

FARRAGUT BOARD OF MAYOR AND ALDERMEN

December 11, 2014

WORKSHOP

5:30 PM TDEC Stormwater Presentation
6:00 PM Everett Road Corridor Infrastructure Discussion
6:30 PM Town Center District Land Use Discussion

BEER BOARD

6:55 PM
(See Beer Board agenda)

BMA MEETING

7:00 PM

- I. Silent Prayer, Pledge of Allegiance, Roll Call**
- II. Approval of Agenda**
- III. Mayor's Report**
 - A. Tennessee Recreation and Parks Association Award Presentation
- IV. Citizens Forum**
- V. Approval of Minutes**
 - A. November 13, 2014
- VI. Presentation of Comprehensive Annual Financial Report for Fiscal Year Ended June 30, 2014**
- VII. Ordinances**
 - A. Public Notice and Second Reading
 1. **Ordinance 14-14**, Ordinance to annex into the corporate boundary of the Town of Farragut and adopt a Plan of Service for Parcel 108, Tax Map 130, 902 N. Campbell Station Road, 1.55 Acres (Kay Wellons, Applicant)
 2. **Ordinance 14-18**, Ordinance to amend Title 16, Streets and Sidewalks, Etc., Chapter 4, Driveways and Other Access Ways, Sections 16-402 and 16-403.1-4 of the Farragut Municipal Code, to clarify the requirement for a traffic impact study in relation to rezoning requests.
 - B. First Reading
 1. **Ordinance 14-21**, 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 Chapter 3. Specific District Regulations, Section XII. General Commercial District

- (C-1), by adding new requirements related to the mixed use town center district as outlined in the Farragut Comprehensive Land Use Plan.
2. **Ordinance 14-22**, an Ordinance to adopt the area and text identified as Mixed Use Town Center, as shown on the Future Land Use Map in the Farragut Comprehensive Land Use Plan
 3. **Ordinance 14-23**, 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 Chapter 3. Specific District Regulations, Section XXVII. N. 6. Town Center District (TCD), Area Regulations, Land Area., to change minimum land area for development
 4. **Ordinance 14-19**, Ordinance to Amend the Town of Farragut Municipal Code Title 16 Streets and Sidewalks by adding Chapter 6 Everett Road Corridor Improvement Fee

VIII. Business Items

- A. Approval of Contract 2015-09, Board Room Audio Visual System
- B. Approval of Farragut High School sign on Town of Farragut right of way along the school access road at Campbell Station Road
- C. Approval of 2014-2015 Snow Removal Schedule
- D. Approval of Town Holiday on Friday, December 26, 2014

IX. Town Administrator's Report

X. 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, December 11, 2014 at 7:00 p.m. Members present were Mayor McGill, Aldermen Honken, LaMarche, Markli and Pinchok.

Approval of Agenda

Motion was made to approve the agenda with the postponement of items VII, B, 1, 2, and 3. Moved by Alderman LaMarche, seconded by Alderman Honken; voting yes, Mayor McGill, Aldermen Honken, LaMarche, Markli and Pinchok; no nays; motion passed.

Mayor's Report

Sue Stuhl gave an overview of the Tennessee Recreation and Parks Association Award that was awarded to the Town of Farragut.

Mayor McGill read a couple of letters from the Farragut area schools thanking the Board for their contributions.

Jeff Palmer thanked the Board and staff for their support while he was the Captain at the satellite office. Mr. Palmer introduced Captain Brad Hall, as the incoming Captain for the satellite office.

Mayor McGill, Aldermen LaMarche and Markli attended the National League of Cities Conference in Austin, TX.

Approval of Minutes

Motion was made to approve the minutes of November 13, 2014 as presented. Moved by Alderman Honken, seconded by Alderman Markli; voting yes, Mayor McGill, Aldermen Honken, LaMarche, Markli and Pinchok; no nays; motion passed.

Presentation of Comprehensive Annual Financial Report for Fiscal Year Ended June 30, 2014

Mark Lund, with Ingram, Overholt and Bean gave an overview of the CAFR report. The report will be submitted to GFOA.

Ordinances

Public Notice and Second Reading

Ordinance 14-14, Ordinance to annex into the corporate boundary of the Town of Farragut and adopt a Plan of Service for Parcel 108, Tax Map 130, 902 N. Campbell Station Road, 1.55 Acres (Kay Wellons, Applicant)

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

Ordinance 14-18, Ordinance to amend Title 16, Streets and Sidewalks, Etc., Chapter 4, Driveways and Other Access Ways, Sections 16-402 and 16-403.1-4 of the Farragut Municipal Code, to clarify the requirement for a traffic impact study in relation to rezoning requests.

Motion was made to approve Ordinance 14-18 on second and final reading. Moved by Alderman Honken, seconded by Alderman Markli; voting yes, Mayor McGill, Aldermen Honken, LaMarche, Markli and Pinchok; no nays; motion passed.

First Reading

Ordinance 14-19, Ordinance to Amend the Town of Farragut Municipal Code Title 16 Streets and Sidewalks by adding Chapter 6 Everett Road Corridor Improvement Fee

Charles Walker, Hickory Woods, addressed the board with concerns about increased traffic on Smith Road. Ed Zarb, 12707 Woodcove Lane, and Brian Shugart, 716 Barnsey Road, address the board with concerns about the fee. Worried it will hurt development along Everett Road.

After some discussion a motion was made to approve ordinance 14-19 on first reading. Moved by Alderman Honken, seconded by Alderman Markli; voting yes, Mayor McGill, Aldermen Honken, LaMarche, Markli and Pinchok; no nays; motion passed.

Business Items

Approval of Contract 2015-09, Board Room Audio Visual System

Motion was made to award Contract 2015-09, Audio/Visual System Upgrade, to M3 Technology Group for a base system upgrade of \$34,287.24, including the high definition cameras, \$21,581.6, for a total cost of \$55,868.84. Moved by Alderman Markli, seconded by Alderman Honken; voting yes, Mayor McGill, Aldermen Honken, LaMarche, Markli and Pinchok; no nays; motion passed.

Approval of Farragut High School sign on Town of Farragut right of way along the school access road at Campbell Station Road

Motion was made to approve the request for placement of the Farragut High School sign within the public right-of-way and direct staff to research a better solution for the High School sign and Outdoor Classroom signs. Moved by Alderman Markli, seconded by Alderman LaMarche; voting yes, Mayor McGill, Aldermen Honken, LaMarche, Markli and Pinchok; no nays; motion passed.

Approval of 2014-2015 Snow Removal Schedule

Motion was made to approve the Public Works Department snow removal map and to add Shirecliffe Lane, Witherspoon Lane and Inglecrest Lane to the removal cycle. Moved by Alderman Honken, seconded by Alderman LaMarche; voting yes, Mayor McGill, Aldermen Honken, LaMarche, Markli and Pinchok; no nays; motion passed.

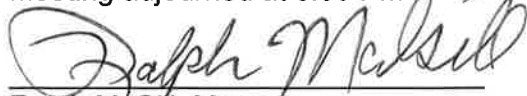
Approval of Town Holiday on Friday, December 26, 2014

Motion was made to approve Friday, December 26, 2014 as a Town holiday. Moved by Alderman LaMarche, seconded by Alderman Honken; voting yes, Mayor McGill, Aldermen Honken, LaMarche, Markli and Pinchok; no nays; motion passed.

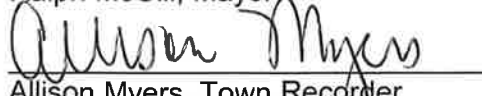
Town Administrator's Report

David Smoak, Town Administrator, announced that December 19 is the employee Christmas party and that Light the Park and Celebrate the Season were very successful.

Meeting adjourned at 8:50 PM

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

Ralph McGill, Mayor

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

Allison Myers, Town Recorder

AGENDA NUMBER VII. A. 2. MEETING DATE December 11, 2014

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

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

SUBJECT: Ordinance 14-18, on second reading, to amend Title 16, Streets and Sidewalks, Etc., Chapter 4, Driveways and Other Access Ways, Sections 16-402 and 16-403.1-4 of the Farragut Municipal Code, to clarify the requirement for a traffic impact study in relation to rezoning requests.

BACKGROUND:

The Driveways and Other Access Ways Ordinance in Chapter 4 of the Farragut Municipal Code addresses, among other items, the Town's requirements for traffic impact studies (TIS). The current language requires a TIS in relation to a site plan and a preliminary plat submittal. There is no specific language in this ordinance that addresses the need for a TIS in association with a rezoning request, Ordinance 14-18 addresses this need.

DISCUSSION:

The logic of tying the TIS requirement to a rezoning request is that the process of rezoning property can result in a substantial increase in density. The impacts on the affected roadways and any other public safety issues associated with this increased density need to be thoroughly assessed prior to the zoning change being made. In this manner, the decision makers can better evaluate the appropriateness of the request and whether any limitations and/or conditions should be placed on a rezoning in order to prevent unnecessary problems.

This amendment provides the planning commission and board of mayor and aldermen with a mechanism for obtaining quantifiable data to make a more informed decision when it comes to rezoning requests that increase overall densities on a property.

Ordinance 14-18 includes the proposed amendments to the Driveways and Other Access Ways Ordinance. Ordinance 14-18 is consistent with the CLUP and the Strategic Plan. Both of these documents have language which encourages appropriate land uses for future development. Having a TIS for rezonings that increase density advances this objective.

RECOMMENDATION BY:

At their meeting on October 16, 2014, the planning commission recommended 6-0 to approve Resolution PC-14-12 which recommends approval of Ordinance 14-18. At the November 13 board of mayor and aldermen meeting, Ordinance 14-18 was approved unanimously on first reading.

PROPOSED MOTION:

To approve Ordinance 14-18, on second reading, to amend Title 16, Streets and Sidewalks, Etc., Chapter 4, Driveways and Other Access Ways, Sections 16-402 and 16-403.1-4 of the Farragut Municipal Code, to clarify the requirement for a traffic impact study in relation to rezoning requests.

BOARD ACTION:

MOTION BY: _____ **SECONDED BY:** _____

REPORT TO THE BOARD OF MAYOR AND ALDERMEN**PREPARED BY:** Mark Shipley, Community Development Director *MS***SUBJECT:** Ordinance 14-21, on first reading, to amend the text of the Farragut Zoning Ordinance, Chapter 3., Section XII., General Commercial District (C-1), as it relates to the Mixed Use Town Center outlined in the Comprehensive Land Use Plan

BACKGROUND AND DISCUSSION:

On August 13, 2014 a joint planning commission and board of mayor and alderman workshop was held to initiate a discussion on how the Town could move forward with implementing Strategy 1 in the Comprehensive Land Use Plan (CLUP) – Bringing About a Downtown. At that workshop the staff presented different approaches that could be pursued.

Based on the feedback received, the most preferred approach was to work on amending the existing zoning districts associated with properties in the area identified as mixed use town center (MUTC) so that re-development (i.e. where interior and/or exterior improvements to an existing building exceeds 50% of the current value of such building) and new development would be consistent with the effort to bring about a downtown. The staff notified all of the property owners in the MUTC so that they were aware of what was being considered. The owners were encouraged to attend subsequent planning commission meetings when this would be discussed in more detail. At their meeting on August 21, 2014, the planning commission confirmed their desire for the staff to pursue text amendments that would help to incrementally bring about a downtown in the area identified at MUTC.

At the September 18, 2014 planning commission meeting, the staff presented an initial draft of recommended changes to the C-1 (General Commercial) Zoning District that would encourage a built environment consistent with the appearance and function of a downtown. The staff focused on the C-1 Zoning District because most of the MUTC properties fall within this zoning designation. Within the C-1 Zoning District, the staff created a new section. This section included:

- 1) A general description and purpose (this addressed why we have this section and what we are trying to accomplish);
- 2) A list of uses that would be allowed in the MUTC. These uses were patterned largely after those permitted in the Town Center District (TCD) and the Business District Four Story (BD-4). One point made by the staff was that this would not affect existing uses that may not be listed as being allowed in the MUTC but that are currently in operation within the MUTC. The permitted uses outlined in this section would only apply to re-development and new development. To be consistent with the character descriptions in the CLUP for the MUTC, the list of uses that were included in this section would not be auto intensive and would be associated with a more pedestrian friendly plan of development. Some uses, such as residential on non-ground floor levels, that are not permitted in C-1 would be permitted for properties zoned C-1 in the MUTC;
- 3) Building façade requirements that would ensure that new buildings or re-developed buildings would have a timeless appearance with a significant masonry element. This would help distinguish the MUTC area and provide it with a built environment that would be consistent with a traditional downtown;
- 4) Low impact development requirements that would provide property owners with more flexibility to use innovative and visually appealing techniques to handle stormwater runoff;

- 5) Adjustments to setback requirements that would provide more flexibility in the placement of buildings and that would encourage buildings to be situated closer to the street;
- 6) Modifications to height regulations that would provide for taller buildings that would incorporate the opportunity for residential on the non-ground floors; and
- 7) Parking space allocations for mixed use buildings that would be based on the parking needs as governed by the uses permitted on the different floors of the building. Also included were provisions for encouraging shared parking.

The planning commission reviewed the initial draft and, along with some comments received by the public, the staff made some adjustments and presented a second draft to the planning commission for their meeting on October 16, 2014. This draft was discussed and some additional modifications were requested. At the November 20, 2014 planning commission meeting, the staff presented a third revision to the proposed changes to the C-1 Zoning District as applied to properties within the MUTC. This revision is reflected in Ordinance 14-21 and was approved unanimously by the planning commission via Resolution PC-14-14. This third revision included the following additional modifications:

- 1) Some minor adjustments to uses permitted (such as permitting small hotels and allowing outdoor theatres);
- 2) An increase in the lot coverage from 70% to 80% (this would provide for some additional flexibility in design and site arrangement and an incentive to a property owner);
- 3) Clarifying that buildings must at least have the appearance of a two story building as viewed from all building elevations;
- 4) Separating parking space requirements for single use buildings, such as a small hotel, vs. mixed use buildings;
- 5) Provisions for outdoor site lighting that would encourage consistency and more decorative light fixtures in the MUTC area; and
- 6) Provisions for prohibiting box or cabinet style signs on new buildings (this sign style would not be compatible with the architecture that is being encouraged in the MUTC).

Along with Ordinance 14-21, included in your packets is a version of the amendments which includes commentary and illustrates where changes have been made during the course of developing this ordinance.

RECOMMENDATION BY:

Ordinance 14-21 is consistent with both the CLUP and the Strategic Plan. In terms of the CLUP, Ordinance 14-21 would directly promote Strategy 1 – Bringing About a Downtown, Strategy 3 – Encouraging Greater Housing Choice, Strategy 7 – Enhancing our Identity, and Strategy 8 – Plan for Remaining Vacant Properties. In terms of the Strategic Plan, Ordinance 14-21 would promote Goal 2 – Strengthen the Local Economy, and Goal 4, Objectives 5 and 6, which encourage consistency with Town plans and more beautiful corridors and development.

At their meeting on November 20, 2014, the planning commission recommended 7-0 to approve Resolution PC-14-14 which recommends approval of Ordinance 14-21. The staff also recommends approval of Ordinance 14-21.

PROPOSED MOTION:

To approve Ordinance 14-21, on first reading, to amend the text of the Farragut Zoning Ordinance, Chapter 3., Section XII., General Commercial District (C-1), as it relates to the Mixed Use Town Center outlined in the Comprehensive Land Use Plan.

AGENDA NUMBER VII.B.2

MEETING DATE

December 11, 2014

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

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

SUBJECT: Ordinance 14-22, on first reading, for the Board of Mayor and Aldermen to adopt, by ordinance, the area and text identified as Mixed Use Town Center, as shown on the future land use map in the Comprehensive Land Use Plan

BACKGROUND:

This item is related to the proposed ordinance text modifications (Ordinance 14-21) to the C-1 Zoning District for properties shown as being within the Mixed Use Town Center (MUTC) on the future land use map in the Comprehensive Land Use Plan (CLUP). Since the area identified as MUTC is being called out for zoning related provisions in the zoning ordinance, this area and the applicable text associated with this area must be adopted by ordinance. This will tie the zoning ordinance wording to a map and text that has been adopted by ordinance.

DISCUSSION:

When the CLUP was updated in late 2012 it was adopted by resolution by the planning commission but was not adopted by ordinance by the Board of Mayor and Aldermen. This approach was primarily selected because it would provide more flexibility and, when applicable, a less burdensome amendment process with regards to land use related decisions. The request at this time and that is reflected in Ordinance 14-22 is for the Board of Mayor and Aldermen to adopt only the MUTC portion of the CLUP. The adoption of this specific area by ordinance will help to advance the implementation of Strategy 1 of the CLUP – Bringing About a Downtown. Adopting the MUTC area and text, as outlined in Ordinance 14-22, will mean that any future land use decisions or approvals involving properties within the MUTC will be required to be consistent with the CLUP as it relates to the MUTC.

Since the adoption of this portion of the CLUP is advancing the most desired strategy that was identified during the public process of updating the CLUP, the legal authority for such action is well established in the Tennessee Code Annotated. This has been discussed with the town attorney and there is a solid legal basis, as provided for in the Tennessee Code Annotated (TCA), for adopting selected components of the CLUP. Again, this area and text are being adopted by ordinance in order to advance an important component of the CLUP.

RECOMMENDATION BY:

Similar to Ordinance 14-21, Ordinance 14-22 is consistent with both the CLUP and the Strategic Plan. In terms of the CLUP, Ordinance 14-22 would directly promote Strategy 1 – Bringing About a Downtown, Strategy 3 – Encouraging Greater Housing Choice, Strategy 7 – Enhancing our Identity, and Strategy 8 – Plan for Remaining Vacant Properties. In terms of the Strategic Plan, Ordinance 14-22 would promote Goal 2 – Strengthen the Local Economy, and Goal 4, Objectives 5 and 6, which encourage consistency with Town plans and more beautiful corridors and development.

At their meeting on November 20, 2014, the planning commission recommended 7-0 to approve Resolution PC-14-15 which recommends approval of Ordinance 14-22. The staff also recommends approval of Ordinance 14-22.

PROPOSED MOTION:

To approve Ordinance 14-22, on first reading, for the Board of Mayor and Aldermen to adopt, by ordinance, the area and text identified as Mixed Use Town Center, as shown on the future land use map in the Comprehensive Land Use Plan.

BOARD ACTION:

MOTION BY: _____ **SECONDED BY:** _____

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

AGENDA NUMBER VII.B.3.

MEETING DATE

December 11, 2014

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

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

SUBJECT: Ordinance 14-23, on first reading, to amend the text of the Farragut Zoning Ordinance, Chapter 3., Section XXVII. Town Center District (TCD), N. 6., Area Regulations, Land Area, to change the minimum land area for development

BACKGROUND:

During the discussions with the planning commission related to the Mixed Use Town Center (MUTC), one suggestion that was initiated by the staff was to revisit the minimum land area requirement for a property to be considered for a rezoning to the Town Center District (TCD).

DISCUSSION:

When the TCD Zoning District was created in 2007 it was tailored to fit a concept plan that was being considered at that time for a large scale downtown style development on a large vacant tract adjacent to the Town Hall property. Consequently, as currently provided for in the zoning ordinance, the minimum lot size for a property to be considered for a TCD rezoning is fifteen (15) acres.

Unfortunately the large scale development of a downtown did not proceed and, since that time, the Transportation and Land Use Policy Plan that was approved in 2001 was updated as the Comprehensive Land Use Plan (CLUP). The CLUP was adopted by the planning commission in December of 2012 and included an area identified as MUTC that was a preferred location for a downtown.

Within the MUTC, there are a number of parcels that are smaller than 15 acres but that, as part of an incremental development of a downtown, would be good candidates for a rezoning to TCD. Consequently, the staff is proposing to encourage more flexibility with the TCD Zoning District by removing the 15 acre minimum lot size. The proposed minimum lot size would be one (1) acre like other commercial and office zoning districts.

RECOMMENDATION BY:

Similar to Ordinances 14-21 and 14-22, Ordinance 14-23 is consistent with both the CLUP and the Strategic Plan. In terms of the CLUP, Ordinance 14-23 would directly promote Strategy 1 – Bringing About a Downtown, Strategy 3 – Encouraging Greater Housing Choice, Strategy 7 – Enhancing our Identity, and Strategy 8 – Plan for Remaining Vacant Properties. In terms of the Strategic Plan, Ordinance 14-23 would promote Goal 2 – Strengthen the Local Economy, and Goal 4, Objectives 5 and 6, which encourage consistency with Town plans and more beautiful corridors and development.

At their meeting on November 20, 2014, the planning commission recommended 6-0-1 (one commissioner abstained) to approve Resolution PC-14-16 which recommends approval of Ordinance 14-23. The staff also recommends approval of Ordinance 14-23.

PROPOSED MOTION:

To approve Ordinance 14-23, on first reading, to amend the text of the Farragut Zoning Ordinance, Chapter 3., Section XXVII. Town Center District (TCD), N. 6., Area Regulations, Land Area, to change the minimum land area for development.

BOARD ACTION:

MOTION BY: _____ **SECONDED BY:** _____

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

AGENDA NUMBER VII.B.4 MEETING DATE December 11, 2014

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: G. Palmer, Assistant Town Administrator

SUBJECT: Ordinance 14-19, an ordinance on first reading to establish an Everett Road Corridor Improvement Fee

INTRODUCTION: This is the first reading for the subject Ordinance which will mandate a formula based road improvement fee for certain residential developments on Everett Road. This Ordinance was presented to the FMPC for a recommendation at their October 16 2014 meeting which resulted in a unanimous recommendation of approval for a flat fee. Subsequently, this initiative was presented to the Board during a workshop on October 23, 2014. If you recall, the Board requested we come back with a formula-fee option instead of a flat fee.

BACKGROUND/DISCUSSION: On August 14, 2014 the Board approved a subdivision development agreement with Farmstead Development LLC. This agreement required the developer to contribute to the cost of improving Everett Road based on a formula. Farmstead Development LLC is building Split Rail Farm Subdivision which directly connects to Everett Road and will intensify the traffic along the sub-standard Everett Road corridor. There are several additional large tract parcels on Everett Road which may develop in the future. Therefore, in line with the Farmstead development agreement, the Town should collect a road improvement fee from similar residential developments proposing to develop along Everett Road. In order to pre plan, promulgate, and move away from the individual cost-sharing agreements the Town has done in the past, we propose this uniform Everett Road Corridor Improvement Fee Ordinance.

Our adopted Comprehensive Land Use Plan calls for low density single family housing along the Everett Road corridor similar to the Split Rail Farm development. Thus, this Ordinance shall only apply to residential developments which contribute to the traffic on Everett Road from Kingston Pike to the Split Rail Farm subdivision entrance (SEE attached map). The fee in the agreement with Farmstead Development was heavily negotiated and based on several factors: cost of Everett Road from Smith Road to the Split Rail Farm subdivision entrance, existing traffic counts on Everett Road, projected traffic counts (trips per day) generated by the addition of Split Rail Farm at full build out, anticipated contribution to the traffic onto Everett Road (but only traveling south-bound). The fee calculated and negotiated is \$3,276 per dwelling unit.

This proposed Ordinance will require future developers to contribute based on a formula (SEE Exhibit B attached to Ordinance). The formula is based on the subject developments' contribution to Everett Road traffic (trips per day).

RECOMMENDATION BY: G. Palmer, Assistant Town Administrator for approval.

PROPOSED MOTION: Approve Ordinance 14-19 on First Reading, establishing an Everett Road corridor improvement fee.

BOARD ACTION:

MOTION BY: _____ **SECONDED BY:** _____

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

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: Allison Myers, Town Recorder & Jeff Giles, IT/GIS

SUBJECT: Approval of Contract 2015-09, Board Room Audio Visual System

INTRODUCTION: This project will upgrade the equipment in the board room from the current system to a high definition system. The following are highlights for the A/V upgrade:

- Replacement of all cables and wiring
- Upgrade to a high definition system
- Improve sound quality in the board room and also the sound being broadcast on the government cable channel
- Improve video quality
- Capability to rebroadcast meetings on a regular schedule
- Capture and store video recordings on a server rather than recording on DVDs

A majority of the current system was installed approximately ten years ago. Since that time a few pieces have been upgraded including the Crestron controlling system.

DISCUSSION: A pre-bid meeting was held November 6 and bids were opened November 24. The Town received three qualified bids. The specifications asked for a base system upgrade and an alternate option for high definition cameras. The evaluation is based on the following: Price 35%, Related Experience 30%, Overall effectiveness of solution 25% and Completion timeline 10%. The top two companies were interviewed to review the bid documents and design plans. Below are the tabulations and evaluation percentages based on the interviews and bids.

	Base System	Camera Option	Total with Cameras	Evaluation %
M3 Technology Group	34,287.24	21,581.60	55,868.84	100%
Blue Water Technologies	18,158.88	22,345.07	40,503.95	95%
Multi-media Solutions	50,664.28	23,193.33	73,857.61	85%

After meeting with each company and reviewing the bids, the recommendation is to approve the bid from M3 Technology Group in the amount of \$55,868.84, which includes the camera option. M3 was chosen due to the compatibility of the proposed equipment with the current system, approach to the board room design, as well as the service after the sale that will be provided. Although Blue Water Technologies was the lowest bid and the technician is very knowledgeable, verification of the company and references has been challenging. When researching the vendor, no information could be found on the internet nor did Blue Water have a website, making it difficult to verify the company's credentials.

In the past, when there has been an issue with the system our previous contractor was on site within a couple of hours. Blue Water currently has an office in Nashville with three employees and an office in Knoxville consisting of a single employee although the bid stated there are 50 employees. With only one Blue Water employee in Knoxville, the response time may be much greater due to other jobs requirements/projects. M3 is a very well established company having offices in Knoxville, Nashville, Memphis and Huntsville.

In the approved FY2015 budget the board has allocated \$50,000 for this project. The M3 Technologies bid of \$34,287.24 is well under that amount. The staff requests that the board allocate an additional \$5,868.84 to include the installation of the digital cameras. Also included in the FY2015 budget is a line item for Audio/Visual Maintenance in the amount of \$8,000. A majority of these funds will be available due to not having any maintenance since it's included in the bid document.

Excerpts from the top two bids are included in your packet. The complete bids will be emailed to the board.

FINANCIAL SECTION:

Account Number:			
<u>Total Budget</u>	<u>Requested Amount</u>	<u>Expenditures to Date</u>	<u>Remaining Amount</u>
\$55,868.84	\$55,868.84	\$0	\$0
Approved By: 			

RECOMMENDATION BY: Allison Myers & Jeff Giles

PROPOSED MOTION: Motion to award Contract 2015-09, Audio/Visual System Upgrade, to M3 Technology Group for a base system upgrade, \$34,287.24, including the high definition cameras, \$21,581.60, for a total cost of \$55,868.84.

BOARD ACTION:

MOTION BY: _____ **SECONDED BY:** _____

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

AGENDA NUMBER VIII.B.

MEETING DATE

December 11, 2014

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: Mark Shipley, Community Development Director



SUBJECT: Request for approval of an entrance sign for the Farragut High School to be placed within the public right of way associated with the access drive off N. Campbell Station Road

BACKGROUND:

Farragut High School is requesting approval of a 30 square foot non-illuminated sign to be placed within the public right of way associated with their access drive off N. Campbell Station Road. The sign they are requesting will be identical to the entrance sign that has been erected at the high school entrance access off West End Avenue.

As you may recall, an entrance sign for Farragut High School was in place along N. Campbell Station Road prior to the N. Campbell Station Road improvement project. At that time, the high school's property extended to N. Campbell Station Road. The high school's access was part of the school's property.

When the road improvement project occurred, additional right of way was obtained by the state and the right of way was extended approximately 320 feet along the high school's access drive to N. Campbell Station Road. Due to construction in the area the old high school entrance sign had to be removed.

DISCUSSION:

Farragut High School is now requesting to place a new entrance sign within the platted public right of way just to the east of the Outdoor Classroom property. The right of way in the area where the school has requested to place its sign is 30 feet from the center of the access road. As provided for in Section 9-405(2)(b) of the Farragut Sign Ordinance, any sign placed on public property without the consent of the public authority having jurisdiction over the property is not permitted. The Town of Farragut has jurisdiction over the right of way in this area and the legislative body of the Town must authorize a sign to be placed within its right of way.

The location that has been selected by the school is to the east of the parking lot for the Outdoor Classroom and should not interfere or be confused with the Outdoor Classroom. Nor should the sign placement affect any access that may later be provided for the Craig Allen property that is located to the immediate northeast of the Outdoor Classroom property. It should also be noted that the Outdoor Classroom will have its own signage at some point in the near future and that signage will likely be situated closer to N. Campbell Station Road.

In the past, the board of mayor and aldermen has approved some signage in the public rights of ways. Examples include the subdivision entrance signs for Linda Heights, Kingsgate, and Concord Hills. Included in your packets is a letter from the Assistant Principal formally requesting approval for the entrance sign placement. Also included is a site plan for where the sign is proposed and a rendering of what the sign will look like and how it will appear once installed.

RECOMMENDATION BY:

The staff recommends approval of the requested placement though it would seem to be more visible and effective if it were placed closer to N. Campbell Station Road on the north side of the high school access drive. This has been suggested to the applicant but their preferred location is the request that is before you. The staff must also note that the sign’s appearance (including the landscaping around the sign) must be approved by the Visual Resources Review Board. This could occur at their next meeting on December 16.

PROPOSED MOTION:

To approve the requested placement of an entrance sign for Farragut High School with the public right of way along its N. Campbell Station Road access drive.

BOARD ACTION:

MOTION BY: _____ **SECONDED BY:** _____

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

*Principal
Stephanie Thompson*

*Curriculum Principal
Debbie Sayers*

Farragut High School

*Established 1904
11237 Kingston Pike, Knoxville, TN 37934
Phone 865.966.9775
Fax 865.671.7120*

Grade Level Principals

*Kim Gray
Kellie Ivens
Anthony Norris
Dwayne Simmons*

November 14, 2014

Town of Farragut
Municipal Planning Commission
11408 Municipal Center Drive
Farragut, TN 37934

Subject: Request to install a sign at the Campbell Station entrance to Farragut high School

Dear Commissioners,

Every year, Farragut High School is the site of many activities that are attended by visitors who are not familiar with Farragut and the location of the high school. These activities include sporting events, standardized tests, performances at the auditorium, and a variety of meetings. Unfortunately, we regularly get feedback from people saying they had a hard time finding the school. We believe that most of the visitors who are not familiar with the area approach the school from Campbell Station Road, where there is no sign and the school is barely visible from the road. Therefore, we would like to propose installing a sign near the intersection of Campbell Station Road that would mark the entrance road to the school. The proposed sign is an exact duplicate of the sign located at the entrance to the school from West End Avenue. That sign is 4 feet high by 7 ½ feet wide and mounted on 4" x 4" posts. After mounting, the top of the sign will be 6 feet above the ground.

After studying KGIS Maps of the surrounding properties and meeting with Town of Farragut officials, it was concluded that the best location for the sign would be along the entrance road to the school. Unfortunately, the High School property does not start until the gate that is at the top of the entrance road and barely visible from Campbell Station Road. Therefore, the proposed site for the sign would be within a 10 ft right-of-way that is owned by the Town of Farragut and along the right side of the entrance road when heading toward the school. In order to avoid confusion with the Outdoor Classroom, the proposed location for the sign would be just past the driveway to the small parking lot for the Classroom.

Thank you very much for your consideration of our request. We have attached the following photos to this request: 1) photo of the existing sign located at the West End Avenue entrance to the school, 2) A KGIS map showing the relevant property line for the plot of land on the south

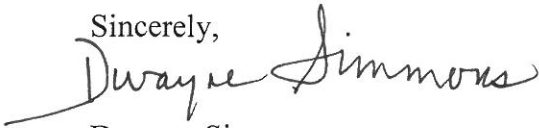


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side of the entrance road, 3) low mag photo showing the proposed location for the sign that is marked with PVC posts, and 4) a close- up of the site for the sign. If you have any questions or concerns, please feel free to contact me.

Sincerely,



Dwayne Simmons
Assistant Principal
Farragut High School
(865) 966-9775

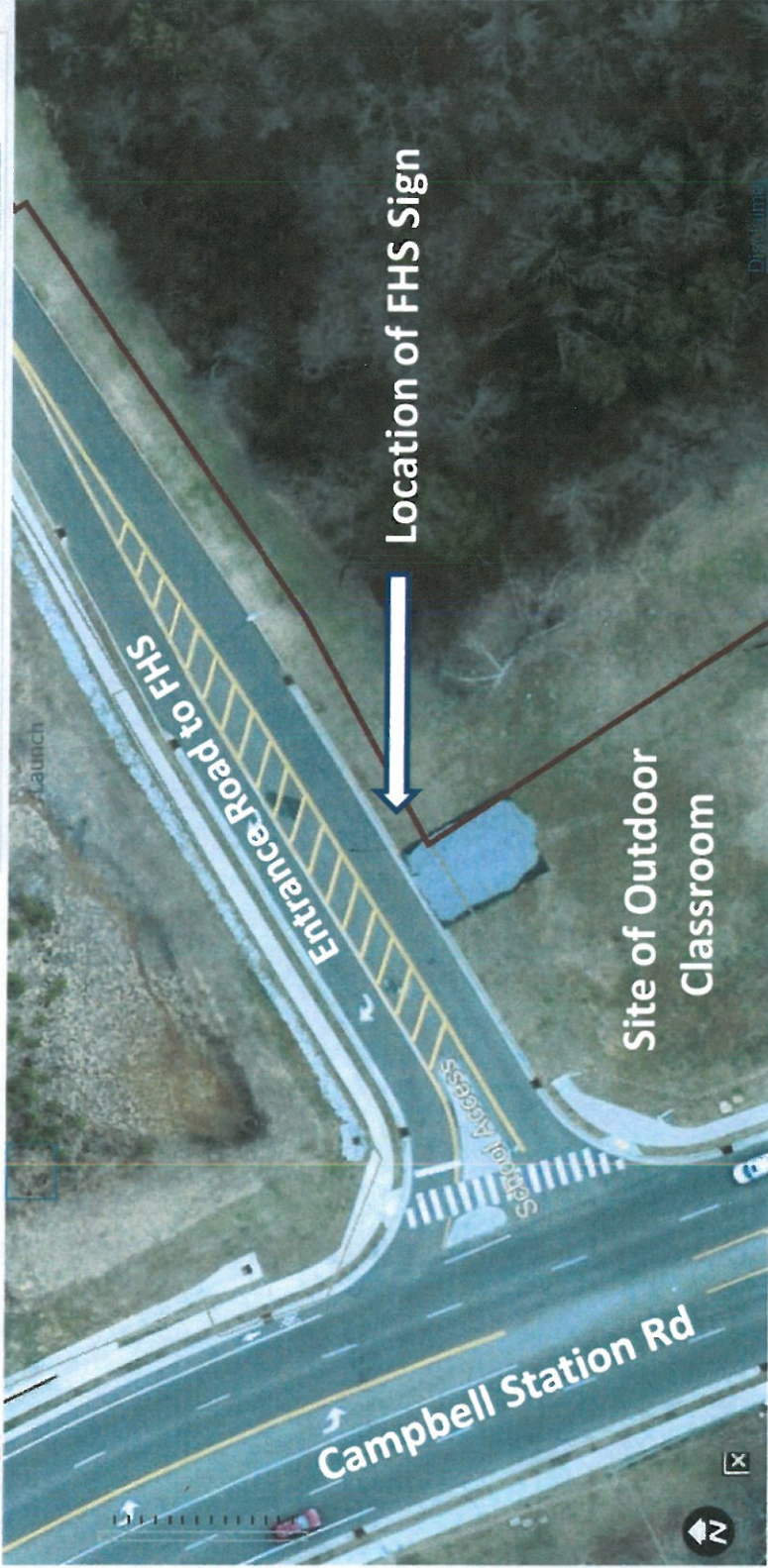


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Search By:	Address	Parcel	Owner	Place	Other
Enter Address:	PARCEL 142 131, ALLEN, H. CRAIG			Advanced	
				Search	



Attachment 2. KGIS Map showing the intersection of Campbell Station Road and the entrance road to FHS. The property lines for the parcel of land 142_131 that lies south of the entrance road are shown in red. The photo was taken before the Outdoor Classroom was constructed – but the driveway to the parking lot is visible.

AGENDA NUMBER VIII.C. MEETING DATE December 11, 2014

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: Bud McKelvey, Public Works Director

SUBJECT: 2014-2015 Snow Removal Schedule and Road Additions

INTRODUCTION: We evaluate the Snow Removal Schedule and Map every year as new neighborhoods are developed and roads are added. Many factors are taken into consideration during Road evaluations; for example, elevation, number of houses, north facing slopes, amount of shade and trouble areas reported by our citizens. Due to this, we have updated our Snow Removal Schedule and Snow Removal Map to reflect the roads that have been added.

BACKGROUND: The updated Snow Removal Map and Snow Removal Schedule are attached for your review. You will notice on the attached Snow Removal Schedule, the newly added roads have been highlighted in yellow for easier detection. On the Snow Removal Map, first priority roads are marked red and the secondary roads are in blue.

The following roads have been added:

Secondary Level Priority Roads

- ❖ Shirecliffe Lane (newly built road extension)
- ❖ Witherspoon Lane
- ❖ Inglecrest Lane

DISCUSSION: To continue maintaining the roads at a highly effective level during winter storms or icy conditions, it would be necessary to add the streets listed above.

RECOMMENDATION BY: Bud McKelvey, Public Works Director

PROPOSED MOTION: Approval of the Public Works Department to add the new roads to the Snow Removal Schedule and Map.

BOARD ACTION:

MOTION BY: _____ **SECONDED BY:** _____

<u>VOTE/TOTAL</u>	<u>MCGILL</u>	<u>PINCHOK</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: Approval of Town Holiday on Friday, December 26, 2014

INTRODUCTION: The purpose of this agenda item is to consider approval of a Town holiday on the Friday after Christmas.

BACKGROUND: Every six years Christmas falls on a Thursday, unless there is a leap year. When this occurred in 2008, the Board approved the Friday following Christmas as an employee holiday. This year, Knox County offices will be closed that day.

DISCUSSION: Anecdotally, during the month of December, citizen traffic in Town hall and citizen requests decrease. This is especially true during the time between Christmas and New Year's. Allowing employees more time with their families during this special holiday time will be appreciated and may increase morale. In the case of an emergency, employees can be called-in just as they are when an emergency occurs on a weekend.

PROPOSED MOTION: Approval of Friday, December 26, 2014 as a Town holiday.

BOARD ACTION:

MOTION BY: _____ SECONDED BY: _____

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