

**AGENDA FOR THE REGULARLY SCHEDULED CITY OF COLLEGEDALE COMMISSION
MEETING TO BE HELD IN THE MUNICIPAL BUILDING IN COLLEGEDALE, TENNESSEE,
ON MONDAY, APRIL 17, 2017 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. April 3, 2017-Commission Meeting
- V. Comments from Citizens
- VI. Unfinished Business
 1. Second Reading and Public Hearing, Ordinance #1030, amending the Collegedale zoning ordinance-parking
 2. Second Reading and Public Hearing, Ordinance #1031, amending the Collegedale zoning ordinance-definitions
- VII. New Business
 1. First Reading, Ordinance #1032, amending the official zoning map to rezone property on Bill Reed Road
- 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, APRIL 3, 2017 AT 6:00 P.M.**

INVOCATION: Commissioner Phil Garver

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

KEY MANAGERS: Assistant City Manager & CFO Michelle Toro, Director of Public Works Eric Sines, Police Chief Brian Hickman, City Engineer Wayon Hines, Planning & Economic Development Director Kelly Martin, Building and Codes Director Andrew Morkert, Director of Airport Operations Chris Swain

ABSENT:

GUESTS: Andrew P. Arnold, Judi Kazanas, Nick Kazanas, Roseann Hutchings

4-3-2017 (611) REGULAR MEETING MINUTES – MARCH 6, 2017

It was moved by Commissioner White and seconded by Commissioner Baker to accept the minutes of the regular commission meeting on March 6, 2017.

ROLL CALL:

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

At 6:01 PM the board entered into a public hearing to gain input on Ordinance #'s 1028 and 1029. After no public comment the regular meeting was reconvened at 6:04 PM.

4-3-2017 (612) SECOND READING AND PUBLIC HEARING, ORDINANCE #1028, AUTHORIZING THE USE AND OCCUPATION OF THE ROW OF THE CITY

It was moved by Vice Mayor Johnson and seconded by Commissioner Baker to approve Ordinance #1028, an ordinance of the City of Collegedale, Tennessee, authorizing the issuance of the licenses, permits and/or authorizations for the use and occupation of the streets, alleys, thoroughfares and rights-of-way of the city.

ROLL CALL:

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

4-3-2017 (613) SECOND READING AND PUBLIC HEARING, ORDINANCE #1029, AMENDING TITLE 8, CHAPTER 2 OF THE MUNICIPAL CODE RELATING TO THE DEFINITION, SALE AND CONSUMPTION OF BEER

It was moved by Commissioner Garver and seconded by Commissioner Baker to approve Ordinance #1029, an ordinance of the City of Collegedale, Tennessee, amending Title 8, Chapter 2 of the municipal code relating to the definition, sale and consumption of beer.

ROLL CALL:

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

4-3-2017 (614) FIRST READING, ORDINANCE #1030, AMENDING THE COLLEGEDALE ZONING ORDINANCE-PARKING

It was moved by Commissioner Baker and seconded by Commissioner White to approve Ordinance #1030, an ordinance of the Collegedale zoning ordinance of Collegedale, chapter 17, supplementary district provisions.

ROLL CALL:

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

4-3-2017 (615) FIRST READING, ORDINANCE #1031, AMENDING THE COLLEGEDALE ZONING ORDINANCE-DEFINITIONS

It was moved by Commissioner Garver and seconded by Commissioner Baker to approve Ordinance #1031, an ordinance of the City of Collegedale, Tennessee amending the Collegedale zoning ordinance of Collegedale, chapter 2, definitions.

ROLL CALL:

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

4-3-2017 (616) BID-TOOL CAT UTV

It was moved by Commissioner Garver and seconded by Commissioner White to approve the purchase of a Tool Cat UTV from the National Joint Power Alliance (national bid) for \$51,024.77.

ROLL CALL:

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

4-3-2017 (617) MOTION TO ADJOURN

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

The meeting was adjourned at 6:35 PM.

Mayor, Katie Lamb

City Recorder, Michelle Toro

ORDINANCE #1030

**AN ORDINANCE OF THE CITY OF COLLEGEDALE, TENNESSEE
AMENDING THE COLLEGEDALE ZONING ORDINANCE OF
COLLEGEDALE, CHAPTER 17, SUPPLEMENTARY DISTRICT
PROVISIONS**

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

WHEREAS, TCA Section 13-7-204 authorizes the City to amend zoning ordinances and maps; and

WHEREAS, to update standards and to provide clarity to certain sections of Chapter 17 and related and applicable definitions in Chapter 2 and;

WHEREAS, pursuant to the requirements of TCA, 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 TCA, 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 BE IT ORDAINED, by the Board of Mayor and City Commissioners of the City of Collegedale, Tennessee, that

Section 1: Chapter 2, Section 02.02 is amended by deleting the existing definition of "Staff, Collegedale Municipal Planning Commission" and replacing it with the following:

Staff, Collegedale Municipal Planning Commission.

The Development Staff is composed of the City Manager, Planning Director, City Planner, Building Official, City Engineer, Public Works Director, and others as deemed appropriate by the City Manager.

Section 2: Paragraphs 1 and 2, in Section 17.01 "Site Plan Requirements" of Chapter 17 is hereby amended to read as follows:

Building Permit/Site Plan

1. Where required by this Ordinance, no building permit shall be issued to erect or alter any commercial, industrial, place of public assembly, or multi-family building proposed in the corporate limits of the City of Collegedale until a site plan has been submitted to, and received approval from the Collegedale Municipal Planning Commission Staff in accordance with the provisions of this section.

Site Plan Submission

2. The owner or developer shall submit five (5) copies of the proposed site and engineering construction plan(s) to the City of Collegedale Building Official.

Section 3: Section 17.02 "OFF-STREET PARKING REQUIREMENTS" of Chapter 17 is hereby deleted and replaced with the following:

17.02. OFF-STREET PARKING REQUIREMENTS

1. **Spaces Required.**

Off-street automobile storage or standing space shall be provided on each lot or for each residential unit upon which any of the following uses are hereafter established. One (1) passenger vehicle space shall be determined as not less than one hundred sixty two (162) square feet (9 feet wide by 18 feet long for standard spaces and 9 feet wide by 22 feet long for parallel spaces) of parking space with an aisle width of not less than twenty six (26) feet and such space shall be provided with vehicular access to a street or alley. No portion of the parking space shall have a grade in excess of five (5) percent in any direction. All public parking spaces shall be paved. The use of gravel as a surface material is prohibited. The number of public parking spaces provided shall meet the minimum requirements for the specific uses as set forth in Table 17-1.

Table 17-1

USE	DESCRIPTION	REQUIRED PARKING
1702.1	AUTOMOBILE REPAIR GARAGE	1 SPACE PER 150 SQ. FT. OF GROSS FLOOR AREA
1702.2	AUTOMOBILE SERVICE STATION	3 SPACES FOR EACH SERVICE BAY, PLUS 1 SPACE FOR EACH EMPLOYEE
1702.3	CONVENIENCE STORE	Minimum: 1 SPACE PER 300 SQ. FT. Maximum: 1 SPACE PER 200 SQ. FT.
1702.4	GENERAL BUSINESS AND PROFESSIONAL OFFICES (NON-RETAIL)	Minimum: 1 SPACE PER 350 SQ. FT. OF GROSS FLOOR AREA; Maximum: 1 SPACE PER 200 SQ. FT.
1702.5	PROFESSIONAL MEDICAL OFFICES, CLINICS	1 SPACE PER 200 SQ. FT. plus one space per treatment area.
1702.6	GENERAL COMMERCIAL, RETAIL, PERSONAL SERVICES, NOT INCLUDING GROCERY STORES	Minimum: 1 SPACE PER 300 SQ. FT. OF GROSS FLOOR AREA; Maximum: 1 SPACE PER 200 SQ. FT. OF GROSS FLOOR AREA
1702.7	GROCERY STORE OR SUPERMARKET	1 SPACE PER 200 SQ. FT. FOR STORES 20,000 SQ. FT. AND UNDER. 1 SPACE PER 250 SQ. FT. FOR STORES OVER 20,000 SQ. FT.
1702.8	RETAIL/MIXED USE/MULTI-TENANT CENTER UNDER 15,000 SQ. FT.	Minimum of 1 space per 175 square feet of gross floor area, but in no case less than the combined parking requirements of all uses.
1702.9	RETAIL MIXED USE SHOPPING CENTER OVER 15,000 SQ. FT.	Minimum of 1 space per 200 square feet of gross floor area, but in no case less than the combined parking requirements of all uses.
1702.10	RESTAURANT: SIT DOWN ¹	1 space per 175 square feet of gross floor area, plus one space per two employees.
1702.11	RESTAURANT: FREESTANDING DRIVE THROUGH (FAST FOOD)	10 SPACES PER 1,000 SQ. FT. OF GROSS FLOOR AREA
1702.12	RESTAURANT: QUICK SERVICE NOT FREESTANDING	8.5 SPACES PER 1,000 SQ. FT. OF GROSS FLOOR AREA
1702.13	RESTAURANT: WHEN LOCATED WITHIN A HOTEL	Full-Service Restaurants located within a hotel or motel shall provide an additional seventy-five (75) percent of the requirement for restaurants in addition to hotel and motel parking requirements
1702.14	TOURIST ACCOMMODATIONS, HOTEL OR MOTEL	NOT LESS THAN 1.1 SPACE PER ROOM OFFERED AS TOURIST ACCOMMODATION
1702.15	PLACES OF WORSHIP, AUDITORIUMS, OTHER PLACE OF PUBLIC GATHERING	Not less than one (1) space for every three (3) seats provided in such places of assembly. For places of public assembly where seating is not a measure of capacity, such as clubhouses, funeral parlors, etc., at least one (1) space for each one hundred (100) square feet of floor space devoted to that particular use shall be provided.
1702.16	HOSPITALS AND NURSING HOMES	One (1) space per 200 square feet of gross floor area, plus one space per treatment area. Nursing Homes shall require One (1) space per six (6) patient beds, plus one (1) space per employee per largest shift and one (1) space per staff member and visiting doctor.
1702.17	RETIREMENT HOMES NOT REQUIRING NURSING CARE	.75 SPACES PER UNIT
1702.18	LODGES, FRATERNAL, OR SOCIAL CLUBS	1 SPACE PER 250 SQ. FT. OF GROSS FLOOR AREA
1702.19	MANUFACTURING OR OTHER INDUSTRIAL USE	Not less than 1 space for every 5 persons employed on a single shift, with a minimum of 5 spaces provided for any establishment.
1702.20	DWELLING, ONE AND TWO FAMILY	2 SPACES PER DWELLING UNIT
1702.21	DWELLING, MULTI-FAMILY	1.8 SPACES PER DWELLING UNIT

¹Floor refers to "Gross Floor Area" unless otherwise specified.

²Outdoor seating shall provide 1 space per 400 square feet of gross area

2. **Certification of Minimum Parking Requirements.**

Each application for a building permit shall include information as to the location and dimensions of off-street parking and loading space and the means of ingress and egress to such space. This information shall be in sufficient detail to enable the zoning official to determine whether or not the requirements of this section are met.

3. **Combination of Required Parking Space.**

The required parking space for any number of separate uses may be combined in one lot, but the required space assigned to one use may not be assigned to another use, except that the parking space required for churches, theaters, or assembly halls whose peak attendance will be at night.

4. **Remote Parking Space.**

If the off-street parking space required by this ordinance cannot be reasonably provided on the same lot on which the principal use is located, such space may be provided on any land within five hundred (500) feet of the main entrance to such principal use, provided such land is in the same ownership as the principal use. Such land shall be used for no other purpose so long as no other adequate provision of parking space, meeting the requirements of this ordinance, has been made for the principal use. Remote parking spaces shall include continuous pedestrian facilities between the lot and principal use.

5. **Requirements for Design of Parking Lots.**

- A. Except for parcels of land devoted to one and two-family residential uses, all areas devoted to off-street parking shall be so designed and be of such size that no vehicle is required to back into a public street to obtain egress.
- B. Entrances and exits for all off-street parking lots shall comply with the requirements of Section 17.04. **(amended 11/6/06)**
- C. The parking lot shall be contoured providing drainage to eliminate surface water.

THEREFORE BE IT FURTHER ORDAINED, that this ordinance shall become effective fifteen (15) days after final reading and passage by the Collegedale Board of Mayor and City Commissioners, **THE PUBLIC WELFARE REQUIRING IT.**

PASSED ON FIRST READING: 4-3-17 S-0

PASSED ON FINAL READING: _____

MAYOR OF COLLEGEDALE, TENNESSEE

ATTEST: _____
CITY RECORDER

APPROVED AS TO FORM: _____
CITY ATTORNEY

PUBLIC HEARING DATE: _____

ORDINANCE #1031

**AN ORDINANCE OF THE CITY OF COLLEGEDALE, TENNESSEE
AMENDING THE COLLEGEDALE ZONING ORDINANCE OF
COLLEGEDALE, CHAPTER 2, DEFINITIONS.**

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

WHEREAS, TCA Section 13-7-204 authorizes the City to amend zoning ordinances and maps; and

WHEREAS, In an effort to clarify types of structures that may be used for residential dwellings as well as defining accessory structures; and

WHEREAS, pursuant to the requirements of TCA, 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 TCA, 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 BE IT ORDAINED, by the Board of Mayor and City Commissioners of the City of Collegedale, Tennessee, that

Section 1: Chapter 2, Section 02.02 is amended by deleting the following definitions:

Accessory Building
Dwelling
Dwelling, Attached
Dwelling, Multi-Family
Dwelling, Semi-Detached
Dwelling, Single-Family Detached
Dwelling, Two-Family

Section 2: Chapter 2, Section 02.02 is further amended by the addition of the following definitions as follows:

Accessory Building

A subordinate building not more than two (2) stories in height, the use of which is incidental to that of the main building on the same lot. Accessory buildings include storage buildings, detached garages, gazebos, detached patio structures, pool houses, etc., or any other structure that is an accessory use to the main structure. Cargo containers, camper trailers, single or double wide mobile homes, canvas or vinyl structures or structures of similar materials or type are not considered accessory buildings and may not be used for this purpose.

Dwelling

A permanent building or portion thereof built on a permanent foundation used for residential purposes must contain at least a kitchen, bathroom facilities, and a sleeping area. In no case shall the term dwelling include any of the following: motor homes, travel trailers, portable buildings, trailer coaches, storage buildings, tents, cargo container, single-wide modular homes regulated elsewhere in this ordinance, or any other structure not designed specifically for permanent residential dwelling.

Dwelling, Multi-Family

A building containing three (3) or more housekeeping units, and designed or used to house three (3) or more families, living independent of each other in separate dwelling units with each unit having its own bedroom, kitchen and bathroom facilities. Multi-Family dwellings shall have a gross floor area of not less than six hundred (600) square feet of living space per dwelling unit and shall be required to have a permanent foundation.

Dwelling, One-Family

A building containing one (1) housekeeping unit, and designed or used to house not more than one (1) family. Single-family dwellings shall have a gross floor area of not less than nine hundred (900) square feet of living space. Site built homes and permitted modular homes shall be required to have a permanent foundation.

Dwelling, Townhouse

A one-family dwelling in a row of at least three, and no more than six dwelling units, each with no other dwelling or portion of other dwelling directly above or below, each dwelling unit of which having direct ground level access to the outside, and is separated from any other unit by one or more common fire resistant walls.

Dwelling, Two-Family

A building containing not more than two (2) housekeeping units, and designed or used to house no more than two (2) families, living independently of each other in separate dwelling units with each unit having its own bedroom, kitchen and bathroom facilities. Two-Family dwellings shall have a gross floor area of not less than six hundred (600) square feet of living space per dwelling unit and shall be required to have a permanent foundation.

THEREFORE BE IT FURTHER ORDAINED, that this ordinance shall become effective fifteen (15) days after final reading and passage by the Collegedale Board of Mayor and City Commissioners, **THE PUBLIC WELFARE REQUIRING IT.**

PASSED ON FIRST READING: 4-3-17 5-0

PASSED ON FINAL READING: _____

MAYOR OF COLLEGEDALE, TENNESSEE

ATTEST: 
CITY RECORDER

APPROVED AS TO FORM: _____
CITY ATTORNEY

PUBLIC HEARING DATE: _____

ORDINANCE #1032

AN ORDINANCE TO AMEND THE OFFICIAL ZONING MAP TO REZONE PROPERTY ON BILL REED ROAD FROM R-1-H (HIGH DENSITY SINGLE-FAMILY RESIDENTIAL DISTRICT) TO R-3 (MULTI-FAMILY DISTRICT) WITH CONDITIONS, AND FURTHER DESCRIBED AS HAMILTON COUNTY TAX MAP 140M A, PARCELS 001-008 INCLUSIVE, SAID AREA BEING LOCATED WITHIN THE CORPORATE LIMITS OF THE CITY OF COLLEGEDALE, TENNESSEE

WHEREAS, the authority Tennessee Code Annotated (TCA) Section 13-7-201 allows for the zoning of territory within a municipality; and

WHEREAS, the Collegedale Municipal Planning Commission has certified zoning districts as provided for in TCA Section 13-7-202; and

WHEREAS, TCA Section 13-7-204 authorizes amendments to a zoning map; and

WHEREAS, in accordance with TCA Section 13-7-203 subsection (b), the Collegedale Municipal Planning Commission made a recommendation to approve the zoning amendment subject to conditions herein described to the Board of Commissioners; and

WHEREAS, in accordance with TCA Section 13-7-203, subsection (a) a public hearing was held with at least fifteen (15) days notice being given prior to final reading of this ordinance;

NOW THEREFORE, BE IT ORDAINED by the Board of Mayor and Commissioners of the City of Collegedale, Tennessee that the Official Zoning Map referenced in Section 3.02 of the Collegedale Zoning Ordinance be amended as described more accurately within the body of this ordinance:

Section 1: The following described property shall be zoned R-3 (Multi-Family District) on the Official Collegedale Zoning Map and shown on the attached illustration:

Boundary Description for Area to be Zoned R-3

This change in zoning will affect parcels 001-008 of Hamilton County Tax Map 140M, Block A. The parcel is bounded Bill Reed Road to the north and Ooltewah-Ringgold Ringgold Road to the east.

Section 2: This zoning change is subject to the following conditions:

- a)** Uses shall be limited to fee-simple townhouse dwellings and single-family detached dwellings; apartments or other multi-family attached dwellings shall be prohibited.
- b)** The existing eight (8) lot subdivision containing parcels 000-008 shall be revised to remove the interior lot lines, and recorded with the Hamilton County Register of Deeds prior to the second reading by the Collegedale Board of Commissioners.
- c)** Townhouse units shall feature rear-loaded garages and/or parking.
- d)** Single-family dwellings shall feature side-loading garages.
- e)** Density shall not exceed 6.0 units per acre.
- f)** Existing vegetation shall be preserved along the southern property boundary and supplemented with site appropriate evergreen plantings to create a vegetative buffer of at least ten (10) feet wide.
- g)** Curb, gutter, catch basins, streetlights & sidewalk to be installed per subdivision construction plans approved by the city engineer.
- h)** Ingress/Egress shall be limited to five (5) curb cuts and approved by city engineer.
- i)** All structures to have facades of quality and appearance that is equal to or greater than surrounding residential developments in the R-3 PRD and R-1-H zones
- j)** Landscaped berm to be provided on eastern property line at Ooltewah-Ringgold Road ROW to match existing berm on adjacent Mulberry Park property to the south.
- h)** Parking area for townhouses shall be recorded as an access easement and administered by a Homeowner's Association.

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

Passed first reading _____
Votes for _____ Votes against _____

Passed second reading _____
Votes for _____ Votes against _____

Mayor

Attest: City Recorder

Approved as to form:

City Attorney