



Farragut Board of Mayor & Aldermen Meeting
Thursday, October 23, 2025 at **6:00 PM**

Farragut Town Hall
11408 Municipal Center Drive

AGENDA

- I. Roll Call, Silent Prayer, Pledge of Allegiance
- II. Approval of Agenda
- III. Approval of Minutes
 - A. October 9, 2025 Board of Mayor and Aldermen Meeting Minutes
- IV. Mayor's Report
- V. Ordinances & Resolutions
 - A. Ordinances
 - 1. First Reading
 - a. Approval of Ordinance 25-15 on first reading, an ordinance to amend various provisions of the Farragut Code of Ordinances, Chapter 22., Article 5. - Driveways and Other Access Ways (Town of Farragut, Applicant)
 - b. Approval of Ordinance 25-13 on first reading, an ordinance to amend the Farragut Code of Ordinances, Appendix A – Zoning, Chapter 2, Definitions; and Chapter 4., Section VI., Customary Home Occupations (Town of Farragut, Applicant)
- VI. Business Items
 - A. Approval of Upgrades to the Farragut Community Center Camera System using OMNIA Contract Number #R220701
- VII. Citizens Forum
- VIII. Town Administrator's Report

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It is the policy of the Town of Farragut not to discriminate on the basis of race, color, natural origin, gender, gender identity, sexual orientation, age, religion, disability or veteran status pursuant to Title VI of the Civil Rights Act of 1964, Public Law 93-112 and 101-336 in its hiring, employment practices and programs. To request accommodations due to disabilities, please call 865-966-7057 in advance of the meeting

IX. Town Attorney's Report

X. Adjournment

The Board of Mayor and Aldermen welcomes and invites Farragut residents to participate in public meetings.

Public Participation Guidelines for Farragut Board of Mayor and Aldermen meetings

At the end of each business meeting, there will be time reserved for public comment under the Citizen Forum agenda item. If you are interested in speaking, please fill out a blue comment card and turn it in to the Town Recorder or staff member. This time is set aside specifically for comments on items that are not on the Board of Mayor and Aldermen regular agenda for the meeting. Each speaker will be given three (3) minutes to speak on his/her topic.

The Board also seeks public comment on regular agenda items during the portion of the meeting devoted to discussion and consideration of the specific agenda item.

The Mayor may recognize individuals for public comment during both the regular agenda and Citizen Forum portions of the meeting based on the following guidelines.

1. The Mayor shall maintain and control the meeting to provide a professional and objective environment conducive to presentation and discussion of the agenda items;
2. Any Farragut resident interested in speaking should fill out a blue comment card stating which agenda item they would like to comment on and turn it in to the Town Recorder or a staff member;
3. Speakers shall come to the podium and identify themselves by name and street address;
4. Public comment shall be limited to three (3) minutes per individual. Time for public comment may be amended at the discretion of the Mayor; provided that when additional time is allowed, speakers with differing points of view are allowed the same amount of time if requested. Time is not transferable to other speakers;
5. Speakers should strive to avoid redundancy; different considerations than expressed by previous speakers on a subject are encouraged;
6. Comments that threaten violence or imminent physical harm toward any individual will not be tolerated.
7. Comments may support or oppose issues or measures;
8. Personal attacks on the character of individuals who hold different points of view that have no relationship to the merits of the matter or issue raised for discussion will not be tolerated.
9. An applicant, and/or their representative(s), for an item on the regular agenda shall be afforded the time necessary to present their request and respond to questions. The three (3) minute limitation shall not apply. However, the Mayor may ask an applicant to stay on point in order to facilitate the efficiency of the meeting.

Each speaker will be asked if they can agree to abide by the Comment Protocol. If so, please be prepared to speak when your name is called.

Tennessee Code Annotated 39-17-306. Disrupting meetings or processions.

1. A person commits an offense if, with the intent to prevent or disrupt a lawful meeting, procession, or gathering, the person substantially obstructs or interferes with the meeting, procession, or gathering by physical action or verbal utterance.
2. A violation of this section is a Class A misdemeanor.



**Town of Farragut, Tennessee
Farragut Board of Mayor & Aldermen
Meeting**

Farragut Town Hall
11408 Municipal Center Drive
Thursday, October 9, 2025 at 6:00 PM

MINUTES

I. Roll Call, Silent Prayer, Pledge of Allegiance

II. Oath of Office Ceremony

- A. Swearing in of Alderman Joe LaCroix by Tennessee Deputy Speaker of the House of Representatives Jason Zachary

III. Approval of Agenda

Motion was made to approve the agenda as presented. Moved by Vice-Mayor Meyer, seconded by Alderman Cain; voting yes, Mayor Williams, Alderman Cain, Vice-Mayor Meyer, Alderman LaCroix; voting nay, None; motion Passed.

IV. Approval of Minutes

A. September 25, 2025 Meeting Minutes

Motion was made to approve the minutes from September 25, 2025 meeting. Moved by Vice-Mayor Meyer, seconded by Alderman Cain; voting yes, Mayor Williams, Alderman Cain, Vice-Mayor Meyer; voting nay, None; abstaining from the vote, Commissioner LaCroix; motion Passed.

V. Mayor's Report

VI. Ordinances & Resolutions

A. Ordinances

1. Second Reading & Public Hearing

- a. Approval of Ordinance 25-18, on second reading and Public Hearing, to amend Fiscal Year 2025-2026 Capital Investment Fund and ARPA Fund Budgets, Passed by Ordinance 25-10.

Motion was made to approve Ordinance 25-18, on second reading and Public Hearing, to amend Fiscal Year 2025-2026 Capital Investment Fund and ARPA Fund Budgets, Passed by Ordinance 25-10.. Moved by Vice-Mayor Meyer, seconded by Alderman Cain; voting yes, Mayor Williams, Alderman Cain, Vice-Mayor Meyer, Alderman LaCroix; voting nay, None; motion Passed.

VII. Business Items

A. Approval of the Special Event Permit for the Veterans Run, November 8, 2025

Motion was made to approve the Special Event Permit for the Veterans Run, November 8, 2025. Moved by Vice-Mayor Meyer, seconded by Alderman Cain; voting yes, Mayor Williams, Alderman Cain, Vice-Mayor Meyer, Alderman LaCroix; voting nay, None; motion Passed.

B. Approval of the Special Event Permit for Hot to Trot Run, November 27, 2025

Motion was made to approve the Special Event Permit for Hot to Trot Run, November 27, 2025. Moved by Vice-Mayor Meyer, seconded by Alderman Cain; voting yes, Mayor Williams, Alderman Cain, Vice-Mayor Meyer, Alderman LaCroix; voting nay, None; motion Passed.

C. Appointment of Farragut High School Education Foundation Representative to the Farragut Education Relations Committee

Motion was made to approve appointment of Toni Scott, Farragut High School Education Foundation Representative to the Farragut Education Relations Committee. Moved by Vice-Mayor Meyer, seconded by Alderman Cain; voting yes, Mayor Williams, Alderman Cain, Vice-Mayor Meyer, Alderman LaCroix; voting nay, None; motion Passed.

VIII. Citizens Forum

Greg Wiberley - 12603 Evans Rd
Louise Povlin - 11920 West Kings Gate Road

IX. Town Administrator's Report

The Town Administrator gave an update on Town Survey results, a recent Intro to Farragut tour which included the history Campbell Station Inn and thanked the Board for allowing us to have a wonderful Employee picnic on Friday, October 3. Mr. Smoak also gave an update that a legal proceeding in Federal Court in which the Town was a Defendant was recently dismissed.

X. Town Attorney's Report

The Town Attorney provided an update on the case of Murphy v. Town of Farragut, et al. The Plaintiff had appealed the dismissed Complaint to the US Supreme Court who denied the appeal and the case is now concluded.

XI. Adjournment

The meeting adjourned at 6:51pm.

Ron Williams, Mayor

Town Recorder

REPORT TO THE FARRAGUT BOARD OF MAYOR & ALDERMEN

Prepared By: Mark Shipley, Community Development Director

Subject: Approval of Ordinance 25-15 on first reading, an ordinance to amend various provisions of the Farragut Code of Ordinances, Chapter 22., Article 5. - Driveways and Other Access Ways (Town of Farragut, Applicant)

**Introduction &
Background:**

This item was discussed at two separate Planning Commission workshops. As noted during those sessions, the original Driveways and Other Access Ways Ordinance dates back to 1997. Many provisions in the current ordinance are out of date and should be updated to better reflect current practice. There are also some provisions where the review and approval process could be streamlined to take into consideration site-specific conditions that may warrant a simpler approval process.

Over the years, different sections of this ordinance have been updated. The most recent involved traffic impact studies and the need for those to specifically take into consideration impacts on pedestrians and bicyclists. Recent traffic impact studies have included these considerations, and this has helped enhance safety for all users of the transportation system.

**Discussion &
Recommendations:**

The amendments that are reflected in Ordinance 25-15 would replace and/or modify a number of sections. This is illustrated in the packet with a copy of the existing language showing where the changes are proposed. The updates include a more robust purpose, intent, and general scope section that ties the ordinance to strategies identified in the Comprehensive Land Use Plan. There are also updates to address conflicting language and clarify that the strictest standard shall apply. Furthermore, updates on severability include provisions that if specific sections of the ordinance be held invalid that this would not invalidate the entire ordinance. These are all legal enhancements to the ordinance which, along with the remainder of the provisions in Ordinance 25-15, have been reviewed and approved by the Town Attorney.

Most notably, Ordinance 25-15 removes outdated language related to access submittal and approval processes and clearly outlines how different types of accesses are approved and what is required for an access-related application. Some language has also been added to clarify requirements for deceleration lanes and the width and composition of single-family residential driveways. The processes included and requirements provided for in Ordinance 25-15 are consistent with how they are generally applied in current practice. The ordinance also focuses on streamlining, where appropriate, the review and approval process for certain types of access requests. For example, on streets classified as "collector" on the Major Road Plan (some examples of such streets are Turkey Creek Road, Hobbs Road, Herron Road, Evans Road, Allen Kirby Road, Boring Road), the Planning Commission may approve a variance from the distance between driveways as part of a site plan or subdivision plat approval where the nearest driveway within the minimum distance required serves only one dwelling unit. Currently, this would have to be approved by both the Planning Commission and the Board of Mayor and Aldermen. Over the past few years, there have been 15 variance requests involving this ordinance, most of which were very straightforward and could have been more efficiently approved by only the Planning Commission as part of its role of reviewing development-related projects to ensure their compliance with Town requirements.

At their meeting on September 18, 2025, the Planning Commission unanimously recommended approval of Ordinance 25-15 through Resolution PC-25-07. A copy of both the resolution and ordinance are included in the packet.

Recommended By:

Mark Shipley, Community Development Director

Proposed Motion:

To approve Ordinance 25-15, an ordinance to amend various provisions of the Farragut Code of Ordinances, Chapter 22., Article 5. - Driveways and Other Access Ways, on first reading.

RESOLUTION PC-25-07

FARRAGUT MUNICIPAL PLANNING COMMISSION

A RESOLUTION TO RECOMMEND APPROVAL OF AMENDMENTS TO THE FARRAGUT MUNICIPAL CODE, CHAPTER 22., ARTICLE 5. – DRIVEWAYS AND OTHER ACCESS WAYS, TO DELETE THE EXISTING LANGUAGE IN SECTIONS 22-145, 22-146, 22-148, 22-149, 22-151 AND 22-153 AND REPLACING WITH NEW LANGUAGE; MODIFYING EXISTING SECTIONS 22-150, 22-152 AND 22-154; AND RE-NUMBERING ALL AFFECTED SECTIONS

WHEREAS, the Tennessee Code Annotated, Section 6-2-201, delegates the authority to local governmental units to adopt regulations designed to promote the public health, safety, and general welfare of their citizenry; and

WHEREAS, the Tennessee Code Annotated, Section 13-4-201et seq, provides that the Municipal Planning Commission shall make and adopt a general plan for the physical development of the municipality; and

WHEREAS, the Driveways and Other Access Ways Ordinance is, among other objectives, intended to provide for access control to promote public safety and distribute access opportunities that acknowledge variations in property use; and

WHEREAS, a public hearing was held on this request on September 18, 2025;

NOW, THEREFORE, BE IT RESOLVED that the Farragut Municipal Planning Commission hereby recommends approval to the Farragut Board of Mayor and Aldermen an ordinance, Ordinance 25-15, amending the Farragut Municipal Code, Chapter 22., Article 5. – Driveways and Other Access Ways.

ADOPTED this 18th day of September 2025.

Ron Pinchok, Chairman

Shannon Preston, Secretary

ORDINANCE:
PREPARED BY:
REQUESTED BY:
1ST READING:
2ND READING:
PUBLISHED IN:
DATE:

25-15
Shipley
Staff

AN ORDINANCE TO AMEND THE FARRAGUT MUNICIPAL CODE, CHAPTER 22., ARTICLE 5. – DRIVEWAYS AND OTHER ACCESS WAYS, TO DELETE THE EXISTING LANGUAGE IN SECTIONS 22-145, 22-146, 22-148, 22-149, 22-151 AND 22-153 AND REPLACING WITH NEW LANGUAGE; MODIFYING EXISTING SECTIONS 22-150, 22-152 AND 22-154; AND RE-NUMBERING ALL AFFECTED SECTIONS

WHEREAS, the Board of Mayor and Aldermen of the Town of Farragut, Tennessee, wishes to amend various provisions of the Farragut Municipal Code, Chapter 22., Article 5. – Driveways and Other Access Ways;

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen of the Town of Farragut, Tennessee, that the Farragut Municipal Code is hereby amended as follows:

SECTION 1.

The Farragut Municipal Code, Chapter 22., Article 5. – Driveways and Other Access Ways, is amended by deleting the existing language in Section 22-145 and Section 22-146 and replacing with the following language and sections:

Sec. 22-145. Purpose, intent, and general scope.

(a) The purpose and intent of this chapter is the following:

- (1) Promote safety by ensuring that access requests take into consideration sight distance, topography, nearby access points, nearby intersections, street classifications and design speeds.
- (2) Evaluate the trip generation and trip distribution associated with a project and its access points in terms of impacts to all users of the transportation system (motorists, pedestrians, bicyclists).
- (3) Coordinate access to provide for connectivity options and account for future development and/or road improvement projects.
- (4) Promote aesthetic considerations in relation to access, particularly in residential developments.

Sec. 22-146. Provisions declared to be minimum requirements.

The provisions of this chapter are considered to be minimum requirements. Wherever there is a discrepancy between the minimum standards noted in this chapter and those contained in any other lawfully adopted regulation or ordinance of the town, the strictest standard shall apply.

Sec. 22-147. Severability.

If any section, subsection, sentence, clause, or phrase of this chapter is for any reason held to be invalid by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this chapter.

SECTION 2.

The Farragut Municipal Code, Chapter 22., Article 5. – Driveways and Other Access Ways, is amended by renumbering the existing Section 22-147 to Section 22-148.

SECTION 3.

The Farragut Municipal Code, Chapter 22., Article 5. – Driveways and Other Access Ways, is amended by deleting the existing language in Section 22-148 and Section 22-149 and replacing with the following language and sections:

Sec. 22-149. Access Approval Process.

(a) In addition to the applicable traffic impact study requirements in Section 22-148, the provisions in this section outline the access approval process. The process varies depending on the nature of the access, the street classification on which the access is requested, what the access is associated with, and whether the access can comply with the provisions of this chapter without a request for a variance.

(1) **Local Street Access Approval.** On streets that are classified as local on the adopted Major Road Plan, new access associated with a residential lot shall be shown on the residential site plan required for a building permit and approved through the building permit process. New access or modifications to existing access associated with a residential lot that is not part of a building permit, shall be submitted to the Town's engineering and planning staff for review and approval. Depending on the scope of work, such modifications may require a right-of-way permit submitted through the Town's electronic permitting system. A variance request from any provision of this chapter involving a street classified as local on the adopted Major Road Plan shall be reviewed and approved by the planning commission.

(2) **Town Engineer Approval.** Site plans involving residential drives onto non-local streets that serve only one dwelling unit may be reviewed and approved by the Town engineer. Minor revisions to existing drives involving non-local streets may also be reviewed and approved by the Town engineer. Where a concern is raised by the Town engineer regarding

an access request that the Town engineer could otherwise approve, such request may be presented to the planning commission for approval.

- (3) **Planning Commission Approval.** For streets that are classified as collector or arterial on the adopted Major Road Plan, new or modified access associated with a site plan or subdivision plat that requires a review from the Town's planning commission shall be approved as part of the site plan or subdivision plat process. An access that serves more than one dwelling unit or a non-residential use but is not part of a larger site plan or subdivision plat shall also be reviewed and approved by the planning commission.
- (4) **Board of Mayor and Aldermen Approval.** Except as provided for in this part, board of mayor and aldermen approval of access shall only be required where a variance from any provision of this chapter is requested in association with a property's access to a non-local street. In such case, the planning commission shall make a recommendation to the board of mayor and aldermen.

On streets that are classified as "collector" on the adopted Major Road Plan, the planning commission may approve a variance from the distance between driveways as part of a site plan or subdivision plat approval where the nearest driveway that is within the minimum distance required serves only one dwelling unit. In this case, such variance does not require approval from the board of mayor and aldermen.

- (5) **Tennessee Department of Transportation (TDOT) Approval.** New or modified access involving a State of Tennessee highway shall be approved by TDOT in addition to any required town approval.
- (6) **Temporary Access Approval.** Temporary construction access ways may be granted by the town engineer or his designee to facilitate construction. The length of time shall be determined by the Town engineer based on the specifics of the project. Where a concern is raised by the Town engineer regarding a temporary access request that the Town engineer could otherwise approve, such request shall be presented to the planning commission for approval.

Sec. 22-150. Access Submittal Requirements.

- (a) The provisions in this section address the general submittal requirements for different types of access requests. Additional information may be required, as applicable, depending on the nature of the requested access.
 - (1) **Local Street Access.** Where associated with a building permit, the residential site plan shall include the driveway and turn around location (where proposed), and dimensions and square footage of the driveway, turning radii, and turn around. For corner lots, the distance of the driveway edge, exclusive of turning radius, from the nearest intersecting curb or pavement edge (where curbing does not exist) shall be provided.
 - (2) **Local Street Access (non-building permit).** A new or modified residential access to a local street that is not associated with a building permit shall include the same information that would apply to a residential site plan along with an update on the total lot coverage that would result from the access addition or modification. This may be approved by the

engineering or planning staff and uploaded into the project address. If the scope of the project requires a right-of-way permit the site plan will be submitted through the Town's electronic permitting system.

- (3) **Non-Local Street Access – Town Engineer Approval.** Where the Town engineer may approve an access or a modified access to a non-local street, a site plan shall be submitted that shows the location and dimensions of the proposed access and the distance from the proposed access to the nearest access on both sides of the street. This dimension shall be measured from the nearest edges of driveway pavement, excluding the turning radius of each access. The site plan shall also include an update on the total lot coverage that would result from the access addition or modification.
- (4) **Non-Local Street Access – Planning Commission Approval.** Where an access to a non-local street requires planning commission approval or is part of a site plan or subdivision plat that requires a review from the Town's planning commission, the access shall reflect and be consistent with the requirements associated with site plan and subdivision plat submittals. This would include the location and dimensions of the proposed access and the distance from the proposed access to the nearest access on both sides of the street. This dimension shall be measured from the nearest edges of driveway pavement, excluding the turning radius of each access.

SECTION 4.

The Farragut Municipal Code, Chapter 22., Article 5. – Driveways and Other Access Ways, is amended by renumbering the existing Section 22-150 to Section 22-151 and amending the introductory paragraph with the following new section:

- (a) The following constitutes minimum specifications for access to streets, roads, and highways within the town and additional reasonable specifications may be imposed as required for public safety through the corresponding approval process.

SECTION 5.

The Farragut Municipal Code, Chapter 22., Article 5. – Driveways and Other Access Ways, is amended by deleting the existing Subsections (3) and (4) in the existing Section 22-150 and adding to the new Section 22-151 the following:

- (3) **Deceleration Lanes and Requirements for Access Between Properties.** Access to a collector or arterial street shall generally require a deceleration lane and reviewed as part of the site plan or subdivision plat approval process. Also, to help lessen the number of access points to a collector or arterial street and provide more route options, cross access to abutting properties shall be required (unless topographically prohibitive or impossible due to the layout of an existing development on an adjacent property) and shall be reviewed as part of the site plan or subdivision plat approval process. Appropriate access easements shall be platted once the access is complete. All accesses approved through the site plan or

subdivision platting process shall comply with applicable provisions in the Subdivision Regulations and Zoning Ordinance.

(4) **Single Family Residential Driveway Dimension and Composition Requirements.** In addition to other requirements in this chapter, new or modified accesses associated with a single-family residential lot shall comply with the following requirements associated with their dimensions and composition:

- a. **Width.** The maximum width of a driveway for a single-family dwelling shall be 24 feet within the public right of way. The maximum flare or radius at the access to the street shall be between three feet and five feet.
- b. **Composition.** Within the public right of way, a single-family residential driveway shall be paved with concrete or bituminous material. For purposes of this chapter, the right of way shall be a distance of at least 12 feet from the curb or street pavement edge (where curbing does not exist).

SECTION 6.

The Farragut Municipal Code, Chapter 22., Article 5. – Driveways and Other Access Ways, is amended by deleting the existing Section 22-152 and substituting it with the following:

Section 22-152. Variance.

A variance request from any provision of this chapter shall be in accordance with the Access Approval Process outlined in Section 22-149.

SECTION 7.

The Farragut Municipal Code, Chapter 22., Article 5. – Driveways and Other Access Ways, is amended by deleting the existing Section 22-153 and re-numbering the existing Section 22-154 to Section 22-153 and replacing it with the following:

Section 22-153. Appeals.

- (a) An appeal from an access related denial from the Town engineer or planning commission shall be to the board of mayor and aldermen. The appeal request shall be in writing to the Town recorder within 30 days of the denial. The applicant shall include specific justification for the appeal. The request will then be placed on a board of mayor and alderman agenda for their consideration. The determination by the board of mayor and aldermen is administratively final.

SECTION 8.

This ordinance shall take effect from and after its final passage and publication, the public welfare requiring it.

Ron Williams, Mayor

David Smoak, Interim Town Recorder

Certified to the Farragut Board of Mayor and Aldermen this ____ day of _____, 2025,
with approval recommended.

Ron Pinchok, Chairman

Shannon Preston, Secretary

FARRAGUT MUNICIPAL PLANNING COMMISSION

ARTICLE 5. DRIVEWAYS AND OTHER ACCESS WAYS

EXISTING ORDINANCE WITH PROPOSED CHANGES SHOWN (New provisions are in red)

Sec. 22-145. Policy.

The efficiency and safety of a street, road, or highway is greatly affected by vehicles entering, leaving, or crossing the roadway. Commercial, office, and residential developments are major contributors to increased volume of traffic upon municipal streets, roads, and highways. Such developments also give rise to increased traffic volume of a type and pattern characterized by frequent ingress and egress to the same. Therefore, such development significantly affects the efficiency and safety of streets, roads, or highways within the municipality. In the interests of safety, the town must regulate access to the streets, roads, and highways within its town limits in a uniform manner that is fair to the general public, land-owners, and developers.

(Code 2007, § 16-401; Ord. No. 96-30, 1-1997)

Sec. 22-146. General provisions.

- (a) All access ways shall meet the minimum access requirements of this article or as determined by a traffic impact study.
- (b) The town municipal planning commission shall review access requests through the site plan review process and forward its recommendation to the board of mayor and aldermen.
- (c) The town municipal planning commission shall review new proposed roadway accesses to an existing public road through the subdivision platting process. These roadway accesses shall meet the minimum access requirements of this article or as determined by a traffic impact study.
- (d) The board of mayor and aldermen shall review access applications as provided in this article, except new roadway accesses to an existing public road created through the subdivision platting process.
- (e) Developments requiring the submittal of a site plan or a preliminary subdivision plat may require a traffic impact study.
- (f) The town municipal planning commission may require a traffic impact study as part of the rezoning submittal process when the requested zoning change increases the overall density from the base zone.

~~(g) State department of transportation access permits shall be the responsibility of the applicant.~~

~~(Code 2007, § 16-402; Ord. No. 96-30, 1-1997; Ord. No. 14-18, § 2, 12-11-2014)~~

Sec. 22-145. Purpose, intent, and general scope.

(a) The purpose and intent of this chapter is the following:

- (1) Promote safety by ensuring that access requests take into consideration sight distance, topography, nearby access points, nearby intersections, street classifications and design speeds.
- (2) Evaluate the trip generation and trip distribution associated with a project and its access points in terms of impacts to all users of the transportation system (motorists, pedestrians, bicyclists).
- (3) Coordinate access to provide for connectivity options and account for future development and/or road improvement projects.
- (4) Promote aesthetic considerations in relation to access, particularly in residential developments.

Sec. 22-146. Provisions declared to be minimum requirements.

The provisions of this chapter are considered to be minimum requirements. Wherever there is a discrepancy between the minimum standards noted in this chapter and those contained in any other lawfully adopted regulation or ordinance of the town, the strictest standard shall apply.

Sec. 22-147. Severability.

If any section, subsection, sentence, clause, or phrase of this chapter is for any reason held to be invalid by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this chapter.

Sec. 22-147~~8~~. Traffic impact study requirements.

(a) ***Generally.***

- (1) The submission of a traffic impact study shall be required with rezoning, site plan and preliminary plat requests in accordance with the following table:

24-Hour Trip Generation	Traffic Study Scope
0—750 ADT	Level I
750—6,000 ADT	Level II
> 6,000 ADT	Level III

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- (2) Trip generation rates for proposed uses shall be calculated using the ITE trip generation manual, latest edition.
 - (3) Upon being provided proof by the developer's traffic engineer that a lower level traffic impact study would be adequate for a proposed development, or that a traffic study is not warranted, the town engineering staff may reduce the level of study required or waive the requirement.

(b) ***Traffic impact study guidelines and procedures.***

- (1) These traffic impact study guidelines and procedures define when proposed rezoning, site plans and preliminary plat requests warrant a detailed traffic study and what information should be included in it. All applicants will be required to follow the town guidelines.
- (2) The purpose of performing a traffic impact study, as defined by the institute of traffic engineers (ITE), is to:
 - a. Provide guidance for short term and long term planning of site access;
 - b. Provide guidance for on-site circulation and the interface between on-site circulation and off-site traffic;
 - c. Provide guidance for off-site improvements needed to permit the roadway system to function satisfactorily so as to accommodate site and non-site traffic;
 - d. Provide guidance on measures to improve the safety and efficiency of pedestrian and bicycle facilities impacted by the proposed action for which the traffic impact study is being prepared.
 - e. Assist developers and land owners in making land use site planning decisions regarding traffic;
 - f. Identify the contribution a particular development makes to roadway system traffic volumes;
 - g. Provide a basis for estimating roadway improvement requirements attributable to a particular project;
 - h. Assess the compatibility with local transportation plans;
 - i. Enable staff to better evaluate zoning changes and development plans; and
 - j. Allow appointed and elected officials to know implications of their voting decisions.

(c) ***Scope of required traffic impact studies.*** Three levels of study have been identified based on the number of trips that a development is projected to generate in a 24-hour period:

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- (1) Level I studies require analysis of each access, per engineering staff, that the development has to an existing roadway. Access points to be analyzed include public and private roads, joint permanent easements, and private drives.
 - (2) Level II studies require analysis of each access that the development has to an existing roadway, and to the first control point beyond those access points. A control point is an intersection controlled by a traffic signal or stop sign on the existing roadway onto which the development has access. For cases where a traffic control device does not exist, engineering staff will determine the extent of the study. If a freeway interchange is near the property to be developed and is not signalized, engineering staff will determine if the ramps need to be included in the study. This level of study is commonly required for larger residential subdivisions, commercial developments, and office complexes.
 - (3) Level III studies require a complete traffic impact study. This study must address each access point, the first control point beyond each access point, and the nearest collector intersection or street of higher classification or as determined by the engineering staff. The exact area to be studied will be determined by the engineering staff with input from the study preparer. Level III studies are uncommon, as they are usually warranted only with very large mixed-use and commercial developments.
- (d) ***Submission and review procedures for traffic impact studies.***
- (1) Applicants should conduct a preliminary trip generation assessment of any proposed rezoning, site plan or preliminary plat request to determine if a traffic impact study will be required. This preliminary assessment should be conducted well in advance of the actual submission of plans.
 - (2) If the preliminary assessment indicates that a traffic impact study will be required, the applicant should consult as early as possible in the plan-development process with the town's engineering staff to verify a development's projected trip generation, and to confirm whether or not a study will be required. If a study is required, the required level can be determined at that time.
 - (3) The applicant shall then select a licensed traffic or transportation engineer to prepare the study, who may need to consult with the engineering staff periodically to review the collected data and any assumptions made in the draft report.
 - (4) An electronic copy of the completed draft traffic impact study shall be submitted along with the development application and all other materials required for submission.
 - (5) The engineering staff shall review the draft traffic impact study in conjunction with the other elements of the development application. If the draft traffic impact study is not of the proper scope or is executed improperly, the applicant shall be notified of the deficiencies and be required to submit corrections on the same schedule that applies to the other elements of the development application. Failure to submit

corrections in a timely manner may lead to a postponement of the application until the next regularly scheduled planning commission meeting.

Since a completed traffic impact study must be submitted at the same time as the application for a development, it is critical that the applicant conduct steps one through three early in their planning of a proposed development. Failure to submit a traffic impact study, or submission of an inadequate study, is likely to slow the review process and may lead to postponements.

(e) ***Required qualifications for preparers of traffic impact studies.*** Traffic impact studies shall be prepared under the supervision of a qualified engineer who has specific training in traffic and transportation engineering and experience related to preparing traffic studies for existing or proposed developments. The study shall be signed and sealed by the supervising engineer. The ability to forecast and analyze traffic needs for both developments and roadway systems is essential. All design work implementing the recommendations of the traffic impact study shall be completed under the supervision of a registered professional engineer.

(f) ***Required specifications for traffic impact studies.***

(1) *Report requirements: Level I studies.*

a. *Intersection.*

1. Description of site including a location map.
2. Type of project.
 - (i) If residential, number and type of units.
 - (ii) If commercial or office, include square footage and occupancy.
3. Site plan with access points shown to scale.

b. *Existing conditions.*

1. Distance from nearest intersection in both directions.
2. Distance to nearest drive or access points in both directions.
3. Location shown relative to opposing street, driveways, or access points.
4. Existing pedestrian and bicycle facilities in the study area.

c. *Proposed conditions.*

1. Width, radius, and markings of proposed street, driveway, or access point.
2. Proposed improvements adjacent to access point, including, but not limited to, acceleration, deceleration lanes, and pavement marking adjustments.
3. Additional pedestrian and bicycle facilities or modifications to existing facilities to improve safety and/or user experience.

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4. Improvements to pedestrian crossings to lessen potential conflicts with motorists.

(2) *Report requirements: Level II studies.*

a. *Introduction.*

1. Description of site including a location map.
2. Type of project.
 - (i) If residential, number and type of dwelling units.
 - (ii) If commercial or office, square footage and type of occupancy.
3. Map of project with proposed access points shown.

b. *Existing conditions.*

1. Directional traffic counts on roads adjacent to property with access to development: Traffic counts should be no more than one year old.
2. Level of service of intersections (if applicable):
 - (i) Highway capacity software is recommended.
 - (ii) Other nationally recognized software can be used.
3. Existing pedestrian and bicycle facilities in the study area.

c. *Trip generation rates.*

1. Listing of trip generation rates.
2. Listing of sources for rates used.
 - (i) ITE trip generation manual, latest edition.
 - (ii) If the type of proposed development is not addressed in the ITE manual, then other rates may be used as long as they are documented and have been approved by engineering staff.
3. Calculation of trip ends by type of generator.
 - (i) Traffic generated by phase.
 - (ii) One hundred percent occupancy and development.
4. An assessment of whether site-generated traffic will have any adverse impacts to pedestrians and/or bicyclists.

d. *Trip distribution.*

1. Assumptions as to the directional distribution of traffic to and from the development.
2. Assumptions as to the peak hour percentages.

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3. Assumptions as to the peak hour directional splits.
 4. Assumptions as to the pass-by trips, if applicable, must be approved by engineering staff.
 5. An assessment of whether modifications to site generated trip distribution will have any adverse impacts to pedestrians and/or bicyclists.
- e. *Analysis.*
1. Level of service (LOS) and capacity analysis for peak periods.
 - (i) Compute the projected LOS and capacity analysis for each access point and control point to the adjacent road system based on the development by phase.
 - A. Highway capacity software is recommended.
 - B. Other nationally recognized software can be used.
 - (ii) Compare LOS before development to LOS after development if applicable.
 - (iii) Link analysis if applicable.
 2. Intersection and roadway geometry; existing and proposed.
 - (i) Distances from existing streets, driveways, and/or median cuts.
 - (ii) Alignment with existing streets, driveways, and/or median cuts.
 - (iii) Intersection layouts.
 - (iv) Sight distance.
 - (v) Right-of-way width.
 - (vi) Lane width.
 3. Site circulation.
 4. Pedestrian facilities.
 - (i) Sidewalks, walking trails.
 - (ii) Crosswalks, crossing distance, pedestrian signals and associated timing.
 - (iii) Transit stops.
 - (iv) School bus stops.
 5. Bicycle facilities.
- f. *Recommendations.*
1. Site access.

2. Intersection improvements.

- (i) Traffic control devices: modify existing or need for new.
- (ii) Left and/or right turn lanes.
- (iii) Acceleration and/or deceleration lanes.
- (iv) Length of storage bays.
- (v) Additional pedestrian and bicycle facilities or modifications to existing facilities to improve safety and/or user experience.
- (vi) Improvements to pedestrian crossings to lessen potential conflicts with motorists.

3. Off-site improvements.

- (i) Modification to existing traffic control devices.
- (ii) Additional traffic control devices.
- (iii) Additional lanes at major intersections.
- (iv) Additional roads.
- (v) Additional pedestrian and bicycle facilities or modifications to existing facilities to improve safety and/or user experience.
- (vi) Improvements to pedestrian crossings to lessen potential conflicts with motorists.

4. Improvements by phasing (if applicable).

g. *Appendix.*

- 1. Raw traffic count data.
- 2. Documentation of analysis.

- (3) *Report requirements: Level III studies.* In addition to the preceding information for Level I and II, the following information on trip assignment shall be provided in the report prior to the analysis and recommendation section:

Trip assignment.

- 1. Show existing ADTs, proposed development traffic, and total traffic for all affected links on map which identifies the project and surrounding roads.
- 2. Show a.m. and p.m. peak hour turning movements for the existing traffic, the proposed development traffic, and the combined traffic at all project entrance intersections, and effected intersections within the study area.
- 3. Discuss the effects of phasing of the proposed project.

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- (g) **Additional information.** Additional information on traffic impact studies can be obtained from the institute of transportation engineers (ITE), among other reputable sources.

(Code 2007, § 16-403; Ord. No. 96-30, 1-1997; Ord. No. 14-18, § 3, 12-11-2014; Ord. No. 24-11, § 1, 7-25-2024)

Sec. 22-148. Permit required.

- (a) ~~No driveway or other means of access to any right-of-way of any road, street, or highway within the limits of the town shall be constructed nor shall any existing driveway or other means of access be altered except pursuant to a permit issued by the town. The submission of an access permit application shall be required.~~
- (b) ~~For minor revisions to existing drives and residential drives onto non-local streets, an application for an access permit shall be accompanied by four copies of a plan of access which shall as a minimum, consist of clear drawings or a sketch showing the general layout and dimensions necessary to prove compliance with this article, and a brief description of the proposed use of the property.~~
- (c) ~~For residential drives onto local streets, an application for an access permit shall be accompanied with the building permit and shown on the required site plan.~~

(Code 2007, § 16-404; Ord. No. 96-30, 1-1997)

Sec. 22-149. Permit approval.

- (a) ~~The planning commission and the board of mayor and aldermen shall review, as provided for in this article, applications for access requiring the submittal of a site plan. Site plans involving residential drives onto non-local streets that serve only one dwelling unit may be reviewed and approved by the town's engineering staff. Minor revisions to existing drives may also be reviewed and approved by the town's engineering staff. Where a concern is raised by the town's engineering staff regarding an access request that they could otherwise approve, such request shall be presented to the planning commission and board of mayor and aldermen for approval.~~
- (b) ~~The planning commission, the board of mayor and alderman, and town staff shall review applications for access for compliance with the requirements of this article. The planning commission, the board of mayor and alderman, or the town staff may require such revisions, corrections, and additions to the plans of access and such additional supporting documentation of the plan of access as may be reasonable considering the locations of proposed and existing access, the traffic impact study if required, and considerations of public safety and welfare. All revisions, corrections, and additions required shall be recorded on a final copy of a subdivision plat, site plan, or "drawing or sketch" of the access requested for approval before issuance of a permit.~~
- (c) ~~An access permit shall be secured before issuance of a building permit.~~

~~(d) No final certificate of occupancy or certificate of completion shall be issued until all applicable access control requirements as outlined in this article and other requirements of the individual access permit have been completed.~~

~~{Code 2007, § 16-405; Ord. No. 96-30, 1-1997; Ord. No. 23-02, § 1, 2-23-2023}~~

Sec. 22-149. Access Approval Process.

(a) In addition to the applicable traffic impact study requirements in Section 22-148, the provisions in this section outline the access approval process. The process varies depending on the nature of the access, the street classification on which the access is requested, what the access is associated with, and whether the access can comply with the provisions of this chapter without a request for a variance.

(1) **Local Street Access Approval.** On streets that are classified as local on the adopted Major Road Plan, new access associated with a residential lot shall be shown on the residential site plan required for a building permit and approved through the building permit process. New access or modifications to existing access associated with a residential lot that is not part of a building permit, shall be submitted to the Town's engineering and planning staff for review and approval. Depending on the scope of work, such modifications may require a right-of-way permit submitted through the Town's electronic permitting system. A variance request from any provision of this chapter involving a street classified as local on the adopted Major Road Plan shall be reviewed and approved by the planning commission.

(2) **Town Engineer Approval.** Site plans involving residential drives onto non-local streets that serve only one dwelling unit may be reviewed and approved by the Town engineer. Minor revisions to existing drives involving non-local streets may also be reviewed and approved by the Town engineer. Where a concern is raised by the Town engineer regarding an access request that the Town engineer could otherwise approve, such request may be presented to the planning commission for approval.

(3) **Planning Commission Approval.** For streets that are classified as collector or arterial on the adopted Major Road Plan, new or modified access associated with a site plan or subdivision plat that requires a review from the Town's planning commission shall be approved as part of the site plan or subdivision plat process. An access that serves more than one dwelling unit or a non-residential use but is not part of a larger site plan or subdivision plat shall also be reviewed and approved by the planning commission.

(4) **Board of Mayor and Aldermen Approval.** Except as provided for in this part, board of mayor and aldermen approval of access shall only be required where a variance from any provision of this chapter is requested in association with a property's access to a non-local street. In such case, the planning commission shall make a recommendation to the board of mayor and aldermen.

On streets that are classified as “collector” on the adopted Major Road Plan, the planning commission may approve a variance from the distance between driveways as part of a site plan or subdivision plat approval where the nearest driveway that is within the minimum distance required serves only one dwelling unit. In this case, such variance does not require approval from the board of mayor and aldermen.

- (5) **Tennessee Department of Transportation (TDOT) Approval.** New or modified access involving a State of Tennessee highway shall be approved by TDOT in addition to any required town approval.
- (6) **Temporary Access Approval.** Temporary construction access ways may be granted by the town engineer or his designee to facilitate construction. The length of time shall be determined by the Town engineer based on the specifics of the project. Where a concern is raised by the Town engineer regarding a temporary access request that the Town engineer could otherwise approve, such request shall be presented to the planning commission for approval.

Sec. 22-150. Access Submittal Requirements.

- (a) The provisions in this section address the general submittal requirements for different types of access requests. Additional information may be required, as applicable, depending on the nature of the requested access.
 - (1) **Local Street Access.** Where associated with a building permit, the residential site plan shall include the driveway and turn around location (where proposed), and dimensions and square footage of the driveway, turning radii, and turn around. For corner lots, the distance of the driveway edge, exclusive of turning radius, from the nearest intersecting curb or pavement edge (where curbing does not exist) shall be provided.
 - (2) **Local Street Access (non-building permit).** A new or modified residential access to a local street that is not associated with a building permit shall include the same information that would apply to a residential site plan along with an update on the total lot coverage that would result from the access addition or modification. This may be approved by the engineering or planning staff and uploaded into the project address. If the scope of the project requires a right-of-way permit the site plan will be submitted through the Town’s electronic permitting system.
 - (3) **Non-Local Street Access – Town Engineer Approval.** Where the Town engineer may approve an access or a modified access to a non-local street, a site plan shall be submitted that shows the location and dimensions of the proposed access and the distance from the proposed access to the nearest access on both sides of the street. This dimension shall be measured from the nearest edges of driveway pavement, excluding the turning radius of each access. The site plan shall also include an update on the total lot coverage that would result from the access addition or modification.

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- (4) **Non-Local Street Access – Planning Commission Approval.** Where an access to a non-local street requires planning commission approval or is part of a site plan or subdivision plat that requires a review from the Town’s planning commission, the access shall reflect and be consistent with the requirements associated with site plan and subdivision plat submittals. This would include the location and dimensions of the proposed access and the distance from the proposed access to the nearest access on both sides of the street. This dimension shall be measured from the nearest edges of driveway pavement, excluding the turning radius of each access.

Sec. 22-150~~1~~. Specifications; permanent access.

- (a) The following constitutes minimum specifications for access to streets, roads, and highways within the town and additional reasonable specifications may be imposed as required for public safety **through the corresponding approval process**. ~~Such additional specifications shall be required upon recommendation of the town engineer, his designee, or the planning commission and approval by the board of mayor and aldermen.~~

(1) **Distance requirements.**

a. *Distance from intersections.*

1. The minimum distance of an access point from an intersection, measured from intersecting right-of-way to the edge of the driveway pavement, shall be as follows:

Street Classification	Minimum Distance
Arterial streets	400 feet
Collector streets	200 feet
Local streets ¹	100 feet
Local Streets ²	50 feet

Note:

¹ Denotes commercial and office zoned properties.

² Denotes residential and agricultural zoned properties.

2. Access shall be located and constructed so as to provide adequate stopping sight distance for drivers entering and exiting the property using a design speed of ten miles above the legal speed limit as determined by the town engineer or his designee in accordance with current AASHTO (A Policy on Geometric Design of Highways and Streets, American Association of State Highway and Transportation Officials) and adopted ITE (Institute of Traffic Engineers) standards.

- b. *Distance between driveways.* For the following street classifications, the following requirements specify the minimum allowed distances between driveways¹:

Street classification	Distance between driveways
Arterial streets	400 feet
Collector streets	200 feet
Local streets ²	100 feet

Note:

¹ Town may require joint permanent access easements to minimize the number of curb cuts.

² Residential properties are exempt from local street requirement for the distance between driveways.

- c. *Joint permanent access easements.* Controlled access to a joint permanent access easement shall be maintained for a minimum length of 40 feet perpendicular from the right-of-way or as determined by the traffic impact study.

(2) Access to and from property being developed.

- a. *Number of access points.* The number of access points of a property shall be determined by its road frontage. Lots which front on more than one street shall add total street frontage lengths together to determine total road frontage to calculate the number of driveways permitted.

Street classification	Length of road frontage	Number of access points
Arterial streets	0—400 feet	1
Arterial streets	401—800 feet	2
Collector streets	0—200 feet	1
Collector streets	201—800 feet	2
Local streets	0—200 feet	1 or a circular drive subject to the circular

		drive criteria provided for herein
Local streets	201—800 feet	2 with a circular drive counting as two access points but not subject to the circular drive criteria provided for herein
Local streets corner lot	350 feet and above	2 with 1 of the accesses permitted as a circular drive subject to the circular drive criteria provided for herein
All streets	801 feet and above	2 + 1/each 800 feet of additional road frontage

- b. *Circular drive provisions for lots with less than 200 feet of frontage.* In lieu of one single access point, a lot which fronts a local street for less than 200 feet may be permitted a circular drive provided the following criteria are met:
- (i) The property is zoned residential and the street on which the property fronts is located within a residential subdivision;
 - (ii) The maximum lot coverage in the front yard (area in front of the house): 35 percent;
 - (iii) The maximum driveway width: 15 feet;
 - (iv) The minimum distance between the driveways: 60 feet; and
 - (v) The setback from the side property lines: A total on two sides of at least 40 feet, but not less than ten feet on any one side.
- c. *Circular drive provisions for qualifying corner lots.* A lot with more than 350 feet of frontage and that fronts on more than one local street may be permitted a circular drive on one of the street frontages in lieu of one single access point provided the criteria noted above for circular drives are met.

(3) Deceleration Lanes and Requirements for Access Between Properties. Access to a collector or arterial street shall generally require a deceleration lane and reviewed as part of the site plan or subdivision plat approval process. Also, to help lessen the number of access points to a collector or arterial street and provide more route options, cross access to abutting properties shall be required (unless topographically prohibitive or impossible due to the layout of an existing development on an adjacent property) and shall be reviewed as part of the site plan or subdivision plat approval process.

Appropriate access easements shall be platted once the access is complete. All accesses approved through the site plan or subdivision platting process shall comply with applicable provisions in the Subdivision Regulations and Zoning Ordinance.

(4) **Single Family Residential Driveway Dimension and Composition Requirements.** In addition to other requirements in this chapter, new or modified accesses associated with a single-family residential lot shall comply with the following requirements associated with their dimensions and composition:

- a. **Width.** The maximum width of a driveway for a single-family dwelling shall be 24 feet within the public right of way. The maximum flare or radius at the access to the street shall be between three feet and five feet.
- b. **Composition.** Within the public right of way, a single-family residential driveway shall be paved with concrete or bituminous material. For purposes of this chapter, the right of way shall be a distance of at least 12 feet from the curb or street pavement edge (where curbing does not exist).

~~(3) *Paved acceleration and deceleration lane requirement.* Paved acceleration and deceleration lanes may be required along any arterial or collector street or highway at the determination of the board of mayor and alderman upon the recommendation of the town engineer or his designee.~~

~~(4) *Circulation drives and frontage roads.* Circulation drives (drives which interconnect all lot access points with all vehicle parking, loading, servicing, and like areas and structures) and frontage roads (roads which parallel the public streets giving access and which extend along the entire frontage of a particular property) shall be constructed in order to provide safe and efficient vehicular movement between specified access points as specified in subsection (2) of this section. The location, width, and design of all circulation drives and frontage roads shall be approved by the board of mayor and aldermen upon recommendation of the town engineer or his designee. All frontage roads shall be dedicated as public streets and shall be maintained by the public.~~

~~(5) *Subdivision standards for circulation drives and frontage roads.* Frontage roads and circulation drives shall be constructed in conformance with the subdivision regulations standards. Dedicated right-of-way for frontage roads shall be ten feet greater than the width of the newly constructed frontage road. All circulation drives shall be clearly defined and marked appropriately to assist public circulation into, on, and out of the property and through parking lot areas.~~

~~(Code 2007, § 16-406; Ord. No. 96-30, 1-1997; Ord. No. 09-14, § 1, 8-27-2009; Ord. No. 20-14, § 1, 9-24-2020)~~

Sec. 22-151. Access to two or more roads, streets, or highways.

In the event a parcel of land abuts and lies adjacent to two or more separate roads, streets, or highways, the board of mayor and alderman may limit or prohibit access to one or more such roads (provided that access to at least one such road shall always be permitted) if the safety and welfare of the public will be promoted by so doing. In so limiting or prohibiting access, consideration shall be first given to limiting or prohibiting access to the more heavily traveled abutting or adjacent road, street, or highway. Any party aggrieved by any action taken under the provisions of this section shall have the burden of establishing that such action taken does not promote the safety and welfare of the public.

(Code 2007, § 16-407; Ord. No. 96-30, 1-1997)

Sec. 22-152. Variance.

A variance request from any provision of this chapter shall be in accordance with the Access Approval Process outlined in Section 22-149.

Notwithstanding anything contained herein to the contrary, the board of mayor and aldermen may grant approval for access and/or frontage roads other than as specifically herein permitted, provided such an access is reviewed with a recommendation by the town engineer or his designee and the planning commission.

(Code 2007, § 16-408; Ord. No. 96-30, 1-1997)

Sec. 22-153. Temporary access.

- (a) Temporary access ways may be granted by the board of mayor and alderman upon review with a recommendation by the town engineer or his designee and the planning commission at locations other than specified for permanent access where it is expedient for the purpose of staged development. Temporary access ways shall cease to exist at such time that any other means of access to a property occurs which more nearly conforms to the requirements of this article.
- (b) Temporary construction access ways may be granted by the town engineer or his designee to facilitate construction. The length of time shall be based on the duration of the grading permit.

(Code 2007, § 16-410; Ord. No. 96-30, 1-1997)

Sec. 22-154³. Appeals.

- (a) ~~An appeal from~~ adverse determinations on any application for an access permit shall be to the board of mayor and aldermen. Any party aggrieved or refused issuance of an access permit shall notify in writing the town recorder of applicant's desire to appeal the action taken. Such notice shall be given within 30 days of denial of the permit. ~~an access related denial from the Town engineer or planning commission shall be to the board of mayor and aldermen. The appeal request shall be in writing to the Town recorder within 30 days of the denial. The applicant shall include specific justification for the appeal. The request will then be placed on a board of mayor and alderman agenda for their consideration.~~
- (b) ~~Upon receipt of notice of appeal the town recorder shall place the appeal for consideration before the board of mayor and aldermen within 30 days of receipt of notice of appeal. The town engineer or his designee shall appear at such scheduled meeting, and the applicant may appear, to present the matter to the board of mayor and aldermen. The~~ determination by the board of mayor and aldermen is administratively final.

~~{Code 2007, § 16-411; Ord. No. 96-30, 1-1997}~~

Secs. 22-155—22-176. Reserved.

REPORT TO THE FARRAGUT BOARD OF MAYOR & ALDERMEN

Prepared By: Bart Hose, Assistant Community Development Director

Subject: Approval of Ordinance 25-13 on first reading, an ordinance to amend the Farragut Code of Ordinances, Appendix A – Zoning, Chapter 2, Definitions; and Chapter 4., Section VI., Customary Home Occupations (Town of Farragut, Applicant)

Introduction & Background:

This item involves proposed amendments to the Town’s zoning ordinance to better address the regulation of home occupations. The Town staff originally initiated a discussion of home occupations at the October 17, 2024, Planning Commission Meeting. This was done in response to permitting issues and citizen complaints regarding the operation and conduct of home occupations in their neighborhoods. While the Town’s current zoning ordinance does address “customary home occupations” (attached), the permitting issues and citizen complaints raised questions regarding the application of these regulations to the range of possible home occupations, and the Town’s intent and preferences for regulating such uses. The Planning Commission subsequently asked staff to develop potential zoning amendments to better address the issue. This included the use of a citizen working group to provide input on the topic and potential amendments. Since that time, the staff and a small citizen input group have been working to research and develop an updated approach to the regulation of home occupations. This includes a wider range of potentially permissible occupation types, a two-tiered regulatory system, and updated conditional performance standards that such home occupations will have to meet to operate. Additional input on regulatory concepts and draft amendments was further provided by the Planning Commission at its April and July 2025 meetings. The proposed amendments were then put into ordinance form (Ord. 25-13, attached), which the Planning Commission reviewed and recommended to the Board of Mayor and Alderman at its August 2025 meeting (resolution attached).

Discussion & Recommendations:

A principal zoning issue with respect to regulating home occupations involves limiting, mitigating, and balancing their

potential impacts on the residential character of a neighborhood.

In other words, at what point do the activities and likely impacts associated with a home occupation go beyond what should be reasonably expected and accepted in a residential neighborhood, and can those impacts be sufficiently limited or mitigated to an acceptable level. The proposed amendments would allow for a wide range of business activities as home occupations, provided various standards and conditions are met. These standards and conditions are intended to limit the scale and potential impacts of a proposed home occupation on neighboring properties and the surrounding neighborhood. The amendments would create a two-tier classification system for home occupations, with the first tier (Type 1) being allowed by right with no permit required, provided they meet general requirements/standards. This would apply to limited office and studio-based professions with little potential impact on neighboring properties. The second tier (Type 2) provides for a wider range of occupation types and a greater degree of business activities, including increased customer visits, some limited on-site sales, increased deliveries, and the keeping of larger business vehicles. Permits would be required for all Type 2 home occupations and additional standards are applied to limit the scope and scale of their activities.

Ordinance 25-13 and the proposed zoning amendments have been reviewed and unanimously recommended for adoption by the Planning Commission at its August 21, 2025, meeting. As such, the staff recommends approval of Ordinance 25-13.

Recommended By: Bart Hose, Assistant Community Development Director for approval.

Proposed Motion: Approve Ordinance 25-13 on first reading.

Sec. VI. - Customary home occupations.

It is the intent of this section to establish the permitting process and the development criteria for Customary Home Occupations.

A. Application/permit process.

1. Applicants shall submit a completed Customary Home Occupation Application and the required fee to the town hall;
2. Town staff shall review the application for conformance with the requirements and approve or deny the application within 15 working days of submittal. If the application is denied, the applicant may appeal staff's decision to the Farragut Board of Zoning Appeals (BZA); and
3. The approved application shall represent the permit and shall constitute a contract agreement.

B. All Customary Home Occupations shall comply with the following development criteria:

1. Home occupations shall be undertaken by the residents of the dwelling unit;
2. No more than one person other than members of the family residing on the premises shall be engaged in such occupation;
3. The space devoted to the home occupation shall not exceed 20 percent of the gross floor area of the principal building;
4. No alteration to any building shall indicate from the exterior that the building is being used for other than residential purposes;
5. No articles, materials, goods, or equipment indicative of the home occupation shall be visible from any public street, or adjacent properties. Outdoor sales and storage is prohibited;
6. No traffic shall be generated by the home occupation in greater volume than would normally be expected in a residential neighborhood. Off-street parking shall be provided;
7. The proposed uses shall not increase noise, vibration, glare, fumes, odors, or electrical interference;
8. Where applicable, recognized professional licenses and required permits of the occupant(s) trade or trades which are practiced shall be obtained and maintained as valid; and
9. Dwelling units and accessory buildings shall not be used as a primary or incidental storage facility for a business, industry, commercial, or agricultural activity conducted elsewhere.

C. The following occupations are permitted as customary Home Occupations:

1. Artist, photographer, sculptor, graphic artist, wood worker, writer, or author;

2. Craftsperson;
3. Dressmaker, milliner, seamstress, tailor, baker, or interior decorator;
4. Personal services such as masseuse, manicurist, cosmetologist, hair dresser, and barber;
5. Sales representative;
6. Lawyer, engineer, architect, land planner, drafts person, manufacturing or company representative, off-site inspector, broker, financial or business consultant, real estate representative, insurance agent, or accountant;
7. Computer programmer, word processor, telemarketer, telephone answering service, information specialist, or similar uses which are in support of computer related technology;
8. Teaching, including tutoring, musical instruction, or dancing;
9. Home day care and babysitting, provided that the total number of clients does not exceed four and that such clients are cared for less than 18 hours per day; and
10. Other similar occupations as determined by the Board of Zoning Appeals.

(Ord. No. 86-16, 4-1986; Ord. of 2-2006)

RESOLUTION PC-25-06

FARRAGUT MUNICIPAL PLANNING COMMISSION

A RESOLUTION TO AMEND THE TEXT OF THE FARRAGUT ZONING ORDINANCE, ORDINANCE 86-16, AS AMENDED, PURSUANT TO AUTHORITY GRANTED BY SECTION 13-4-201, TENNESSEE CODE ANNOTATED, BY AMENDING THE FARRAGUT MUNICIPAL CODE, APPENDIX A., ZONING, CHAPTER 2., DEFINITIONS, BY THE ADDITION OF DEFINITIONS FOR “HOME-BASED WORKER” AND “HOME OCCUPATION / HOME-BASED BUSINESS”; AND BY REPLACING IN ITS ENTIRETY CHAPTER 4., SECTION VI CUSTOMARY HOME OCCUPATIONS, WITH A REVISED SECTION.

WHEREAS, the Tennessee Code Annotated, Section 13-4-201 et seq, provides that the Municipal Planning Commission shall make and adopt a general plan for the physical development of the municipality; and

WHEREAS, the Farragut Municipal Planning Commission has adopted various elements of a zoning plan as an element of the general plan for physical development; and

WHEREAS, a public hearing was held on this request on August 21, 2025;

NOW, THEREFORE, BE IT RESOLVED that the Farragut Municipal Planning Commission hereby recommends approval to the Farragut Board of Mayor and Aldermen of an ordinance, amending Ordinance 86-16, the Farragut Zoning Ordinance, by adding Ordinance 25-13.

ADOPTED this 21th day of August 2025.

Ron Pinchok, Chairman

Shannon Preston, Secretary

ORDINANCE:	25-13
PREPARED BY:	Hose
REQUESTED BY:	Town of Farragut
CERTIFIED BY FMPC:	August 21, 2025
PUBLIC HEARING:	_____
PUBLISHED IN:	_____
DATE:	_____
1ST READING:	_____
2ND READING:	_____
PUBLISHED IN:	_____
DATE:	_____

AN ORDINANCE TO AMEND THE TEXT OF THE FARRAGUT ZONING ORDINANCE, ORDINANCE 86-16, AS AMENDED, PURSUANT TO AUTHORITY GRANTED BY SECTION 13-4-201, TENNESSEE CODE ANNOTATED, BY AMENDING THE FARRAGUT MUNICIPAL CODE, APPENDIX A., ZONING, CHAPTER 2., DEFINITIONS, BY THE ADDITION OF DEFINITIONS FOR “HOME-BASED WORKER” AND “HOME OCCUPATION / HOME-BASED BUSINESS”; AND BY REPLACING IN ITS ENTIRETY CHAPTER 4., SECTION VI CUSTOMARY HOME OCCUPATIONS, WITH A REVISED SECTION.

WHEREAS, the Board of Mayor and Aldermen of the Town of Farragut, Tennessee, wishes to amend the Farragut Municipal Code, Appendix A. – Zoning, Chapter 2., Definitions by the addition of definitions for “Home-Based Worker” and “Home Occupation / Home-Based Business”; and by replacing in its entirety Chapter 4., Section VI Customary Home Occupations.

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen of the Town of Farragut, Tennessee, that the Farragut Municipal Code, Appendix A. – Zoning, is hereby amended as follows:

SECTION 1.

The Farragut Municipal Code, Appendix A., Zoning, Chapter 2., Definitions, is amended by the addition of the following definitions:

Home-based worker – is an employee, generally a professional, who does his or her job from home instead of commuting to their employer’s business site or office on a full or part-time basis. Also known as remote workers or teleworkers, they perform their work and stay in contact with their employers, co-workers, and clients/customers primarily via phone, the internet, or off-site meetings.

Home Occupation / Home-Based Business – a gainful business, profession, occupation, or trade conducted by a resident as an accessory to and within their residential dwelling unit, provided all applicable regulations and requirements of the Town of Farragut are met. For the purposes of these regulations the terms home occupation and home-based business may be used

interchangeably.

SECTION 2.

The Farragut Municipal Code, Appendix A., Zoning, Chapter 2., Definitions, is amended by the deletion of the existing language in Chapter 4., Section VI., Customary Home Occupations in its entirety, and replacing said section language with the following:

Section VI. - Customary home occupations / home-based businesses

It is the intent of this section to establish the permitting process, regulatory framework, and development criteria for small scale customary home occupations/home-based businesses in order to limit and manage their potential impacts on surrounding residential properties.

Applicability. This section and its requirements are applicable to all home occupations / home-based businesses operating within the Town of Farragut. Type One (1) home occupations, as listed below, are considered an allowable use by right within applicable zoning districts and do not require a permit provided all applicable provisions of this section are met on a continuing basis. All other home occupations and home-based businesses require permitting under this section. This section is not intended to apply to home-based workers, as defined in this zoning ordinance.

A. General Requirements

The following requirements and development criteria shall apply to all home occupations/home-based businesses. Additional requirements for specific home occupation types and/or activities may apply and are listed in subsequent subsections/parts below.

1. Home occupations shall be undertaken by the residents/occupants of the dwelling unit. Only one employee other than a resident of the dwelling may be working on site at any time.
2. The physical location/address of the home occupation shall not be used as a meeting or staging location for offsite employees or work crews.
3. Home occupations must be conducted entirely within the dwelling unit (including attached garage). With the exception of the parking a permitted business vehicle or trailer, accessory buildings shall not be used in connection with a home occupation, including for the storage of equipment, materials, supplies, goods, customer goods, or articles associated with the business.
4. The use of a dwelling unit for a home occupation shall be clearly incidental and subordinate to its use for residential purposes and not more than 25% of the gross floor area of the dwelling unit shall be used to conduct the occupation.
5. If the residents of the dwelling wish to engage in more than one home occupation, each home occupation must be permitted separately, and the total floor area of all occupations must not exceed 25% of the dwelling's gross-floor area.
6. There shall be no change or alteration to the exterior appearance of any building that would indicate the presence of the home occupation. The residential character of the lot and dwelling must be maintained.
7. With the exception of business-related vehicles or trailers, as permitted by these home occupation regulations, there shall be no outdoor storage of equipment, materials, supplies, goods, customer goods, or articles associated with the home occupation. In addition, only

such equipment, materials, supplies, goods, customer goods, or articles used or produced in connection with the home occupation may be stored on-site and within the dwelling unit (including attached garage).

8. Except as provided for in the specific requirements/standards below, no additional traffic or parking congestion shall be generated in connection with the home occupation other than what would be expected of a typical residence.
9. No equipment or process shall be used in connection with a home occupation that creates noise, vibration, glare, fumes, odors, or electrical interference, including voltage fluctuations detectable to the normal senses off of the lot.
10. Solid waste containers shall be limited to the sizes and types typically found in residential areas. The use of dumpsters and other larger types of solid waste containers for a home occupation shall be prohibited.
11. The home occupation shall not adversely affect public safety through the storage or generation of explosive, flammable, or hazardous materials in quantities which could constitute a neighborhood danger based on the determination of the Town Fire Marshal. In addition, all such materials must be disposed of properly and offsite.
12. Signs shall be limited to one non-illuminated wall mounted sign not to exceed two square feet in area.

B. Additional Specific Requirements by Home Occupation Type

1. Type 1 – Limited Home Office/Studio Based Activities

Type 1 home occupations are limited to home office/studio-based activities where client contact and services are principally conducted via phone, internet, or off-site. For the purposes of these regulations, Type 1 home occupations are intended to be “use by right” activities with no permit required, provided all applicable provisions of these regulations are met on an ongoing basis.

Uses. For the purposes of this ordinance, Type 1 home occupations may include:

- i. office based businesses/professions providing remote management, administrative, or professional services including, but not limited to, accountants, architects, attorneys, engineers, planners, Information technology consultants, data entry services/clerks, management or financial consultants, real estate or insurance agents, contractor or trades persons (office only), or like professions as determined by the designated administrator;
- ii. sales agents and sales representatives, online sales; and
- iii. artistic and creative professions including, but not limited to, artists, authors, graphic designers, photographers, interior designers, event planners, caterers, or like professions, as determined by the designated administrator.

In addition to the general requirements listed above, all Type 1 home occupations must also meet the following standards.

- a. Visits. On-site client meetings/visits shall be limited to no more than one client at a time between the hours of 8:00 a.m. and 6:00 p.m. and no more than a total of 2 meetings per day. All other client and business contacts shall be via phone, internet, or off-site. Off-street parking shall be provided for any on-site client contact/meetings.
- b. Vehicles. Business vehicles associated with the home occupation shall be limited to passenger type vehicles typically found in a residential area including standard size cars, minivans, SUVs, and pickup trucks (light duty). No more than one dedicated (non-personal use) business vehicle is permitted per home occupation. All such vehicles shall be parked on-site overnight. No additional/other business vehicles shall be parked on premises or on-street overnight.
- c. Deliveries. Parcel services (deliveries/pickups) associated with the home-based business shall be limited to a maximum of two per week, above and beyond normal household parcel services. Such parcel services shall be limited to public or private parcel service carriers (e.g. USPS, FedEx, UPS), no other truck deliveries are permitted.
- d. Sales. There shall be no on-site sales of merchandise directly to customers; however, telephone and internet sales are permitted.

2. **Type 2 – Home Occupations and Home-Based Businesses**

Type 2 home occupations and home-based businesses may involve activities and impacts beyond the limited office and studio-based activities permitted as a Type 1 home occupation. Permits are required for all such home occupations.

Uses. For the purposes of this ordinance, Type 2 home occupations may include:

- i. any listed Type 1 occupation or use which may wish to operate under the applicable Type 2 standards listed below;
- ii. bakers, sewists, and tailors or like professions as determined by the designated administrator;
- iii. counseling services;
- iv. tutoring and instruction services including, but not limited to, academics, arts, crafts, fitness, swim lessons and similar subjects;
- v. personal beauty and well-being services, including spa services and beauty and barber care;
- vi. recording artists;
- vii. small scale childcare and pet sitting;
- viii. artisan and craftsperson production, and related minor assembly, fabrication, and repairs including woodworking, pottery, jewelry making and repair, watch and clock repair, gunsmithing, gift basket assembly, and similar activities conducted at

a scale typical of home arts and craft activities as determined by the designated administrator;

- ix. other minor small scale assembly and repair activities including small engine repair, small appliance repair, simple auto repair, and similar activities as determined by the designated administrator; and
- x. offices for mobile service providers, such as dog grooming, auto detailing, maintenance service, courier service, or mobile food vendor.

In addition to the general requirements listed above, all Type 2 home occupations must also meet the following standards.

- a. Visits. Except as otherwise provided for in this part below, all on-site client/customer visits shall be limited to no more than two clients/customers or a single family at a time (per hour) between the hours of 8:00 a.m. and 8:00 p.m.

Small-scale childcare services shall provide care for no more than four children at a time that are not related to the residents operating the home occupation.

Pet sitting services shall provide care for no more than two pets at a time, in addition to the pets of the residents operating the home occupation. All Such pets shall be kept mostly indoors.

Off-street parking shall be provided for all on-site client/customer visits. All other client/customer services and business contacts shall be via phone, internet, or off-site.

- b. Sales. On-site retail sales shall be incidental to the home occupation use and limited to merchandise produced on-site, or in the case of personal beauty and well-being services, may include hair care, beauty, and similar personal care products used on site and provided to clients. All other sales activities shall be conducted off-site or by telephone or internet.
- c. Vehicles. Permitted business vehicles or trailers associated with the home occupation shall be limited to the following types and by the following conditions.
 - (1) Passenger type vehicles typically found in a residential area including standard size cars, minivans, SUVs, and pickup trucks (light duty), provided no more than one dedicated (non-personal use) business vehicle is permitted per home occupation. All such vehicles shall be parked on-site overnight.
 - (2) Limited types of larger vehicles, including specifically utility/cargo van, step van/walk-in van/multi-stop truck/delivery van, medium duty pickup, and minibus, or a trailer (enclosed or open) may be permitted provided the following conditions are met.
 - a) No more than one dedicated (non-personal use) larger business vehicle is permitted per home occupation. One dedicated (non-personal use) business trailer may be permitted, provided the tow-vehicle for said trailer shall be limited to a light or medium duty pickup truck or a utility/cargo van, which shall not exceed an overall length (bumper to bumper) of 22 feet.

- b) Such permitted larger vehicles are limited to no more than two (2) axles and an overall length (bumper to bumper) of 27 feet. Trailers are limited to 16-foot enclosed box or open deck lengths.
 - c) Such vehicles or trailers shall be parked/stored behind the front plane of the principle building in the side or rear yard. No such vehicle or trailer shall be parked/stored in any front yard except for loading or unloading purposes on an approved surface for a period not to exceed one hour.
 - d) Such vehicles or trailers must be parked/stored only on approved surfaces, including but not limited to, concrete, asphalt, or paver stones. The approved surface must exceed the length and width of the vehicle or trailer parked/stored on it.
 - e) No such vehicle or trailer shall be parked on a public street overnight.
 - f) When permitted, open trailers cannot contain or be used to store or park equipment, materials, supplies, goods, customer goods, or articles onsite overnight.
- (3) In all cases, no additional/other business vehicles shall be parked on premises or on-street overnight.
- d. Deliveries. Parcel services (deliveries/pickups) associated with the home-based business shall be limited to a maximum of 10 per week, above and beyond normal household parcel services. Such parcel services shall be limited to public or private parcel service carriers (e.g. USPS, FedEx, UPS). No other truck deliveries are permitted.

C. Prohibited Home Occupations

Any home occupation not specifically provided for, or not meeting the requirements and standards of this section shall be prohibited.

D. Application/permit process

1. Applicants shall submit a completed Home Occupation Application and the required fee to the Town Hall.
2. Town staff shall review the application for completeness and conformance with all applicable requirements. Where applicable, the applicant shall also be required to have, or be in the process of acquiring, a Town of Farragut Business Privilege License and shall provide documentation of such with any home occupation permit request. A complete home occupation permit application will be reviewed and approved or denied within 15 working days of its submittal. If denied, the applicant may appeal the staff's decision to the Farragut Board of Zoning Appeals for an administrative review of such a decision.
3. An approved application shall represent the permit and shall constitute a conditional agreement to operate the home occupation in accordance with all applicable requirements. Said approved application/permit shall be revocable at any time and become void in the event the home occupation no longer complies with the Town's applicable requirements.
4. Approved home occupation permits are conditional and limited to the specific applicant, occupation type, and subject property. They are non-transferable to other occupation types, persons, or properties.

SECTION 3.

This ordinance shall take effect sixty (60) days from and after its final passage and publication, the public welfare requiring it.

Ron Williams, Mayor

David Smoak, Interim Town Recorder

Certified to the Farragut Board of Mayor and Aldermen by the Farragut Municipal Planning Commission this ____ day of _____, 2025, with approval recommended.

Ron Pinchok, FMPC Chairman

Shannon Preston, FMPC Secretary

REPORT TO THE FARRAGUT BOARD OF MAYOR & ALDERMEN

Prepared By: Travis Ramsey, IT Manager

Subject: Approval of Upgrades to the Farragut Community Center Camera System using OMNIA Contract Number #R220701

Introduction & Background: As part of the ongoing upgrades to the Town’s security systems, there is a need to install updated security cameras at the Town's Community Center.

Discussion & Recommendations: The Information Technology Department has engaged Everon for this project through Omnia Contract #R220701. Everon will provide all necessary materials and perform the complete installation.

Project funding is allocated from the Fiscal Year 2026 Capital Investment Program (CIP) under the Town Facilities Security Plan.

These enhancements address previously identified coverage gaps at the Farragut Community Center, ensuring comprehensive interior and exterior camera coverage. The proposed system aligns with the standardized camera platform currently utilized at Public Works and Town Hall, maintaining consistency and uniformity across Town facilities.

Recommended By: Travis Ramsey, IT Manager for approval.

Proposed Motion: Approval of purchase for the Farragut Community Center camera system using OMNIA Contract #R220701 in the amount of \$31,548.17.



Proposal prepared for:

Town of Farragut

Presented by:

Wayne Kelley

9.16.2025

Sales Agreement ID: 892159450

Reference use of OMNIA Partners Contract: R220701 "Facility Technology Integration & Security System Services"

Equipment and Investment Statement for: Community Center Camera

Site Information: FARRAGUT COMMUNITY CENTER, 239 JAMESTOWNE BLVD., FARRAGUT, TN 37934

Scope of Work:

The terms and conditions of OMNIA Partners Master Contract R220701 "Facility Technology Integration & Security System Services" apply in addition to the ADT Commercial standard terms and conditions. In the event of a conflict of terms, the OMNIA Partners Master Contract R220701 terms will prevail.

"EVERON" WILL INSTALL THE FOLLOWING COMMERCIAL GRADE IP CCTV SYSTEM EQUIPMENT AS FOLLOWS:

14 CAMERAS TOTAL

14 License

THIS SYSTEM WILL USE ONBOARD CLOUD STORAGE AFTER 30DAYS ALONG WITH

BUILT-IN SD CARDS IN EACH CAMERA FOR AN ESITMATED 42-44 DAYS OF STORAGE

- INSTALL 10 AVIGILON INDOOR DOME CAMERAS community center - marked on drawing.

- INSTALL 2 AVIGILON OUTDOOR DOME CAMERAS 5Mp, 30 Day, Alta, 3 Head H5A multi-sensor. marked on drawing.

- INSTALL 3 WALL MOUNTS OUTSIDE DOME CAMERAS - H5MP - outdoor cameras - marked on drawing.

- Potential outside conduit required for outside run around yoga room, due to open ceiling.

- SETUP/PROGRAM

- SET UP REMOTE VIEWING

"CUSTOMER" IS RESPONSIBLE FOR PROVIDING:

MOUNTING SPACE AND NETWORK TIE-INS ASSOCIATED HEADEND EQUIPMENT.

ACCESS TO PERMANENT A/C POWER FOR ALL SYSTEM COMPONENTS AS REQUIRED.

FREE ACCESS TO SITE FOR EVERON PERSONNEL FOR THE DURATION OF THE INSTALLATION.

IT HELP FOR OPENING PORTS

Reference use of OMNIA Partners Contract: R220701 "Facility Technology Integration & Security System Services"

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Reference use of OMNIA Partners Contract: R220701 "Facility Technology Integration & Security System Services"

Inclusions/Exclusions:

Clarifications & Exclusions – Video

1. Video storage calculations BASED ON AVIGILON SD CARDS AND CLOUD STORAGE
2. Equipment changes or location changes due to CUSTOMER request, or if necessary for the system to operate properly, will be considered a change order from the original scope of work and billed accordingly at the labor and material rates already in effect on this contract.
3. Connection To Existing Equipment: It is mutually understood and agreed that Everon assumes no responsibility whatsoever for the maintenance, operation, non-operation, actuation, non-actuation or needless or erroneous actuation of the existing equipment; that service may be terminated by Everon in the event the existing equipment is not in good working operating condition and Everon Shall not be liable for any damage of subject to any penalty as a result of such termination. Any repairs to or replacement of existing equipment at the time of reconnection will be charged to the customer on a time and materials basis at the prevailing rates.
4. CUSTOMER will be responsible for providing any 110VAC required for the proper operation of the video equipment.
5. CUSTOMER will be responsible for providing IT support for Firewall and Port opening on their network when using

an IP device.

6. The estimated cost for the electrical permit or lift rental is not included in the final prices. These costs will be billed to the CUSTOMER separately.
7. CUSTOMER will be responsible for providing updated drawings of the facilities. If the new drawings reflect changes not identified in the original proposal additional charges will be incurred by the CUSTOMER.
8. Idle time incurred by Everon employees due to absence of required escorts, clearances, inability to enter the workspace, or other factors beyond our control, will be considered a change order from the original scope of work and billed accordingly at the labor and material rates already in effect on this contract.
9. Everon will perform the installation, conduct tests and inspections during normal business hours and days: 8AM to 5 PM Mon- Fri. using standard labor rates excluding Union and prevailing wage rates.
10. Everon is not responsible for daily cleaning of project site on multi-day jobs, unless specifically listed in the scope of work. A general cleanup- removal of trash, boxes, scrap parts and a general clean up of debris will be conducted at the end of the project. Detailed cleaning, dusting and/or carpet cleaning beyond local sweeping/vacuuming to be completed by the customer at their discretion.
11. Everon will be responsible for mounting the cameras and focusing per the CUSTOMERS request. Any changes after the CUSTOMER signed off on the view will be a change order to the original job.
12. CUSTOMER agrees that at this time, the availability and price of certain Materials and Commodities ("Material") worldwide, including but not limited to, chip components, oil, gasoline, steel, aluminum and plastic products can be extremely volatile. Everon guarantees the pricing in this proposal for no more than the next thirty (30) days from the date of this Proposal. Customer further agrees that should the cost to Everon of the Materials required for this Project rise after the thirty (30) day period, Everon reserves the right to reasonably reassess the cost differential and add any increase to the above pricing.
13. Customer is responsible for any patching, painting, replacement of ceiling tiles, and wall coverings.

Equipment List:

Quantity	Description	Unit Amount	Extended Amount
2	5Mp, 30 Day, Alta, 3 Head H5A Multisensor Camera; Up To 10 Y	\$1,983.47	\$3,966.94
3	5Mp, 30Day,Alta,Wdr, Day/Night, Outdoor Dome, 3.4-10.5Mm 10	\$1,035.42	\$3,106.26
2	Outdoor Pendant Mount Adapter for H5A Multisensor Camera	\$187.58	\$375.16
10	3MP Indoor Dome 3.4-10mm IR WDR Alta	\$687.09	\$6,870.90
2	Wall Mount for large pendant camera	\$105.46	\$210.92
3	Clear Dome Bubble and Cover for Outdoor Surface Mount or Pen	\$187.58	\$562.74
1000	23/4PR CAT6+ CMR 1M RLBX YLW	\$244.10	\$244.10
Sub Total Equipment Cost:			\$15,337.02

Labor & Other Summary:

Description	Amount
Contingencies	\$250.00
bid and performance bond	\$666.25
Conduit	
Labor	\$5,062.50
Sub Total Labor & Other Cost:	\$5,978.75

Installation Price				\$21,315.77
Total Monthly Recurring Services Charges*				\$0.00
				*Plus applicable tax
Schedule of Values	30/30/30/10	30% of Contract Value Upon Contract Acceptance		
		30% of Contract Value at Progress Billing		
		30% of Contract Value at Substantial Completion		
		10% of Contract Value at Final Acceptance		

Equipment and Investment Statement for: Community Center Camera-License

Site Information: FARRAGUT COMMUNITY CENTER, 239 JAMESTOWNE BLVD., FARRAGUT, TN 37934

Scope of Work:

The terms and conditions of OMNIA Partners Master Contract R220701 "Facility Technology Integration & Security System Services" apply in addition to the ADT Commercial standard terms and conditions. In the event of a conflict of terms, the OMNIA Partners Master Contract R220701 terms will prevail.

12- Ava Aware License 5 Year Subscription to Ava Aware Cloud, per camera. Real-time video-analytics. Including 30 days cloud storage.

Reference use of OMNIA Partners Contract: R220701 "Facility Technology Integration & Security System Services"

Equipment List:

Quantity	Description	Unit Amount	Extended Amount
15	Ava Aware License 5 Year Subscription to Ava Aware Cloud, per camera. Real-time video-analytics. Including 30 days cloud storage.	\$682.16	\$10,232.40
Sub Total Equipment Cost:			\$10,232.40

Summary of Charges for: Community Center Camera-License			
Installation Price			\$10,232.40
Total Monthly Recurring Services Charges*			\$0.00
*Plus applicable tax			
Schedule of Values	30/50/20	30% of Contract Value Upon Contract Acceptance	
		50% of Contract Value at Progress Billing	
		20% of Contract Value at Final Acceptance	

Investment Summary

Summary of Charges for: Community Center Camera

Installation Price	\$21,315.77
Total Installation Price*	\$21,315.77

Total Monthly Recurring Services Charges* \$0.00

*Plus applicable tax

Summary of Charges for: Community Center Camera-License

Installation Price	\$10,232.40
Total Installation Price*	\$10,232.40

Total Monthly Recurring Services Charges* \$0.00

*Plus applicable tax

Total Proposal Option

Installation Price \$31,548.17

Total Monthly Recurring Services Charges* \$0.00

*Plus applicable tax

Pricing above is as of the date of this Proposal and Rider and valid for 30 days unless a change in equipment cost occurs. Government tariffs or levies may cause these prices to increase, even if such tariffs or levies are enacted after the date of this Proposal and Rider. Please speak to your sales representative for solutions to minimize risk of tariff-related price increases.

If Everon and Customer are parties to a mutually signed, written agreement, then the terms of that agreement control. If Everon and Customer are not parties to a signed contract, then the scope of work and prices set forth above are based upon and subject to the Everon Terms and Conditions ("Terms") available at <https://www.everonsolutions.com/terms-and-conditions-sale>. Any modifications to the Terms may result in pricing changes. Any other terms and conditions are rejected by Everon unless in a document signed by an authorized representative of Everon.