

MINUTES

FARRAGUT BOARD OF MAYOR AND ALDERMEN

July 24, 2014

BMA WORKSHOP

6:15 PM

BMA MEETING

7:00 PM

- I. Silent Prayer, Pledge of Allegiance, Roll Call
- II. Approval of Agenda
- III. Mayor's Report
- IV. Citizens Forum
- V. Approval of Minutes
 - A. June 26, 2014
 - B. July 10, 2014
- VI. Ordinance
 - A. Second Reading
 1. Ordinance 14-09, Ordinance to amend Ordinance 14-06, Fiscal Year 2015 Budget, Capital Investment Program & State Street Aid
 - B. First Reading
 1. Ordinance 14-07, an ordinance to amend Title 9, Businesses, Peddlers, Solicitors, etc., Chapter 4, Sign Ordinance, of the Farragut Municipal Code, Section 9-406 (4)(p), to amend the requirements for wall signs in the office district, three stories (o-1-3) and office district, five stories (o-1-5) – shared entrance building
- VII. Business Items
 - A. Approval of Resolution: R-2014-06, a resolution by the Board of Mayor and Aldermen of the Town of Farragut authorizing the Town to participate in The Pool's "Safety Partners" Loss Control Matching Safety Grant Program
 - B. Approval of Special Event Signage for the News Sentinel Open golf tournament
 - C. Approval of Special Event Application for the Turkey Creek/Farragut 13.1 Half Marathon/5K Kids Run
- VIII. Town Administrator's Report
- IX. Town Attorney's Report

It is the policy of the Town of Farragut not to discriminate on the basis of race, color, national origin, age, sex, or disability 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.

The Farragut Board of Mayor and Aldermen met in a regular session on Thursday, July 24, 2014 at 7:00 p.m. Members present were Mayor McGill, Aldermen Elliott, Honken and Markli; Alderman LaMarche was absent.

Approval of Agenda

Motion was made to approve the agenda as presented. Moved by Alderman Honken, seconded by Alderman Markli; voting yes, Mayor McGill, Aldermen Elliott, Honken and Markli; Aldermen LaMarche was absent; no nays; motion passed.

Approval of Minutes

Motion was made to approve the minutes of July 10, 2014 as presented. Moved by Alderman Honken, seconded by Alderman Markli; voting yes, Aldermen Elliott, Honken and Markli; Aldermen LaMarche was absent; Mayor McGill abstained; no nays; motion passed.

Ordinance

Second Reading

Ordinance 14-09, Ordinance to amend Ordinance 14-06, Fiscal Year 2015 Budget, Capital Investment Program & State Street Aid

Motion was made to approve Ordinance 14-09 on second and final reading. Moved by Alderman Honken, seconded by Alderman Markli; voting yes, Mayor McGill, Aldermen Elliott, Honken and Markli; Aldermen LaMarche was absent; no nays; motion passed.

First Reading

Ordinance 14-07, an ordinance to amend Title 9, Businesses, Peddlers, Solicitors, etc., Chapter 4, Sign Ordinance, of the Farragut Municipal Code, Section 9-406 (4)(p), to amend the requirements for wall signs in the office district, three stories (o-1-3) and office district, five stories (o-1-5) – shared entrance building

Motion was made to approve Ordinance 14-07 on first reading. Moved by Alderman Honken, seconded by Alderman Markli; voting yes, Mayor McGill, Aldermen Elliott, Honken and Markli; Aldermen LaMarche was absent; no nays; motion passed.

Business Items

Approval of Resolution: R-2014-06, a resolution by the Board of Mayor and Aldermen of the Town of Farragut authorizing the Town to participate in The Pool's "Safety Partners" Loss Control Matching Safety Grant Program

Motion was made to approve Resolution R-2014-06. Moved by Alderman Honken, seconded by Alderman Elliott; voting yes, Mayor McGill, Aldermen Elliott, Honken and Markli; Aldermen LaMarche was absent; no nays; motion passed.

Approval of Special Event Signage for the News Sentinel Open golf tournament

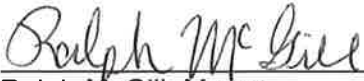
Motion was made to approve the placement of directional signage within the Town of Farragut Right-of-Way for the News Sentinel open. Moved by Alderman Honken, seconded by

Alderman Markli; voting yes, Mayor McGill, Aldermen Elliott, Honken and Markli; Aldermen LaMarche was absent; no nays; motion passed.

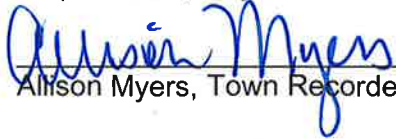
Approval of Special Event Application for the Turkey Creek/Farragut 13.1 Half Marathon/5K Kids Run

Motion was made to approve the special event permit for the Turkey Creek/Farragut 13.1 half marathon/5K kids run. Moved by Alderman Honken, seconded by Alderman Markli; voting yes, Mayor McGill, Aldermen Elliott, Honken and Markli; Aldermen LaMarche was absent; no nays; motion passed.

Meeting adjourned at 8:00 PM.

A handwritten signature in black ink, appearing to read "Ralph McGill", written over a horizontal line.

Ralph McGill, Mayor

A handwritten signature in blue ink, appearing to read "Allison Myers", written over a horizontal line.

Allison Myers, Town Recorder

MINUTES

FARRAGUT BOARD OF MAYOR AND ALDERMEN

June 26, 2014

BEER BOARD

6:55 PM

BMA MEETING

7:00 PM

- I. Silent Prayer, Pledge of Allegiance, Roll Call
- II. Approval of Agenda
- III. Mayor's Report
 - A. AmeriCorps Presentation
- IV. Citizens Forum
- V. Business Items
 - A. Approval of amendments to the Beautification Committee Charter & Bi-Laws
 - B. Appointment of Board of Mayor and Aldermen member to the Planning Commission & Mayoral Appointments
- VI. Town Administrator's Report
- VII. Town Attorney's Report

It is the policy of the Town of Farragut not to discriminate on the basis of race, color, national origin, age, sex, or disability 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.

The Farragut Board of Mayor and Aldermen met in a regular session on Thursday, June 26, 2014 at 7:00 p.m. Members present were Mayor McGill, Aldermen Honken and LaMarche; Aldermen Elliott and Markli were absent.

Approval of Agenda

Motion was made to approve the agenda as presented. Moved by Alderman Honken, seconded by Alderman LaMarche; voting yes, Mayor McGill, Aldermen Honken and LaMarche; Aldermen Elliott and Markli were absent; motion passed.

Mayor's Report

Gwen Slater presented her year-end AmeriCorps Presentation to the board.

Business Items

Approval of amendments to the Beautification Committee Charter & Bi-Laws

Motion was made to approve the amendments to the Beautification Committee Charter & Bi-Laws as presented. Moved by Alderman Honken, seconded by Alderman LaMarche; voting yes, Mayor McGill, Aldermen Honken and LaMarche; Aldermen Elliott and Markli were absent; motion passed.

Appointment of Board of Mayor and Aldermen member to the Planning Commission & Mayoral Appointments

Motion was made to appoint Ron Honken to a two-year term as the Board of Mayor and Aldermen member to the planning commission. Moved by Mayor McGill, seconded by Alderman LaMarche; voting yes, Mayor McGill, Aldermen Honken and LaMarche; Aldermen Elliott and Markli were absent; motion passed.

Mayor McGill reappointed Edward St. Clair, Edwin Whiting and Rita Holladay to two-year terms on the Farragut Planning Commission.

Town Administrator's Report

David Smoak, Town Administrator, announced that the town has new maps for local hotels, the Red White and Blues event will be held July 3 from 6:30-10:00 and Farragut's annual 4th of July Parade will begin at 9:30 AM July 4.

Meeting adjourned at 7:25 PM.

Ralph McGill, Mayor

Allison Myers, Town Recorder

MINUTES

FARRAGUT BOARD OF MAYOR AND ALDERMEN

July 10, 2014

BMA MEETING

7:00 PM

- I. Silent Prayer, Pledge of Allegiance, Roll Call
- II. Approval of Agenda
- III. Mayor's Report
- IV. Citizens Forum
- V. Approval of Minutes
 - A. May 22, 2014
 - B. June 12, 2014
 - C. June 26, 2014
- VI. Ordinance
 - A. First Reading
 - 1. Ordinance 14-07, an ordinance to amend Title 9, Businesses, Peddlers, Solicitors, etc., Chapter 4, Sign Ordinance, of the Farragut Municipal Code, Section 9-406 (4)(p), to amend the requirements for wall signs in the office district, three stories (o-1-3) and office district, five stories (o-1-5) – shared entrance building
 - 2. Ordinance 14-08, ordinance to amend Title 4, Municipal Personnel, Chapter 3, Personnel Committee, to delete Chapter 3 in its entirety
 - 3. Ordinance 14-09, Ordinance to amend Ordinance 14-06, Fiscal Year 2015 Budget, Capital Investment Program & State Street Aid
- VII. Business Items
 - A. Approval of Bids for Contract 2015-06, Turkey Creek Road Slope Stabilization
- VIII. Town Administrator's Report
- IX. Town Attorney's Report

It is the policy of the Town of Farragut not to discriminate on the basis of race, color, national origin, age, sex, or disability 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.

The Farragut Board of Mayor and Aldermen met in a regular session on Thursday, July 10, 2014 at 7:00 p.m. Members present were Aldermen Elliott, Honken, LaMarche, and Markli; Mayor McGill was absent.

Approval of Agenda

Motion was made to approve the agenda with the postponement of items VI.A.1 and VI.A.2. Moved by Alderman Honken, seconded by Alderman Elliott; voting yes, Aldermen Elliott, Honken, LaMarche, and Markli; Mayor McGill was absent; no nays; motion passed.

Approval of Minutes

Motion was made to approve the minutes of May 22, 2014 as presented. Moved by Alderman Honken, seconded by Alderman Markli; voting yes, Aldermen Honken, LaMarche, and Markli; Alderman Elliott abstained; Mayor McGill was absent; no nays; motion passed.

Motion was made to approve the minutes of June 12, 2014 as presented. Moved by Alderman Honken, seconded by Alderman Elliott; voting yes, Aldermen Elliott, Honken and Markli; Alderman LaMarche abstained; Mayor McGill was absent; no nays; motion passed.

June 26, 2014-postponed until the next meeting.

Ordinance

First Reading

Ordinance 14-09, Ordinance to amend Ordinance 14-06, Fiscal Year 2015 Budget, Capital Investment Program & State Street Aid

Motion was made to approve Ordinance 14-09 on first reading. Moved by Alderman Markli, seconded by Alderman Honken; voting yes, Aldermen Elliott, Honken, LaMarche, and Markli; Mayor McGill was absent; no nays; motion passed.

Business Items

Approval of Bids for Contract 2015-06, Turkey Creek Road Slope Stabilization

Motion was made to award Contract 2015-06 to Whaley & Sons in the amount of \$70,503. Moved by Alderman Honken, seconded by Alderman Elliott; voting yes, Aldermen Elliott, Honken, LaMarche, and Markli; Mayor McGill was absent; no nays; motion passed.

Town Administrator's Report

David Smoak, Town Administrator, reported that Athanasia Lewis is our MTAS Fellow that will be working with the town for the next three months. Gary Palmer gave an overview of his three week course at Harvard. Mr. Smoak expressed his gratitude to the staff for such a wonderful parade.

Meeting adjourned at 7:25 PM.

Mary Dorothy LaMarche, Vice-Mayor

Allison Myers, Town Recorder

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: Allison Myers, Town Recorder

SUBJECT: Ordinance 14-09, ordinance to amend Ordinance 14-06 Fiscal Year 2015 Budget

INTRODUCTION:

The purpose of this agenda item is to approve Ordinance 14-09, to amend the Fiscal Year 2015 Capital Investment Program and State Street Aid Funds.

DISCUSSION:

Ordinance 14-09 will amend the budget to reflect the following:

- The Capital Investment Program will be amended by increasing the appropriated expenditures by \$272,179.
 - **Turkey Creek Slope \$78,600**
 - The funds for the Turkey Creek Slope Stabilization project were budgeted in Fiscal Year 2014 in the amount of \$75,000, however only \$9,400 was expended. The remaining \$65,600 will be carried over from the previous fiscal year and appropriated in the current FY2015 CIP line item for the Turkey Creek Slope Stabilization.
 - Due to project costs an additional \$13,000 is needed for the project. The additional funds will come from CIP reserves.
 - **McFee/Wentworth Greenway \$193,579**
 - The funds for the McFee/Wentworth project were budget in previous fiscal years in the amount of \$262,435. As of June 30, 2014 only \$24,274 has been expended. The project is currently in progress so the funds will need to be appropriated for FY15.
- The State Street Aid Fund will be amended by increasing the appropriated expenditures by \$500,000.
 - **Resurfacing Program**
 - For the past two years, in hopes of receiving better bids, the resurfacing contract has provided a more flexible construction season. Due to this change the resurfacing project tends to span multiple fiscal years. The resurfacing budget for FY2014 was \$500,000 but will not be completed until FY2015. Therefore \$500,000 will be transferred from the previous fiscal year to the current fiscal year.

RECOMMENDATION BY: Town Recorder Allison Myers for approval.

PROPOSED MOTIONS: Motion to approve Ordinance 14-09 on second and final reading.

BOARD ACTION:

MOTION BY: _____ SECONDED BY: _____

<u>VOTE/TOTAL</u>	<u>MCGILL</u>	<u>ELLIOTT</u>	<u>HONKEN</u>	<u>LAMARCHE</u>	<u>MARKLI</u>
YES	_____	_____	_____	_____	_____
NO	_____	_____	_____	_____	_____
ABSTAIN	_____	_____	_____	_____	_____

AGENDA NUMBER V1.B.1.

MEETING DATE

July 10, 2014

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: Mark Shipley, Community Development Director

MS

SUBJECT: Ordinance 14-07, on first reading, to amend Section 9-406 (4)(p) of the Farragut Sign Ordinance related to wall signs for shared entrance buildings in the O-1-3 and O-1-5 Zoning Districts (IMS, Inc., Applicant)

BACKGROUND:

This request was initially reviewed by the Visual Resources Review Board in March and a recommendation was made to the planning commission to pursue an amendment to Section 9-406 (4)(p) of the Farragut Sign Ordinance. The planning commission then reviewed this request at the April, May, and June meetings.

As background to this item, the current wording in Section 9-406 (4)(p) was established in 2007 when the 5-story office building along Parkside Drive was constructed and both Sun Coke (which has now moved out of the building) and Regions/Morgan Keegan (which have also moved out of the building) wanted to have wall signs on different ends of the north elevation (side facing Parkside Drive) of the building. Prior to this section being created, this building would have been treated like any other shared entrance building in the Town and one (1) wall mounted sign would be permitted with the size of the sign being a 1:1 ratio of sign area to building width.

The section that was created allowed for two (2) wall mounted signs and for each sign to be calculated separately. In effect, this section doubled the permitted wall signage for this building. Unlike other entities, the two (2) signs could be calculated separately as long as the cumulative total of the two (2) signs did not exceed a 1:1 ratio of the sign area to the building width on which the sign is to be mounted.

In 2012, one of the entities in the 5-story office building proposed an amendment that would have permitted a third wall sign on the north elevation. That amendment failed. Now, the investment company that manages the 5-story office building is requesting an amendment to this section of the sign ordinance that would permit a wall sign on both the east and west building elevations and leave the existing wall sign allocation of two (2) signs in place on the north building elevation. This would mean that the building could potentially have four (4) wall mounted signs. Currently, wall signs in the Town are generally permitted on more than one building elevation where the building fronts on more than one public street. In this case, the 5-story office building fronts only on one (1) public street (Parkside Drive).

The staff noted during the planning commission's review that, in looking at many of the large multi-story office buildings in the Knoxville area, they often include only one entity or the name of the building. This is what is currently in place on the adjacent 3-story medical office building. How signage is addressed on these tall and very visible buildings is not only important in the context of the two buildings in question but also could affect similar buildings that may be constructed in other portions of the Town (e.g. along the Outlet Drive and S. Campbell Station Road corridors and along the western end of Kingston Pike). In the Town's adopted Strategic Plan, for example, Goal 4, Objective 6 provides for "more beautiful corridors and development – signs, storefronts, and landscaping." Lessening visual clutter, especially on tall and highly visible buildings, would seem to be consistent with this objective.

DISCUSSION:

Consistent with the Strategic Plan, the staffs' recommendation has consistently been that the cleanest and least cluttered approach to wall signage on multi-story and highly visible buildings is to name the building (similar to the 3-story medical office building). After much discussion, at their meeting on June 19, the planning commission voted 6-2 to approve Resolution PC-14-04 which recommends approval of Ordinance 14-07. In comparison to the existing wording in Section 9-406 (4)(p), Ordinance 14-07 includes wording that addresses the following conditions noted by the planning commission:

- That up to four (4) wall signs be permitted that collectively would not exceed the square footage that is allowed based on the width of the building wall which faces a public street (in this manner, the total square footage would not be increased from what is currently permitted);
- That the signs would be centered on the side elevations;
- That a maximum of two (2) colors would be permitted; and
- That a provision would be created that would ensure proportion and scale among the different signs so that no single sign would look out of proportion to any other sign on the building.

Along with Ordinance 14-07, included in your packet is a copy of the current wording and the changes reflected in Ordinance 14-07. Also included are images of the 5-story office building along Parkside Drive which illustrates how the wall signage would generally appear should Ordinance 14-07 be approved.

RECOMMENDATION BY:

The planning commission recommended 6-2 to approve Ordinance 14-07.

PROPOSED MOTION:

To approve Ordinance 14-07, on first reading, to amend Section 9-406 (4)(p) of the Farragut Sign Ordinance related to wall signs for shared entrance buildings in the O-1-3 and O-1-5 Zoning Districts.

BOARD ACTION:

MOTION BY: _____ SECONDED BY: _____

<u>VOTE/TOTAL</u>	<u>MCGILL</u>	<u>ELLIOTT</u>	<u>HONKEN</u>	<u>LAMARCHE</u>	<u>MARKLI</u>
YES	_____	_____	_____	_____	_____
NO	_____	_____	_____	_____	_____
ABSTAIN	_____	_____	_____	_____	_____

REPORT TO THE BOARD OF MAYOR AND ALDERMEN**PREPARED BY:** Janet Curry, Human Resources Manager**SUBJECT:** Resolution R-14-06 authorizing the town to participate in the TML Risk Management Pool "Safety Partners" Loss Control Matching Grant Program.

INTRODUCTION: The Town's worker's compensation carrier, the Pool, offers an annual matching grant in the amount of \$1,500 for employee safety equipment.**BACKGROUND:** The Town currently has an excellent safety record that is due, in part, to the consistent use of safety equipment. In the last five years, there have been ten (10) OSHA recordable accidents resulting in two days of lost work time. An excellent record! Much of our Public Works safety equipment is required by Tennessee Occupational Health and Safety (TOSHA) for employees performing their daily work tasks.**DISCUSSION:** Proper safety equipment can prevent employee injuries. Employee injuries may result in lost time from work, reduced efficiency, and increasing the worker's compensation premium. Most importantly, employee injuries negatively impact the employee. This grant will help purchase needed employee safety devices and equipment that can mitigate the safety hazard.

The TML Pool will match up to a maximum of \$1,500 that the town spends on approved safety devices and equipment with the maximum reimbursement based on a Priority Classification matrix. Additionally, the grant requires that the attached Resolution be passed by the governing body to authorize the expenditure of funds for safety equipment. Expenditures for safety equipment are included in the Town's annual budget.

FINANCIAL SECTION: No funds requested.**PROPOSED MOTION:** Approval of Resolution R-14-06.**BOARD ACTION:****MOTION BY:** _____ **SECONDED BY:** _____

<u>VOTE/TOTAL</u>	<u>ELLIOTT</u>	<u>LAMARCHE</u>	<u>MARKLI</u>	<u>WILLIAMS</u>	<u>MCGILL</u>
YES	_____	_____	_____	_____	_____
NO	_____	_____	_____	_____	_____
ABSTAIN	_____	_____	_____	_____	_____

AGENDA NUMBER VII.B.

MEETING DATE July 24, 2014

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: Allison Myers, Town Recorder

SUBJECT: Approval of News Sentinel Open Golf Tournament Event Signage

INTRODUCTION:

The Knoxville News Sentinel Open has submitted a Special Events Permit application requesting permission to place directional signage in Farragut during the golf tournament.

BACKGROUND:

Over the past few years the Knoxville Golf Tournament has requested and been granted permission to place directional signs in the Town's right-of-ways.

DISCUSSION:

The requested placement of the directional signs is illustrated in the following attachment. The signs will be erected August 9 and 10, 2014 and removed by the close of business Monday, August 18, 2014. As requested, no directional sign will be closer than 200 feet to an intersection.

PROPOSED MOTION:

Approval of proposed placement of direction signage within the Town of Farragut's right-of-way for the News Sentinel Open.

BOARD ACTION:

MOTION BY: _____ SECONDED BY: _____

<u>VOTE/TOTAL</u>	<u>ELLIOTT</u>	<u>LAMARCHE</u>	<u>MARKLI</u>	<u>HONKEN</u>	<u>MCGILL</u>
YES	_____	_____	_____	_____	_____
NO	_____	_____	_____	_____	_____
ABSTAIN	_____	_____	_____	_____	_____

Special Events Permit Town of Farragut, Tennessee

Introduction

The News Sentinel Open presented by Pilot golf tournament is a large, multi-day event which attracts 156 professional golfers on the Web.com Tour, PGA TOUR officials, 300+ volunteers, youth, seniors, vendors, supporters, members of the media, community and business leaders and over 40,000 general public spectators to Knox County and Farragut over a seven day period.

The News Sentinel Open presented by Pilot is pleased to hold the golf tournament at the prestigious Fox Den Country Club located in Farragut.

The influx of people to the golf tournament will require numerous, clear and highly visible signs to ensure there is smooth vehicular traffic flow with a minimum of congestion and confusion. Of special concern is keeping as much tournament related traffic as possible away from residential areas around the golf course and ensuring the golf tournament will not create a hazardous condition for traffic. The tournament will generate significant traffic over the seven days. We have enlisted the support of the Knox County Sheriff's department to help with traffic and pedestrian control. Good clear, visible signage is crucial to this event to insure minimum impact on the Farragut community.

In accordance with the Sign Ordinance of the Town of Farragut, the News Sentinel Open presented by Pilot is submitting a Special Event Permit application to the Farragut Mayor and Board of Aldermen and requesting permission to place traffic directional signs on the highway right of way in the Town of Farragut.

Signs

The following illustrations are typical of the signs to be placed on the right of way. All signs will be professionally made, clean and attractive in appearance. The tournament staff will check the signs at the beginning of each day to ensure they are in good condition and properly positioned. All signs will be updated to reflect the new sponsor and new dates. All signs will be erected on August 9 and 10 and removed by the close of the business day, Monday, August 18. As per your request, no sign will be closer than 200 feet to an intersection.

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: Mark Shipley, Community Development Director *ms*

SUBJECT: Special Event Application for the Turkey Creek/Farragut 13.1 Half Marathon/5K Kids Run

BACKGROUND:

The Knoxville Track Club is requesting approval for a special event application for an inaugural Turkey Creek /Farragut half marathon/5K on Saturday, November 1, 2014.

DISCUSSION:

Several weeks ago representatives from the Knoxville Track Club (KTC) met with some of the Town staff and Captain Jeff Palmer of the Knox County Sheriff's Department to discuss a half marathon route in the Town of Farragut. The staff provided some suggestions on the route and requested additional information related to this event. A subsequent meeting with the applicant was conducted to review the revised application.

As proposed, both the half marathon and the 5K will start and finish at Farragut High School. It is anticipated that there could be as many as 1,500 or more participants. The half marathon event will start at 9:00 a.m. and close at 1:00 p.m. The 5K will start at 9:05 a.m. Cue sheets and routes for the half marathon and the 5K are included in your packet along with the special event application. The half marathon will have 3 aid stations that will also include portable toilets. KTC will be providing all materials needed for both the half marathon and the 5K and will be responsible for all clean up. Given its length, the half marathon will impact traffic flow on a number of roads. Captain Jeff Palmer and Fire Marshal Dan Johnson have driven the route recently with the applicant to review the impacted roads and necessary traffic control. As proposed by the applicant, Dixon Road, Virtue Road, and Allen Kirby Road will be completely closed during the half marathon. Other roads will have partial closures. The KTC will be using a number of police officers, cones, signage, and volunteers to address any potential vehicular/pedestrian conflicts. KTC is also proposing an extensive public outreach program to notify affected residents and advertise the event ahead of time. Those efforts include:

- 1) Notices in the Farragut Press in mid-October explaining the upcoming half marathon and that certain roads will be affected. The notices will include a course map and specifically outline the affected subdivisions;
- 2) Small portable signs placed (as permitted) at the entrances to affected subdivisions notifying the residents of the upcoming half marathon and road impacts;
- 3) Flyers distributed to affected subdivisions;
- 4) Signage (approved by the Town) placed a few days before the event near the Kingston Pike/N. Campbell Station Road and Kingston Pike/Old Stage Road intersections advertising the half marathon and to expect delays from 8 a.m. to 1:00 p.m.;
- 5) Detour signage, as appropriate, to provide motorists with options around the half marathon route; and
- 6) In addition to the above outreach efforts, the Town will advertise the event through its different media outlets.

RECOMMENDATION BY:

The staff recommends as part of any approval for this special event that KTC work closely with those individual property owners (particularly those along roads that are proposed to be closed) as well as affected subdivisions (including the Village Green Subdivision that will be affected by the 5K) to ensure that all efforts are made to notify them of this event and the potential impact it could have. The staff would also recommend that all possible measures are taken to minimize traffic flow disruption when the half marathon runners cross Kingston Pike near the end of the run. This has been expressed to the race organizers as a major concern of the staffs'. Also, the staff would recommend that this event be advertised as the "Farragut half marathon/5K" since most of the half marathon route and all of the 5K is within the Town limits and the Town will be helping with promoting the event.

This is an exciting event for the Town of Farragut and we want it to be a success. Promoting these types of events is consistent with the Pedestrian and Bicycle Plan that was adopted in 2010. The Town staff will continue to work with the applicant, assist with the outreach, and make sure any additional modifications are made and any supplemental information is provided. One item, for example, that the applicant will be required to submit, as with any similar type of special event, is a Certificate of Liability Insurance document.

PROPOSED MOTION:

To approve the requested special event subject to staff's recommendations.

BOARD ACTION:

MOTION BY: _____ SECONDED BY: _____

<u>VOTE/TOTAL</u>	<u>MCGILL</u>	<u>ELLIOTT</u>	<u>HONKEN</u>	<u>LAMARCHE</u>	<u>MARKLI</u>
YES	_____	_____	_____	_____	_____
NO	_____	_____	_____	_____	_____
ABSTAIN	_____	_____	_____	_____	_____



Special Event Application

Organization Information

Event Name and Type: Turkey Creek 13.1 Half Marathon/5K/Kids Run
Event Date(s): 11/1/2014

Sponsoring Organization: Knoxville Track Club

Tax ID 62-0731345

(Attach Secretary of State Corporate Info)

Address: P.O. Box 52266 Knoxville, TN 37950

Organization Type: Neighborhood ☐ Non-profit ☒ Govt. ☐ Corporation ☐
Other ☐ Explain Other:

Primary Contact: Bobby Glenn - Executive Director

Address: P.O. Box 52266 Knoxville, TN 37950

Work Phone: 865-548-7664

Cell Phone Number: 865-548-7664

E-mail: knoxvilletrackclub@gmail.com

Event Information

1. Purpose of event: Half Marathon/5K/1 Mile Kids Run
2. Give a brief description of the event:
All events starting and ending at Farragut High School and utilizing surrounding roads (see course maps)
3. Is this a first time event? Yes
If no, prior dates
4. Hours of Operation:
Date: 11/1/2014 Set Up Time: 6:00 AM Close: 2:00 PM
Date: Set Up Time: Close:
Date: Set Up Time: Close:
Date: Set Up Time: Close:
Date: Set Up Time: Close:
Tear Down Date and Time: 11/1/2014 3:00 PM
Completion Time: 11/1/2014 1:00 PM
5. Is this event open to the public? Yes ☒ No ☐
6. Outline your marketing/publishing plan for the event to include advertising and promotion schedule:
Market and promoted via our website at ktc.org as well as TV, Radio and Local and Regional Print Media

7. Will admission be charged? Yes ☐ No ☒
8. Will you be accepting donations? Yes ☒ No ☐
9. Estimated attendance each day: 1500
10. Will food be served? Yes ☒ No ☐
11. Will food be prepared on site at your event? Yes ☒ No ☐
12. How many food vendors do you anticipate having? 5
13. How will food be prepared?
 Gas ☒ Grill ☒ Propane ☒ Butane ☐
14. Will alcoholic beverages be available? Yes ☐ No ☒
- Have you received approval from the Beer Board (required)?
 If yes, will beverages be sold or served?
 What type of alcoholic beverages will be available?
 What are the days/hours that alcohol will be consumed at this event?

In what areas of your event will alcohol be consumed?

15. Will you have merchandise vendors booths at your event?
 Yes ☒ No ☐ If yes, how many? 12

Event Logistics

16. Requested event location:
 Farragut High School and surrounding streets (see course maps and detailed descriptions)
17. List all streets you are proposing to close with the time periods that they will be closed:
 See course maps and detailed descriptions
18. Outline your plan for notifying the public of street closures and traffic control:
 Signage and traffic control officials on site and at designated intersections (see detailed descriptions). Publicity in local print media. Advance signage at subdivision entrances. Advance communication with neighborhood associations.
19. Will there be live entertainment or music at your event? Yes ☒ No ☐
 If yes, please answer the following:
 Will stages be built? Yes ☐ No ☒ If yes, how many?
 Will you be using generators?
20. Will tents be erected for your event? Yes ☒ No ☐ If so, how many? 3
21. Will any existing restrooms be provided for public use? If yes, how many and where will they be located?
 Yes: Farragut High School

22. Will you be utilizing portable restroom facilities? Yes ☒ No ☐

If yes, please complete the following:

Number of portable restrooms: 25

Location (be specific):

Farragut High School Parking Lot (Exact location TBD)

When will they be placed and removed? Placed 10/31/14 Afternoon; Removed 11/1/14 Afternoon

When will they be serviced?

How many ADA accessible units will be included? 1

23. What arrangements have you made for traffic control and security at your event? Who will provide this service? What will the role of security personnel play at your event?

Knox County Sheriff's Dept. (Capt. Palmer coordinating)

24. Outline your plan for Emergency Medical Service for this event including their location:

We will have onsite EMS personnel at Farragut High School

25. Outline your plans for trash removal including the date and hour that all trash will be removed from the event site:

We will provide complete cleanup and trash removal in coordination with Farragut High School

Hold Harmless

All authorized events occurring within the Town limits shall be individually and severally responsible to the Town for any loss, bodily or personal injury, deaths, and/or property damage that may occur as a result of the event representative/organizer's negligence or that of its agents and employees. All event organizers/representatives hereby agree to indemnify and save the Town, its officers, employees, and agents harmless from any loss, cost, damages and other expenses, including attorney's fees, suffered or incurred by the Town by reason of the event representative/organizers negligence or that of its agents and employees; provided that the event representative/organizer shall not be responsible nor required to indemnify the Town for negligence of the Town, its officers, employees, or agents. Furthermore, I fully understand and agree to comply with the terms and conditions as stated in this application. All information provided in this application is correct and accurate to the best of my knowledge.

Signature



Date

6/30/14

Return this application along with all required documentation to:

Office of the Town Manager
11408 Municipal Center Drive
Farragut, TN 37934

If you have any questions while completing this application, contact the Town Manager's Office at 865.966.7057

OFFICE USE ONLY

FIRE MARSHAL REVIEW:

Approved: _____ (INITIALS)

- Conditions of Approval: _____

Denied: _____

- Reasons for Denial: _____

KCSO REVIEW:

Approved: _____ (INITIALS)

- Conditions of Approval: _____

Denied: _____

- Reasons for Denial: _____

TMLRMP REVIEW:

Approved: _____ (INITIALS)

- Conditions of Approval: _____

Denied: _____

- Reasons for Denial: _____

ADMINISTRATION OFFICE REVIEW:

Approved: _____ (INITIALS)

- Conditions of Approval: _____

Denied: _____

- Reasons for Denial: _____