

Williamson County, Tennessee
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Department of
Community Development
2011 ANNUAL REPORT



COMMUNITY DEVELOPMENT
BUILDING CODES
CODES COMPLIANCE
ENGINEERING
PLANNING
SEWAGE DISPOSAL MANAGEMENT

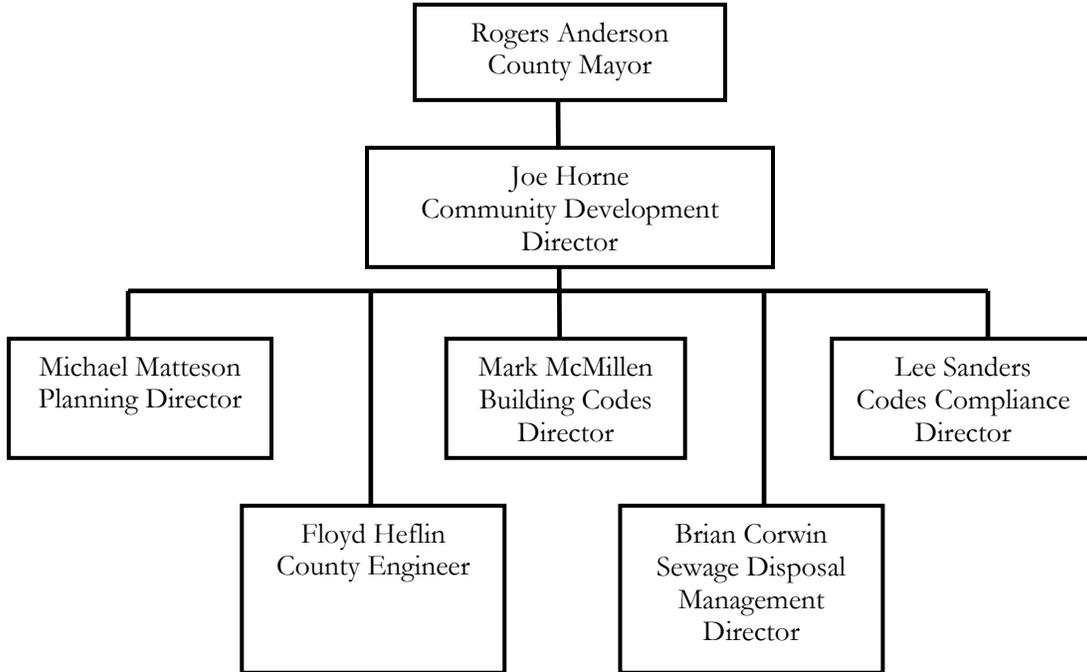
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Department of Community Development

Introduction

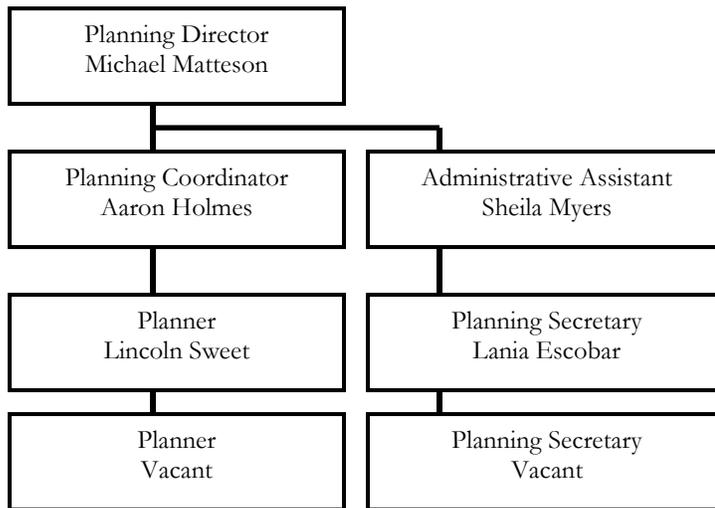


The Community Development Department provides the framework for planning and development services for the unincorporated portion of Williamson County. In a county undergoing the growth confronting Williamson County, it is important these services are integrated as much as practicable. The integration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

Department of Planning & Zoning

Introduction

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



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

Overview

The following is a summary of the activity for 2011. This data will allow the Staff, the Planning Commission, the Board of Commissioners and the general public insight into the amount of growth within the county.

Zoning Certificates

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

Secondly, this written record can help alleviate any misunderstandings between the staff and the applicant.

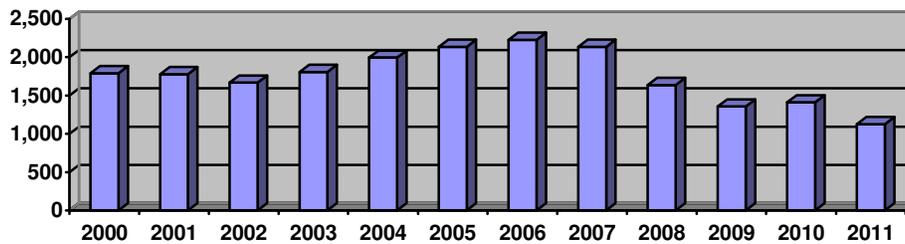
When a request for a Zoning Certificate is submitted, the staff obtains the property assessment card, confirms the zoning, the use that is currently on the property, and the floodplain status, if any. Staff will determine if the requested use can occur on the property and, if it is allowed, the applicant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

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

In 2011, the staff processed 1,128 Zoning Certificates. See Figure 1 below.

Figure 1

Zoning Certificates Issued 2000-2011



Map Amendments

There were no amendments to the zoning map made in 2011, i.e. requests to rezone property.

Text Amendments

In 2011, there were no (0) amendments to various regulations utilized by the Planning Department.

Major Subdivisions

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

Table 1

	Name	Section	Lots
1	Estates of Gallant Ridge		11
2	Estates of Gallant Ridge		10
3	Temple Hills	Section 16 & 17	
4	Belle Vista	Phase 3	36
5	Chardonay	Phase 1	78
6	King's Chapel	Phase 4	43
7	Watkins Creek	Phase 5	50
8	Laurel Cove	Phase 2	95
9	Stags Leap	Phase 3	28
10	Silver Stream Farm	Phase 4	97
11	Burwood Place		5
12	Ridgeview Estates		8
13	King's Chapel	Sec 3A	26
14	King's Chapel	Sec 4A	3
15	Chardonay	Sec 3	19
16	McEwen Estates		3
17	Harry T. Drury		4
18	Log Valley Trail Estates		4
19	Tim and Karla Lockwood		3
20	Reynolds Property		4

Minor Subdivisions

Minor Subdivisions consist of no more than two (2) lots. Where there are no bondable improvements required, Staff has the discretion to review and approve these plats. In 2011, Staff processed 15 Minor Subdivisions consisting of 22 lots.

Plat Revisions

Plat Revisions that contain two (2) or fewer lots are subject to review and approval by the Staff. There are many different items that may be dealt with on a revised plat, including a lot line shift. In 2011, Staff processed revisions to 41 plats.

Non-Residential Site Plans

The Planning Commission has reviewed a diverse range of non-residential site plans. In 2011, there were five (5) non-residential site plans reviewed. Table 2 outlines those plans reviewed.

Table 2

	Project Name	SF	Comments
1	Grace Chapel & Academy	50,000	Addition
2	Gateway Baptist Church	3,276	Office Conversion
3	Holy Trinity Montessori School	1,640	Addition
4	The Journey Recovery Center	4,900	Rural Retreat- Extensive
5	Grace Chapel and Academy	5,400	Office Conversion

Conditional Uses

The Zoning Ordinance defines a conditional use as having some special or unique impact on the surrounding properties. Conditional uses are evaluated by the Planning Commission through the public hearing process. In 2011, the Planning Commission reviewed nine (9) conditional uses. Table 3 illustrates those reviewed.

Table 3

	Project Name	SF	Comments
1	Mid America Distributors		Temp Firework Stand
2	Mid American Distributors		Temp Firework Stand
3	PePops Fireworks		Temp Firework Stand
4	McCandless House Retail	4,520	Mixed, Commercial
5	Fireworks Unlimited		Temp Firework Stand
6	Alea Properties	70,000	Mixed, Commercial
7	Bonnie’s Barnyard	8,000	Heavy Retail
8	Traders Post	19,472	Mixed, Commercial
9	Steven Curtis Chapman Recording Studio	2,200	Recording Studio

Staff Level Site Plans

The Zoning Ordinance allows Site Plans for certain uses in certain Zoning Districts to be reviewed and approved by Planning Department staff, rather than by the Planning Commission. Table 4 lists those Site Plans approved at the staff level.

Staff Level Site Plans

Table 4

	Type	SF/Lots	Comments
1	Prophetic Clothing Designer	912 SF	Clothing Design Studio
2	Heart Full of Memories	4,705 SF	Change of Tenant
3	Hillsboro Elementary Middle School	6,662 SF	Addition
4	Country Boy Restaurant	52 SF	Addition
5	Henpeck Village	8,457 SF	Change of Use
6	Hillsboro Elementary Middle School	4,243 SF	Wastewater Treatment
7	Epworth UMC	5,000 SF	New Pavilion
8	Wilson Creek Baptist Church		Parking Lot Expansion
9	Oak Valley Baptist Church	3,200 SF	Addition
10	Hillsboro Elementary Middle School	10,365 SF	Auditorium Addition
11	Triune Mini Storage		New Kiosk
12	Belle Vista	160 SF	Sales Trailer
13	Studio Antiques	484 SF	Antique Store

14	St Matthews Catholic Church	288 SF	Addition
15	Hillsboro School WW Building	80 SF	New Pump Building
16	CartCon1 Airsoft		Recreational/Athletic
17	Sod Works	2,115 SF	Landscaping Business
18	Fernvale Community Church	900 SF	Picnic Pavilion
19	Owl's Hill Nature Sanctuary	875 SF	Machinery Shed
20	Parish Prebysterian Church		Parking Lot Expansion

Update to the Williamson County Zoning Ordinance

One of the major goals of the Comprehensive Plan, which was adopted in the fall of 2007, is to update the County's Zoning Ordinance. To that end, Staff and the County's consultant have been working in consultation with a Zoning Ordinance Revision Steering Committee to rewrite the Ordinance. The Committee consists of five (5) members. Commissioners Judy Hayes and Mary Brockman represent the Board of County Commissioners, John Lackey represents the Regional Planning Commission, and Tommy Murdic and Robert Ring represent the general public. During 2011, Staff finalized a draft of the first two Modules of the Ordinance, having made a number of changes to the draft as a result of public comments. Additionally Staff held four (4) public meetings and four (4) focus group meetings to obtain public input on the third and final Module. The update to the Zoning Ordinance is expected to be completed in Spring 2012.

Leiper's Fork Study

In 2011, Staff completed a Special Area Plan for the Leiper's Fork Village. The Leiper's Fork Special Area Plan is the second such plan to be developed for the County's four Villages. The planning process emphasized public involvement and included numerous public meetings as well as meetings with the Citizens Advisory Committee, which consisted of residents, civic leaders, and business owners within the Village boundaries.

The Leiper's Fork Special Area Plan articulates a vision for the future of the Village and will serve as a guide for future land use decisions. The plan will also form the basis for tailored development standards, which will help implement the vision described in the Plan. The Plan was adopted by the Planning Commission in October 2011 and Staff has begun preparing the development standards.

Update to the Major Thoroughfare Plan

Planning efforts for the Nashville Area MPO's Southwest Mobility Study, which will address current and future transportation needs in the southwest portion of the MPO region, were begun in late 2008. As a part of this larger study, the County's Major Thoroughfare Plan has been updated. This Plan Update evaluated the County's long-range transportation needs along with the needs of portions of adjacent counties. The Plan was adopted by the Planning Commission in December 2011 and is awaiting endorsement by the Board of Commissioners in February 2012.

Planning Goals for 2012

The Planning Department has established a number of goals for the coming year. Chief among these goals is completing the update to the County's Zoning Ordinance, which establishes rules and regulations related to land development in the unincorporated County. Other key planning efforts will involve updating the County's Subdivision Regulations and embarking on another Special Area Plan, either for the Grassland Village or the Triune Village.

Department of Codes Compliance

Introduction

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

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

Table 5

Board of Zoning Appeals Cases For	Total 2007	Total 2008	Total 2009	Total 2010	Total 2011
Total Agenda Items	26	20	22	16	21
Variances	8	8	8	8	13
Appeals	4	0	3	0	0
Special Uses	8	9	6	7	5
Other	6	3	5	1	3

Special Uses By Category

Table 6

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

Board of Zoning Appeals Members for 2011

Dave Ausbrooks - Chairman

Steve Wherley - Vice Chairman

Don Crohan – Secretary/Representing the Planning Commission

Sue Workman - Regular Member

Karen Emerson-McPeak – Regular Member

Inspections

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

Table 7

Activity	2007	2008	2009	2010	2011
Online Form Submittals					66
Complaints Logged	215	172	141	147	160
Complaints/ No Violation Cited	61	53	46	42	35
General Code Violations = Complaints - No violation	154	119	95	105	125
Cases Closed This Year	197	188	180	140	144
Signs Removed *	123	458	401	527	287
Sign Violation Notices *	46	162	139	128	85
Sign Permits	71	70	67	69	76
Overgrown Lot Cases	6	15	25	46	32
Overgrown Lot Inspections	18	34	58	105	76
Pool Permits	113	90	62	57	62
Pool Fence Inspections	375	215	185	135	158
Mobile Home Permits	19	11	7	8	8
Mobile Home Inspections	72	82	63	57	56
Junk Car Cases	16	28	16	17	15
Junk Car Inspections	62	66	42	46	48
Department Phone Calls	2344	2038	1787	1612	1587
Permits Reviewed	912	885	537	728	614

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

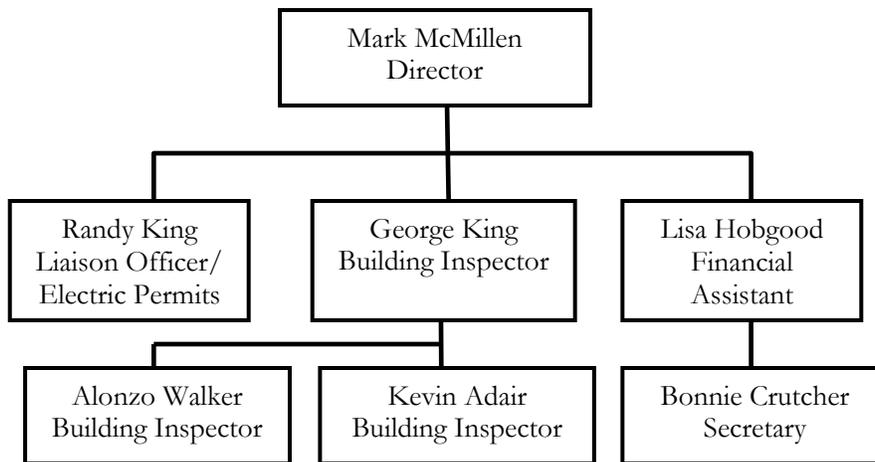
Department of Building Codes

Introduction

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

Organization

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



Building Permits

The following shows Building Permits and valuation for the past six (6) years issued in the unincorporated area of Williamson County. See Figures 2 and 3 below.

Table 8

Year	New SFR	Valuation	Total Permits	Valuation
2011	157	\$49M	505	\$82M
2010	129	\$42M	610	\$71M
2009	139	\$54M	483	\$92M
2008	193	\$79M	636	\$131M
2007	322	\$157M	781	\$187M
2006	448	\$188M	865	\$221M

Figure 2

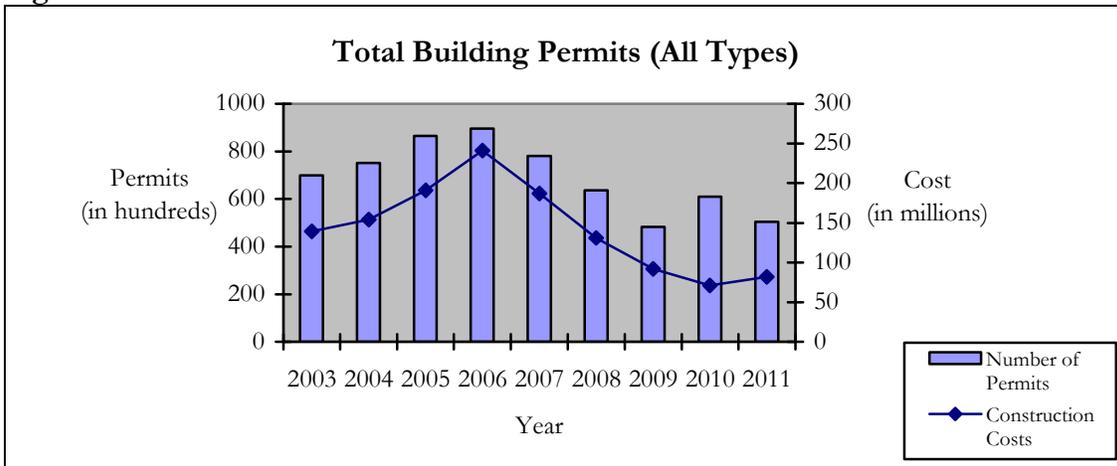
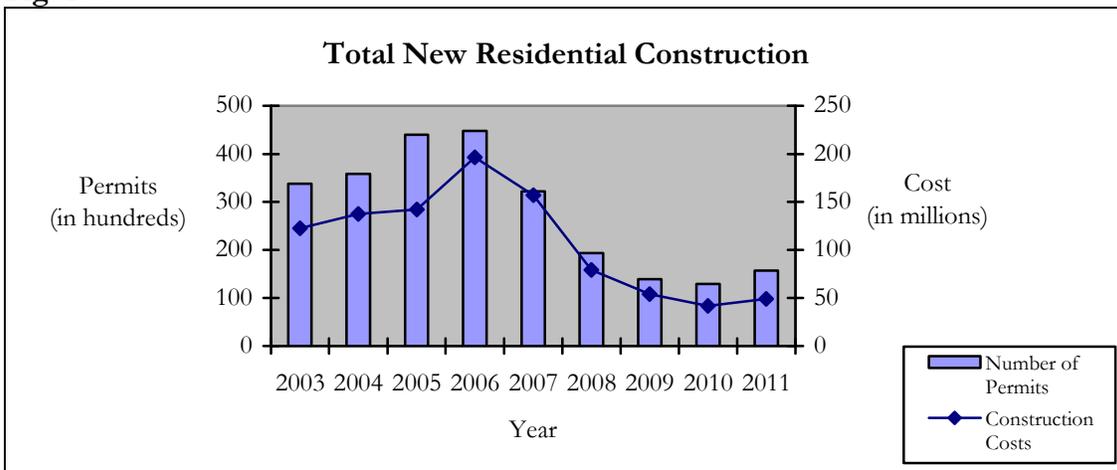


Figure 3



Adequate Facilities Tax

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

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

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

All new County residential construction is assessed at \$2.00 per square foot, including areas that may be completed at a later date. Areas not included are unfinished basements, garages, carports, porches and accessory structures. All County commercial structures under roof are computed at \$0.34 per square foot. This includes areas such as bank drive thru, covered service station islands and material storage areas. City residential construction is also assessed

at \$2.00 per square foot. The distributions of residential and commercial revenues are listed in Table 8, and Figures 4 and 5 below.

Table 9

County Residential Revenue Distribution		Commercial Revenue Distribution		City Residential Revenue Distribution	
Purpose	Amount	Purpose	Amount	Purpose	Amount
Schools*	\$0.70	Roads	\$0.30	Schools*	\$0.92
Roads	\$0.20	Fire Protection	\$0.04	Parks/Rec	\$0.08
Parks/Rec	\$0.08				
Fire Protection	\$0.02				

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

Figure 4

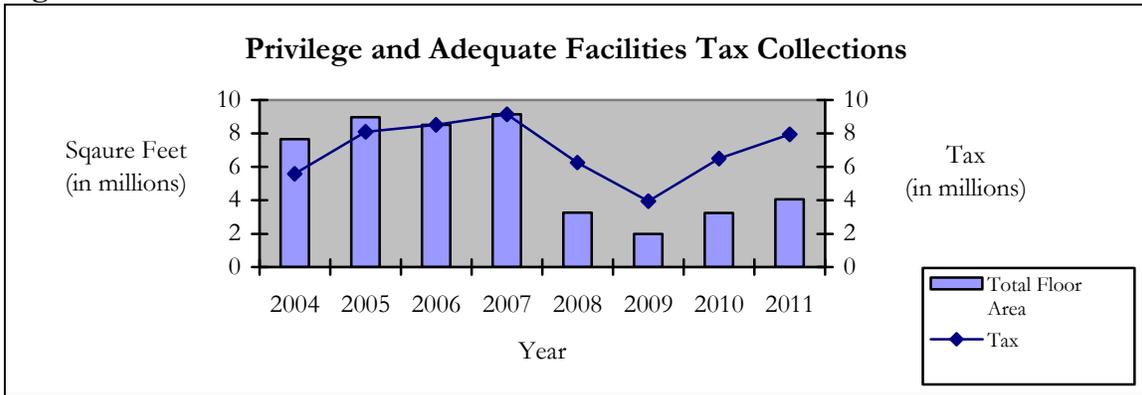
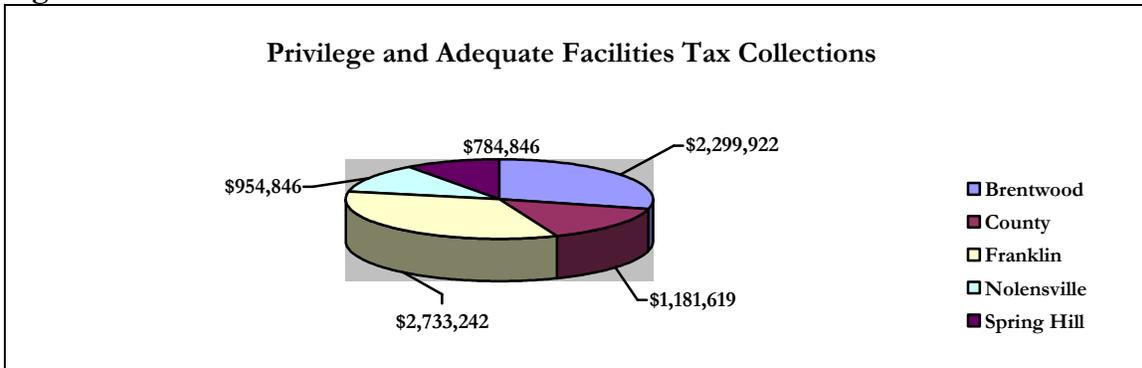


Figure 5



Electrical Permits

Beginning in December 2010, the Building Codes Department commenced the sale of electrical permits. These permits are valid for all jurisdictions within Williamson County except the City of Franklin. The electrical inspections themselves will continue to be conducted by contract employees of the Tennessee State Fire Marshall’s office. The addition of this service should offer further convenience to those seeking building permits within the unincorporated County. In addition to his liaison duties, Randy King is the lead

Staff member for the sale of electrical permits. These permits will be available from 8am-12pm Monday through Friday at the Building Codes Department.

Goals

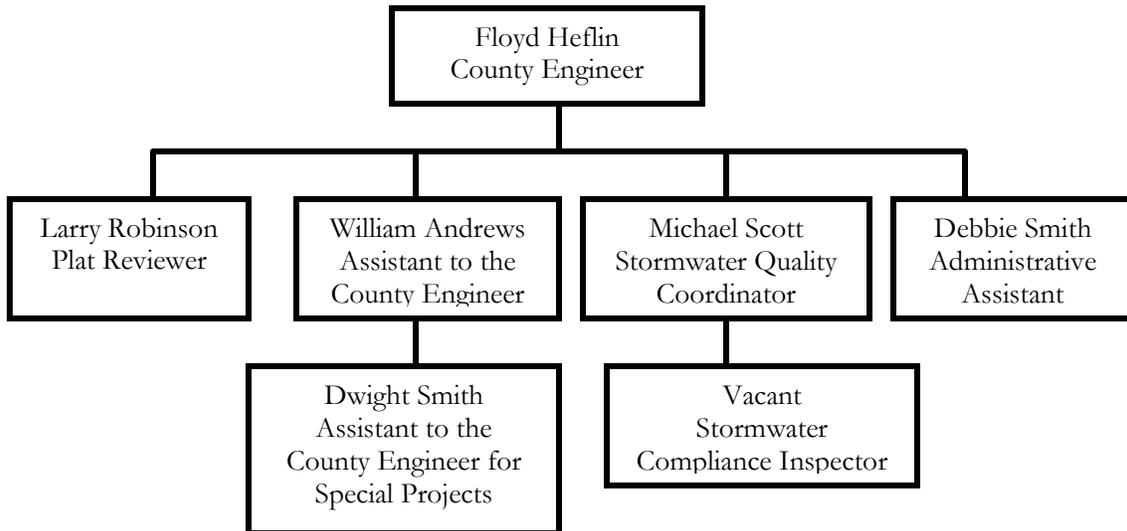
The adoption of new building codes by the County Commission in 2010, as required by state law, requires the implementation of new energy code standards for both single-family residences and commercial buildings. To begin inspection of state mandated Energy Codes, additional certification of Inspectors must be obtained to meet these requirements. Increasing certification requirements for inspectors provides a challenge that we will strive to meet in the most cost-effective manner and will include an increase in staff by one member to serve as inspector in implementing this program.

Department of Engineering

Introduction

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

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



Overview

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

greater magnitude. Surety for public improvements is reviewed and field inspections are performed on work in progress to assess compliance.

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

Surety

The Engineering Department establishes surety amounts for roads, drainage, and erosion control. Letters of credit for new development are received at the final plat stage as required by the Planning Commission. Letters of credit help insure proper performance during construction, and high infrastructure quality upon completion. Currently, the Engineering Department administers letters of credit totaling **\$9,416,967** for roads, drainage and erosion control. In 2011, **2.889** miles of roadway were released from surety and accepted by the Highway Commission and County Commission for addition to the County road system. William Andrews coordinates the assessment and review of infrastructure surety.

Land Disturbance Permits

2011 was the sixth full year of fee collection under the Storm Water Management Regulations that went into effect 01/01/05. Any activity disturbing more than one acre of land must provide a site specific erosion control plan and obtain a land disturbance permit. Additionally, individual lots less than one (1) acre in size, which are part of a larger plan of development, are also regulated if the entire development disturbs more than one (1) acre of land. During 2011, 111 permits were issued for individual lots at a cost of \$150 per permit, while nine (9) permits were issued for subdivisions or non-residential site plans at a cost of \$300 per permit. Total Land Disturbance Permit fees equaled **\$19,350**.

Blasting Information

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

Floodplain Management

In 2011, the Engineering Department continued to address many issues from the May 2010 flood. The County obtained approval of a Hazard Mitigation Grant Program (HMGP) grant allowing the purchase of three (3) properties. Structures on those properties were demolished and the sites will remain vacant and in County ownership. At the request of

affected property owners, the County has initiated an application for phase III of the HMGP related to the May 2010 flood. Properties in this phase have experienced repetitive flood losses and meet certain benefit/cost criteria established by the Federal Emergency Management Agency (FEMA). As with the previous grant, phase III provides an 87.5% match while the County's portion would be 12.5%. A public meeting for interested parties was held on December 20, 2011. Certified Floodplain Managers (CFMs) on staff continue to assist the public on a daily basis and determine the conditions under which a proposed improvement may occur in our Special Flood Hazard Areas.

On January 18, 2011, the County, along with their consultant AMEC, held a public meeting to discuss proposed changes to the flood plains of Cartwright Creek and Lynnwood Branch. Questions were answered and concerns addressed prior to submitting the new information to FEMA for map revisions. The new information is still under review, but is used for flood plain management purposes as "best available information". The AMEC study also addressed the feasibility of any possible projects to reduce flood impacts. Alternatives included regional detention, channel widening, structure up-sizing, and property acquisition. Of the options considered, only property acquisition and demolition met required benefit/cost criteria. Those properties are being addressed in the grant application discussed in the previous paragraph.

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

Storm Water Quantity and Watershed Protection

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

- Federal cost sharing programs with the Corps of Engineers to study potential locations for regional detention facilities, flood gages, or other storm water management facilities.

- Professional fees for verifying data, establishing floodplain information, and developing storm water management programs.
- GIS and watershed modeling
- Maintenance of existing regional storm water facilities.

In 2011, the Department of Community Development continued work with AMEC, funded through “in-lieu-of” funds, to update watershed models and establish a framework for reviewing the impacts of future development scenarios.

Storm Water Quality and Erosion Control

Williamson County is required by the Tennessee Department of Environment and Conservation to have a Phase II National Pollutant Discharge Elimination System (NPDES) MS4 permit for storm water. Requirements of the permit include controlling construction site runoff and illicit discharges. Other components involve public education, community involvement, and enforcement. While compliance is the goal of the program, **\$10,250** in storm water penalties were collected during 2011.

Permit compliance is managed by Michael Scott who also coordinates the agenda of the Storm Water Appeals Board. This Board meets monthly as needed to hear appeals of the Storm Water Management Regulations. Twelve (**12**) appeals were heard in 2011 representing **\$1200** in application fees. **Four (4)** additional appeals were processed by the County Engineer.

Department Goals for 2012

It is the desire of the Engineering Department to work in a cooperative effort with other Departments, elected officials, and County residents to continue to promote and protect the health, safety, and welfare of all citizens and to enhance the environment and infrastructure of Williamson County. Specifically, we will continue to improve our program with proposed revisions to the Storm Water Management Regulations, in order to comply with State requirements. We hope to seek additional premium discounts for the residents of Williamson County under the Community Rating System by continued application of our flood plain requirements. Finally, we will complete the application for our phase III HMGP grant to allow potential removal of the associated flood risks.

Department of Sewage Disposal Management

Introduction

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

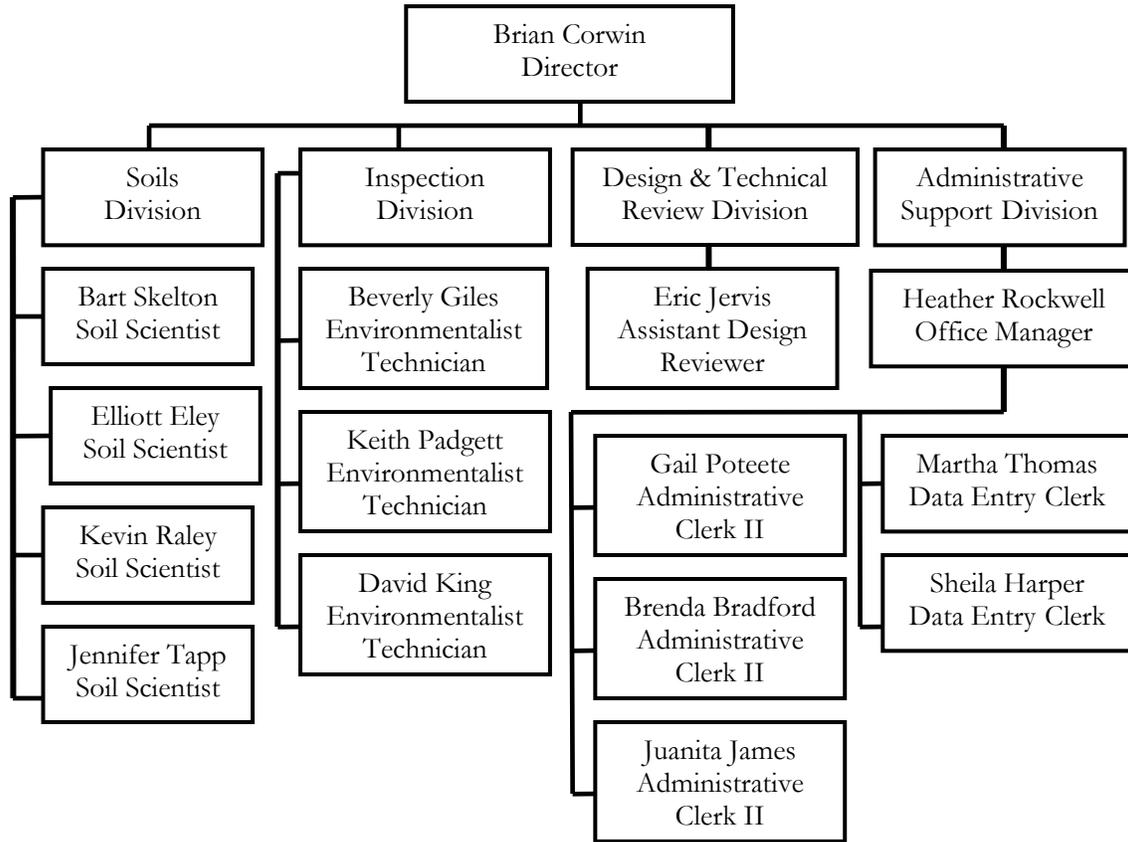
- the health and well-being of the general public;
- the irreplaceable groundwater and surface water resources of the County; and
- the quality of the environment which the citizens of the County enjoy.

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

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

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

Department Organizational Chart



Board of Health Members

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

Department Overview & Quantitative Data

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

Soil Assessment

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

Soil Maps

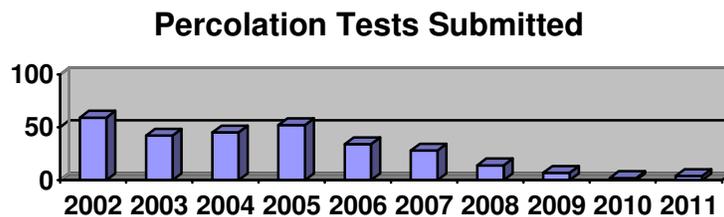
In 2011, the Department received four (4) applications for preliminary soil investigations as compared to one (1) in 2010, and four (4) in 2009. According to fees collected, the soils division completed six (6) soil maps in 2011 covering seven (7) acres. The Department completed three (3) soil maps in 2010 covering three (3) acres, seven (7) soil maps totaling 5.25 acres in 2009, and seven (7) in 2008.

Responsibilities of Department Soil Scientists also include on-site verification of soil maps submitted by private soil consultants. In 2011, seventy-one (71) soil maps were verified by Department staff, compared to seventy-five (75) in 2010 and seventy-seven (77) in 2009.

Percolation Tests

Although much more sophisticated and accurate methodology is available for soil evaluation, percolation tests are still accepted in limited situations for property development. In 2011, only four (4) percolation tests were received for evaluation by the Department versus two (2) in 2010 and seven (7) in 2009. As noted in Figure 6 below, the use of percolation tests continues to be minimal.

Figure 6



Property Development

Utilizing the soil assessment information, a land parcel can then be evaluated for suitability for the use of subsurface sewage disposal systems. Department staff oversees this process for both platted and un-platted parcels of land. This involves working with independent consultants (e.g., surveyors, engineers, etc.) on everything from lot configuration, to the determination of system type, to area sizing and setback requirements, among a multitude of

other things. These responsibilities include the review and approval of subdivision plats (and their revisions) for adherence to all applicable laws and regulations.

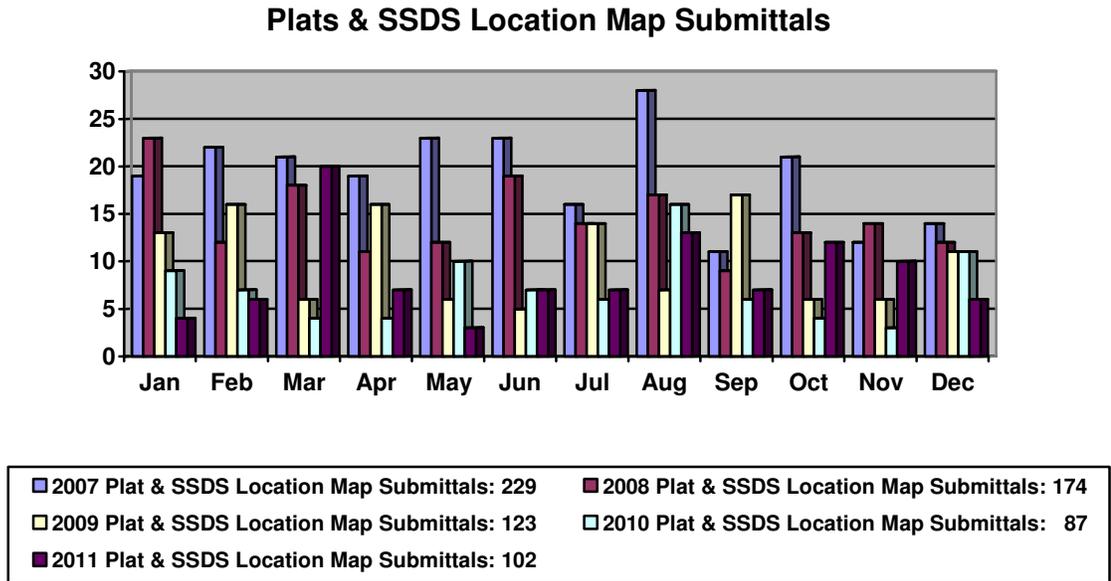
Subdivisions and SSDS Location Maps

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

The Department noted a sharp drop in Plat and Location Map submittals in 2009, due to a slowdown in real estate development and construction. Based upon processing fees of \$23,750.00 collected in 2009, the Department received and reviewed approximately one hundred twenty-three (123) Final Plat and SSDS Location Map submittals, depicting approximately one hundred ninety (190) subdivision and individual lots. That represented a decrease in reviews of individual lots of approximately 44% from the previous year's three hundred forty-one (341). In 2010, the downward trend continued as the Department received and reviewed eighty-seven (87) Final Plat and SSDS Location Map submittals, depicting one hundred eighteen (118) subdivision and individual lots, collecting fees of \$14,750.00.

However, in 2011, reviews of plats and location maps began to rebound. The Department collected \$19,375.00 in review fees representing 102 submittals containing 155 individual lots, a 17% increase over 2010 submittals, and a 31% increase in individual lots reviewed. These statistics do not include Preliminary Plat reviews, Sketch Plan reviews, or reviews of re-submittals required to rectify errors and omissions. See Figure 7 below.

Figure 7



Alternative & Experimental System Designs

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

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

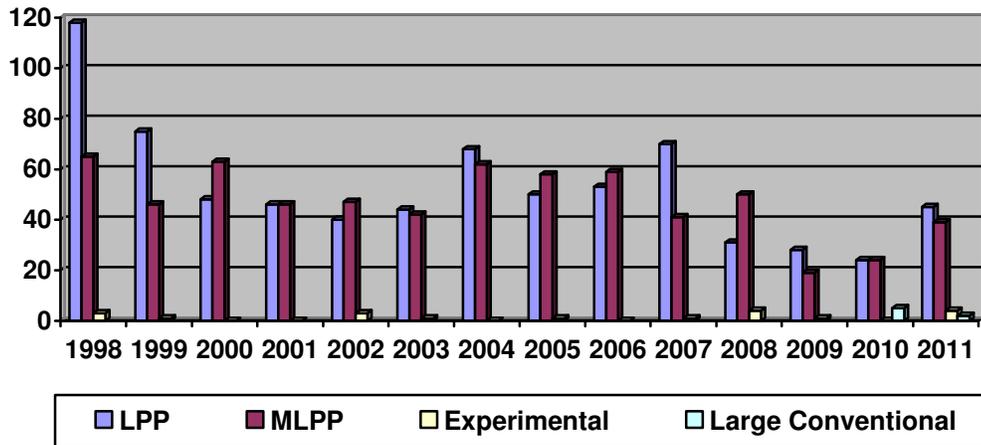
The total number of system design plans reviewed in 2011 surged 70% to ninety (90), compared to fifty-three (53) in 2010. Of the ninety (90) plans reviewed, forty-five (45) were LPP, thirty-nine (39) were MLPP, four (4) were Large Conventional, and two (2) were Experimental. The LPP, MLPP, and Experimental categories of plans all increased significantly with 88%, 63%, and 200% increases respectively. Four (4) Large Conventional plans were reviewed in 2011, compared with five (5) in 2010. Total design plans reviewed in 2011 falls only 20% short of the high of one hundred twelve (112) in 2007 when the activity in real estate development and the building industry was peaking. See Figure 8 below.

Although eighty-one (90%) of the plans reviewed in 2011 required revisions, only eight (10%) required a second round of revisions, illustrating the conscious efforts of the Department to increase efficiency by improving communication with engineering

consultants. In 2010, 45 (approximately 85%) required revisions and, of those, 47% required at least a second round of revisions.

Figure 8

Subsurface Sewage Disposal System Design Plans Reviewed



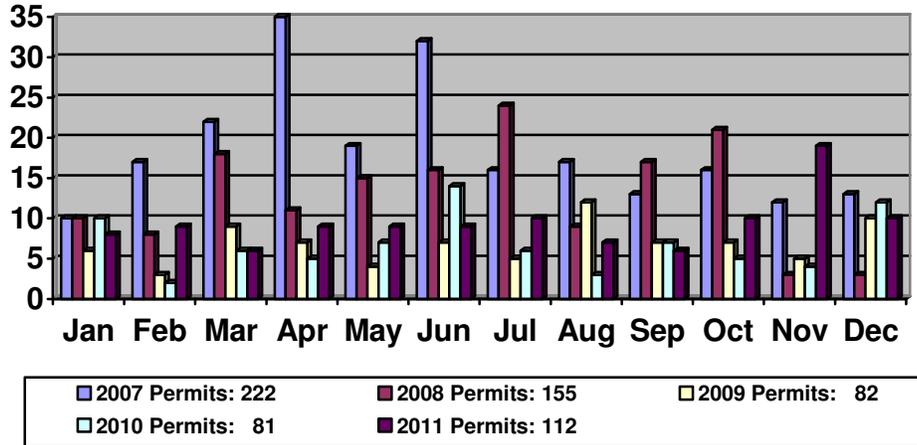
Construction Permits

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

Anyone constructing, altering, extending, modifying, or repairing, either alternative or conventional subsurface sewage disposal systems within Williamson County, must hold a valid *Construction Permit* issued by the Department. The recipient of a permit for construction of a system (i.e., the property owner or builder) is held responsible for adhering to the construction requirements of the *Regulations*. In 2011, new construction permit activity increased by 38% to one hundred twelve (112) versus eighty-one (81) issued in 2010. See Figure 9 below.

Figure 9

New Septic System Construction Permits



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

The consumer affinity for oversized Jacuzzi or garden tubs trended down in 2009, with only 44% of new construction permits including an oversized bathing fixture. However, in 2010, permits issued for systems with oversized tubs were virtually equal to permits for systems with standard bathing fixtures: 51% versus 49% respectively. In 2011, the split of permits with oversized tubs versus permits with standard tubs was 56% to 44%. Permits with oversized tubs represented 52% in 2008, and 68.5% in 2007. See Figures 10 and 11 following.

Figure 10

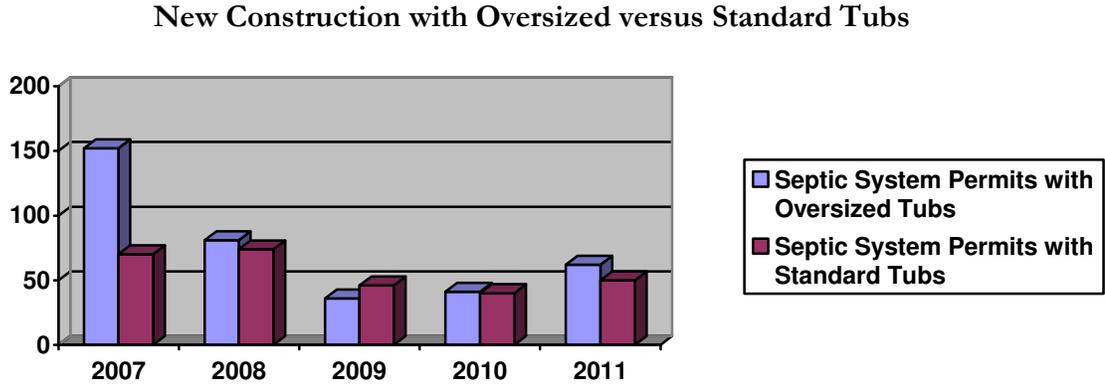
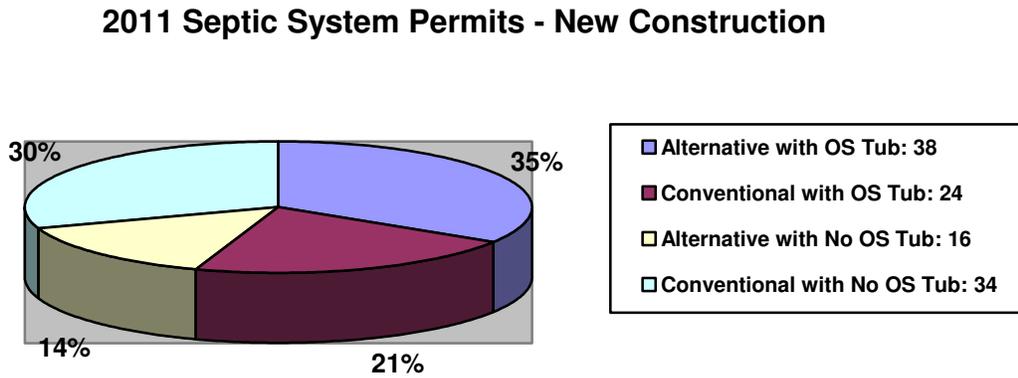
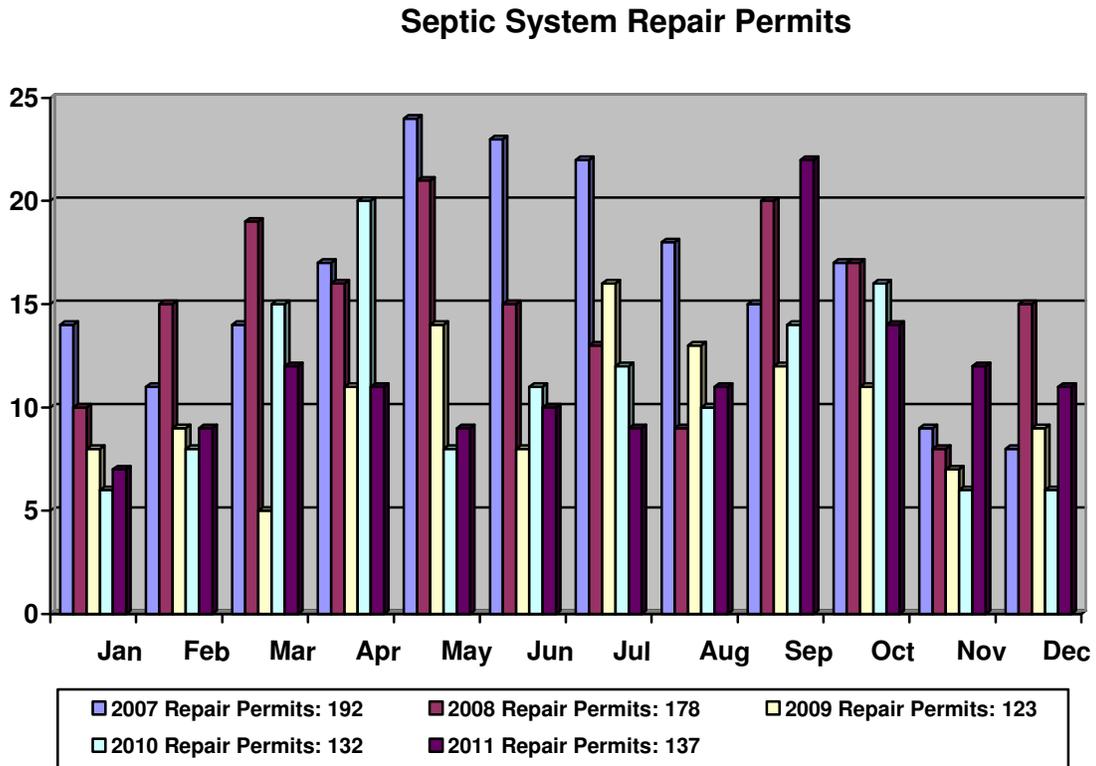


Figure 11



The Department has equal authority over the repair of existing systems, which may be required for a variety of reasons including upgrading non-conforming systems due to remodels and expansions of structures, and repairing failing systems, which may be a threat to public health and/or the environment. In 2011, one hundred thirty-seven (137) repair permits were issued. Seventy-one (52%) of those permits were issued to repair failing systems; and sixty-six (48%) were issued for other reasons. In 2010, one hundred thirty-two (132) repair permits were issued. Sixty-nine (52%) of those permits were issued to repair failing systems, and sixty-three (48%) permits were issued for other reasons. In 2009, seventy-one (58%) repair permits were written for failures and fifty-two (42%) for other reasons, totaling one hundred twenty-three (123) repair permits. In 2007 and 2008, repair permits issued numbered one hundred ninety-two (192) and one hundred seventy-eight (178) respectively. See Figure 12 below.

Figure 12

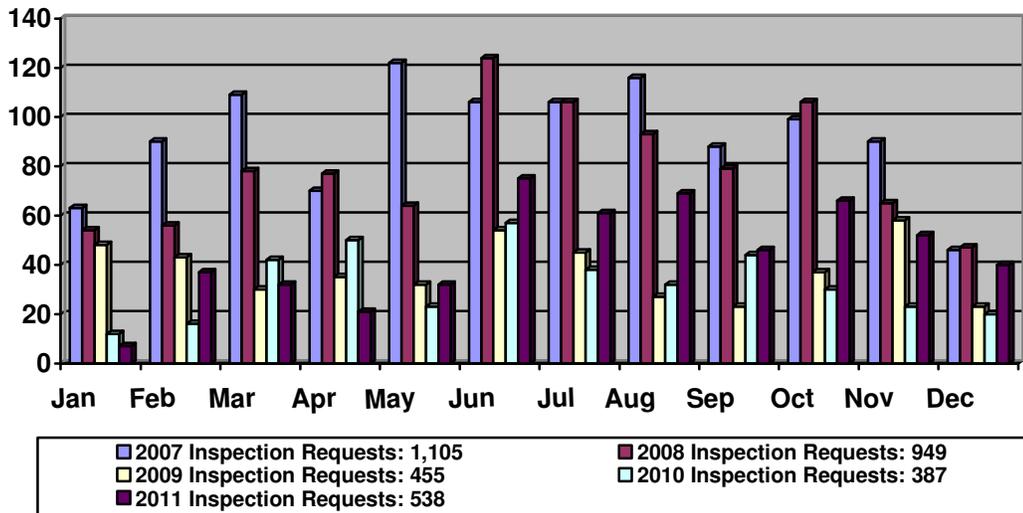


System Inspections

During the actual installation of new systems and the repair, modification or upgrade of existing systems, the Department’s inspection personnel oversee all construction related activities. System installations must be supervised from start to finish and the County *Regulations* detail a very rigorous inspection process at various stages throughout the installation to ensure adherence to all applicable regulations, permit details and construction standards. The number of inspections required depends upon the complexity of the system or repair. In 2011, approximately five hundred thirty-eight (538) inspections were formally requested versus three hundred eighty-seven (387) in 2010, four hundred fifty-five (455) inspections in 2009, nine hundred forty-nine (949) in 2008, and one thousand one hundred five (1,105) in 2007. Thus in 2011, an average of 2.16 inspections were formally requested per day, an increase of 39% from the prior year. This figure does not include inspections not called in to the Department’s inspection coordinator, and repeat inspections. It also does not include inspections of septic tank abandonments for properties hooking to sewer. See Figure 13 below.

Figure 13

Septic System Inspection Requests

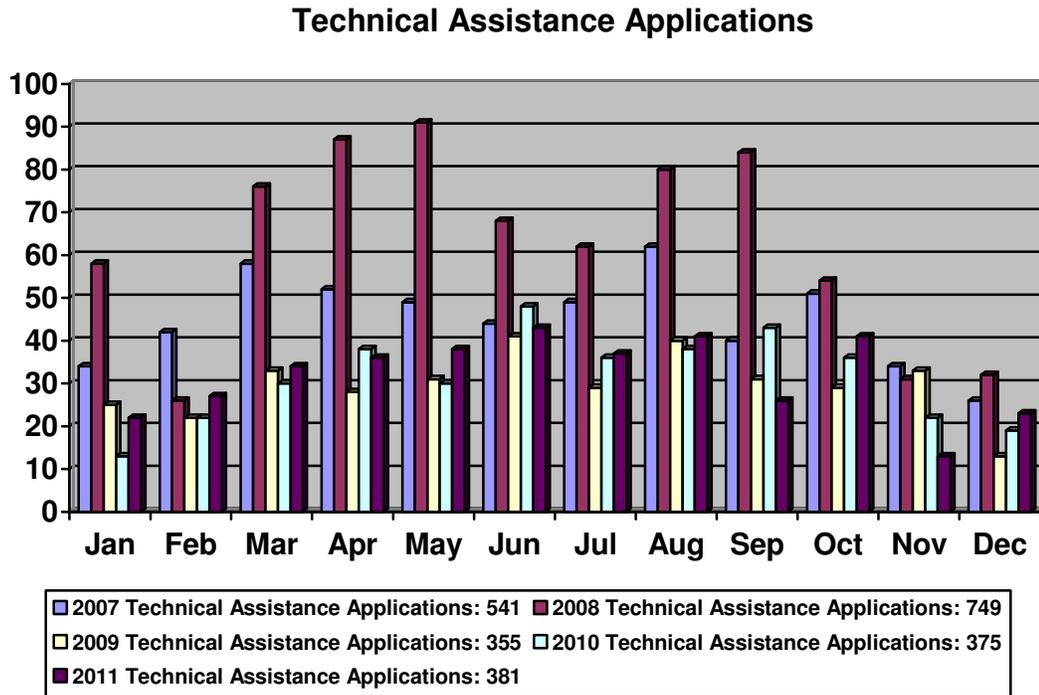


After all inspections are completed and final approval is granted to a system installation, whether new or repaired, the Department will issue a *Certificate of Completion*. In 2011, approximately one hundred thirty-nine (139) *Certificate of Completions* were issued by the Department, versus approximately one hundred thirty-four (134) in 2010, one hundred eighty-seven (187) in 2009, and two hundred ninety-six (296) in 2008. Only after issuance of such certificate may a property owner receive a *Certificate of Occupancy* for that structure from the Building Codes Department.

Other Department Services

Any modification to a property serviced by a subsurface sewage disposal system in Williamson County automatically triggers the completion of a *Technical Assistance Application* with the Department, an on-site inspection by a Department staff member, review of pertinent documentation, and approval by the Department, whether or not an actual septic permit is required. Typical modifications include projects such as swimming pools, attached or detached garages, out buildings (e.g., sheds, barns, etc.), sunrooms, patios, decks, porches, and other minor external or internal remodeling or cosmetic improvements. In 2011, the number of *Technical Assistance Applications* processed by the Department remained relatively stable for the third year in a row. Three hundred eighty-one (381) applications were processed in 2011, three hundred seventy-five (375) in 2010, and three hundred fifty-five (355) in 2009. This stability is in sharp contrast to the dramatic drop of 53% from the seven hundred forty-nine (749) applications processed in 2008. Five hundred forty-one (541) applications were received in 2007. Refer to Figure 14 below.

Figure 14



Included in the Technical Assistance group are two community services the Department provides for the convenience of the public. One of these, system recertification, has become increasingly important in the past few years because of recent state legislation placing liability on realtors, or sellers of real estate, for the misrepresentation of compatibility of a home’s size (i.e. number of bedrooms) with its septic system permit restrictions. In 2011, the Department received twenty-five (25) *Recertification Applications* versus thirty-four (34) in 2010, a decrease of 26%. The Department processed forty (40) in 2009, and thirty (30) in 2008. The second service, collecting and processing water samples for the purpose of identifying various contaminants in wells, springs and other private drinking water sources, requires the on-site collection of a sample by a Department Inspector. Processing of the specimen is completed by a state laboratory within seven to ten (7-10) days, which is followed by written notification of the results to the applicant. Seven (7) water samples were gathered by the Department for analysis in 2011, versus six (6) in 2010, and three (3) in both 2009 and 2008.

The Department provides a number of services that do not have fees directly associated with them. Sometimes these services are requested as a result of natural phenomena. Homeowners who have suffered losses due to burnouts or tornadoes are not charged fees to process permits to repair or rebuild their homes. The Department processed five (5) applications in 2009, three (3) in 2010, and one (1) in 2011 for repairing damage due to the February 2008 tornado. The Department processed two (2) applications in 2009, seven (7) in 2010, and five (5) in 2011 for construction due to fire damage.

Additionally, homeowners hooking to sewer and abandoning their septic systems must comply with County Regulations specifying the manner in which the tank is rendered unusable, in order to address public health concerns. Although verification of proper abandonment procedures is required, no fees are assessed to homeowners for inspections of abandoned tanks. Eleven (11) tank abandonments were inspected in 2010. In 2011, a total of eighty-one (81) tank abandonment inspections were done by Department staff, a drastic increase primarily caused by a joint Williamson County/City of Franklin project begun in 2009 to extend sewer to the Grassland and Meadowgreen areas. Completed in August 2011, the sewer construction provided sewer availability to hundreds of households in Berry Chapel Heights, Brownwood, Farmington, Hillsboro Acres, and Meadowgreen Acres, accounting for fifty-three (53) of last year's tank abandonment inspections. The majority of the remaining twenty-eight (28) inspections can be attributed to other subdivisions (e.g., Monticello) annexed into the City of Franklin.

Finally, lot checks, flagging of existing systems, field sketches of sites, etc., are services often required during the review of Plats or SSDS Location Maps; and, soil surveys are performed by the Department for landowners who meet certain criteria and want to build residences for themselves on their own properties. Fees for these services are not charged individually, but rather are included as a portion of permit or plat review fees. Increasing by 48% in 2011, the Department completed approximately one hundred two (102) lot checks versus sixty-nine (69) in 2010 and sixty-eight (68) in 2009. Department staff completed twenty-three (23) soil surveys in 2011, versus twenty-nine (29) in 2010, and thirty-one (31) in 2009.

Licensing of Septic System Installers

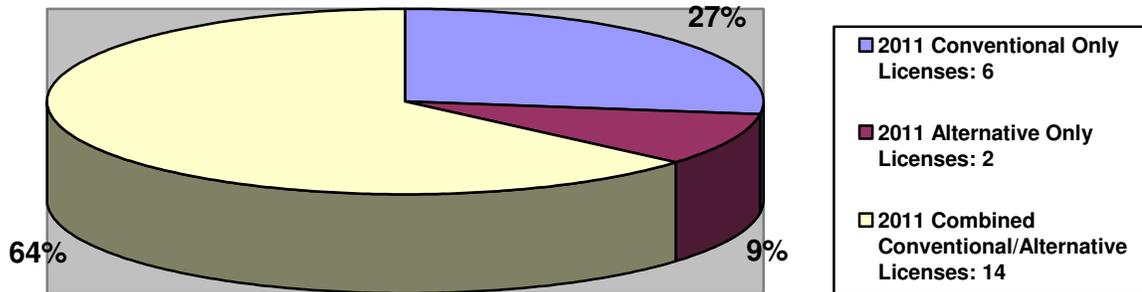
Construction, modification, or repairs of subsurface sewage disposal systems within Williamson County may only be conducted by persons holding valid installers' licenses and identification cards issued by the Department of Sewage Disposal Management. The Department issues three types of installer licenses: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

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

Installers must renew their licenses with TDEC-GWP and the Department annually. In 2011, the Department issued twenty-two (22) installer licenses, of which six (6) were Conventional only, two (2) were Alternative only, and fourteen (14) were Conventional and Alternative combined. The 2011 total was three more than the nineteen (19) installer licenses issued in 2010 and 2009. Twenty-seven (27) installer licenses were issued in 2008. Please see Figure 15 following.

Figure 15

2011 Williamson County Septic System Installer Licenses Issued



Pumpers

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

Miscellaneous

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

Electronic Filing System

Department management and staff began discussions in 2010 regarding the reorganization and standardization of the Department's electronic file management structure. A consistent practice and consolidated central network location were needed to facilitate easy retrieval of crucial information and relevant history of parcels of land with regard to their septic systems. In 2011, we visited with Metro Nashville officials to see their electronic file setup, and subsequently developed our own electronic file management policy based on a 12 digit GIS number system with codes for identification of document types. Since implementation of the new policy, all new letters, reports, drawings, memos, plans, maps, exhibits, and approval documents pertaining to a specific property are located in the individual parcel's electronic folder and accessible to all Department staff.

Meadowgreen/Grassland Area Sanitary Sewer Construction Project

In April 2009, the County partnered with the City of Franklin to coordinate the Meadowgreen/Grassland Area Sanitary Sewer Construction Project. This project was

undertaken earnestly to provide relief to neighborhoods sustaining historical septic system failures. The subdivisions designated in the sewer project include Farmington, Hillsboro Acres, East Side of Berry's Chapel Road, and Meadowgreen in Franklin. Coordinated by Smith Seckman Reid, Inc. consulting firm (SSR), the public infrastructure construction started in July 2009 and was complete and available for connection in August 2011. Homeowners connecting to sewer are required to properly abandon their existing subsurface sewage disposal systems according to Williamson County Regulations. Proper abandonment requires a final inspection by the Williamson County Department of Sewage Disposal Management to ensure all conditions are met. The Department of Sewage Disposal Management is continuing to work with all parties involved with the sewer construction project to ensure a smooth transition from septic to sewer.

Commendations

In 2011, several Department employees reached goals, participated in activities, and received industry recognition worthy of acknowledgement.

In May 2011, Kevin Raley obtained Licensed Professional Soil Scientist status through the Tennessee Department of Commerce and Insurance. Also, he was appointed to the Soil Scientist Advisory Committee for the state soil scientist licensing program by the Commissioner of the Tennessee Department of Commerce and Insurance. In January 2011, Mr. Raley renewed his status as Registered Professional Soil Scientist through the National Society of Consulting Soil Scientists, and as Certified Professional Soil Scientist and Certified Professional Soil Classifier through ARCPACS/ASA. He completed his third year of a 4-year term on the Council of Soil Science Examiners (CSSE) for the development of the ARCPACS Fundamentals & Professional Practice Examinations required for certification and licensure of soil scientists. Mr. Raley continued to fulfill his responsibilities as Secretary/Treasurer of the Soil Scientists' Association of Tennessee (SSAT), and completed his second year of a three-year term as Director Representing Soil Scientists to the Tennessee On-site Wastewater Association (TOWA). He continues to be licensed as a Professional Geologist through the Tennessee Department of Commerce & Insurance.

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

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

administrative, management and leadership training to help them run their offices more effectively.

Department Goals for 2012

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

Although the Department's goals for the *Laserfiche* project (a workflow and document storage software program initiated in 2007) have not been achieved, Sewage Disposal Management remains hopeful that 2012 will see a new and earnest emphasis on development of the software which will encompass the following objectives:

- Designing electronic forms, which would allow information about a parcel to be keyed at the time of collection into a shared database electronically, improving clerical efficiency and allowing instant interdepartmental access.
- Converting and transferring existing electronic database information into *Laserfiche* to preserve historical data on parcels.
- Developing procedures to begin scanning and electronically archiving newly created and existing property information into the *Laserfiche* system to reduce physical storage requirements and improve records retention and retrieve-ability.
- Developing the Department's own workflow tracking unit to track projects through its unique processes and services.

High speed, sophisticated *Laserfiche* compatible scanning equipment, which will accommodate various paper formats, is already in place in anticipation of implementing the above electronic filing, archiving, and records retention goals.

In 2011, an internal Department committee began the development of an official Records Retention Policy in accordance with Williamson County Public Records Commission guidelines. A comprehensive list of document types was compiled, and the process of categorization was begun. When complete, the policy will define the procedures required to identify, prepare, and process qualifying documents into the *Laserfiche* archiving system. Specific laws and regulations must be followed with regard to the archiving and disposal of various government documents and records. Due to the ever decreasing storage space for paper records and files, coupled with the implementation of new electronic storage technology, this issue is of critical importance to the Department. During 2012, the committee will collaborate with the County Attorney to finalize the policy before submitting it to the Public Records Commission for approval.

Finally, in the upcoming year, the Department pledges to continue its core work of administering the County's *Regulations Governing On-Site Sewage Disposal Systems* in a thorough and equitable manner in order to protect the health and well-being of the public, the groundwater and surface water resources, and the quality of the environment of Williamson County. Additionally, the department staff will strive to improve technology, procedures,

and services, to ensure processing of septic system related projects is a timely and pleasant experience for its customers.