

**AGENDA FOR THE REGULARLY SCHEDULED CITY OF COLLEGEDALE
COMMISSION MEETING TO BE HELD IN THE MUNICIPAL BUILDING IN
COLLEGEDALE, TENNESSEE, ON MONDAY, APRIL 4, 2016 AT 6:00 P.M.**

- I. Call to Order by the Mayor
- II. Invocation
- III. Roll Call by City Recorder
- IV. Approval of previous meeting minutes
 1. March 21, 2016–Commission Meeting
 2. March 28, 2016-Commission Workshop
- V. Comments from Citizens
- VI. Unfinished Business
 1. Second and Final Reading, Ordinance #1015, amending certain portions of chapter 20 of the zoning ordinance
- VII. New Business
 - None
- VIII. Request for reports from City Administration/Commissioners by the Mayor
- IX. Adjournment

**MINUTES OF THE REGULARLY SCHEDULED CITY OF COLLEGEDALE BOARD OF COMMISSIONERS
MEETING HELD IN THE MUNICIPAL BUILDING IN COLLEGEDALE, TENNESSEE,
ON MONDAY, MARCH 21, 2016 AT 6:00 P.M.**

INVOCATION: Mayor Lamb

PRESENT: Mayor Katie Lamb, Commissioner Phil Garver, Commissioner Debbie Baker, Commissioner Ethan White, City Manager Ted Rogers, City Attorney Sam Elliott

KEY MANAGERS: Finance Director & City Recorder Michelle Toro, Director of Airport Operations Chris Swain, Court Clerk Koren Sapp, Building and Codes Director Andrew Morkert, Planning & Economic Development Director Kelly Martin

ABSENT: Vice Mayor Tim Johnson, Director of Public Works Eric Sines, Police Chief Brian Hickman

GUESTS: Alexander Brown

3-21-2016 (483) REGULAR MEETING MINUTES – March 7, 2016

It was moved by Commissioner White and seconded by Commissioner Garver to accept the minutes of the regular commission meeting on March 7, 2016.

ROLL CALL:

COMMISSIONER BAKER	YEA
COMMISSIONER GARVER	YEA
COMMISSIONER WHITE	YEA
VICE MAYOR JOHNSON	ABSENT
MAYOR LAMB	YEA

**3-21-2016 (484) FIRST AND FINAL READING, RESOLUTION #476, AUTHORIZING THE ADOPTION OF
THE LAND USE PLAN**

It was moved by Commissioner Garver and seconded by Commissioner White to approve Resolution #476, authorizing the adoption of the Collegedale land use plan.

ROLL CALL:

COMMISSIONER BAKER	YEA
COMMISSIONER GARVER	YEA
COMMISSIONER WHITE	YEA
VICE MAYOR JOHNSON	ABSENT
MAYOR LAMB	YEA

At 6:08 PM the board entered into a public hearing to gain input on Ordinance # 1015. After no public comment the regular meeting was reconvened at 6:08 PM.

3-21-2016 (485) PUBLIC HEARING AND FIRST READING, ORDINANCE #1015, AMENDING CERTAIN PORTIONS OF CHAPTER 20 OF THE ZONING ORDINANCE

It was moved by Commissioner White and seconded by Commissioner Garver to approve Ordinance #1015, amending title 14 of the municipal code by amending certain portions of chapter 20 (sign regulations) of the zoning ordinance in the City of Collegedale, Tennessee.

ROLL CALL:

COMMISSIONER BAKER	YEA
COMMISSIONER GARVER	YEA
COMMISSIONER WHITE	YEA
VICE MAYOR JOHNSON	ABSENT
MAYOR LAMB	YEA

3-21-2016 (486) ADOPTION OF THE ZONING MAP

It was moved by Commissioner Garver and seconded by Commissioner White to approve the adoption of the zoning map as presented by Planning & Economic Development Director Kelly Martin.

ROLL CALL:

COMMISSIONER BAKER	YEA
COMMISSIONER GARVER	YEA
COMMISSIONER WHITE	YEA
VICE MAYOR JOHNSON	ABSENT
MAYOR LAMB	YEA

3-21-2016 (487) FEBRUARY FINANCE REPORT

It was moved by Commissioner Baker and seconded by Commissioner Garver to accept the February finance report as presented by City Manager Rogers.

ROLL CALL:

COMMISSIONER BAKER	YEA
COMMISSIONER GARVER	YEA
COMMISSIONER WHITE	YEA
VICE MAYOR JOHNSON	ABSENT
MAYOR LAMB	YEA

3-21-2016 (488) MOTION TO ADJOURN

It was moved by Commissioner White and seconded by Commissioner Garver to adjourn the meeting. No roll call was taken.

The meeting was adjourned at 6:29 PM.

Mayor, Katie Lamb

City Recorder, Michelle Toro

**MINUTES OF CITY OF COLLEGEDALE REGULARLY SCHEDULED
COMMISSION WORKSHOP MEETING HELD IN THE MUNICIPAL BUILDING IN
COLLEGEDALE, TENNESSEE, ON MONDAY, MARCH 28, 2016
BEGINNING AT 4:30 P.M.**

PRESENT: Mayor Katie Lamb, Commissioner Phil Garver, Commissioner Ethan White, City Manager Ted Rogers, Finance Director & City Recorder Michelle Toro, Director of Public Works Eric Sines, Director of Airport Operations Chris Swain, Strategic Planning & Economic Development Director Kelly Martin, Building Codes & Safety Director Andrew Morkert

ABSENT: Vice Mayor Tim Johnson, Commissioner Debbie Baker, Court Clerk Koren Sapp

GUESTS: Alex Brown

LEE HIGHWAY SPEED LIMIT

Police Chief Hickman presented a speed report study for Lee Highway by Meyer Transportation Consultants. The study concluded that, because the crash rate for Collegedale's section of the roadway is 246% higher than the state critical crash rate, the consultants recommend lowering the speed limit from 55 mph to 45 mph. Chief Hickman agrees with the conclusion and will consult with the city attorney to have an ordinance to present to the commission.

COLLEGEDALE 311 APP

Director of Public Works Sines presented a new app that will soon be available to citizens. A citizen will be able to make a work order request for Public Works through the city's website. The app is GIS based. Sines will receive the request with the GIS location and can assign the personnel, equipment and supplies that will be needed for the work. The citizen will receive an email thanking them for their request. They will also be updated through email as the work progresses and is completed. The new app will be advertised to the citizens through the city's Facebook page and website. The cost of the app is \$7,000 with a renewal cost of \$3,500 per year.

SEWER UPDATE

Director of Public Works Sines updated the commission regarding a meeting that was held on March 8 between the City of Collegedale, the WWTAA, and the City of Chattanooga regarding the Collegedale sewer pump station. Everyone is hoping to lift the self-imposed moratorium. Sines stated that he believes we are moving in the right direction.

TCRS BRIDGE PROGRAM

Police Chief Hickman presented TCRS's bridge program to the commission. It is a program that requires police officers to retire at 60 years of age or allows them to retire at 55 years of age with 25 years of service in the state of TN. This program would add to the city's contributions to TCRS and would help bridge the gap between retirement and the age of social security for police officers. This program does not apply to police administration.

CITY OF COLLEGEDALE APP UPDATE

Commissioner White updated everyone regarding the most recent meeting with Red Branch Development. The app they are building will function as a way for the citizens to send their concerns into city hall. The administrative assistant at city hall will receive all notifications from citizens and route them where they need to go. Key employees at the city will also be able to push notifications. The cost after the initial development/building of the app will be around \$50 per year to keep it in the app store.

Commissioner White stated that a franchise would like to come into the city. Strategic Planning & Economic Development Director Martin said that he had been contacted.

Commissioner Garver wanted to let everyone know that the Economic Development Center is coming along nicely. Also, the "Healthier Tennessee" initiative is making progress and going well.

Meeting was adjourned at 5:31 PM.

Katie Lamb, Mayor

Michelle Toro, City Recorder

ORDINANCE #1015

AN ORDINANCE TO AMEND TITLE 14 OF THE MUNICIPAL CODE BY AMENDING CERTAIN PORTIONS OF CHAPTER 20 (SIGN REGULATIONS) OF THE ZONING ORDINANCE IN THE CITY OF COLLEGEDALE, TENNESSEE.

WHEREAS, the City of Collegedale, Tennessee has adopted a zoning ordinance under authority granted in Tennessee Code Annotated (T.C.A.) Section 13-7-201; and

WHEREAS, T.C.A. Section 13-7-204 authorizes the city to amend zoning ordinances and maps; and

WHEREAS, pursuant to the requirements of T.C.A. Section 13-7-204, the Planning Commission has recommended this amendment to the Collegedale Board of Mayor and Commissioners, as herein described; and

WHEREAS, pursuant to the requirements of T.C.A. Section 13-7-203, the City of Collegedale conducted a public hearing subject to 15 days notice prior to the final reading and adoption of this ordinance herein described;

NOW THEREFORE IT BE ORDAINED, by the Board of Mayor and Commissioners of the City of Collegedale, Tennessee, that

Section 1: Section 20.11 is hereby amended to define and include the following:

Monument Sign

“A free-standing on premise sign, generally having a low profile where the masonry base of the sign structure is on the ground a maximum of eighteen (18) inches above grade such that the sign has the appearance of a solid base.”

Incidental Sign

“A permanent sign of no more than six (6) square feet erected within reading distance of the right-of-way that serves the purpose of guiding safe traffic movements onto, from, or within the site or premises, and without which there is an increased risk of incompatible traffic movements or obstructions. Examples include, but are not limited to, “Stop”, “No Parking.” “Loading Zone,” or similar signs.

Alternatively, incidental signs include permanent on premise signs not exceeding sixteen (16) square feet, located beyond reading distance from the right-of-way that provide information such as directory signage, or a menu board for the premises.”

Digital Sign

“A display of a sign message that is made up of internally illuminated components that display an electronic image, which may or may not include text and is capable of changing the message periodically by manual or remote means. Digital Displays may include but are not limited to television screens, holographic displays, programmable ink, LCD, LED, or plasma displays.

Section 2: Section 20.6.1 (H) is deleted and replaced with the following:
“Freestanding ground mounted signs shall incorporate a masonry base of at least twelve (12) inches in height, not to exceed eighteen (18) inches in height above grade. The first twelve (12) inches is excluded from the total sign height calculation.”

Section 20.6.2 (H) is deleted

Section 3: Section 20.6.3 (B)(2)(c) is deleted and replaced with the following:
“CLASS C: Monument Signs or Pylon Signs. For lots or parcels having three hundred fifty (350) to five hundred (500) linear feet of public road frontage where public ingress/egress is achieved, the maximum allowed sign copy area is sixty-four (64) square feet. In such applications, maximum sign height shall be ten (10) feet, and the maximum width shall be ten (10) feet. As an alternative, the Vertical form may be utilized with a maximum height of twelve (12) feet and a maximum width of eight (8) feet. The minimum ROW setback for either form shall be ten (10) feet.”

Section 20.6.3 (B)(2)(d) is deleted and replaced with the following:
“CLASS D: Monument Signs or Pylon Signs. For lots or parcels having greater than five hundred (500) linear feet of public road frontage where public ingress/egress is achieved, the maximum allowed sign copy area is sixty-four (84) square feet. In such applications, maximum sign height shall be twelve (12) feet, and the maximum width shall be twelve (12) feet. As an alternative, the Vertical form may be utilized with a maximum height of fourteen (14) feet and a maximum width of eight (8) feet. The minimum ROW setback for either form shall be fifteen (15) feet. CLASS D signs are not permitted in the MU-TC and U-1 districts.”

Section 4: Section 20.6.3 is further amended by adding Subsections which shall consist of the following:
“C. ALTERNATIVE SIGN AREA ALLOWANCE ELIGIBILITY
1. In cases where a property is of significant size, but features limited frontage on a public right-of-way, an alternative method of determining sign area allowance is provided for monument and pylon signs. This method of calculation may be utilized if ALL of the following conditions are met.
a. The parcel or tract must consist of at least three (3) acres in area.

- b. The primary physical ingress/egress to the property is obtained using frontage on a public right-of-way using a “flag” or “stem” that is less than seventy-five (75) linear feet in width as depicted on a survey or recorded plat.
- c. Leasehold boundaries shall be excluded from the alternative sign area calculation.

D. ALTERNATIVE SIGN AREA CALCULATION

- 2. If the above requirements are met, then an applicant may choose to calculate sign area based on the following.
 - a. For subject parcels, each acre and prorated portion thereof, seventy-five (75) feet of “virtual frontage” are calculated and added to the existing physical frontage. The sum of the physical frontage and the virtual frontage shall determine sign area allowance.
 - b. Such a sign shall be located no closer than two hundred (200) feet from existing monument or pylon ground signs.
 - c. In no case shall a sign exceed the maximum sign area specified within the sign ordinance.
 - d. All other provisions herein shall apply.”

Section 5: Section 20.6.8 DIGITAL SIGNAGE is hereby created and includes the following: “Sign Criteria

A) General

Digital Signage shall be permitted within the City of Collegedale subject to certain requirements including, but not limited to, size, location, and luminance as specified herein. Digital signage technology shall be limited to permanent free-standing on-premises installations, and existing, previously permitted off-premises locations. Temporary digital signage is prohibited.

B) Location

- 1. Digital signage is prohibited in the AG, R-1-L, R-1-H, R-2, and R-3 zones, as well as any subsequent zoning classification that permits residential uses exclusively.
- 2. No digital sign shall be constructed or operated within five hundred (500) feet of a residential zone or use, church, school, or public park. Changeable numeric LED signs displaying gasoline prices to motorists are exempt from this restriction.
- 3. In zones that allow a mix of residential and non-residential uses, no digital signs shall be erected or operated within three hundred (300) feet of residential uses. Changeable numeric LED signs displaying gasoline prices to motorists are exempt from this restriction.
- 4. No digital sign shall be erected or operated in such a manner that causes it to face an area used for residential purposes.
- 5. Digital signs shall consist of permanent freestanding installations only; building-mounted digital signs may be allowed in the C-2 PCD overlay, subject to review and approval by the planning and building staff.
- 6. Building-mounted digital signs are prohibited in all other zones.

C) Height and Area

1. Ground-mounted on-premises freestanding digital signs are subject to height, width, and area standards located in Section 20.6.3.
2. No more than forty (40) percent of of an on-premises ground-mounted freestanding sign may consist of a digital display.

D) Appearance

1. Permanent, on-premises freestanding signs shall be subject to the standards within Section 20.6.1.
2. Existing, previously permitted off-premises signs shall utilize support structures painted flat brown, black or dark green.
3. Replacement and upgrade of existing, previously permitted off-premises signs shall be allowed, however, no additional off-premises signs shall be permitted.
4. Existing, previously permitted off-premise signs may incorporate digital messaging technology however, a net increase in sign area at such an existing location shall not be permitted; locational requirements included herein shall apply.
5. Existing, previously permitted off-premise signs shall not exceed a height of thirty-five (35) feet above grade, or the height of the existing installation, whichever is lower.

E) Illumination

1. Digital signage shall utilize an automatic control mechanism that responds to ambient lighting by decreasing its luminance.
2. Luminance of digital signs shall be expressed in candelas per square meter or using the equivalent unit, "nit."
3. Digital signage incorporating changeable message technology shall be limited to a luminance measure no greater than four thousand (4,000) nits during daylight hours, and shall not exceed one hundred fifty (150) nits at night.
4. The luminance of digital signs located within a district allowing a mix of residential and non-residential uses shall not exceed one hundred (100) nits at night.

F) Other Provisions

1. Scrolling text is prohibited.
2. If the digital display utilizes changeable message technology, each message shall be displayed for a minimum of six (6) seconds.
3. Transitions to the next message displayed shall be instantaneous, without fade.
4. In the event of a malfunction, the display shall automatically go dark, rather than remain illuminated."

NOW, LET IT BE FURTHER ORDAINED, that this ordinance shall take effect fifteen (15) days following final reading by the Collegedale Mayor and Board of Commissioners, the welfare of the City requiring it.

PASSED ON FIRST READING 4-0

PASSED ON FINAL READING _____

MAYOR OF COLLEGEDALE, TENNESSEE

ATTEST: _____

APPROVED AS TO FORM: _____
CITY ATTORNEY

PUBLIC HEARING DATE: 3-21-16