



**TOWN OF FARRAGUT
ECONOMIC DEVELOPMENT COMMITTEE MEETING
TOWN HALL BOARD ROOM
Wednesday, January 8, 2014
8 AM**

1. Call to order
2. Approval of Minutes
 - a. December 3, 2013
3. Subcommittee meetings:
 - a. Marketing and Development
 - b. Recruitment and Retention
4. Discussion of monthly feedback visits
5. Discussion of goals/objectives of FBA & Farragut Chamber
6. Status Updates
 - a. Town of Farragut
 - b. Farragut/West Knox Chamber of Commerce
 - c. Farragut Business Alliance
7. Any other Business
8. Adjournment



Minutes
Economic Development Committee
December 3, 2013
8:00 AM
Town Hall Board Room

Committee Members Present

David Purvis, Phil Dangel, Naoko Blue, Ron Pinchok, R. Knick Myers, Jim Nixon, David Smoak, Ginny McLain-Tate

Committee Members Absent

Jim Holladay

Staff Present

Valerie Millsapps and Gary Palmer

Other

Tim Williams and Bettie Sisco with the Farragut/West Knox Chamber of Commerce
Allison Sousa with the Farragut Business Alliance

Approval of the Minutes

Mr. Dangel moved to approve the November 6, 2013 minutes. Ms. McLain-Tate seconded the motion. All voted in favor.

Subcommittee meetings: Develop Specific Action Plan

Mr. Pinchok encouraged a 15 minute break-out session at each meeting.

The *Marketing and Development* sub-committee discussed to have the meeting with realtors and developers in place of the EDC March meeting. Mr. Myers suggested giving flash drives to those that RSVP to the meeting.

Review of portable sign prohibition in the Farragut Sign Ordinance

Mr. Myers tabled discussion to a later meeting.

Status Updates

- a. **Town of Farragut:** Mr. Smoak stated that the shops at Costco are filling up. The Town has 2 RFP's that will be closing soon.
 - **Branding and Marketing**
 - **Retail Marketing Services**
- b. **Farragut/West Knox Chamber:** Mr. Williams stated the Chamber had 7 new members last month and 30% of those are in the Town. 30% of the networking's last month were located in the Town. The Chamber Christmas open house is scheduled for Thursday, December 12 from 4-7pm.
- c. **Farragut Business Alliance:** Ms. Sousa stated the Light the Park at Campbell Station was well attended. Channel 6 and 10 covered the event. The Shop Farragut campaign has 93 businesses registered. Shoppers can take advantage of the coupons on the Shop Farragut mobile app and deal mails.

January EDC Meeting

The January meeting will be moved to January 8th in the Town Hall Community Room.

Mr. Dangel moved to adjourn at 9:45 AM. Ms. McLain-Tate seconded the motion. All voted in favor.

Next meeting Wednesday, January 8, 2014 at 8 AM.

X

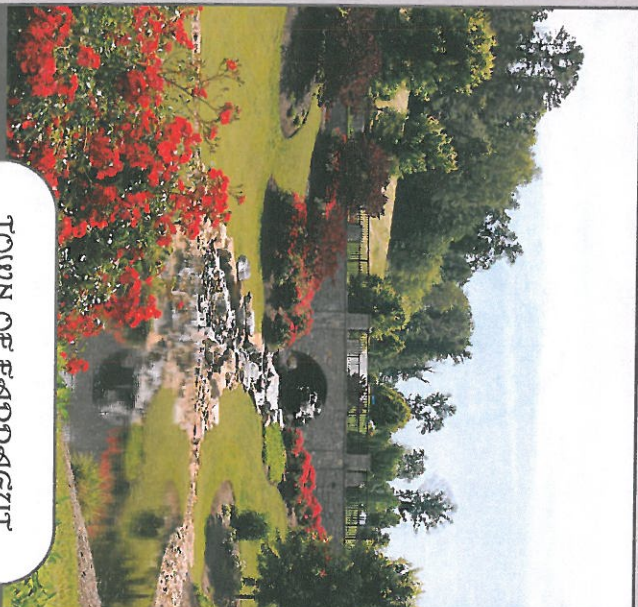
Ron Pinchok
Chairman



WELCOME TO THE NEIGHBORHOOD

The Town of Farragut is home to stunning beauty, beautiful parks, no property taxes, the best schools, shopping, dining, and culture. Farragut, TN is conveniently located within 20 minutes to McGhee Tyson Airport.

Town of Farragut
11408 Municipal Center Drive
Farragut, TN 37934



TOWN OF FARRAGUT

Process for Developers and
New Businesses



Town of Farragut Process for Developers/New Businesses

Following is the general process involving the Town of Farragut; however, it is important to note that much of the order is not carved in stone; rather, is flexible to best meet the needs of the project stakeholders:

- ◇ **Subdivision Plat** (if needed)- Can be delayed to meet project needs. Can be approved on staff level, unless more than 2 lots, then goes to the [Farragut Municipal Planning Commission](#). This must be done before a Certificate of Occupancy can be obtained.
- ◇ **Site Plan**- These can be submitted with Subdivision Plat for the convenience of the developer. At this stage, the Town will also be looking for letter of credit, plans for erosion control, letter of coverage from TDEC, etc. (if applicable). In many communities, this step can take up to 6 months for approval. **In Farragut, some projects may take as little as 30 days from submittal to approval by the Farragut Planning Commission.** Items will be due on Monday, 31 days prior to the Farragut Municipal Planning Commission meeting. Plans will need to be changed to reflect outstanding items (which is not required in all jurisdictions, so important for developers to know up front). To avoid delays, once the plan is stamped, the developer needs to build it just like the plans reflect.
- ◇ **Landscape Plan**- The [Visual Resources Review Board](#) meets the 4th Tuesday of each month. The Landscape Plan is due on Monday, 2 weeks prior to the meeting. The Landscape Plan can be concurrent with the site plan.
- ◇ **Site Inspection**- Erosion controls and tree protection (must be done before grading permit)
- ◇ **Grading Permits**- You need a grading permit if: you are disturbing greater than 1 acre during your project, if a site plan is required per the Farragut Zoning Ordinance, if a preliminary plat is required per the Farragut Subdivision Regulations.
- ◇ **Building Plans** (can be submitted with Site Plan)- There is no public review of building plans; professional review only.
- ◇ **Building Permit**-The Town of Farragut offers several types of building permits: Residential additions, renovations, accessory structures, demolition, pools, Commercial additions, renovations, accessory structures, commercial demolition
- ◇ **Other inspections**: Engineering Staff conducts interim checks throughout the process for erosion control, site inspection, lighting inspection.
- ◇ **Building Inspections**: Footer, framing, plumbing, gas/mechanical, energy code/insulation pad, final above and final (note: state inspects electrical through LCTB). Each takes approximately 45 minutes, except for the final inspection, which might take several days over a few weeks to complete. Inspections can typically be granted within 24 hours of scheduling
- ◇ [Farragut Beer Board](#) if applicable
- ◇ [Farragut Business Privilege License](#)
- ◇ Check with [Knox County](#) (www.knoxcounty.org or 865-215-2000) on: [Business License](#), [health department](#), etc.

The Town of Farragut is here to help guide you through every step of the development process. If you ever have any questions before or during the process, feel free to contact the [Town of Farragut](#) Community Development staff at 865-966-7057 or the [Farragut Business Alliance](#) at 865-307-2486.

Other helpful tips:

- ◆ Call (865-966-7057) or [email staff](#) with questions and concerns, or for clarification.
- ◆ Provide Town of Farragut staff with a back-up contact person for your project
- ◆ Things are less costly to change on paper than in the field!
- ◆ Community Development: Mark Shipley, Engineering: Darryl Smith, Architecture/Building Plans: John Householder or Dan Johnson; Residential Plan Review: Steve Coker. These key people can be reached by calling 865-966-7057.
- ◆ Meet with Town of Farragut staff on the front end (before putting pen to paper). This simple step can decrease costs and expedite the process.
- ◆ Don't wait until the last minute to schedule inspections. You can reach [Karen Richards](#) at 865-966-7057 to schedule inspections.

Key contacts in the community and at the Town of Farragut

- ◆ [Farragut Business Alliance](#): Allison Sousa-865-307-2486
- ◆ [Farragut/West Knox Chamber of Commerce](#): [Bettye Sisco](#)-865-675-7057
- ◆ Town of Farragut 865- 966-7057
- ◆ Town email: towninfo@townoffarragut.org





WELCOME TO THE NEIGHBORHOOD

We want you to help you succeed. We are here to guide you every step of the way.

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TOWN OF FARRAGUT

Frequent Asked
Questions



Frequent Asked Questions

When is a building permit required?

For any new construction, additions, structural alterations, new or replacement gas/mechanical units, and/or most accessory structures. Unless structural modifications are needed, building permits are not typically required for cosmetic work such as re-roofing, replacing siding, replacing floors, etc.

Why are building permits required?

Building permits are required for a number of reasons. Approved permits and the accompanying building inspections help ensure that what you are proposing complies with current code requirements. This, in turn, helps provide for a safe structure and helps protect your investment. The failure to obtain building permits may also lead to an un-insurable structure or a structure that may need serious modifications or removal in the future due to a lack of compliance with applicable codes.

Do I need a permit to have a swimming pool installed or a deck?

Yes, contact the Farragut Community Development Department at 865-675-2384.

What if I am not sure if I need a building permit?

You can always contact the Farragut Community Development Department at 865-675-2384 with any questions.

Do I need a Business License in addition to a Knox County Business License?

Yes, contact Town Recorder Allison Myers at 865-966-7057.

When is a sign permit required?

When you are erecting, structurally repairing (other than normal maintenance), replacing, altering, relocating, changing the panels of (including tenant panels on existing ground mounted signs), and/or changing the establishment being advertised on a sign.

In terms of signage, how can I advertise a grand opening or other special event related to my business/establishment?

Contact the Town's Community Development Department (Planning Division) and apply for a special events permit at 865-675-2384 - Mark Shipley.

Who do I need to contact for Fire/Commercial Plans review, Fire code/safety questions?

You can contact Dan Johnson or Colin Cunnesty at 865-675-2384.

Who do I need to contact for commercial building, codes, and/or plan questions?

Any commercial related questions you can call 865-675-2384 and ask for Mark Shipley or John Householder.

How can I get more exposure to my business or home-based business?

Contact Allison Sousa with the Farragut Business Alliance at 865-307-2486 or Bettye Sisco with the Farragut West/Knox Chamber of Commerce at 675-7057.

Do you have boards or committees that the public can serve on?

Yes, numerous volunteer opportunities are available to citizens who would like to play a role in meeting the needs of the community. You can pick an application up at Town Hall or apply online at www.townoffarragut.org in the online form center.

Contacting Farragut

Farragut Town Hall

11408 Municipal Center Drive
Farragut, TN 37934
Telephone: 865-966-7057
Codes/Building Permits: 865-675-2384

Fax: 865-675-2096
Codes/Building Permits: 865-675-7652

Town Hall Hours:
Monday-Friday 8a.m.-5 p.m.

Website: www.townoffarragut.org
General e-mail:
towninfo@townoffarragut.org

