avoid a crash.

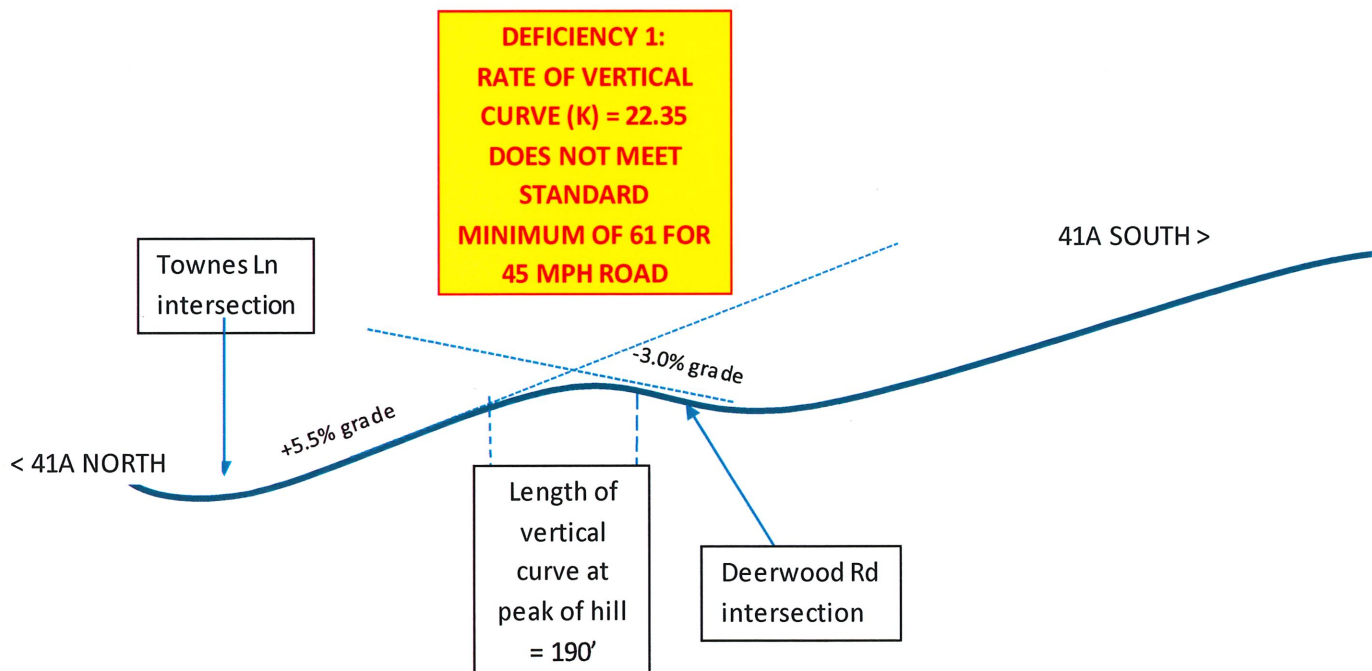
The residents of the Deerwood Road neighborhood urge this commission to recommend disapproval of rezoning application CZ-21-2022 from Ag to R-1. According to expert calculations by Jeff Tyndall, R-1 zoning on 9.75 acres could allow for a maximum of 29 homes. R-1 zoning would allow this regardless of any expressed intention at this time.

The intersection of Deerwood Road and Highway 41A does not currently meet state safety standards for traffic visibility.

National guidelines recognized by the state of TN have been set to assess such safety. Three of these standard measurements illustrate the danger at this intersection. (These are illustrated on Figures 1-3).

- TDOT uses measurements of the rate of vertical curve to assess whether the crest of a hill limits visibility for drivers in a manner that is unsafe.

FIGURE 1: VERTICAL CURVES, HIGHWAY 41A AT DEERWOOD ROAD



- Intersection of Deerwood/41A occurs between two hills, the crests of which obscure visibility.
- **Rate of vertical curve for the hill immediately north (left) of Deerwood Rd does not meet the minimum standard (22.35 vs 61)**
- This means the crest of the hill limits visibility of oncoming traffic in a manner that is unsafe; cars on 41A cannot see over the hilltop in time to avoid a car pulling out of Deerwood.

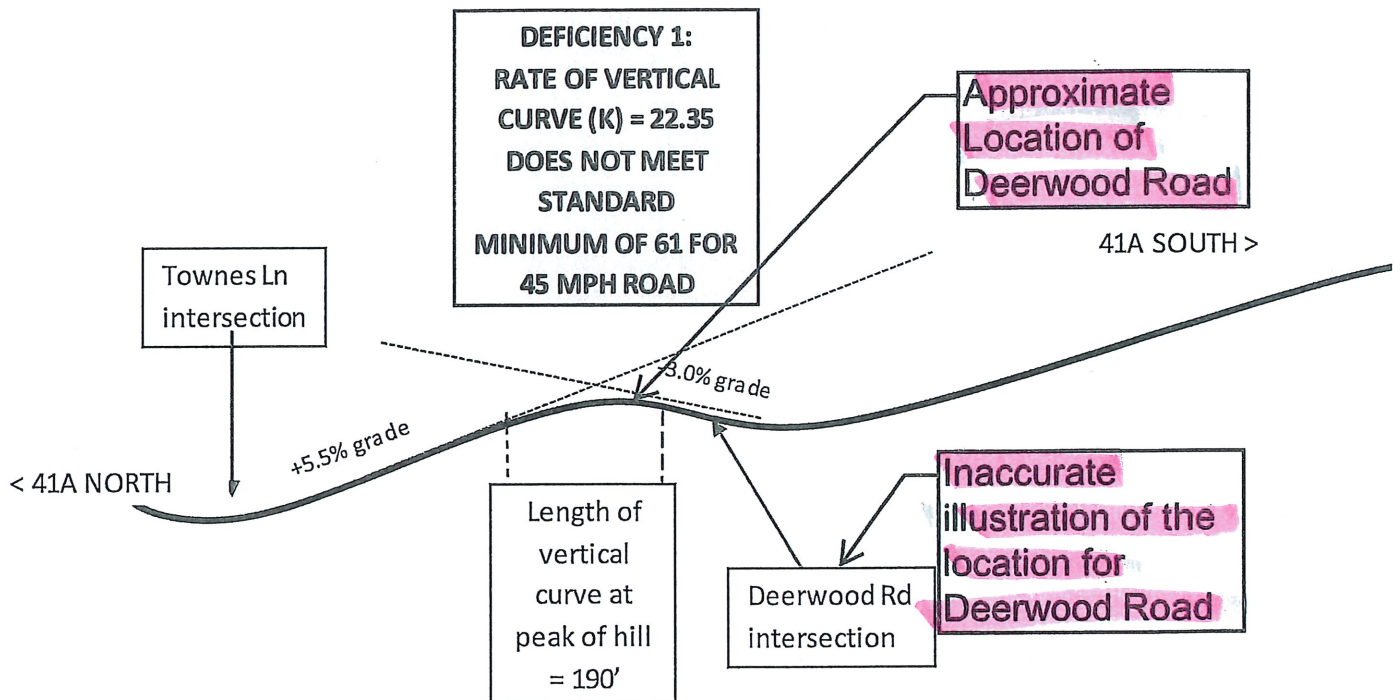
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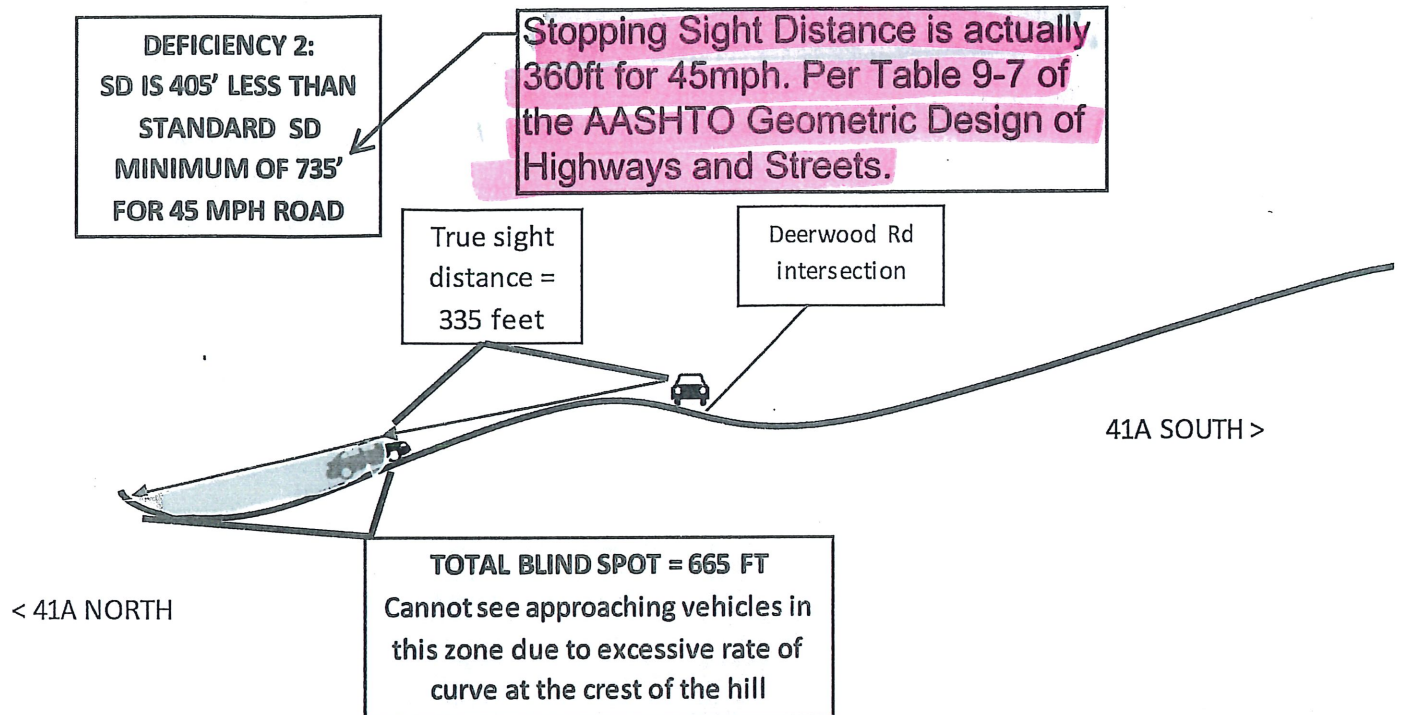
FIGURE 1: VERTICAL CURVES, HIGHWAY 41A AT DEERWOOD ROAD



- Intersection of Deerwood/41A occurs between two hills, the crests of which obscure visibility. **Deerwood is at the crest of the hill, not between two hills**
- Rate of vertical curve for the hill immediately north (left) of Deerwood Rd does not meet the minimum standard (22.35 vs 61) **I cannot confirm**
- This means the crest of the hill limits visibility of oncoming traffic in a manner that is unsafe; cars on 41A cannot see over the hilltop in time to avoid a car pulling out of Deerwood. **Refer to the first response**

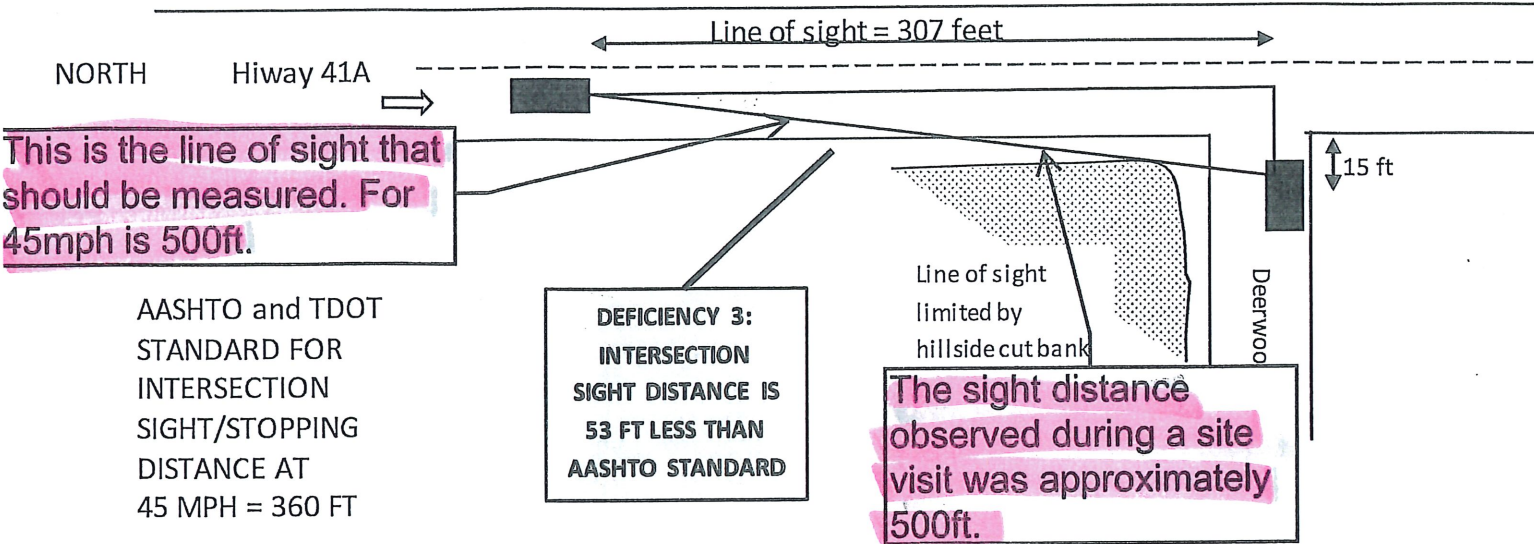
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Thank you



**CLARKSVILLE-MONTGOMERY COUNTY
REGIONAL PLANNING COMMISSION**

Compensation and Classification Study
Policy and Procedure Manual

for

The Clarksville Montgomery County
Regional Planning Commission

As Prepared By



McGrath
HUMAN RESOURCES GROUP

September 2022



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Introduction

McGrath Human Resources Group, Inc. (Consultants), an organization that specializes in public sector consulting, was commissioned by Montgomery County (County), TN to conduct a Comprehensive Compensation and Classification Study (Study) for all positions, including positions within Regional Planning Commission (herein referred to as the "RPC"). The purpose of this Study was to:

- ❖ Guide the RPC in confirming the RPC's pay philosophy including its desired position in the market;
- ❖ Review existing compensation plan and classifications;
- ❖ Obtain and establish benchmark compensation data from the external market through a survey of mutually identified, comparable entities;
- ❖ Obtain information on each job title/position for a job evaluation through RPC meetings, and job descriptions;
- ❖ Integrate the data from the external market, internal market, and job evaluations to develop a compensation system;
- ❖ Prepare a cost analysis for the implementation of recommended changes;
- ❖ Review and recommend compensation policy and procedure changes that will assure consistent implementation and application of compensation; and
- ❖ Provide a plan to provide ongoing maintenance of the system independently.

Methodology

Data Collection

The project involved the following three (3) steps: (1) collection of data, (2) interviews, and (3) data analysis. The first step of this Study involved the gathering of data that pertains to current compensation practices within the RPC. The Consultants received information relating to current salaries, specific policies, collected market data, and current job descriptions.

Interviews were conducted with RPC Director. The purpose of this meeting was to first, gain an understanding of the RPC’s current compensation practices and philosophy; second, to solicit ideas and input for future compensation methodologies and practices; and finally, to determine if any positions were difficult to recruit, retain, or were otherwise unique in the position’s responsibilities.

Upon completion of the draft compensation schedule, the Consultants met with the RPC Director, in addition to each County Department Head and Elected Official separately to review the recommended salary schedule prior to finalization. Any recommendations and feedback provided were reviewed by the Consultants and considered in relation to the position analysis and the external market data, as well as the impact on internal equity within the entire compensation system.

Labor Market

In order to gain information from the external market, through interviews with the RPC Director and other County Department Heads and Elected Officials, a list of comparable organizations was established. Each of the comparable organizations was contacted requesting current salary schedules and incumbent data. The following comparable organizations were contacted:

Table 1: Comparable Organizations Studied

Comps	
Brentwood, TN	Metropolitan Government of Nashville and Davidson County
Franklin, TN	Murfreesboro, TN
Hendersonville, TN	Robertson County, TN
Knox County, TN	Rutherford County, TN
Memphis, TN	Williamson County, TN

Data from these organizations were collected through the completion of a survey developed by the Consultants that included compensation data from the benchmark positions.

Market Data Solicited

The market survey gathered the following 2022 information: minimum, midpoint, and maximum salary for the positions as well as the average salary of the incumbents. Upon examination, salaries were eliminated if statistically too high or too low so as to not skew the average (typically within one (1) to two (2) standard deviations). A new percentile amount was then calculated with the remaining salaries. There was a great deal of time spent in the data analysis to ensure that each position was examined based on the data available and how the responsibilities of each position align within the RPC.

Market Analysis

Typically, an analysis is conducted of the organization's salary structure minimum, midpoint, and maximum to the average market; however, at this time, the RPC does not have a salary structure. Thus, no comparisons to the market can be illustrated. Information for the minimum, market, and maximum were gathered in order to develop a salary structure for the RPC.

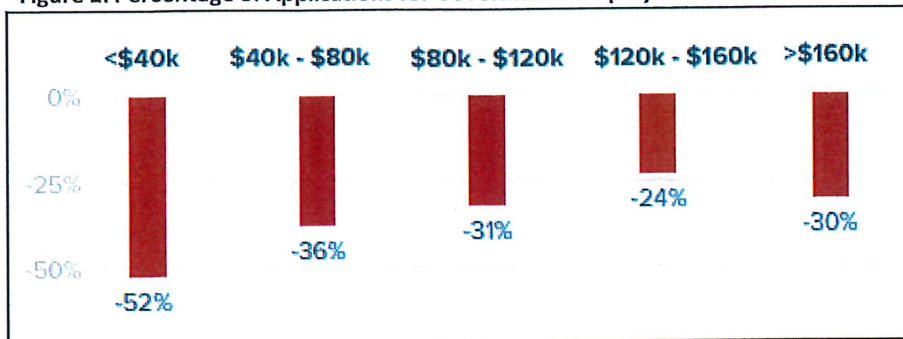
Other Factors for Consideration

In addition to market factors, organizations now need to consider the ongoing challenges that affect recruitment and retention which are discussed below.

Public Sector Turnover and Recruitment Challenges

According to human resources professionals across the United States, it is becoming progressively harder to hire qualified personnel. Looking at a tight labor market, recruitment and retention of qualified personnel with the necessary skills for public service have topped the list of workforce challenges for the last several years, and in 2021 nearly 86% of human resources professionals reported a moderate to significant increase in vacancies in their organization. Between 2015 and 2021, applicant volume for government jobs has dropped 21%, resulting in a significant work gap in the public sector (*Neogov Job Seeker Report 2021*).

Figure 1: Percentage of Applications for Government Employment 2015-2021



(Source: Neogov)

“The decline in job applications per job over the last six years is being felt across all job types and salary levels. The hardest hit are jobs that pay below \$40,000 per year, which are frequently the jobs that interface with the public and community members the most. This may, unfortunately, lead to a decrease in the quality of services that agencies are able to provide.” (Source: Neogov 2021 Job Seeker Report)

While this is not a new issue some employers state it’s become increasingly problematic to their operations. Public employers have been experiencing ongoing challenges of this nature for almost a decade. Governments historically have had a compelling proposition to offer workers with secure lifetime employment and generous health benefits followed by a robust pension for retirement, which is no longer the case. Public employers are battling for their talent because:

- Long-term employment has less appeal to the younger workforce;
- There is a real or perceived decline in public support for government workers;
- Public employers do not feel they can compete with salaries and benefits as benefits erode and the private sector is more competitive;
- There is a growing skills gap. Many government jobs now require specialized education or training. Fewer positions are “learn on the job”;
- Public employers are not able to offer the same level of flexible work arrangements to all employees;
- Limitations in technologies prevent efficiencies and automation;
- There are limited financial resources; and
- Not all work cultures are pleasing and supportive.

The Great Resignation and Private Sector Influence

Compounding the public sector recruitment challenges, in 2021, as the nation re-opened following the COVID shutdowns, the country has experienced continued private industry prosperity, record inflation, record retirements, and record turnover from an otherwise qualified workforce, causing all industries, both public and private, to be competing for already limited human resources. In addition, State Minimum Wage Laws are pushing non-skilled wages higher. This has led employers

to escalate wages for all positions to help recruit and retain its talent. The effect has been substantial, and nearly every employer is experiencing recruitment and retention challenges. As a result, all employers, including the RPC, will need to ensure its wages and benefits package is as competitive as financially possible in order to help mitigate turnover and facilitate recruitment success.

Top Motivators for Employee Retention

With increasing unemployment rates, and the effects of the pandemic, strategies for recruitment and retention have changed. The usual methods of attracting job seekers and/or retaining employees are no longer applicable in today's market. In addition, job seekers do not hesitate to leave for better opportunities.

According to NEOGOV 2021 Job Seekers Report, for the age group 18-34, job motivators are job security, meaningful work, advancement opportunities and work/life balance. Higher salary (48%) is the top reason for pursuing a new job. Twenty-eight percent (28%) of respondents pointed out the difference in public versus private sector salaries and benefits and noted that especially during the past year, the private sector has responded quicker to the changing needs of the new workforce. Other areas that are critical for recruitment and retention are:

- Job skill improvement,
- Work for an organization that shares “my” values,
- A job that allows working remotely, and
- Flexible work hours.

The pandemic illustrated that there are a variety of ways to provide services to the community. Granted, not all jobs can be performed from home, but many can. These options need to be pursued to meet the needs of the new workforce.

Work/life balance is among the reasons people apply for positions; the RPC, therefore, should evaluate its time-off policies and update these policies, if needed, to provide more flexibility to its workforce. However, due to the current wages and number of openings, creating a work/life balance will be a challenge when not fully staffed or understaffed.

The RPC could consider implementing non-traditional forms of compensation for recruitment and retention such as; tuition reimbursement, assistance in paying off student loans, and developing personalized benefits. “While public sector jobs may always lack the ability to compete on salary, government agencies can outdo the private sector by spotlighting their most desirable factors: providing job security, the ability to do meaningful work, and offering attractive benefits packages.” (NEOGOV 2021)

Compensation Philosophy

A compensation philosophy is an organization's financial commitment to how it values its employees. The goal of this philosophy is to attract, retain, and motivate qualified people. A consistent philosophy provides a strong foundation in determining the type of total compensation package to offer employees.

There are foundational aspects of compensation to assist with the development of a compensation philosophy to ensure the goals of compensation align with the goals of the organization.

First, there are basic questions to consider:

1. What is considered a fair wage?
2. Are wages too high for the financial health of the organization?
3. Does the compensation system reflect the value of positions within the organization?
4. Is your compensation strong enough to retain employees?
5. Do you currently have a defined compensation philosophy?
6. If so, is your compensation philosophy keeping in line with labor market change, industry change, and organizational change?

The RPC has determined that a compensation philosophy of 10% above the average market rate would be beneficial to attract and retain employees. The recommended salary schedule, therefore, is set at the 60th percentile.

Recommended Salary Schedule

The recommended compensation system is a salary range. The midpoint represents the 60th percentile of the market. It is anticipated that employees should reach the mid-point within five (5) years of employment and reach the top of the range (max-out) at 20 years of employment all considering adequate job performance. See Appendix A for the full schedule.

General Operational Guidelines

Maintenance of Salary Schedule

The RPC needs to have a standardized procedure to adjust the salary schedule for consistency and budgetary forecasting. The Consultants recommend that on a set date each year (January 1st), the salary schedule be increased by a local economic indicator which will be provided by Montgomery County Accounts and Budgets before each calendar year. If Montgomery County Accounts and Budgets does not provide the salary schedule increase by the last week of December the RPC may calculate their own increase based on the same methodology.

It is recommended the adjustment to the salary schedules be done on a date other than salary increases, so employees will understand there are two (2) adjustments per year, one for Cost of Living Adjustment (COLA) and one for performance.

The Salary Schedule will be updated annually before January 1st with the following steps:

1. The current hourly rate for Min – Mid – Max for each classification will be multiplied by the COLA percentage increase.
2. The new hourly rate will then be rounded up or down to the nearest penny (i.e. \$1.056 round up to \$1.06 OR \$1.054 kept at \$1.05)
3. The Min – Mid – Max salaries will then be recalculated on the chart allowing the step years to process appropriately. Years 1-5 are the Mid minus the Min divided by 5. Years 6-20 are the Max minus the Mid divided by 15.

The Following Are the Other Types of Increases:

Annual Performance Adjustments

The salary schedule is based on the premise of annual performance adjustments. Each year, employees with acceptable performance should receive the salary increase set by RPC Administration. Employees on a Performance Improvement Plan are not eligible for annual performance adjustments. Annual adjustments tied to performance reviews will be calculated before July 1 through the use of the compensation study and annual reviews given before July 1. The July 1 Annual Adjustment will be reflected in the next paycheck that contains July 1 (currently July 15th).

Market Adjustments Pay Schedule

One of the main concerns in any salary schedule is the ability to keep it current. Often, an organization spends time and resources to review and reevaluate their salary schedule, resulting in providing employees or pay grades significant increases because either the positions or the schedule is not in line with the external market. A salary schedule has a typical life span of three (3) to five (5) years, at which time market conditions typically necessitate a review. The RPC can strive to prolong the life of its pay schedule if it continues to commit to maintaining its competitiveness with the external market by ensuring market updates occur. Given the current competitive market, the RPC is recommended to initially conduct a market update three (3) years from initial adoption. In addition, maintaining metrics should help indicate if an external market update is required even sooner.

Market Adjustments Employee Pay

Each budget cycle, RPC Administration should evaluate the placement of current employees. If there is a shift in the market for a specific position, a market adjustment to those incumbent employees in that classification may be given, which would be an adjustment to the range. However, the RPC is recommended to exercise caution in its use because this option is not intended to be a means to simply increase the wages of any individual employee. For the RPC to offer this, there should be a policy or written parameters in place, because this should only be used in a controlled manner for positions that have been verified and documented by the RPC Administration as having challenges with recruitment/retention based on market fluctuations.

These parameters would include:

1. A documented and verified review of local comparable by the RPC Administration or a third-party consultant, and
2. A consistent pattern of recruitment/retention concerns with isolated classifications, as verified by the RPC Administration.

Compensation Guidelines

With the updated salary schedule, the RPC now has a competitive compensation system for recruitment and retention purposes. To minimize employment claims, it is the recommendation of the Consultants to consistently utilize structured guidelines when determining compensation. The RPC Administration is recommended to follow these established guidelines and update the RPC's compensation policies.

New Hires

New Hires should start at the minimum rate of the pay grade (title) if the employee has the minimum skills and abilities required in the job description (i.e. minimum education, and less than 2 years of experience in a similar position). The RPC Director can start experienced individuals up to the mid-point (~10% above the minimum rate). Any requests for placement above the mid-point may occur only with the written approval and/or justification of the RPC Director. The RPC may wish to develop a hiring matrix for objectivity in this process.

Employees at the Top of the Range (Maxing Out)

When an employee reaches the maximum rate within their classification, they will be eligible only for the cost-of-living salary schedule adjustments. Some employers view this as a deterrent for tenured employees to continue to perform at the RPC's level of expectation. Therefore, the RPC may consider the option for employees who reach the maximum rate to receive the equivalent annual increase in the form of a lump-sum non-base building payment. This method of payment still provides additional compensation to an employee but does not compromise the schedule.

Cost of Living Adjustment (COLA)

On January 1st of each year, employees with greater than 6 months of employment with the RPC who are off probation will receive an annual cost-of-living adjustment (COLA) equivalent to the percentage adjustment of the salary schedule as provided by Montgomery County Accounts and Budgets.

Annual Performance Increases

On July 1st of each year, eligible employees will receive an annual performance increase to incrementally progress towards the maximum rate. An eligible employee is one that is not on a Performance Improvement Plan, or under new-hire probation (at a minimum the first 6 months) and has received an adequate annual performance review.

Employees under a Performance Improvement Plan and/or who did not receive an adequate annual performance review will not be eligible for the annual performance increase that year. Those employees under the new hire probationary period will have their annual performance increase approved when they complete 1 full year with the RPC by July 1, or when approved by the RPC Director.

Eligible employees who have not reached the max level of the pay table will receive a salary increase for an adequate annual performance evaluation going up one year's band on the salary table.

Employees who have reached the top of the range (max) for their position will be eligible for a bonus check for an adequate annual performance evaluation equal to 0.5% of the employee's current annual salary.

Market Adjustments

Every budget cycle the RPC Administration should evaluate the placement of current employees. If there is a shift in the market for a specific position, a market adjustment to all incumbent employees in that classification may be given, which would be an adjustment to the range.

A market adjustment requires:

1. A documented and verified review of local comparable by the Administration or third-party consultant, and
2. A consistent pattern of recruitment/retention concerns with isolated classifications, as verified by the Administration.

Position Pay Grade Changes

Administration may determine a position needs to be evaluated as a result of an RPC-initiated position and/or program changes, organizational structure changes, recurring minimal modifications to positions that over time may result in a substantive change in a position, and recruitment or retention challenges.

If after a pay grade evaluation, it is determined the employee's current salary is below the minimum rate of the new pay grade, the employee should be placed at the minimum rate of the new pay grade. If the current salary is within the new salary range, it will be at the discretion of the RPC Director as to whether any further adjustment should occur.

Promotions

An individual who moves to a position in a higher pay grade (title) will be placed at the minimum rate of the new salary range; OR the rate closest that provides a 5% increase, if over the minimum rate. There may be situations in which a 5% increase may be insufficient, and compression may still be a problem. In those rare situations, the RPC Director may grant up to the market rate to alleviate compression with subordinate ranks.

Bonuses

From time to time employees may perform above their expected job duties and provide excellent or expedient service for a short period of time. In these cases, the RPC Director may choose to extend a one-time bonus check to the employee(s) they feel deserve it. The Bonus may not exceed the annual increase for that position and will be paid out in one lump sum not added to their base salary.

Demotions

Several situations can occur resulting in an employee's pay being lowered and the pay may not be within the established salary range. Depending on the circumstances, an individual's pay can be handled differently. It will be the responsibility of the RPC Director to determine the pay implications due to employee demotions. The following are suggested guidelines:

- A. Demotions that occur because of position changes and/or position consolidations (not based on the performance of the employee), the salary can be "red circled" and frozen at that level until the salary range of the new pay grade catches up to the employee's salary;
- B. Demotions that occur because the employee voluntarily applied for and accepted a position in a lower pay grade, the salary will be reduced within the new salary range as close to the current salary as possible. If the salary is above the new salary range, then treatment will be as described in "A" above; and
- C. Demotion that is a result of the employee's performance, the employee's salary is decreased to placement within the salary range of the new pay grade, as determined by the RPC Director. Demotions of this nature are rare circumstances and must be signed off by the RPC Executive Committee.

Appendix A: Recommended Salary Schedule Base Year 2022

Class	Position Title	Min	Mid	Max
<u>1</u>	Administrative Specialist	\$19.64	\$22.94	\$26.35
		\$40,851.20	\$47,715.20	\$54,808.00
<u>2</u>	Planning Tech	\$22.89	\$25.32	\$28.61
	GIS Tech	\$47,611.20	\$52,665.60	\$59,508.80
<u>3</u>	Office Administrator	\$28.61	\$31.47	\$35.77
		\$59,508.80	\$65,457.60	\$74,401.60
<u>4</u>	Planner	\$31.57	\$34.73	\$39.47
		\$65,665.60	\$72,238.40	\$82,097.60
<u>5</u>	Sr Planner	\$34.73	\$38.21	\$43.42
<u>5</u>	GIS Analyst / Manager	\$72,238.40	\$79,476.80	\$90,313.60
<u>6</u>	Regional Planning Deputy Director	\$38.59	\$42.44	\$48.24
		\$80,267.20	\$88,275.20	\$100,339.20
<u>7</u>	MPO Administrator / Director	\$41.69	\$45.85	\$52.10
		\$86,715.20	\$95,368.00	\$108,368.00
<u>8</u>	Regional Planning Director	\$58.58	\$62.71	\$67.73
		\$121,846.40	\$130,436.80	\$140,878.40

Appendix B: Recommended Base Year Salary Table Over 20 Years Min – Mid – Max

Table as of October 2022

Class	Title	Starting Min	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20
1	Administrative Specialist	\$40,851.20	\$42,224.00	\$43,596.80	\$44,969.60	\$46,342.40	\$47,715.20	\$48,188.05	\$48,660.91	\$49,133.76	\$49,606.61	\$50,079.47	\$50,552.32	\$51,025.17	\$51,498.03	\$51,970.88	\$52,443.73	\$52,916.59	\$53,389.44	\$53,862.29	\$54,335.15	\$54,808.00
2	Planner Tech / GIS Tech	\$47,611.20	\$48,622.08	\$49,632.96	\$50,643.84	\$51,654.72	\$52,665.60	\$53,121.81	\$53,578.03	\$54,034.24	\$54,490.45	\$54,946.67	\$55,402.88	\$55,859.09	\$56,315.31	\$56,771.52	\$57,227.73	\$57,683.95	\$58,140.16	\$58,596.37	\$59,052.59	\$59,508.80
3	Office & Finance Manager	\$59,508.80	\$60,698.56	\$61,888.32	\$63,078.08	\$64,267.84	\$65,457.60	\$66,053.87	\$66,650.13	\$67,246.40	\$67,842.67	\$68,438.93	\$69,035.20	\$69,631.47	\$70,227.73	\$70,824.00	\$71,420.27	\$72,016.53	\$72,612.80	\$73,209.07	\$73,805.33	\$74,401.60
4	Planner / Transportation Planner	\$65,665.60	\$66,980.16	\$68,294.72	\$69,609.28	\$70,923.84	\$72,238.40	\$72,895.68	\$73,552.96	\$74,210.24	\$74,867.52	\$75,524.80	\$76,182.08	\$76,839.36	\$77,496.64	\$78,153.92	\$78,811.20	\$79,468.48	\$80,125.76	\$80,783.04	\$81,440.32	\$82,097.60
5	GIS Analyst / Sr. Planner	\$72,238.40	\$73,686.08	\$75,133.76	\$76,581.44	\$78,029.12	\$79,476.80	\$80,199.25	\$80,921.71	\$81,644.16	\$82,366.61	\$83,089.07	\$83,811.52	\$84,533.97	\$85,256.43	\$85,978.88	\$86,701.33	\$87,423.79	\$88,146.24	\$88,868.69	\$89,591.15	\$90,313.60
6	Planning Deputy Director	\$80,267.20	\$81,868.80	\$83,470.40	\$85,072.00	\$86,673.60	\$88,275.20	\$89,079.47	\$89,883.73	\$90,688.00	\$91,492.27	\$92,296.53	\$93,100.80	\$93,905.07	\$94,709.33	\$95,513.60	\$96,317.87	\$97,122.13	\$97,926.40	\$98,730.67	\$99,534.93	\$100,339.20
7	MPO Director	\$86,715.20	\$88,445.76	\$90,176.32	\$91,906.88	\$93,637.44	\$95,368.00	\$96,234.67	\$97,101.33	\$97,968.00	\$98,834.67	\$99,701.33	\$100,568.00	\$101,434.67	\$102,301.33	\$103,168.00	\$104,034.67	\$104,901.33	\$105,768.00	\$106,634.67	\$107,501.33	\$108,368.00
8	RPC Director	\$121,846.40	\$123,564.48	\$125,282.56	\$127,000.64	\$128,718.72	\$130,436.80	\$131,132.91	\$131,829.01	\$132,525.12	\$133,221.23	\$133,917.33	\$134,613.44	\$135,309.55	\$136,005.65	\$136,701.76	\$137,397.87	\$138,093.97	\$138,790.08	\$139,486.19	\$140,182.29	\$140,878.40