



FARRAGUT BOARD OF MAYOR AND ALDERMEN
Farragut Town Hall
11408 Municipal Center Drive

Beer Board
5:50 PM

AGENDA
February 9, 2023
6:00 PM

- I. Roll Call**
- II. Approval of Agenda**
- III. Approval of Minutes**
 - A. January 12, 2023
 - B. January 26, 2023
- IV. Mayor's Report**
 - A. Advance Knox Update
- V. Ordinances**
 - A. First Reading**
 - 1) **Ordinance 23-01**, an Ordinance to amend the Code of Ordinances of the Town of Farragut Tennessee, Pursuant to Authority Granted by Section 6-2-201, Tennessee Code Annotated, by Amending Chapter 109 – Signs, to Replace the Existing Sign Ordinance in its Entirety with a New Ordinance
 - 2) **Ordinance 23-02**, an Ordinance to amend the Farragut Municipal Code, Chapter 22., Article 5. Driveways and other access ways, Section 22-149.-Permit Approval. (a) to permit access for a single-family residential lot proposed onto a non-local street to be reviewed by engineering staff, unless a concern is identified regarding the requested access in which case such request shall be presented to the Planning Commission and Board of Mayor and Aldermen for approval (Town of Farragut, applicant)

11408 MUNICIPAL CENTER DRIVE | FARRAGUT, TN 37934 | 865.966.7057 |
WWW.TOWNOFFARRAGUT.ORG

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

VI. Business Items

- A. Approval of 2023 Forget Me Not 5K
- B. Approval of Contract for Cybersecurity Services
- C. Approval of Contract for Information Technology Professional Services
- D. Approval of Proposal from MCCI for document scanning of Community Development & Engineering documents
- E. Approval of Resolution 2023-02 – Supporting Local Parks and Recreation Fund (LPRF) Grant Application
- F. Approval of Resolution 2023-03, Surplus Property

VII. Town Administrator's Report

VIII. Town Attorney's Report

IX. Citizens Forum

This meeting can be viewed live on the Farragut YouTube Channel and the Town of Farragut website www.townoffarragut.org/livestream.

The meeting will be held at the Farragut Town Hall, 11408 Municipal Center Drive

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During the regular agenda portion of the meeting there may be an allowance for public comment for each agenda item. The Mayor may recognize individuals for public comment based on the following guidelines.

1. The Mayor shall maintain and control the meeting to provide a professional and objective environment;
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 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 five (5) minutes per individual. Time for public comment may be amended at the discretion of the Mayor. Time is not transferable to other speakers;
5. Speakers should strive to avoid redundancy; each speaker should have their own original viewpoint;
6. Comments shall address issues, not individuals or personalities;
7. Comments may support or oppose issues or measures, but the motives of those with differing views shall not be questioned or attacked;
8. Personal attacks and malicious comments shall 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 five (5) 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.

BMA MEETING MINUTES
February 9, 2023
6:00 PM

Roll Call

Mayor Williams called the meeting to order at 6:00 PM. Roll Call for attendance: Alderman Burnette, present; Alderman Meyer, present; Alderman Povlin, present; Alderman White, present; Mayor Williams, present; in addition to staff and members of the press.

Approval of Agenda

Motion was made to approve the agenda with the deletion of item VI.B and VI.D. Moved by Alderman Povlin, seconded by Alderman Burnette; voting yes; Mayor Williams, Aldermen Burnette, Meyer, Povlin and White; no nays; motion passed.

Approval of Minutes

Motion was made to approve the minutes of January 12, 2023, as presented. Moved by Alderman White, seconded by Alderman Burnette; voting yes; Mayor Williams, Aldermen Burnette and White; Aldermen Meyer and Povlin abstained; no nays; motion passed.

Motion was made to approve the minutes of January 26, 2023, as presented. Moved by Alderman White, seconded by Alderman Povlin; voting yes; Aldermen Meyer, Povlin and White; Mayor Williams and Alderman Burnette abstained; no nays; motion passed.

Mayor's Report

Advance Knox Update

Ordinances

First Reading

Ordinance 23-01, an Ordinance to amend the Code of Ordinances of the Town of Farragut Tennessee, Pursuant to Authority Granted by Section 6-2-201, Tennessee Code Annotated, by Amending Chapter 109 – Signs, to Replace the Existing Sign Ordinance in its Entirety with a New Ordinance

Motion was made to approve Ordinance 23-01 on first reading. Moved by Alderman Meyer, seconded by Alderman Povlin. Mike Wilson, 412 Eisenhower Street, addressed the board concerning Ordinance 23-01. Alderman Meyer suggested the following changes in red: Section 109-12.(c).(1)h. and Section 109-12.(d).(1)h. Existing ground signs **being refaced or altered in a manner requiring a permit, but** not undergoing reconstruction... Alderman White suggested revising the definition of "Athletic Field" in Section 109-6.

Motion was made to amend Ordinance 23-01 with suggested changes. Moved by Alderman Meyer, seconded by Alderman Povlin; Roll Call Vote: Alderman Burnette, yes; Alderman Meyer, yes; Alderman Povlin, yes; Alderman White, no; Mayor Williams, yes; motion passed.

Ordinance 23-02, an Ordinance to amend the Farragut Municipal Code, Chapter 22., Article 5. Driveways and other access ways, Section 22-149.-Permit Approval. (a) to permit access for a single-family residential lot proposed onto a non-local street to be reviewed by engineering staff, unless a concern is identified regarding the requested access in which case such request shall be presented to the Planning Commission and Board of Mayor and Aldermen for approval (Town of Farragut, applicant)

Motion was made to approve Ordinance 23-01 on first reading. Moved by Alderman Meyer, seconded by Alderman Povlin; Roll Call Vote: Alderman Burnette, yes; Alderman Meyer, yes; Alderman Povlin, yes; Alderman White, yes; Mayor Williams, yes; motion passed.

Business Items

Approval of 2023 Forget Me Not 5K

Motion was made to approve the event application on April 15, 2023, involving the use of the Town's public rights of ways and pedestrian facilities for the Forget Me Not 5K for Alzheimer's benefitting the Pat Summit Clinic. Moved by Alderman Meyer, seconded by Alderman Povlin; voting yes; Mayor Williams, Aldermen Burnette, Meyer, Povlin and White; no nays; motion passed.

Approval of Contract for Information Technology Professional Services

Motion was made to approve Contract for Information Technology Professional Services with Averro Advisors in the amount of \$49,429 for Information Technology Strategic Plan and additional services as needed. Moved by Alderman Povlin, seconded by Alderman Meyer; voting yes; Mayor Williams, Aldermen Burnette, Meyer, Povlin and White; no nays; motion passed.

Approval of Resolution 2023-02 – Supporting Local Parks and Recreation Fund (LPRF) Grant Application

Motion was made to approve Resolution R-2023-02 to support the 2023 Local Parks and recreation Fund grant application. Moved by Alderman Meyer, seconded by Alderman White; voting yes; Mayor Williams, Aldermen Burnette, Meyer, Povlin and White; no nays; motion passed.

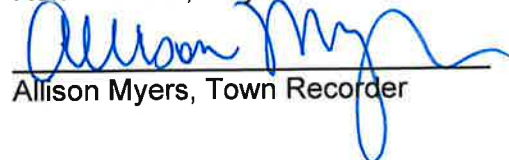
Approval of Resolution 2023-03, Surplus Property

Motion was made to approve Resolution R-2023-03. Moved by Alderman Povlin, seconded by Alderman Burnette; voting yes; Mayor Williams, Aldermen Burnette, Meyer, Povlin and White; no nays; motion passed.

Meeting adjourned at 7:41 PM.



Ron Williams, Mayor



Allison Myers, Town Recorder



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FARRAGUT BEER BOARD

FEBRUARY 9, 2023

5:50 PM

- I. Approval of Minutes
 - A. December 8, 2022
 - B. January 12, 2023

- II. Beer Permit
 - A. Approval of Class 6, Special Occasion Beer Permit for St. John Newman Catholic Church & School
 - B. Approval of Class1, On-Premise Beer Permit for Pepo's Burrito Bar #2 Inc.,11683 Parkside Dr.

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FARRAGUT BEER BOARD

December 8, 2022

5:45 PM

Approval of Minutes

Motion was made to approve the minutes of November 10, 2022, as presented. Moved by Alderman Povlin, seconded by Alderman Meyer; voting yes, Mayor Williams, Aldermen Burnette, Meyer, Povlin and White; no nays; motion passed.

Beer Permit

Approval of Class 5, Off Premise Beer Permit for Las Michoacanas Tienda, 11145 Kingston Pike

Motion was made to approve the Class 5, Off Premise Beer Permit for Las Michoacanas Tienda, 11145 Kingston Pike. Moved by Alderman Meyer, seconded by Alderman Povlin; voting yes, Mayor Williams, Aldermen Burnette, Meyer, Povlin and White; no nays; motion passed.

Approval of Class 1, On Premise Beer Permit for CM Chicken, 115 Brooklawn Street

Motion was made to approve the Class 1, On Premise Beer Permit for CM Chicken, 115 Brooklawn Street. Moved by Alderman Povlin, seconded by Alderman Meyer; voting yes, Mayor Williams, Aldermen Burnette, Meyer, Povlin and White; no nays; motion passed.

Drew Burnette, Chairman

Allison Myers, Town Recorder

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FARRAGUT BEER BOARD

JANUARY 12, 2023

5:55 PM

Approval of Minutes

Motion was made to approve the minutes of November 10, 2022, as presented. Moved by Mayor Williams, seconded by Alderman White; voting yes, Mayor Williams, Aldermen Burnette and White; Aldermen Meyer and Povlin were absent; no nays; motion passed.

Beer Permit

Approval of Class 1, On Premise Beer Permit for YAMATO Ramen House, 11527 Parkside Drive

Motion was made to approve the Class 1, On Premise Beer Permit for YAMATO Ramen House, 11527 Parkside Drive. Moved by Alderman White, seconded by Mayor Williams; voting yes, Mayor Williams, Aldermen Burnette and White; Aldermen Meyer and Povlin were absent; no nays; motion passed.

Drew Burnette, Chairman

Allison Myers, Town Recorder

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REPORT TO THE BEER BOARD

PREPARED BY: Allison Myers, Town Recorder

SUBJECT: Approval of Class 6, Special Occasion Beer Permit for St. John Neumann Catholic Church “Off to the Races” Derby Auction Event

DISCUSSION:

St. John Newmann Catholic Church is planning the “Off to the Races” Derby Auction and is requesting a special event beer permit. The Town’s Municipal Code governing special occasion beer permits is below.

Sec. 8-212. - Special occasion beer permit.

The special occasion beer permit request shall be made on such form as the board shall prescribe and/or furnish and shall be accompanied by a non-refundable application fee of one hundred dollars (\$100.00).

- (1) The beer board is authorized to issue a special occasion beer permit to bona fide charitable or nonprofit organizations for special events.
- (2) The special occasion beer permit shall not be issued for longer than one (1) forty-eight-hour period, unless otherwise specified by the beer board, subject to the limitations on the hours, imposed by law.
- (3) The application for the special occasion beer permit shall state whether the applicant is a charitable or nonprofit organization, include documents showing evidence of the type of organization, and state the location of the premise upon which alcoholic beverages shall be served and the purpose for the request of the license.
- (4) For purposes of this section:

Bona fide charitable or nonprofit organization means any corporation or other legal entity which has been recognized as exempt from federal taxes under section 501(c) of the Internal Revenue Code.
- (5) No charitable or nonprofit organization possessing a special occasion beer permit shall purchase, for sale or distribution, beer from any source other than a licensee as provided pursuant to state law.
- (6) Failure of the special occasion permittee to abide by the conditions of the permit and all laws of the State of Tennessee and the Town of Farragut will result in a denial of a special occasion beer permit for the sale of beer for a period of two (2) years.

The St. John Newmann Catholic Church is a nonprofit organization and is requesting the permit for March 4, 2023, from 6:00-10:00 PM.

RECOMMENDATION BY:

Allison Myers, Town Recorder, for approval.

PROPOSED MOTION:

Motion to approve the special occasion beer permit for the St. John Neumann Catholic Church “Off to the Races” Derby Auction Event, March 4, 2023.

BOARD ACTION:

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

Farragut Beer Permit Application

Address of Proposed Work: 625 ST. JOHN CT.

City: KNOXVILLE State: TN Zip: 37934

Contact Information

Applicant's Contact Information

Title: _____ First Name: PATRICK Last Name: WADE Suffix: _____

Business Name: ST. JOHN NEUMANN CATHOLIC CHURCH + SCHOOL

Mailing Address: 625 ST. JOHN CT.

City: KNOXVILLE State: TN Zip: 37934

Email Address: ~~patrick.wade@sjnkn.org~~ pwade@sjnkn.org

Cell Phone: 865-696-1182 Work Phone: SAME Home Phone: SAME

Business Owner's Contact Information

Title: FR. First Name: JOE Last Name: REED Suffix: _____

Business Name: SAME

Mailing Address: SAME

City: _____ State: _____ Zip: _____

Email Address: _____

Cell Phone: _____ Work Phone: 865-777-2077 Home Phone: _____

Manager's Contact Information

- MINE (PATRICK WADE)

Title: _____ First Name: _____ Last Name: _____ Suffix: _____

Business Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Cell Phone: _____ Work Phone: _____ Home Phone: _____

Property Owner's Contact Information

- FR. JOE (SEE FIRST PAGE)

Title: _____ First Name: _____ Last Name: _____ Suffix: _____

Business Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Cell Phone: _____ Work Phone: _____ Home Phone: _____

Application Questionnaire (* denotes required question)**Beer Permit**

Reason for Applying (Select One)

☐ Name Change

☐ New Business

☐ New Ownership

☒ Other

Other

NON-PROFIT EVENT

Type of Permit Requested (Select All That Apply)

Select all that apply

- ☐ Class 1 On-Premise
☐ Class 2 On-Premise, Other
☐ Class 3 On-Premise, Hotel/Motel
☐ Class 4 On-Premise Tavern
☐ Class 5 Off-Premise
☒ Class 6 Special Occasion

Type of applicant (check one): (Select All That Apply)

- ☐ Corporation
☐ Firm
☐ Joint-Stock Company
☒ Other
☐ Person
☐ Syndicate

NON-PROFIT

List all persons, firms, corporations, joint-stock companies, syndicates, or associations having at least a 5% ownership interest in the business:

NONE

Applicant's Date of Birth

MM/DD/YYYY

10/03/1975

Applicant's Social Security #**Under what name will the business operate**

ST. JOHN NEUMANN

Specify the identity, email and physical address of the person to receive annual privilege tax notices and any other communication from the Town:

N/A

10 Year Beer/Alcohol Law Violations (Select One)

Has any person having at least a 5% ownership interest, any of the managers, or any other employee of the business, been convicted of any violation of the beer or alcoholic beverage laws or any crime within the last ten (10) years

☒ No☐ Yes

If yes, give particulars of each charge, court, and date convicted.

Have you/your organization ever had a Beer Permit revoked, suspended, or denied in the State of TN (Select One)

☒ No☐ Yes

If so, specify, where, when, and why

What is the name and address of the Church (or other place of worship) nearest to your business

OURS. ADDRESS ON
FIRST PAGE

What is the name and address of the school nearest to your business?

SAME

Special Occasion Event Name

OFF TO THE RACES
DERBY AUCTION

Location of the special occasion event

OUR GYM
(SAME ADDRESS)

Event Start Date & Time

SAT. MARCH 4TH 6PM-10PM

Event End Date & Time

Representative name & phone number

PATRICK WADE

Have you received a special event permit to hold the event in the Town of Farragut? (Select One)

☒ No

☐ Yes

(PRIVATE EVENT)
ON OUR PROPERTY

Tennessee Sales Tax Number

62-1007428

Town of Farragut Business License Number

/

Please type your name to acknowledge the following

PATRICK WADE

I certify that I am knowledgeable of the laws prohibiting the sale of beer to minors and that this application contains true information to the best of my knowledge and belief. I understand that this application is subject to the Tennessee Public Records Act and shall be open for inspection and reproduction by any citizen. Tennessee Code Annotated 10-7-503. I understand that by submitting this application, a background investigation shall be conducted and any and any and all documents related to my request shall become public records. I understand that the applicant or representative must be present at the beer board meeting in which the permit will be discussed.

Documents Requested (* denotes required document)

The Jurisdiction requests that the following documents are attached to your application:

Any Additional Supporting Documents

REPORT TO THE BEER BOARD

PREPARED BY: Allison Myers, Town Recorder

SUBJECT: Approval of Class 1, On Premise Beer Permit for Pepo's Burrito Bar #2, Inc., 11683 Parkside Drive

DISCUSSION: The purpose of this agenda item is the approval of a Class 1, On Premise Beer Permit for Pepo's Burrito Bar #2, Inc., 11683 Parkside Drive.

The applications and information are in order.

RECOMMENDATION BY:

Allison Myers, Town Recorder, for approval.

PROPOSED MOTION:

To approve a Class 1, On Premise Beer Permit for Pepo's Burrito Bar #2, Inc., 11683 Parkside Drive.

BOARD ACTION:

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

<u>VOTE/TOTAL</u>	<u>WILLIAMS</u>	<u>BURNETTE</u>	<u>POVLIN</u>	<u>MEYER</u>	<u>WHITE</u>
YES	_____	_____	_____	_____	_____
NO	_____	_____	_____	_____	_____
ABSTAIN	_____	_____	_____	_____	_____

APPLICATION FOR BEER PERMIT

STATE OF TENNESSEE

TOWN OF FARRAGUT

I hereby make application for a permit to sell, store, manufacture, or distribute Beer under the provisions of Tennessee Code Annotated Section 57-5-101 et seq. and base my application upon the answers to the following questions:

- Reason for application: New Business X New Ownership ____ Name Change ____ Other ____
- Type of permit requested, please circle all that apply:

Class 1 On-Premise

Class 2 On-Premise, Other

Class 3 On-Premise, Hotel/Motel

Class 4 On-Premise, Tavern

Class 5 Off-Premise

Class 6, Special Occasion

- Name of Applicant(s) (Owner(s) of Business) Everardo Llamas Llamas - Owner

- Type of applicant (check one):
Person X Firm ____ Corporation ____ Joint-Stock Company ____ Syndicate ____ Other ____
- List all persons, firms, corporations, joint-stock companies, syndicates, or associations having at least a 5% ownership interest in the business:
Everardo Llamas Llamas 100%

- Applicant's present home address:
314 Millions St. Athens, TN 37303
- Date of Birth 06/09/1993 Home Telephone Number _____
Business Telephone Number (678) 364-9441 Social Security Number _____
- Representative Email Address: mbinns@esgaccounting.com
- Under what name will the business operate? PEPO'S BURRITO BAR #2, INC
- Business address 11683 PARKSIDE DRIVE, FARRAGUT, TN 37934
Business Telephone number _____

11. Specify the identity, email and physical address of the person to receive annual privilege tax notices and any other communication from the Town:

MARIA BINNS- 235 GREENCASTLE RD, SUITE B. TYRONE, GA 30290

12. Information of any manager, other than the applicant:

Name: N/A Birth Date: _____

Address: _____

Phone Number: _____

13. Has any person having at least a 5% ownership interest, any of the managers, or any other employee of the business, been convicted of any violation of the beer or alcoholic beverage laws or any crime within the last ten (10) years: ____ Yes X No. If yes, give particulars of each charge, court, and date convicted.

14. Have you or your organization ever had a Beer Permit revoked, suspended, or denied in the State of Tennessee? NO If so, specify, where, when, and why:

15. Name and address of property owner, if other than the business owner:

16. What is the name and address of the Church (or other place of worship) nearest to your business?

HOLY CROSS ANGLICAN CHURCH

17. What is the name and address of the school nearest to your business?

FARRAGUT PRIMARY SCHOOL

18. Special Occasion Event Name: _____

Location of the special occasion event: _____

Event Date & Times: _____

Representative name & phone number: _____

Have you received a special event permit to hold the event in the Town of Farragut? _____

19. Tennessee Sales Tax Number: _____

20. Town of Farragut Business License Number _____

I certify that I am knowledgeable of the laws prohibiting the sale of beer to minors and that this application contains true information to the best of my knowledge and belief.

I understand that this application is subject to the Tennessee Public Records Act and shall be open for inspection and reproduction by any citizen. Tennessee Code Annotated 10-7-503.

I understand that by submitting this application, a background investigation shall be conducted and any and any and all documents related to my request shall become public records.

I understand that the applicant or representative must be present at the beer board meeting in which the permit will be discussed.

Everardo L. Llanas
Signature of Applicant/Owner (or authorized Corporate Official)

Sworn to and subscribed before me this 18 day of January, 2023

Maria T. Binns
Notary Public

My Commission Expires: May 05, 2023



Notice: A non-refundable \$250 fee must accompany this application. Any applicant making false statement in this application shall forfeit his/her permit and shall not be eligible to receive any permit for a period of ten years.

A privilege tax of \$100 is imposed on the business of selling, distributing, storing or manufacturing beer in this state effective January 1, 1994 and each successive January 1. Any holder of a beer permit issued after January 1, 1994 shall pay a pro rata portion of this annual tax when the permit is issued.

FOR OFFICE USE ONLY	
Application is hereby: Approved _____	Denied _____
On this date: _____, 20__	
_____ Beer Board Chairman	_____ Town Recorder

BMA MEETING MINUTES

January 12, 2023

WORKSHOP

Tourism Strategic Plan

Trevor Hobbs, Assistant to the Town Administrator, presented an overview and plan for the Tourism Strategic Plan for the Tourism Department.

BMA MEETING

Roll Call

Mayor Williams called the meeting to order at 6:00 PM. Roll Call for attendance: Alderman Burnette, present; present; Alderman White, present; Mayor Williams, present; in addition to staff and members of the press. Aldermen Meyer and Povlin were absent.

Approval of Agenda

Motion was made to approve the agenda as presented. Moved by Alderman White, seconded by Alderman Burnette; voting yes; Mayor Williams, Aldermen Burnette, and White; no nays; Aldermen Meyer and Povlin were absent, motion passed.

Approval of Minutes

Motion was made to approve the minutes of December 8, 2022, as presented. Moved by Alderman White, seconded by Alderman Burnette; voting yes; Mayor Williams, Aldermen Burnette, and White; no nays; Aldermen Meyer and Povlin were absent, motion passed.

Mayor's Report

Founder's Week Proclamation

Ordinances

Public Notice and Second Reading

Ordinance 22-12, an ordinance to amend the Farragut Municipal Code, Appendix A., Zoning, Chapter 2., Definitions., to define Ballfield, and Chapter 4., General Provisions and Exceptions, Section XIII., Outdoor Site Lighting, Subsection A., to clarify street lighting provisions, establish where ballfield lighting may be provided, and prohibit lighting that would be a nuisance due to uncontrolled glare on any adjacent properties, rights-of-ways, access easements, or driveways (Farragut Neighborhood Preservation Partnership, Applicant)

Motion was made to approve Ordinance 22-12 on second and final reading. Moved by Alderman Burnette, seconded by Mayor Williams. Jeanne Brykalski, Crestview Road, presented comments concerning the ordinance. Roll Call Vote: Alderman Burnette, yes; Alderman White, no; Mayor Williams, yes; Meyer and Povlin were absent, Motion passed.

Ordinance 22-17, Ordinance to amend the Equipment Fund FY23 Budget, passed by Ordinance 22-09

Motion was made to approve Ordinance 22-12 on second and final reading. Moved by Alderman White, seconded by Alderman Burnette. Roll Call Vote: Alderman Burnette, yes; Alderman White, yes; Mayor Williams, yes; Meyer and Povlin were absent, Motion passed.

Business Items

Approval of Resolution R-2023-01, Appointment of Municipal Judge

Motion was made to approve Resolution R-2023-01, Re-Appointing Keith Alley as Municipal Judge. Moved by Alderman Burnette, seconded by Alderman White; voting yes; Mayor Williams, Aldermen Burnette, and White; no nays; Aldermen Meyer and Povlin were absent, motion passed.

Approval of purchase for Town Hall Park Restroom through Sourcewell Cooperative Purchasing

Motion was made to purchase a Prefab Restroom Building from Public Restroom Company through Sourcewell Co-Op purchasing, in the amount of \$189,755. Moved by Alderman White, seconded by Alderman Burnette; voting yes; Mayor Williams, Aldermen Burnette, and White; no nays; Aldermen Meyer and Povlin were absent, motion passed.

Approval of Professional Services agreement from LDA Engineering, Inc. for a study to determine options to extend Turkey Creek Greenway, Brixworth Subdivision to Virtue Road.

Motion was made to approve a Professional Services Agreement with LDA Engineering, Inc. for a study to determine options to extend the Turkey Creek Greenway, from Brixworth to Virtue Road, in the amount of \$23,000. Moved by Alderman Burnette, seconded by Mayor Williams; voting yes; Mayor Williams, Aldermen Burnette, and White; no nays; Aldermen Meyer and Povlin were absent, motion passed.

Approval of Contract with Tennessee Department of Transportation for Development of Project to Reconstruct Interchange at I-40/75 and Campbell Station Road

Motion was made to approve the contract with the Tennessee Department of Transportation for the development of the project to reconstruct the interchange at I-40/75 at Campbell Station Road. Moved by Alderman Burnette, seconded by Alderman White; voting yes; Mayor Williams, Aldermen Burnette, and White; no nays; Aldermen Meyer and Povlin were absent, motion passed.

Approval of Program Change Request in Tourism Department

Motion was made to approve the Program Coordinator position from Part-time to full-time and add a temporary, part-time, grant related Tourism Assistant in the Tourism Department. Moved by Alderman Burnette, seconded by Alderman White; voting yes; Mayor Williams, Aldermen Burnette, and White; no nays; Aldermen Meyer and Povlin were absent, motion passed.

Town Administrator's Report

David Smoak, Town Administrator, reported the following:

Farragut Board of Mayor and Aldermen

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- Farragut Business Alliance Health & Wellness Expo-Saturday, January 14 at the Farragut Community Center from 10:00 am – 3:00 pm.
- Town Hall will be closed Monday, January 16 in observance of Martin Luther King, Jr Day.

Meeting adjourned at 7:06 PM.

Ron Williams, Mayor

Allison Myers, Town Recorder

BMA MEETING MINUTES

January 26, 2023

Roll Call

Vice-Mayor Povlin called the meeting to order at 6:00 PM. Roll Call for attendance: Alderman Burnette, absent; Alderman Meyer, present; Alderman Povlin, present; Alderman White, present; Mayor Williams, absent; in addition to staff and members of the press.

Approval of Agenda

Motion was made to approve the agenda with the deletion of item III.A. Approval of January 12, 2023, minutes. Moved by Alderman Meyer, seconded by Alderman White; voting yes; Aldermen Meyer, Povlin and White; Mayor Williams and Alderman Burnette were absent, no nays; motion passed.

Mayor's Report

Proclamation for the Farragut Christmas Parade Committee

Business Items

Approval of a Professional Services Agreement with Raftelis Financial Consultants, Inc. for strategic planning services

Motion was made to approve the professional services agreement with Raftelis Financial Consultants, Inc. for strategic planning services for a not to exceed amount of \$54,500. Moved by Alderman Meyer, seconded by Alderman White; voting yes; Aldermen Meyer, Povlin and White; Mayor Williams and Alderman Burnette were absent, no nays; motion passed.

Meeting adjourned at 6:25 PM.

Louise Povlin, Vice-Mayor

Allison Myers, Town Recorder

REPORT TO THE BOARD OF MAYOR AND ALDERMEN**PREPARED BY:** Bart Hose, Assistant Community Development Director**SUBJECT:** Ordinance 23-01, an ordinance on first reading to amend the Code of Ordinances of the Town of Farragut Tennessee, by amending and replacing Chapter 109-Signs in its entirety.

INTRODUCTION AND BACKGROUND: This agenda item involves proposed amendments to the Town's Sign Ordinance. The existing ordinance was adopted in the spring of 2020 after considerable work with the input of a steering committee. The project involved rewriting the Town's sign regulations in a more legally defensible content neutral form, while also making a number of other changes and updates to the requirements. The new ordinance has now been in place for over two and a half years, and the Town staff has been working with the Visual Resources Review Board (VRRB) to identify additional potential amendments to improve enforcement, clarify sections where needed, and provide for additional signage options where appropriate. The VRRB reviewed and recommended the current draft of the proposed amendments at its October 25, 2022, meeting. The Planning Commission first discussed the proposed amendments at its November 17, 2022, meeting, and subsequently reviewed and recommended adoption of the proposed amendments at its January 19, 2023, meeting. Some of the more significant changes include the following:

- The reintroduction of General Occupant Signs as a permitted type of sign. This sign type includes small wall plaques and similar informational signs located around the entrances to buildings.
- Changes to the provisions for Peripheral Accessory Signs to allow for a second such sign along driveway entrances. Business owners often looked to utilize these accessory signs for entrance & exit signs and the current limitation of one per access street proved impractical for this use.
- Providing for General Occupant Signs and the updated standards for Peripheral Accessory Signs at residential subdivision club houses and similar HOA controlled recreation facilities.
- The addition of requirements for non-residential construction site signs.

Many of these amendments affect multiple sections of the ordinance and had to be coordinated throughout the code.

DISCUSSION AND RECOMMENDATION: Included in the packet is Ordinance 23-01, an ordinance to amend Chapter 109-Signs of the Code of Ordinances of the Town of Farragut, Tennessee, as recommended for adoption by the Farragut Municipal Planning Commission with Resolution PC-23-01 (included). The Planning Commission's vote to recommend adoption was unanimous. The packet also includes a copy of the proposed new sign ordinance language for additional review and discussion. The proposed amendments within this copy are shown in blue text. Explanatory comments have also been added in green italicized text after the proposed amendments for clarity.

PROPOSED MOTION: To approve Ordinance 23-01 on first reading.

BOARD ACTION:

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

<u>VOTE/TOTAL</u>	<u>BURNETTE</u>	<u>MEYER</u>	<u>POVLIN</u>	<u>WHITE</u>	<u>WILLIAMS</u>
YES	_____	_____	_____	_____	_____
NO	_____	_____	_____	_____	_____
ABSTAIN	_____	_____	_____	_____	_____

Proposed Amendments to Sign Ordinance

Proposed amendments are in blue text.

Explanation of proposed amendments are in green italic text.

Chapter 109 – Signs.

Section 109-1. Authority.

This chapter shall be known as the "Sign Ordinance of the Town of Farragut, Tennessee." This chapter is adopted under the authority granted by T.C.A. § 6-2-201.

Section 109-2. Purpose, Intent, and General Scope.

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

- (1) Regulate the number, location, size, type, illumination, and other physical characteristics of signs within the Town in order to promote the public health, safety and welfare.
- (2) Maintain, enhance, and improve the aesthetic environment of the Town by preventing visual clutter.
- (3) Improve the visual appearance of the Town while providing for effective means of communication, consistent with constitutional guarantees.
- (4) Avoid signage that is a threat to safety due to its placement and other physical characteristics.
- (5) Ensure the safe construction and maintenance of signs, and
- (6) Support businesses in the Town by providing for fair and consistent sign allocations and enforcement of the sign regulations set forth herein.

(b) This ordinance is not intended to regulate the message on any sign, any building design, any display not defined as a sign, or any sign which cannot be viewed from outside a building.

Section 109-3. 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.

Section 109-4. 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 ordinance.

Section 109-5. Substitution.

Signs containing noncommercial speech are permitted anywhere that advertising or business signs are permitted, subject to the same regulations applicable to such signs.

Section 109-6. Definitions.

The following words, terms, and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Abandoned sign means any sign, including its supporting structure, erected in conjunction with a particular use, for which the use has been discontinued for a period of 90 days or more, or a lawfully erected temporary sign for which the time period allowed for display of the sign has expired.

Architectural compatibility means visual harmony and consistency with regard to color, building/sign materials, style, mounting, and illumination.

Athletic field means a piece of land designed, approved, and dedicated for playing a game.

Banner sign means any sign of flexible lightweight material that allows movement caused by wind. A flag, as defined herein, shall not be considered a banner sign.

Changeable copy sign means any sign where letters or numbers displayed on the sign are designed to be changed frequently to display different messages.

Dilapidated sign means a sign that is in a bad, unsafe, or unsightly condition due to neglect or misuse.

Flag means a fabric sign of a non-commercial nature with a distinctive color and design that is used as an emblem, standard, decoration, or symbol and that is hoisted on a permanent freestanding flagpole or mounted with a pole attached to a building.

Freestanding sign means a sign that is either anchored in the ground or secured so that it is not subject to being moved by wind and that is independent of any building.

Freestanding building frontage sign means a non-illuminated sign of a solid material with copy that is meant to be readable only to a pedestrian and that is placed near the front of a building.

Gas pump signs means permanent signs, including Federally required safety information, adhered to a gas pump island, and reviewed through a sign permit process.

General occupant sign means a minor sign(s) located on the door or adjoining wall of a principal building's primary public entrance.

{This definition has been added to support the inclusion of General Occupant Signs as permitted signs in several subsequent sections of the proposed ordinance.}

Ground-mounted sign means a sign erected on a freestanding frame and not attached to any building. Such signs may be two-sided, provided that both sides cannot be seen simultaneously from any point. Such signs have a solid base with no exposed poles.

Interior accessory freestanding sign means a sign permitted interior to a development and not meant to be readable from a public street, public access easement, or adjacent property.

Interstate/interchange pole sign means a sign permitted near the interstate interchange as stipulated in this ordinance.

Legibility means how easy a sign is to read. This is based on the characteristics of letters, numbers, and characters that make it possible to differentiate one from another.

Manual on Uniform Traffic Control Devices (MUTCD) means the manual produced by the Federal Highway Administration that addresses three specific types of signs: guide, warning, and directional. The manual includes minimum size, height, and placement standards to achieve readability and prevent traffic accidents.

Non-commercial means not naming, advertising, or calling attention to a business or commercial product, service, or activity.

Normal maintenance means replacing lights, painting, staining, repairing a damaged element of a sign, or replacing a sign face that has faded over time with exposure to the elements with an identical sign face. Normal maintenance shall not include any other modifications to a sign.

Peripheral accessory freestanding sign means a sign permitted near the entrance and exit points to a development.

Permanent ground mounted subdivision sign means a permanent sign permitted near the entrance to a subdivision.

Permanent parcel sign means a wall mounted sign permitted on a principal dwelling unit.

Portable sign means a sign not permanently attached to the ground or a building and is easily removable using ordinary hand tools.

Primary permanent ground mounted sign means the primary sign permitted for a single-use or multiple use non-residential development.

Primary permanent wall mounted sign means the primary wall sign for a development or tenant.

Prohibited sign means any sign not specifically permitted in this ordinance or that is not compliant with the applicable provisions of this ordinance.

Projecting sign means a sign, other than a wall mounted sign, which is affixed to and projects from a building, wall, or support structure such as a column, forming an angle between said building or wall and the face of the sign.

Public access easement means a recorded access easement that runs with the land and that provides direct two-way public access to at least two parcels.

Roof sign means any sign attached to a building which projects in part or in whole above the top edge of a building wall.

Sandwich board sign means a freestanding temporary sign, with no moving parts or lights, displayed outside a business during business hours. It is not intended as permanent business signage.

Sign means any letter, number, figure, symbol, trademark, graphic, logo, design, or device mounted or otherwise placed and intended to be visible from outside of a building, used to attract attention in order to advertise, identify, announce, notify, direct, or communicate. Sculptures, artwork, and architectural accents shall not generally be considered a sign unless they would otherwise be used as outlined in this definition.

Sign area means the entire face of a sign, including the advertising surface and any framing, trim, or molding but not including the supporting structure.

Snipe sign means a sign affixed to trees, utility poles, light poles, fences, or other objects.

Temporary means related to an event or activity that has a limited amount of time.

Temporary freestanding subdivision entrance sign means a sign permitted on a temporary basis near the entrance to a subdivision.

Temporary parcel sign means a sign permitted on a parcel for a temporary event or activity.

Temporary freestanding subdivision sign means a sign permitted on a temporary basis for a subdivision.

Under-canopy sign means a sign that is hung perpendicular to a building under a canopy which projects over the public entrances into a building.

Visibility obstruction means a sign that by virtue of its placement has created a visibility obstruction harmful to the public safety.

Wall sign means a sign attached parallel to and projecting not more than 12 inches from the wall of a building and does not project in part or in whole above the top edge of a building wall.

Window sign means a sign that is painted on, attached to, or suspended directly behind or in front of a window or the glass portion of the door.

Section 109.7. Administration.

(a) *Sign administrator to enforce chapter.* The Town administrator or his/her designee shall act as the sign administrator and shall enforce and carry out all provisions of this chapter. In the event there is a question concerning the general intent or meaning of any provision of this chapter, the sign administrator shall have the authority to make such administrative decisions and interpretations. Administrative interpretation shall in no way be construed as permitting or granting an exception to the provisions of this chapter. When the definition of a sign or an issue concerning architectural compatibility, illumination, or some unique physical characteristics of a sign are questioned by the sign administrator, the sign administrator may consult with the Visual Resources Review Board about such question.

(b) *Application and permit process.* Unless otherwise provided by this chapter, permits are required for all types of signs. It shall be unlawful for any person, agency, firm, or corporation to erect, structurally repair (other than normal maintenance), replace, alter, relocate, change the panels of, change the establishment being advertised on a sign, as defined in this chapter, without first obtaining a permit to do so from the Town.

(1) *General application requirements and fees.* Applicants shall submit a completed sign application and the required fee to the Town prior to commencing any work on installation of a new or replacement sign. The required fee is per the schedule approved by the Town Board of Mayor and Aldermen. Per the approved fee schedule, an additional penalty fee shall be paid if work is commenced prior to receiving a permit from the Town. Government or government sponsored entities are waived from the fee requirement. Applications shall be made in conformance with the requirements of this ordinance, and any other applicable regulations or standards of the Town. This includes, but is not limited to, specific zoning districts and/or the Farragut Architectural Design Standards.

{This language was added to better inform permit applicants that other regulations and standards may affect their project}

(2) *Application required for each sign.* A separate application must be completed and submitted for each new or replacement sign.

- (3) *Wall mounted sign application reviews.* Wall sign applications shall be reviewed by the sign administrator for conformance with the requirements. The sign administrator shall approve or deny the application within 15 working days of submittal. When architectural compatibility, illumination, or some unique physical characteristics of a sign are questioned by the sign administrator, the sign administrator may consult with the Visual Resources Review Board about such matter.
- (4) *Wall mounted sign application submittal requirements.* All wall sign applications shall include the following:
- a. A dimensioned schematic drawing of the building showing the proposed sign location.
 - b. A photograph of the businesses located on either side which demonstrates the color, material, and illumination of these adjacent signs.
 - c. The width of the building wall or lease space upon which the sign is to be mounted.
 - d. A dimensioned colored drawing (or simulated photograph) of the sign showing the copy on the sign face.
 - e. An indication of how the sign is to be mounted and illuminated, and
 - f. Information that may be requested by the sign administrator to help verify compliance with the Architectural Design Standards or any provision of this ordinance.

{This item, “requirement f.”, has been added to align with similar language in the ground sign application section and make it clear that the sign administrator (enforcing town staff) can request additional information when evaluating permit applications to ensure code compliance.}

- (5) *Ground-mounted sign application reviews.* Ground-mounted sign applications shall be reviewed by the Visual Resources Review Board for conformance with the requirements of this chapter and any overlapping regulations, including the Architectural Design Standards, as amended, prior to the issuance of a sign permit.
- (6) *Ground-mounted sign submittal deadlines.* Ground-mounted sign applications shall be submitted in accordance with the deadlines established by the Town for the meeting at which the ground mounted sign is to be considered by the Visual Resources Review Board.
- (7) *Ground-mounted sign coordination with site and landscape plans.* As part of a site plan and landscape plan review process with the Planning Commission and Visual Resources Review Board, applicants for new developments or redevelopments shall take into account anticipated locations for ground mounted signs. These should be shown on both the site and

landscape plans in order to help lessen conflicts with landscaping, utilities, and other site development components.

- (8) *Ground-mounted sign application submittal requirements.* All ground-mounted sign applications shall be accompanied by complete sets of plans which include the following:
- a. A dimensioned site plan of the parcel showing the proposed sign location in relation to property lines and platted easements.
 - b. A proposed landscaping plan for the area around the sign base.
 - c. A detail of the sign lighting, including lighting placement, type, and lumens.
 - d. A detail of the materials and colors used for the sign structure.
 - e. A dimensioned colored drawing of the sign showing the copy on the sign face, height and length of the sign face and sign structure, overall height of the sign, and size of the address numbers required at the top of the sign.
 - f. Information that may be requested by the sign administrator to help verify compliance with the Architectural Design Standards [or any provision of this ordinance](#).

{This language was added to further clarify the intent of the requirement. Ensuring that all new signs comply with the provisions of this ordinance and the relevant sections of the Architectural Design Standards are our enforcement goals.}

- g. [The sign administrator may waive one or more of these application plan requirements for simple individual tenant panel sign installations on existing sign structures.](#)

{Item “g.” has been added to allow the administrator to simplify the requirements for individual tenant panel sign applications where appropriate.}

- h. An acknowledgment that [a preconstruction site location survey and/or an as-built survey](#) may be required by the sign administrator to verify compliance with applicable provisions associated with ground-mounted signs.

{This language was added to provide the option of conducting a preconstruction site location survey as opposed to an as-built survey. The preconstruction location survey will allow an applicant to have the proposed ground sign located and staked out by a surveyor prior to construction. In most cases this will eliminate the need for an as-built survey and hopefully avoid costly location errors in the field}

- (9) *Expiration of sign permits.* A sign permit shall become null and void if installation of the sign has not been initiated within 180 days of issuance. If work authorized by such permit is suspended or abandoned for 180 days any time after the work has been initiated, the sign permit shall be void and a new permit shall be first obtained to resume work. After a permit expires, a

partially completed sign structure must be removed within 30 days if no new permit is issued.

- (10) *Changes to an approved sign permit.* A new permit may be required, as determined by the sign administrator, where changes have been made to an approved sign that would alter the physical characteristics of the sign.
- (11) *Temporary parcel sign application reviews.* Temporary parcel signs provided for in Section 109-12 (c)(2) and 109-12 (d)(2) and that are restricted to a total of 40 calendar days per year shall be permitted through a Town of Farragut Temporary Sign Permit Application. The application shall cover a ten-day period and an applicant is permitted to apply for four applications per calendar year. Each application shall be reviewed and approved by the sign administrator and shall include the following:
 - a. Verification that the entity has a valid Certificate of Occupancy.
 - b. An indication of the dates when the sign will be installed and removed.
 - c. A dimensioned drawing showing the height and length of the sign face and the overall height of the sign.
 - d. A verification that the material used is a minimum of ten millimeters (.39 inches) in thickness and will be supported by metal t-posts.
 - e. A verification that the sign will be set back at least 20 feet from the back of the public street curb or edge of street where curbing is not provided.
 - f. An acknowledgment that banners, pennants, streamers, and similar flexible or wind activated signs shall not be used.

- (c) *Text amendment process.* Amendments to the text of this chapter shall first be reviewed by the Visual Resources Review Board and the Town Municipal Planning Commission with recommendations regarding the proposed change forwarded to the Town Board of Mayor and Aldermen.

Section 109-8. Enforcement.

- (a) *Sign enforcement process.* Noncompliance with this chapter shall be deemed a violation. When the sign administrator finds violations of the provisions of this chapter; **including but not limited to the installation of a sign without a permit, or a sign that does not conform with an approved permit and plan;** the administrator shall document such findings and take the appropriate action to correct said violations. A citation to municipal court may be issued to the owner, agent, or employee for violations of this chapter.

{This language was added for enforcement clarity when municipal court action is required. These are the two most common violations that the enforcement staff encounters.}

- (b) *Separate offense.* Each day a violation continues shall be considered a separate offense. The owner or tenant of any building, sign, premises, or sign thereon, and any architect, builder, contractor, agent, or other person who commits, or participates in, assists in, or maintains any violation hereunder may be found responsible for a separate offense. Nothing herein contained shall prevent the town from taking such lawful action as is necessary to prevent or remedy any violation of this article.

Section 109-9. Appeals.

- (a) The Town Board of Zoning Appeals shall have the following responsibilities:

- (1) *Interpretations/General Appeals.* To hear and decide appeals where it is alleged by the appellant that there is an error in any order, requirement, permit, decision, or refusal made by the sign administrator and/or the Visual Resources Review Board in the carrying out or enforcement of any provision of this chapter, and
- (2) *Variances.* To authorize, upon an appeal relating to said property, a variance from such strict application so as to relieve such difficulties or hardship. Variances shall not be granted to allow a larger sign or a sign which is otherwise not permitted in this chapter. Variances shall be granted only whereby special physical characteristics of the lot, parcel, or tract exist, that the strict application of the provisions of this chapter would deprive the applicant of an otherwise permitted sign.

- (b) Appeals procedure.

- (1) *Denial required.* After a written denial of a sign permit from the sign administrator, a party may make an application for an interpretation or a variance.
- (2) *General application requirements and fees.* The application shall be submitted to the Town in accordance with the deadlines established by the Town for the meeting at which the application is to be considered by the Board of Zoning Appeals. The required fee associated with the application is per the schedule approved by the Town Board of Mayor and Aldermen. The Board of Zoning Appeals shall consider and decide all appeals within 30 days of first hearing the appeal, and
- (3) *Minutes.* The minutes of the Board of Zoning Appeals shall fully set forth such circumstances or conditions warranting the granting of a variance.

Section 109-10. Legal nonconforming signs.

- (a) *Definition.* Existing signs which were legally in existence prior to the adoption of the ordinance from which this chapter is derived which do not conform to the specific provisions of this article are declared legal nonconforming signs.
- (b) *Continuance.* Any legal nonconforming sign may be continued in operation and maintenance after the effective date of the ordinance from which this chapter is derived, provided:
 - (1) The sign is not relocated or replaced.
 - (2) The structure or size of the sign is not altered in any way except toward compliance with this chapter.
 - (3) No new or additional signs are added to the premises, and
 - (4) Other than changing the text of changeable copy signs or normal maintenance, no other existing permanent signs are changed or replaced on the premises.
- (c) *Maintenance/damage/deterioration.* A legal nonconforming sign is subject to all requirements of this chapter regarding safety, maintenance, and repair. However, if the sign suffers more than 50 percent damage or deterioration, as based on a certified appraisal, it must be brought into conformance with this chapter or removed.

Section 109-11. General restrictions.

- (a) All signs erected, replaced, reconstructed, expanded, or relocated on any property within the Town shall conform with the provisions of this section.
 - (1) *Signs not requiring permits.* The following types of signs are exempted from permit requirements but must be in conformance with all other requirements of this chapter:
 - a. Signs authorized in accordance with the Manual of Uniform Traffic Control Devices (MUTCD), as amended.
 - b. Signs placed by or on behalf of a governmental entity.
 - c. Street or address identification numbers/letters as stipulated in the adopted building and/or fire code.
 - d. Permanent parcel signs.
 - e. Political or campaign signs, as provided for in TCA, Title 2, Chapter 7, Section 143. Tennessee Freedom of Speech Act.

- f. Temporary signs of any kind, unless a permitting process is specifically required in association with specific events, programs, or community objectives promoted by the Town of Farragut.
- g. Flags, and
- h. Window signs.
- i. General occupancy signs.

{Provisions for General Occupant Signs, as defined in this ordinance, have been added. These minor signs are potentially useful for some property/business owners and had been permitted in past ordinances.}

(2) *Prohibited signs.* The following types of signs are prohibited within the Town:

- a. Abandoned or dilapidated signs, which shall be removed by the property owner or responsible entity.
- b. Any sign placed on public property or right-of-way without the written consent of the public authority having jurisdiction over the property.
- c. Any sign which bears or contains statements, or words of an obscene, pornographic, or immoral character, as defined by the United States Supreme Court.
- d. Any signs with flashing, chasing, pulsating, twinkling, dancing, scintillating, and/or oscillating lights, color changing lights, or any other rotating, revolving, or otherwise moving part or the appearance of moving parts or motion. This includes individuals holding signs not otherwise provided for in accordance with the United States Constitution.

{The term “color changing lights” has been added for clarity and enforcement purposes.}

- e. Electronic and digital changeable copy (message board) signs, TVs, monitors, and similar devices.

{Item “e.” has been added for clarity and enforcement purposes.}

- f. Off-premises signs, unless required by and in accordance with the MUTCD or placed by or authorized on behalf of or by a governmental entity.
- g. Off-premises outdoor advertising (billboards).
- h. Banners, feather flags, pennants, ribbons, festoons, buntings, streamers, spinners, balloons, or other types of lighter-than-air or wind-activated signs and attention getting devices.
- i. Advertisement displays hung internal in an automobile service bay where such display is visible from a street or a public access easement.
- j. Bollard covers, tire stack covers, and similar signs.

- k. Portable signs that do not comply with the location, size, or use restrictions of this chapter.
- l. Search lights.
- m. Signs attached to, suspended from, or painted on any vehicle or similar mobile structure which is regularly parked or situated on any street, parking lot, or private property when one of the purposes of so locating such vehicle or similar mobile structure is to display, demonstrate, advertise, or attract the attention of the public.
- n. Signs imitating or resembling official traffic or government signs or signals.
- o. Roof signs, or signs extending beyond the main roof line, provided that signs may be mounted on an architectural feature extending beyond the roof line if such feature is fully enclosed and considered an integral part of the occupied space, such as an atrium or high ceiling.
- p. Snipe signs, and
- q. All other signs not specifically permitted or that are not a lawful nonconforming sign.

(3) *Criteria in determining sign area.*

- a. Ground Mounted and Other Non-Wall Mounted Signs.
 - i. The sign area for all ground mounted (and other non-wall mounted) signs shall include and encompass the entire sign face, framing, trim, and associated moldings. The area shall not include the supporting sign structure.
 - ii. For a sign with two parallel faces, only the area of a single face shall be considered. If the faces of a sign are not parallel, then the total sign area shall be the sum of the areas of the individual, non-parallel faces.
 - iii. Where a ground mounted sign is mounted on a larger ornamental wall structure, such as on a subdivision entrance wall feature, its area shall be measured in the same fashion as a wall mounted sign (see part b. below).
- b. Wall Mounted Signs.
 - i. For cabinet type/style signs, the sign area shall include the external perimeter of the entire cabinet measured to include all sign elements, including any internal spaces where such sign includes cut-out areas.
 - ii. For signs that include channel letters and/or other individual elements (letters, logos, etc.) mounted on raceways or directly on a wall, the sign area shall be measured by drawing an imaginary single, regular geometric shape of a rectangle, circle, or equilateral

triangle around and encompassing all sign elements. The text and other graphics (sign elements) do not have to be physically, visually, or topically related, or physically connected to be included in the measured area.

- iii. For window signs, the sign area shall be calculated separately for each window sign and, for each sign, shall include all background, framing, or other supporting material that forms the physical extent of the sign.
- (4) *Criteria in determining sign height for ground-mounted signs.* Unless provided for otherwise in this chapter, the sign height shall be measured by the vertical dimension from the ground level at the base of the sign, including the supporting structure, to the topmost point of the sign and/or its associated framing/support, exclusive of the additional 18 inches permitted to accommodate address numbers. Unless otherwise specified in this chapter, if the ground level at the base of the sign is lower than the adjacent street grade, the height shall be computed from the adjacent street grade, excluding elevated bridges or interchanges.
- (5) *Criteria in determining setback for ground-mounted and pole signs.* The setback shall be measured from the farthest most protrusion of the sign to the nearest point of a property line. All signs shall be located outside of the visibility triangle. For the purposes of this article, the interstate highway right-of-way shall be considered a side or rear lot line. Where the exact location of a property line is unknown and a survey is not reasonably available, the Sign Administrator may, at their discretion, allow the line locations to be approximated by the owner/applicant from best available information, including but not limited to previous permits and KGIS maps, supplemented by field evaluation. In the case of a front property line, however, the approximated location of the property line must be located at least one half the required road right-of-way width from the centerline of the road unless more definitive information is available. The required right-of-way width shall be based on the Town's Major Road Plan and the adopted Subdivision Regulations. Where an owner/applicant requests and is permitted to use approximated property line locations in the place of a surveyed line, they shall bear full responsibility for any location errors.

{This language has been added to provide for some flexibility and guidance when determining setbacks for ground sign locations. In some cases, the applicant for a ground sign permit may not have easy access to an existing property survey. This is particularly true of older previously developed sites. In these instances, previous permits are sometimes consulted, and field checks made where appropriate to determine whether or not a full survey will be required for the permit application. The front-line setback is typically the most critical because potential conflicts may exist between the road right-of-way and/or utility easements in that area. Using the "half the required right-of-way" minimum standard for approximating the front property

line is an attempt to avoid these conflicts as much as possible when a survey is not required.}

- (6) *Construction specifications.* All signs shall be installed in compliance with all building, **construction, and** fire codes adopted by the Town. All electrical service to ground-mounted and pole signs shall be under ground **and installed in accordance with all applicable electrical codes.** Any lighting of signs shall be installed to prevent any glare upon adjoining properties or rights-of-way.

{This language has been added to further clarify and expand upon the existing provisions of this section of the code.}

- (7) *Sign maintenance and removal.*
 - a. All signs shall be properly maintained. Exposed surfaces shall be clean and painted if paint is required. Defective parts shall be replaced. The sign administrator shall have the right to order the repair or removal of any sign which is defective, damaged, or substantially deteriorated.
 - b. When any sign is removed, all structural components shall be removed with the sign and such removal shall be in compliance with all building and fire codes adopted by the Town. All structural components of ground-mounted and pole signs shall be removed to ground level. The structural components of all other signs, including painted wall signs, shall be removed back to the original building configuration. All visual remains of the sign shall be removed.

Section 109-12. Sign regulations by land use and/or zoning districts.

All signs shall comply with the following regulations. Any sign that is not specifically permitted shall be prohibited.

- (a) *Signs permitted in all zoning districts.* The following signs are permitted in all zoning districts subject to compliance with all applicable provisions of this chapter or other applicable Town regulations, standards, or requirements:
 - (1) Flags.
 - (2) Signs authorized in accordance with the Manual of Uniform Traffic Control Devices (MUTCD), as amended.
 - (3) Political or campaign signs, as provided for in TCA, Title 2, Chapter 7, Section 143. Tennessee Freedom of Speech Act.
 - (4) Signs placed by or on behalf of a governmental entity.
 - (5) Street or address identification numbers/letters as stipulated in the adopted building and/or fire code.
 - (6) Temporary parcel sign, and

- (7) Temporary signs specifically authorized by the Town to promote specific events, programs, or community objectives.

(b) *Signs permitted on land for residential uses.* The following signs are permitted on land used for residential purposes. Recreational facilities developed as part of a residential development shall also follow these regulations:

- (1) *Permanent ground mounted subdivision sign.* Once a preliminary plat or a site plan has been approved in relation to a subdivision and the construction of the applicable entrance road has progressed to a point of finished grade and installation of base stone, a permanent ground mounted subdivision sign shall be permitted as follows:

{This language has been added to better align the actual construction of a subdivision and any permit applications for permanent ground mounted signs. There can be a significant time delay between plat/plan approval and the actual construction of a subdivision}.

- a. *Sign area.* A subdivision is permitted a total of 40 square feet per single-family or multi-family development entrance, with either one ground-mounted sign not to exceed 40 square feet or two ground mounted signs not to exceed 20 square feet each.
- b. *Sign placement.* Such signs and the structures/walls on which they are affixed shall be out of any platted drainage or utility easements and shall be set back a minimum of ten feet from any front property line(s) and five feet from any side or rear property line. Such signs and the structures/walls on which they are affixed shall be located on either a platted open space lot or within a platted sign easement. Any signs or structures proposed within the public right of way as part of a streetscape plan submittal, shall be recommended for approval by the Planning Commission and Visual Resources Review Board before being presented to the Board of Mayor and Aldermen for approval.
- c. *Sign height.* Permanent freestanding subdivision signs, excluding the supporting structure, shall not exceed six feet in height.
- d. *Sign illumination.* If such sign or its supporting structures are to be illuminated, external illumination shall be used and such illumination shall be directed only onto the sign face. Each individual light fixture shall not exceed 850 lumens per fixture and shall be shielded so that no glare is created, and
- e. *Sign landscaping.* Each sign shall be landscaped with at least six shrubs that are a minimum of 12 inches in height and/or an evenly distributed area of seasonal or perennial flowers with such area being not less than 50 square feet. All qualifying landscaping shall be within seven feet of the sign base.

- (2) *Temporary freestanding subdivision entrance sign.* One hard surface (minimum of one inch in thickness) non-illuminated temporary sign is permitted per public street entrance into a new subdivision development, provided the following criteria are met:
 - a. The sign shall not exceed 32 square feet.
 - b. The sign shall not exceed ten feet in overall height.
 - c. The sign shall be set back a minimum of 20 feet from the back of street curb.
 - d. The sign shall not be erected until a preliminary plat or site plan has been approved, and
 - e. The sign shall be removed within 15 days of the installation of the permanent freestanding subdivision sign.
- (3) *Temporary freestanding subdivision sign.* One hard surface (minimum of one inch in thickness) non-illuminated temporary sign is permitted per new subdivision development provided the following criteria are met:
 - a. The sign shall not exceed 32 square feet.
 - b. The sign shall not exceed ten feet in overall height.
 - c. The sign shall be set back a minimum of 20 feet from the back of street curb.
 - d. The sign shall not be erected until a preliminary plat or site plan has been approved, and
 - e. The sign shall be removed when at least 75% of the units/lots within the development, as based on the approved preliminary plat, have received Certificates of Occupancy.
- (4) *Permanent parcel sign.* Each individual house lot shall be permitted one non-illuminated permanent wall mounted sign not to exceed two square feet.
- (5) *Temporary parcel sign.* Each individual house lot shall be permitted one temporary parcel sign not to exceed six square feet in area and six feet in overall height. This may include a sign where the owner consents and the property is being offered for sale or lease. A temporary parcel sign shall be removed within two days of the termination of the event/activity for which the sign was used. Where the termination of an event/activity is questioned by the sign administrator, the burden shall be on the sign holder to verify that the event/activity has not terminated.
- (6) *Flag.* Each single-family house lot with an occupied dwelling unit shall be permitted one freestanding flagpole not to exceed 25 feet in height with up to two flags not to exceed 15 square feet each being permitted on such pole. The flagpole shall meet the setbacks that apply to the principal building (the dwelling unit).

In lieu of a freestanding flagpole, one house mounted flagpole shall be permitted provided the pole does not exceed six feet in length and the flag does not exceed 15 square feet.

- (7) *Subdivision exit sign.* One non-illuminated ground-mounted sign not to exceed six square feet in size and four feet in height shall be permitted per single-family or multi-family development entrance. Such sign shall be placed at the rear of the permanent subdivision sign so that it is only visible to vehicles exiting the development.

Where a single-family or multi-family development does not have a permanent subdivision sign at its egress point or because of the setback or angle of the permanent subdivision sign is such that the message area would not be readable; one non-illuminated single-faced freestanding homeowner association notification sign shall be permitted per egress point. Such freestanding sign shall be set back a minimum of five feet from all property lines, shall be rear facing and only readable from vehicles or pedestrians exiting the development, and shall be located on property which is part of the subdivision, and which is zoned the same as the subdivision.

{This language has been added for additional clarity and to better align with the requirements listed in the paragraphs before and after.}

Where such sign is proposed on property which is not owned by the homeowners' association, an appropriate easement shall be recorded as a condition for approval of the sign. Such signs shall be landscaped per this chapter and the sign face shall be oriented so that it is only visible to vehicles exiting the development. The back of the sign face shall be constructed of material which is non-reflective, and the sign shall be generally compatible with other entrance features in the immediate area.

- (8) *Recreational and similar subdivision facilities signs.* The following signs shall be permitted for Homeowners Association (HOA) owned and controlled recreational buildings and similar facilities.
- a. *General Occupant sign(s).* General occupant sign(s) shall be permitted provided they are located on the door or the adjoining wall of the principal building's primary entrance, do not exceed a combined total of six square feet in area, are no more than seven feet in height, and are non-illuminated. Where plaques, boards, cabinets, and/or similar devices are utilized to mount or display the sign(s) they shall be architecturally compatible with the primary exterior material used on the principal building.
 - b. *Peripheral accessory freestanding sign.* For each accessway (driveway) that provides direct access to the property from a public street or approved public access easement, two peripheral accessory freestanding signs (one per each side of the accessway) shall be permitted provided the following criteria are met:

- i. Such sign(s) shall not exceed two square feet in sign area and 30 inches in overall height.
- ii. Such sign(s) shall be at least 15 feet from the back of the public street/access easement curb, at least five feet from any parking lot or accessway curb, but no more than 10 feet from any accessway curb.
- iii. Such sign(s) shall not create visibility obstructions; and
- iv. Such sign(s) shall have mounting pole(s) or structure(s), including any base, that are architecturally compatible with the building it is associated with.

For the purposes of this subsection, an accessway (driveway) with a dividing median shall be considered as a single accessway and shall be permitted a total of only two signs located along the outside edges of the access way.

{Subsection 8, parts a. and b. have been added to afford clubhouses and other subdivision community facilities similar opportunities for General Occupant Signs and Peripheral Accessory Signs as those permitted for non-residential facilities. These are minor signs and include such things as wall plaques and small enter/exit signs for parking lots.}

(c) *Signs permitted for developments being used for single-use non-residential purposes, including freestanding churches and schools, are as follows:*

- (1) *Primary permanent ground mounted sign.* Unless provided for otherwise in this chapter, one primary permanent ground mounted sign shall be permitted provided the following criteria are met:
 - a. *Sign area and setback determination.* The sign area is based on its setback from the front property line. The minimum setback from a front property line is ten feet with the maximum permitted sign face area being 20 square feet. For each additional foot that the sign is set back from the ten-foot minimum, the sign face area may be increased by two square feet with the maximum sign face area being 40 square feet at a 20-foot setback. Sign structures shall also be outside of any platted easements and at least ten feet from any side or rear property line.
 - b. *Corner lot.* If a property **fronts** two different public streets, a primary permanent ground mounted sign shall be permitted for each street provided the signs are at least 150 feet apart, as measured from a straight line connecting the closest points of each sign structure. Each sign shall face, in a perpendicular manner, the nearest public street **frontage**.

{The terms “fronts” and “frontage” have replaced “accesses” and “access”. This may seem like a minor change, but it will actually allow many corner lots to have a ground sign along each street. The use of the term’s “accesses” and “access” in the existing ordinance would only permit the second sign if the lot/business had a driveway cut

along both streets. There are still minimum separation requirements (150 feet) between any such signs to avoid visual clutter.}

- c. *Signs on same frontage.* If a property fronts the same public street for at least 400 feet, a second primary permanent ground-mounted sign shall be permitted along such frontage provided the structure of such sign is at least 350 feet from the structure of the other sign permitted along the same frontage.
- d. *Height Determination.* Permitted sign height is based on the setback from the front property line. Unless otherwise provided for in Section 109-11. (4), where the sign is set back the minimum of ten feet from the front property line, the maximum permitted height shall be six feet. Beyond this point, two inches of increased allowable sign height shall be permitted for each additional one foot of setback from the front property line up to a maximum of 7.66 feet (92 inches) in overall height (exclusive of addressing) at a 20-foot setback from the front property line.
- e. *Addressing.* An additional 18 inches of overall sign height is permitted to enclose or otherwise provide for address numbers. Address numbers shall be at the top of the sign and shall be eight inches in number height. Where a property abuts two public streets and has a sign facing each street, the address numbers shall be required on the sign that is perpendicular to the street with the assigned address.
- f. *Landscaping.* Each sign shall be landscaped with at least six shrubs that are a minimum of 12 inches in height and/or an evenly distributed area of seasonal or perennial flowers with such area being not less than 50 square feet. All qualifying landscaping shall be within seven feet of the sign base. Ground-mounted sign placement and site landscaping shall be coordinated to the greatest extent possible as part of the site plan and landscape plan review processes. Landscaping proposed around a ground mounted sign shall also be specifically evaluated in terms of ensuring that the copy on a sign face is not obstructed.
- g. *Illumination.* If external illumination is used, such illumination shall be directed only onto the sign face and shall be shielded so that no glare is created. Each individual light fixture shall not exceed 850 lumens per fixture, and
- h. *Sign base and architectural compatibility.* Each newly constructed or reconstructed primary permanent ground mounted sign, regardless of permitted height and sign face area, shall have a *minimum* two-foot above grade base below the sign face. The sign base shall be solid with no exposed poles. The base and other elements of the support structure of the sign shall be constructed of material that is compatible with the primary exterior material(s) used on the principal building(s). Existing

ground signs not undergoing reconstruction may be required to make incremental improvements in an effort to more fully comply with these standards (move towards compliance) wherever reasonably practicable.

{Item h. has been amended to clarify that the sign base and architectural compatibility requirements apply to newly constructed or reconstructed ground signs and should not be fully applied to existing sign structures. Additional language has also been added to allow the sign administrators and VRRB to require incremental improvements to existing sign structures when it is reasonable to do so. For example, an applicant might be refacing an existing sign with support poles and no base, that is only 1.5 feet off the ground. The ordinance would not require the sign to be rebuilt to meet the 2-foot base requirement, but the applicant would likely be required to add a 1.5-foot base under the sign to comply with the standard more fully.}

- (2) *Temporary parcel sign.* Unless provided for otherwise in this chapter, one temporary parcel sign shall be permitted for the development provided the following criteria are met:
 - a. Such sign does not exceed 20 square feet in area and six feet in overall height and is placed at least 20 feet from the back of the public street curb or edge of street where curbing is not provided. Temporary parcel signs shall be a minimum of ten millimeters (.39 inches) in thickness and supported by metal t-posts. Banners, pennants, streamers, and similar flexible or wind activated signs shall not be permitted.
 - b. A temporary parcel sign shall be permitted for no more than 40 calendar days per year with such time tracked through a temporary sign permitting process. During any period when a parcel is offered for sale or property within the parcel is offered for lease, one additional temporary parcel sign shall be permitted on the parcel. Such additional sign shall not be subject to the 40-day limitation but shall be subject to all other physical requirements associated with temporary parcel signs and shall be removed within two days of the termination of the event/activity for which the sign was used. Where the termination of an event/activity is questioned by the sign administrator, the burden shall be on the sign holder to verify that the event/activity has not terminated.
- (3) *Primary permanent wall mounted sign.* Unless provided for otherwise in this chapter, each principal building shall be permitted one wall mounted sign which may be installed on any single building elevation subject to the following criteria:
 - a. *Sign area.* The sign area, unless provided for otherwise in this chapter, shall be based on the width of the building wall (same horizontal plane) on which the sign is to be mounted with one square foot of sign area being permitted for each one linear foot of building width, as measured from exterior wall edge to exterior wall edge. Such signs shall not exceed 350 square feet, unless provided for otherwise in this chapter.

- b. *Corner lot.* Where a principle building directly faces more than one public street or public access easement that provides access to the property, one wall mounted sign shall be permitted for up to two frontages. One of the permitted signs shall be limited to .75 square feet of sign area for each one (1) linear foot of building wall on which the sign is to be mounted.
 - c. *Buildings exceeding 300 linear feet of wall length.* If a building has more than 300 linear feet of wall length, there shall be a maximum of one sign per principal building entrance. Such signs shall be located within the entrance vicinity. One additional sign may be located anywhere on the building wall. All such signs shall be spaced a minimum of 50 feet apart. Each sign shall be calculated separately with the total sign area of all signs combined not exceeding a ratio of one square foot of sign area for each one linear foot of building wall on which the sign is to be mounted. No individual sign shall exceed 350 square feet. Such signage shall be limited to one wall.
 - d. *Developments with no paved surfaces in front yard.* If a building has no paved surfaces located in the front yard between the building and the street, one wall mounted sign shall be permitted on the side of the building which fronts upon a public street(s) and one wall mounted sign shall be permitted on the side of the building which faces upon a customer parking area. One of the permitted signs shall be limited to .75 square feet of sign area for each one linear foot of building wall on which the sign is to be mounted. In the case of a corner lot, the owner is permitted a total of two wall mounted signs. The owner may choose between placing the sign on any two of the three qualifying elevations. One of the two permitted signs shall be limited to .75 square feet of sign area for each one linear foot of building wall on which the sign is to be mounted.
 - e. *Developments abutting the Interstate.* Within the C-2, Regional Commercial District, one wall mounted sign shall be permitted on the building elevation that faces the interstate, provided such elevation is at least 100 linear feet in length. Such building elevation is permitted one square foot of sign area for each one linear foot of building wall on which the sign is to be mounted not to exceed 350 square feet, and
 - f. *Compatibility.* All wall signs shall be architecturally compatible with the principal building and shall be consistent in terms of sign material, general color, mounting style, and illumination with the other signs on the same building.
- (4) *Interior accessory freestanding sign.* For each public street or public access easement that provides direct access to the property, one interior accessory freestanding sign shall be permitted provided the following criteria are met:
- a. Such sign shall not exceed six square feet in sign area and four feet in overall height.

- b. Such sign shall be at least 60 feet from any property line.
- c. Such sign shall be at least five feet from any parking lot or accessway curb.
- d. Such sign shall not create a visibility obstruction, and
- e. Such sign shall have a base constructed of material that is compatible with the primary exterior material used on the principal building(s).

(5) *Peripheral accessory freestanding sign.* For each accessway (driveway) that provides direct access to the property from a public street or approved public access easement, two peripheral accessory freestanding signs (one per each side of the accessway) shall be permitted provided the following criteria are met:

- a. Such sign(s) shall not exceed two square feet in sign area and 30 inches in overall height.
- b. Such sign(s) shall be at least 15 feet from the back of the public street/access easement curb, at least five feet from any parking lot or accessway curb, but no more than 10 feet from any accessway curb.
- c. Such sign(s) shall not create visibility obstructions; and
- d. Such sign(s) shall have mounting pole(s) or structure(s), including any base, that are architecturally compatible with the building with which it is associated.

For the purposes of this subsection, an accessway (driveway) with a dividing median shall be considered as a single accessway and shall be permitted a total of only two signs located along the outside edges of the access way.

{This subsection has been amended to provide for two peripheral accessory freestanding signs as opposed to only one. These signs are often used for enter / exit signs at driveway locations. Other minor changes to the subsection were also made for clarity and to better account for the possibility of a second sign at each driveway.}

(6) *Window sign.* On each first-floor building elevation, window signage shall be permitted provided the following criteria are met:

- a. Window signage shall not exceed 25% of the total window area of a building elevation or 20 square feet (as measured by the cumulative total of all window signs on the same building elevation), whichever is less, and
- b. Up to six square feet of window signage may be internally illuminated but shall not have any moving, blinking, **color changing**, or flashing message.

{The term “color changing” has been added for clarity and to facilitate enforcement.}

(7) *Freestanding building frontage sign.* Along one building elevation, one non-illuminated freestanding building frontage sign shall be permitted, provided the following criteria are met:

- a. Such sign shall be placed within 10 feet of the building.
 - b. Such sign shall not obstruct pedestrian facilities.
 - c. Such sign shall not interfere with or cause the removal of landscaping.
 - d. Such sign shall not exceed six square feet in sign area and four feet in overall height.
 - e. Such sign shall only be readable by pedestrians at the building frontage of the development.
 - f. Such sign shall be removed during non-business hours, and
 - g. Such sign shall be of a solid (non-flexible) material, such as a sandwich board sign. Banners, pennants, streamers and similar flexible or wind activated signs shall not be permitted.
- (8) *Interstate/interchange pole sign.* Establishments located within the C-2 Regional Commercial District shall be permitted one internally illuminated interchange pole sign, subject to the following criteria:
- a. The existing lot of record (at the time of this ordinance adoption) for the establishment shall be located within 200 feet of the right of way of the Campbell Station Road/I40 Interchange.
 - b. Such sign shall not exceed 400 square feet.
 - c. Such sign shall be set back a minimum of 20 feet from the front property line and ten feet from the side and rear property lines.
 - d. Such sign shall have a maximum of two sides provided both sides cannot be seen simultaneously from any point, and
 - e. The maximum height for such sign relative to mean sea level shall be 1,030 feet or 60 feet above the centerline elevation of the interstate road at the point nearest the sign, whichever is less. A certified survey which verifies the sign height shall be submitted to the sign administrator within ten days after the sign is installed.
- (9) *Athletic fields.* Athletic field signage on non-government property shall not be visible from public rights of ways and adjacent properties.
- (10) *Flag.* Two flags shall be permitted on one freestanding flagpole per 400 feet of property frontage on a public street. Such flags shall not individually exceed 25 square feet in size and 25 feet in mounted height. Flag poles shall meet the setback requirements for principal buildings in the corresponding zoning district.

In lieu of a freestanding flagpole, one building mounted flagpole shall be permitted on the principal building provided the pole does not exceed six feet in length and the flag does not exceed 15 square feet.

- (11) *General Occupant sign(s).* General occupant sign(s) shall be permitted provided they are located on the door or the adjoining wall of the principal building's primary entrance, do not exceed a combined total of six square feet in area, are no more than seven feet in height, and are non-illuminated. Where plaques, boards, cabinets, and/or similar devices are utilized to mount or display the sign(s) they shall be architecturally compatible with the primary exterior material used on the principal building.

{Provisions for General Occupant Signs, as defined in this ordinance, have been added. These minor signs are potentially useful for some property/business owners and had been permitted in past ordinances.}

- (d) *Signs permitted on land for multiple use buildings or multiple building complexes for commercial purposes, offices, or government facilities.* The following signs are permitted on land used for multiple use buildings (including schools and churches with multiple buildings) used for commercial purposes, offices, or government facilities or land used for multiple building complexes used for commercial purposes, offices, or government facilities:

- (1) *Primary permanent ground mounted sign.* Unless provided for otherwise in this chapter, one primary permanent ground mounted sign is permitted provided the following criteria are met:
- a. *Sign area and setback determination.* The sign area is based on its setback from the front property line. Signs with only one entity represented on the sign face shall be subject to the provisions for primary permanent ground mounted signs that govern freestanding establishments in Section 109-12 (c)(1).
 - i. Where a building has more than one tenant and more than one entity represented on the sign face, the minimum setback from a front property line is ten feet with the maximum permitted sign face area being 20 square feet. Beyond this minimum, for each additional one foot the sign is set back from the ten-foot minimum setback, the sign face area may be increased by four square feet up to a maximum permitted sign face area of 60 square feet at the 20-foot setback from the front property line.
 - ii. Where a development fronts the same public street for at least 400 feet, the above provided 60 square foot sign may be substituted with two smaller signs along the 400 feet of street frontage. Each smaller sign shall not exceed 40 square feet and shall be at least 150 feet apart, as measured from a straight line connecting the closest points of each sign structure. Such signs shall be set back a minimum of 15 feet from the front property line. This sign option shall be permitted for each 60 square foot sign that would otherwise qualify for the property based on its public street frontage.

- iii. In addition to the setback from the front property line, all primary permanent ground-mounted signs and the structures on which they are mounted shall be placed outside of any platted easements and set back at least ten feet from any side or rear property line.
 - iv. An applicant may use the allocated sign face area to distribute tenant listings in any manner desired, provided the sign administrator and the Visual Resources Review Board approve the arrangement in terms of its legibility, compatibility, and general appearance. As a general guide, the outer dimension of an individual tenant panel should be at least eight inches in height to provide for the space necessary to improve legibility.
- b. *Corner lot.* If a property **fronts** two different public streets, a primary permanent ground mounted sign shall be permitted for each street provided the signs are at least 150 feet apart, as measured from a straight line connecting the closest points of each sign structure. Each sign shall face, in a perpendicular manner, the nearest public street **frontage**.

{The terms “fronts” and “frontage” have replaced “accesses” and “access”. This may seem like a minor change, but it will actually allow many corner lots to have a ground sign along each street. The use of the term’s “accesses” and “access” in the existing ordinance would only permit the second sign if the lot/business had a driveway cut along both streets. There are still minimum separation requirements (150 feet) between any such signs to avoid visual clutter.}

- c. *Signs on same frontage.* If a property fronts the same public street for at least 400 feet, a second primary permanent ground-mounted sign shall be permitted along such frontage, provided the structure of such sign is at least 350 feet from the structure of the other sign permitted along the same frontage.
- i. Should a development qualify, as provided for in Subsection a. ii., above, for two smaller primary permanent ground-mounted signs in lieu of one larger 60 square foot primary permanent ground-mounted sign, each 400 feet of public street frontage may have two smaller signs, provided these smaller signs are at least 150 feet apart. Should an owner with the qualifying frontage mix a 60 square foot sign with two smaller 40 square foot signs, the sign nearest the 60 square foot sign shall be at least 350 feet from such sign.
- d. *Height Determination.* Permitted sign height is based on the setback from the front property line. Unless otherwise provided for in Section 109-11. (4), where the sign is set back the minimum of ten feet from the front property line, the maximum permitted height shall be six feet. Beyond this point, a sign with more than one tenant shall be permitted two inches of increased allowable sign height for each additional one foot of setback from the front property line up to a maximum of 7.66 feet (92 inches) in

overall height (exclusive of addressing) at a 20-foot setback from the front property line.

- e. *Addressing.* An additional 18 inches of overall sign height is permitted to enclose or otherwise provide for address numbers. Address numbers shall be at the top of the sign and shall be eight inches in number height. Where a property abuts two public streets and has a sign facing each street, the address numbers shall be required on the sign that is perpendicular to the street with the assigned address.
- f. *Landscaping.* Each sign shall be landscaped with at least six shrubs that are a minimum of 12 inches in height and/or an evenly distributed area of seasonal or perennial flowers with such area being not less than 50 square feet. All qualifying landscaping shall be within seven feet of the sign base. The placement of landscaping should be evaluated as part of the sign permit review process to ensure that selected landscaping will not block the sign message.
- g. *Illumination.* If external illumination is used, such illumination shall be directed only onto the sign face and shall be shielded so that no glare is created. Each individual light fixture shall not exceed 850 lumens per fixture.
- h. *Sign base and architectural compatibility.* Each newly constructed or reconstructed primary permanent ground mounted sign, regardless of permitted height and sign face area, shall have a minimum two-foot above grade base below the sign face. The sign base shall be solid with no exposed poles. The base and other elements of the support structure of the sign shall be constructed of material that is compatible with the primary exterior material(s) used on the principal building(s). Existing ground signs not undergoing reconstruction may be required to make incremental improvements in an effort to more fully comply with these standards (move towards compliance) wherever reasonably practicable.

{Item h. has been amended to clarify that the sign base and architectural compatibility requirements apply to newly constructed or reconstructed ground signs and should not be fully applied to existing sign structures. Additional language has also been added to allow the sign administrators and VRRB to require incremental improvements to existing sign structures when it is reasonable to do so. For example, an applicant might be refacing an existing sign with support poles and no base, that is only 1.5 feet off the ground. The ordinance would not require the sign to be rebuilt to meet the 2-foot base requirement, but the applicant would likely be required to add a 1.5-foot base under the sign to comply with the standard more fully.}

- i. *Legibility.* All written and numerical information included on a multiple tenant permanent ground mounted sign shall be legible for a person driving the posted speed limit on the corresponding street. Individual letters or figures used within a logo or emblem are not required to be

legible. However, the logo or emblem, as a whole, must be legible. The background color shall be consistent on all tenant panels so that the sign in its entirety has a general cohesion and no single tenant panel appears out of place.

- (2) *Temporary parcel sign.* Unless provided for otherwise in this chapter, each tenant is permitted one temporary parcel sign provided the following criteria are met:
 - a. Such sign does not exceed 20 square feet in area and six feet in overall height and is placed at least 20 feet from the back of the public street curb or edge of street where curbing is not provided. Temporary parcel signs shall be a minimum of ten millimeters (.39 inches) in thickness and supported by metal t-posts. Banners, pennants, streamers, and similar flexible or wind activated signs shall not be permitted.
 - b. A temporary parcel sign shall be permitted for no more than 40 calendar days per year with such time tracked through a temporary sign permitting process. During any period when a parcel is offered for sale or property within the parcel is offered for lease, one additional temporary parcel sign shall be permitted for the entire development (not each tenant). Window signage may be used for individual tenant spaces for lease. Such additional sign shall not be subject to the 40-day limitation but shall be subject to all other physical requirements associated with temporary parcel signs and shall be removed within two days of the termination of the event/activity for which the sign was used. Where the termination of an event/activity is questioned by the sign administrator, the burden shall be on the sign holder to verify that the event/activity has not terminated.
- (3) *Primary permanent wall mounted sign.* Unless provided for otherwise in this chapter, each separate use within a building which has its own separate and exclusive exterior public entrance to the building shall be permitted one wall mounted sign provided the following criteria are met:
 - a. *Sign area.* The sign area shall be based on the width of the tenant space on the exterior building wall (same horizontal plane) on which the sign is to be mounted with one square foot of sign area being permitted for each one linear foot of tenant space width as measured from the centers of the exterior wall where the tenant separations occur. If a tenant is on the end of the building, the recognized tenant space would terminate at the end of the building. Such signs shall not exceed 350 square feet, unless provided for otherwise in this chapter. Such wall mounted sign shall be limited to the side of a building which fronts upon a public street/public access easement, faces upon a customer parking area, faces upon a pedestrian mall, or is the point of the principal public access into the establishment.

- b. *Corner lot.* Where a tenant directly faces more than one public street or public access easement that provides access to the property, one wall mounted sign shall be permitted for up to two frontages. One of the permitted signs shall be limited to .75 square feet of sign area for each one linear foot of building wall on which the sign is to be mounted.
- c. *Tenant space exceeding 300 linear feet.* If an individual tenant has more than 300 linear feet of building wall of lease space, there shall be a maximum of one sign per principal building entrance. Such signs shall be located within the entrance vicinity. One additional sign may be located anywhere on the building wall. All such signs shall be spaced a minimum of 50 feet apart. Each sign shall be calculated separately with the total sign area of all signs combined not exceeding a ratio of one square foot of sign area for each one linear foot of building wall on which the sign is to be mounted. No individual sign shall exceed 350 square feet. Such signage shall be limited to one wall.
- d. *Development with no paved surfaces in front yard.* If a building has no paved surfaces located in the front yard between the building and the street, an individual tenant space which is located in the building and fronts upon a public street and faces upon a customer parking area shall be permitted one wall mounted sign on the side of the building which fronts upon a public street(s) and one wall mounted sign on the side of the building which faces upon a customer parking area. One of the permitted signs shall be limited to .75 square feet of sign area for each one linear foot of building wall on which the sign is to be mounted.

In the case of a corner lot, the owner is permitted a total of two wall mounted signs. The owner may choose between placing the sign on any two of the three qualifying elevations. One of the two permitted signs shall be limited to .75 square feet of sign area for each one linear foot of building wall on which the sign is to be mounted.

- e. *Shared entrance building.* With the exception of the O-1-3 and O-1-5 Zoning Districts, a building with multiple uses that all share the public exterior entrances into the building shall be allowed to distribute wall mounted signage from an overall square footage determined by applying one square foot of sign area for each linear foot of building wall on which the sign(s) is(are) to be mounted. Such signs may be calculated separately provided the cumulative total square footage of all signs does not exceed the overall square footage permitted. Such signs shall be limited to the side of the building which fronts a public street or faces upon a customer parking area and shall be compatible in terms of sign material, general color, mounting style, and illumination.

- f. *Pedestrian mall.* In the case where a building has a pedestrian mall, the property owner may opt for a different wall signage alternative. When a wall has a pedestrian mall access, each separate use which faces upon such wall shall be permitted one wall sign not to exceed 25 square feet. In addition, each separate use which faces upon the pedestrian mall shall be permitted one wall sign not to exceed 25 square feet with the total signage for mall uses not to exceed 100 square feet. In no case shall a use have more than one sign. Such signs shall be placed on the wall that has the pedestrian mall access and which fronts upon a public street or faces upon a customer parking area. The maximum sign area allowed on such wall shall be one square foot per linear foot of building wall length.
- g. *Development abutting the interstate.* Within the C-2, Regional Commercial District, one wall mounted sign shall be permitted on the building elevation that faces the interstate, provided the individual tenant space has at least 100 linear feet of building wall abutting the interstate. Such building elevation is permitted one square foot of sign area for each one linear foot of building wall on which the sign is to be mounted not to exceed 350 square feet: and
- h. *Compatibility.* Wall mounted signage within a multiple tenant development shall be compatible in terms of sign material, general color, mounting style, and illumination. Where a center has an existing mixture of different types of signs, the property owner shall submit to the sign administrator and the VRRB a plan for ensuring compatibility as individual tenant signs transition. *Where the property owner does not submit a tenant sign compatibility plan, the Sign Administer shall have the authority, in consultation with the VRRB, to determine compatibility and appropriate signage elements for the building/development.* The objective is that over time the center will have wall mounted signs that are compatible with each other.

{This language was added for situations where the owner of a multi-tenant center is unwilling to submit an overall signage compatibility plan for the development.}

- (4) *Interior accessory freestanding sign.* For each public street or public access easement that provides direct access to the property, one interior accessory freestanding sign shall be permitted, provided the following criteria are met:
 - a. Such sign shall not exceed 12 square feet in sign area and six feet in overall height.
 - b. Such sign shall be at least 60 feet from any property line.
 - c. Such sign shall be at least five feet from any parking lot or accessway curb.
 - d. Such sign shall not create a visibility obstruction, and

- e. Such sign shall have a base constructed of material that is compatible with the primary exterior material used on the principal building(s).
- (5) *Peripheral accessory freestanding sign.* For each accessway (driveway) that provides direct access to the property from a public street or approved public access easement, two peripheral accessory freestanding signs (one per each side of the accessway) shall be permitted provided the following criteria are met:
- a. Such sign(s) shall not exceed two square feet in sign area and 30 inches in overall height.
 - b. Such sign(s) shall be at least 15 feet from the back of the public street/access easement curb, at least five feet from any parking lot or accessway curb, but no more than 10 feet from any accessway curb.
 - c. Such sign(s) shall not create visibility obstructions; and
 - d. Such sign(s) shall have mounting pole(s) or structure(s), including any base, that are architecturally compatible with the building with which it is associated.

For the purposes of this subsection, an accessway (driveway) with a dividing median shall be considered as a single accessway and shall be permitted a total of only two signs located along the outside edges of the access way.

{This subsection has been amended to provide for two peripheral accessory freestanding signs as opposed to only one. These signs are often used for enter and exit signs at driveway locations. Other minor changes to the subsection were also made for clarity and to better account for the possibility of a second sign at each driveway.}

- (6) *Window sign.* On each first-floor building elevation, window signage shall be permitted provided the following criteria are met:
- a. Window signage shall not exceed 25% of the total window area of an individual tenant or 20 square feet (as measured by the cumulative total of all window signs on the same lease space elevation), whichever is less, and
 - b. Up to six square feet of window signage may be internally illuminated but shall not have any moving, blinking, **color changing**, or flashing message.

{The term “color changing” has been added for clarity and to facilitate enforcement.}

- (7) *Freestanding building frontage sign – Mixed-Use Town Center and Mixed-Use Neighborhood.* Due to its emphasis on the pedestrian, within the Mixed-Use Town Center and Mixed-Use Neighborhood land use areas, each tenant within a multiple tenant development shall be permitted one non-illuminated freestanding building frontage pedestrian-oriented sign, provided the following criteria are met:
- a. Such sign shall be placed within ten feet of the building.

- b. Such sign shall not obstruct pedestrian facilities and shall only be permitted where the sidewalk along a frontage is at least eight feet in width.
 - c. Such sign shall not interfere with or cause the removal of landscaping.
 - d. Such sign shall not exceed six square feet in sign area and four feet in overall height.
 - e. Such sign shall only be readable by pedestrians at the multiple tenant development.
 - f. Such sign shall be removed during non-business hours, and
 - g. Such sign shall be of a solid (non-flexible) material, such as a sandwich board sign. Banners, pennants, streamers and similar flexible or wind activated signs shall not be permitted.
- (8) *Projecting sign – Mixed-Use Town Center and Mixed-Use Neighborhood.* Due to its emphasis on the pedestrian, within the Mixed-Use Town Center and Mixed-Use Neighborhood land use areas, an individual tenant may be permitted one non-illuminated projecting sign near the principal entrance not to exceed four square feet in size. Such sign shall comply with adopted building code clearance requirements and shall be hung perpendicular to the building.
- (9) *Under canopy sign.* When the roof of a building is extended as a canopy over the public entrances in the building, one non-illuminated sign per principal entrance shall be permitted. Such signs shall not exceed four square feet in size, shall comply with adopted building code clearance requirements, and shall be hung perpendicular to the building.
- (10) *Athletic fields.* Athletic field signage on non-government property shall not be visible from public rights of ways and adjacent properties.
- (11) *Flag.* Two flags shall be permitted on one freestanding flagpole per 400 feet of property frontage on a public street. Such flags shall not individually exceed 25 square feet in size and 25 feet in mounted height. Flag poles shall meet the setback requirements for principal buildings in the corresponding zoning district.

In lieu of a freestanding flagpole, one building mounted flagpole shall be permitted on the principal building provided the pole does not exceed six feet in length and the flag does not exceed 15 square feet.

- (12) *General Occupant sign(s).* General occupant sign(s) shall be permitted provided they are located on the door or the adjoining wall of a principal building's primary entrance(s), do not exceed a combined total of six square feet in area (per entrance), are no more than seven feet in height, and are non-illuminated. Where plaques, boards, cabinets, and/or similar devices are utilized to mount or display the sign(s) they shall be architecturally

compatible with the primary exterior material used on the principal building. In the case of multi-use (tenant) buildings, each use/tenant with a separate and exclusive entrance shall be treated separately.

{Provisions for General Occupant Signs, as defined in this ordinance, have been added. These minor signs are potentially useful for some property/business owners and had been permitted in past ordinances.}

(e) *Wall signs in the Office District, Three Stories (O-1-3) and Office District, Five Stories (O-1-5); shared entrance building.*

- (1) A building with multiple uses that all share the public exterior entrances into the building and that has more than 225 feet of building wall facing a public street shall be permitted four wall signs. Each sign shall be roughly proportional in size and general appearance. Such signs may be calculated separately provided the cumulative total square footage of all four signs shall not exceed one square foot of sign area for each linear foot of building wall which faces a public street. The cumulative square footage of all four wall signs shall not exceed 350 square feet. Such wall signs shall be limited to two on the side of a building which fronts upon a public street and shall be a minimum of 50 feet apart. Building elevations that do not face a public street shall be limited to one wall sign per elevation and shall be centered on said elevation, and
- (2) All such wall signs shall be architecturally compatible with the principal structure and shall be consistent in terms of style, color, and illumination with the other signs in the complex. All wall signage shall be limited to two colors on all building elevations.
- (3) *General Occupant sign(s).* General occupant sign(s) shall be permitted provided they are located on the doorway or the adjoining wall of the principal building's primary entrance(s), do not exceed a combined total of six square feet in area (per entrance), are no more than seven feet in height, and are non-illuminated. Where plaques, boards, cabinets, and/or similar devices are utilized to mount or display the sign(s) they shall be architecturally compatible with the primary exterior material used on the principal building.

{Provisions for General Occupant Signs, as defined in this ordinance, have been added. These minor signs are potentially useful for some property/business owners and had been permitted in past ordinances.}

(f) *Signs permitted on land for banks and other lending institutions.* In addition to the applicable regulations above, the following additional signs are permitted on land used for banks and other lending institutions:

- (1) *Automatic teller machines.* One sign which shall not exceed two square feet in sign area, and which is posted at the machine. One sign, which shall not exceed two square feet in sign area, and which is posted above the drive-thru lane on the overhead canopy, and

- (2) *Drive-thru teller lanes.* One sign which shall not exceed two square feet in sign area, and which is posted at the service window. One sign which shall not exceed two square feet in sign area per drive-thru lane, and which is posted above the lane on the overhead canopy.

(g) *Signs permitted on land for theaters.* In addition to the applicable regulations above, the following additional signs are permitted on land used for theaters:

- (1) *Marquee sign.* A marquee sign shall be limited to the side of the theater building with the principal public entrance. Such sign shall not exceed one square foot of sign area for each linear foot of building wall on which the sign is to be mounted, not to exceed 350 square feet, and
- (2) *Poster case signs.* One poster case sign is permitted per movie screen or stage, which shall each not exceed 16 square feet in sign area, including frames. Illumination shall be in such a manner as to light the poster for readability only. Poster case signs shall be used in lieu of any temporary window signs. Such signs shall be mounted on the building wall with the principal public entrance.

(h) *Signs permitted on land for other businesses with drive-thru windows.* In addition to the applicable regulations above, the following additional signs are permitted on land used for other businesses with drive-thru windows:

- (1) *Wall signs.* One sign per drive-thru lane which shall not exceed two square feet in sign area, and which shall be posted at the ordering point. One sign per drive-thru lane which shall not exceed two square feet in sign area, and which shall be posted at the pick-up point, and
- (2) *Canopy signs.* One sign per drive-thru lane which shall not exceed two square feet in sign area, and which shall be posted above the lane on the overhead canopy.

(i) *Signs permitted on land for restaurants with drive-thru windows.* In addition to the applicable regulations above, the following additional signs are permitted on land used for restaurants with drive-thru windows:

Menu board signs (outside of the Mixed-Use Town Center land use area):

- (1) *Generally.* One sign per drive-thru lane which shall not exceed 30 square feet in sign area and six feet in overall height, and
- (2) *Order box signs.* One sign per drive-thru lane which shall not exceed one square foot in sign area and 30 inches in overall height.

- (j) *Signs permitted for gasoline stations/convenience stores.* For the purposes of this chapter, gasoline service stations/convenience stores shall be considered single-use non-residential and such sign regulations shall apply. If such establishments also have a restaurant with a drive-thru window, such drive-thru window sign regulations shall apply. In addition to these signs, the following additional signs are permitted:
- (1) *Canopy signs.* Two signs which shall each not exceed nine square feet in sign area, and which shall be posted on two different sides of the canopy over the gas pumps.
 - (2) *Gas pump signs.* Any number of signs calculated separately, and which shall not exceed a cumulative sign area of eight square feet per side of each gas pump island. Only one sign permit shall be required for all the gas pump islands on the site.
 - (3) *Car wash signs.* In addition to the wall signs permitted elsewhere in this chapter, one additional wall sign shall be permitted on the wall of the vehicle entrance at a car wash. Such wall sign shall be permitted one square foot of sign area for each linear foot of building wall on which the sign is to be mounted, and
 - (4) *Car wash order box signs.* One sign per car wash entrance which shall not exceed one square foot in sign area and 30 inches in overall height.
- (k) *Signs permitted on land for large medical campuses on tracts of land ten acres or larger.* For the purposes of this chapter, large medical campuses shall be considered multiple use/multiple building complexes. In addition to the applicable regulations provided for in association with multiple use/multiple building complexes, the following additional signs are permitted on land used for large medical campuses located on tracts of land larger than ten acres:
- (1) *Parking lot directory signs.* Parking lot directory signs shall be located at key decision-making locations within the parking lot in relation to building entrances. The physical layout of the campus shall determine the total number of signs needed. Such signs are not intended to be legible from adjacent streets and shall meet the following criteria:
 - a. Such signs shall be set back a minimum of 35 feet from side and rear property lines, 60 feet from front property lines, and five feet from the edge of driveway pavement.
 - b. The entire sign structure shall not exceed 30 square feet, the sign area of such signs shall not exceed 12 square feet, and the sign shall not exceed six feet in overall height.
 - c. At a single key decision making location within the parking lot, if one parking lot directory sign is not large enough to accommodate the

essential directional information, two such signs may be placed side by side.

- d. The letters and numbers on the signs shall not exceed five inches in height with each tenant/occupant listing to be limited to the same color, size, and shape, and
- e. Such signs shall be architecturally compatible with the principal building.

(2) *Wall signs.*

With the exception of individual medical offices, each separate principal medical use within a building shall be allowed one wall sign. Such wall signs shall be limited to the side of a building which fronts upon a public street or faces upon a customer parking area. The permitted sign area shall be as provided for in this chapter.

Due to its unique safety related characteristics, an emergency room shall be allowed one wall sign for each building wall approach to the emergency room portion of the building. The permitted sign area shall be as provided for in this chapter.

- (l) *Signs permitted on non-residential construction sites.* For the purposes of this subsection, multi-family (apartment) complexes shall also be considered commercial (non-residential) construction sites. In addition to the applicable regulations above, the following additional signs are permitted on non-residential construction sites.

- (1) *Temporary freestanding construction site sign.* One hard surface (minimum of one inch in thickness) non-illuminated temporary sign is permitted per public street frontage, provided the following criteria are met:
 - a. The sign shall not exceed 32 square feet,
 - b. The sign shall not exceed ten feet in overall height,
 - c. The sign shall be set back a minimum of 20 feet from the back of street curb and shall not create any site distance or hazard along any street,
 - d. The sign shall not be erected until site plan has been approved and at least a grading permit has been issued, and
 - e. The sign shall be removed within 10 days of Certificate of Occupancy or Temporary Certificate of Occupancy being issued.

{Subsection “(l.)” has been added to address construction signs on non-residential construction sites. The existing ordinance has no provisions for non-residential construction sites. Multi-family apartment complexes are included under this subsection. Subdivision development construction signs are already provided for in the residential land use portion of the ordinance (Section 109-12, Subsection (b)).}

ORDINANCE:	23-01
PREPARED BY:	Hose
REQUESTED BY:	Staff, Town of Farragut
CERTIFIED BY FMPC:	January 19, 2023
PUBLIC HEARING:	_____
PUBLISHED IN:	_____
DATE:	_____
1ST READING:	_____
2ND READING:	_____
PUBLISHED IN:	_____
DATE:	_____

AN ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE TOWN OF FARRAGUT TENNESSEE, PURSUANT TO AUTHORITY GRANTED BY SECTION 6-2-201, TENNESSEE CODE ANNOTATED, BY AMENDING CHAPTER 109 – SIGNS, TO REPLACE THE EXISTING SIGN ORDINANCE IN ITS ENTIRETY WITH A NEW ORDINANCE

WHEREAS, the Board of Mayor and Aldermen of the Town of Farragut, Tennessee, wishes to amend Chapter 109 - Signs, of the Code of Ordinances of the Town of Farragut, to replace the existing Sign Ordinance with a new Sign Ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen of the Town of Farragut, Tennessee, that Chapter 109 – Signs, of the Code of Ordinances of the Town of Farragut, is hereby amended as follows:

SECTION 1.

The existing Code of Ordinances of the Town of Farragut, Chapter 109 – Signs, is amended by deleting it in its entirety and substituting in lieu thereof the following:

Chapter 109 – Signs.

Section 109-1. Authority.

This chapter shall be known as the "Sign Ordinance of the Town of Farragut, Tennessee." This chapter is adopted under the authority granted by T.C.A. § 6-2-201.

Section 109-2. Purpose, Intent, and General Scope.

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

- (1) Regulate the number, location, size, type, illumination, and other physical characteristics of signs within the Town in order to promote the public health, safety, and welfare.
 - (2) Maintain, enhance, and improve the aesthetic environment of the Town by preventing visual clutter.
 - (3) Improve the visual appearance of the Town while providing for effective means of communication, consistent with constitutional guarantees.
 - (4) Avoid signage that is a threat to safety due to its placement and other physical characteristics.
 - (5) Ensure the safe construction and maintenance of signs, and
 - (6) Support businesses in the Town by providing for fair and consistent sign allocations and enforcement of the sign regulations set forth herein.
- (b) This ordinance is not intended to regulate the message on any sign, any building design, any display not defined as a sign, or any sign which cannot be viewed from outside a building.

Section 109-3. 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.

Section 109-4. 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 ordinance.

Section 109-5. Substitution.

Signs containing noncommercial speech are permitted anywhere that advertising or business signs are permitted, subject to the same regulations applicable to such signs.

Section 109-6. Definitions.

The following words, terms, and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Abandoned sign means any sign, including its supporting structure, erected in conjunction with a particular use, for which the use has been discontinued for a period of 90 days or more, or a lawfully erected temporary sign for which the time period allowed for display of the sign has expired.

Architectural compatibility means visual harmony and consistency with regard to color, building/sign materials, style, mounting, and illumination.

Athletic field means a piece of land designed, approved, and dedicated for playing a game.

Banner sign means any sign of flexible lightweight material that allows movement caused by wind. A flag, as defined herein, shall not be considered a banner sign.

Changeable copy sign means any sign where letters or numbers displayed on the sign are designed to be changed frequently to display different messages.

Dilapidated sign means a sign that is in a bad, unsafe, or unsightly condition due to neglect or misuse.

Flag means a fabric sign of a non-commercial nature with a distinctive color and design that is used as an emblem, standard, decoration, or symbol and that is hoisted on a permanent freestanding flagpole or mounted with a pole attached to a building.

Freestanding sign means a sign that is either anchored in the ground or secured so that it is not subject to being moved by wind and that is independent of any building.

Freestanding building frontage sign means a non-illuminated sign of a solid material with copy that is meant to be readable only to a pedestrian and that is placed near the front of a building.

Gas pump signs means permanent signs, including Federally required safety information, adhered to a gas pump island, and reviewed through a sign permit process.

General occupant sign means a minor sign(s) located on the door or adjoining wall of a principal building's primary public entrance.

Ground-mounted sign means a sign erected on a freestanding frame and not attached to any building. Such signs may be two-sided, provided that both sides cannot be seen simultaneously from any point. Such signs have a solid base with no exposed poles.

Interior accessory freestanding sign means a sign permitted interior to a development and not meant to be readable from a public street, public access easement, or adjacent property.

Interstate/interchange pole sign means a sign permitted near the interstate interchange as stipulated in this ordinance.

Legibility means how easy a sign is to read. This is based on the characteristics of letters, numbers, and characters that make it possible to differentiate one from another.

Manual on Uniform Traffic Control Devices (MUTCD) means the manual produced by the Federal Highway Administration that addresses three specific types of signs: guide, warning, and directional. The manual includes minimum size, height, and placement standards to achieve readability and prevent traffic accidents.

Non-commercial means not naming, advertising, or calling attention to a business or commercial product, service, or activity.

Normal maintenance means replacing lights, painting, staining, repairing a damaged element of a sign, or replacing a sign face that has faded over time with exposure to the elements with an identical sign face. Normal maintenance shall not include any other modifications to a sign.

Peripheral accessory freestanding sign means a sign permitted near the entrance and exit points to a development.

Permanent ground mounted subdivision sign means a permanent sign permitted near the entrance to a subdivision.

Permanent parcel sign means a wall mounted sign permitted on a principal dwelling unit.

Portable sign means a sign not permanently attached to the ground or a building and is easily removable using ordinary hand tools.

Primary permanent ground mounted sign means the primary sign permitted for a single-use or multiple use non-residential development.

Primary permanent wall mounted sign means the primary wall sign for a development or tenant.

Prohibited sign means any sign not specifically permitted in this ordinance or that is not compliant with the applicable provisions of this ordinance.

Projecting sign means a sign, other than a wall mounted sign, which is affixed to and projects from a building, wall, or support structure such as a column, forming an angle between said building or wall and the face of the sign.

Public access easement means a recorded access easement that runs with the land and that provides direct two-way public access to at least two parcels.

Roof sign means any sign attached to a building which projects in part or in whole above the top edge of a building wall.

Sandwich board sign means a freestanding temporary sign, with no moving parts or lights, displayed outside a business during business hours. It is not intended as permanent business signage.

Sign means any letter, number, figure, symbol, trademark, graphic, logo, design, or device mounted or otherwise placed and intended to be visible from outside of a building, used to attract attention in order to advertise, identify, announce, notify, direct, or communicate. Sculptures, artwork, and architectural accents shall not generally be considered a sign unless they would otherwise be used as outlined in this definition.

Sign area means the entire face of a sign, including the advertising surface and any framing, trim, or molding but not including the supporting structure.

Snipe sign means a sign affixed to trees, utility poles, light poles, fences, or other objects.

Temporary means related to an event or activity that has a limited amount of time.

Temporary freestanding subdivision entrance sign means a sign permitted on a temporary basis near the entrance to a subdivision.

Temporary parcel sign means a sign permitted on a parcel for a temporary event or activity.

Temporary freestanding subdivision sign means a sign permitted on a temporary basis for a subdivision.

Under-canopy sign means a sign that is hung perpendicular to a building under a canopy which projects over the public entrances into a building.

Visibility obstruction means a sign that by virtue of its placement has created a visibility obstruction harmful to the public safety.

Wall sign means a sign attached parallel to and projecting not more than 12 inches from the wall of a building and does not project in part or in whole above the top edge of a building wall.

Window sign means a sign that is painted on, attached to, or suspended directly behind or in front of a window or the glass portion of the door.

Section 109.7. Administration.

- (a) *Sign administrator to enforce chapter.* The Town administrator or his/her designee shall act as the sign administrator and shall enforce and carry out all provisions of this chapter. In the event there is a question concerning the general intent or meaning of any provision of this chapter, the sign administrator shall have the authority to make such administrative decisions and interpretations. Administrative interpretation shall in no way be construed as permitting or granting an exception to the provisions of this chapter. When the definition of a sign or an issue concerning architectural compatibility, illumination, or some unique physical characteristics of a sign are questioned by the sign administrator,

the sign administrator may consult with the Visual Resources Review Board about such question.

- (b) *Application and permit process.* Unless otherwise provided by this chapter, permits are required for all types of signs. It shall be unlawful for any person, agency, firm, or corporation to erect, structurally repair (other than normal maintenance), replace, alter, relocate, change the panels of, change the establishment being advertised on a sign, as defined in this chapter, without first obtaining a permit to do so from the Town.
- (1) *General application requirements and fees.* Applicants shall submit a completed sign application and the required fee to the Town prior to commencing any work on installation of a new or replacement sign. The required fee is per the schedule approved by the Town Board of Mayor and Aldermen. Per the approved fee schedule, an additional penalty fee shall be paid if work is commenced prior to receiving a permit from the Town. Government or government sponsored entities are waived from the fee requirement. Applications shall be made in conformance with the requirements of this ordinance, and any other applicable regulations or standards of the Town. This includes, but is not limited to, specific zoning districts and/or the Farragut Architectural Design Standards.
 - (2) *Application required for each sign.* A separate application must be completed and submitted for each new or replacement sign.
 - (3) *Wall mounted sign application reviews.* Wall sign applications shall be reviewed by the sign administrator for conformance with the requirements. The sign administrator shall approve or deny the application within 15 working days of submittal. When architectural compatibility, illumination, or some unique physical characteristics of a sign are questioned by the sign administrator, the sign administrator may consult with the Visual Resources Review Board about such matter.
 - (4) *Wall mounted sign application submittal requirements.* All wall sign applications shall include the following:
 - a. A dimensioned schematic drawing of the building showing the proposed sign location.
 - b. A photograph of the businesses located on either side which demonstrates the color, material, and illumination of these adjacent signs.
 - c. The width of the building wall or lease space upon which the sign is to be mounted.
 - d. A dimensioned colored drawing (or simulated photograph) of the sign showing the copy on the sign face
 - e. An indication of how the sign is to be mounted and illuminated, and

- f. Information that may be requested by the sign administrator to help verify compliance with the Architectural Design Standards or any provision of this ordinance
- (5) *Ground-mounted sign application reviews.* Ground-mounted sign applications shall be reviewed by the Visual Resources Review Board for conformance with the requirements of this chapter and any overlapping regulations, including the Architectural Design Standards, as amended, prior to the issuance of a sign permit.
- (6) *Ground-mounted sign submittal deadlines.* Ground-mounted sign applications shall be submitted in accordance with the deadlines established by the Town for the meeting at which the ground mounted sign is to be considered by the Visual Resources Review Board.
- (7) *Ground-mounted sign coordination with site and landscape plans.* As part of a site plan and landscape plan review process with the Planning Commission and Visual Resources Review Board, applicants for new developments or redevelopments shall take into account anticipated locations for ground mounted signs. These should be shown on both the site and landscape plans in order to help lessen conflicts with landscaping, utilities, and other site development components.
- (8) *Ground-mounted sign application submittal requirements.* All ground-mounted sign applications shall be accompanied by complete sets of plans which include the following:
 - a. A dimensioned site plan of the parcel showing the proposed sign location in relation to property lines and platted easements.
 - b. A proposed landscaping plan for the area around the sign base.
 - c. A detail of the sign lighting, including lighting placement, type, and lumens.
 - d. A detail of the materials and colors used for the sign structure.
 - e. A dimensioned colored drawing of the sign showing the copy on the sign face, height and length of the sign face and sign structure, overall height of the sign, and size of the address numbers required at the top of the sign.
 - f. Information that may be requested by the sign administrator to help verify compliance with the Architectural Design Standards or any provision of this ordinance.
 - g. The sign administrator may waive one or more of these application plan requirements for simple individual tenant panel sign installations on existing sign structures.

- h. An acknowledgment that a preconstruction site location survey and/or an as-built survey may be required by the sign administrator to verify compliance with applicable provisions associated with ground-mounted signs.
- (9) *Expiration of sign permits.* A sign permit shall become null and void if installation of the sign has not been initiated within 180 days of issuance. If work authorized by such permit is suspended or abandoned for 180 days any time after the work has been initiated, the sign permit shall be void and a new permit shall be first obtained to resume work. After a permit expires, a partially completed sign structure must be removed within 30 days if no new permit is issued.
- (10) *Changes to an approved sign permit.* A new permit may be required, as determined by the sign administrator, where changes have been made to an approved sign that would alter the physical characteristics of the sign.
- (11) *Temporary parcel sign application reviews.* Temporary parcel signs provided for in Section 109-12 (c)(2) and 109-12 (d)(2) and that are restricted to a total of 40 calendar days per year shall be permitted through a Town of Farragut Temporary Sign Permit Application. The application shall cover a ten-day period and an applicant is permitted to apply for four applications per calendar year. Each application shall be reviewed and approved by the sign administrator and shall include the following:
 - a. Verification that the entity has a valid Certificate of Occupancy.
 - b. An indication of the dates when the sign will be installed and removed.
 - c. A dimensioned drawing showing the height and length of the sign face and the overall height of the sign.
 - d. A verification that the material used is a minimum of ten millimeters (.39 inches) in thickness and will be supported by metal t-posts.
 - e. A verification that the sign will be set back at least 20 feet from the back of the public street curb or edge of street where curbing is not provided.
 - f. An acknowledgment that banners, pennants, streamers, and similar flexible or wind activated signs shall not be used.
- (c) *Text amendment process.* Amendments to the text of this chapter shall first be reviewed by the Visual Resources Review Board and the Town Municipal Planning Commission with recommendations regarding the proposed change forwarded to the Town Board of Mayor and Aldermen.

Section 109-8. Enforcement.

- (a) *Sign enforcement process.* Noncompliance with this chapter shall be deemed a violation. When the sign administrator finds violations of the provisions of this chapter; including but not limited to the installation of a sign without a permit, or a sign that does not conform with an approved permit and plan; the administrator shall document such findings and take the appropriate action to correct said violations. A citation to municipal court may be issued to the owner, agent, or employee for violations of this chapter.
- (b) *Separate offense.* Each day a violation continues shall be considered a separate offense. The owner or tenant of any building, sign, premises, or sign thereon, and any architect, builder, contractor, agent, or other person who commits, or participates in, assists in, or maintains any violation hereunder may be found responsible for a separate offense. Nothing herein contained shall prevent the town from taking such lawful action as is necessary to prevent or remedy any violation of this article.

Section 109-9. Appeals.

- (a) The Town Board of Zoning Appeals shall have the following responsibilities:
- (1) *Interpretations/General Appeals.* To hear and decide appeals where it is alleged by the appellant that there is an error in any order, requirement, permit, decision, or refusal made by the sign administrator and/or the Visual Resources Review Board in the carrying out or enforcement of any provision of this chapter, and
 - (2) *Variances.* To authorize, upon an appeal relating to said property, a variance from such strict application so as to relieve such difficulties or hardship. Variances shall not be granted to allow a larger sign or a sign which is otherwise not permitted in this chapter. Variances shall be granted only whereby special physical characteristics of the lot, parcel, or tract exist, that the strict application of the provisions of this chapter would deprive the applicant of an otherwise permitted sign.
- (b) Appeals procedure.
- (1) *Denial required.* After a written denial of a sign permit from the sign administrator, a party may make an application for an interpretation or a variance.
 - (2) *General application requirements and fees.* The application shall be submitted to the Town in accordance with the deadlines established by the Town for the meeting at which the application is to be considered by the Board of Zoning Appeals. The required fee associated with the application is

per the schedule approved by the Town Board of Mayor and Aldermen. The Board of Zoning Appeals shall consider and decide all appeals within 30 days of first hearing the appeal, and

- (3) *Minutes.* The minutes of the Board of Zoning Appeals shall fully set forth such circumstances or conditions warranting the granting of a variance.

Section 109-10. Legal nonconforming signs.

- (a) *Definition.* Existing signs which were legally in existence prior to the adoption of the ordinance from which this chapter is derived which do not conform to the specific provisions of this article are declared legal nonconforming signs.
- (b) *Continuance.* Any legal nonconforming sign may be continued in operation and maintenance after the effective date of the ordinance from which this chapter is derived, provided:
 - (1) The sign is not relocated or replaced.
 - (2) The structure or size of the sign is not altered in any way except toward compliance with this chapter.
 - (3) No new or additional signs are added to the premises, and
 - (4) Other than changing the text of changeable copy signs or normal maintenance, no other existing permanent signs are changed or replaced on the premises.
- (c) *Maintenance/damage/deterioration.* A legal nonconforming sign is subject to all requirements of this chapter regarding safety, maintenance, and repair. However, if the sign suffers more than 50 percent damage or deterioration, as based on a certified appraisal, it must be brought into conformance with this chapter or removed.

Section 109-11. General restrictions.

- (a) All signs erected, replaced, reconstructed, expanded, or relocated on any property within the Town shall conform with the provisions of this section.
 - (1) *Signs not requiring permits.* The following types of signs are exempted from permit requirements but must be in conformance with all other requirements of this chapter:
 - a. Signs authorized in accordance with the Manual of Uniform Traffic Control Devices (MUTCD), as amended.
 - b. Signs placed by or on behalf of a governmental entity.

- c. Street or address identification numbers/letters as stipulated in the adopted building and/or fire code.
 - d. Permanent parcel signs.
 - e. Political or campaign signs, as provided for in TCA, Title 2, Chapter 7, Section 143. Tennessee Freedom of Speech Act.
 - f. Temporary signs of any kind, unless a permitting process is specifically required in association with specific events, programs, or community objectives promoted by the Town of Farragut.
 - g. Flags, and
 - h. Window signs.
 - i. General occupancy signs.
- (2) *Prohibited signs.* The following types of signs are prohibited within the Town:
- a. Abandoned or dilapidated signs, which shall be removed by the property owner or responsible entity.
 - b. Any sign placed on public property or right-of-way without the written consent of the public authority having jurisdiction over the property.
 - c. Any sign which bears or contains statements, or words of an obscene, pornographic, or immoral character, as defined by the United States Supreme Court.
 - d. Any signs with flashing, chasing, pulsating, twinkling, dancing, scintillating, and/or oscillating lights, color changing lights, or any other rotating, revolving, or otherwise moving part or the appearance of moving parts or motion. This includes individuals holding signs not otherwise provided for in accordance with the United States Constitution.
 - e. Electronic and digital changeable copy (message board) signs, TVs, monitors, and similar devices.
 - f. Off-premises signs, unless required by and in accordance with the MUTCD or placed by or authorized on behalf of or by a governmental entity.
 - g. Off-premises outdoor advertising (billboards).
 - h. Banners, feather flags, pennants, ribbons, festoons, buntings, streamers, spinners, balloons, or other types of lighter-than-air or wind-activated signs and attention getting devices.
 - i. Advertisement displays hung internal in an automobile service bay where such display is visible from a street or a public access easement.
 - j. Bollard covers, tire stack covers, and similar signs.

- k. Portable signs that do not comply with the location, size, or use restrictions of this chapter.
- l. Search lights.
- m. Signs attached to, suspended from, or painted on any vehicle or similar mobile structure which is regularly parked or situated on any street, parking lot, or private property when one of the purposes of so locating such vehicle or similar mobile structure is to display, demonstrate, advertise, or attract the attention of the public.
- n. Signs imitating or resembling official traffic or government signs or signals.
- o. Roof signs, or signs extending beyond the main roof line, provided that signs may be mounted on an architectural feature extending beyond the roof line if such feature is fully enclosed and considered an integral part of the occupied space, such as an atrium or high ceiling.
- p. Snipe signs, and
- q. All other signs not specifically permitted or that are not a lawful nonconforming sign.

(3) *Criteria in determining sign area.*

a. Ground Mounted and Other Non-Wall Mounted Signs.

- (1) The sign area for all ground mounted (and other non-wall mounted) signs shall include and encompass the entire sign face, framing, trim, and associated moldings. The area shall not include the supporting sign structure.
- (2) For a sign with two parallel faces, only the area of a single face shall be considered. If the faces of a sign are not parallel, then the total sign area shall be the sum of the areas of the individual, non-parallel faces.
- (3) Where a ground mounted sign is mounted on a larger ornamental wall structure, such as on a subdivision entrance wall feature, its area shall be measured in the same fashion as a wall mounted sign (see part b. below).

b. Wall Mounted Signs.

- i. For cabinet type/style signs, the sign area shall include the external perimeter of the entire cabinet measured to include all sign elements, including any internal spaces where such sign includes cut-out areas.
- ii. For signs that include channel letters and/or other individual elements (letters, logos, etc.) mounted on raceways or directly on a wall, the sign area shall be measured by drawing an imaginary

single, regular geometric shape of a rectangle, circle, or equilateral triangle around and encompassing all sign elements. The text and other graphics (sign elements) do not have to be physically, visually, or topically related, or physically connected to be included in the measured area.

- iii. For window signs, the sign area shall be calculated separately for each window sign and, for each sign, shall include all background, framing, or other supporting material that forms the physical extent of the sign.
- (4) *Criteria in determining sign height for ground-mounted signs.* Unless provided for otherwise in this chapter, the sign height shall be measured by the vertical dimension from the ground level at the base of the sign, including the supporting structure, to the topmost point of the sign and/or its associated framing/support, exclusive of the additional 18 inches permitted to accommodate address numbers. Unless otherwise specified in this chapter, if the ground level at the base of the sign is lower than the adjacent street grade, the height shall be computed from the adjacent street grade, excluding elevated bridges or interchanges.
 - (5) *Criteria in determining setback for ground-mounted and pole signs.* The setback shall be measured from the farthest most protrusion of the sign to the nearest point of a property line. All signs shall be located outside of the visibility triangle. For the purposes of this article, the interstate highway right-of-way shall be considered a side or rear lot line. Where the exact location of a property line is unknown and a survey is not reasonably available, the sign administrator may, at their discretion, allow the line locations to be approximated by the owner/applicant from best available information, including but not limited to previous permits and KGIS maps, supplemented by field evaluation. In the case of a front property line, however, the approximated location of the property line must be located at least one half the required road right-of-way width from the centerline of the road unless more definitive information is available. The required right-of-way width shall be based on the Town's Major Road Plan and the adopted Subdivision Regulations. Where an owner/applicant requests and is permitted to use approximated property line locations in the place of a surveyed line, they shall bear full responsibility for any location errors.
 - (6) *Construction specifications.* All signs shall be installed in compliance with all building, construction, and fire codes adopted by the Town. All electrical service to ground-mounted and pole signs shall be under ground and installed in accordance with all applicable electrical codes. Any lighting of signs shall be installed to prevent any glare upon adjoining properties or rights-of-way.

(7) *Sign maintenance and removal.*

- a. All signs shall be properly maintained. Exposed surfaces shall be clean and painted if paint is required. Defective parts shall be replaced. The sign administrator shall have the right to order the repair or removal of any sign which is defective, damaged, or substantially deteriorated.
- b. When any sign is removed, all structural components shall be removed with the sign and such removal shall be in compliance with all building and fire codes adopted by the Town. All structural components of ground-mounted and pole signs shall be removed to ground level. The structural components of all other signs, including painted wall signs, shall be removed back to the original building configuration. All visual remains of the sign shall be removed.

Section 109-12. Sign regulations by land use and/or zoning districts.

All signs shall comply with the following regulations. Any sign that is not specifically permitted shall be prohibited.

(a) *Signs permitted in all zoning districts.* The following signs are permitted in all zoning districts subject to compliance with all applicable provisions of this chapter or other applicable Town regulations, standards, or requirements:

- (1) Flags.
- (2) Signs authorized in accordance with the Manual of Uniform Traffic Control Devices (MUTCD), as amended.
- (3) Political or campaign signs, as provided for in TCA, Title 2, Chapter 7, Section 143. Tennessee Freedom of Speech Act.
- (4) Signs placed by or on behalf of a governmental entity.
- (5) Street or address identification numbers/letters as stipulated in the adopted building and/or fire code.
- (6) Temporary parcel sign, and
- (7) Temporary signs specifically authorized by the Town to promote specific events, programs, or community objectives.

(b) *Signs permitted on land for residential uses.* The following signs are permitted on land used for residential purposes. Recreational facilities developed as part of a residential development shall also follow these regulations:

- (1) *Permanent ground mounted subdivision sign.* Once a preliminary plat or a site plan has been approved in relation to a subdivision and the construction of the applicable entrance road has progressed to a point of finished grade

and installation of base stone, a permanent ground mounted subdivision sign shall be permitted as follows:

- a. *Sign area.* A subdivision is permitted a total of 40 square feet per single-family or multi-family development entrance, with either one ground-mounted sign not to exceed 40 square feet or two ground mounted signs not to exceed 20 square feet each.
 - b. *Sign placement.* Such signs and the structures/walls on which they are affixed shall be out of any platted drainage or utility easements and shall be set back a minimum of ten feet from any front property line(s) and five feet from any side or rear property line. Such signs and the structures/walls on which they are affixed shall be located on either a platted open space lot or within a platted sign easement. Any signs or structures proposed within the public right of way as part of a streetscape plan submittal, shall be recommended for approval by the Planning Commission and Visual Resources Review Board before being presented to the Board of Mayor and Aldermen for approval.
 - c. *Sign height.* Permanent freestanding subdivision signs, excluding the supporting structure, shall not exceed six feet in height.
 - d. *Sign illumination.* If such sign or its supporting structures are to be illuminated, external illumination shall be used and such illumination shall be directed only onto the sign face. Each individual light fixture shall not exceed 850 lumens per fixture and shall be shielded so that no glare is created, and
 - e. *Sign landscaping.* Each sign shall be landscaped with at least six shrubs that are a minimum of 12 inches in height and/or an evenly distributed area of seasonal or perennial flowers with such area being not less than 50 square feet. All qualifying landscaping shall be within seven feet of the sign base.
- (2) *Temporary freestanding subdivision entrance sign.* One hard surface (minimum of one inch in thickness) non-illuminated temporary sign is permitted per public street entrance into a new subdivision development, provided the following criteria are met:
- a. The sign shall not exceed 32 square feet.
 - b. The sign shall not exceed ten feet in overall height.
 - c. The sign shall be set back a minimum of 20 feet from the back of street curb.
 - d. The sign shall not be erected until a preliminary plat or site plan has been approved, and

- e. The sign shall be removed within 15 days of the installation of the permanent freestanding subdivision sign.
- (3) *Temporary freestanding subdivision sign.* One hard surface (minimum of one inch in thickness) non-illuminated temporary sign is permitted per new subdivision development provided the following criteria are met:
 - a. The sign shall not exceed 32 square feet.
 - b. The sign shall not exceed ten feet in overall height.
 - c. The sign shall be set back a minimum of 20 feet from the back of street curb.
 - d. The sign shall not be erected until a preliminary plat or site plan has been approved, and
 - e. The sign shall be removed when at least 75% of the units/lots within the development, as based on the approved preliminary plat, have received Certificates of Occupancy.
- (4) *Permanent parcel sign.* Each individual house lot shall be permitted one non-illuminated permanent wall mounted sign not to exceed two square feet.
- (5) *Temporary parcel sign.* Each individual house lot shall be permitted one temporary parcel sign not to exceed six square feet in area and six feet in overall height. This may include a sign where the owner consents and the property is being offered for sale or lease. A temporary parcel sign shall be removed within two days of the termination of the event/activity for which the sign was used. Where the termination of an event/activity is questioned by the sign administrator, the burden shall be on the sign holder to verify that the event/activity has not terminated
- (6) *Flag.* Each single-family house lot with an occupied dwelling unit shall be permitted one freestanding flagpole not to exceed 25 feet in height with up to two flags not to exceed 15 square feet each being permitted on such pole. The flagpole shall meet the setbacks that apply to the principal building (the dwelling unit).

In lieu of a freestanding flagpole, one house mounted flagpole shall be permitted provided the pole does not exceed six feet in length and the flag does not exceed 15 square feet.

- (7) *Subdivision exit sign.* One non-illuminated ground-mounted sign not to exceed six square feet in size and four feet in height shall be permitted per single-family or multi-family development entrance. Such sign shall be placed at the rear of the permanent subdivision sign so that it is only visible to vehicles exiting the development.

Where a single-family or multi-family development does not have a permanent subdivision sign at its egress point or because of the setback or

angle of the permanent subdivision sign is such that the message area would not be readable; one non-illuminated single-faced freestanding homeowner association notification sign shall be permitted per egress point. Such freestanding sign shall be set back a minimum of five feet from all property lines, shall be rear facing and only readable from vehicles or pedestrians exiting the development, and shall be located on property which is part of the subdivision, and which is zoned the same as the subdivision.

Where such sign is proposed on property which is not owned by the homeowners' association, an appropriate easement shall be recorded as a condition for approval of the sign. Such signs shall be landscaped per this chapter and the sign face shall be oriented so that it is only visible to vehicles exiting the development. The back of the sign face shall be constructed of material which is non-reflective, and the sign shall be generally compatible with other entrance features in the immediate area.

- (8) *Recreational and similar subdivision facilities signs.* The following signs shall be permitted for Homeowners Association (*HOA*) owned and controlled recreational buildings and similar facilities.
- a. *General Occupant sign(s).* General occupant sign(s) shall be permitted provided they are located on the door or the adjoining wall of the principal building's primary entrance, do not exceed a combined total of six square feet in area, are no more than seven feet in height, and are non-illuminated. Where plaques, boards, cabinets, and/or similar devices are utilized to mount or display the sign(s) they shall be architecturally compatible with the primary exterior material used on the principal building.
 - b. *Peripheral accessory freestanding sign.* For each accessway (driveway) that provides direct access to the property from a public street or approved public access easement, two peripheral accessory freestanding signs (one per each side of the accessway) shall be permitted provided the following criteria are met:
 - i. Such sign(s) shall not exceed two square feet in sign area and 30 inches in overall height.
 - ii. Such sign(s) shall be at least 15 feet from the back of the public street/access easement curb, at least five feet from any parking lot or accessway curb, but no more than 10 feet from any accessway curb.
 - iii. Such sign(s) shall not create visibility obstructions; and
 - iv. Such sign(s) shall have mounting pole(s) or structure(s), including any base, that are architecturally compatible with the building it is associated with.

For the purposes of this subsection, an accessway (driveway) with a dividing median shall be considered as a single accessway and shall be permitted a total of only two signs located along the outside edges of the access way.

(c) *Signs permitted for developments being used for single-use non-residential purposes, including freestanding churches and schools, are as follows:*

(1) *Primary permanent ground mounted sign.* Unless provided for otherwise in this chapter, one primary permanent ground mounted sign shall be permitted provided the following criteria are met:

- a. *Sign area and setback determination.* The sign area is based on its setback from the front property line. The minimum setback from a front property line is ten feet with the maximum permitted sign face area being 20 square feet. For each additional foot that the sign is set back from the ten-foot minimum, the sign face area may be increased by two square feet with the maximum sign face area being 40 square feet at a 20-foot setback. Sign structures shall also be outside of any platted easements and at least ten feet from any side or rear property line.
- b. *Corner lot.* If a property fronts two different public streets, a primary permanent ground mounted sign shall be permitted for each street provided the signs are at least 150 feet apart, as measured from a straight line connecting the closest points of each sign structure. Each sign shall face, in a perpendicular manner, the nearest public street frontage.
- c. *Signs on same frontage.* If a property fronts the same public street for at least 400 feet, a second primary permanent ground-mounted sign shall be permitted along such frontage provided the structure of such sign is at least 350 feet from the structure of the other sign permitted along the same frontage.
- d. *Height Determination.* Permitted sign height is based on the setback from the front property line. Unless otherwise provided for in Section 109-11, (a)(4), where the sign is set back the minimum of ten feet from the front property line, the maximum permitted height shall be six feet. Beyond this point, two inches of increased allowable sign height shall be permitted for each additional one foot of setback from the front property line up to a maximum of 7.66 feet (92 inches) in overall height (exclusive of addressing) at a 20-foot setback from the front property line.
- e. *Addressing.* An additional 18 inches of overall sign height is permitted to enclose or otherwise provide for address numbers. Address numbers shall be at the top of the sign and shall be eight inches in number height. Where a property abuts two public streets and has a sign facing each

street, the address numbers shall be required on the sign that is perpendicular to the street with the assigned address.

- f. *Landscaping.* Each sign shall be landscaped with at least six shrubs that are a minimum of 12 inches in height and/or an evenly distributed area of seasonal or perennial flowers with such area being not less than 50 square feet. All qualifying landscaping shall be within seven feet of the sign base. Ground-mounted sign placement and site landscaping shall be coordinated to the greatest extent possible as part of the site plan and landscape plan review processes. Landscaping proposed around a ground mounted sign shall also be specifically evaluated in terms of ensuring that the copy on a sign face is not obstructed.
 - g. *Illumination.* If external illumination is used, such illumination shall be directed only onto the sign face and shall be shielded so that no glare is created. Each individual light fixture shall not exceed 850 lumens per fixture, and
 - h. *Sign base and architectural compatibility.* Each newly constructed or reconstructed primary permanent ground mounted sign, regardless of permitted height and sign face area, shall have a *minimum* two-foot above grade base below the sign face. The sign base shall be solid with no exposed poles. The base and other elements of the support structure of the sign shall be constructed of material that is compatible with the primary exterior material(s) used on the principal building(s). Existing ground signs not undergoing reconstruction may be required to make incremental improvements in an effort to more fully comply with these standards (move towards compliance) wherever reasonably practicable.
- (2) *Temporary parcel sign.* Unless provided for otherwise in this chapter, one temporary parcel sign shall be permitted for the development provided the following criteria are met:
- a. Such sign does not exceed 20 square feet in area and six feet in overall height and is placed at least 20 feet from the back of the public street curb or edge of street where curbing is not provided. Temporary parcel signs shall be a minimum of ten millimeters (.39 inches) in thickness and supported by metal t-posts. Banners, pennants, streamers, and similar flexible or wind activated signs shall not be permitted.
 - b. A temporary parcel sign shall be permitted for no more than 40 calendar days per year with such time tracked through a temporary sign permitting process. During any period when a parcel is offered for sale or property within the parcel is offered for lease, one additional temporary parcel sign shall be permitted on the parcel. Such additional sign shall not be subject to the 40-day limitation but shall be subject to all other physical requirements associated with temporary parcel signs and shall be removed

within two days of the termination of the event/activity for which the sign was used. Where the termination of an event/activity is questioned by the sign administrator, the burden shall be on the sign holder to verify that the event/activity has not terminated.

- (3) *Primary permanent wall mounted sign.* Unless provided for otherwise in this chapter, each principal building shall be permitted one wall mounted sign which may be installed on any single building elevation subject to the following criteria:
- a. *Sign area.* The sign area, unless provided for otherwise in this chapter, shall be based on the width of the building wall (same horizontal plane) on which the sign is to be mounted with one square foot of sign area being permitted for each one linear foot of building width, as measured from exterior wall edge to exterior wall edge. Such signs shall not exceed 350 square feet, unless provided for otherwise in this chapter.
 - b. *Corner lot.* Where a principle building directly faces more than one public street or public access easement that provides access to the property, one wall mounted sign shall be permitted for up to two frontages. One of the permitted signs shall be limited to .75 square feet of sign area for each one (1) linear foot of building wall on which the sign is to be mounted.
 - c. *Buildings exceeding 300 linear feet of wall length.* If a building has more than 300 linear feet of wall length, there shall be a maximum of one sign per principal building entrance. Such signs shall be located within the entrance vicinity. One additional sign may be located anywhere on the building wall. All such signs shall be spaced a minimum of 50 feet apart. Each sign shall be calculated separately with the total sign area of all signs combined not exceeding a ratio of one square foot of sign area for each one linear foot of building wall on which the sign is to be mounted. No individual sign shall exceed 350 square feet. Such signage shall be limited to one wall.
 - d. *Developments with no paved surfaces in front yard.* If a building has no paved surfaces located in the front yard between the building and the street, one wall mounted sign shall be permitted on the side of the building which fronts upon a public street(s) and one wall mounted sign shall be permitted on the side of the building which faces upon a customer parking area. One of the permitted signs shall be limited to .75 square feet of sign area for each one linear foot of building wall on which the sign is to be mounted. In the case of a corner lot, the owner is permitted a total of two wall mounted signs. The owner may choose between placing the sign on any two of the three qualifying elevations. One of the two permitted signs shall be limited to .75 square feet of sign area for each one linear foot of building wall on which the sign is to be mounted.

- e. *Developments abutting the Interstate.* Within the C-2, Regional Commercial District, one wall mounted sign shall be permitted on the building elevation that faces the interstate, provided such elevation is at least 100 linear feet in length. Such building elevation is permitted one square foot of sign area for each one linear foot of building wall on which the sign is to be mounted not to exceed 350 square feet, and
 - f. *Compatibility.* All wall signs shall be architecturally compatible with the principal building and shall be consistent in terms of sign material, general color, mounting style, and illumination with the other signs on the same building.
- (4) *Interior accessory freestanding sign.* For each public street or public access easement that provides direct access to the property, one interior accessory freestanding sign shall be permitted provided the following criteria are met:
- a. Such sign shall not exceed six square feet in sign area and four feet in overall height.
 - b. Such sign shall be at least 60 feet from any property line.
 - c. Such sign shall be at least five feet from any parking lot or accessway curb.
 - d. Such sign shall not create a visibility obstruction, and
 - e. Such sign shall have a base constructed of material that is compatible with the primary exterior material used on the principal building(s).
- (5) *Peripheral accessory freestanding sign.* For each accessway (driveway) that provides direct access to the property from a public street or approved public access easement, two peripheral accessory freestanding signs (one per each side of the accessway) shall be permitted provided the following criteria are met:
- a. Such sign(s) shall not exceed two square feet in sign area and 30 inches in overall height.
 - b. Such sign(s) shall be at least 15 feet from the back of the public street/access easement curb, at least five feet from any parking lot or accessway curb, but no more than 10 feet from any accessway curb.
 - c. Such sign(s) shall not create visibility obstructions; and
 - d. Such sign(s) shall have mounting pole(s) or structure(s), including any base, that are architecturally compatible with the building with which it is associated.

For the purposes of this subsection, an accessway (driveway) with a dividing median shall be considered as a single accessway and shall be permitted a total of only two signs located along the outside edges of the access way.

- (6) *Window sign.* On each first-floor building elevation, window signage shall be permitted provided the following criteria are met:
- a. Window signage shall not exceed 25% of the total window area of a building elevation or 20 square feet (as measured by the cumulative total of all window signs on the same building elevation), whichever is less, and
 - b. Up to six square feet of window signage may be internally illuminated but shall not have any moving, blinking, color changing, or flashing message.
- (7) *Freestanding building frontage sign.* Along one building elevation, one non-illuminated freestanding building frontage sign shall be permitted, provided the following criteria are met:
- a. Such sign shall be placed within 10 feet of the building.
 - b. Such sign shall not obstruct pedestrian facilities.
 - c. Such sign shall not interfere with or cause the removal of landscaping.
 - d. Such sign shall not exceed six square feet in sign area and four feet in overall height.
 - e. Such sign shall only be readable by pedestrians at the building frontage of the development.
 - f. Such sign shall be removed during non-business hours, and
 - g. Such sign shall be of a solid (non-flexible) material, such as a sandwich board sign. Banners, pennants, streamers and similar flexible or wind activated signs shall not be permitted.
- (8) *Interstate/interchange pole sign.* Establishments located within the C-2 Regional Commercial District shall be permitted one internally illuminated interchange pole sign, subject to the following criteria:
- a. The existing lot of record (at the time of this ordinance adoption) for the establishment shall be located within 200 feet of the right of way of the Campbell Station Road/I40 Interchange.
 - b. Such sign shall not exceed 400 square feet.
 - c. Such sign shall be set back a minimum of 20 feet from the front property line and ten feet from the side and rear property lines.
 - d. Such sign shall have a maximum of two sides provided both sides cannot be seen simultaneously from any point, and
 - e. The maximum height for such sign relative to mean sea level shall be 1,030 feet or 60 feet above the centerline elevation of the interstate road at the point nearest the sign, whichever is less. A certified survey which verifies the sign height shall be submitted to the sign administrator within ten days after the sign is installed.

- (9) *Athletic fields.* Athletic field signage on non-government property shall not be visible from public rights of ways and adjacent properties.
- (10) *Flag.* Two flags shall be permitted on one freestanding flagpole per 400 feet of property frontage on a public street. Such flags shall not individually exceed 25 square feet in size and 25 feet in mounted height. Flag poles shall meet the setback requirements for principal buildings in the corresponding zoning district.

In lieu of a freestanding flagpole, one building mounted flagpole shall be permitted on the principal building provided the pole does not exceed six feet in length and the flag does not exceed 15 square feet.

- (11) *General Occupant sign(s).* General occupant sign(s) shall be permitted provided they are located on the door or the adjoining wall of the principal building's primary entrance, do not exceed a combined total of six square feet in area, are no more than seven feet in height, and are non-illuminated. Where plaques, boards, cabinets, and/or similar devices are utilized to mount or display the sign(s) they shall be architecturally compatible with the primary exterior material used on the principal building.

(d) *Signs permitted on land for multiple use buildings or multiple building complexes for commercial purposes, offices, or government facilities.* The following signs are permitted on land used for multiple use buildings (including schools and churches with multiple buildings) used for commercial purposes, offices, or government facilities or land used for multiple building complexes used for commercial purposes, offices, or government facilities:

- (1) *Primary permanent ground mounted sign.* Unless provided for otherwise in this chapter, one primary permanent ground mounted sign is permitted provided the following criteria are met:
 - a. *Sign area and setback determination.* The sign area is based on its setback from the front property line. Signs with only one entity represented on the sign face shall be subject to the provisions for primary permanent ground mounted signs that govern freestanding establishments in Section 109-12 (c)(1).
 - i. Where a building has more than one tenant and more than one entity represented on the sign face, the minimum setback from a front property line is ten feet with the maximum permitted sign face area being 20 square feet. Beyond this minimum, for each additional one foot the sign is set back from the ten-foot minimum setback, the sign face area may be increased by four square feet up to a maximum permitted sign face area of 60 square feet at the 20-foot setback from the front property line.

- ii. Where a development fronts the same public street for at least 400 feet, the above provided 60 square foot sign may be substituted with two smaller signs along the 400 feet of street frontage. Each smaller sign shall not exceed 40 square feet and shall be at least 150 feet apart, as measured from a straight line connecting the closest points of each sign structure. Such signs shall be set back a minimum of 15 feet from the front property line. This sign option shall be permitted for each 60 square foot sign that would otherwise qualify for the property based on its public street frontage.
 - iii. In addition to the setback from the front property line, all primary permanent ground-mounted signs and the structures on which they are mounted shall be placed outside of any platted easements and set back at least ten feet from any side or rear property line.
 - iv. An applicant may use the allocated sign face area to distribute tenant listings in any manner desired, provided the sign administrator and the Visual Resources Review Board approve the arrangement in terms of its legibility, compatibility, and general appearance. As a general guide, the outer dimension of an individual tenant panel should be at least eight inches in height to provide for the space necessary to improve legibility.
- b. *Corner lot.* If a property fronts two different public streets, a primary permanent ground mounted sign shall be permitted for each street provided the signs are at least 150 feet apart, as measured from a straight line connecting the closest points of each sign structure. Each sign shall face, in a perpendicular manner, the nearest public street frontage.
 - c. *Signs on same frontage.* If a property fronts the same public street for at least 400 feet, a second primary permanent ground-mounted sign shall be permitted along such frontage, provided the structure of such sign is at least 350 feet from the structure of the other sign permitted along the same frontage.
 - i. Should a development qualify, as provided for in Subsection a. ii., above, for two smaller primary permanent ground-mounted signs in lieu of one larger 60 square foot primary permanent ground-mounted sign, each 400 feet of public street frontage may have two smaller signs, provided these smaller signs are at least 150 feet apart. Should an owner with the qualifying frontage mix a 60 square foot sign with two smaller 40 square foot signs, the sign nearest the 60 square foot sign shall be at least 350 feet from such sign.
 - d. *Height Determination.* Permitted sign height is based on the setback from the front property line. Unless otherwise provided for in Section 109-11, (a)4, where the sign is set back the minimum of ten feet from the front

property line, the maximum permitted height shall be six feet. Beyond this point, a sign with more than one tenant shall be permitted two inches of increased allowable sign height for each additional one foot of setback from the front property line up to a maximum of 7.66 feet (92 inches) in overall height (exclusive of addressing) at a 20-foot setback from the front property line.

- e. *Addressing.* An additional 18 inches of overall sign height is permitted to enclose or otherwise provide for address numbers. Address numbers shall be at the top of the sign and shall be eight inches in number height. Where a property abuts two public streets and has a sign facing each street, the address numbers shall be required on the sign that is perpendicular to the street with the assigned address.
- f. *Landscaping.* Each sign shall be landscaped with at least six shrubs that are a minimum of 12 inches in height and/or an evenly distributed area of seasonal or perennial flowers with such area being not less than 50 square feet. All qualifying landscaping shall be within seven feet of the sign base. The placement of landscaping should be evaluated as part of the sign permit review process to ensure that selected landscaping will not block the sign message.
- g. *Illumination.* If external illumination is used, such illumination shall be directed only onto the sign face and shall be shielded so that no glare is created. Each individual light fixture shall not exceed 850 lumens per fixture.
- h. *Sign base and architectural compatibility.* Each newly constructed or reconstructed primary permanent ground mounted sign, regardless of permitted height and sign face area, shall have a minimum two-foot above grade base below the sign face. The sign base shall be solid with no exposed poles. The base and other elements of the support structure of the sign shall be constructed of material that is compatible with the primary exterior material(s) used on the principal building(s). Existing ground signs not undergoing reconstruction may be required to make incremental improvements in an effort to more fully comply with these standards (move towards compliance) wherever reasonably practicable.
- i. *Legibility.* All written and numerical information included on a multiple tenant permanent ground mounted sign shall be legible for a person driving the posted speed limit on the corresponding street. Individual letters or figures used within a logo or emblem are not required to be legible. However, the logo or emblem, as a whole, must be legible. The background color shall be consistent on all tenant panels so that the sign in its entirety has a general cohesion and no single tenant panel appears out of place.

- (2) *Temporary parcel sign.* Unless provided for otherwise in this chapter, each tenant is permitted one temporary parcel sign provided the following criteria are met:
- a. Such sign does not exceed 20 square feet in area and six feet in overall height and is placed at least 20 feet from the back of the public street curb or edge of street where curbing is not provided. Temporary parcel signs shall be a minimum of ten millimeters (.39 inches) in thickness and supported by metal t-posts. Banners, pennants, streamers, and similar flexible or wind activated signs shall not be permitted.
 - b. A temporary parcel sign shall be permitted for no more than 40 calendar days per year with such time tracked through a temporary sign permitting process. During any period when a parcel is offered for sale or property within the parcel is offered for lease, one additional temporary parcel sign shall be permitted for the entire development (not each tenant). Window signage may be used for individual tenant spaces for lease. Such additional sign shall not be subject to the 40-day limitation but shall be subject to all other physical requirements associated with temporary parcel signs and shall be removed within two days of the termination of the event/activity for which the sign was used. Where the termination of an event/activity is questioned by the sign administrator, the burden shall be on the sign holder to verify that the event/activity has not terminated.
- (3) *Primary permanent wall mounted sign.* Unless provided for otherwise in this chapter, each separate use within a building which has its own separate and exclusive exterior public entrance to the building shall be permitted one wall mounted sign provided the following criteria are met:
- a. *Sign area.* The sign area shall be based on the width of the tenant space on the exterior building wall (same horizontal plane) on which the sign is to be mounted with one square foot of sign area being permitted for each one linear foot of tenant space width as measured from the centers of the exterior wall where the tenant separations occur. If a tenant is on the end of the building, the recognized tenant space would terminate at the end of the building. Such signs shall not exceed 350 square feet, unless provided for otherwise in this chapter. Such wall mounted sign shall be limited to the side of a building which fronts upon a public street/public access easement, faces upon a customer parking area, faces upon a pedestrian mall, or is the point of the principal public access into the establishment.
 - b. *Corner lot.* Where a tenant directly faces more than one public street or public access easement that provides access to the property, one wall mounted sign shall be permitted for up to two frontages. One of the

permitted signs shall be limited to .75 square feet of sign area for each one linear foot of building wall on which the sign is to be mounted.

- c. *Tenant space exceeding 300 linear feet.* If an individual tenant has more than 300 linear feet of building wall of lease space, there shall be a maximum of one sign per principal building entrance. Such signs shall be located within the entrance vicinity. One additional sign may be located anywhere on the building wall. All such signs shall be spaced a minimum of 50 feet apart. Each sign shall be calculated separately with the total sign area of all signs combined not exceeding a ratio of one square foot of sign area for each one linear foot of building wall on which the sign is to be mounted. No individual sign shall exceed 350 square feet. Such signage shall be limited to one wall.
- d. *Development with no paved surfaces in front yard.* If a building has no paved surfaces located in the front yard between the building and the street, an individual tenant space which is located in the building and fronts upon a public street and faces upon a customer parking area shall be permitted one wall mounted sign on the side of the building which fronts upon a public street(s) and one wall mounted sign on the side of the building which faces upon a customer parking area. One of the permitted signs shall be limited to .75 square feet of sign area for each one linear foot of building wall on which the sign is to be mounted.

In the case of a corner lot, the owner is permitted a total of two wall mounted signs. The owner may choose between placing the sign on any two of the three qualifying elevations. One of the two permitted signs shall be limited to .75 square feet of sign area for each one linear foot of building wall on which the sign is to be mounted.

- e. *Shared entrance building.* With the exception of the O-1-3 and O-1-5 Zoning Districts, a building with multiple uses that all share the public exterior entrances into the building shall be allowed to distribute wall mounted signage from an overall square footage determined by applying one square foot of sign area for each linear foot of building wall on which the sign(s) is(are) to be mounted. Such signs may be calculated separately provided the cumulative total square footage of all signs does not exceed the overall square footage permitted. Such signs shall be limited to the side of the building which fronts a public street or faces upon a customer parking area and shall be compatible in terms of sign material, general color, mounting style, and illumination.
- f. *Pedestrian mall.* In the case where a building has a pedestrian mall, the property owner may opt for a different wall signage alternative. When a wall has a pedestrian mall access, each separate use which faces upon such wall shall be permitted one wall sign not to exceed 25 square feet. In

addition, each separate use which faces upon the pedestrian mall shall be permitted one wall sign not to exceed 25 square feet with the total signage for mall uses not to exceed 100 square feet. In no case shall a use have more than one sign. Such signs shall be placed on the wall that has the pedestrian mall access and which fronts upon a public street or faces upon a customer parking area. The maximum sign area allowed on such wall shall be one square foot per linear foot of building wall length.

- g. *Development abutting the interstate.* Within the C-2, Regional Commercial District, one wall mounted sign shall be permitted on the building elevation that faces the interstate, provided the individual tenant space has at least 100 linear feet of building wall abutting the interstate. Such building elevation is permitted one square foot of sign area for each one linear foot of building wall on which the sign is to be mounted not to exceed 350 square feet; and
 - h. *Compatibility.* Wall mounted signage within a multiple tenant development shall be compatible in terms of sign material, general color, mounting style, and illumination. Where a center has an existing mixture of different types of signs, the property owner shall submit to the sign administrator and the VRRB a plan for ensuring compatibility as individual tenant signs transition. Where the property owner does not submit a tenant sign compatibility plan, the sign administrator shall have the authority, in consultation with the VRRB, to determine compatibility and appropriate signage elements for the building/development. The objective is that over time the center will have wall mounted signs that are compatible with each other.
- (4) *Interior accessory freestanding sign.* For each public street or public access easement that provides direct access to the property, one interior accessory freestanding sign shall be permitted, provided the following criteria are met:
- a. Such sign shall not exceed 12 square feet in sign area and six feet in overall height.
 - b. Such sign shall be at least 60 feet from any property line.
 - c. Such sign shall be at least five feet from any parking lot or accessway curb.
 - d. Such sign shall not create a visibility obstruction, and
 - e. Such sign shall have a base constructed of material that is compatible with the primary exterior material used on the principal building(s).
- (5) *Peripheral accessory freestanding sign.* For each accessway (driveway) that provides direct access to the property from a public street or approved public access easement, two peripheral accessory freestanding signs (one per each

side of the accessway) shall be permitted provided the following criteria are met:

- a. Such sign(s) shall not exceed two square feet in sign area and 30 inches in overall height.
- b. Such sign(s) shall be at least 15 feet from the back of the public street/access easement curb, at least five feet from any parking lot or accessway curb, but no more than 10 feet from any accessway curb.
- c. Such sign(s) shall not create visibility obstructions; and
- d. Such sign(s) shall have mounting pole(s) or structure(s), including any base, that are architecturally compatible with the building with which it is associated.

For the purposes of this subsection, an accessway (driveway) with a dividing median shall be considered as a single accessway and shall be permitted a total of only two signs located along the outside edges of the access way.

- (6) *Window sign.* On each first-floor building elevation, window signage shall be permitted provided the following criteria are met:
 - a. Window signage shall not exceed 25% of the total window area of an individual tenant or 20 square feet (as measured by the cumulative total of all window signs on the same lease space elevation), whichever is less, and
 - b. Up to six square feet of window signage may be internally illuminated but shall not have any moving, blinking, color changing, or flashing message.
- (7) *Freestanding building frontage sign – Mixed-Use Town Center and Mixed-Use Neighborhood.* Due to its emphasis on the pedestrian, within the Mixed-Use Town Center and Mixed-Use Neighborhood land use areas, each tenant within a multiple tenant development shall be permitted one non-illuminated freestanding building frontage pedestrian-oriented sign, provided the following criteria are met:
 - a. Such sign shall be placed within ten feet of the building.
 - b. Such sign shall not obstruct pedestrian facilities and shall only be permitted where the sidewalk along a frontage is at least eight feet in width.
 - c. Such sign shall not interfere with or cause the removal of landscaping.
 - d. Such sign shall not exceed six square feet in sign area and four feet in overall height.
 - e. Such sign shall only be readable by pedestrians at the multiple tenant development.

- f. Such sign shall be removed during non-business hours, and
- g. Such sign shall be of a solid (non-flexible) material, such as a sandwich board sign. Banners, pennants, streamers and similar flexible or wind activated signs shall not be permitted.

- (8) *Projecting sign – Mixed-Use Town Center and Mixed-Use Neighborhood.* Due to its emphasis on the pedestrian, within the Mixed-Use Town Center and Mixed-Use Neighborhood land use areas, an individual tenant may be permitted one non-illuminated projecting sign near the principal entrance not to exceed four square feet in size. Such sign shall comply with adopted building code clearance requirements and shall be hung perpendicular to the building.
- (9) *Under canopy sign.* When the roof of a building is extended as a canopy over the public entrances in the building, one non-illuminated sign per principal entrance shall be permitted. Such signs shall not exceed four square feet in size, shall comply with adopted building code clearance requirements, and shall be hung perpendicular to the building.
- (10) *Athletic fields.* Athletic field signage on non-government property shall not be visible from public rights of ways and adjacent properties.
- (11) *Flag.* Two flags shall be permitted on one freestanding flagpole per 400 feet of property frontage on a public street. Such flags shall not individually exceed 25 square feet in size and 25 feet in mounted height. Flag poles shall meet the setback requirements for principal buildings in the corresponding zoning district.

In lieu of a freestanding flagpole, one building mounted flagpole shall be permitted on the principal building provided the pole does not exceed six feet in length and the flag does not exceed 15 square feet.

- (12) *General Occupant sign(s).* General occupant sign(s) shall be permitted provided they are located on the door or the adjoining wall of a principal building's primary entrance(s), do not exceed a combined total of six square feet in area (per entrance), are no more than seven feet in height, and are non-illuminated. Where plaques, boards, cabinets, and/or similar devices are utilized to mount or display the sign(s) they shall be architecturally compatible with the primary exterior material used on the principal building. In the case of multi-use (tenant) buildings, each use/tenant with a separate and exclusive entrance shall be treated separately.
- (e) *Wall signs in the Office District, Three Stories (O-1-3) and Office District, Five Stories (O-1-5); shared entrance building.*
 - (1) A building with multiple uses that all share the public exterior entrances into the building and that has more than 225 feet of building wall facing a public

street shall be permitted four wall signs. Each sign shall be roughly proportional in size and general appearance. Such signs may be calculated separately provided the cumulative total square footage of all four signs shall not exceed one square foot of sign area for each linear foot of building wall which faces a public street. The cumulative square footage of all four wall signs shall not exceed 350 square feet. Such wall signs shall be limited to two on the side of a building which fronts upon a public street and shall be a minimum of 50 feet apart. Building elevations that do not face a public street shall be limited to one wall sign per elevation and shall be centered on said elevation, and

- (2) All such wall signs shall be architecturally compatible with the principal structure and shall be consistent in terms of style, color, and illumination with the other signs in the complex. All wall signage shall be limited to two colors on all building elevations.
- (3) General *Occupant sign(s)*. General occupant sign(s) shall be permitted provided they are located on the doorway or the adjoining wall of the principal building's primary entrance(s), do not exceed a combined total of six square feet in area (per entrance), are no more than seven feet in height, and are non-illuminated. Where plaques, boards, cabinets, and/or similar devices are utilized to mount or display the sign(s) they shall be architecturally compatible with the primary exterior material used on the principal building.

(f) *Signs permitted on land for banks and other lending institutions*. In addition to the applicable regulations above, the following additional signs are permitted on land used for banks and other lending institutions:

- (1) *Automatic teller machines*. One sign which shall not exceed two square feet in sign area, and which is posted at the machine. One sign, which shall not exceed two square feet in sign area, and which is posted above the drive-thru lane on the overhead canopy, and
- (2) *Drive-thru teller lanes*. One sign which shall not exceed two square feet in sign area, and which is posted at the service window. One sign which shall not exceed two square feet in sign area per drive-thru lane, and which is posted above the lane on the overhead canopy.

(g) *Signs permitted on land for theaters*. In addition to the applicable regulations above, the following additional signs are permitted on land used for theaters:

- (1) *Marquee sign*. A marquee sign shall be limited to the side of the theater building with the principal public entrance. Such sign shall not exceed one square foot of sign area for each linear foot of building wall on which the sign is to be mounted, not to exceed 350 square feet, and

- (2) *Poster case signs.* One poster case sign is permitted per movie screen or stage, which shall each not exceed 16 square feet in sign area, including frames. Illumination shall be in such a manner as to light the poster for readability only. Poster case signs shall be used in lieu of any temporary window signs. Such signs shall be mounted on the building wall with the principal public entrance.
- (h) *Signs permitted on land for other businesses with drive-thru windows.* In addition to the applicable regulations above, the following additional signs are permitted on land used for other businesses with drive-thru windows:
- (1) *Wall signs.* One sign per drive-thru lane which shall not exceed two square feet in sign area, and which shall be posted at the ordering point. One sign per drive-thru lane which shall not to exceed two square feet in sign area, and which shall be posted at the pick-up point, and
 - (2) *Canopy signs.* One sign per drive-thru lane which shall not exceed two square feet in sign area, and which shall be posted above the lane on the overhead canopy.
- (i) *Signs permitted on land for restaurants with drive-thru windows.* In addition to the applicable regulations above, the following additional signs are permitted on land used for restaurants with drive-thru windows:
- Menu board signs (outside of the Mixed-Use Town Center land use area):
- (1) *Generally.* One sign per drive-thru lane which shall not exceed 30 square feet in sign area and six feet in overall height, and
 - (2) *Order box signs.* One sign per drive-thru lane which shall not exceed one square foot in sign area and 30 inches in overall height.
- (j) *Signs permitted for gasoline stations/convenience stores.* For the purposes of this chapter, gasoline service stations/convenience stores shall be considered single-use non-residential and such sign regulations shall apply. If such establishments also have a restaurant with a drive-thru window, such drive-thru window sign regulations shall apply. In addition to these signs, the following additional signs are permitted:
- (1) *Canopy signs.* Two signs which shall each not exceed nine square feet in sign area, and which shall be posted on two different sides of the canopy over the gas pumps.
 - (2) *Gas pump signs.* Any number of signs calculated separately, and which shall not exceed a cumulative sign area of eight square feet per side of each gas pump island. Only one sign permit shall be required for all the gas pump islands on the site.

- (3) *Car wash signs.* In addition to the wall signs permitted elsewhere in this chapter, one additional wall sign shall be permitted on the wall of the vehicle entrance at a car wash. Such wall sign shall be permitted one square foot of sign area for each linear foot of building wall on which the sign is to be mounted, and
 - (4) *Car wash order box signs.* One sign per car wash entrance which shall not exceed one square foot in sign area and 30 inches in overall height.
- (k) *Signs permitted on land for large medical campuses on tracts of land ten acres or larger.* For the purposes of this chapter, large medical campuses shall be considered multiple use/multiple building complexes. In addition to the applicable regulations provided for in association with multiple use/multiple building complexes, the following additional signs are permitted on land used for large medical campuses located on tracts of land larger than ten acres:
- (1) *Parking lot directory signs.* Parking lot directory signs shall be located at key decision-making locations within the parking lot in relation to building entrances. The physical layout of the campus shall determine the total number of signs needed. Such signs are not intended to be legible from adjacent streets and shall meet the following criteria:
 - a. Such signs shall be set back a minimum of 35 feet from side and rear property lines, 60 feet from front property lines, and five feet from the edge of driveway pavement.
 - b. The entire sign structure shall not exceed 30 square feet, the sign area of such signs shall not exceed 12 square feet, and the sign shall not exceed six feet in overall height.
 - c. At a single key decision making location within the parking lot, if one parking lot directory sign is not large enough to accommodate the essential directional information, two such signs may be placed side by side.
 - d. The letters and numbers on the signs shall not exceed five inches in height with each tenant/occupant listing to be limited to the same color, size, and shape, and
 - e. Such signs shall be architecturally compatible with the principal building.
 - (2) *Wall signs.* With the exception of individual medical offices, each separate principal medical use within a building shall be allowed one wall sign. Such wall signs shall be limited to the side of a building which fronts upon a public street or faces upon a customer parking area. The permitted sign area shall be as provided for in this chapter.

Due to its unique safety related characteristics, an emergency room shall be allowed one wall sign for each building wall approach to the emergency room

portion of the building. The permitted sign area shall be as provided for in this chapter.

(l) *Signs permitted on non-residential construction sites.* For the purposes of this subsection, multi-family (apartment) complexes shall also be considered commercial (non-residential) construction sites. In addition to the applicable regulations above, the following additional signs are permitted on non-residential construction sites.

- (1) *Temporary freestanding construction site sign.* One hard surface (minimum of one inch in thickness) non-illuminated temporary sign is permitted per public street frontage, provided the following criteria are met:
 - a. The sign shall not exceed 32 square feet,
 - b. The sign shall not exceed ten feet in overall height,
 - c. The sign shall be set back a minimum of 20 feet from the back of street curb and shall not create any site distance or hazard along any street,
 - d. The sign shall not be erected until site plan has been approved and at least a grading permit has been issued, and
 - e. The sign shall be removed within 10 days of Certificate of Occupancy or Temporary Certificate of Occupancy being issued.

SECTION 2.

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

Ron Williams, Mayor

Allison Myers, Town Recorder

Certified to the Farragut Board of Mayor and Aldermen this ____ day of _____, 2023, with approval recommended by the Farragut Municipal Planning Commission (FMPC).

Rita Holladay, Chairman FMPC

Scott Russ, Secretary FMPC

RESOLUTION PC-23-01

FARRAGUT MUNICIPAL PLANNING COMMISSION

A RESOLUTION TO APPROVE AN AMENDMENT TO CHAPTER 109-SIGNS, OF THE CODE OF ORDINANCES OF THE TOWN OF FARRAGUT, TO REPLACE THE EXISTING SIGN ORDINANCE WITH A NEW SIGN ORDINANCE

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 Farragut Municipal Planning Commission and/or the Farragut Board of Mayor and Aldermen has adopted various regulatory measures to more fully implement said general plan; and

WHEREAS, a public hearing was held on this request on January 19, 2023;

NOW, THEREFORE, BE IT RESOLVED that the Farragut Municipal Planning Commission hereby recommends approval to the Farragut Board of Mayor and Aldermen of Ordinance 23-01, an ordinance amending Chapter 109 - Signs, of the Code of Ordinances of the Town of Farragut.

ADOPTED this 19th day of January 2023.

Rita Holladay, Chairman

Scott Russ, Secretary

REPORT TO THE BOARD OF MAYOR AND ALDERMEN**PREPARED BY:** Mark Shipley, Community Development Director**SUBJECT:** Ordinance 23-02, an ordinance on first reading to amend the Farragut Municipal Code, Chapter 22., Article 5. – Driveways and Other Access Ways, Section 22-149. – Permit approval. (a) to permit access for a single-family residential lot proposed onto a non-local street to be reviewed by engineering staff, unless a concern is identified regarding the requested access in which case such request shall be presented to the Planning Commission and Board of Mayor and Alderman for approval (Town of Farragut, Applicant)**INTRODUCTION AND BACKGROUND:** During discussion with the Planning Commission, staff noted that this item involves an amendment to the Driveways and Other Access Ways Ordinance to simplify the approval process for access requests onto non-local streets that serve a single dwelling unit. Currently, any new access onto a non-local street must be approved by both the Planning Commission and the Board of Mayor and Aldermen.

The requested amendment reflected in Ordinance 23-02, would provide that the Town's engineering staff could approve access onto a non-local street in association with a single-family residential lot, unless a concern is identified regarding the requested access. In such case, the access would have to be presented to the Planning Commission and Board of Mayor and Aldermen for approval.

This amendment would help streamline the process for access approvals where the engineering staff has determined that such access is safe, would only serve one residence, and satisfies sight distance requirements.

RECOMMENDATION: At the Planning Commission meeting on January 19, 2023, the Commission unanimously recommended approval of Ordinance 23-02. Community Development Director, Mark Shipley, recommends approval of Ordinance 23-02 on first reading.**PROPOSED MOTION:** To approve Ordinance 23-02 on first reading.**BOARD ACTION:****MOTION BY:** _____ **SECONDED BY:** _____

<u>VOTE/TOTAL</u>	<u>BURNETTE</u>	<u>MEYER</u>	<u>POVLIN</u>	<u>WHITE</u>	<u>WILLIAMS</u>
YES	_____	_____	_____	_____	_____
NO	_____	_____	_____	_____	_____
ABSTAIN	_____	_____	_____	_____	_____

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

23-02
Shipley
Staff

AN ORDINANCE TO AMEND THE FARRAGUT MUNICIPAL CODE, CHAPTER 22., ARTICLE 5. – DRIVEWAYS AND OTHER ACCESS WAYS, SECTION 22-149, PERMIT APPROVAL. (A) TO PERMIT ACCESS FOR A SINGLE-FAMILY RESIDENTIAL LOT PROPOSED ONTO A NON-LOCAL STREET TO BE REVIEWED BY ENGINEERING STAFF, UNLESS A CONCERN IS IDENTIFIED REGARDING THE REQUESTED ACCESS IN WHICH CASE SUCH ACCESS SHALL BE PRESENTED TO THE PLANNING COMMISSION AND BOARD OF MAYOR AND ALDERMAN FOR APPROVAL

WHEREAS, the Board of Mayor and Aldermen of the Town of Farragut, Tennessee, wishes to amend the Farragut Municipal Code, Chapter 22., Article 5. – Driveways and Other Access Ways, Section 22-149, Permit Approval. (a), as it applies to access for a single-family residential lot onto a non-local street;

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, Section 22-149, Permit approval, subsection (a) is amended by replacing it in its entirety with the following:

- (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.

SECTION 2.

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

Ordinance 23-02
Page 2

Ron Williams, Mayor

Allison Myers, Town Recorder

Certified to the Farragut Board of Mayor and Aldermen this ____ day of _____, 2023,
with approval recommended.

Rita Holladay, Chairman

Scott Russ, Secretary

FARRAGUT MUNICIPAL PLANNING COMMISSION

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 ~~for all developments~~ requiring the submittal of a site plan. Site plans involving—and 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 ~~shall~~ 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)

RESOLUTION PC-23-04

FARRAGUT MUNICIPAL PLANNING COMMISSION

A RESOLUTION TO APPROVE AN AMENDMENT TO THE FARRAGUT MUNICIPAL CODE, CHAPTER 22., ARTICLE 5. – DRIVEWAYS AND OTHER ACCESS WAYS, SECTION 22-149, PERMIT APPROVAL. (A) TO PERMIT ACCESS FOR A SINGLE-FAMILY RESIDENTIAL LOT PROPOSED ONTO A NON-LOCAL STREET TO BE REVIEWED BY ENGINEERING STAFF, UNLESS A CONCERN IS IDENTIFIED REGARDING THE REQUESTED ACCESS IN WHICH CASE SUCH ACCESS SHALL BE PRESENTED TO THE PLANNING COMMISSION AND BOARD OF MAYOR AND ALDERMAN FOR APPROVAL

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 January 19, 2023;

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 23-02, amending the Farragut Municipal Code, Chapter 22., Article 5. – Driveways and Other Access Ways, Section 22-149, Permit approval. (a) to permit access for a single-family residential lot proposed onto a non-local street to be reviewed by engineering staff, unless a concern is identified regarding the requested access in which case such request shall be presented to the Planning Commission and Board of Mayor and Alderman for approval.

ADOPTED this 19th day of January 2023.

Rita Holladay, Chairman

Scott Russ, Secretary

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: Allison Myers, Town Recorder

SUBJECT: Approval of 2023 Forget Me Not 5K

INTRODUCTION AND BACKGROUND: Included in your packet is a request for approval of an Event application for the Forget Me Not 5K. Proceeds from the event will benefit the Pat Summit Clinic at the University of Tennessee Medical Center. The event is scheduled for the morning of April 15, 2023, and is anticipated to have over 750 participants.

DISCUSSION: The event is being presented to the Board of Mayor and Aldermen because of the use of the streets within Village Green subdivision.

Portable restrooms and one water station will be provided, and volunteers will be responsible for defining the race route and cleaning up after the event. The Knox County Sheriff's Department will help provide traffic control and a nurse will be present for any medical issues.

RECOMMENDATION: Staff recommends approval of the event subject to proper notification to any affected entities and the provision of adequate traffic control. As noted above, the applicant is proposing to use volunteers to mark the course.

PROPOSED MOTION: To approve an Event Application on April 15, 2023, involving use of the Town's public rights of ways and pedestrian facilities for the Forget Me Not 5K for Alzheimer's benefitting the Pat Summit Clinic.

BOARD ACTION:

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

<u>VOTE/TOTAL</u>	<u>WILLIAMS</u>	<u>BURNETTE</u>	<u>MEYER</u>	<u>WHITE</u>	<u>POVLIN</u>
YES	_____	_____	_____	_____	_____
NO					
ABSTAIN					

Farragut
Special Event Permit Application
BP-2022-888

Submitted by Drew Degges
drewdegges19@gmail.com
(865) 337-1885

Address of Proposed Work: **11433 KINGSTON PIKE**

City: **FARRAGUT** State: **TN** Zip: **37934**

Contact Information

Applicant's Contact Information

Title: First Name: **Drew** Last Name: **Degges** Suffix:

Business Name: **Forget Me Not 5k**

Mailing Address: **10135 Autumn Valley Lane**

City: **Knoxville** State: **TN** Zip: **37922**

Email Address: **drewdegges19@gmail.com**

Cell Phone: Work Phone: Home Phone: **(865) 337-1885**

Contractor's Contact Information

Title: First Name: Last Name: Suffix:

Business Name:

Mailing Address:

City: State: **TN** Zip:

Email Address:

Cell Phone: Work Phone: Home Phone:

Property Owner's Contact Information

Title: First Name: Last Name: Suffix:
Business Name:
Mailing Address:
City: State: **TN** Zip:
Email Address:
Cell Phone: Work Phone: Home Phone:

Application Questionnaire (* denotes required question)

Special Event

Will any Public Parks/Facilities be used in your event? * No

Please note that use of any public parks/facilities must be approved by the Farragut Parks and Recreation Department prior to applying for this permit. Please call 865-966-7057 for approval before proceeding with this permit.

Start Date of Event * 4/15/2023

Name of Event * Forget Me Not Race

Type of Event * Race

Brief Description of Event * The 13th annual Forget Me Not Race is a 5k and a 10k raising money for the Pat Summitt Clinic. Over the past 12 years we have raised \$250,000 for the Pat Summitt Clinic and Alzheimers Research. The event will be taking place in the Town of Farragut for the 4th year in a row. We are expecting over 750 Participants.

Is event private or open to the public? *

Open to the public

Is food being served?

No

Will you have portable Sanitary Facilities?

Yes

Will you have a solid waste dumpster?

No

Will there be any temporary structures/stages?

No

Upload Location in File Upload Section.

Will you need Temporary Power?

Yes

PROVIDE LOCATION DRAWING IN FILE UPLOAD SECTION.

Will you have any other Air Supported Structures?

No

UPLOAD LOCATION DRAWING IN FILE UPLOAD SECTION.

Will you need any public street closures?

Yes

Please Note: Any public street closures must go before Board of Mayor and Aldermen for approval

Where are the parking areas located?

Village Green shopping Center

INCLUDE DRAWING IN FILE UPLOAD SECTION.

If this event is a parade/sporting event, where is the route, staging, and disbanding areas?

Village Green subdivision and shopping center

UPLOAD DRAWING IN FILE UPLOAD SECTION

In case of Rainout, state cancellation date and time:

No rainout

(EXAMPLE-EVENT IS AT 2:00PM ON SATURDAY, RAINOUT CANCELLATION IS AT 1:00 PM SATURDAY OR POSTPONEMENT IS UNTIL 4:00 PM)

Will there be music, live or otherwise? No

Will you have Security/Police Officers at your event? Yes

Please note: The Town of Farragut does not provide Security or Police Officers.

Will you have any Emergency Medical Personnel/Apparatus On-Site? No

Please Note: The Town of Farragut does not provide Emergency Medical Personnel/Apparatus.

Name of Sanitary Facility Vendor: ETP

How many Generators? 1

From what time to what time are they to be closed? 8:00am-9:30am

Include times to be manned: 8:00am-9:30am

How many Officers? 2

From what time to what time? 8:00am-9:30am

Will you have any Fire Officers/Apparatus at your event? No

Will you have Tents? No
If Yes, please list tents in order from largest to smallest.

Will you have Bounce Houses? No

Provide law enforcement contact for day of event. Brad Hall

Have you applied for an insurance certificate of general liability insurance? * Yes

Naming the Town of Farragut, its employees and agents as additionally insured.

Copy of Insurance must be uploaded.

I HEREBY UNDERSTAND AND AGREE TO THE STATED REQUIREMENTS ABOVE.

Do you want this event advertised on VisitFarragut.org? Yes

Will there be any animals at the event? No

Will alcoholic beverages be served? * No

How many people do you expect? 750-1000

A Signed Letter of Approval from Property Owner must be uploaded in the document uploads section.

End Date of Event 4/15/2023

Please list the Streets to be Closed Jamestown Blvd.

Include drawing in file upload section 18324

Event Start Time	<u>8:00 AM</u>
Event End Time	<u>11:30 AM</u>
Event Setup Time	<u>6:00 AM</u>
Event Teardown Time	<u>12:00 PM</u>

Documents Uploaded

The following documents are attached to the Application.

5k route 2022 fgmn.jpg

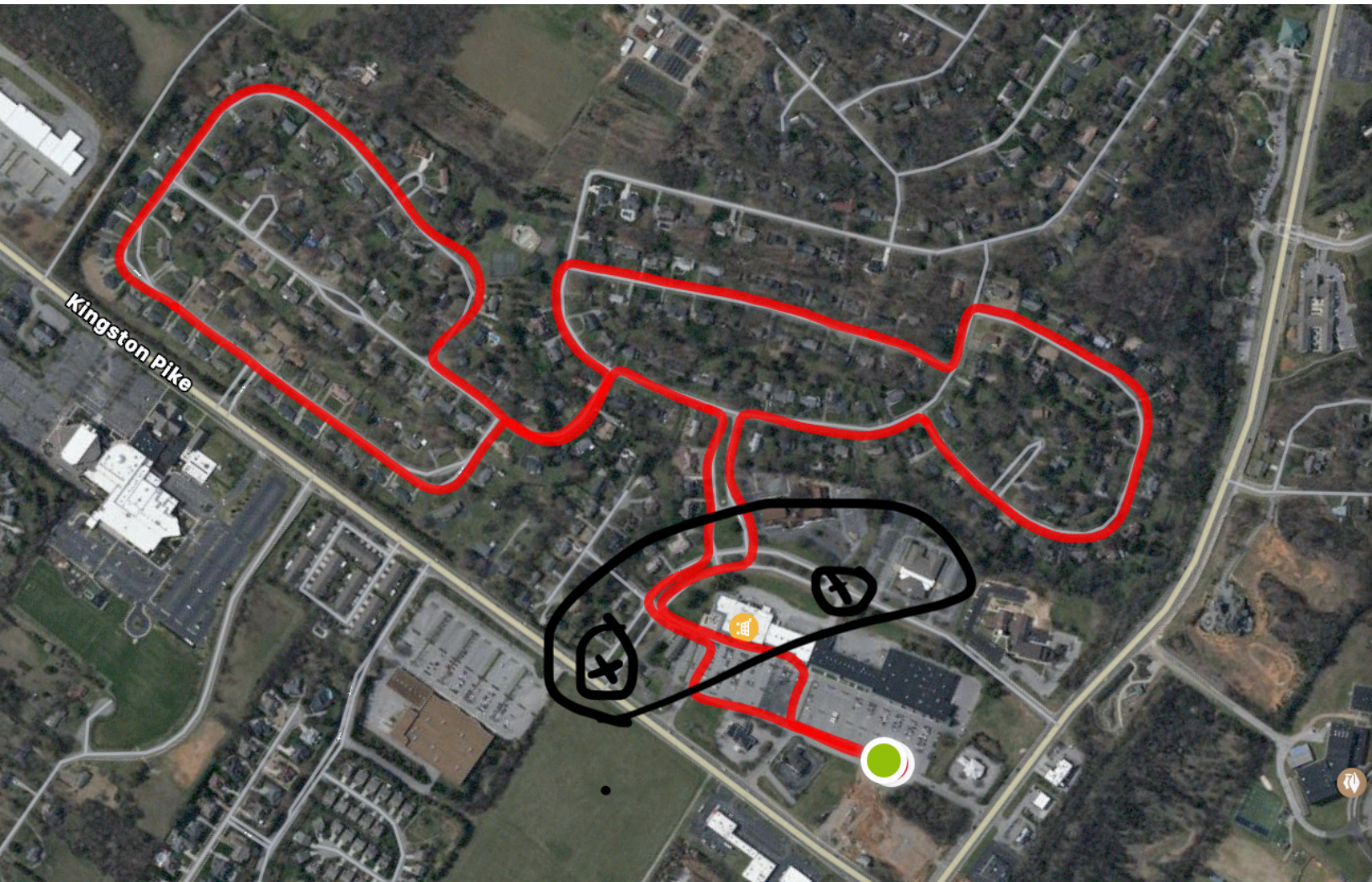
10k route 2022 fgmn.png

police officers location 2022 fgmn.pdf

Site Plan

site plan-11433 kingston pike.pdf







REPORT TO THE BOARD OF MAYOR AND ALDERMEN**PREPARED BY: Allison Myers, Finance Director/Town Recorder****SUBJECT: Approval of Contract for Cybersecurity Services**

INTRODUCTION: The purpose of this agenda item is to select a vendor to provide cybersecurity consulting to identify opportunities to build a proactive strategy and enhance the security of the information technology network.

Due to the nature of the services being performed by the selected vendor, the scope of services and vendor information has been redacted per Tennessee Code Annotated 10-7-504 (i).

10-7-504(i)(1)- Information that would allow a person to obtain unauthorized access to confidential information or to government property shall be maintained as confidential. For the purpose of this section, "government property" includes electronic information processing systems, telecommunication systems, or other communications systems of a governmental entity subject to this chapter.

10-7-504(i)(1)(A) Plans, security codes, passwords, combinations, or computer programs used to protect electronic information and government property;

10-7-504(i)(1) (B) Information that would identify those areas of structural or operational vulnerability that would permit unlawful disruption to, or interference with, the services provided by a governmental entity; and

10-7-504(i)(3)- (B) The identity of a vendor that provides to the state goods and services used to protect electronic information processing systems, telecommunication and other communication systems, data storage systems, government employee information, or citizen information shall be confidential.

BACKGROUND: Town staff has identified a need to enhance cybersecurity and test against industry best practices. Working with our managed service provider, staff has implemented changes to the current cybersecurity posture through hardware, software, and training to create a more robust environment to lower risks and exposure.

DISCUSSION: The cybersecurity services performed by the selected vendor will paint a clear picture of the Town's cybersecurity risk environment and preparation for security threats. These services will also provide insight into the security gaps that remain present after the changes that have been made are fully implemented.

The contract for services is for \$23,400 per year for three (3) years, with a contract end date of December 31, 2025.

FINANCIAL SECTION:

Account Number: 110-41640-2540

<u>Total Budget</u>	<u>Requested Amount</u>	<u>Expenditures to Date</u>	<u>Remaining Amount</u>
\$140,000	\$23,400	\$25,622	\$90,978

Approved By: A. Myers

RECOMMENDATION BY: Allison Myers, Finance Director/Town Recorder for approval.

PROPOSED MOTION: To approve a contract for Cybersecurity Services, for a three (3) year period, in the amount of \$23,400 per year.

BOARD ACTION:

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

<u>VOTE/TOTAL</u>	<u>BURNETTE</u>	<u>MEYER</u>	<u>POVLIN</u>	<u>WHITE</u>	<u>WILLIAMS</u>
YES	_____	_____	_____	_____	_____
NO	_____	_____	_____	_____	_____
ABSTAIN	_____	_____	_____	_____	_____

REDACTED COMPANY NAME

January 9, 2023

Town of Farragut
11408 Municipal Center Drive
Farragut, TN 37934

To the Board of Mayor and Aldermen:

The Town of Farragut is seeking to improve [REDACTED] information technology security posture [REDACTED]. [REDACTED] will provide cybersecurity consulting to identify opportunities to enhance the security layers and further build a proactive strategy.

[REDACTED]
This project will include [REDACTED] \$16,200 annually and \$600 per month for cybersecurity consulting.

[REDACTED]

Respectfully submitted,

[REDACTED]

REDACTED

[REDACTED]

REPORT TO THE BOARD OF MAYOR AND ALDERMEN**PREPARED BY: Allison Myers, Finance Director/Town Recorder****SUBJECT: Approval of Contract for Information Technology Professional Services**

INTRODUCTION: In October 2022, the Town released a Request for Qualifications for Information Technology consulting and general services for upcoming projects, studies and other related items for a three (3) year period. The projects may include, but not be limited to: cyber security audits, grant writing, Information Technology five-year strategic planning and fiber optic networking design, construction and implementation. Fourteen (14) proposals were submitted and the eGov Team, which consist of representatives from each department, interviewed the top five vendors.

DISCUSSION: The Town of Farragut conducted and implemented its first IT strategic plan in 2016. Since that time, the town has hired a full-time IT Manager to implement the plan and handle day to day IT management. IT needs and solutions are rapidly changing, and it was evident that an IT consulting firm was needed as an additional resource to update our strategic plan, provide expert advice on fiber optic networking for town facilities, review network deficiencies and implement additional cybersecurity measures.

Of the five vendors interviewed, Averro Advisors was selected as being the most qualified vendor to provide these consulting services. The estimated time to complete the IT Strategic Plan is 62 days. Once the plan is complete, Town and Averro staff will prioritize projects and continue implementation of the plan as funding allows.

FINANCIAL SECTION:**Account Number:** 110-41640-2540

<u>Total Budget</u>	<u>Requested Amount</u>	<u>Expenditures to Date</u>	<u>Remaining Amount</u>
\$140,000	\$49,429	\$49,022	\$41,549

Approved By: A. Myers**RECOMMENDATION BY: Allison Myers, Finance Director/Town Recorder for approval.**

PROPOSED MOTION: Motion to approve a Contract for Information Technology Professional Services with Averro Advisors in the amount of \$49,429 for Information Technology Strategic Plan and additional services as needed.

BOARD ACTION:**MOTION BY:** _____ **SECONDED BY:** _____

<u>VOTE/TOTAL</u>	<u>BURNETTE</u>	<u>MEYER</u>	<u>POVLIN</u>	<u>WHITE</u>	<u>WILLIAMS</u>
YES	_____	_____	_____	_____	_____
NO	_____	_____	_____	_____	_____
ABSTAIN	_____	_____	_____	_____	_____



**Information Technology Consulting Services -
General Information Technology Professional Services**

October 28, 2022

Proposal Submitted By:



Address: 512 West Broadway Avenue, Maryville, TN 37801

Phone: (865) 415-3848

Email: info@avèroadvisors.com

Cover Letter

October 28, 2022

Town of Farragut
Attn: Mr. Joe LaCroix, IT Manager
11408 Municipal Center Drive
Farragut, TN 37934

Dear Mr. LaCroix,

Avèro Infrastructure is thankful for the opportunity to present our qualifications & experience to the Town of Farragut for the **Information Technology Consulting Services – General Information Technology Professional Services** engagement. We look forward to serving the Town in this technology modernization effort and demonstrating our qualifications in support of this critical initiative.

Avèro Infrastructure is incorporated in Maryville, Tennessee and is a minority-owned information technology (IT) infrastructure management firm that enables municipal agencies to “**Rethink IT.**” In addition to our technical service offerings, we pride ourselves on our skills in the following areas: program/project management, strategic planning & resource allocation, standard operating procedure documentation, and system integration. Our team has been engaged in strategic projects for public sector clients across the country, including **Knox County Sheriff’s Office (TN), Blount County (TN), Blount County E911 (TN), Blount County Sheriff’s Office (TN), City of Maryville (TN), City of Alcoa (TN), East Tennessee Development District (TN), MACnet (Maryville-Alcoa-Blount County) (TN), City of Charlottesville (VA), City of Dania Beach (FL), and Town of Paradise Valley (AZ), among others.** The team proposed for this IT modernization endeavor brings extensive knowledge & experience to make this a successful initiative for the Town from day one.

Most importantly, we are an independent 3rd party consulting firm with no affiliations to software or hardware vendors whatsoever, which ensures that our objective strategic recommendations will be tailored to the specific needs of the Town of Farragut. Our firm is also a certified Minority-Owned Business Enterprise (MBE) in multiple states and is a financially stable, profitable enterprise that strives to deliver significant value to our clients nationwide.

“As you know, many companies are technically strong in all things IT but not every firm can build the relationships necessary to help an organization navigate change. **Avèro excelled in this aspect.** Technically strong, depth of knowledge and an ability to speak in a language management can understand. They don’t use only industry terms. They took us through some discovery to make sure we got the scope right. This was incredibly important to the overall project.”

Greg McClain
City Manager | City of Maryville, TN

I look forward to developing a supportive partnership with you & the Town of Farragut. I believe we can establish a long-term, trust-based relationship as we dedicate time to becoming familiar with your priorities & the recent strategies you’ve employed and help create an effective, collaborative

environment with your team. Together, we can create improvements in your technology environment that best fit your team's needs and support your continued modernization efforts. My cell phone number is 865-850-5451, and you can reach me at any time.

Sincerely,



Abhijit "AV" Verekar
Founder & CEO

Avèro Infrastructure

Home Office | 512 West Broadway Avenue, Maryville, TN 37801

West Coast Office | 10396 East Caribbean Lane, Scottsdale, AZ 85255

Office: 865-415-3848 | Email: av@averoadvisors.com



Additional Information

Company Profile

Our firm focuses on providing IT-related managed services, including IT infrastructure analysis & modernization, IT advisory services & strategic planning, and fiber optic network design/construction/management. In addition to our technical service offerings, our team is also skilled in providing program/project management support, strategic planning & resource allocation, standard operating procedure documentation, and system implementation & integration support on several major IT projects. Our team prides itself on being large enough to serve our valued clients yet small enough to know them well. ***Additionally, Avèro has never – and will never – be tied to a specific software or hardware vendor; each vendor that our team has worked with over the years has been selected because it was the most advantageous for our client.***

Founded in 2016 and headquartered in Maryville, Tennessee, Avèro Infrastructure started from humble beginnings to become a nationally recognized firm that enables its clients to optimize, maximize, and transform their technology environments. Working with government agencies across North America, we have developed a strong presence in & beyond our local region by providing IT consulting services that help build smart local government organizations and empower their workforces & operations.



With 18+ years of public sector experience, Avèro's leadership team has provided IT consulting services to numerous municipal government agencies across the country and successfully delivered the right results on time & within budget, including but not limited to the following services: comprehensive IT infrastructure analysis, organizational & cybersecurity assessments, strategic planning, needs assessments, business process mapping & redesign, RFP development, ERP system selection & implementation, and program/project management. Avèro currently consists of approximately 35 full-time employees. Our expertise spans across all operational aspects of national & international government & public agencies.

Avèro is committed to being at the forefront of thought leadership in our industry and frequently publishes original content for our clients' benefit. We produce and publish a weekly podcast, ReThink IT (podcast.averoadvisors.com), to discuss the general nature of technology and views on its applications for municipalities now and in the future. Our guests include City Managers, Mayors, Chief Information Officers, County Administrators, Judges, and other municipal executives & leaders.

Additionally, Avèro was recognized as one of America's fastest growing companies by Inc. Magazine for 2 years in a row and was recently recognized in Inc. Magazine's "Best Workplaces of 2021" for our commitment to our employees as well as our clients. Avèro was also recognized as 2019's "Best Small Business" by the Blount County Chamber of Commerce, and we are certified as a "Great Place To Work®" based on feedback provided by 100% of our employees. Avèro's President also serves on the National Institute of Governmental Purchasing (NIGP) panel for cybersecurity. Avèro is a certified Minority-Owned Business Enterprise (MBE) in the state of Tennessee (#103118-04). Avèro is an equal opportunity employer and does not and will not discriminate against any person, employee, or applicant for employment on account of age, race, creed, religion, color, sex, sexual orientation, disability, national origin, marital status, or political affiliation.



The Avèro Infrastructure team works in conjunction with the Avèro Advisors team to analyze, develop, and carry out multi-year IT strategic plans (ITSPs) for government organizations across the country. Together, we have significant experience helping government clients transform their organizations through technology modernization, which ultimately benefits staff & citizens. Our firm's qualifications, capabilities, and experience position us to deliver noticeable results for the following reasons:

- Strategic Services Experience - We use leading practices derived from prior experience with public sector clients.
- Holistic Approach - We propose a project approach focused on enterprise technology transformation & optimization of existing technology to reduce operational costs.
- Client-Centric Solutions - We deliver end-to-end services based on each clients' specific needs.
- Deep Understanding of Local Government Operations - We have worked closely with several government organizations in the Blount County/Knox County area and thus have solid, long-term relationships with many local individuals & departments.

Project Understanding

Avèro Infrastructure understands that the Town of Farragut's **Information Technology Consulting Services – General Information Technology Professional Services** engagement will cover a 3-year period and involve multiple projects for the Town, potentially including the completion of a cybersecurity audit, assistance with grant writing, the development of a 5-year ITSP, and the design/construction/implementation of fiber optic networking. Avèro Infrastructure will utilize our extensive expertise in technical project management, strategic planning, and maintenance & management to foster successful outcomes for every project deliverable in this initiative. Avèro's team has the advantage of **having decades of combined experience** performing IT managed services projects similar to the Town of Farragut's initiative and strives to contribute to the following critical factors necessary for the long-term success of this effort.

- ***Offering comprehensive IT design & management services based on the Town's specific needs***

Avèro realizes the significance impact that a properly designed (and properly managed) IT infrastructure can be for organizational efficiency. Our team's IT design & management services will involve analysis of the existing IT infrastructure & network, as well as analysis of the existing IT-related needs & desires.

- ***Collaborating personably with Town personnel***

Avèro believes that effective communication will not only help maintain a superior level of service with our clients but will also help mitigate any risks that may manifest throughout the project. Avèro's team will work closely with, keep constant communication with, and request feedback from the Town's IT Manager, as well as any other relevant Town staff, ***to ensure compliance with the Town's needs & desires for each project objective***. We will employ multiple interaction methods as needed, such as providing regular updates about the current project conditions through Project Status Reports & Project Updating Meetings, to work with Town personnel in the most efficient, effective way.

- ***Maintaining outstanding customer service***

Avèro takes pride in delivering a first-class customer service experience to all of our clients. Avèro's professional staff routinely works at the client's side to ensure the needs of the client are met and to ensure that the project approaches align with the client's philosophies. Avèro believes that being onsite will help our consultants learn the Town's nuances, as well as the Town's specific needs & desires. Furthermore, Avèro was recently recognized by our clients and named the "Best Small Business" in Blount County. This achievement is a testament to Avèro's passion for customer service and ***always making our clients' priorities our priorities***.

- ***Proposing a project team with substantial IT management subject matter expertise***

Avèro proposes the appropriate project team for each client project we manage to ensure Avèro's staff members with the most relevant skills are on the project team. Our specific project team for the Town will demonstrate their skills in ***providing "end-to-end" technology implementation & support services***. Additionally, the proposed project team will demonstrate each member's significant experience working with the IT departments of various government agencies and capabilities related to providing IT managed services – from analysis & problem-solving to short- and long-term solution development to IT system integration & maintenance services.

- ***Delivering project outcomes in a timely & cost-effective manner***

Avèro dedicates significant effort to ensuring that our team delivers services in the most time-efficient & cost-effective way. Avèro's team, in collaboration with the Town's IT Manager, will develop comprehensive project plans for each phase of this project ***to ensure that each project stays on track with regard to the timeline & budget***. Avèro will also provide practical, achievable solutions for the Town of Farragut, as we understand that intricate challenges often exist for small- to medium-sized government organizations. Avèro will ensure strict management of the project, with a specific focus on the project timeline & project budget. Our team will hold vendors accountable to their service level agreements and act as the Town's advocate in regard to outside vendors.

In addition, Avèro builds 4 principles into every service delivery solution:

1. Information Technology Infrastructure Library (ITIL)

An ITIL framework is necessary to standardize the selection, planning, delivery and maintenance of IT services, with the ultimate goal being improved efficiency & achievable, predictable service delivery results. Avèro's approaches to Incident Management & Change Management are critical to making sure the Town's staff members are as efficient & effective as possible. Our goal is to ensure that Incident Management doesn't become the singular focus of the Town's IT budget and that Change Management significantly reduces the amount of time spent recover from various incidents so that the Town's resources are utilized in the best way.

2. Compliance Framework & Governance

A compliance framework is an important element in the governance of entities. Avèro's goal is to promote a culture of compliance and to help prevent (rather than detect) violations of laws & regulations. Our compliance program is an informal program that will document the Town's policies, procedures, and actions. Avèro will recommend that the Town conduct a semi-annual review of the documentation so that recent changes can be incorporated into a current reference manual.

3. Risk Management

Avèro strives to properly identify, assess, and control the risks within IT's span of control. Avèro will always analyze the choices that might result in downtime. Everything from hardware configurations to circuits, dark fiber paths, and disaster-related "use cases" become part of testing the design to identify and address vulnerabilities.

4. Data Ownership

Although Avèro, teamed with the Town's various hardware & software vendors, will be responsible for ensuring the Town's data is secure, it is understood that the data is owned by the Town. Any breach (or potential breach) discovered by Avèro will be documented in writing and turned over to the IT Manager, along with an action plan for addressing the data breach. Avèro will always take whatever actions are necessary to secure the data from further exposure before identifying a solution to the root cause.

PROPOSAL BY

Attachment B



Guided Results.



INFORMATION TECHNOLOGY STRATEGIC PLAN

January 10, 2023

(865) 415-3848

info@averoadvisors.com

AveroAdvisors.com

MAIN OFFICE: 512 West Broadway Ave., Maryville, TN 37801

WEST COAST OFFICE: 1036 East Caribbean Lane, Scottsdale, AZ 85255

Table of Contents

Cover Letter

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January 10, 2023

Town of Farragut
Attn: Allison Myers, Deputy City Manager
11408 Municipal Center Drive
Farragut, TN 37934

Dear Ms. Myers,

The Town of Farragut has a long track record of offering high-quality services to its citizens, and Avèro Advisors is thrilled to support your team on the **Information Technology Strategic Plan** endeavor. You need an experienced partner with superior technical abilities & business acumen in order for this project to succeed. Avèro Advisors is here as a partner & advisor to guide you through each step of the project journey so that your organization can experience the success it deserves.

Avèro Advisors is dedicated to transforming the way public sector organizations operate internally and interact with their local communities. Our holistic approach provides tailored solutions that use resources efficiently & cost-effectively, while still delivering desired outcomes for our

clients. We believe in building strong relationships with each client – as evidenced by our firm’s successful collaborations over many years – to ensure that every project is based on a mutual understanding of goals & expectations. This proposal showcases how we succeed in modernizing the IT environments of government organizations across the country.

Our team possesses expertise in delivering information technology (IT) & cybersecurity assessments, information technology strategic plans (ITSPs), business process analysis & redesign, requirements definition & request for proposal (RFP)

“As you know, many companies are technically strong in all things IT but not every firm can build the relationships necessary to help an organization navigate change. **Avèro excelled in this aspect.** Technically strong, depth of knowledge and an ability to speak in a language management can understand. They don’t use only industry terms. They took us through some discovery to make sure we got the scope right. This was incredibly important to the overall project.”

Greg McClain
City Manager | City of Maryville, TN

development, enterprise resource planning (ERP) system evaluation & consultation, and project management support services for various government organizations. Our team has a shared commitment to your mission & values of being “an appealing and engaged community set apart by a dedicated team committed to integrity, innovation, and friendly service.” You can be confident that we will always be in your corner because our firm is a 100% independent 3rd-party consulting firm with no affiliation with software or hardware vendors. As a certified Minority-Owned Business Enterprise (MBE) in multiple states, we place great emphasis on diversity & equity.

I look forward to developing a long-term, trust-based relationship with you & the Town of Farragut. With the guidance of our firm, your organization will be able to experience an optimal technology environment. Together, we can create IT improvements that best fit your team’s needs and support your continued modernization efforts.

Sincerely,



Abhijit “AV” Verekar
Founder & CEO

Avèro Advisors

Home Office | 512 West Broadway Avenue, Maryville, TN 37801

West Coast Office | 10396 East Caribbean Lane, Scottsdale, AZ 85255

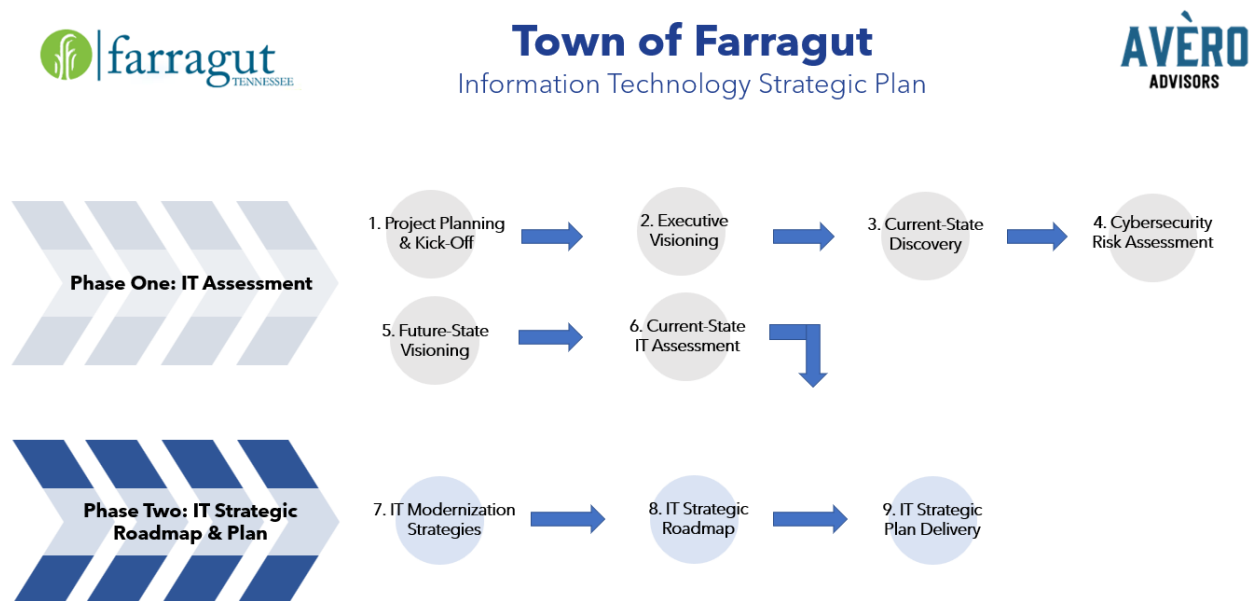
Office: 865-415-3848 | Email: av@averoadvisors.com



Project Approach & Methodology

For the Town of Farragut's **Information Technology Strategic Plan** project, Avèro Advisors will draw on our extensive industry expertise & experience to fulfill all of the Town's project requirements. The **Proposed Project Methodology** below, developed exclusively for the Town, outlines how the Town's IT needs & desires will be fulfilled, while leaving room for feedback from the Town's project sponsors. We are determined to offer practical solutions that adhere to the Town's budget & timeline limitations and honor the Town's core values.

Proposed Project Methodology



Phase One: IT Assessment

1. Project Planning & Kick-Off

Our team will hold a kick-off meeting with the Town's project sponsors to assimilate project expectations. This project task will include the following:

- Introduce our Project Team for this engagement
- List Town stakeholders who will be involved in this engagement
- Identify roles & responsibilities for Town leaders for this engagement
- Discuss the contents of the weekly Project Status Reports that will be provided to the Town's project sponsors

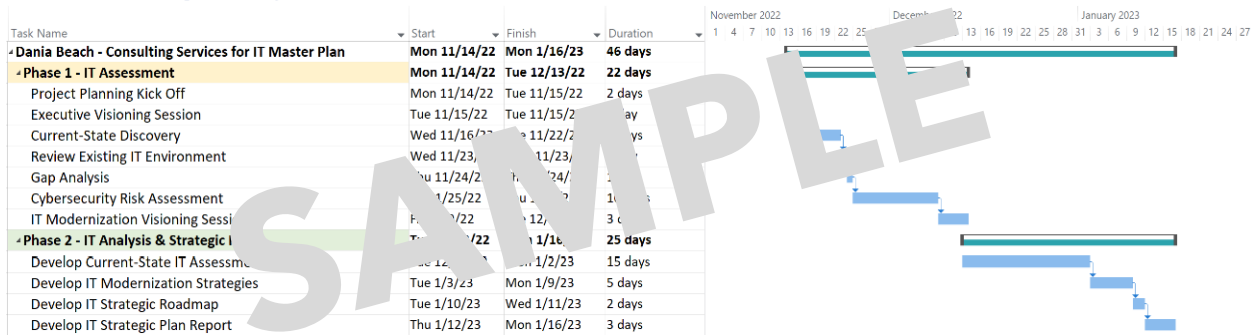
- Determine a meeting time for the weekly Project Update Meetings. Weekly Update Meetings will cover the details of the Project Status Reports and be held with the Town's project sponsors
- Present a detailed Project Work Plan, including project tasks, goals, timeframes, deliverables, and milestones, and finalize it with feedback & approval of the Town
- Answer any questions from meeting attendees

Deliverable 1: Project Work Plan

Deliverable 2: Project Status Reports (Provided Throughout Project)

Deliverable 3: Project Update Meetings (Provided Throughout Project)

Sample Project Work Plan – Dania Beach, FL – IT Assessment & Master Plan



Sample Project Status Report – Monroe County, NY – ERP Analysis Services

PROJECT STATUS REPORT

Produced by Avero Advisors

Project Name: ERP Analysis Project

Reporting Period: 10/10 - 10/21

Current Reporting Period October 10 - 14	Upcoming Reporting Period October 17 - 21
Completed Activities	Project Activities
Active Items: Requirements Traceability Matrix -- COMPLETE > RFP Development - >> RFP Draft -- IN PROGRESS >>> Avero met with Procurement to discuss RTM Files & Presentation >>> Additional resources for Kim & Registration Link Set Up > Proposed RFP Schedule - >> Oct 17 - RFP Advertisement by Monroe Procurement >> Oct 21 - RFP Release by Monroe Procurement >> Nov 3 - Pre-Bid Meeting with Potential Vendors by Monroe Procurement >> Nov 14 - Questions Due by Potential Vendors >> Nov 30 - Addendum Due by Avero & Monroe Procurement >> Dec 16 - Final Responses Due by Potential Vendors > Vendor Selection Analysis - >> Document Set Up - Drafted > Demo Scripts - >> To begin drafting in near future	Active Items: Requirements Traceability Matrix -- COMPLETE > RFP Development - >> RFP Draft -- IN PROGRESS >>> Additional resources for Kim & Registration Link Set Up - COMPLETE >>> Final Draft Review - 8th @ 3 PM > Proposed RFP Schedule - >> Oct 17 - RFP Advertisement by Monroe Procurement >> Oct 21 - RFP Release by Monroe Procurement >> Nov 3 - Pre-Bid Meeting with Potential Vendors by Avero & Procurement >> Nov 14 - Questions Due by Potential Vendors >> Nov 30 - Addendum Due by Avero & Monroe Procurement >> Dec 16 - Final Responses Due by Potential Vendors > Vendor Selection Analysis - >> Document Set Up - Drafted > Demo Scripts - >> To begin drafting in near future
Risks	Budget
Risks Red - Immediate Risk Yellow - Moderate Risk Vendors Reaching Out to Engage with Monroe To push communication to Avero. Finalization of RFP Document & Draft Approval	Budget ERP Analysis Project Budget: \$250,000 Actual: \$208,794 Remaining Budget: \$41,206

2. Executive Visioning

Our team will facilitate executive visioning to fully understand the long-term vision that the Town's executive leaders have for the Town's IT environment. This project task will include the following:

- Organize an Executive Visioning Session with the Town's executive leadership
 - Request their ideas for internal efficiencies driven by technology & enhanced service delivery to Town staff & residents
 - Guide the discussion towards identifying and documenting a high-level vision that will inform the Town's long-term IT strategy
 - Discuss fiber connectivity and buildout for the Town's offsite locations, the Advanced Traffic Management System (ATMS) Project, and to create a redundant and secure network to minimize cyber threats and downtime

3. Current-State Discovery

Our team will conduct current-state discovery across all relevant Town departments to gain a comprehensive understanding of the current-state IT environment. This project task will include the following:

- Collect existing documents that are transferred within the Town's IT environment, including documentation for the IT infrastructure, hardware, software, networks, policies & procedures, business systems & requirements, funding, staffing levels & skills (of internal & contracted individuals), storage, cybersecurity, business continuity & emergency preparedness, communications, desktop & mobile functions, system integrations, and touchpoints
- Analyze current data sources, such as software systems & applications, outside spreadsheets, and information transferred in paper format within the existing IT environment
- Develop a Business Process Inventory so that we can track departmental processes, process owners, and statuses of the included processes
- Hold Current-State Discovery Sessions with identified Town stakeholders to evaluate the Town's current IT environment through the perspective of staff
 - Determine how they utilize technology to perform their job tasks
 - Understand what they believe the pros & cons of the IT environment are
 - Gain stakeholders' perspective on the existing IT infrastructure, hardware, software, networks, policies & procedures, business systems & requirements, funding, staffing levels & skills (of internal & contracted individuals), storage, cybersecurity, business continuity & emergency preparedness,

communications, desktop & mobile functions, system integration, and touchpoints

- Identify current business processes that are executed within the current-state environment, what the pros & cons of these processes are, and which of these processes are paper-based

Deliverable 4: Business Process Inventory

Sample Discovery Questionnaire – Dania Beach, FL – IT Assessment & Master Plan

Avèro Advisors has developed this **Interview Questionnaire** for the upcoming Discovery Sessions. These questions will provide Avèro with valuable insight into the way your department/division currently uses technology as a tool to support operations and how the City's IT resources provide ongoing support to end users.

During the interviews, please feel free to share your perspective on your experience, as all responses will be aggregated anonymously during our concluding analysis.

1. What are the primary functions of your department?
2. What are your current goals for your department?
3. What are the key areas for improvement in your department?
4. What are the business systems that your department currently uses?
5. How are you currently using technology as a tool to meet the strategic objectives of your department?
6. What do you feel are the current IT-related needs of your department?
7. How would you describe your experience with the services provided by your IT resources?

4. Cybersecurity Assessment

Our team will conduct a high-level Cybersecurity Risk Assessment on the Town's existing technology & infrastructure. This project task will include the following:

- Identify enterprise risks, prioritize them, and highlight opportunities to proactively mitigate known & unknown
- Perform a thorough review of security policies & procedures, system architecture, network architecture, physical access, and other security-related systems
- Utilize industry-leading network & infrastructure diagnostic tools, such as PDQ Deploy & PDQ Inventory, to collect specific data on the Town's hardware, software, and network for in-depth analysis to identify gaps, improvements, efficiencies, optimized processes, refined IT organizational structure and online collaboration tools, enhanced security resiliency, and streamlined operations for the future state
- Take the Town through a National Institute of Standards and Technology (NIST)-based security assessment that will identify security deficiencies throughout the

organization that could allow a breach of sensitive & confidential data and will include the following risk areas at a minimum:

- Incident Response Plan
- Disaster Recovery Plan
- Business Continuity Plan
- Documented Policies & Procedures
- Cybersecurity Education
- Data Protection
- Policies Governing Employee Data Access
- Vulnerability Scanning
- Active Network Monitoring
- Multi-Factor Authentication
- Automate Threat Detection & Response
- Encryption
- DLP for Personally Identifiable Information
- Utilize All Owned Security Features
- Verification Methods Used & Documented
- Controlled Use of Custom Programming
- Level Set Expectations for Sensitive Data
- ITIL Foundations
- Physical Security
- Cybersecurity Officer of Designee
- Segmented & Secured Wi-Fi
- SaaS Vendor Requirements

Deliverable 5: Cybersecurity Risk Assessment

5. Future-State Visioning

Our team will conduct future-state visioning across all relevant Town departments to gain a comprehensive understanding of the ideal future-state of the IT environment. This project task will include the following:

- Hold Future-State Visioning Sessions with identified Town stakeholders to understand the ideal future state of the Town's IT environment through the perspective of staff
 - Determine how they would like to utilize technology to perform their job tasks & what they believe the Town's technology capabilities could be
 - Gain stakeholders' perspective on the ideal state of the Town's IT infrastructure, hardware, software, networks, policies & procedures, business systems & requirements, funding, staffing levels & skills (of internal & contracted individuals), storage, cybersecurity, business continuity & emergency preparedness, communications, desktop & mobile functions, system integration, and touchpoints

6. Current-State IT Assessment

Our team will develop a thorough Current-State IT Assessment that details the needs & desires of the County related to their IT environment. This project task will include the following:

- Document strengths, weaknesses, opportunities, and threats impacting critical IT operations (i.e., a SWOT analysis)
- Identify gaps in the existing IT infrastructure, hardware, software, networks, policies & procedures, business systems & requirements, funding, staffing levels & skills (of internal & contracted individuals), storage, cybersecurity, business continuity & emergency preparedness, communications, desktop & mobile functions, system integration, and touchpoints
- Develop a high-level analysis of the Town's current IT expenditures & timelines

Deliverable 6: Current-State IT Assessment

Phase Two: IT Strategic Roadmap & Plan

7. IT Modernization Strategies

Our team will develop IT Modernization Strategies to be able to develop the IT Strategic Roadmap. This project task will include the following:

- Conduct a best practices review to understand the IT best practices of similar public sector organizations so that the Town can understand how to align its best practices with the best practices of other organizations
- Recommend IT Modernization Strategies to strategically resolve the gaps previously identified between the Town's current-state IT environment & the Town's ideal future-state IT environment, based on our best practices research & our years of experience working with clients like the Town of Farragut
- Ensure that the IT Modernization Strategies proposed are specific, measurable, actionable, realistic, and timely (SMART)
- Discuss and validate the IT Modernization Strategies with the Town's project sponsors to ensure strategic & cultural alignment
- Hold an interactive review session with the Town's project sponsors to finalize the prioritization of the strategies
- Rank the strategies based on the anticipated degree of impact, associated cost, and implementation timeline

Deliverable 7: IT Modernization Strategies

8. IT Strategic Roadmap

Our team will proceed with the development of the IT Strategic Roadmap once the IT Modernization Strategies have been finalized and ranked appropriately. The IT Strategic Roadmap will be a high-level roadmap of the technology areas within the Town, such as cybersecurity, storage technology, and document management & retention. It will be in the form of a Gantt chart and will include each IT Modernization Strategy in prioritized order, along with an associated timeframe (i.e., short-term, medium-term, or long-term).

Deliverable 8: IT Strategic Roadmap

Sample IT Strategic Roadmap – Mequon, WI – IT Assessment & Strategic Plan

IT Strategic Roadmap (2021 - 2024)		2021		2022				2023				2024	
		Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
SECURITY FIRST	1 Annual Review of Cybersecurity Plan												
	2 Cybersecurity Awareness Tool												
	3 IT Policies & Procedures												
	4 IT Governance												
	5 Tyler Munis SaaS Conversion												
DIGITAL CITY EXPERIENCE	6 Citizen Self-Service Portal												
	7 E-Signature Tool												
	8 Single-Solution Payment System												
INFRASTRUCTURE RESILIENCE	9 Recreation & Event Management Sy.												
	10 IT Division Restructuring												
	11 IT Service Management												
DATA-DRIVEN DECISIONS	12 Asset Management												
	13 Fiber Optic												
	14												
	15 Enterprise Land Management												
	16 Human Capital Management												
	17 Enterprise Asset Management												
	18 Business Intelligence Tool												
	19 Legislative Management												
	20 Electronic Document Management												
	21 SCADA System												
	22 Phone System Audit												

9. IT Strategic Plan

Avèro will develop a thorough ITSP based on the prioritized strategies in the IT Strategic Roadmap. The ITSP will guide the Town as it plans, procures, implements, and manages current & future technology investments & resources over the next 5 years. This project task will include the following:

- Incorporate recommendations that strategically identify opportunities to improve service offerings, build operational efficiencies through integrated enterprise technology, enhance cybersecurity, optimize workflows, reduce costs, and improve technology to align with the Town's objectives

- Incorporate justifications for those recommendations, as well as estimated timelines, estimated costs, and estimated resources required for each recommendation.
- Include a brief implementation plan for each validated strategy within the ITSP
- Share the draft ITSP with the Town's project sponsors, explain the logic & methodology of the ITSP, and answer any questions that arise
- Modify the draft ITSP based on the feedback from the Town's project's sponsors
- Share the final version of the ITSP with the Town's project's sponsors
- Present the final ITSP to the Town's executive leadership

Deliverable 9: IT Strategic Plan

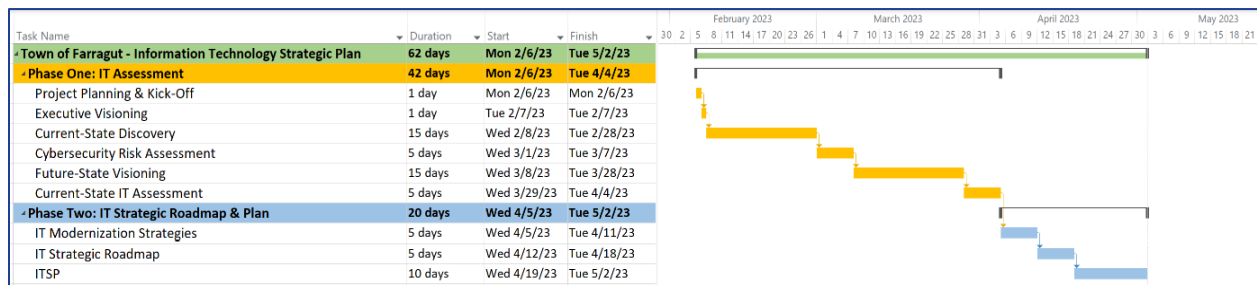
Sample ITSP – Mequon, WI – IT Assessment & Strategic Plan

#4 – Introduce IT Governance			
Gaps Addressed – There is an absence of IT strategy within the City's IT Division's approach to serving the organization's future technology needs. The result is departments spending time researching systems, hardware, and applications to resolve their technical issues instead of relying on subject matter experts to keep them apprised of new market offerings. This exacerbates the challenge of departments inadvertently expanding the existing silos of data and resources.			
Action Steps – - Develop an IT Governance framework as a process for making IT investments and decisions - Establish an IT Steering Committee for prioritizing investments and decisions - Establish selection criteria for becoming an IT Steering Committee Member - Determine meeting schedule for reviewing IT program - Train primary stakeholders on the IT Governance process			
Prerequisites – None			
Stakeholders – All City Departments			
Resources – <table border="1"> <tr> <td> - IT Division - External Consultant </td><td> - Senior Executive Management team </td></tr> </table>		- IT Division - External Consultant	Senior Executive Management team
- IT Division - External Consultant	Senior Executive Management team		
Estimated Costs – <table border="1"> <tr> <td> - Staff time </td><td> - External Consulting Fee: \$4,950 </td></tr> </table>		Staff time	External Consulting Fee: \$4,950
Staff time	External Consulting Fee: \$4,950		
Estimated Timeline – Immediate – Year 1 (6 months)			
Impact Statement – Introducing IT Governance will ensure that the City of Mequon has a formal framework in place for evaluating and prioritizing IT investments. IT Governance will consider each IT investment as a business case, including feasibility, how the investment creates value (and Return on Investment) to the Department, and to the City as an organization, including stakeholder impact. Creating an IT Steering Committee will provide stakeholder groups with the representation needed to ensure that IT decisions are made in the strategic interest of the City's IT, on a macro scale, and not just on a departmental level.			

Project Timeline

Based on our experience executing projects similar in scope & complexity to the Town of Farragut's **Information Technology Strategic Plan** project, Avèro Advisors estimates a timeline of three months for the project's duration. The **Estimated Project Timeline** below (subject to input from the Town's project sponsors) includes each project phase & project task. We are committed to working closely with the Town to ensure that the project does not exceed the proposed timeline.

Estimated Project Timeline



Project Cost

Avèro Advisors proposes the following rates in the **Hourly Rate Chart** & the following project costs in the **Estimated Project Budget** to assist the Town of Farragut with the planning of the **Information Technology Strategic Plan** project. Based on our experience executing projects similar in scope & complexity to the Town of Farragut's **Information Technology Strategic Plan** project, Avèro Advisors estimates a cost of \$49,429 to complete the project. The **Estimated Project Budget** below (subject to input from the Town's project sponsor) includes each project phase & project task. We are committed to working closely with the Town to ensure that the project does not exceed the proposed cost. If any project tasks outside the scope of the initial contract arise, they will be billed separately at the individual rates listed in the **Hourly Rate Chart**, upon prior written approval from the Town of Farragut & Avèro Advisors. Invoices for completed services will be submitted monthly by Avèro Advisors. We remain flexible in our approach and welcome any feedback for modifications that the Town may deem necessary.

Hourly Rate Chart

Project Team Role	Hourly Rate
Program Manager	\$225
Senior Manager	\$225
Project Manager	\$200
Senior Consultant	\$175

Estimated Project Budget

Town of Farragut Information Technology Strategic Plan	Program Manager	IT Operations SME	Project Manager	Business Analyst	Hourly Rate
	\$225	\$225	\$200	\$160	Total Hours
	30	30	64	120	
	Hours	Hours	Hours	Hours	
PHASE ONE: IT ASSESSMENT	24	24	52	96	\$36,560
Project Planning & Kick-Off	2	2	4	8	\$2,980
Executive Visioning	2	2	4	8	\$2,980
Current-State Discovery	8	8	16	32	\$11,920
Cybersecurity Risk Assessment	2	2	4	8	\$2,980
Future-State Visioning	8	8	16	32	\$11,920
Current-State IT Assessment	2	2	8	8	\$3,780
PHASE TWO: IT STRATEGIC ROADMAP & ITSP	6	6	12	24	\$8,940
IT Modernization Strategies	2	2	4	8	\$2,980
IT Strategic Roadmap	2	2	4	8	\$2,980
ITSP	2	2	4	8	\$2,980
Total Fees					\$45,500
Travel Fees (10%)					\$4,550
New Client Discount (5%)					(\$2,503)
ESTIMATED TOTAL PROJECT COST					\$ 47,548

Avero - Rate Card – Resource Title Examples

Resource Title	Fully Burdened Hourly Rate		
	Junior (1-3 yrs)	Medium (4-6 yrs)	Senior (7+ yrs)
Backup and Recovery Engineer	125	150	200
Business Analyst	110	125	160
Business Process Redesign Analyst	120	150	200
Change Management Trainer	80	100	125
Cyber Security Analyst	110	140	180
Cyber Security Firewall Administrator	110	160	190
Cyber Security Incident Response Analyst	150	200	225
Database Administrator	100	140	180
Database Programmer	120	150	175
Database Warehouse Administrator	150	175	200
CIO, IT Infrastructure & Operations	200	250	350
Deputy CIO, IT Infrastructure & Operations	175	200	225
ERP Analyst	160	185	220
ERP Architect	180	225	275
ERP Functional Lead	125	150	185
ERP Implementation Specialist	150	175	200
ERP Technical Lead	175	200	225
Firewall Migration Analyst	110	150	200
Firewall Optimization Analyst	125	175	225
GIS Analyst	100	125	150
GIS Analyst (Technical Lead)	115	130	175
GIS Consultant/Subject Matter Expert	200	250	275
GIS Developer	150	180	220
Information Security Analyst	80	120	150
Systems Engineer - Virtualization	150	180	220
Network and Infrastructure Manager	175	225	275
Network Engineer	150	200	250
Project Director - ERP Financials	200	250	300
Project Manager	150	175	200
Program Manager	180	225	250
Systems Engineer	100	125	150
Systems Engineer (Messaging)	100	125	150
Systems Engineer (O365)	100	125	150
Systems Engineer - Virtualization	100	125	150
SharePoint Consultant	80	100	125
SharePoint Developer	100	125	150
Software Training Specialist	80	120	135

IT Staff Augmentaiton RFP Rate Card

SQL DBA	100	125	150
Technical Project Manager 911-CAD	110	125	175
Security Engineer	125	150	175
Support Center End-User Tech	50	75	100
Systems Administrator	125	150	175
Technical Writer	50	65	80
Web Content Editor	30	45	55
Helpdesk Support	45	60	80
Fiber Optic Network Engineer	120	175	225

REPORT TO THE BOARD OF MAYOR AND ALDERMEN**PREPARED BY: Allison Myers, Finance Director/Town Recorder****SUBJECT: Approval of Proposal from MCCi for document scanning of Community Development & Engineering documents**

INTRODUCTION: The Town has utilized Laserfiche, a content management software, for more than 15 years for community development and engineering historical project documents. In 2007 the Town contracted with MCCi, vendor for the Laserfiche software, to scan a large batch of documents from the Community Development Department.

DISCUSSION: A large quantity of documents and plans are currently housed in the map room of the Community Development department. With the future remodeling of the Town Hall building, a portion of the map room will be utilized for additional office space. The documents will need to be scanned or stored due to space limitations. Scanning the documents will be beneficial for retention and future access.

MCCi has presented a proposal for the scanning services, including secure document transport and the scanning and indexing of all documents. The estimated volume is 17,000 large format documents and 50,000 regular sized documents for a total contract price of \$37,826.13.

FINANCIAL SECTION:**Account Number:** 110-41640-2540

<u>Total Budget</u>	<u>Requested Amount</u>	<u>Expenditures to Date</u>	<u>Remaining Amount</u>
\$140,000	\$37,826.13	\$98,451	\$3,722.87

Approved By: A. Myers**RECOMMENDATION BY: Allison Myers, Finance Director/Town Recorder for approval.****PROPOSED MOTION** To Approve the Proposal from MCCi for document scanning in the amount of \$37,826.13.**BOARD ACTION:****MOTION BY:** _____ **SECONDED BY:** _____

<u>VOTE/TOTAL</u>	<u>BURNETTE</u>	<u>MEYER</u>	<u>POVLIN</u>	<u>WHITE</u>	<u>WILLIAMS</u>
YES	_____	_____	_____	_____	_____
NO	_____	_____	_____	_____	_____
ABSTAIN	_____	_____	_____	_____	_____

Proposal

Farragut

Issued:

February 2, 2023

Valid for 30 Days



DIGITAL TRANSFORMATION, SIMPLIFIED.



 (800) 342-2633
 3717 Apalachee Parkway, Suite 201
Tallahassee, Florida 32311
 sales@mccinnovations.com
 www.mccinnovations.com

Dear Farragut Team,

Thank you for your interest in continuing your digital transformation journey with MCCi. Based on our discussion, we are pleased to enclose our Proposal. While reviewing our proposal, please keep in mind the following advantages of being a client:

Leading Provider: MCCi is the leading provider of Laserfiche in the world and a Laserfiche Platinum Solution Provider.

Professionals: All of MCCi's professional services team members acquire and maintain Laserfiche Gold Certification. Also, they have undergone a thorough background check and security awareness training.

Public Sector Focus: MCCi focuses on innovative technologies for the public sector, providing business process automation solutions to entities, including cities, counties, state agencies, special districts, school districts, law enforcement and tribes– to name a few.

Sincerely,

Mike Beaudreau

Account Executive

Atlanta Office

(770) 855-9159 | mbeaudreau@mccinnovations.com

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General Description-Hinesville Large Plans.....Error! Bookmark not defined.

Document PreparationError! Bookmark not defined.

Image Processing & IndexingError! Bookmark not defined.

Image OutputError! Bookmark not defined.

Material HandlingError! Bookmark not defined.

Special Notes.....Error! Bookmark not defined.

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OUR MISSION

Digital Transformation is driving how organizations operate start to finish. MCCi's clients are choosing to begin or continue their digital transformation journey by digitizing and improving the accessibility to their records.

Selecting the right service provider is important. If you select the wrong service provider, you will be faced with unexpected challenges that result in a delayed or failed scanning project. Your provider should be the best in the industry with in-depth expertise, resources, and a steadfast commitment to client success. Gartner, Inc. cites this as the most important decision when embarking on a transformation project. Expertise does not come overnight; it comes with time, projects, and learning best practices over a wide range of clients. Part of evaluating the provider's stability should include how long the provider has been in business, their reputation in the industry, their knowledge about your business model, and the strength and size of their team members in support and client relations.

"A trusted partner is more than just another set of hands; it is a fresh set of eyes, ideas, and innovation they bring to the table. A partnership involves trust and commitment from both parties to achieve success."

A trusted partner is more than just another set of hands; it is a fresh set of eyes, ideas, and innovation they bring to the table. A partnership involves trust and commitment from both parties to achieve success.

ABOUT MCCi

Our story goes back to the 1950s. MCCi originated from Municode, who manages the code, ordinances, and websites of more than 4,500 municipalities. The original mission of MCCi was helping government agencies go paperless. In 2003, the company's growth led to MCCi becoming a separate company and expanding its services to all types of government agencies and commercial businesses.

Fast forward and look at us now! While going paperless is still an initiative, we have evolved into so much more than just digitizing your documents. MCCi is committed to leading the industry, staying abreast of technology, and focusing on the needs of our clients so that everyone – our clients and our employees – flourish. MCCi has multiple strategic business units with this focus, making us consultative in our approach to helping clients.

We pride ourselves on the fact that many of our clients' successes are widely recognized and published as leaders in their industries. Most recently, Inc. Magazine recognized MCCi as an **Inc. 5000** fastest-growing private company in the United States. Additional noteworthy recognition include

Best Companies to Work, Microsoft Gold Certified Partner, and the only **Laserfiche Platinum Certified Solution Provider**, to name a few.

OUR CULTURE

We are fanatical about client success.

Success starts with our eagerness to understand our clients' goals.

We do the right thing. Always. We care deeply about serving our clients and maintaining a solid reputation for always doing what's right – even when it's not easy. We know that the work we do has a big impact on our clients' lives and are committed to doing our work with the highest level of integrity and character.



We innovate and evolve. Our growth initiatives are based on what our clients need and where they are headed. We understand that we must continuously evolve and improve to support our clients.

We are unreasonably picky about our teammates. We believe the execution of team goals requires excellence at every level. Each team member must enjoy hard work and excel at doing their part. We expect and empower our team to grow, professionally, and personally.

OUR TEAM

MCCi team members, no matter the department, are focused on customer service in every aspect of your project. With scanning facilities throughout the U.S. and our onsite scanning bureau, we have the capabilities to handle projects of all sizes. We are not just your scanning service provider. We are consultants who can draw from more than 15 years of experience to provide customized solutions.

-CONSULTATION

From the beginning, we take the time to learn about your organization's needs to help you achieve your digital transformation goals. Your account and project team will provide effective communication throughout your scanning project.

-PROJECT MANAGEMENT

When it is time to begin your project, we will introduce you to your project team. During this introduction, the team will discuss the project objectives, address the anticipated timeline, and answer any questions.

-PRODUCTION TEAM

From document preppers and indexers to scanning operators and quality control professionals, our team members have extensive experience in the digitization process. The team follows specific project guidelines for each step of the process, ensuring quality and accuracy.

-LEADERSHIP

We focus on the "Client Lane" as a theme to unite us in how we serve. Our scanning division managers, chief operating officer, and even our president is available to handle escalated issues to make sure every client is satisfied. We listen to our clients' needs and always make that our top priority.

PROPOSED SOLUTION: SCANNING

WHY NOW?

STORAGE SPACE

Large quantities of paper documents and records can take up valuable office space and limit the ability to run your department. If you utilize off-site storage, scanning your documents can save you money on retrieval requests and storage fees. By digitizing your files, you can save space, money, and time.

TRACKING & SHARING

Scanning your documents and records can help you share the information instantly with staff and clients at any location. Electronic files can eliminate the need for costly reproduction, mailing, and are easier to track. Search, find, and share your documents in minutes instead of hours.

STORAGE SPACE

Large quantities of paper documents and records can take up valuable office space and limit the ability to run your department. If you utilize off-site storage, scanning your documents can save you money on retrieval requests and storage fees. By digitizing your files, you can save space, money, and time.

WHAT DOES THE PROCESS LOOK LIKE?

From the time we receive your records until the project is complete, we treat your documents as if they are our own. We understand the care needed to ensure your records are properly preserved.

SECURE DOCUMENT TRANSPORTATION

We can provide pickup and transportation of the documents to our secure production facility. All documents have a high-level inventory checkpoint, carefully loaded on our truck, signed by the driver, and transported to our secure facility. Upon arrival, a manager will verify and sign for the documents. Each project will be inventoried into our facility, labeled, and secured until the project process begins.

PREPARATION

Our preparation team ensures the documents are ready for scanning according to the clearly defined, agreed upon project specifications. Document preparation can include removing staples, taping ripped pages, and preparing large format drawings for scanning. Each prep team member is assigned specific work and is focused on one project to ensure accuracy.

SCANNING

After preparation is complete, our scanning team receives documents ready to be scanned. We prepare scanner settings, separate documents as necessary, and ensure the document batch is ready to be digitized. Images are reviewed during the scanning process for clarity and page capture for proper standards. Our clients review the first batch of scanned documents to verify the image quality meets their expectations. Scanners are inspected and regularly maintained to ensure proper working order.

INDEXING

Without proper indexing, a scanning project Before we begin your project, we will consult with you to better understand your complete indexing needs. Verifying the correct metadata is associated with your documents can be critical to the success of the project and ensuring future searching needs are available. Our indexing team follows specific instructions based on the needs of each client project.

QUALITY ASSURANCE

Our production team follows a proven process specifically designed to review and maintain quality assurance throughout the entire process. As the work passes through each phase, it is quality checked randomly by the unit. Upon reaching the final phase, we produce a quality product that multiple team members have reviewed to look for missing, blank, or rotated pages and other issues.

Upon receipt of delivery from MCCi, we encourage our clients to conduct their own quality assurance inspection to ensure accuracy and quality:

- Verify general contents of the returned shipment
- Spot check documents to assure proper order according to project specifications
- Validate physical images match digital images
- Notify MCCi promptly of any found errors or issues

OTHER FAQs

WHAT TYPES OF RECORDS DO YOU SCAN?

Documents come in countless formats from letter or legal size to large format. Don't forget about microfilm, microfiche, and bound books!

WHAT ARE YOUR CERTIFICATIONS AND TRAINING PRACTICES?

Our facility maintains HIPAA and CJIS certifications for working with sensitive records. Our team is trained in document handling procedures to ensure that your records are processed with care.

WILL WE HAVE ACCESS TO OUR RECORDS DURING THE PROJECT?

While records are in MCCi's possession, you can request a copy of any documents and typically fulfilled within 24-hours.

DO YOU OFFER PICKUP & SHIPPING?

Scanning facilities located throughout the U.S. provide easy pick-up or shipping of records.

DO YOU OFFER FLEXIBLE SCHEDULING?

Monthly, quarterly, and annual scanning schedules are available.

DO YOU INTEGRATE WITH LASERFICHE?

As the top Laserfiche provider in the world, MCCi can integrate the scanned documents with your Laserfiche solution to provide a powerful index retrieval search engine.

PROJECT SCOPE

The Client will furnish MCCi with all hardcopy/electronic documents for its use in preparing the document imaging project and that need to be converted.

Includes:

- pick up all the files from your office
- prepare the documents to be scanned (un-stapling, flattening out pages, clips and binder clips)
- organizing them into scannable images
- Doing the physical scanning
- OCR'ing the documents to make them searchable by keyword, date, etc.
- Index the scanned pages into a Laserfiche ready format
- Reassemble all those scanned pages and placing back in boxes if applicable
- 3 index fields included
- Auto-import your indexed files right into your Laserfiche

Estimated Volume: 17,000 Large Format and 50,000 Regular size (up to and including 11x 17)

Includes all the documents we looked at (including roads and engineering) except Public Works

Total Project Cost: \$ 37,826.13

*****NCPA Pricing included**

PAYMENT & BILLING TERMS

MCCi will invoice project on a monthly schedule, based on deliverables (via Electronic media or the internet). Payment is due upon receipt of an invoice.

ALL QUOTES EXPIRE IN 30 DAYS

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: Lauren Cox, Park Manager

SUBJECT: Approval of Resolution 2023-02 – Supporting Local Parks and Recreation Fund (LPRF) Grant Application

INTRODUCTION: The purpose of this agenda item is to approve the attached resolution to match funds as part of the 2023 LPRF grant application for Mayor Bob Leonard Park Renovation of Athletic Fields and Americans with Disabilities Act (ADA) access and McFee Dog Park Construction. This project includes the construction of an approximately 1.2 acre dog park with restroom at McFee Park and the renovation of rectangular fields 1 and 2, construction of ADA access to the player benches on fields 1 and 2, construction of an ADA trail from the West parking lot to fields 1, and the installation of a buffer area between the ADA access trail and the hill north of the upper diamond.

BACKGROUND: The State of Tennessee Local Parks and Recreation Fund (LPRF) grant is generally announced every two or three years and is administered by the Tennessee Department of Environment and Conservation Recreation Resources Division. In the past several grant rounds the cap for matching funds has been \$500,000 but for this grant round only, there is no cap on the request. This grant requires a 50 percent match.

Rectangular fields 1 and 2 were converted from a natural turf field to a synthetic turf field in 2014 and 2013 respectively. These fields each have a high amount of use hours. Generally synthetic turf of this era and on athletic fields has an 8 to 10-year life span. While not unsafe at this time, these fields have started to show signs of deterioration and need to be replaced soon. The demand for these field (and all the synthetic fields) is very high. The renovation will include the removal and replacement of the turf; repairs to the concrete and nailer board edgings; an allowance for any drainage repairs necessary once the turf has been removed; disposal of the turf; ADA access to the player benches on both fields; ADA access to field 1 from both the Harrison Road parking lot and the upper parking lot and restroom; and installation of a buffer area on the south side of the access trail to prevent balls from rolling down the hill (this is an often requested addition). Currently field 1 does not meet the ADA access requirements to any of the other facilities.

A dog park at McFee has been discussed for many years and this would be the first dog park located in the Town of Farragut. A dog park is one of the most requested park amenities. In 2022, the Town of Farragut was awarded a \$25,000 grant from the Boyd Foundation for the construction of a dog park at McFee Park. Per the grant agreement, the dog park must be constructed by the fall of 2025. Construction will include a fencing (6 ft), at least two paddocks (large and small dogs), an ADA compliant entrance area with double gates, a gravel path along the inside edge of the fencing, grass surface, benches and a restroom with fountains and hose off area.

DISCUSSION: Staff is requesting that the Board of Mayor and Aldermen approve the attached resolution supporting the 2023 LPRF grant application. The request is for the Town to match up to \$1,250,000 for a project total of up to \$2,500,000.

The LPRF grant has a pre-application phase with a deadline of Feb. 15. If chosen to move forward, the final application needs to be submitted by April 19, 2023 but final approval may not be given until March 29, 2023. Because of the limited amount of time between possible approval and the final deadline, PARD staff will move forward with planning and executing the final application immediately including two public meetings on March

7 at 5 p.m. and March 23 at 10 a.m. at the Farragut Community Center; presentations at two civic organizations; and a public input request via social media starting on March 1.

The Town match for the grant is already in the Town’s Capital Investment Program budget and the Boyd Foundation grant.

RECOMMENDATION BY: Lauren Cox

PROPOSED MOTION: Approval of Resolution 2023-02 to support the 2023 Local Parks and Recreation Fund gran application.

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

<u>VOTE/TOTAL</u>	<u>WILLIAMS</u>	<u>MEYER</u>	<u>WHITE</u>	<u>POVLIN</u>	<u>BURNETTE</u>
YES	_____	_____	_____	_____	_____
NO	_____	_____	_____	_____	_____
ABSTAIN	_____	_____	_____	_____	_____



TOWN OF FARRAGUT

RESOLUTION R-2023-02

LOCAL PARKS AND RECREATION FUND MATCHING GRANT

WHEREAS, the Board of Mayor and Aldermen of the Town of Farragut wishes to apply for a 2023 Local Parks and Recreation Fund matching grant from the State of Tennessee; and

WHEREAS, the Town of Farragut wishes to apply for a \$2,500,000 matching grant of \$1,250,000 to be provided by a 2023 Local Parks and Recreation Fund matching grant from the State of Tennessee and \$1,250,000 to be provided by the Town of Farragut Capital Investment Plan Budget, and a \$25,000 grant from the Boyd Foundation for the McFee Park Dog Park, and

WHEREAS, the Town of Farragut will use this grant money for the Mayor Bob Leonard Park renovation of athletic fields and Americans with Disabilities Act (ADA) access and McFee Dog Park construction; and

WHEREAS, the property identified may be developed with state financial assistance provided by the Local Parks and Recreation Fund (LPRF) pursuant to TCA 67-4-409; and

WHEREAS, this property may not be converted to anything other than public recreation uses, whether by transfer or by other means, without the express written approval of the Commissioner of the Tennessee Department of Environment and Conservation, and that this property will have a Notice of Limitation of Use filed as part of the deed and plat,

WHEREAS, this project will be completed within two years of the project contract start date and will follow all federal, state and local regulations and requirements including ADA if funded,

NOW, THEREFORE, BE IT RESOLVED by the Board of Mayor and Aldermen of the Town of Farragut to budget matching funds in the FY2023 budget for this project and to conform to all regulations regarding this grant.

This Resolution is duly adopted this 9th day of February 2023.

Ron Williams, Mayor

Allison Myers, Town Recorder

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: Allison Myers, Town Recorder

SUBJECT: Approval of Resolution R-2023-03, Declaring Certain Town Property to be Surplus Property

DISCUSSION:

The following items are all in working order and have a value greater than \$100. Therefore, the items meet the criteria to be surplus items. The Town will be advertising the items on Govdeals.com, an online government surplus auction site.

- **2008 Ford Escape Hybrid**
- **2010 Ford F-150 4X4 with a snowplow**

This resolution approval will allow for the removal of the items from the fixed asset list and advertise the sale of the items on the GovDeals website.

RECOMMENDATION BY:

Allison Myers, Town Recorder

PROPOSED MOTION:

To approve Resolution R-2023-03, a resolution declaring certain town property to be surplus property.

BOARD ACTION:

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

<u>VOTE/TOTAL</u>	<u>WILLIAMS</u>	<u>BURNETTE</u>	<u>WHITE</u>	<u>POVLIN</u>	<u>MEYER</u>
YES	_____	_____	_____	_____	_____
NO	_____	_____	_____	_____	_____
ABSTAIN	_____	_____	_____	_____	_____



TOWN OF FARRAGUT

RESOLUTION R-2023-03

A Resolution Declaring Certain Town Property to be Surplus Property.

WHEREAS, it has been determined that the Town has no further use of certain item(s); and

WHEREAS, the Board of Mayor and Aldermen may determine that these items are surplus property; and

WHEREAS, the value, if any, is determined for the surplus property and its disposal will be for the common benefit; and

WHEREAS, at time of sale of surplus item(s), moneys, if any, will be allocated back to the appropriate department;

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF FARRAGUT, TENNESSEE, does hereby surplus the following items(s):

- 2008 Ford Escape Hybrid
- 2010 Ford F-150 4X4 with a snowplow

This Resolution is duly adopted by the Board of Mayor and Aldermen of the Town of Farragut on this 9th day of February 2023.

Ron Williams, Mayor

Allison Myers, Town Recorder