



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

WORKSHOP
5:15 PM
Turkey Creek Greenway

AGENDA
May 11, 2023
6:00 PM

- I. Roll Call**
- II. Approval of Agenda**
- III. Approval of Minutes**
 - A. April 27, 2023**
- IV. Mayor's Report**
 - A. National Public Works Week Proclamation**
 - B. National Travel & Tourism Week Proclamation**
- V. Ordinances**
 - A. Public Hearing & Second Reading**
 - 1.) **Ordinance 23-06**, an ordinance to amend the Farragut Municipal Code, Chapter 105, Article 2. - International Building Code, Section 105-20 (i), to extend the expiration time frame for certain permits, and Section 105-20 (s), to correct a clerical error by referencing the appropriate section and to amend Chapter 105, Article 3. – International Residential Code, Section 105-53 (c), to extend the expiration time frame for certain permits, and Section 105—53 (h) to remove this section and renumber accordingly
- VI. Business Items**
 - A. Approval of Special Event for Farragut High School's Farragut Frost 5K, December 16, 2023**
 - B. Approval of Amendments to Traffic Calming Policy**

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

- C. Approval of Supplement Request from Urban Engineering, Inc. for Additional Design Services for Sonja Drive/Admiral Road Sidewalk Project

- 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

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

At the end of each business meeting, there will be time reserved for public comment under the Citizen Forum agenda item. If you are interested in speaking, please fill out a blue comment card and turn it in to the Town Recorder or staff member. This time is set aside specifically for comments on items that are not on the Board of Mayor and Aldermen regular agenda for the meeting. Each speaker will be given five (5) minutes to speak on his/her topic.

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.

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

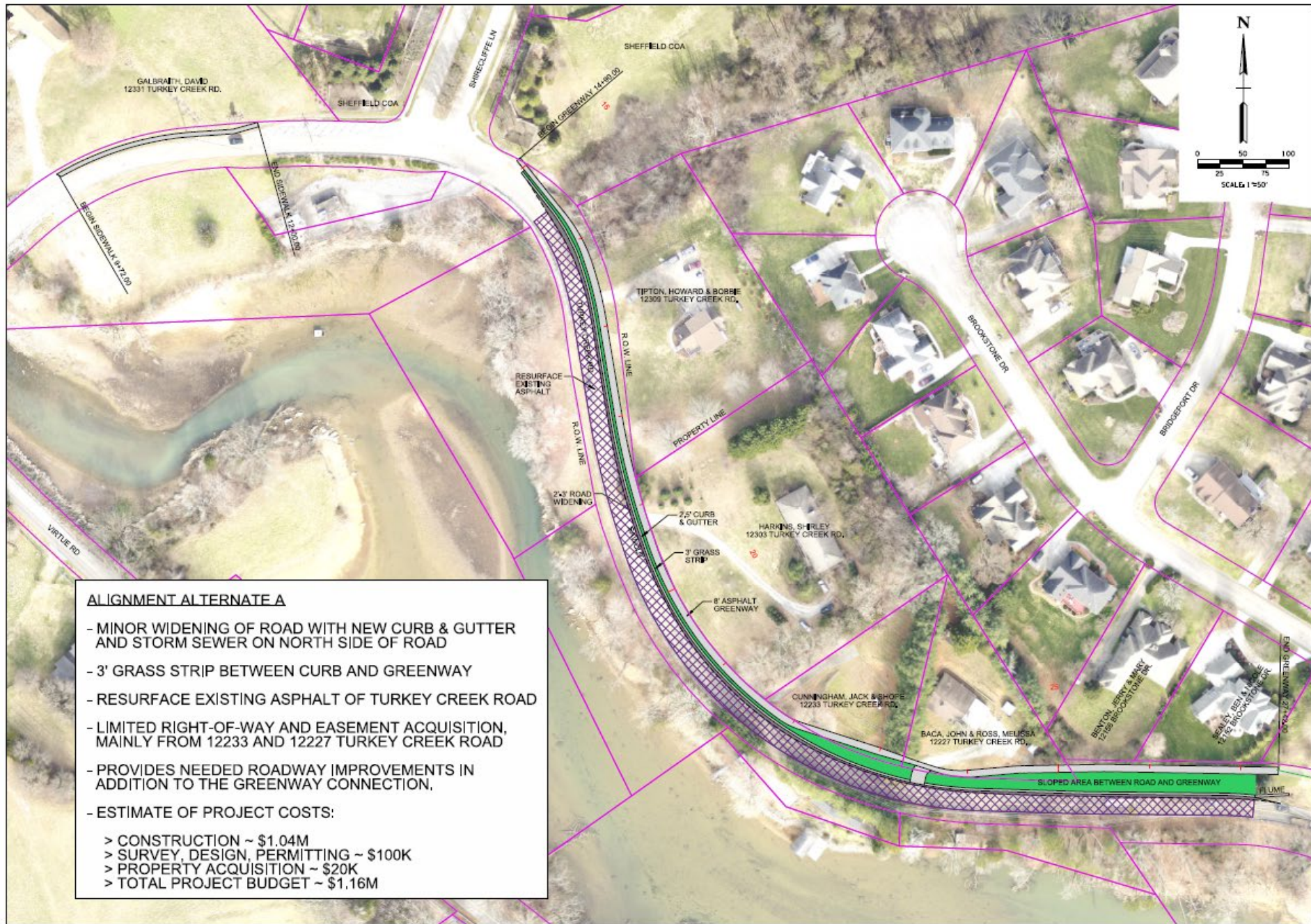
PREPARED BY: Darryl Smith, PE

SUBJECT: Workshop – Turkey Creek Greenway Extension Study

The Board of Mayor and Aldermen approved a proposal from LDA Engineering on January 12 for a study of options to extend the existing Turkey Creek Greenway from its western terminus at the west end of Brixworth Subdivision to the bridge over Little Turkey Creek at Virtue Road. The steep terrain and existing driveways along this portion of Turkey Creek Road create design challenges for this connection. LDA has completed their study of three alternate routes:

- Parallel to Turkey Creek Road, with curb & gutter and 3' grass strip separating road and greenway. This option also includes approximately two to three feet of widening of the road to create two 11' lanes.
- Roughly parallel to Turkey Creek Road, with greater separation between road and greenway. This option could include a small trailhead at the vacant triangular property in the curve (12233 Turkey Creek Road).
- "Cross-country" route, through common areas of Sheffield and Brixworth Subdivisions. This option offers the possibility of separation from Turkey Creek Road altogether.

Jason Elliott with LDA Engineering will present the three alignments during the workshop on May 11.



LDA ENGINEERING

REV.	DATE	REVISION DESCRIPTION

**TURKEY CREEK ROAD
GREENWAY CONNECTION
TOWN OF FARRAGUT
KNOX COUNTY, TENNESSEE**

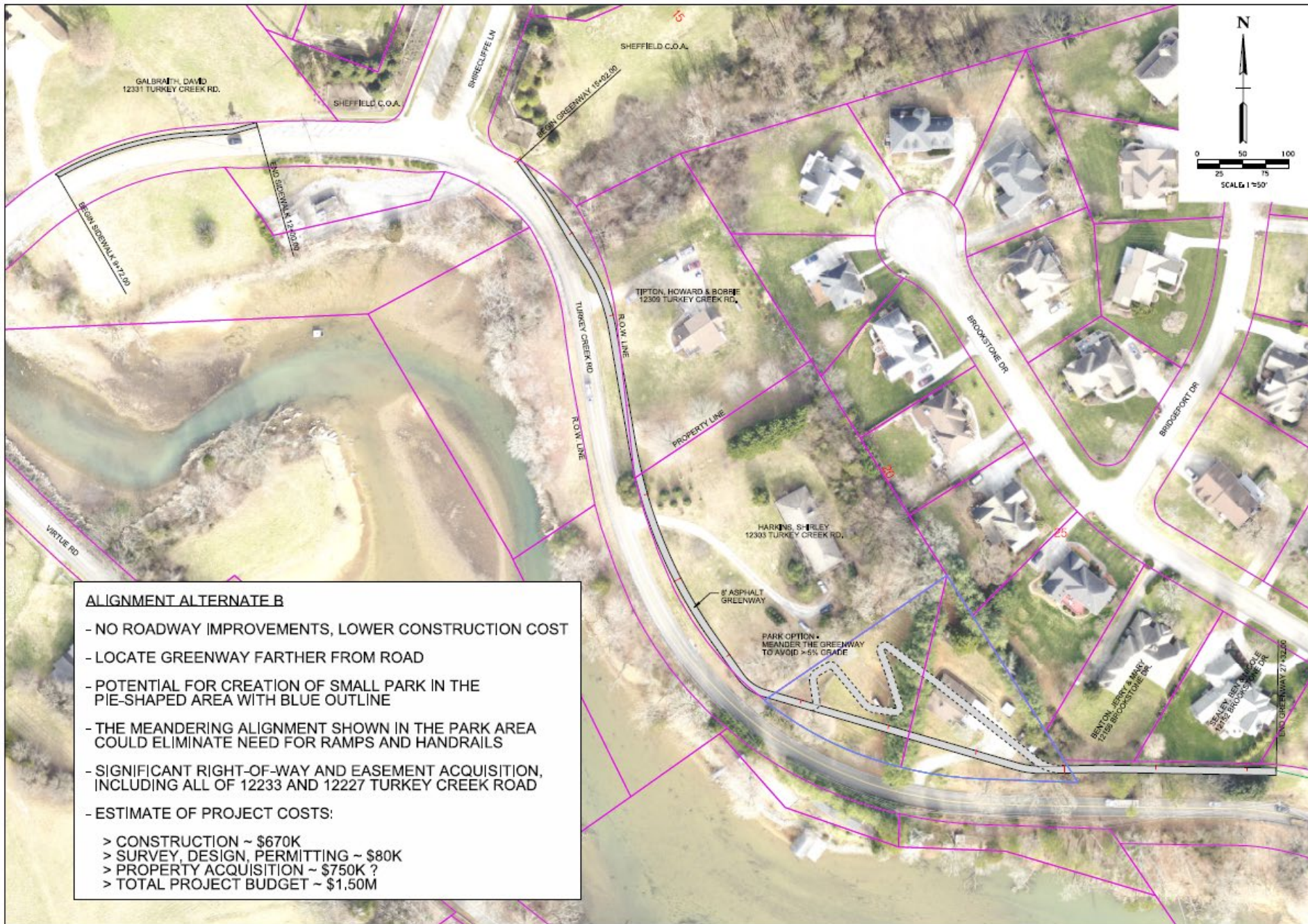
**CONCEPTUAL
PLANS**

PROJECT NUMBER: FAR202	SCALE:
DRAWN BY: JCE	DESIGNED BY: JCE
SHEET TITLE:	

**ALIGNMENT
ALTERNATE A**

ALTERNATE A





LDA ENGINEERING

REV	DATE	REVISION DESCRIPTION

**TURKEY CREEK ROAD
GREENWAY CONNECTION
TOWN OF FARRAGUT
KNOX COUNTY, TENNESSEE**

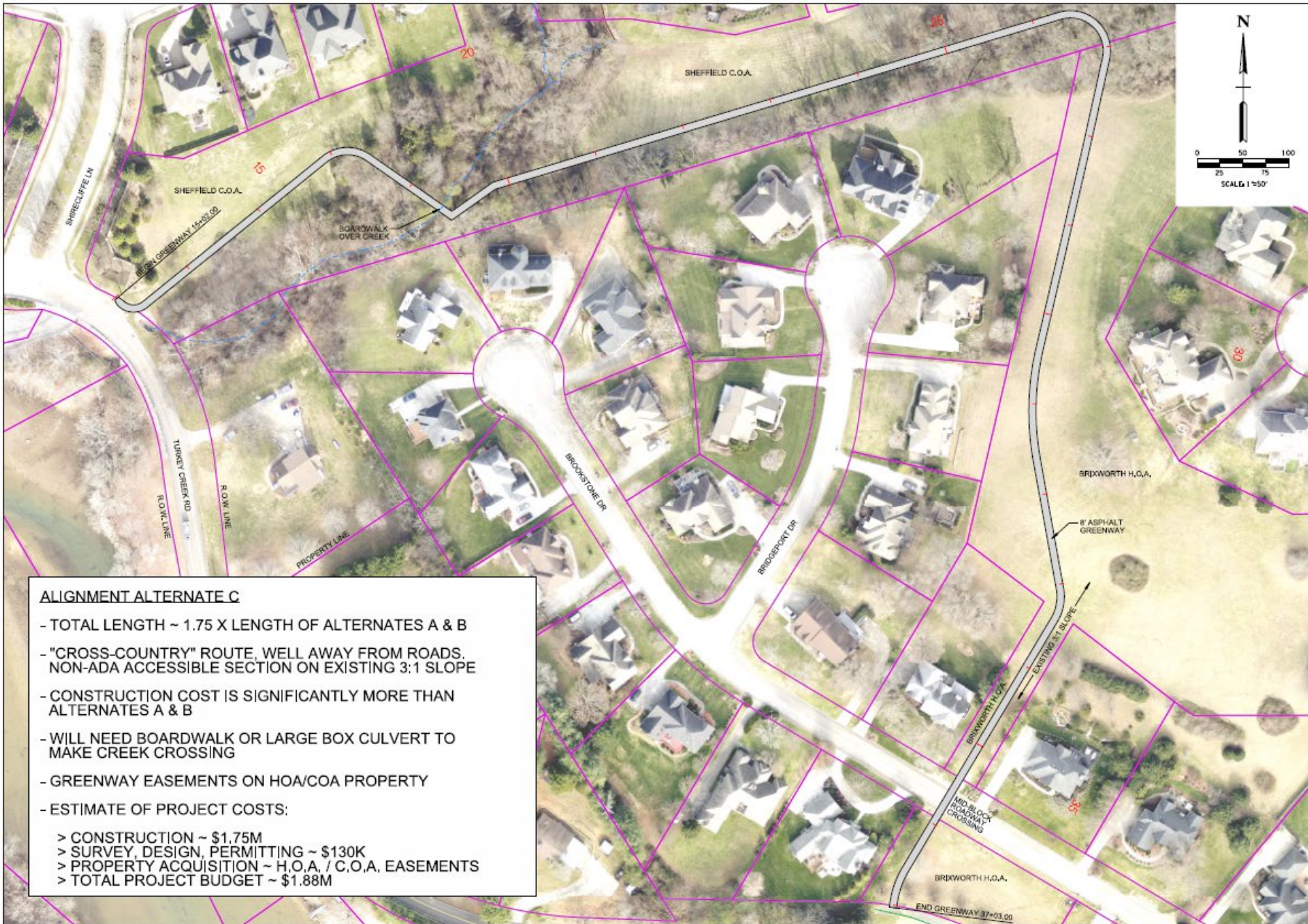
**CONCEPTUAL
PLANS**

PROJECT NUMBER: FAR202	SCALE:
DATE: MAY 2022	DESIGNED BY: JCE
DRAWN BY: JCE	SHEET TITLE:

**ALIGNMENT
ALTERNATE B**

ALTERNATE B





ALIGNMENT ALTERNATE C

- TOTAL LENGTH ~ 1.75 X LENGTH OF ALTERNATES A & B
- "CROSS-COUNTRY" ROUTE, WELL AWAY FROM ROADS. NON-ADA ACCESSIBLE SECTION ON EXISTING 3:1 SLOPE
- CONSTRUCTION COST IS SIGNIFICANTLY MORE THAN ALTERNATES A & B
- WILL NEED BOARDWALK OR LARGE BOX CULVERT TO MAKE CREEK CROSSING
- GREENWAY EASEMENTS ON HOA/COA PROPERTY
- ESTIMATE OF PROJECT COSTS:
 - > CONSTRUCTION ~ \$1.75M
 - > SURVEY, DESIGN, PERMITTING ~ \$130K
 - > PROPERTY ACQUISITION ~ H.O.A. / C.O.A. EASEMENTS
 - > TOTAL PROJECT BUDGET ~ \$1.88M



LDA ENGINEERING

REV	DATE	REVISION DESCRIPTION

**TURKEY CREEK ROAD
GREENWAY CONNECTION**
TOWN OF FARRAGUT
KNOX COUNTY, TENNESSEE

**CONCEPTUAL
PLANS**

PROJECT NUMBER: FAR202	SCALE:
DATE: MAY 2023	DESIGNED BY: JCE
DRAWN BY:	

SHEET TITLE:

**ALIGNMENT
ALTERNATE C**

ALTERNATE C



April 27, 2023

BMA MEETING MINUTES

WORKSHOP

Economic Development Strategic Plan

FY2024 Budget Workshop

Program Changes & Fee Schedule

Trevor Hobbs gave an overview of the economic strategic plan. Members of the Farragut Business Alliance and Farragut/West Knox Chamber of Commerce gave an overview of their operations and programs.

David Smoak, Town Administrator, presented the FY24 proposed program changes and FY24 fee schedule for discussion.

BMA MEETING

Roll Call

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

Approval of Agenda

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

Approval of Minutes

Motion was made to approve the minutes of the April 13, 2023, as presented. Moved by Alderman Povlin, seconded by Alderman Burnette; voting yes; Mayor Williams, Alderman Burnette, Povlin and White; Alderman Meyer was absent; no nays; motion passed.

Mayor's Report

Mayor Williams read proclamations for National Victims Crime Week and Professional Municipal Clerk's Week.

Ordinances

First Reading

Ordinance 23-06, an ordinance to amend the Farragut Municipal Code, Chapter 105, Article 2. - International Building Code, Section 105-20 (i), to extend the expiration time frame for certain permits, and Section 105-20 (s), to correct a clerical error by referencing the appropriate section and to amend Chapter 105, Article 3. – International

Residential Code, Section 105-53 (c), to extend the expiration time frame for certain permits, and Section 105—53 (h) to remove this section and renumber accordingly

Motion was made to approve Ordinance 23-06 as presented on first reading. Moved by Alderman Povlin, seconded by Alderman Burnette; Roll Call Vote: Alderman Burnette, yes; Alderman Meyer, absent; Alderman Povlin, yes; Alderman White, yes; Mayor Williams, yes; motion passed.

Public Hearing & Second Reading

Ordinance 23-04, Ordinance to amend the Capital Investment Program Budge and State Street Aid Fund Budget for the Fiscal Year 2022-2023 Budget, passed by ordinance 22-09

Motion was made to approve Ordinance 23-04 as presented on second and final reading. Moved by Alderman Povlin, seconded by Alderman Burnette; Roll Call Vote: Alderman Burnette, yes; Alderman Meyer, absent; Alderman Povlin, yes; Alderman White, yes; Mayor Williams, yes; motion passed.

Business Items

Approval of Proposal from Pugh CPA to provide Financial and Compliance Audit Services

Motion was made to approve a 3-year professional services contract with Pugh CPA for accounting services. Moved by Alderman Povlin, seconded by Alderman Burnette; voting yes; Mayor Williams, Alderman Burnette, Povlin and White; Alderman Meyer was absent; no nays; motion passed.

Approval of Bids and Award of Contract 2023-05, Resurfacing of Various Streets

Motion was made to award Contract 2023-05 to APAC-Atlantic, Inc. for the low bid of \$901,943.25. Moved by Alderman Povlin, seconded by Alderman Burnette; voting yes; Mayor Williams, Alderman Burnette, Povlin and White; Alderman Meyer was absent; no nays; motion passed.

Approval of Professional Services Agreement with LDA Engineering, Inc. for Engineering Services for Development of Virtue Road/Boyd Station Road Improvements

Motion was made to approve the proposal from LDA Engineering, Inc. for engineering services required for design of Virtue Road/Boyd Station Road Improvements in the amount of \$739,000. Moved by Alderman Povlin, seconded by Alderman Burnette; voting yes; Mayor Williams, Alderman Burnette, Povlin and White; Alderman Meyer was absent; no nays; motion passed.

Town Administrator's Report

David Smoak, Town Administrator, announced that Trevor Hobbs has received the TN Certified Economic Development Designation and Karen Tindal has received a certificate as a Professional in Destination Management.

Citizens Forum

The following citizens spoke during the citizen forum:

Cheri Intveld, 208 Newport Road, support of Farragut Business Alliance

Debby Funk, 141 Brooklawn Street, support of Farragut Business Alliance

Michelle Austin, 12733 Distant View Lane, support of Farragut Business Alliance

Candace Viox, 11045 Farragut Hills Blvd., support of Farragut Business Alliance

Eric Whitener, 1248 Loggerhead Lane, support of Farragut Business Alliance

Eric Johnson, 405 Harrow Road, Farragut Museum

Meeting adjourned at 7:35 PM.

Ron Williams, Mayor

Allison Myers, Town Recorder



Town of Farragut
P R O C L A M A T I O N

National Public Works Week
“Connecting the World Through Public Works”

WHEREAS, public works professionals focus on infrastructure, facilities, emergency management, and services that are of vital importance to sustainable and resilient communities and the public health, high quality of life, and well-being of the people of the Town of Farragut; and,

WHEREAS, these infrastructures, facilities, and services could not be provided without the dedicated efforts of public works professionals, who are federally mandated first responders, and the engineers, managers, and employees at all levels of government, who are responsible for maintaining, improving, and protecting our Town’s parks, public buildings, roads, and other structures and facilities essential for our citizens; and,

WHEREAS, it is in the public interest for the citizens, civic leaders, and children in the Town of Farragut to gain knowledge and maintain ongoing interest and understanding of the importance of public works first responders and public works programs in their respective communities; and,

WHEREAS, the year 2023 marks the 63rd annual National Public Works Week sponsored by the American Public Works Association/Canadian Public Works Association,

NOW, THEREFORE, BE IT RESOLVED, I, Ron Williams, Mayor of the Town of Farragut, Tennessee do hereby designate May 21–27, 2023, as National Public Works Week; I urge all citizens to join with representatives of the American Public Works Association and government agencies in activities, events, and ceremonies designed to pay tribute to our public works professionals and to recognize the substantial contributions they make to protecting our health, safety, and quality of life.

Signed this 11th Day of May 2023

Ron Williams, Mayor



Town of Farragut

PROCLAMATION

WHEREAS tourism is an economic powerhouse for every state and destination across the country, with an economic output of \$2.6 trillion in 2022, supporting 14.5 million American jobs; and

WHEREAS the travel and tourism industry continues to be an essential part of the economy and development of The Town of Farragut; and

WHEREAS tourism spending supports vibrant and safe communities in Tennessee and across the United States by generating billions in state and local tax revenue to support essential services, such as education, emergency response, public safety and more; and

WHEREAS the Town's tourism program, Visit Farragut, is dedicated to marketing Farragut's hotels, restaurants, attractions and other amenities in order to increase visitation to our town and surrounding region; and

WHEREAS this team of the Town's staff has excelled at promoting Farragut as a destination for leisure and business travelers, and as a center for meetings and athletic events;

NOW THEREFORE, I, Ron Williams, Mayor of the Town of Farragut, Tennessee, do hereby proclaim May 7-13, 2023, as National Travel and Tourism Week in The Town of Farragut, and urge the residents of the Town to join me in recognizing the critical role this industry plays in Tennessee, and in the Town of Farragut.

Signed this 11th Day of May 2023

Ron Williams, Mayor

REPORT TO THE BOARD OF MAYOR AND ALDERMEN**PREPARED BY:** Karl A. Swierzko, Building Official**SUBJECT:** Ordinance 23-06, an ordinance on second reading to amend the Farragut Municipal Code, Chapter 105, Article 2. - International Building Code, Section 105-20 (i), to extend the expiration time frame for certain permits, and Section 105-20 (s), to correct a clerical error by referencing the appropriate section and to amend Chapter 105, Article 3. – International Residential Code, Section 105-53 (c), to extend the expiration time frame for certain permits, and Section 105—53 (h) to remove this section and renumber accordingly.

INTRODUCTION: This ordinance includes some updates to two different articles associated with the 2018 International Building Code and 2018 International Residential Code that were adopted as Ordinances 19-07 through 19-18 in April of 2019. Specifically, in both the International Building Code and International Residential Code, Ordinance 23-06 would extend the expiration time frame for certain permits so that they are more in line with the time frame typically needed to complete the work covered under these permits.

Ordinance 23-06 also corrects a clerical error in a reference associated with guards (rails along walking surfaces) in the International Building Code. The section referenced in Section 105-20 (s) as Section 1013.2 should be Section 1015.2. And, in the International Residential Code, Ordinance 23-06 would remove Section 105-53 (h) which was incorrectly carried over from the 2012 International Residential Code.

DISCUSSION: The primary update included in Ordinance 23-06 is to extend the time frame within which certain permits are to be completed. Staff discovered that some of the existing time frames are not realistic and create the need for an applicant to request and pay for an extension. Since extensions must be processed by Town staff, this also consumes staff time. The proposed extensions would increase the permit expirations for some projects from 60 days to 180 days and some from 30 days to 60 days. This will greatly benefit our customers and provide them with the time needed to complete most projects without the need for an extension request, payment, and approval. The two other changes proposed in Ordinance 23-06 are clerical in nature and simply correct errors in the current language. These changes have no impact on our customers or how the code is enforced. They are included so that all updates to this portion of the Farragut Municipal Code can be handled at one time.

RECOMMENDATION: At the April 27, 2023, meeting, the Board of Mayor and Aldermen unanimously voted to approve Ordinance 23-06 on first reading. There have been no changes to Ordinance 23-06 since first reading and the Town of Farragut Building Official, Karl Swierzko, recommends approval of Ordinance 23-06 on second reading.

PROPOSED MOTION: To approve Ordinance 23-06 on second reading.

BOARD ACTION:

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	_____	_____	_____	_____	_____

ORDINANCE:	23-06
PREPARED BY:	Swierzko
1ST READING:	_____
2ND READING:	_____
PUBLISHED IN:	_____
DATE:	_____

ORDINANCE 23-06, AN ORDINANCE ON FIRST READING TO AMEND THE FARRAGUT MUNICIPAL CODE, CHAPTER 105, ARTICLE 2. - INTERNATIONAL BUILDING CODE, SECTION 105-20 (I), TO EXTEND THE EXPIRATION TIME FRAME FOR CERTAIN PERMITS, AND SECTION 105-20 (S), TO CORRECT A CLERICAL ERROR BY REFERENCING THE APPROPRIATE SECTION AND TO AMEND CHAPTER 105, ARTICLE 3. – INTERNATIONAL RESIDENTIAL CODE, SECTION 105-53 (C), TO EXTEND THE EXPIRATION TIME FRAME FOR CERTAIN PERMITS, AND SECTION 105—53 (H) TO REMOVE THIS SECTION AND RENUMBER ACCORDINGLY.

WHEREAS, the Board of Mayor and Alderman of the Town of Farragut, Tennessee, wishes to amend the Farragut Municipal Code, Chapter 105, Article 2. - International Building Code, Section 105-20 (i), to extend the expiration time frame for certain permits, and Section 105-20 (s), to correct a clerical error by referencing the appropriate section and to amend Chapter 105, Article 3. – International Residential Code, Section 105-53 (c), to extend the expiration time frame for certain permits, and Section 105—53 (h) to remove this section and renumber accordingly;

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

SECTION 1.

The Farragut Municipal Code, Chapter 105, Article 2, International Building Code, Section 105-20 (i), is amended as follows:

- (i) The International Building Code is amended by adding the following:
 "All building permits shall expire according to the following completion schedule from the date the permit is issued"

New construction	487 days (16 months)
Moving structures	60 days
Demolition	60 days
Mechanical changeouts	60 days
All other permits	180 days

The Farragut Municipal Code, Chapter 105, Article 2, International Building Code, Section 105-20 (s), is amended as follows:

- (s) Section 1015.2 Where required., of the International Building Code, is amended by deleting the first sentence and substituting in lieu thereof the following:

"Guards shall be located along open-sided walking surfaces or ground surfaces, mezzanine, equipment platforms, retaining walls, stairways, ramps, landings and any other locations that are located more than 30 (thirty) inches (762 mm) above the floor or grade below."

SECTION 2.

The Farragut Municipal Code, Chapter 105, Article 3. – International Residential Code, Section 105-53 (c) is amended as follows:

- (c) The International Residential Code, is amended by adding the following:
"All building permits shall expire according to the following schedule from the date the permit is issued"

New construction	487 days (16 months)
Moving structures	60 days
Demolition	60 days
Mechanical changeouts	60 days
All other permits	180 days

The Farragut Municipal Code, Chapter 105, Article 3. – International Residential Code, Section 105-53 (h) is amended and renumbered afterwards as follows:

- (h) Section R303.4 Mechanical ventilation, of the International Residential Code, is amended by adding the phrase "or approved air exchanger on the HVAC system which will make up the required ventilation."

- (i) Section R313.1 Townhouse automatic fire sprinkler systems, of the International Residential Code, is amended by deleting it in its entirety and substituting in lieu thereof the following:

Section R313.1 Townhouse automatic fire sprinkler systems. When an automatic residential fire sprinkler system is installed in townhouses, the following shall apply:

- (j) Section R313.2 One- and two-family dwellings automatic fire systems, of the International Residential Code, is amended by deleting it in its entirety and substituting in lieu thereof the following:

Section R313.2 One- and two-family dwellings automatic fire systems. When an automatic residential fire sprinkler system is installed in one- and two-family dwellings, the following shall apply:

- (k) Section R319 Site Address, of the International Residential Code, is amended by adding the following:

Posting of designated street address.

- (a) All buildings (excluding accessory buildings) shall display the number assigned by the

Knox County Addressing Division to the frontage on which the building's front entrance is located. If a building is occupied by more than one residential unit, each separate outside entrance shall display a separate number.

- (b) Numerals indicating the official numbers for each building or each entrance to such building shall be placed either over or at the side of the main entrance of said building or upon the front of any porch or stoop thereof or over or at the side of any gateway leading thereto, or upon the steps thereof in such manner that the same may be plainly seen and distinguishable from the street on which the property is located and in such manner that the same shall not be hidden from view by any trees or shrubs or other obstruction.
- (c) If a unit does not allow ready or easy visibility of its address numerals from the street due to excessive setback, shrubbery or color, an address identification marker shall be placed near the entrance or driveway to the parcel. Such identification marker shall not exceed a total area of two square feet.
- (d) All building numbers displayed shall be permanent, legible figures not less than four inches nor more than six inches high and of a color contrasting to the building background.
- (e) In addition to the required assigned numerals on all buildings and the required address identification markers for units with excessive setbacks and/or visibility problems it shall also be permissible to have property address numerals painted on the curb in front of a lot. Such curbside designation shall be positioned in front of the unit or between the driveway and half the distance of the frontage along the public street.
All painted numerals displayed on curbs shall be permanent, legible black colored numerals, which are no more nor less than four inches high, on a white contrasting background. All paint used shall be of alkyd resin, Type F traffic paint, or an equal approved by the town's engineering department. Numerals shall have glass beads or similar materials for reflective purposes.
- (f) A proper address shall be required for any permit issuance. Final approval of a certificate of occupancy of a building erected or repaired shall be withheld until permanent and proper numbers have been displayed in accordance with this section.

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

Sec. 105-20. Modifications.

- (a) The International Building Code, is amended by establishing the permit fees in the general fee schedule resolution adopted by the Farragut Board of Mayor and Aldermen.
- (b) The International Building Code, is amended by adding the following:

"No building permit shall be issued unless and until an access permit as otherwise required by ordinance of the Town of Farragut has been issued."

"No permit shall be issued to an applicant, or any shareholder of the entity serving as the applicant, if the matter for which application has been filed, if completed, would be in violation of any ordinance of the Town of Farragut. No permit shall be issued to an applicant, or any shareholder of the entity serving as the applicant, who, prior to the issuance of the permit, is in violation of any other sections of the Farragut Municipal Code or ordinance of the Town of Farragut, nor shall any permit be issued for a premise that, prior to the issuance of the permit, is in violation of any other sections of the Farragut Municipal Code or ordinance of the Town of Farragut."

"A certificate of occupancy shall not be issued until all required building, electrical, gas, mechanical, plumbing, and fire protection systems have been inspected for compliance with the technical codes and all other applicable laws and ordinances of the Town of Farragut are met."
- (c) The International Building Code is amended by adding the following: Permit drawings shall be no larger than twenty-four (24) x thirty-six (36) inches.
- (d) The International Building Code, is amended by adding the following:
 - (1) *Design professional.* The design professional shall be an architect or engineer legally registered under the laws of this state regulating the practice of architecture or engineering and shall affix his/her official seal to said drawings, specifications and accompanying data, for the following:
 - a. All Group A, E and I occupancies.
 - b. Buildings and structures three stories or higher.
 - c. Buildings and structures 5,000 square feet (465 square meters) or more in area.For all other buildings and structure, the submittal shall bear the certification of the applicant that some specific state law exception permits its preparation by a person not so registered.
 - (2) *Exception.* Group R3 buildings, regardless of size, shall require neither a registered architect or engineer unless required by the building official.
- (e) The International Building Code is amended by adding the following: Any structure in excess of 7,000 gross square feet per story or more than two stories shall be of Type I, II, III or IV construction.
- (f) The International Building Code is amended by adding the following: Any structure in excess of 7,000 gross square feet per story or more than two stories shall be sprinklered per Section 903.3 of the International Building Code.
- (g) The International Building Code is amended by adding the following: Fire walls shall be of noncombustible construction and shall have no penetrations or openings in Type V construction.
- (h) Section 101.1 Title, of the International Building Code, is amended by inserting the phrase "Town of Farragut" for NAME OF JURISDICTION.
- (i) The International Building Code is amended by adding the following:

"All building permits shall expire according to the following completion schedule from the date the permit is issued"

New construction	<u>487 days (16 months)</u>
<u>Additions</u>	<u>180 days</u>
<u>Accessory structures</u>	<u>180 days</u>
<u>Decks/porches</u>	<u>60 days</u>
<u>Swimming pools</u>	<u>60 days</u>
<u>New gas/mechanical</u>	<u>60 days</u>
Moving structures	<u>30- 60</u> days
Demolition	<u>30- 60</u> days
Mechanical changeouts	<u>30- 60</u> days
<u>All other permits</u>	<u>180 days</u>

- (j) Section [A] 107.3.4 Design professional in responsible charge, of the International Building Code, is amended by adding the following:
- [A] 107.3.4.2 *Construction documents*. The building official may require details, computations, stress diagrams, and other data necessary to describe the construction or installation and the basis of calculations. All drawings, specifications and accompanying data required by the building official to be prepared by a Tennessee registered architect or engineer shall be affixed with their official seal.
- (k) Section 113 Board of Appeals, of the International Building Code, is amended by adding the following:
- [A] 113.4 *Membership*. The Farragut Board of Plumbing and Gas/Mechanical Examiners shall serve as the board of appeals.
- [A] 113.5 *Application*. Application to board of appeals shall be made prior to commencement of construction.
- [A] 113.6 *Notice of meeting*. The board shall meet upon notice from the chairman, within twenty (20) days of the filing of an appeal, or at stated periodic meetings.
- [A] 113.7 *Open hearing*. All hearings before the board shall be open to the public. The appellant, the appellant's representative, the code official, and any person whose interests are affected shall be given an opportunity to be heard.
- [A] 113.7.1 *Procedure*. The board shall adopt and make available to the public through the secretary procedures under which a hearing will be conducted. The procedures shall not require compliance with strict rules of evidence but shall mandate that only relevant information be received.
- [A] 113.8 *Board decision*. The board shall modify or reverse the decision of the code official by a concurring vote of the majority of membership.
- [A] 113.8.1 *Administration*. The code official shall take immediate action in accordance with the decision of the board.
- [A] 113.9 *Court review*. Any person, whether or not a previous party of the appeal, shall have the right to apply to the appropriate court for a writ of certiorari to correct errors of law. Application for review shall be made in the manner and time required by law following the filing of the decision in the office of the chief administrative officer.
- (l) Section 114 Violations, of the International Building Code, is amended by adding the following:
- [A] 114.5 *Revocation*. The building official may also revoke a permit or approval if a permit holder shall, subsequent to the issuance of such permit or approval, violate the terms of the International Building

Code or the provisions of any other pertinent sections of the Farragut Municipal Code or other ordinances of the Town of Farragut."

- (m) Section [F] 502 Building Address, of the International Building Code, is amended by deleting it in its entirety and substituting in lieu thereof the following:

[F] 502 Posting of designated street address.

- a. All buildings (excluding accessory buildings) shall display the number assigned by the Knox County Addressing Division to the frontage on which the building's front entrance is located. If a building is occupied by more than one unit, each separate outside entrance shall display a separate number.
- b. Numerals indicating the official numbers for each building or each entrance to such building shall be placed either over or at the side of the main entrance of said building or upon the front of any porch or stoop thereof or over or at the side of any gateway leading thereto, or upon the steps thereof in such manner that the same may be plainly seen and distinguishable from the street on which the property is located and in such manner that the same shall not be hidden from view by any trees or shrubs or other obstruction.
- c. If a unit does not allow ready or easy visibility of its address numerals from the street due to excessive setback, shrubbery or color, an address identification marker shall be placed near the entrance or driveway to the parcel. Such identification marker shall not exceed a total area of two (2) square feet.
- d. All building numbers displayed shall be permanent, legible figures not less than four (4) inches nor more than six (6) inches high and of a color contrasting to the building background.
- e. In addition to the required assigned numerals on all buildings and the required address identification markers for units with excessive setbacks and/or visibility problems it shall also be permissible to have property address numerals painted on the curb in front of a lot. Such curbside designation shall be positioned in front of the unit or between the driveway and half the distance of the frontage along the public street. All painted numerals displayed on curbs shall be permanent, legible black colored numerals, which are no more nor less than four (4) inches high, on a white contrasting background. All paint used shall be of alkyd resin, Type F traffic paint, or an equal approved by the Town's engineering department. Numerals shall have glass beads or similar materials for reflective purposes.
- f. A proper address shall be required for any permit issuance. Final approval of a certificate of occupancy of a building erected or repaired shall be withheld until permanent and proper numbers have been displayed in accordance with this section.

- (n) Section 708.1 General, of the International Building Code, is amended by deleting it in its entirety and substituting in lieu thereof the following:

708.1 *General*. The following wall, ceiling, and floor assemblies shall comply with this section.

- a. Walls, ceilings, and floors separating dwelling units in the same building as required by Section 420.2.
- b. Walls, ceilings, and floors separating sleeping units in the same building as required by Section 420.2.
- c. Walls, ceilings, and floors separating tenant spaces in covered and open mall buildings as required by Section 402.4.2.1.
- d. Corridor walls, ceilings, and floors are required by Section 1020.1.
- e. Elevator lobby separation as required by Section 713.14.

- (o) Section 708 Fire Partitions, of the International Building Code, is amended by adding the following:

708.10. *Tenant Separations.* All tenants shall be separated by a minimum of a one-hour fire rated envelope. This shall include but not be limited to floors, walls, and ceilings.

- (p) Section [F] 907.2.1.1 System initiation in Group A occupancies with an occupant load of 1,000 or more, of the International Building Code, is amended by deleting it in its entirety and substituting in lieu thereof the following:

[F] 907.2.1.1 System initiation in Group A occupancies with an occupant load of three hundred (300) or more. Activation of the fire alarm in Group A occupancies with an occupant load of three hundred (300) or more shall initiate a signal using an emergency voice/alarm communications system in accordance with NFPA 72.

- (q) Section [F] 907.2.10.2 Groups R-2, R-3, R-4 and I-1, of the International Building Code, is amended by adding the following:

4. In each private garage attached to and serving a dwelling unit.

- (r) Section 1010.1.9.4 Locks and latches, of the International Building Code, is amended by deleting item 2. in its entirety.

- (s) Section ~~1013.2~~ 1015.2 Where required., of the International Building Code, is amended by deleting the first sentence and substituting in lieu thereof the following:

"Guards shall be located along open-sided walking surfaces or ground surfaces, mezzanine, equipment platforms, retaining walls, stairways, ramps, landings and any other locations that are located more than 30 (thirty) inches (762 mm) above the floor or grade below."

(Code 2007, § 12-102; Ord. No. 13-03, § 1, 4-25-2013; Ord. No. 19-07 , § 1, 4-11-2019; Ord. No. 19-29 , § 1, 12-12-2019)

Sec. 105-53. Modifications.

- (a) The International Residential Code is amended by establishing the permit fees in the general fee schedule resolution adopted by the Farragut Board of Mayor and Alderman.
- (b) Whenever reference is made to the "board of appeals," such shall be deemed to refer to the Farragut Board of Plumbing and Gas/Mechanical Examiners.
- (c) The International Residential Code, is amended by adding the following:

"All building permits shall expire according to the following schedule from the date the permit is issued"

New construction	<u>487 days (16 months)</u>
<u>Additions</u>	<u>180 days</u>
<u>Accessory structures</u>	<u>180 days</u>
<u>Decks/porches</u>	<u>60 days</u>
<u>Swimming pools</u>	<u>60 days</u>
<u>New gas/mechanical</u>	<u>60 days</u>
Moving structures	<u>30 60</u> days
Demolition	<u>30 60</u> days
Mechanical changeouts	<u>30 60</u> days
<u>All other permits</u>	<u>180 days</u>

- (d) The International Residential Code, is amended by adding the following:

"No building permit shall be issued unless and until an access permit as otherwise required by ordinance of the Town of Farragut has been issued."

"No permit shall be issued to an applicant, or any shareholder of the entity serving as the applicant, if the matter for which application has been filed, if completed, would be in violation of any ordinance of the Town of Farragut. No permit shall be issued to an applicant, or any shareholder of the entity serving as the applicant, who, prior to the issuance of the permit, is in violation of any other sections of the Farragut Municipal Code or ordinance of the Town of Farragut, nor shall any permit be issued for a premise that, prior to the issuance of the permit, is in violation of any other sections of the Farragut Municipal Code or ordinance of the Town of Farragut."

- (e) Section R101.1 Title, of the International Residential Code, is amended by inserting the phrase "Town of Farragut" for NAME OF JURISDICTION.
- (f) Section R113 Violations, of the International Residential Code, is amended by adding the following:

"The building official may also revoke a permit or approval if a permit holder shall, subsequent to the issuance of such permit or approval, violate the terms of the International Residential Code or the provisions of any other pertinent sections of the Farragut Municipal Code or ordinances of the Town of Farragut."
- (g) Table R301.2(1) Climate and Geographical Design Criteria.

Insert "10 PSF" in the table for Ground Snow Load.

Insert "90" in the table for Wind Speed.

Insert "No" in the table for Topographical Effects.

Insert "C" in the table for Seismic Design Category.

Insert "Severe" in the table for Weathering.

Insert "12 inches" in the table for Frost Line Depth.

Insert "Moderate to Heavy" in the table for Termite.

Insert "19 Degrees Fahrenheit" in the table for Winter Design Temperature.

Insert "No" in the table for Ice Barrier Required.

Insert "210" in the table for Air Freezing Index.

Insert "59.4" in the table for Mean Annual Temperature.

Insert "981 ft." in the table for Elevation.

Insert "36 Degrees N" in the table for Latitude.

Insert "20 Degrees Fahrenheit" in the table for Winter Heating.

Insert "90 Degrees Fahrenheit" in the table for Summer Cooling.

Insert ".97" in the table for Altitude Correction Factor.

Insert "70 Degrees Fahrenheit" in the table for Indoor Design Temperature.

Insert "75 Degrees Fahrenheit" in the table for Design Temperature Cooling.

Insert "20-25 Degrees Fahrenheit" in the table for Heating Temperature Difference.

Insert "6-22 Degrees Fahrenheit" in the table for Cooling Temperature Difference.

Insert "15 mph" in the table for Wind Velocity Heating.

Insert "7.5 mph" in the table for Wind Velocity Cooling.

Insert "20 Degrees Fahrenheit" in the table for Daily Range.

Insert "50%" in the table for Winter Humidity.

Insert "50%" in the table for Summer Humidity.

~~(h)~~ ~~Section R302.5.1 Opening protection, of the International Residential Code, is amended by deleting the phrase "equipped with a self-closing device."~~

~~(a)~~(h) Section R303.4 Mechanical ventilation, of the International Residential Code, is amended by adding the phrase "or approved air exchanger on the HVAC system which will make up the required ventilation."

~~(j)~~(i) Section R313.1 Townhouse automatic fire sprinkler systems, of the International Residential Code, is amended by deleting it in its entirety and substituting in lieu thereof the following:

Section R313.1 Townhouse automatic fire sprinkler systems. When an automatic residential fire sprinkler system is installed in townhouses, the following shall apply:

~~(k)~~(i) Section R313.2 One- and two-family dwellings automatic fire systems, of the International Residential Code, is amended by deleting it in its entirety and substituting in lieu thereof the following:

Section R313.2 One- and two-family dwellings automatic fire systems. When an automatic residential fire sprinkler system is installed in one- and two-family dwellings, the following shall apply:

~~(k)~~(k) Section R319 Site Address, of the International Residential Code, is amended by adding the following:

Posting of designated street address.

(a) All buildings (excluding accessory buildings) shall display the number assigned by the Knox County Addressing Division to the frontage on which the building's front entrance is located. If a building is

occupied by more than one residential unit, each separate outside entrance shall display a separate number.

- (b) Numerals indicating the official numbers for each building or each entrance to such building shall be placed either over or at the side of the main entrance of said building or upon the front of any porch or stoop thereof or over or at the side of any gateway leading thereto, or upon the steps thereof in such manner that the same may be plainly seen and distinguishable from the street on which the property is located and in such manner that the same shall not be hidden from view by any trees or shrubs or other obstruction.
- (c) If a unit does not allow ready or easy visibility of its address numerals from the street due to excessive setback, shrubbery or color, an address identification marker shall be placed near the entrance or driveway to the parcel. Such identification marker shall not exceed a total area of two square feet.
- (d) All building numbers displayed shall be permanent, legible figures not less than four inches nor more than six inches high and of a color contrasting to the building background.
- (e) In addition to the required assigned numerals on all buildings and the required address identification markers for units with excessive setbacks and/or visibility problems it shall also be permissible to have property address numerals painted on the curb in front of a lot. Such curbside designation shall be positioned in front of the unit or between the driveway and half the distance of the frontage along the public street.

All painted numerals displayed on curbs shall be permanent, legible black colored numerals, which are no more nor less than four inches high, on a white contrasting background. All paint used shall be of alkyd resin, Type F traffic paint, or an equal approved by the town's engineering department. Numerals shall have glass beads or similar materials for reflective purposes.

- (f) A proper address shall be required for any permit issuance. Final approval of a certificate of occupancy of a building erected or repaired shall be withheld until permanent and proper numbers have been displayed in accordance with this section.

(Code 2007, § 12-1102; Ord. No. 13-12, § 1, 4-25-2013; Ord. No. 16-22, §§ 1, 2, 10-13-2016; Ord. No. 19-08, § 1, 4-11-2019)

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: Allison Myers, Town Recorder

SUBJECT: Approval of the Farragut Frost 5K and Ride

INTRODUCTION AND BACKGROUND: Included in your packet is a request for approval of an Event application for the Farragut Frost 5K and Ride benefiting the Farragut High School Cross Country Team. The event is scheduled for the morning of December 16, 2023.

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

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. The applicant is proposing to use volunteers to mark the course.

PROPOSED MOTION: To approve an Event Application on December 16, 2023, involving use of the Town's public rights of ways and pedestrian facilities for the Farragut Frost 5K and Ride benefiting the Farragut High School Cross Country Team.

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-2023-289

Submitted by Chelsea Osborne
chelsea.osborne@knoxschools.org
(865) 414-8812

Address of Proposed Work: **11420 KINGSTON PIKE**

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

Contact Information

Applicant's Contact Information

Title: First Name: **Chelsea** Last Name: **Osborne** Suffix:

Business Name: **Farragut High School**

Mailing Address: **11237 Kingston Pike**

City: **Knoxville** State: **TN** Zip: **37934**

Email Address: **chelsea.osborne@knoxschools.org**

Cell Phone: **(865) 414-8812** Work Phone: Home Phone: **(865) 414-8812**

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 * 12/16/2023

Name of Event * Farragut Frosty 5K

Type of Event * Race

Brief Description of Event * This is the second annual Farragut Frosty 5K held to raise funds for the Farragut HS Cross Country Team. We have a route through Village Green that finishes using the inside lane of Campbell Station back to the Village Green Shopping Center

Is event private or open to the public? *	<u>Open to the public</u>
Is food being served?	<u>No</u>
Will you have portable Sanitary Facilities?	<u>Yes</u>
Will you have a solid waste dumpster?	<u>No</u>
Will there be any temporary structures/stages? Upload Location in File Upload Section.	<u>No</u>
Will you need Temporary Power? PROVIDE LOCATION DRAWING IN FILE UPLOAD SECTION.	<u>No</u>
Will you have any other Air Supported Structures? UPLOAD LOCATION DRAWING IN FILE UPLOAD SECTION.	<u>No</u>
Will you need any public street closures? Please Note: Any public street closures must go before Board of Mayor and Aldermen for approval	<u>Yes</u>
Where are the parking areas located? INCLUDE DRAWING IN FILE UPLOAD SECTION.	<u>Village Green Shopping Center</u>
If this event is a parade/sporting event, where is the route, staging, and disbanding areas? UPLOAD DRAWING IN FILE UPLOAD SECTION	<u>Village Green Shopping Center</u>
In case of Rainout, state cancellation date and time: (EXAMPLE-EVENT IS AT 2:00PM ON SATURDAY, RAINOUT CANCELLATION IS AT 1:00 PM SATURDAY OR POSTPONEMENT IS UNTIL 4:00 PM)	<u>Rainout cancellation decision will be made by 7:00 AM Saturday morning.</u>
Will there be music, live or otherwise?	<u>Yes</u>

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: East TN Portables

From what time to what time are they to be closed? 8:50 AM-10:15 AM

Include times to be manned: 8:50 AM-10:15 AM

What hours will the music be playing? 8:30AM-10:30AM

How many Officers? 4

From what time to what time? 8:45AM-10:15AM

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

Will you have Tents? Yes

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.

Have you applied for an insurance certificate of general liability insurance? * No

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

I hereby understand and agree that approval of event permit is contingent upon receipt of copy of insurance. Chelsea Osborne

Please Provide a Full Name Signature.

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? 350

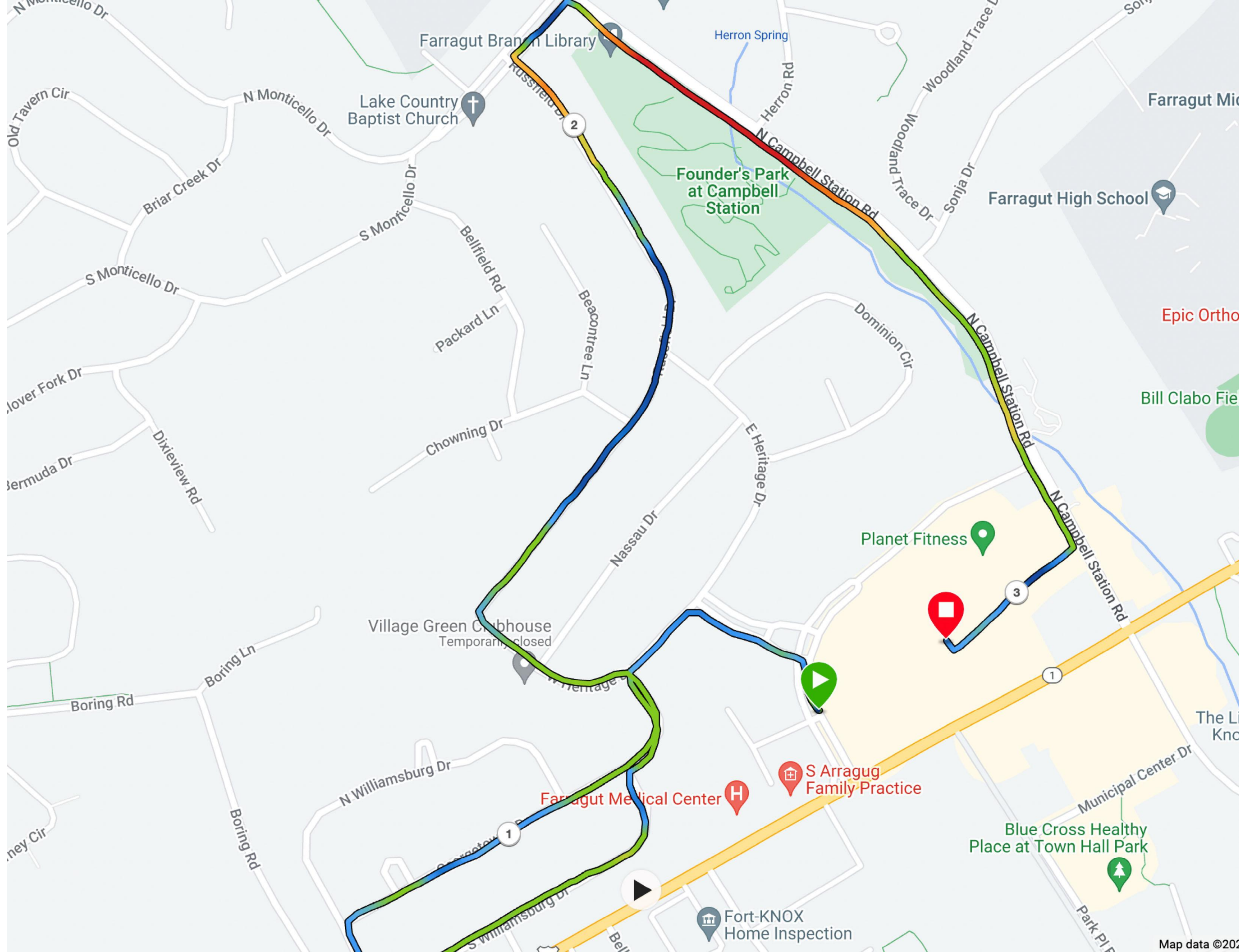
A Signed Letter of Approval from Property Owner must be uploaded in the document uploads section.

End Date of Event 12/16/2023

Please list the Streets to be Closed Right inside lane of Campbell Station

Include drawing in file upload section

Event Start Time	<u>9:00 AM</u>
Event End Time	<u>10:30 AM</u>
Event Setup Time	<u>6:00 AM</u>
Event Teardown Time	<u>12:00 PM</u>
Size of Tent 1	<u>10x10</u>
Size of Tent 2	<u>10x10</u>
Size of Tent 3	<u>10x10</u>
Size of Tent 4	
Size of Tent 5	
Size of Tent 6	
Size of Tent 7	
Size of Tent 8	
Size of Tent 9	



REPORT TO THE BOARD OF MAYOR AND ALDERMEN**PREPARED BY:** Darryl Smith, PE, Town Engineer**SUBJECT:** Approval of Amendments to Traffic Calming Policy

INTRODUCTION: The purpose of this item is the approval of revisions to the Town's Traffic Calming Policy that were discussed during the Board's Workshop session on April 13, 2023.

BACKGROUND: The Town's Traffic Calming Policy was created in the early 2000's to provide guidelines for citizens to request traffic calming measures on the streets within their subdivision. The Policy was later revised in 2008 to clarify several sections, again in 2018 to include local collectors that are similar to interior subdivision streets, and again in 2020 to define the "Affected Area" (which includes all residents of the subdivision that might reasonably be expected to drive through the area where traffic calming measures are to be installed), as well as the "Speed Zone" (which includes properties on the street where speeding is occurring). Defining these two areas allows better "weighting" of the eventual vote of residents of the subdivision. Currently, approval of traffic calming measures requires 65% approval of the residents in the Speed Zone and 50% of the residents in the Affected Area.

During the Board's workshop on April 13, Vice Mayor Povlin presented revisions that would omit the Affected Area and require approval of traffic calming measures by only the Speed Zone. The reason for this suggested revision is that oftentimes the vote of residents directly affected by speeding (the Speed Zone) is negated by a much larger vote of residents outside the speed zone (the Affected Area). A good example of this is the recent balloting of residents for traffic calming on Sonja Drive, in which residents from virtually all of Stonecrest Subdivision were included. Another example might be a vote for traffic calming on Peterson Road, that would (by definition) include all residents in Kingsgate and Turkey Creek Woods subdivisions.

The proposed revisions by Vice Mayor Povlin (see attached) allow for balloting to be conducted only within the Speed Zone where an affirmative tabulation of the votes for a traffic calming proposal would require approval of 65% of the returned votes.

RECOMMENDATION BY: Darryl Smith, PE, Town Engineer, for approval.

PROPOSED MOTION: Approval of revisions to the Town's Traffic Calming Policy as presented.

BOARD ACTION:

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

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

TRAFFIC CALMING POLICY (proposed amendments)

ADOPTED by the Farragut Board of Mayor and Aldermen on September 24, 2020.

PURPOSE STATEMENT

It is the purpose of this policy to establish a uniform procedure for identifying and resolving problems related to speeding motorists and other moving traffic related issues in residential areas. This policy is not intended to make streets play areas for children or adults. Implementation of this policy should generally improve safety for motorists, pedestrians, and cyclists. Only interior residential streets and local collector streets (as defined in the Town's Major Road Plan) that are primarily residential shall be eligible for traffic calming. Primarily residential is defined as a local collector with a minimum of 50% of the parcels adjacent to the roadway containing residential frontage with a driveway access. Implementing traffic calming in the form of speed cushions can be controversial; therefore, this program depends primarily on the neighborhood managing their own outreach efforts and education. Town staff is intended to serve as a resource and assure compliance with the policy. Upon adoption of this policy, all former policies and procedures will be repealed.

RELATED DOCUMENTATION / REFERENCE MATERIALS

- A. Traffic Calming Application
- B. Town of Farragut Municipal Code: Title 15: Motor Vehicles, Traffic, and Parking.
- C. Town of Farragut Municipal Code: Title 16: Streets, Sidewalks, Etc.
- D. Town of Farragut Major Road Plan

BUDGETARY RESOURCES

During the annual budget process, the Town of Farragut may resolve to allocate funds to implement residential traffic calming measures.

DEFINITIONS

1. Speed Zone - The street or portion of street where speeding occurs. The Speed Zone is determined by the requestor with concurrence by the Town Engineer.
2. ~~Affected Area - Residences that are expected to be impacted by installation of Traffic Calming Measures. This includes all residents living within the Speed Zone as well as residents that would be expected to regularly enter/exit the subdivision via the Speed Zone. The Affected Area is determined by the Traffic Team with concurrence by the Town Engineer.~~

POLICY PROCEDURE IN SEQUENTIAL ORDER

1. Application Submission

- a. A formal Traffic Calming Application (TCA) shall be submitted to the Town Engineer for review.
 - i. The TCA must identify the Speed Zone where Traffic Calming Measures (TCM) are being requested.
- b. For residential areas governed by a Homeowner's Association (HOA)
 - i. Traffic concerns shall be initially reviewed through the appropriate HOA Board.
 - ii. The HOA Board, by majority vote, shall resolve to submit a TCA. A copy of the meeting minutes signed by the HOA Secretary shall be submitted with the application.
- c. For residential areas not governed by an HOA
 - i. A TCA shall be submitted by a Group of residents (minimum 2 households) located within the Speed Zone

2. Application Review

- a. Upon receipt of a TCA, the Town Engineer or their designee shall review the application for completeness and eligibility.
 - i. Valid, eligible TCA's shall be logged into the Town Engineering Office's Traffic Calming Log and proceed to the next step according to:
 - 1. Severity of the traffic issue
 - 2. Town budgetary resources and
 - 3. Date of the TCA submission
 - ii. Incomplete applications shall be returned to the originating HOA/Group with instructions for completion. When completed, these applications may be resubmitted.
 - iii. Ineligible applications (major collectors, arterials, and local collectors with less than 50% residential frontage) as designated by the adopted Major Road Plan shall be returned to the originating HOA/Group with a letter from the Town Engineer describing the reason(s) for ineligibility and any alternate recommendations for improving/resolving the traffic issue.

3. TCA Data Collection/Staff Analysis

- a. Eligible TCAs, when determined ready for action by the Town Engineer, will be analyzed by:
 - i. Physical inspection of the Speed Zone
 - ii. Uniform Traffic/Speed Studies in accordance with the Town Engineering Department standards
- b. A written analysis of the Speed Zone listed in the TCA will be completed by the Engineering Department. The analysis shall include:

- i. Traffic/Speed Study results
 - ii. Other road and/or safety issues (as identified by the applicant) in the subject area
 - iii. Determination for eligibility for Traffic Calming Measures
- c. The written analysis shall be attached to the TCA, logged into the file, distributed to the originating HOA/Group with the Town Engineer or his/her designee's determination.
- d. If the Speed Zone is deemed eligible for Traffic Calming Measures, the TCA will proceed to the next step. If the Speed Zone is deemed ineligible for Traffic Calming Measures (low speed/traffic count, no special or unusual road or safety issues), a letter will be sent to the HOA/Group outlining the reason(s) for ineligibility and any alternate recommendations for improving/resolving traffic issues.

Note: Unless the characteristics of the Speed Zone have substantially changed, the application cannot be reconsidered for 2 years from the date of denial of the original application.

4. Traffic Team/Traffic Calming Evaluation

- a. The Town Engineering Department will contact the HOA/Group in writing requesting designated representatives to serve on the Traffic Team to further evaluate traffic calming measures.
 - i. The Traffic Team will consist of 2-5 members of the HOA/Group and member(s) of the Town Engineering Department.
 - ii. Once the representatives are assigned, the HOA/Group will contact the Engineering Department to set up a kick-off Traffic Team meeting.
- b. The Traffic Team will be charged with:
 - i. Discussing, in-depth, the traffic issues associated with the Speed Zone
 - ii. Reviewing the Staff Analysis/Traffic Study
 - iii. Evaluating constraints
 - iv. Soliciting comments, as appropriate, from utility companies, Fire Department, Police/Sheriff's Department
 - v. Formulating a recommendation on a proposed solution
- c. The Traffic Team shall submit their recommendation to the Town Administrator, through the Town Engineer, for evaluation and determination.
 - i. The Town Engineer and Town Administrator shall evaluate the recommendation of the Traffic Team
 - 1. If the Town Engineer and Town Administrator concur with the recommendation of the Traffic Team, their signatures shall be affixed to the TCA which will then proceed to the next step.
 - 2. If the Town Engineer and Town Administrator do not concur with the Traffic Team recommendation, the TCA will be sent back to the Traffic Team for an alternate recommendation or denied and closed.

5. Public Notification

- a. For HOA submitted applications:
 - i. The Traffic Team will present the findings from the evaluation and their recommendation(s) to the HOA Board.
 - ii. The Traffic Team and HOA Board will determine the date, time, and location of a subsequent HOA meeting at which the findings and recommendation will be presented to the residents governed by the subject HOA.
 1. Notification will be posted by the HOA Board for the residents via the usual notification method at least two weeks prior to the meeting
 2. Notification will be publicly posted by the Town in a newspaper of general circulation at least two weeks prior to the meeting
- b. For Non-HOA submitted application:
 - i. The Traffic Team will determine the date, time, and location of a meeting at which the findings and recommendation will be presented to the residents within the [Speed Zone Affected Area](#).
 1. Notification will be sent to all residents within the [Speed Zone Affected Area](#) via 1st class mail to the address listed on the county Tax Roll. The letter shall indicate the subject matter, date, time, and location in which the meeting will be held.
 2. Notification will be publicly posted by the Town in a newspaper of general circulation at least two weeks prior to the meeting

6. ~~Affected Area~~/Speed Zone Vote

- a. The Traffic Team (through the Town Engineering Dept.) will send out voting cards to each resident within the [Speed Zone Affected Area](#).
 - i. A form letter with instructions and one (1) 1st class stamped Town Addressed voting card will be sent by the Town to each address as listed on the County Tax Roll
 - ii. Voting cards will be sent by 1st class mail; all on the same day
 - iii. The notification list and date of notification will be logged into the TCA file

7. Vote Tabulation/Determination

- a. The voters will have thirty (30) calendar days to return the vote cards. Cards received after the deadline will not be considered. The [Town staff member serving on the](#) Traffic Team will tabulate the votes, log their findings into the TCA file, and report their findings to the Town Engineer.
- b. An affirmative tabulation of the votes must include:
 - i. ~~50% approval by the Affected Area~~ **and**
 - ii. 65% approval by the Speed Zone

[Percentage](#) ~~Both of these percentages are based upon the number of returned votes.~~

- c. If the required affirmative tabulation of votes is not met, the Traffic Calming Measures as proposed by the Traffic Team will be considered ineligible for further consideration. The TCA case will be closed and future TCA's will not be considered for the same traffic issue for at least two calendar years from the date of denial.
- d. If the proposed TCA is affirmed by vote, the Traffic Team, in coordination with the Town Engineer, will develop plans for engineering, design, and construction of the traffic calming measures. This will include cost estimates and schedule for completion.

8. FMPC Consideration/Recommendation

- a. Once the design plans and cost estimates are complete, The Traffic Team will present the findings from the evaluation and their recommendation to the Farragut Municipal Planning Commission (FMPC).
- b. The FMPC shall review the findings and recommendations, Staff analysis and Public Comments at their regularly scheduled meeting.
- c. The FMPC shall make a recommendation to the Board of Mayor and Aldermen for final determination.

9. Board of Mayor and Aldermen Determination

- a. The Board shall review the Traffic Team's findings, FMPC recommendation and Public Comments at their regularly scheduled meeting.
- b. The Board shall make the final determination on the proposed solution. The Board shall either:
 - i. Approve the recommendations and installation of Traffic Calming Measures as proposed
 - ii. Approve the recommendations and installation of Traffic Calming Measures with conditions and/or modifications
 - iii. Remand the recommendations for Traffic Calming Measures back to the FMPC for further review and consideration
 - 1. The Traffic Team in coordination with the Town Engineer may return to step 7d to continue
 - iv. Deny the TCA
- c. The subject Board meeting minutes will be attached to the TCA and logged into the file

10. Traffic Calming Measures Installation/Follow-up Study

- a. Upon approval by the Board of Mayor and Alderman, the Town Engineering Department shall coordinate the purchase/construction and installation of any Traffic Calming Measures in accordance with the approved design and adopted Town Purchasing guidelines.
 - i. All expenditures shall be charged to the Traffic Management line item as designated by the Town Administrator in the Annual Town Budget

- b. Within six (6) months of completion of the installation of the Traffic Calming Measures, the Town Engineering Department shall conduct a follow up analysis of the subject area. The follow up analysis shall be documented and logged into the TCA file. Upon completion, a copy of the analysis shall be forwarded to the subject HOA Board or Group. The follow up analysis shall include:
 - i. Physical inspection of the subject site
 - ii. Traffic Counts/Speed Study
 - iii. Public (affected residents) comment if solicited
 - iv. Overall opinion of the review engineer
- c. The Town Engineer shall review the analysis and make a final determination of the effectiveness of the Traffic Calming Measures with notification to the applicant and recommendation to the Board of Mayor and Alderman

11. Traffic Calming Measures Review/Modification/Removal:

- a. After two years from the date of installation, the HOA Board/Group may request to have the traffic calming measures evaluated for effectiveness/feasibility. A report in accordance with 10.b shall be generated and sent to the HOA Board/Group.
- b. Independent of the option in 11.a, after two years the HOA Board/Group may submit a written request to have the traffic calming measures removed. The following actions must occur and be submitted to the Town for consideration of removal:
 - i. Written request to the Town Engineer describing the issues and concerns with regard to the Traffic Calming Measures
 - ii. HOA Board/Group shall conduct a vote of the HOA membership/residents within the original Speed Zone and prove at least 65% of the respondents voted to have the traffic calming measures removed. HOA meeting minutes indicating the vote, results of the vote, and resolution by the HOA Board requesting the removal of the traffic calming measures shall be submitted to the Town. All vote documentation from the Group shall be submitted to the Town.
 - iii. The Board of Mayor and Aldermen shall make the final determination on removal of the traffic calming measures
- c. The Town of Farragut may remove the Traffic Calming Measures at any time should they be determined, by the Board of Mayor and Aldermen, to be ineffective or to not further promote the health, safety, and welfare of the citizens of the Town.

REPORT TO THE BOARD OF MAYOR AND ALDERMEN**PREPARED BY:** Darryl Smith, PE**SUBJECT:** Approval of Supplement Request from Urban Engineering, Inc. for Additional Design Services for Sonja Drive/Admiral Road Sidewalk Project

INTRODUCTION: The purpose of this item is the approval of a supplement request for additional design services for development of a project to construct sidewalk along Sonja Drive and Admiral Road.

BACKGROUND: Urban Engineering is currently under contract with the Town of Farragut to provide consulting and engineering services related to the design of approximately 2,900 linear feet sidewalk along Sonja Drive between Admiral Road and Oran Road.

DISCUSSION: Chris Sharp with Urban Engineering presented preliminary designs for three phases of the Sonja Drive sidewalk project during workshop on February 23. The reason for the workshop was to discuss Urban Engineering's design, as well as to discuss the increased estimate in cost for the project due to difficult terrain. During the discussion, the Board asked Urban Engineering to add sidewalk along Admiral Road to the project, essentially doubling the total length of project. The attached supplement request from Urban Engineering requests funding to cover the costs for the additional project length, as well as for work already completed in checking alternative typical sections and alignments of sidewalk on Sonja Drive. Urban Engineering is requesting additional fees of \$69,879.00, increasing the total fee for the project from \$58,975.00 to \$128,854.00.

FINANCIAL SECTION:**Project: Sonja Drive/Admiral Road Sidewalk Project****Project Budget**

\$210,000.00

Requested Amount

\$69,879.00

**Contracted
Amount**

\$58,975.00

Remaining Amount

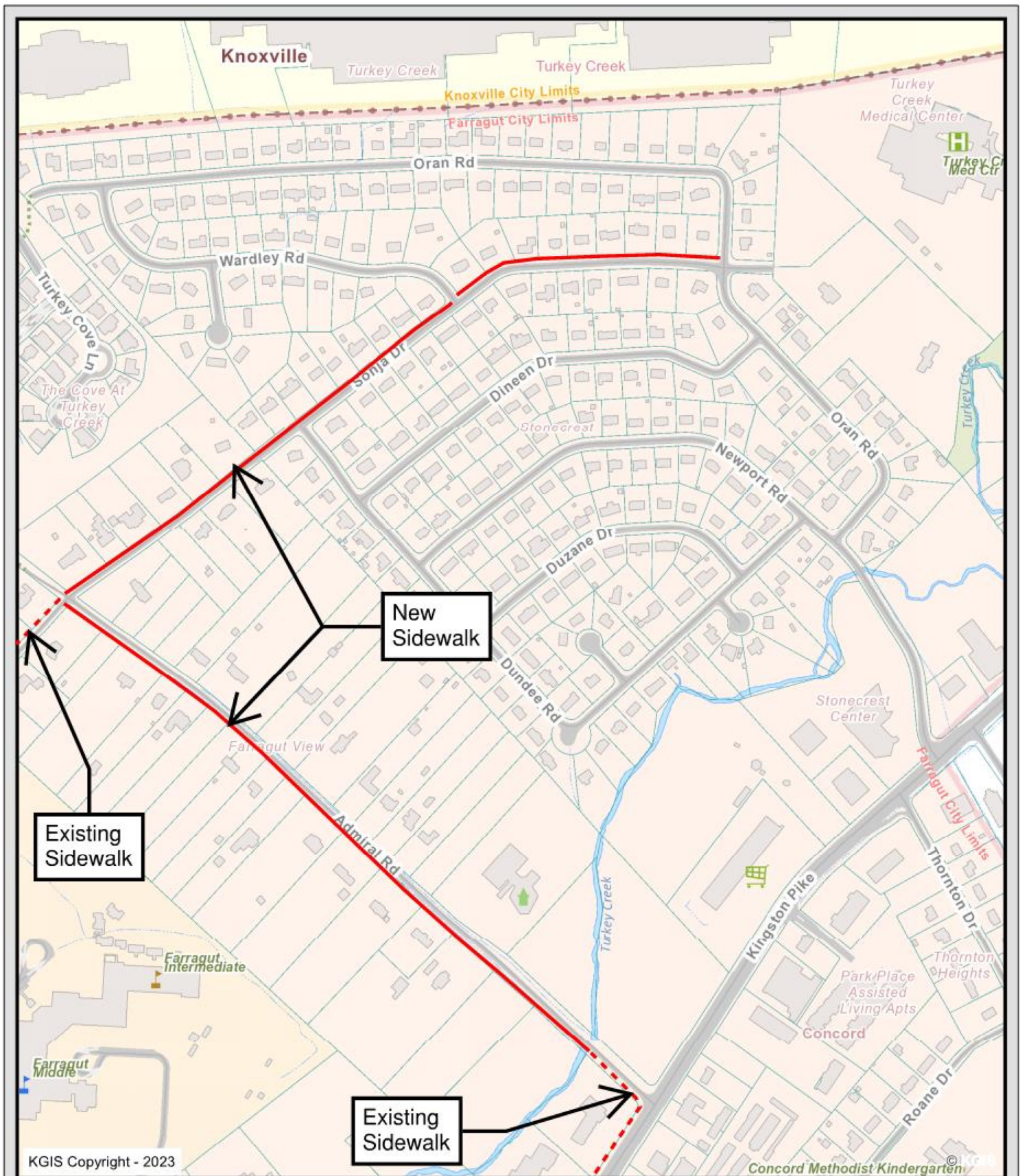
\$81,146.00

Approved By: A. Myers**RECOMMENDATION BY:** Darryl Smith, PE, Town Engineer

PROPOSED MOTION: Approval of supplement request from Urban Engineering, Inc. for additional design services for the Sonja Drive/Admiral Road Sidewalk Project.

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

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



Sonja Drive/Admiral Road Sidewalk

Knoxville - Knox County - KUB Geographic Information System

KGIS makes no representation or warranty as to the accuracy of his map and its information nor to its fitness for use. Any user of this map product accepts the same AS IS, WITH ALL FAULTS, and assumes all responsibility for the use thereof, and further covenants and agrees to hold KGIS harmless from any and all damage, loss, or liability arising from any use of this map product.



URBAN ENGINEERING, INC.

CIVIL ENGINEERS • LAND PLANNERS

May 2, 2023

Mr. Darryl Smith, P.E.
Town of Farragut
11408 Municipal Center Drive
Farragut, TN 37934

**Re: Scope and Fee Supplement Request Number 1
Sonja Drive Sidewalk Extension**

Dear Darryl:

We appreciate the opportunity to work with the Town of Farragut on this project. Below is our proposal to provide engineering and surveying services related to the design of the project.

PROJECT DESCRIPTION:

Urban Engineering is currently under contract with the Town to provide consulting and engineering services related to the design of approximately 2,900 linear feet of sidewalk along Sonja Drive between Admiral Road and Orin Road.

This scope and fee supplement proposes to provide surveying and engineering services for an additional 2,910 linear feet of sidewalk along Admiral Road between its intersections with Sonja Drive and Kingston Pike.

SCOPE OF SERVICES:

- Task 1 – Boundary and Topographic Survey
- Task 2 – Design Engineering
- Task 3 – Environmental Permitting
- Task 4 – Bidding / Construction Phases

PROJECT FEES:

The estimated fee associated with this supplement is \$69,879. This will increase the contact amount from \$58,975 to \$128,854.

SUMMARY OF PROJECT FEES:

Sonja Drive Section:

Additional time was and will be required to perform the contracted services outside of the original project scope. The additional time is a result of the following:



URBAN ENGINEERING, INC.

CIVIL ENGINEERS • LAND PLANNERS

- Urban explored multiple alignments and typical sections for the extension along Sonja Drive (i.e. grass strip, attached walk, detached walk, etc.)
- Multiple phases were introduced to this portion of the project. This will create additional plans production and multiple bids.

Admiral Road Section:

- This length of sidewalk has been added since the inception of the project.

If all conditions of this proposal/supplement are acceptable, please sign below for authorization to proceed.

Sincerely,

Chris Sharp, P.E.

ACCEPTANCE AND AUTHORIZATION TO PROCEED

By: Christopher A. Sharp

Date: 5/2/23