

**OAK RIDGE CITY COUNCIL MEETING**  
Municipal Building Courtroom

May 12, 2014—7:00 p.m.

AGENDA

- I. INVOCATION  
Mr. Steve Sherman, Pastor of First Christian Church
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL
- IV. APPEARANCE OF CITIZENS
- V. PROCLAMATIONS AND PUBLIC RECOGNITIONS
  - a. A proclamation paying tribute to B&W Y-12.
  - b. A proclamation designating June 13 and 14, 2014 as "*Secret City Festival Time*" in the City of Oak Ridge.
  - c. A proclamation paying tribute to High Places Community Church.
- VI. SPECIAL REPORTS  
(NONE)
- VII. CONSENT AGENDA
  - a. Approval of the April 14, 2014 City Council meeting minutes.
  - b. Approval of the April 28, 2014 City Council Work Session minutes.
  - c. Adoption of a proclamation designating May 11, 2014 through May 17, 2014 as "*National Women's Health Week*."
  - d. Adoption of a proclamation designating May 11, 2014 through May 17, 2014 as "*Police Week*," and May 15, 2014 as "*Police Memorial Day*."
  - e. Adoption of a resolution granting renewal permit for Scott E. Garriott to engage in the retail sale of alcohol beverages for one year and waiving the residency requirement for said applicant.
  - f. Adoption of a resolution to accept a \$16,000.00 emergency management grant from the State of Tennessee, Department of Military, Tennessee Emergency Management Agency (TEMA) for on-site and off-site emergency response planning, notification and equipment.
- VIII. RESOLUTIONS
  - a. A RESOLUTION TO APPROVE A CONTRACT WITH FOUR ADDITIONAL ONE-YEAR RENEWAL OPTIONS WITH COULTER AND JUSTUS, P.C., KNOXVILLE, TENNESSEE, TO CONDUCT AN AUDIT OF THE CITY'S ACCOUNTS AND FUNDS FOR FISCAL YEAR 2014 IN THE ESTIMATED AMOUNT OF \$55,250.00.
  - b. A RESOLUTION APPROVING THE CDBG CONSOLIDATED PLAN 2014-2017,

INCLUDING A CITIZEN PARTICIPATION PLAN; THE FY2015 ANNUAL ACTION PLAN; AND PROPOSED ALLOCATIONS OF COMMUNITY DEVELOPMENT BLOCK GRANT ENTITLEMENT FUNDS FOR FY2015 ESTIMATED AT \$498,911.00.

- c. A RESOLUTION AWARDED A CONTRACT (FY2014-128) TO OLAMETER CORPORATION, CONROE, TEXAS, TO PROVIDE ELECTRIC AND WATER METER READING SERVICES IN THE ESTIMATED AMOUNT OF \$718,065.22.
- d. A RESOLUTION AWARDED A CONTRACT (FY2014-98) TO PORTLAND UTILITIES CONSTRUCTION COMPANY, LLC, PORTLAND, TENNESSEE, FOR THE WASTEWATER SYSTEM REHABILITATION PROGRAM CENTRAL CITY I PROJECT AS REQUIRED FOR COMPLIANCE WITH THE U.S. ENVIRONMENTAL PROTECTION AGENCY ADMINISTRATIVE ORDER, SAID CONTRACT IN THE ESTIMATED AMOUNT OF \$2,507,093.41.
- e. A RESOLUTION AUTHORIZING THE CITY TO MOVE FORWARD WITH THE COMPETITIVE BIDDING PROCESS FOR IMPROVEMENTS TO THE LOWER PARKING LOT AT BLANKENSHIP FIELD AND AUTHORIZING FUNDS IN THE ESTIMATED AMOUNT OF \$180,000.00 FROM THE SPECIAL PROGRAMS FUND FOR SAID PROJECT.
- f. A RESOLUTION AUTHORIZING THE CONVERSION OF EAST MADISON ROAD FROM A ONE-WAY STREET TO A TWO-WAY STREET.
- g. A RESOLUTION TO APPROVE POLICY GUIDANCE STATEMENTS FOR THE CITY MANAGER'S CONSIDERATION IN PREPARATION OF THE FY2015 BUDGET.

IX. PUBLIC HEARINGS AND FIRST READING OF ORDINANCES

(NONE)

X. FINAL ADOPTION OF ORDINANCES

- a. AN ORDINANCE TO AMEND ORDINANCE NO. 05-2013, WHICH ORDINANCE IMPOSES A TAX ON ALL PROPERTY WITHIN THE CITY, FIXES THE RATE OF THE TAX, ADOPTS A BUDGET, AND ADOPTS APPROPRIATIONS FOR THE FISCAL YEAR BEGINNING JULY 1, 2013, BY AMENDING SAID APPROPRIATIONS.
- b. AN ORDINANCE TO AMEND ORDINANCE NO. 2, TITLED "THE ZONING ORDINANCE OF THE CITY OF OAK RIDGE, TENNESSEE, BY AMENDING THE FOLLOWING: ARTICLE II, TITLED "DEFINITIONS" TO UPDATE THE DEFINITION OF "BUSINESS SERVICES" AND TO ADD DEFINITIONS FOR "SPORT SHOOTING RANGE, INDOOR," AND "SPORT SHOOTING RANGE, OUTDOOR"; ARTICLE III, TITLED "GENERAL PROVISIONS," TO ADD A NEW SECTION 3.26, TITLED "SPORT SHOOTING RANGES"; SUBSECTIONS 5.07(C), 5.08(C), 6.01(C), 6.02(C), 7.01(C), 7.02(C), 7.03(C), 7.04(C), 7.05(C), 8.01(D), 8.02(D), 8.03(D), 9.02(C), 9.03(C), AND 9.04(F) TO CHANGE THE PHRASE "USES REQUIRING BOARD OF APPEALS PERMIT" TO "SPECIAL EXCEPTION REQUIRING BOARD OF ZONING APPEALS APPROVAL"; SECTION 5.05, TITLED "R-3, MEDIUM RESIDENTIAL DISTRICT" TO CHANGE THE TITLE TO "R-3, MEDIUM DENSITY RESIDENTIAL DISTRICT," TO REVISE THE PERMITTED PRINCIPAL USE OF BUSINESS AND PROFESSIONAL OFFICES IN SUBPART 4; SECTION 7.03, TITLED "B-2, GENERAL BUSINESS DISTRICTS," TO REVISE THE PERMITTED PRINCIPAL USE OF OFFICE BUILDINGS; SECTION 7.04, TITLED "UB-2, UNIFIED GENERAL BUSINESS DISTRICTS," TO REVISE THE PERMITTED PRINCIPAL USE OF OFFICE BUILDINGS AND TO ADD "SPORT SHOOTING

RANGES" AS A USE REQUIRING SPECIAL EXCEPTION APPROVAL FROM THE BOARD OF ZONING APPEALS; AND SECTION 11.02, TITLED "REQUIRED OFF-STREET PARKING," TO CLARIFY THE SIDE AND REAR SETBACK REQUIREMENTS FOR R-1-C AND R-2 IN SUBSECTION (E)(2)(A); ALL FOR THE PURPOSES OF ADDRESSING ITEMS THAT WERE ABSENT FROM THE ORDINANCE AND TO UPDATE PROVISIONS IN NEED OF CLARIFICATION.

XI. ELECTIONS/APPOINTMENTS, ANNOUNCEMENTS AND SCHEDULING

a. Elections/Appointments

- i. Elect one (1) Oak Ridge High School student representative to the Environmental Quality Advisory Board for a one-year term of office beginning on June 1, 2014.
- ii. Elect one (1) Oak Ridge High School student representative to the Traffic Safety Advisory Board for a one-year term of office beginning on June 1, 2014.

b. Announcements

c. Scheduling

- i. Discussions of scheduling a mid-year election for City Boards and Commissions during the July 12, 2014 City Council meeting.

XII. COUNCIL REQUESTS FOR NEW BUSINESS ITEMS OR FUTURE BRIEFINGS

Request from Councilmember Garcia Garland to schedule meetings of the City Council twice a month for discussion of policy and planning over the next four (4) months.

XIII. SUMMARY OF CURRENT EVENTS

a. CITY MANAGER'S REPORT

b. CITY ATTORNEY'S REPORT

XIV. ADJOURNMENT

**PROCLAMATIONS  
AND  
PUBLIC RECOGNITIONS**

**CITY CLERK MEMORANDUM**  
**14-29**

**DATE:** May 2, 2014  
**TO:** Honorable Mayor and Members of City Council  
**FROM:** Diana R. Stanley, City Clerk  
**SUBJECT:** PROCLAMATIONS AND PUBLIC RECOGNITIONS FOR MAY CITY COUNCIL AGENDA

The following proclamations are presented for the May 12, 2014 City Council meeting for City Council's consideration:

Tribute to B&W Y-12

Mayor Pro Tem D. Jan Miller requested a proclamation paying tribute to B&W Y-12 for their service to the Secret City Festival and the community.

Secret City Festival Time

The Secret City Festival Executive Committee requested a proclamation proclaiming June 13 and 14, 2014 as *Secret City Festival Time* in the City of Oak Ridge in celebration of this year's annual festival.

The proclamation will be accepted by members of the Executive Committee.

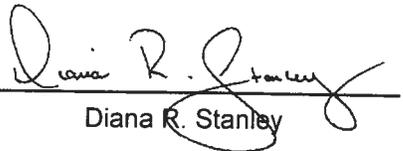
High Places Community Church

It was recommended by city staff that recognition be paid to High Places Community Church for their work on revitalizing The Grove Theater.

The proclamation will be accepted by the pastor of High Places Community Church.

Attachment(s)

B&W Y12 Proclamation  
Secret City Festival Time Proclamation  
High Places Community Church Proclamation

  
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Diana R. Stanley

# PROCLAMATION

**WHEREAS**, B&W Y-12 has been a major employer and leading corporate citizen in the greater Oak Ridge community since 2001; and

**WHEREAS**, B&W Y-12 has hosted and sponsored many community events at the New Hope Center including Oak Ridge High School Football Pep Rally, Introduce Girls to Engineering, Emory Valley Center Prom, Neighborhood Watch Captains Banquet; and

**WHEREAS**, B&W Y-12 has been a major contributor to the Oak Ridge High School rebuild, American Veterans to Tennessee Engineers, Project GRAD, Help to the Smokies, and has sponsored Volunteer Day for management and employees annually since 2001 and supported many other charitable efforts with funding and volunteers; and

**WHEREAS**, B&W Y-12 began contributing to the Secret City Festival in 2004, and since 2005 has been the premier Festival sponsor every year, giving more than \$250,000 total to the Festival, including \$25,000 for this year's event; and

**WHEREAS**, in addition, B&W Y-12 has hosted numerous Secret City Festival kickoffs and sponsor luncheons, provided hundreds of volunteers, bus tours; and

**WHEREAS**, the City of Oak Ridge and its citizens are deeply appreciative of the investment and involvement of B&W Y-12 in the greater Oak Ridge community and the Festival, and for all of its contributions for the betterment of the Oak Ridge, and

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE,**

That in recognition of the company's distinguished service to the Secret City Festival and to our community, the Oak Ridge City Council pays tribute to

**B&W Y-12**

and accords this company an honored place in the history of this city.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Great Seal of the City of Oak Ridge to be affixed, this the 12<sup>th</sup> day of May in the year 2014.

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**THOMAS L. BEEHAN**  
**MAYOR**

# PROCLAMATION

**WHEREAS**, the weekend of June 13 and 14, 2014, has been set aside in Oak Ridge as a time for celebration of Oak Ridge's heritage through the 12<sup>th</sup> Annual Secret City Festival; and

**WHEREAS**, during this two-day event, the public will be invited to participate in a variety of activities intended to provide both entertainment and enhancement of the community's cultural life; and

**WHEREAS**, these activities will be presented by the City of Oak Ridge, the Arts Council of Oak Ridge, and the Oak Ridge Convention and Visitors Bureau with festival sponsorship by the City of Oak Ridge and B&W Y-12, media sponsorship by The Oak Ridger, WBIR -TV, Lamar Outdoor Advertising, BBB Communications, MerleFM, and Classic Hits 93.1; and

**WHEREAS**, the festival will include arts and crafts shows, a juried art show, dances, musical groups, athletic events, Oak Ridge Heritage Preservation Association's historical exhibits, community exhibitors, and special children's and youth activities; and

**WHEREAS**, to commemorate Oak Ridge's heritage, the events this year will encompass numerous activities, including two festival concerts—Friday night featuring Eddie Money, with Jada Blade opening and Saturday night featuring Kix Brooks with Phoenix Drive opening.

**WHEREAS**, Oak Ridge's heritage and contributions are causes for great celebration to be shared with the community.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE**, that June 13 and 14, 2014, be proclaimed

## SECRET CITY FESTIVAL TIME

in the City of Oak Ridge, Tennessee, and that all citizens celebrate the festival's theme of "*From the 40's to the Future*" showcasing the City's distinct heritage and growth to a dynamic, growing community rich in history and continuing technological advancements, and participate in a fun-filled two-day event.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Great Seal of the City of Oak Ridge to be affixed, this the 12<sup>th</sup> day of May in the year 2014.

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**THOMAS L. BEEHAN**  
**MAYOR**

# PROCLAMATION

**WHEREAS**, High Places Community Church purchased The Grove Theater on February 27 2004; and

**WHEREAS**, ten years later, High Places has transformed the once blighted property into a valuable facility dedicated to the Oak Ridge Community and surrounding areas; and

**WHEREAS**, this transformation could not have occurred had it not been for the efforts and dedication of community volunteers offering their time to help transform a community attraction; and

**WHEREAS**, The Grove Theater is available to the entire community free of charge helping to afford user groups an opportunity to meet, perform, or practice the arts; and

**WHEREAS**, the philosophy of High Places Community Church was to use The Grove Theater to make a positive difference in the community and region.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE**, that in recognition of the work performed by the volunteers and the impact of restoring a community attraction in Oak Ridge, the Oak Ridge City Council pays tribute to

## HIGH PLACES COMMUNITY CHURCH

**BE IT FURTHER RESOLVED** that all citizens be urged to congratulate those volunteers on a job well done for providing a community facility for all in the community to enjoy.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Great Seal of the City of Oak Ridge to be affixed, this the 12<sup>th</sup> day of May in the year 2014.

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**THOMAS L. BEEHAN**  
**MAYOR**

# CONSENT AGENDA

**MINUTES OF THE  
OAK RIDGE CITY COUNCIL MEETING**

April 14, 2014

The regular meeting of the City Council of the City of Oak Ridge convened at 7:00 p.m. on April 14, 2014, in the Courtroom of the Municipal Building with Mayor Pro Tem D. Jane Miller presiding.

**INVOCATION**

Reverend Steve Sherman, First Christian Church, delivered the Invocation

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance to the Flag of the United States of America was led by several Ambassadors from Girls, Inc.

**ROLL CALL**

Upon roll call the following councilmembers were present: Councilmember Trina Baughn; Councilmember Anne Garcia Garland; Councilmember L. Charles Hensley; Councilmember Charles J. Hope, Jr.; Mayor Pro Tem D. Jane Miller; and Councilmember David N. Mosby.

Mayor Thomas L. Beehan was absent.

Also present were Mark S. Watson, City Manager; Kenneth R. Krushenski, City Attorney; Janice E. McGinnis, Finance Director; Diana R. Stanley, City Clerk.

**APPEARANCE OF CITIZENS**

As part of the introductions for Appearance of Citizens, Mayor Pro Tem Miller explained that since City Council was presented with a substitute zoning ordinance for consideration during the meeting by city staff that omits references to transitional housing, citizens could comment on that subject during this item of the agenda.

Ms. Sharon Crane, 107 Wakefield Road, expressed her appreciation for the work performed by the City Council.

**PROCLAMATIONS AND PUBLIC RECOGNITIONS**

*A proclamation designating April 2014 as "Child Abuse and Neglect Prevention Month" in Oak Ridge.*

Councilmember Hensley moved, seconded by Councilmember Hope that the proclamation be adopted. The motion was approved by unanimous voice vote with Councilmembers Baughn, Garcia Garland, Hensley, Hope, Mosby, and Mayor Pro Tem Miller voting "Aye."

The proclamation was accepted by Ms. Susan Moore with Healthy Start of Anderson County.

*A proclamation paying tribute to the Oak Ridge Children's Museum.*

Councilmember Hensley moved, seconded by Councilmember Hope that the proclamation be adopted. The motion was approved by unanimous voice vote with Councilmembers Baughn, Garcia Garland, Hensley, Hope, Mosby, and Mayor Pro Tem Miller voting "Aye."

The proclamation was accepted by Oak Ridge Children's Museum Executive Director Carol Welch.

*A proclamation designating April 16, 2014 as "Oak Ridge Woman's Day" in Oak Ridge.*

Councilmember Baughn moved, seconded by Councilmember Hope that the proclamation be adopted. The motion was approved by unanimous voice vote with Councilmembers Baughn, Garcia Garland, Hensley, Hope, Mosby, and Mayor Pro Tem Miller voting “Aye.”

The proclamation was accepted by Ms. Joyce Reedy with the Oak Ridge Woman's Club.  
*A proclamation designating April 14, 2014 as “Oak Ridge High School's Boys Basketball Team”.*

Councilmember Baughn moved, seconded by Councilmember Mosby that the proclamation be adopted. The motion was approved by unanimous voice vote with Councilmembers Baughn, Garcia Garland, Hensley, Hope, Mosby, and Mayor Pro Tem Miller voting “Aye.”

The proclamation was accepted by Oak Ridge High School Basketball Head Coach Aaron Green.

*A proclamation designating April 13-19, 2014 as “Library Week” in Oak Ridge.*

Councilmember Hensley moved, seconded by Councilmember Baughn that the proclamation be adopted. The motion was approved by unanimous voice vote with Councilmembers Baughn, Garcia Garland, Hensley, Hope, Mosby, and Mayor Pro Tem Miller voting “Aye.”

The proclamation was accepted by Library Director Kathy McNeilly.

*A proclamation designating April 2014 as “Fair Housing Month” in Oak Ridge*

Councilmember Hope moved, seconded by Councilmember Garcia Garland that the proclamation be adopted. The motion was approved by unanimous voice vote with Councilmembers Baughn, Garcia Garland, Hensley, Hope, Mosby, and Mayor Pro Tem Miller voting “Aye.”

The proclamation was accepted by Community Development Director Kathryn Baldwin.

### **SPECIAL REPORTS**

*Presentation of a special award to the City of Oak Ridge by Ms. Jenny Wright, Green Power Switch Product Manager, Tennessee Valley Authority (TVA).*

Ms. Jenny Wright provided a presentation to the City Council on the reasons why the City of Oak Ridge was well poised to possibly becoming one of the first Environmental Protection Agency (EPA) Green Power Communities in the southeastern states. The presentation included the following highlights:

- Examples of Oak Ridge being a demonstrated leader
- Benefits to be experienced by Oak Ridge and the Tennessee Valley Authority (TVA)
- Benefits for a community
- Data regarding existing green power communities
- Steps to becoming a green power community
- Review of the two month timeline till completion of finalizing the designation

The presentation was delivered for informational purposes. No action taken.

### **CONSENT AGENDA**

Councilmember Baughn requested to remove a resolution titled “a resolution awarding a contract (FY2014-126) to Rogers Group, Inc., Oak Ridge, for street milling and resurfacing of designated city streets in the estimated amount of \$898,361.90” from the Consent Agenda.

Councilmember Hope moved, seconded by Councilmember Baughn to approve the remainder of the Consent Agenda. The motion was approved by unanimous voice vote with Councilmembers Baughn,

Garcia Garland, Hensley, Hope, Mosby, and Mayor Pro Tem Miller voting “Aye,” thereby:

- Approving the February 21, 2014 Joint Work Session of the Oak Ridge City Council with the Board of Education Meeting minutes.
- Approving the February 24, 2014 City Council Work Session minutes.
- Approving the February 27, 2014 City Council Special Meeting minutes.
- Approving the March 3, 2014 City Council Meeting minutes.
- Approving the March 24, 2014 City Council Special Meeting minutes.
- Approving the March 24, 2014 City Council Work Session minutes.
- Approving the Administrative Professional Week/Day Proclamation.
- Adopting **Resolution No. 04-21-2014** approving bylaws for the Youth Advisory Board, as required by Resolution 6-54-08.
- Adopting **Resolution No. 04-22-2014** awarding a bid in the estimated amount of \$67,000.00 to Nedrow & Associates, Inc., Murfreesboro, Tennessee, for the furnishing of two replacement pumps for the Palisades #4 Sewer Pump Station.
- Adopting **Resolution No. 04-23-2014** authorizing the purchase of a portable emergency generator from Nixon Power Services Company, Blountville, Tennessee, for use at sewer pump stations in the estimated amount of \$63,150.00.
- Adopting **Resolution No. 04-24-2014** authorizing the purchase of a replacement generator from Nixon Power Services Company, Blountville, Tennessee, for the Emory Valley Sewer Pump Station in the estimated amount of \$37,985.00.
- Adopting **Resolution No. 04-25-2014** awarding a contract to Irby Company, Laverne, Tennessee, to provide required materials for the fiber optic cable splicing project in an amount not to exceed \$85,000.00, and awarding a contract to Southeast Power Corporation, Spartanburg, South Carolina, to provide required labor, tools, equipment, and supplies necessary for the fiber optic cable splicing project in the estimated amount of \$86,100.00.

Item Removed from the Consent Agenda

**Resolution No. 04-26-2014**

**A RESOLUTION AWARDING A CONTRACT (FY2014-126) TO ROGERS GROUP, INC., OAK RIDGE, FOR STREET MILLING AND RESURFACING OF DESIGNATED CITY STREETS IN THE ESTIMATED AMOUNT OF \$898,361.90.**

Councilmember Hensley moved, seconded by Councilmember Baughn to approve the resolution.

Councilmember Baughn requested that the minutes note that Rogers Group has submitted approximately 31 sealed bids over the last five years, and that from July 1, 2008 to April 10, 2014 total payment to Rogers Group was approximately \$4,336,708.03 not including reimbursable amounts from grants or Tennessee Department of Transportation or any other reimbursable funding.

The resolution was approved by unanimous voice vote with Councilmembers Baughn, Garcia Garland, Hensley, Hope, Mosby, and Mayor Pro Tem Miller voting “Aye.”

**RESOLUTIONS**

**Resolution No. 04-27-2014**

**A RESOLUTION TO CREATE AN ADVENTURE TOURISM DISTRICT IN OAK RIDGE, TENNESSEE, AND TO DEVELOP AN ADVENTURE TOURISM DISTRICT PLAN FOR SUBMISSION TO THE TENNESSEE DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT AND TO THE TENNESSEE DEPARTMENT OF REVENUE FOR JOINT APPROVAL AS AN ADVENTURE TOURISM DISTRICT PURSUANT TO THE TENNESSEE ADVENTURE TOURISM AND RURAL DEVELOPMENT ACT OF 2011.**

Councilmember Hensley moved, seconded by Councilmember Hope to approve the resolution with the new substitute attachment (Exhibit A) as provided by city staff.

Mr. Ray Evans, City Contractor, provided explanation regarding the staff's decision to develop the tourism district as presented based on the State's criteria of adventure tourism.

The resolution was approved by unanimous voice vote with Councilmembers Baughn, Garcia Garland, Hensley, Hope, Mosby, and Mayor Pro Tem Miller voting "Aye."

**Resolution No. 04-28-2014**

**A RESOLUTION AUTHORIZING THE CITY TO ENTER INTO AN AGREEMENT AMENDMENT WITH THE TENNESSEE DEPARTMENT OF TRANSPORTATION (TDOT) TO REMOVE EMORY VALLEY ROAD FROM THE PROJECT APPROVED BY RESOLUTION 11-105-11 AND AUTHORIZING THE CITY TO ENTER INTO TWO NEW AGREEMENTS WITH TDOT FOR THE RESURFACING OF PORTIONS OF DESIGNATED CITY STREETS UTILIZING APPROXIMATELY \$1,091,310.00 OF THE CITY'S ALLOCATED SURFACE TRANSPORTATION PROGRAM FUNDS TO BE MATCHED WITH APPROXIMATELY \$217,862.00 IN CITY FUNDS.**

Councilmember Hensley moved, seconded by Councilmember Hope that the resolution be approved.

The resolution was approved by unanimous voice vote with Councilmembers Baughn, Garcia Garland, Hensley, Hope, Mosby, and Mayor Pro Tem Miller voting "Aye."

**Resolution No. 04-29-2014**

**A RESOLUTION APPROVING A PROPOSAL AND LOCAL AGENCY PROGRAM AGREEMENT BETWEEN THE CITY OF OAK RIDGE, TENNESSEE AND THE TENNESSEE DEPARTMENT OF TRANSPORTATION FOR INSTALLATION OF A TRAFFIC SIGNAL WITH GEOMETRIC IMPROVEMENTS AT THE INTERSECTION OF STATE ROUTE 95 (WHITE WING ROAD) AND BETHEL VALLEY ROAD.**

The City Manager reviewed the project and clarified that city staff had drafted a substitute resolution that clarified that both a proposal and agreement would be approved.

City Engineer Steve Byrd explained the Department of Energy and Oak Ridge National Laboratory had requested the traffic signal and provided the traffic study that was performed.

Mr. Jim Horton, Oak Ridge, commented about his concerns over the minimal maintenance for the traffic signal and wished to see new procedure of the traffic signals painted in a particular fashion.

The substitute resolution was approved by unanimous voice vote with Councilmembers Baughn, Garcia Garland, Hensley, Hope, Mosby, and Mayor Pro Tem Miller voting "Aye."

**Resolution No. 04-30-2014**

**A RESOLUTION AWARDDING A BID IN THE ESTIMATED AMOUNT OF \$33,000.00 TO LAKEVIEW K-9 SERVICES, LOUDON, TENNESSEE, FOR THE FURNISHING OF TWO (2) TRAINED POLICE**

**SERVICE DOGS AND ASSOCIATED HANDLER TRAINING FOR THE POLICE DEPARTMENT.**

Councilmember Baughn moved, seconded by Councilmember Hope that the resolution be approved.

Police Chief James Akai, Deputy Police Chief Allan Massengill, and Officer Benjamin Haines responded to questions and comments of the City Council regarding the K-9 program and potential insurance for the K-9s.

Mr. Jerry Marrow, 105 Regent Circle, inquired about the use of K-9s on potential protesting situations to which the Police Chief explained that the dogs were not for crowd control.

**A RESOLUTION REMOVING JOSEPH LEE AS A MEMBER OF THE BOARD OF BUILDING AND HOUSING CODE APPEALS AND FROM ANY OTHER CITY COUNCIL-APPOINTED/ELECTED BOARD, COMMISSION, OR COMMITTEE.**

Councilmember Baughn moved, seconded Councilmember Garcia Garland that the resolution be approved.

Councilmembers Garcia Garland, Baughn, Hensley, and Mayor Pro Tem Miller provided their comments regarding their professional relationship with Mr. Lee and consideration of the presented resolution.

Ms. Helen Jernigan, Oak Ridge, commented that the resolution did not seem appropriate regarding the removal of Joseph Lee and requested that City Council not approve the resolution.

Mr. Jerry Marrow, 105 Regent Circle, commented about descriptions that he read regarding Mr. Lee and asked City Council to take into consideration those individuals who represent the body.

Mr. Charles Jones, 103 Burgess Lane, remarked that City Council should place limits on behavior as described from comments from Mr. Lee.

Ms. Evelyn Armstrong, 21 Rivers Court, remarked that she has heard only good remarks regarding Mr. Lee in the community and remembered his nice demeanor when he was a student of hers'.

The resolution failed by board vote with Councilmembers Hensley, Hope, Mosby, and Mayor Pro Tem Miller voting "Nay," and Councilmembers Baughn and Garcia Garland voting "Aye."

**PUBLIC HEARINGS AND FIRST READING OF ORDINANCES**

**AN ORDINANCE TO AMEND ORDINANCE NO. 05-2013, WHICH ORDINANCE IMPOSES A TAX ON ALL PROPERTY WITHIN THE CITY, FIXES THE RATE OF THE TAX, ADOPTS A BUDGET, AND ADOPTS APPROPRIATIONS FOR THE FISCAL YEAR BEGINNING JULY 1, 2013, BY AMENDING SAID APPROPRIATIONS.**

Councilmember Baughn moved, seconded by Councilmember Hope to approve the ordinance on first reading. The motion was approved by unanimous voice vote with Councilmembers Baughn, Garcia Garland, Hensley, Hope, Mosby, and Mayor Pro Tem Miller voting "Aye."

The Mayor Pro Tem opened the floor to accept public comments as part of the scheduled public hearing:

No citizens participated in the public hearing.

The floor was closed for the public hearing.

**AN ORDINANCE TO AMEND ORDINANCE NO. 2, TITLED "THE ZONING ORDINANCE OF THE CITY OF OAK RIDGE, TENNESSEE, BY AMENDING THE FOLLOWING: ARTICLE II, TITLED**

"DEFINITIONS" TO UPDATE THE DEFINITION OF "BUSINESS SERVICES" AND TO ADD DEFINITIONS FOR "SPORT SHOOTING RANGE, INDOOR," AND "SPORT SHOOTING RANGE, OUTDOOR"; ARTICLE III, TITLED "GENERAL PROVISIONS," TO ADD A NEW SECTION 3.26, TITLED "SPORT SHOOTING RANGES"; SUBSECTIONS 5.07(C), 5.08(C), 6.01(C), 6.02(C), 7.01(C), 7.02(C), 7.03(C), 7.04(C), 7.05(C), 8.01(D), 8.02(D), 8.03(D), 9.02(C), 9.03(C), AND 9.04(F) TO CHANGE THE PHRASE "USES REQUIRING BOARD OF APPEALS PERMIT" TO "SPECIAL EXCEPTION REQUIRING BOARD OF ZONING APPEALS APPROVAL"; SECTION 5.05, TITLED "R-3, MEDIUM RESIDENTIAL DISTRICT" TO CHANGE THE TITLE TO "R-3, MEDIUM DENSITY RESIDENTIAL DISTRICT," TO REVISE THE PERMITTED PRINCIPAL USE OF BUSINESS AND PROFESSIONAL OFFICES IN SUBPART 4; SECTION 5.07, TITLED "ONE-FAMILY RESIDENTIAL DISTRICTS, R-1-A/B," TO DELETE A PERMANENT GROUP CARE FACILITIES AS A USE REQUIRING SPECIAL EXCEPTION APPROVAL FROM THE BOARD OF ZONING APPEALS; SECTION 7.03, TITLED "B-2, GENERAL BUSINESS DISTRICTS," TO REVISE THE PERMITTED PRINCIPAL USE OF OFFICE BUILDINGS; SECTION 7.04, TITLED "UB-2, UNIFIED GENERAL BUSINESS DISTRICTS," TO REVISE THE PERMITTED PRINCIPAL USE OF OFFICE BUILDINGS AND TO ADD "SPORT SHOOTING RANGES" AS A USE REQUIRING SPECIAL EXCEPTION APPROVAL FROM THE BOARD OF ZONING APPEALS; AND SECTION 11.02, TITLED "REQUIRED OFF-STREET PARKING," TO CLARIFY THE SIDE AND REAR SETBACK REQUIREMENTS FOR R-1-C AND R-2 IN SUBSECTION (E)(2)(A); ALL FOR THE PURPOSES OF ADDRESSING ITEMS THAT WERE ABSENT FROM THE ORDINANCE AND TO UPDATE PROVISIONS IN NEED OF CLARIFICATION.

Councilmember Hensley moved, seconded by Councilmember Baughn to approve a substitute ordinance that omitted references to transitional housing on first reading.

Councilmember Baughn moved to divide the question given that there were several main subject zoning amendments presented in the ordinance. The motion was seconded by Councilmember Hensley and approved by unanimous voice vote with Councilmembers Baughn, Garcia Garland, Hensley, Hope, Mosby, and Mayor Pro Tem Miller voting "Aye."

Community Development Director Kathryn Baldwin provided explanations on the separate sections of the ordinance.

First, Ms. Baldwin reviewed the proposed amendment/addition for Sport Shooting Range.

Councilmember Hope moved, seconded by Councilmember Hensley that the floor be opened for a public hearing. The motion was approved by unanimous voice vote with Councilmembers Baughn, Garcia Garland, Hensley, Hope, Mosby, and Mayor Pro Tem Miller voting "Aye."

Mr. Tobias Albrecht, President of the Oak Ridge Sportsmen's Association, reviewed the association with Council and commented that he would like to have additional time to review the proposed amendments.

Additionally, Ms. Baldwin explained that non-conforming restrictions exist in the state statute to allow for businesses to be grandfathered for usage.

Councilmember Henley moved, seconded by Councilmember Hope to close the public hearing. The motion was approved by unanimous voice vote with Councilmembers Baughn, Garcia Garland, Hensley, Hope, Mosby, and Mayor Pro Tem Miller voting "Aye."

Councilmember Garcia Garland moved, seconded by Councilmember Hensley to approve the sections of the ordinance pertaining to Indoor and Outdoor Sport Shooting Ranges. The motion was approved by unanimous voice vote with Councilmembers Baughn, Garcia Garland, Hensley, Hope, Mosby, and Mayor Pro Tem Miller voting "Aye."

Second, Ms. Baldwin explained that the amendments for the R-3, Medium Density Residential District; B-2, General Business Districts; and UB-2, Unified General Business Districts were to allow banking as business and professional services for clarity and was also amended to provide for consistent references

to these districts throughout the Zoning Ordinance.

Councilmember Hope moved, seconded by Councilmember Hensley to open the floor for the public hearing. The motion was approved by unanimous voice vote with Councilmembers Baughn, Garcia Garland, Hensley, Hope, Mosby, and Mayor Pro Tem Miller voting "Aye."

No citizens participated during the public hearing.

Councilmember Hope moved, seconded by Councilmember Hensley to close the public hearing. The motion was approved by unanimous voice vote with Councilmembers Baughn, Garcia Garland, Hensley, Hope, Mosby, and Mayor Pro Tem Miller voting "Aye."

Councilmember Hope moved, seconded by Councilmember Hensley to approve the sections of the ordinance pertaining to R-3, Medium Density Residential District; B-2, General Business Districts; and UB-2, Unified General Business Districts. The motion was approved by unanimous voice vote with Councilmembers Baughn, Garcia Garland, Hensley, Hope, Mosby, and Mayor Pro Tem Miller voting "Aye."

Thirdly, Ms. Baldwin reviewed the proposed amendments regarding Required Off-Street Parking noting that this was an effort to streamline efforts for staff by providing an exact five-foot measurement requirement.

Councilmember Hope moved, seconded by Councilmember Hensley to open the floor for the public hearing. The motion was approved by unanimous voice vote with Councilmembers Baughn, Garcia Garland, Hensley, Hope, Mosby, and Mayor Pro Tem Miller voting "Aye."

No citizens participated during the public hearing.

Councilmember Hensley moved, seconded by Councilmember Hope to close the public hearing. The motion was approved by unanimous voice vote with Councilmembers Baughn, Garcia Garland, Hensley, Hope, Mosby, and Mayor Pro Tem Miller voting "Aye."

Councilmember Hensley moved to amend this section of the ordinance regarding Required Off-Street Parking by adding the following at the end of the last sentence of Section 11.02, part (a)—"for parking considerations." The motion was seconded by Councilmember Hope, and the amendment passed by unanimous voice vote with Councilmembers Baughn, Garcia Garland, Hensley, Hope, Mosby, and Mayor Pro Tem Miller voting "Aye."

Councilmember Hope moved, seconded by Councilmember Hensley to approve this section of the ordinance, as amended. The motion was approved by unanimous voice vote with Councilmembers Baughn, Garcia Garland, Hensley, Hope, Mosby, and Mayor Pro Tem Miller voting "Aye."

Next, Ms. Baldwin explained that Section 4 and Section 5 of the substitute ordinance needed to be considered by City Council. Ms. Baldwin explained that the proposed amendments were for consistency when referring to said language in the Zoning Ordinance.

Councilmember Hope moved, seconded by Councilmember Baughn to open the floor for the public hearing. The motion was approved by unanimous voice vote with Councilmembers Baughn, Garcia Garland, Hensley, Hope, Mosby, and Mayor Pro Tem Miller voting "Aye."

No citizens participated during the public hearing.

Councilmember Hope moved, seconded by Councilmember Baughn to close the public hearing. The motion was approved by unanimous voice vote with Councilmembers Baughn, Garcia Garland, Hensley, Hope, Mosby, and Mayor Pro Tem Miller voting "Aye."

Councilmember Hope moved, seconded by Councilmember Hensley that Section 4 and Section 5 of the substitute ordinance be approved. The motion was approved by unanimous voice vote with Councilmembers Baughn, Garcia Garland, Hensley, Hope, Mosby, and Mayor Pro Tem Miller voting "Aye."

Lastly, Ms. Baldwin noted that the substitute ordinance still contained an item—Section 7—that should have been removed so as to not consider elements related to transitional housing.

Councilmember Garcia Garland moved, seconded by Councilmember Hope to table consideration of Section 7 from the substitute ordinance until consideration of the other removed sections of transitional housing could be considered. The motion was approved by unanimous voice vote with Councilmembers Baughn, Garcia Garland, Hensley, Hope, Mosby, and Mayor Pro Tem Miller voting "Aye."

### **FINAL ADOPTION OF ORDINANCES**

(NONE)

### **ELECTIONS/APPOINTMENTS, ANNOUNCEMENTS AND SCHEDULING**

#### **Elections/Appointments**

*Appoint one (1) of the six (6) applicants for the Administrative Hearing Officer Position for a four year term.*

Councilmember Garcia Garland moved to appoint Mr. Hugh B. Ward, Jr. by acclamation. The motion was seconded by Councilmember Hope and approved by unanimous voice vote with Councilmembers Baughn, Garcia Garland, Hensley, Hope, Mosby, and Mayor Pro Tem Miller voting "Aye."

#### **Resolution No. 04-31-2014**

**Adoption of a resolution approving a salary of \$2,000.00 per month for the Administrative Hearing Officer position.**

(following appointment of Administrative Hearing Officer)

Councilmember Hope moved, seconded by Councilmember Baughn that the resolution be adopted. The resolution was adopted by unanimous voice vote with Councilmembers Baughn, Garcia Garland, Hensley, Hope, Mosby, and Mayor Pro Tem Miller voting "Aye."

#### **Announcements**

*Brief report to council and the people on the National League of Cities Congressional Conference 2014 from Councilmember Garcia Garland*

(No action to be taken; informational purposes only)

Councilmember Garcia Garland briefed City Council on her recent travels to the National League of Cities Congressional Conference in Washington, D.C.

#### **Scheduling**

### **COUNCIL REQUESTS FOR NEW BUSINESS ITEMS OR FUTURE BRIEFINGS**

(NONE)

### **SUMMARY OF CURRENT EVENTS**

**CITY MANAGER'S REPORT**

The City Manager reported that this was the last week of the legislative session and updated City Council on items of interest to the City.

**CITY ATTORNEY'S REPORT**

The City Attorney reported that pending delinquent tax sales have went before Anderson County for future publication.

**ADJOURNMENT**

The meeting adjourned at 9:05 p.m.

**OAK RIDGE CITY COUNCIL  
WORK SESSION MINUTES**

**April 28, 2014**

The Work Session of the Oak Ridge City Council convened at 7:05 p.m. on April 28, 2014 in the Courtroom of the Municipal Building.

Present: Tom Beehan, Mayor  
Anne Garcia Garland, Councilmember  
Charlie Hensley, Councilmember  
Chuck Hope, Councilmember  
Jane Miller, Mayor Pro Tem  
David Mosby, Councilmember

Also Present: Mark S. Watson, City Manager  
Ken Krushenski, City Attorney  
Diana Stanley, City Clerk

Absent: Trina Baughn, Councilmember  
Jane Miller, Mayor Pro Tem

**REVIEW AND DISCUSSION OF FINAL ACTIONS OF 2014 SESSION OF THE TENNESSEE GENERAL ASSEMBLY**

City Consultant Bill Nolan and Information Services and Government Affairs Director Amy Fitzgerald provided an overview of the actions of the 2014 Tennessee General Assembly Session with a focus on Homeowners Bill of Rights, Alcohol Tax, funding for Oak Ridge School System (Maintenance of Effort), and "Hall" Income Tax, while responding to the comments and questions of City Council.

**FOLLOW-UP ON THE APRIL 21-22, 2014 VISIT WITH THE FERGUSON GROUP AND THE 2014 FEDERAL LEGISLATIVE AGENDA**

Information Services Director Amy Fitzgerald provided an update on the City's new representatives from The Ferguson Group (the City's federal lobbyists) and updated City Council of their visit to Oak Ridge. Additionally, Ms. Fitzgerald updated City Council on the National Park Service Bill for the Manhattan Project Sites, the Clean Water Rule Amendment, and the Marketplace Fairness Act.

**FOLLOW-UP AND REVIEW OF STRATEGIC BUDGETARY DISCUSSIONS WITH CITY COUNCIL ON APRIL 3, 10, AND 17, 2014.**

Councilmember Mosby expressed an interest in establishing a resolution at the next City Council meeting to ensure that the City Manager had received strategic directions from the governing body that outlined those directions of the FY2015 budget, and that the resolution be presented at a meeting of the full council for discussion. This was suggested as out of the discussions that had occurred in the strategic budgetary discussions of City Council that occurred earlier in April.

(Diverting from the original order of the agenda)

**UPDATES FROM CITY MANAGER - ECONOMIC DEVELOPMENT UPDATES**

Steve Jones and Ray Evans provided City Council with brief updates on the progress of economic development noting there was interest from industries in the community.

## **UPCOMING AGENDA ITEMS:**

The City Manager briefed City Council on the below items for informational purposes:

*Recommendation from the Traffic Safety Advisory Board for Madison Avenue change to a two-way street with established short-term loading/unloading zones.*

Mr. Watson noted that this recommendation had originated because based on the progress of improvements to the Alexander Inn and that the item would be considered by City Council at their following meeting.

*Upcoming sewer rate ordinance change for Y-12 rate, and consideration for recovery of \$1.4 million over five years for proposed equalization basin on Scarboro Road.*

Mr. Watson noted that an ordinance would be considered by City Council on the June 2 and June 16 meetings.

*Request by Mayor Beehan to consider resurfacing, striping, and ADA for lower parking lot at Blankenship Field.*

Mayor Beehan requested that the City consider assisting with the upgrades of Blankenship Field by helping with the updates of the lower parking lot at the field. Mayor Beehan noted that the upgrades to the lower parking lot would be funded from the Special Revenue Funds. During these discussions, Councilmember Hope noted that if city staff were already pursuing the design and bid for the lower parking then the upper parking lot (near Kentucky Avenue) should also be planned if feasible. Additionally, Councilmember Garcia Garland noted that these suggested projects—the parking lots—be considered as part of capital improvements.

(Reverting back to the original order of the agenda)

## **REVIEW AND DISCUSSION OF PENDING EXPIRATION OF THE COMCAST CABLE CONTRACT, TO BE POTENTIALLY REPLACED BY STATE FRANCHISE AGREEMENT, AND IMPACTS ON FUTURE CHANNEL AVAILABILITY AND ADDITIONAL COSTS OF FUTURE BROADCASTS.**

The City Manager noted that the contract with the City and Comcast would soon be expiring and if it were to be replaced by the State Franchise Agreement then the City would consider utilizing an existing PEG channel and potentially seeking filming assistance for the recording of City Council meetings.

## **UPDATES FROM CITY MANAGER (CONTINUED)**

*Hosting of two Indonesian government officials in Oak Ridge on May 10, 2014 through June 1, 2014 as part of the U. S. Department of State, International Fellows Program.*

The City Manager noted the visit by the Indonesian government officials as referenced above for informational purposes.

## **ADJOURNMENT**

The meeting adjourned at 9:05 p.m.

Diana R. Stanley, City Clerk  
CITY OF OAK RIDGE, TENNESSEE

**CITY CLERK MEMORANDUM  
14-32**

**DATE:** May 5, 2014  
**TO:** Honorable Mayor and Members of City Council  
**FROM:** Diana R. Stanley, City Clerk  
**SUBJECT:** PROCLAMATIONS FOR MAY CITY COUNCIL AGENDA-CONSENT AGENDA

The following proclamations are presented for the May 12, 2014 City Council meeting for City Council's consideration:

National Women's Health Week

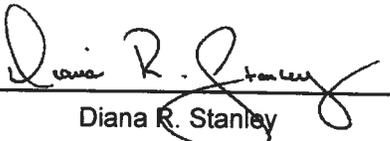
This request was submitted by Yolanda Childs with the Deltas of Oak Ridge, Inc. (DOOR) for their annual Women's Healthy Choices Awareness Expo.

Police Memorial

This request was submitted by the Oak Ridge Police Department.

Attachment(s)

National Women's Health Week Proclamation  
Police Memorial Proclamation

  
\_\_\_\_\_  
Diana R. Stanley

# PROCLAMATION

**WHEREAS**, National Women's Health Week was initiated in the dawn of the new millennium by a group of public and private organizations dedicated to raising awareness of women's health issues; and

**WHEREAS**, from that day forward National Women's Health Week has occurred in the spring, with an annual celebration held the week following Mother's Day; and

**WHEREAS**, National Women's Health Week is a celebration of women taking responsibility for their own health through greater knowledge and understanding; and

**WHEREAS**, National Women's Health Week celebrates the efforts of national and community organizations working with partners and volunteers to improve awareness of key women's health issues; and

**WHEREAS**, the Deltas of Oak Ridge, Inc. (DOOR) has chosen Oak Ridge, TN to officially launch local efforts by holding a Women's Healthy Choices Awareness Expo on May 17, 2014 at 9:00 a.m. at the New Hope Center; and

**WHEREAS**, this expo will bring together professionals from the health care arena to help make life better for those in the community.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE** that Sunday, May 11, through Saturday, May 17, 2014 be proclaimed

## NATIONAL WOMEN'S HEALTH WEEK

in the City of Oak Ridge, Tennessee, and that all citizens be urged to participate in the activities planned for the Women's Healthy Choices Awareness Expo to promote and encourage healthy choices and healthy living.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Great Seal of the City of Oak Ridge to be affixed, this the 12<sup>th</sup> day of May in the year 2014.

---

**THOMAS L. BEEHAN**  
**MAYOR**

# PROCLAMATION

**WHEREAS**, the Congress and President of the United States have designated May 15 as Peace Officers' Memorial Day, and the week in which it falls as Police Week; and

**WHEREAS**, the members of the law enforcement agency of the City of Oak Ridge play an essential role in safeguarding the rights and freedoms of the citizens of Oak Ridge; and

**WHEREAS**, it is important that all citizens know and understand the problems, duties, and responsibilities of their police department, and that members of our police department recognize their duty to serve the people by safeguarding life and property, by protecting them against violence or disorder, and by protecting the innocent against deception and the weak against oppression or intimidation; and

**WHEREAS**, the men and women of the Oak Ridge Police Department provide a vital public service unceasingly.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE** that the week of May 11 - 17, 2014 be proclaimed

## POLICE WEEK

in the City of Oak Ridge, Tennessee, and that all citizens observe this week with appropriate ceremonies in which all of our people may join in commemorating police officers, past and present, who by their faithful and loyal devotion to their responsibilities have rendered a dedicated service to their communities, and in so doing have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

**BE IT FURTHER RESOLVED** that Thursday, May 15, 2014 be proclaimed

## POLICE MEMORIAL DAY

in honor of those peace officers who have lost their lives or have become disabled in the performance of their duty.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Great Seal of the City of Oak Ridge to be affixed, this the 12<sup>th</sup> day of May in the year 2014.

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**THOMAS L. BEEHAN**  
MAYOR

**LEGAL MEMORANDUM**  
**14-16**

DATE: May 1, 2014  
TO: Honorable Mayor and Members of City Council  
FROM: Kenneth K. Krushenski, City Attorney  
SUBJECT: RENEWAL APPLICATION FOR RETAIL PACKAGE STORE PERMIT

Introduction:

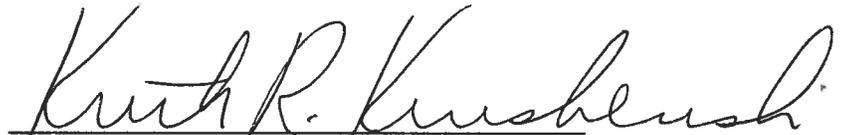
An item for City Council's consideration is a resolution granting a renewal permit for Scott E. Garriott to engage in the retail sale of alcoholic beverages for one year at the Oak Ridge Package Store, 971 Oak Ridge Turnpike, and waiving the residency requirement for said applicant.

Review:

On March 3, 2014, City Council approved a resolution granting renewal permits to persons engaged in the retail sale of alcoholic beverages for the year 2014-2015. Mr. Garriott's application was withheld pending further review by the City Attorney. The application is now ready for Council's consideration.

Recommendation:

Adoption of the attached resolution is recommended.

  
Kenneth R. Krushenski

lm

Attachment

**RESOLUTION**

A RESOLUTION GRANTING A RENEWAL PERMIT FOR SCOTT E. GARRIOTT TO ENGAGE IN THE RETAIL SALE OF ALCOHOLIC BEVERAGES FOR ONE YEAR AND WAIVING THE RESIDENCY REQUIREMENT FOR SAID APPLICANT.

WHEREAS, Scott E. Garriott was granted a permit to engage in the retail sale of alcoholic beverages in accordance with the ordinance of the City of Oak Ridge, and

WHEREAS, said permit expired on March 31, 2014, and it is necessary that a renewal permit be issued, and

WHEREAS, Mr. Garriott has made application for a permit for the year 2014-2015, and

WHEREAS, said applicant meets all the requirements and necessary conditions of the laws of the City of Oak Ridge and the State of Tennessee, and

WHEREAS, the City Council is authorized to waive the residency requirement for an applicant who possesses sufficient contacts with the City which would permit Council to verify the good moral character of the nonresident applicant.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE:

That Scott E. Garriott is hereby granted a permit to engage in the retail sale of alcoholic beverages in the city at the Oak Ridge Package Store, 971 Oak Ridge Turnpike, for the year 2014-2015, and that the Mayor is authorized to sign said permit on behalf of the city.

BE IT FURTHER RESOLVED that the Council does hereby waive the residency requirement for Scott E. Garriott.

This the 12th day of May 2014.

APPROVED AS TO FORM AND LEGALITY:



Kenneth R. Krushenski, City Attorney

Thomas L. Beehan, Mayor

\_\_\_\_\_  
Diana R. Stanley, City Clerk

INTER-DEPARTMENTAL MEMORANDUM  
FIRE DEPARTMENT HEADQUARTERS  
HQ-13-06

DATE: May 5, 2014  
TO: Mark S. Watson, City Manager  
FROM: Darryl Kerley, Fire Chief  
SUBJECT: **ACCEPTANCE OF DOE/TEMA GRANT**

The attached resolution authorizes the acceptance of \$16,000 from the Department of Energy through the Tennessee Emergency Management Agency for on-site and off-site emergency response planning, notification and equipment.

While there is no "local match" specified in the terms of the grant contract, this amount does not cover City of Oak Ridge costs in planning, attendance at meetings, and participation in exercises.

The terms of the grant contract are broad enough to allow our continuing upgrade of hazardous materials response and firefighting and communication capabilities to the sites. No decision has been reached on the use of these funds at this time. Last year's funds (\$16,000) were used to purchase hazardous materials radcon detection equipment.

Staff recommends approval of the attached resolution.

  
Darryl Kerley, Fire Chief

Attachment

**City Manager's Comments:**

I have reviewed the above issue and recommend council action as outlined in this document.

  
Mark S. Watson, City Manager

5/5/14  
Date

**RESOLUTION**

A RESOLUTION TO ACCEPT A \$16,000.00 EMERGENCY MANAGEMENT GRANT FROM THE STATE OF TENNESSEE, DEPARTMENT OF MILITARY, TENNESSEE EMERGENCY MANAGEMENT AGENCY (TEMA) FOR ON-SITE AND OFF-SITE EMERGENCY RESPONSE PLANNING, NOTIFICATION AND EQUIPMENT.

WHEREAS, the City has determined that emergency management planning and response is in the best interest of its citizens; and

WHEREAS, the United States Department of Energy makes grant funds available to local jurisdictions through the State of Tennessee, Department of Military, Tennessee Emergency Management Agency (TEMA); and

WHEREAS, the City is eligible to receive \$16,000.00 in grant funds from TEMA; and

WHEREAS, said grant requires no local matching funds; and

WHEREAS, the City Manager recommends acceptance of said grant.

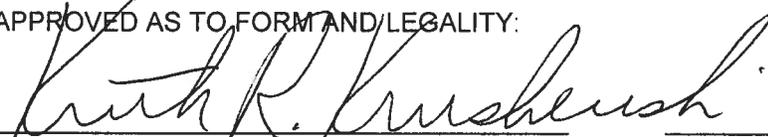
NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE:

That the recommendation of the City Manager is approved and a grant from the State of Tennessee, Department of Military, Tennessee Emergency Management Agency for United States Department of Energy pass-through funding for on-site and off-site emergency response planning, notification and equipment, in the amount of \$16,000.00, is hereby accepted.

BE IT FURTHER RESOLVED that the Mayor is hereby authorized to execute the appropriate legal documents to accomplish the same.

This the 12th day of May 2014.

APPROVED AS TO FORM AND LEGALITY:

  
\_\_\_\_\_  
Kenneth R. Krushenski, City Attorney

\_\_\_\_\_  
Thomas L. Beehan, Mayor

\_\_\_\_\_  
Diana R. Stanley, City Clerk

# RESOLUTIONS

## CITY COUNCIL MEMORANDUM

14-06

**DATE:** April 28, 2014  
**TO:** Honorable Mayor and Members of City Council  
**FROM:** Mark S. Watson, City Manager  
**SUBJECT:** AUDIT CONTRACT

### Introduction

An item for City Council's consideration is a resolution approving a contract to Coulter and Justus, P.C. to perform a financial and compliance audit for City's fiscal year ending June 30, 2014, with four annual renewal options at the City's discretion.

### Funding

This contract will be funded from the General Fund, specifically City Council's budget for contractual and professional services. Funds will be budgeted for Fiscal Year 2015.

### Review

City staff prepared a Request for Proposal (RFP) for interested auditors to perform a financial and compliance audit of the City of Oak Ridge, including its City Court operations, the Oak Ridge Land Bank Corporation, and the Oak Ridge Convention and Visitors Bureau. Approximately, 42 audit firms were contacted to submit a proposal for this project with eight (8) submitting proposals for consideration.

To assist with the auditor selection process, City Council selected Councilwoman Trina Baughn at the November 11, 2013 City council meeting. Additionally, the City Manager requested that Electric Department Director Jack Suggs and Information Services and Government Affairs Director Amy Fitzgerald also assist with the auditor selection process along with myself, Finance Director Janice McGinnis, and City Clerk Diana Stanley.

Councilwoman Baughn and City Staff first met to discuss the eight (8) proposals received and select four (4) of the best overall proposals—Decosimo; Crosslin & Associates; Coulter and Justus, P.C.; and Rodefer, Moss, and Company—so as to schedule interviews with those auditing firms to continue to learn more about the proposals and the firm's processes. Following those scheduled interviews, Councilwoman Baughn and City Staff concluded that Coulter and Justus, P.C. provided the best overall proposal, as well as conducted a professional interview.

To note, Coulter and Justus has extensive audit experiences with municipalities, school systems, and utility distributors in the State of Tennessee. Additionally, they have represented firms who have received the Government Finance Office of Achievement (GFOA) Certificate of Achievement that the City has consecutively received since its incorporation. The firm also met all of the requirements of the RFP, and Councilwoman Baughn and City Staff was most pleased with their efficient audit approach and timeframes.

Following the interviews, discussions took place amongst the reviewers about requesting Coulter and Justus to revise their number of billable hours to an overall average spent on the City's audit in recent years. The firm adjusted their hours to perform auditing services that equated to the revised annual fee provided below:

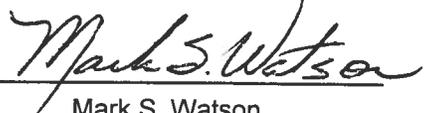
<b>Fiscal Year</b>	<b>Revised Annual Fee</b>
2014	\$55,250
2015	\$57,500
2016	\$60,000
2017	\$62,250
2018	\$64,750

Recommendation

Based on the recommendation of those selected to review the proposals for auditing services, an award to Coulter and Justus, P.C., is recommended to perform the financial and compliance audit for the City of Oak Ridge.

Attachment:

Resolution

  
Mark S. Watson  
*City Manager*

**RESOLUTION**

A RESOLUTION TO APPROVE A CONTRACT WITH FOUR ADDITIONAL ONE-YEAR RENEWAL OPTIONS WITH COULTER AND JUSTUS, P.C., KNOXVILLE, TENNESSEE, TO CONDUCT AN AUDIT OF THE CITY'S ACCOUNTS AND FUNDS FOR FISCAL YEAR 2014 IN THE ESTIMATED AMOUNT OF \$55,250.00.

WHEREAS, Article V, Section 19, of the Charter provides that an audit shall be made of the accounts and funds of the City, covering the operations of the past fiscal year, by a certified public accountant selected by City Council; and

WHEREAS, in compliance with the Charter, the City issued a Request for Proposals to solicit proposals from certified public accountants for the performance of a financial and compliance audit of the City of Oak Ridge, including City Court, the Oak Ridge Land Bank Corporation, and the Convention and Visitors Bureau for the fiscal year ending June 30, 2014, with the City's option to renew for up to four additional one-year audit periods; and

WHEREAS, eight (8) proposals were received and reviewed and City Council hereby determines it would be in the City's best interests to retain the firm of Coulter and Justus, P.C., Knoxville, Tennessee, to perform the audit.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE:

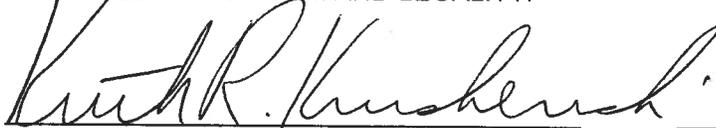
That the City hereby is authorized to enter into a contract in the estimated amount of \$55,250.00 with Coulter and Justus, P.C., 9717 Cogdill Road, Suite 201, Knoxville, Tennessee 37932, to perform a financial and compliance audit of the accounts and funds of the City of Oak Ridge, Tennessee, covering the operations for the fiscal year ending June 30, 2014; said contract in strict accordance with the Request for Proposals, the proposal as submitted, and the requirements set forth by the State of Tennessee Comptroller of the Treasury.

BE IT FURTHER RESOLVED that said contract is renewable by the City Manager for up to four additional one-year renewal terms with payment in accordance with the proposal submitted by Coulter and Justus, P.C., absent any significant changes in the scope of service.

BE IT FURTHER RESOLVED that the Mayor is hereby authorized to execute the appropriate legal instruments to accomplish the same.

This the 12th day of May 2014.

APPROVED AS TO FORM AND LEGALITY:



Kenneth R. Krushenski, City Attorney

\_\_\_\_\_  
Thomas L. Beehan, Mayor

\_\_\_\_\_  
Diana R. Stanley, City Clerk

**COMMUNITY DEVELOPMENT DEPARTMENT MEMORANDUM  
14-16**

**DATE:** April 24, 2014

**TO:** Mark S. Watson, City Manager

**FROM:** Athanasia Senecal Lewis, Community Development Specialist *ASL*  
Kathryn Baldwin, Community Development Department Director *KB*  
Susan Fallon, Administrative Manager *SF*  
Ken Krushenski, City Attorney *KKR*  
Matt Widner, Housing Remediation Specialist *MW*

**SUBJECT: COMMUNITY DEVELOPMENT BLOCK GRANT**

**Introduction**

An item for City Council's consideration is a resolution authorizing the approval of the CDBG Consolidated Plan 2014-2017 and the Annual Action Plan for PY2014/PY2015.

**Funding**

The City of Oak Ridge receives Community Development Block Grant (CDBG) entitlement funds annually from the U.S. Department of Housing and Urban Development (HUD). The available prior year's carryover amount is estimated to be \$271,727.00, which will be added to the PY2014/FY2015 allocation in the estimated amount of \$227,184.00 for a total of 498,911.00.

**Background**

An Executive Summary of the CDBG Consolidated Plan and Annual Action Plan for PY2014/FY2015 is attached. The full document is available for review in the City Council mailroom. Copies are also available on the City's website on the Community Development Department web page, in the City Clerk's office, the Community Development Department, and the Oak Ridge Public Library.

The City held three public hearings to receive input from citizens and nonprofit agencies on the Consolidated Plan 2014-2017 and the Annual Action Plan for PY2014/FY2015. The first two hearings were held prior to the 30-day comment period and the third meeting was held on April 24, 2014.

The Annual Action Plan (AAP) for PY2014/FY2015 is the document that implements policies established in the three-year Consolidated Plan 2014-2017. Any significant changes to the Consolidated Plan 2014-2017 would require a formal amendment and approval by the Department of Housing and Urban Development (HUD).

The following projects are recommended for funding during the PY2014/FY2015 CDBG Entitlement Program:

**City of Oak Ridge Programs:**

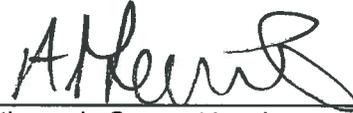
Scarboro Community Center Debt	\$ 95,000.00
Acquisition and Demolition of Dilapidated Housing	\$363,000.00
Right-of-Way Infrastructure	\$ 35,000.00
Grant Administration	<u>\$ 5,911.00</u>
Total	\$498,911.00

**Recommendation**

Staff recommends approval of the Consolidated Plan 2014-2017 and the Annual Action Plan PY2014/FY2015 and submission to the Department of Housing and Urban Development for Community Development Block Grant funding.

**Attachments**

Consolidated Plan Executive Summary  
Summary of Comments from Public Hearing  
on April 24, 2014.



Athanasia Senecal Lewis,  
Community Development

**City Manager's Comments:**

I have reviewed the above issue and recommend Council action as outlined in this document.



Mark S. Watson



Date

## Executive Summary

### ES-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

#### Introduction

The City of Oak Ridge receives CDBG funding administered by the U.S. Department of Housing and Urban Development. The Consolidated plan is the document that the City of Oak Ridge submits to the U.S. Department of Housing and Urban Development (HUD) as a requirement to receive funding for the CDBG program. All CDBG recipients are required to submit a Consolidated Plan every three to five years to HUD for review. These plans identify community-specific housing and non-housing needs and outline strategies for addressing them. The Consolidated Plan is required to address the following HUD National Objective Categories:

- Activities Benefiting L/M Income Persons
- Prevention/Elimination of Slum or Blight
- Urgent Need

The Consolidated Plan is the City's guide for implementation of policies and programs that further HUD national objectives for the CDBG program. CDBG funds can be used for a variety of activities to help low to moderate (L/M) income people and neighborhoods such as housing rehabilitation, public facilities, community services, infrastructure, transitional housing, economic development, code enforcement activities, and elimination of blight. The City of Oak Ridge Consolidated Plan for the years 2014-2017 was developed through a public participation process. The City held three public meetings to receive comments and recommendations from citizens, non-profit agencies, faith-based organizations, and City staff. The data for this plan is based on a working paper of 2006-2010 Comprehensive Housing Affordability Strategy (CHAS) data provided by the U.S. Department of Housing and Urban Development has released.

The City will submit three Annual Action Plans during the Consolidated Plan period of 2014-2017. Each Annual Action Plan will describe the City's plan for investing CDBG entitlement funds for the upcoming year. The first Annual Action Plan for the City of Oak Ridge's Consolidated Plan 2014-2017 will be for Program Year (PY) 2014/Fiscal Year (FY) 2015.

#### Summary of the objectives and outcomes identified in the Plan Needs Assessment Overview

Through the data collection and public participation processes, the City of Oak Ridge developed priority strategies, objectives, and performance measurements to meet the needs of the homeless, the non-homeless with special needs, and community development initiatives. The City's CDBG entitlement funds for the three-year period of July 1, 2014 through June 30, 2017 support the following initiatives:

- Debt repayment for the Scarborough Community Center expansion project
- Removal of vacant blighted housing
- Infrastructure improvements that provide safety and connectivity within specific areas
- Grant administration
- Matching funds for housing partnerships

The investment activities listed above focus on revitalization efforts that improve the overall quality of life for Oak Ridge residents.

#### **Evaluation of past performance**

The City of Oak Ridge achieved all of its objectives over the past three years. The City has eliminated blight, helped homeless persons and persons at risk of becoming homeless, assisted in the provision of housing options for persons with special needs, including the elderly, acquired and demolished structures to remove dilapidated housing, provided code enforcement services to address property maintenance issues, improved public facilities, and supported infrastructure improvements that provide safety, accessibility, and connectivity.

The City has been successful in achieving its goals through community partnerships. Last year, the City contracted with Trinity Outreach Center of Hope (TORCH) to assist the homeless population through rapid rehousing and prevention efforts. TORCH provided emergency services to a number of individuals in Oak Ridge, and their services were an invaluable asset to the community. The City also continues to partner with ADFAC through their homeless prevention program, which is funded by City tax dollars. The City also partnered with Aid to Distressed Families of Appalachia (ADFAC) to address property maintenance issues and interior improvements for persons with special needs. Many of the improvements were made in deteriorating neighborhoods, which magnifies the scale of impact for residents.

Recently, the City transferred several parcels of cleared land to the Oak Ridge Land Bank Corporation for revitalization purposes. The Oak Ridge Land Bank Corporation was created pursuant to the authority of the Tennessee Local Land Bank Pilot Program set forth in Tennessee Code Annotated §13-30-101 et seq. By such statute, the Oak Ridge Land Bank Corporation has authority to create a land bank for real property located within the boundaries of Oak Ridge. For purposes of this chapter, "land bank" means real property, however obtained or acquired and held by the Oak Ridge Land Bank Corporation, with the intent of acquiring and holding on the real property so acquired until such time as the corporation is able to find a willing and able buyer to acquire the real property from the corporation.

#### **Summary of citizen participation process and consultation process**

The City of Oak Ridge recognizes the importance of citizen participation and includes it as a goal in the CDBG program. Citizens are informed of public hearings, staff meetings, City Council meetings and work sessions, and Fair Housing Month. Information about the CDBG program is also available on the City's website at: <http://www.oakridgetn.gov/department/CommDev/Planning-Division/CDBG-Program>. The Consolidated Plan, Annual Action Plan, (AAP) and Consolidated Annual Performance and Evaluation Report (CAPER) are available for download on the City's website as well. City staff attempts to stay informed about programs funded through other sources, and makes every effort to inform community organizations of this information.

#### **Summary of public comments**

The City held three public meetings to receive input from citizens. The first public meeting was held on October 9, 2013 at 5:00 p.m. at the Municipal Building in the Community Development Conference Room. Representatives from Habitat for Humanity, Trinity Outreach Center of Hope (TORCH), and Aid to Distressed Families of Appalachia attended the meeting.

The second public meeting was held on Tuesday, October 15, 2013 at 5:00 p.m. at the Municipal Building in the Community Development Conference Room. Representatives from Habitat for

Humanity, Trinity Outreach Center of Hope (TORCH), and Aid to Distressed Families of Appalachia attended this meeting as well. At the first two public meetings, staff reviewed the projects that funding will be used for and answered general questions about the CDBG program. Staff also handed out the HUD needs assessment survey and requested feedback for the Consolidated Plan 2014-2017.

While there were not any citizens present at the first two meetings, citizens provided feedback through returned surveys. Information from the HUD surveys can be found in the Consolidated Plan. In summary, citizens rated public facilities/homeless facilities as the community's greatest need. Handicapped services, code enforcement activities and transportation services were also rated high, indicating there is a significant community need for these services. Other public facilities ranked medium as a community need. From the survey responses received, citizens emphasized the importance of youth centers, mental health facilities, and tenant landlord counseling services, as well as handicapped services. The same survey responses rated infrastructure development, flood drainage improvements, code enforcement activities, and crime awareness as low community needs.

The third public meeting was held on Thursday, April 24, 2014 at 5:00 p.m. at the Municipal Building in the Training Room. Representatives from Trinity Outreach Center of Hope, Ridgeview Behavioral Health Services, the Tennessee Valley Coalition to End Homelessness (TVCEH), and Legal Aid attended the meeting, as well as two citizens.

A summary of questions, answers, comments, and discussion follows:

Questions	Answers
What happens to the acquired & demolished houses?	Some are transferred to the Land Bank and the City is also pursuing partners for potential redevelopment.
Where is a list of the purchased properties?	The list of purchased properties is in the CAPER. A list of properties transferred to the Land Bank can also be found in the Board minutes.
What happens to people who are displaced?	The City only acquires houses through voluntary acquisition and no one is displaced.
Why is the Consolidated Plan general?	The 3-year Consolidated Plan is a broader plan than the 3 consecutive Annual Action Plans.
Why are there carryover funds?	Acquisition and demolition is a multistep process that involves appraisals, demolition orders by the Board of Building and Housing Code Appeals, offer letters, and approval by the State Historic Preservation office. The City is making progress and is in compliance with HUD regulations related to spending.
How are the projects decided?	The City's internal housing committee reviews projects and any applications from sub-recipients and makes a recommendation to the City Manager who passes the recommendation to City Council for approval.

**Comments and Discussion:** The homeless population is growing and the need for homeless prevention and rapid re-housing programs is greater than is captured by the annual Point in Time Count. The TVCEH will provide data for the homeless section of the Consolidated Plan for the last few years to show the increased need.

The Housing Authority can provide more recent data on the number of people on the waiting list. Staff received updated information prior to the public meeting, but will inquire with the ORHA to see if there is more current information for the public housing section of the plan.

There is a great need for services among the homeless. For example, need for dental care may be necessary prior to being employable.

A marketing plan would help the City receive more surveys for the next Consolidated Plan. Community needs are difficult to determine with a limited number of completed surveys (needs assessment surveys).

The plan should include summary information about any allocation requests that the City received from prospective sub-recipients that could not be fulfilled (or could not be funded at the level requested) in the proposed CDBG program.

The Emory Valley Center has provided an update to the text describing their organization.

All of the public meetings were advertised in the Oak Ridger newspaper in accordance with the Citizen Participation Plan prior to each meeting.

From the Citizen feedback received during the Public Hearing on April 24, 2014, citizens feel that homeless facilities are the community's greatest need. The City does not have a homeless shelter in the Oak Ridge city limits, but recognizes that there is a need for homeless prevention services. The City allocated its Emergency Solution Grant (ESG) funding in the amount of \$50,000.00 to TORCH to provide rapid re-housing for homeless persons.

The City's internal housing committee did not recommend funding TORCH's CDBG application (the only sub-recipient application received) for transitional housing in the amount of \$33,951.00 due to this organization being allocated \$50,000.00 from ESG funding.

### **Summary**

Preparation of the City of Oak Ridge Consolidated Plan 2014-2017 is a significant project, requiring the support of municipal staff, elected officials, and the public at large. The 30-day comment period for the Consolidated Plan and the Annual Action Plan (AAP), a chapter in the Consolidated Plan, will begin on Friday, April 11, 2014 and end on Monday, May 12, 2014.

Copies of the City of Oak Ridge Consolidated Plan 2014-2017 and the PY2014/FY2015 Annual Action Plan are available for review in the City Clerk's office, in the Community Development Department, and in the Oak Ridge Public Library. Both plans are also available online at: <http://www.oakridgetn.gov/department/CommDev/Planning-Division/CDBG-Program>. Please contact Athanasia Senecal Lewis at [asenecal@oakridgetn.gov](mailto:asenecal@oakridgetn.gov) or 865-425-3574 with any questions about either of the plans.

**City of Oak Ridge Public Hearing on the CDBG Consolidated Plan 2014-2017 and the Annual Action Plan for PY2014/FY2015.**

**The meeting was held on April 24, 2014 at 5:00 p.m. at the Municipal Building in the Training Room.**

**Summary of public comments**

The City held three public meetings to receive input from citizens. The first public meeting was held on October 9, 2013 at 5:00 p.m. at the Municipal Building in the Community Development Conference Room. Representatives from Habitat for Humanity, Trinity Outreach Center of Hope (TORCH), and Aid to Distressed Families of Appalachia attended the meeting.

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A summary of questions, answers, comments, and discussion follows:

<b>Questions</b>	<b>Answers</b>
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Why is the Consolidated Plan general? The 3-year Consolidated Plan is a broader plan than the 3 consecutive Annual Action Plans.

How are the projects decided? The City's internal housing committee reviews projects and any applications from sub-recipients and makes a recommendation to the City Manager who passes the recommendation to City Council for approval.

**Comments and Discussion:** The homeless population is growing and the need for homeless prevention and rapid re-housing programs is greater than is captured by the annual Point in Time Count. The TVCEH will provide data for the homeless section of the Consolidated Plan for the last few years to show the increased need.

The Housing Authority can provide more recent data on the number of people on the waiting list. Staff received updated information prior to the public meeting, but will inquire with the ORHA to see if there is more current information for the public housing section of the plan.

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A marketing plan would help the City receive more surveys for the next Consolidated Plan. Community needs are difficult to determine with a limited number of completed surveys (needs assessment surveys).

The plan should include summary information about any allocation requests that the City received from prospective sub-recipients that could not be fulfilled (or could not be funded at the level requested) in the proposed CDBG program.

The Emory Valley Center has provided an update to the text describing their organization.

**RESOLUTION**

A RESOLUTION APPROVING THE CDBG CONSOLIDATED PLAN 2014-2017, INCLUDING A CITIZEN PARTICIPATION PLAN; THE FY2015 ANNUAL ACTION PLAN; AND PROPOSED ALLOCATIONS OF COMMUNITY DEVELOPMENT BLOCK GRANT ENTITLEMENT FUNDS FOR FY2015 ESTIMATED AT \$498,911.00.

WHEREAS, FY2015 will be the 31<sup>st</sup> year that the City of Oak Ridge is the recipient of Community Development Block Grant (CDBG) Entitlement funds from the U. S. Department of Housing and Urban Development (HUD); and

WHEREAS, HUD requires the development and submission of a Consolidated Plan at least every five years, however, the Consolidated Plan may be developed and submitted for a three-year period if deemed appropriate by the grant recipient; and

WHEREAS, the Consolidated Plan document shall include a citizen Participation Plan and the Annual Action Plan; and

WHEREAS, the amount of funds available for distribution under the FY2015 CDBG Entitlement Program is estimated at \$498,911.00; and

WHEREAS, HUD requires that a description of the City's proposed allocations of CDBG Entitlement funds be included in the FY2015 Annual Action Plan of the Consolidated Plan, which is subject to HUD approval before disbursement of CDBG allocations; and

WHEREAS, the City Manager recommends approval of the City of Oak Ridge CDBG Consolidated Plan 2014-2017, including a Citizen Participation Plan, and the FY2015 Annual Action Plan and proposed funding allocations.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE:

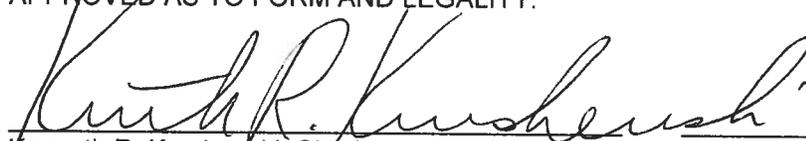
That the recommendation of the City Manager is approved and the City of Oak Ridge Consolidated Plan 2014-2017, including a Citizen Participation Plan, is hereby approved.

BE IT FURTHER RESOLVED that the FY2015 Annual Action Plan and the following proposed allocations of Community Development Block Grant Entitlement funds estimated to be available for FY2015 totaling \$498,911.00 are hereby approved:

- |   |              |
|---|--------------|
| • Scarborough Center Expansion (Year 13 of 15 Debt Expense) | \$95,000.00  |
| • Acquisition and Demolition of Dilapidated Housing         | \$363,000.00 |
| • Right-of-Way Infrastructure                               | \$35,000.00  |
| • Grant Administration                                      | \$5,911.00   |

This the 12th day of May 2014.

APPROVED AS TO FORM AND LEGALITY:

  
Kenneth R. Krushenski, City Attorney

\_\_\_\_\_  
Thomas L. Beehan, Mayor

\_\_\_\_\_  
Diana R. Stanley, City Clerk

**ELECTRIC DEPARTMENT MEMORANDUM**

**14-09**

**DATE:** April 22, 2014  
**TO:** Mark S. Watson, City Manager  
**FROM:** Jack L. Suggs, Electric Director  
**SUBJECT:** AWARD OF CONTRACT FOR METER READING SERVICES

Introduction

An item for City Council's consideration is award of a contract to Olameter Corporation, Conroe, Texas in the estimated amount of \$718,065.22 for the provision of meter reading services for the Electric and Water systems; said contract for an initial term of three years with up to two additional one-year renewal options at the City's discretion.

Funding

Funding is supported by transfers from the Electric and Water Funds.

Review

Since 2005, the City has utilized contract meter readers from Grid One Solutions to read its roughly 28,000 electric and water meters. The contract was renewed through June 30 of this year as provided in the original agreement. With the expiration of the Grid One contract, staff developed a bid package to replace those services.

The new contract was structured on a per meter read basis with a bonus and penalty system in place to encourage compliance. Provisions for a part time service technician were also included for aid in areas such as disconnects and reconnects.

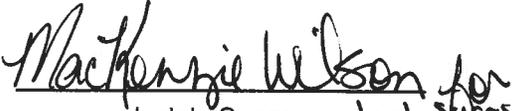
Five bids were received for the work, four of which were responsive to the bid document. The fifth bid, submitted by Grid One was non-compliant. The low bid was submitted by Olameter, the current supplier of contract meter reading for Knoxville Utility Board. Staff has evaluated this bid and finds it acceptable.

Council may wish to know that there was an error in Olameter's bid which overstated the number of Commercial Water Meters to be read each month. This error was corrected in evaluating the bids. Olameter has been contacted and concurs with the correction made.

Staff has estimated that assuming excellent performance on the part of the contractor, an incentive payment of \$16,150 over the three year life of the original contract term is likely. This amount has been added to the submitted bid to arrive at the estimated award amount.

Recommendation

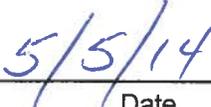
Staff recommends approval of the attached resolution.

  
Jack L. Suggs      Jack Suggs

**City Manager's Comments:**

I have reviewed the above issue and recommend Council action as outlined in this document.

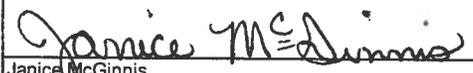
  
\_\_\_\_\_  
Mark S. Watson

  
\_\_\_\_\_  
Date

**CITY OF OAK RIDGE, TENNESSEE  
Abstract of Bids**

FY2014-128

OPENING DATE: April 15, 2014 10:30 A.M.

FOR --- Electric and Water Meter Reading Services			BIDDER: Olameter Corporation 2802 North Frazier Conroe, TX 77346		BIDDER: Service Electric Company, Inc. P.O. Box 339 New Market, TN 37820		BIDDER: Southern Cross Technical Services 4487 S. Old Peachtree Road Norcross, GA 30071		BIDDER: Heath Consultants 9030 Monroe Road Houston, TX 77061		
DESCRIPTION	ITEM	QUANTITY	UNIT COST	TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL	
THE FURNISHING OF ELECTRIC AND WATER METER READING SERVICES PER THE SPECIFICATIONS PROVIDED BY THE CITY OF OAK RIDGE ELECTRIC DEPARTMENT	1		\$ 701,915.22	\$ 701,915.22	\$ 884,165.04	\$ 884,165.04	\$ 923,422.32	\$ 923,422.32	\$ 1,472,739.48	\$ 1,472,739.48	
APPROXIMATE INCENTIVE	2		\$ 16,150.00	\$ 16,150.00	\$ 16,150.00	\$ 16,150.00	\$ 16,150.00	\$ 16,150.00	\$ 16,150.00	\$ 16,150.00	
<b>TOTAL PRICE</b>				\$ 718,065.22			\$ 900,315.04			\$ 939,572.32	\$ 1,488,889.48
<b>TERMS</b>				Net 30			Net 30			Net 30	Net 30
<b>DELIVERY</b>				Per Contract			Per Contract			Per Contract	Per Contract
<b>OTHER BIDDERS CONTACTED:</b> Grid One Solutions, Inc. - Aston, PA (Non-Responsive Bid) UtiliQuest, LLC. - Alpharetta, GA Bellwether Management Solutions - Cornelius, NC						<b>BIDS OPENED AND RECORDED BY---</b>  Lyn Majeski Accounting Division Manager					
<b>REASON FOR AWARD:</b>				<b>RECOMMEND AWARD BE MADE TO:</b>				<b>BIDS REVIEWED BY---</b>			
ONLY BID RECEIVED <input type="checkbox"/> LOW PRICE <input type="checkbox"/> BETTER OR REQUIRED DESIGN <input type="checkbox"/> EARLY DELIVERY <input type="checkbox"/> LOWEST TOTAL COST <input checked="" type="checkbox"/>				Olameter Corporation 2802 North Frazier Conroe, TX 77346				 Janice McGinnis Finance Director			

**RESOLUTION**

A RESOLUTION AWARDING A CONTRACT (FY2014-128) TO OLAMETER CORPORATION, CONROE, TEXAS, TO PROVIDE ELECTRIC AND WATER METER READING SERVICES IN THE ESTIMATED AMOUNT OF \$718,065.22.

WHEREAS, the City issued invitations to bid for the furnishing of all labor, tools, materials, equipment and supplies necessary for the furnishing of electric and water meter reading services; and

WHEREAS, bids were received and publicly opened on April 15, 2014, with Olameter Corporation, Conroe, Texas, submitting the lowest and best bid, which bid the City Manager recommends be accepted.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE:

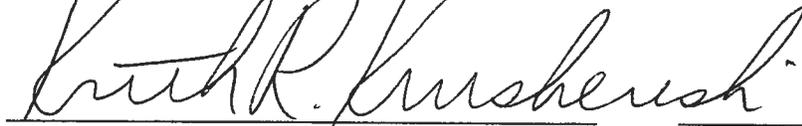
That the recommendation of the City Manager is approved and award is hereby made to Olameter Corporation, 2802 North Frazier, Conroe, Texas 77346, for the furnishing of all labor, tools, materials, equipment and supplies necessary for the furnishing of electric and water meter reading services; said award in strict accordance with Contract FY2014-128, the required specifications, and the bid as publicly opened on April 15, 2014, and in the estimated amount of \$718,065.22.

BE IT FURTHER RESOLVED that the contract is for an initial term of three years with the City having the option to renew for up to two (2) additional one-year terms and upon each renewal, if exercised, the contract amount will be adjusted based on the Consumer Price Index.

BE IT FURTHER RESOLVED that the Mayor is hereby authorized to execute the appropriate legal instruments to accomplish the same.

This the 12th day of May 2014.

APPROVED AS TO FORM AND LEGALITY:



\_\_\_\_\_  
Kenneth R. Krushenski, City Attorney

\_\_\_\_\_  
Thomas L. Beehan, Mayor

\_\_\_\_\_  
Diana R. Stanley, City Clerk

**PUBLIC WORKS DEPARTMENT MEMORANDUM  
14-12**

**DATE:** April 25, 2014  
**TO:** Mark S. Watson, City Manager  
**FROM:** Gary M. Cinder, P.E., Public Works Director  
**SUBJECT: EPA REMEDIATION PLAN PROJECT – CONTRACT FY2014-98 CENTRAL CITY I**

Introduction

An item for City Council's consideration is award of the construction contract for sewer rehabilitation project, Contract FY2014-98, Central City I, in accordance with the EPA Remediation Plan, to Portland Utilities Construction Company, LLC in the estimated amount of \$2,507,093.41.

Funding

The funding for \$2,130,083.41 of this project is available from the TDEC State Revolving Fund, loan 2013-324, approved by City Council Resolution 2-11-2013 on February 25, 2013 in the amount of \$4,000,000. Attached to this memo is the current cost analysis of the EPA Remediation Plan.

An alternate bid item, reconstruction of 3,300 linear feet of 21" gravity sewer and the rehabilitation of associated manholes, in the estimated amount of \$377,010 will be funded by the Waterworks fund. This repair was found during the engineering design of the Central City I project. The line is not causing inflow/infiltration or sewer overflows but it does require significant repair. Attached to this memo are two pictures from the CCTV video demonstrating the corrosion of the pipe and one aerial picture of the affected area.

The estimated amount of the engineering services and construction for the EPA Remediation Plan is \$23,090,800. The approval of this construction contract will leave a balance of \$11,842,494 to commit to the remaining projects.

Background

The construction contract recommended for approval will include sewer rehabilitation activities in the central part of the City, sewer mini systems E-25, W-5, W-5A, W-6, W-7, W-8, and W-9, generally located west of New York Avenue, east of Illinois Avenue, south of Outer Drive and West Outer Drive and north of Gettysburg Avenue in the Woodland neighborhood and Oak Ridge Turnpike. The work for this contract in general consists of the following:

1. Lining of 21,500 linear feet of existing gravity sewers by the cured-in-place method.
2. Replacement of 4,200 linear feet of existing gravity sewers by the pipe bursting method.
3. Installation of 75 linear feet of new 8" and 10" PVC gravity sewer.
4. Installation of 130 linear feet of 20" DIP gravity sewer, 65 LF of which is by jack and bore method.
5. Construction of 20 point repairs of existing gravity sewers.
6. Installation of 6 new manholes with frames and covers.
7. Installation of 100 manhole frames and covers.
8. Rehabilitation of 4,100 vertical feet of existing 4' and 5' diameter sanitary sewer manholes with cementitious lining.
9. Rehabilitation of 150 vertical feet of existing 5' diameter sanitary sewer manholes with polymer lining.

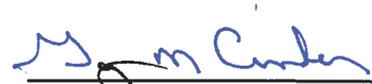
Construction for this contract is currently scheduled to begin the first week of July, with completion of the project by April 2015. We are still making up some of the time lost due to the lengthy process of securing the SRF loans. Staff continues to remain confident that the current project schedule will allow us to meet the September 2015 deadline of the EPA Administrative Order. Please see the attached EPA Remediation Plan Project Status for a listing of each project and the next milestone to accomplish and the associated date.

With this construction contract, the Public Works Department will be continuing a public notice procedure that will consist of the following:

- Color coded (pink for this specific project) general information letter (copy attached) to all residents on streets within the boundaries of sewer mini systems E-25, W-5, W-5A, W-6, W-7, W-8, and W-9.
- A second letter with specific information to all residents and/or property owners that will have sewer work performed outside of the street right-of-way (such as their backyard) that will include disturbing structures on the property (fences, driveways, landscaping, storage sheds, etc.).
- A weekly press release to the local media outlets and posted on the City's website, [www.oakridgetn.gov](http://www.oakridgetn.gov).
- Citizens will receive a color coded (pink for this specific project) door hanger prior to work beginning in their area.
- The contractor will make every effort to have a personal conversation with each resident or business prior to beginning work on their property.

Recommendation

A requirement of the SRF loan is to forward the contract documents to TDEC for review. Therefore, final award of this contract is subject to TDEC approval. Staff recommends approval of the accompanying resolution.

  
\_\_\_\_\_  
Gary M. Cinder, P.E.

Attachments  
EPA Remediation Plan Cost Analysis  
Alternate Bid Item Pictures  
EPA Remediation Plan Project Status  
Sewer Shed Map  
Copy of Notification Letter

**City Manager's Comments:**

I have reviewed the above issue and recommend Council action as outlined in this document.

  
\_\_\_\_\_  
Mark S. Watson

  
\_\_\_\_\_  
Date



**EPA Remediation Plan Cost Analysis  
As Of April 24, 2014**

<u>PROJECT</u>	<u>REF</u>	<u>CURRENT REMEDIAION PLAN BUDGET</u>	<u>APPROVED</u>	<u>RES</u>	<u>SPENT</u>	<u>PROJECT FUNDS REMAINING</u>	<u>REMEDIAION PLAN FUNDS REMAINING</u>
							\$ 23,090,800
East Plant I (COR 12-16)	1	\$ 894,375	\$ 1,084,952	a,b	\$ 893,375	\$ 1,000	\$ 22,196,425
East Plant II (COR 12-17)	1	\$ 776,268	\$ 830,565	a,b	\$ 701,725	\$ 74,543	\$ 21,420,157
East Plant III (COR 13-06)	2	\$ 4,025,000	\$ 3,975,390	a,c,d	\$ 1,482,838	\$ 2,492,552	\$ 17,444,767
East Plant IV (Contract FY2014-35)	2	\$ 4,535,790	\$ 4,917,353	a,c,e	\$ 1,004,436	\$ 3,912,917	\$ 12,527,414
Central City I (Contract FY2014-98)	3	\$ 2,130,083 *	\$ 124,930	a,f	\$ 124,930	\$ - *	\$ 11,886,424
Y-12 I	3	\$ 1,366,625	\$ 44,000	a	\$ 42,500	\$ 1,500	\$ 12,011,354
Equalization Basins	2	\$ 6,114,900	\$ 472,060	c	\$ 117,600	\$ 354,460	\$ 12,055,354
West End I	3	\$ 1,294,700	\$ 43,930	a	\$ 40,270	\$ 3,660	\$ 11,842,494
Turtle Park I	4	\$ 1,953,059	\$ -		\$ -	\$ -	\$ 11,842,494
<b>TOTAL</b>		<b>\$ 23,090,800</b>	<b>\$ 11,493,180</b>		<b>\$ 4,407,674</b>	<b>\$ 6,840,632</b>	<b>\$ 11,842,494</b>

\*Pending City Council Approval

Projects shaded in gray above are active with East Plant I and East Plant II near project close-out. The upcoming projects are not shaded.

**REF (Reference):**

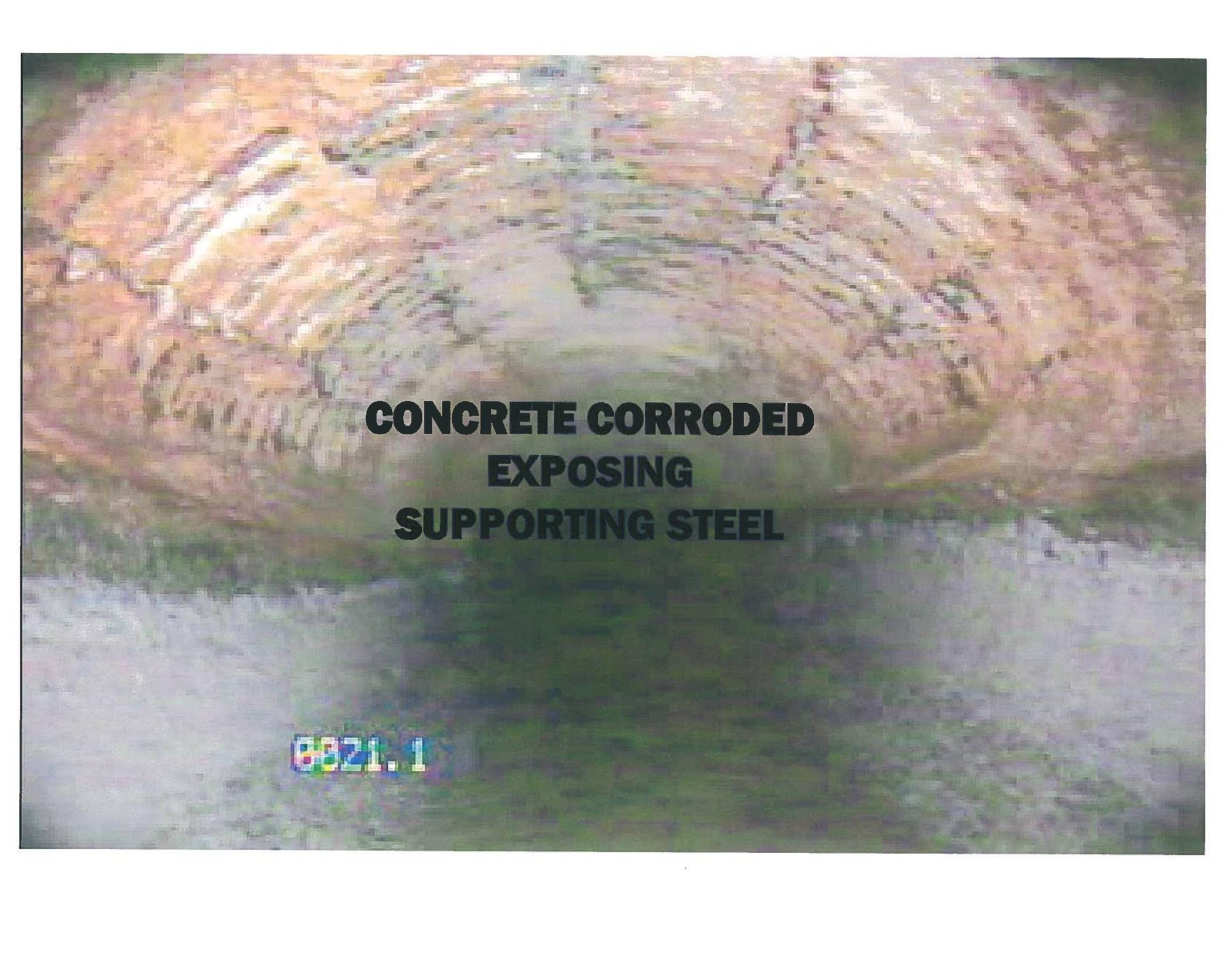
- 1 Primarily funded by TMBF loan
- 2 Primarily funded by SRF 2013-325 (\$14,000,000 loan)
- 3 Primarily funded by SRF 2013-324 (\$4,000,000 loan)
- 4 Primarily funded by SRF 2014-337 (\$3,000,000 loan)

**RES (Resolutions):**

- a 7-67-11 approved 7/11/2011 for engineering services \$ 1,000,000.00
- b 10-78-2012 approved 10/8/2012 for construction \$ 1,655,917.50
- c 6-39-2013 approved 6/10/2013 for LDA services \$ 1,432,000.00
- d 08-75-2013 approved 8/12/2013 for construction \$ 3,334,437.50
- e 10-100-2013 approved 10/14/2013 for construction \$ 4,205,603.00
- f Pending approval for construction \$ 2,130,083.00

# Alternate Bid Item Aerial Photo



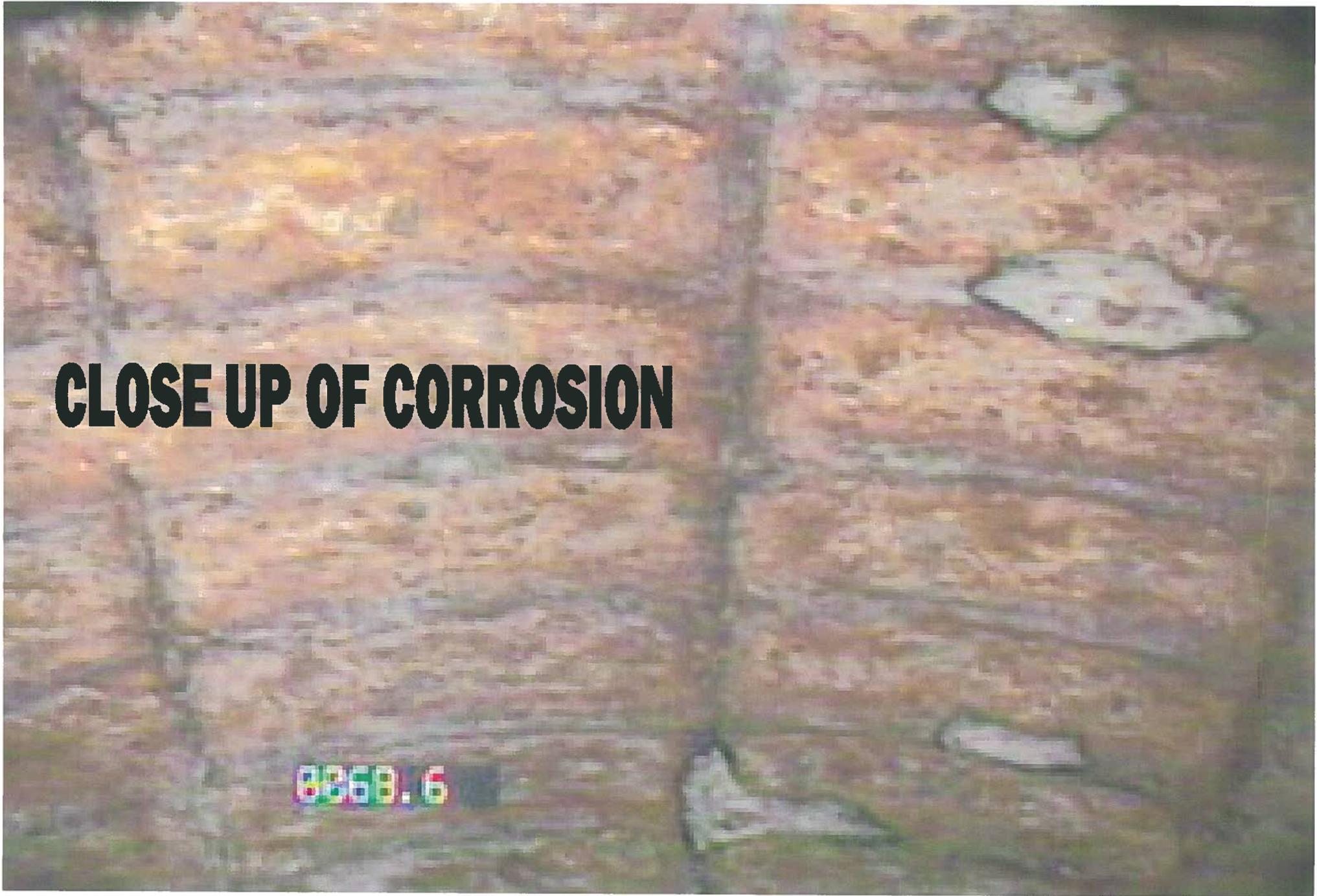


**CONCRETE CORRODED  
EXPOSING  
SUPPORTING STEEL**



# CLOSE UP OF CORROSION

0000.6





**EPA Remediation Plan Project Status  
As Of March 31, 2014**

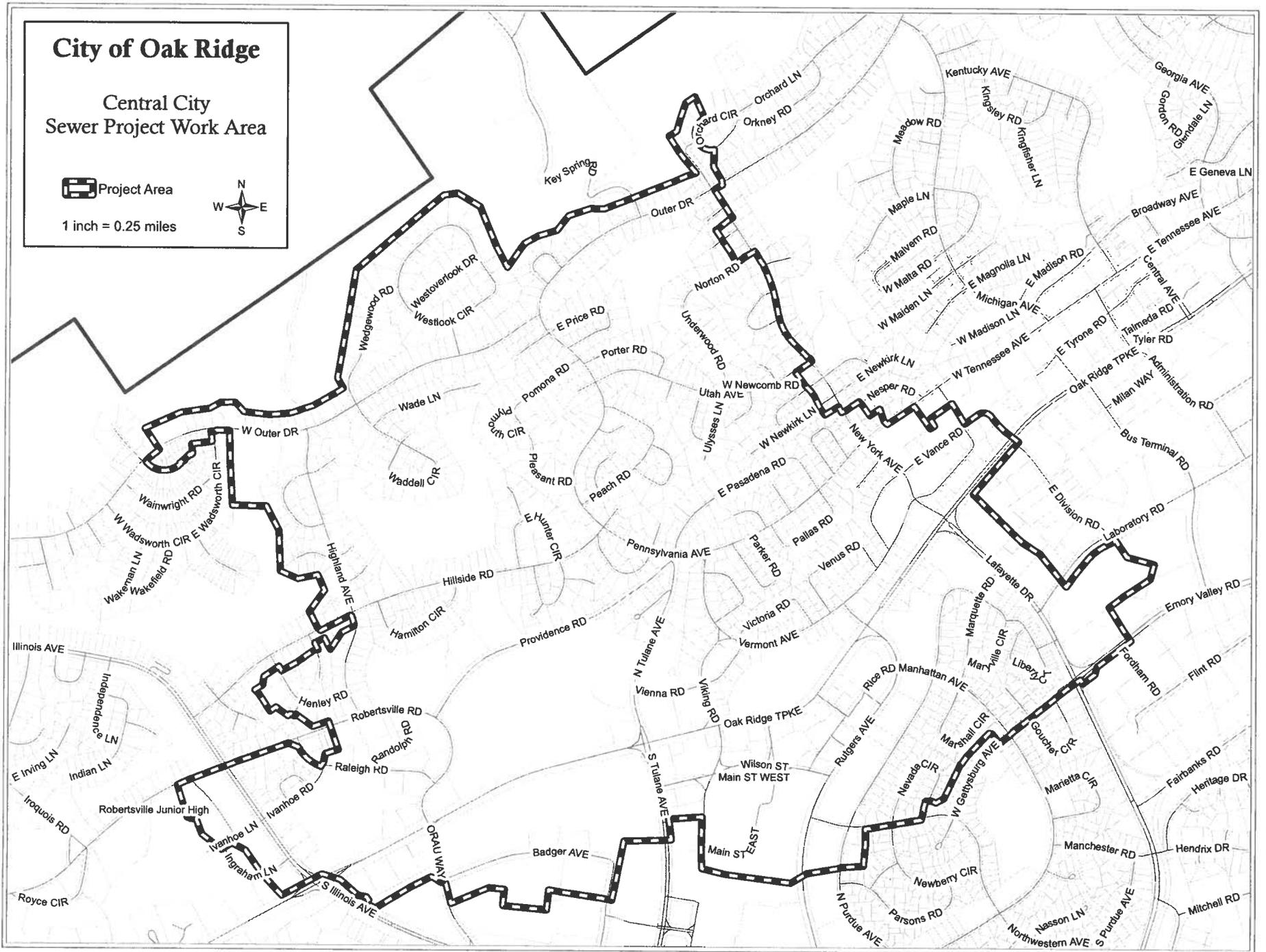
<b>Project Name</b>	<b>Current Status</b>	<b>Upcoming Milestone</b>	<b>Projected Date</b>
East Plant I	Construction Complete	Complete Final Engineering	6/30/2014
East Plant II	Construction Complete	Complete Final Engineering	7/31/2014
East Plant III	Construction Underway	Complete Construction	8/31/2014
East Plant IV	Construction Underway	Complete Construction	11/30/2014
Central City I	Recommend Contract Award	Begin Construction	7/7/2014
Y-12 I	Bids Open 5/8/2014	Recommend Award	6/2/2014
West End I	Engineering Design Complete	TDEC Reviewing	5/15/2014
EQ Basins	Engineering Design 70% Complete	Send to TDEC for Review	5/19/2014
Turtle Park I	Awaiting TDEC approval of SRF 2014-337	Engineering Design	7/1/2014

# City of Oak Ridge

## Central City Sewer Project Work Area

 Project Area

1 inch = 0.25 miles



## EPA Sewer Work Information

### Central City I Project

May 2014

The City of Oak Ridge received an Administrative Order (AO) from the U.S. Environmental Protection Agency in September 2010. The AO directs the City of Oak Ridge to conduct numerous studies, prepare the associated analysis and to undertake significant work activities to eliminate sanitary sewer overflows by September 2015. The studies and analyses have been completed; these identified a tremendous amount of sewer rehabilitation work that will need to be performed throughout the City.

The required sewer rehabilitation work will challenge all of us: citizens, businesses, city staff and contractors performing the work. In order to achieve the best results we will all need to work together. Each individual can contribute to the success of the sewer rehabilitation work by communicating with contractors and having patience as daily routines are impacted.

You are receiving this notification because sewer rehabilitation will begin near your home within the next few weeks. The sewer rehabilitation project consists of a contractor with multiple crews repairing and/or replacing manholes and sewer lines. The rehabilitation work will primarily be in the street right-of-way, but there will be some work required in the City's sewer easements located in the front, back and side yards of some residential properties.

As the contractor performs preconstruction tasks, they will provide to the Oak Ridge Public Works Department a list of addresses that will require work outside of the street right-of-way. For citizens affected by this work, the Public Works Department will (1) telephone the resident and leave a message and/or (2) mail a letter explaining the specific work required in the sewer easement, such as replacing a manhole located in their backyard or removing a fence to repair a sewer line. The letter will contain contact information for the contractor. Each individual is encouraged to call the contractor and discuss the work specific to their property.

**Prior to any work being performed, each resident will receive a door hanger notice (pink paper) that will include the contractor's name and phone number. Please look for and keep the door hanger for the duration of the sewer work in your neighborhood.**

With all of us working together, we anticipate few problems and minimal disruption. Please remember that communication is key for the success of the sewer projects. We thank you in advance for working with us.

We are currently updating the EPA information on the City's website at [www.oakridgetn.gov](http://www.oakridgetn.gov) right side of main page, "Learn about the EPA Sewer Work." If you have any questions, concerns or comments about the sewer work required by the AO, please email [pubworksdis@oakridgetn.gov](mailto:pubworksdis@oakridgetn.gov) or call and leave a message at 425-3495.

Thank you again for your cooperation and assistance.

**CITY OF OAK RIDGE, TENNESSEE  
Abstract of Bids**

FY2014-98

OPENING DATE: April 24, 2014 10:00 A.M.

FOR --- Wastewater System Rehabilitation Program: Central City I Project			BIDDER: Portland Utilities Construction Company, LLC P.O. Box 510 Portland, TN 37148		BIDDER: Layne Inliner, LLC 4520 N. State Road 37 Orleans, IN 47452		BIDDER: Morgan Contracting, Inc. 6575 Highway 189 North Baker, FL 32531		BIDDER: Hurst Excavating, LLC. P.O. Box 5374 Knoxville, TN 37928		
DESCRIPTION	ITEM	UNIT	UNIT COST	TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL	
THE FURNISHING OF ALL LABOR, TOOLS, EQUIPMENT AND SUPPLIES NECESSARY TO PERFORM ALL WORK AND SERVICES NECESSARY FOR THE WASTEWATER SYSTEM REHABILITATION PROGRAM: CENTRAL CITY I PROJECT PER THE SPECIFICATIONS PROVIDED BY THE CITY OF OAK RIDGE, PUBLIC WORKS DEPARTMENT	1			\$ 2,130,083.41		\$ 2,430,022.50		\$ 2,411,085.00		\$ 2,450,375.00	
ALTERNATIVE BID				\$ 377,010.00		\$ 453,600.00		\$ 488,700.00		\$ 506,100.00	
<b>TOTAL PRICE</b>				\$ 2,507,093.41		\$ 2,883,622.50		\$ 2,899,785.00		\$ 2,956,475.00	
<b>TERMS</b>				Net 30		Net 30		Net 30		Net 30	
<b>DELIVERY</b>				Per Contract		Per Contract		Per Contract		Per Contract	
<b>F.O.B.</b>				Oak Ridge		Oak Ridge		Oak Ridge		Oak Ridge	
<b>VIA</b>				Vendor		Vendor		Vendor		Vendor	
OTHER BIDDERS CONTACTED: SAK Construction, LLC - O'Fallon, MO Insituform Technologies - Chesterfield, MO Heitkamp, Inc. - Atlanta, GA Am-Liner East, Inc. - Berryville, VA							BIDS OPENED AND RECORDED BY-- <i>Lyn Majeski</i> Lyn Majeski Accounting Division Manager				
REASON FOR AWARD:			RECOMMEND AWARD BE MADE TO:				BIDS REVIEWED BY--				
ONLY BID RECEIVED <input type="checkbox"/> LOW PRICE <input type="checkbox"/> BETTER OR REQUIRED DESIGN <input type="checkbox"/> EARLY DELIVERY <input type="checkbox"/> LOWEST TOTAL COST <input checked="" type="checkbox"/>			Portland Utilities Construction Company, LLC P.O. Box 510 Portland, TN 37148				<i>Janice McGinnis</i> Janice McGinnis Finance Director				

**RESOLUTION**

A RESOLUTION AWARDING A CONTRACT (FY2014-98) TO PORTLAND UTILITIES CONSTRUCTION COMPANY, LLC, PORTLAND, TENNESSEE, FOR THE WASTEWATER SYSTEM REHABILITATION PROGRAM CENTRAL CITY I PROJECT AS REQUIRED FOR COMPLIANCE WITH THE U.S. ENVIRONMENTAL PROTECTION AGENCY ADMINISTRATIVE ORDER, SAID CONTRACT IN THE ESTIMATED AMOUNT OF \$2,507,093.41.

WHEREAS, at the September 27, 2010 work session, City Council was briefed by the City Manager and Public Works Director on an Administrative Order with the United States Environmental Protection Agency (EPA) outlining the various studies, plans, and corrective actions to be taken by the City related to the violations determined by the EPA regarding periodic overflows from the sanitary sewer collection system; and

WHEREAS, as part of the Administrative Order, the City is required to develop a plan for complete remediation of the Wastewater Collection and Transportation System, with all remediation work to be completed by September 2015; and

WHEREAS, bids were received and publicly opened on April 24, 2014 for the Wastewater System Rehabilitation Program Central City I project with Portland Utilities Construction Company, LLC, Portland, Tennessee, submitting the lowest and best bid which bid includes an alternate bid for reconstruction of a gravity sewer line and rehabilitation of associated manholes, which bid the City Manager recommends be accepted.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE:

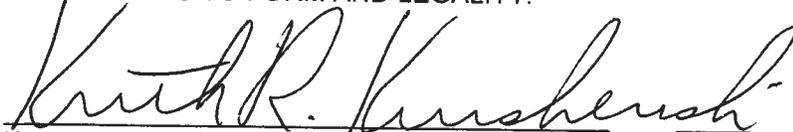
That the recommendation of the City Manager is approved and award is hereby made to Portland Utilities Construction Company, LLC, P.O. Box 510, Portland, Tennessee 37148, for the furnishing of all labor, tools, materials, equipment and supplies necessary for the Wastewater System Rehabilitation Program Central City I project; said award in strict accordance with Contract FY2014-98, the required specifications, and the bid as publicly opened on April 24, 2014, and in the estimated amount of \$2,507,093.41.

BE IT FURTHER RESOLVED that the scope of the contract may be expanded to address other areas of the sewer system for rehabilitation work provided the type work to be performed is of the type that was originally bid (unit prices) and the contract price remains unchanged.

BE IT FURTHER RESOLVED that the Mayor is hereby authorized to execute the appropriate legal instruments to accomplish the same.

This the 12th day of May 2014.

APPROVED AS TO FORM AND LEGALITY:



Kenneth R. Krushenski, City Attorney

Thomas L. Beehan, Mayor

\_\_\_\_\_  
Diana R. Stanley, City Clerk

**CITY COUNCIL MEMORANDUM  
14-16**

DATE: May 5, 2014  
TO: Honorable Mayor and Members of City Council  
FROM: Mark S. Watson, City Manager  
SUBJECT: IMPROVEMENTS TO LOWER PARKING LOT AT BLANKENSHIP FIELD

Introduction:

An item for City Council's consideration is a resolution authorizing the City to move forward with the competitive bidding process for improvements to the lower parking lot at Blankenship Field and authorizing funds in the estimated amount of \$180,000 from the Special Programs Fund for said project.

Background:

At the request of Mayor Tom Beehan and reviewed by the rest of City Council at the Work Session of April 28, 2014, it was concurred that the lower parking lot at Blankenship Field should be considered for resurfacing and ADA access to the lower levels/visitor's side of the football stadium. City staff has reviewed the re-surfacing project and developed an estimate of \$180,000, which will provide ADA improvements, handicapped parking, milling of the old surface, re-laying of pavement and striping. The configuration and layout will be exactly as it is currently laid out.

The City Council has requested a resolution to authorize the use of its Special Programs Fund to ensure this repair and future usage by the citizens and visitors to the Blankenship Field.

Recommendation:

Approval of the attached resolution is requested.

  
\_\_\_\_\_  
Mark S. Watson

Attachment

**RESOLUTION**

A RESOLUTION AUTHORIZING THE CITY TO MOVE FORWARD WITH THE COMPETITIVE BIDDING PROCESS FOR IMPROVEMENTS TO THE LOWER PARKING LOT AT BLANKENSHIP FIELD AND AUTHORIZING FUNDS IN THE ESTIMATED AMOUNT OF \$180,000.00 FROM THE SPECIAL PROGRAMS FUND FOR SAID PROJECT.

WHEREAS, by Resolution 4-30-11, City Council authorized the use of the Special Programs Fund for transportation enhancement projects for traffic capacity/safety improvements, school crossing, and bicycle/pedestrian safety improvements; and

WHEREAS, the City desires to improve the lower parking lot at Blankenship Field through resurfacing and striping as well as implementing accessibility improvements, which project has an estimated cost of \$180,000.00; and

WHEREAS, the City Manager requests authorization from City Council to utilize the Special Programs Fund for said project.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE:

That the recommendation of the City Manager is approved and City Council hereby authorizes the City to move forward with the competitive bidding process for resurfacing, striping, and accessibility improvements to the lower parking lot at Blankenship Field and authorizes the reservation and use of the Special Programs Fund in the estimated amount of \$180,000.00 for said project.

BE IT FURTHER RESOLVED that, provided the City's competitive bidding process is followed, the resulting contract for this project does not require further approval of City Council as long as the contract cost is within the projected cost estimate.

BE IT FURTHER RESOLVED that the Mayor is hereby authorized to enter into the appropriate legal instruments to accomplish the same.

This the 12th day of May 2014.

APPROVED AS TO FORM AND LEGALITY:



Kenneth R. Krushenski, City Attorney

Thomas L. Beehan, Mayor

Diana R. Stanley, City Clerk

**CITY COUNCIL MEMORANDUM  
14-17**

DATE: May 6, 2014  
TO: Honorable Mayor and Members of City Council  
FROM: Mark S. Watson, City Manager  
SUBJECT: CHANGING E. MADISON ROAD TO A TWO-WAY STREET

Introduction:

An item for City Council's consideration is a resolution authorizing the conversion of E. Madison Road from a one-way street to a two-way street.

Background:

The Traffic Safety Advisory Board (TSAB) has forwarded a recommendation to change the configuration of E. Madison Road, behind the Broadway Apartments, by returning it to a two-way street as it was originally. With the near completion of the Alexander Inn later this summer, one aspect of the project was the completion of a secondary driveway for access to the site. This is particularly important as it pertains to emergency response and creating grounds that are complimentary to an assisted living center.

The original planned connection required a connection to Broadway along the steep frontage slope (18%). Additionally, significant utility relocation was required if a road was to be constructed on the slope east of the apartments. The Broadway Apartments were approached first about their interests in taking over the city roadway and incorporating it into private parking for the complex. This was rejected by the apartment owners, consequently we now identified that the owner wishes to continue using parking for his complex on the public street.

Historical photos revealed that E. Madison Road has been a two-way street. Past action of the City Council turned it into a one-way street when the Alexander Inn was an active hotel and "cut-through" to Kentucky Avenue. The intent of the Alexander Inn project is to build a gate system for access by personnel and a proposed hammerhead turnaround for the site, if the roadway can return to a two-way street, allowing continued use of the public roadway and access for a private resident to Madison Road.

The TSAB has recommended the return of E. Madison Road to a two-way street in order to allow final improvements to the Alexander Inn project. The TSAB has also included the placement of loading/unloading zones adjacent the Broadway Apartments. No parking would be allowed on the remainder of the street. There is ample street level parking in the front of the apartments along Broadway.

Recommendation:

Approval of the attached resolution is requested.

  
\_\_\_\_\_  
Mark S. Watson

Attachments

## Meyers, LaVern

---

**From:** Byrd, Steve  
**Sent:** Monday, April 21, 2014 1:34 PM  
**To:** Watson, Mark  
**Cc:** Meyers, LaVern  
**Subject:** TSAB agenda item

This is the motion passed at the April 15, 2014 meeting.

Ben Redmond made the following motion, which was seconded and passed unanimously:

"The Traffic Safety Advisory Board recommends to the City Manger to follow the city's plan to convert East Madison Rd to a two-way street, and to include short term loading and unloading zones, unless an alternative plan is presented or accepted by RMS."

This is the motion passed at the April 15, 2014 meeting.

*Steven R. Byrd, P.E.*  
Oak Ridge City Engineer  
100 Woodbury Lane  
Oak Ridge, Tennessee 37830  
865-425-1807

**TRAFFIC SAFETY ADVISORY BOARD  
AGENDA**

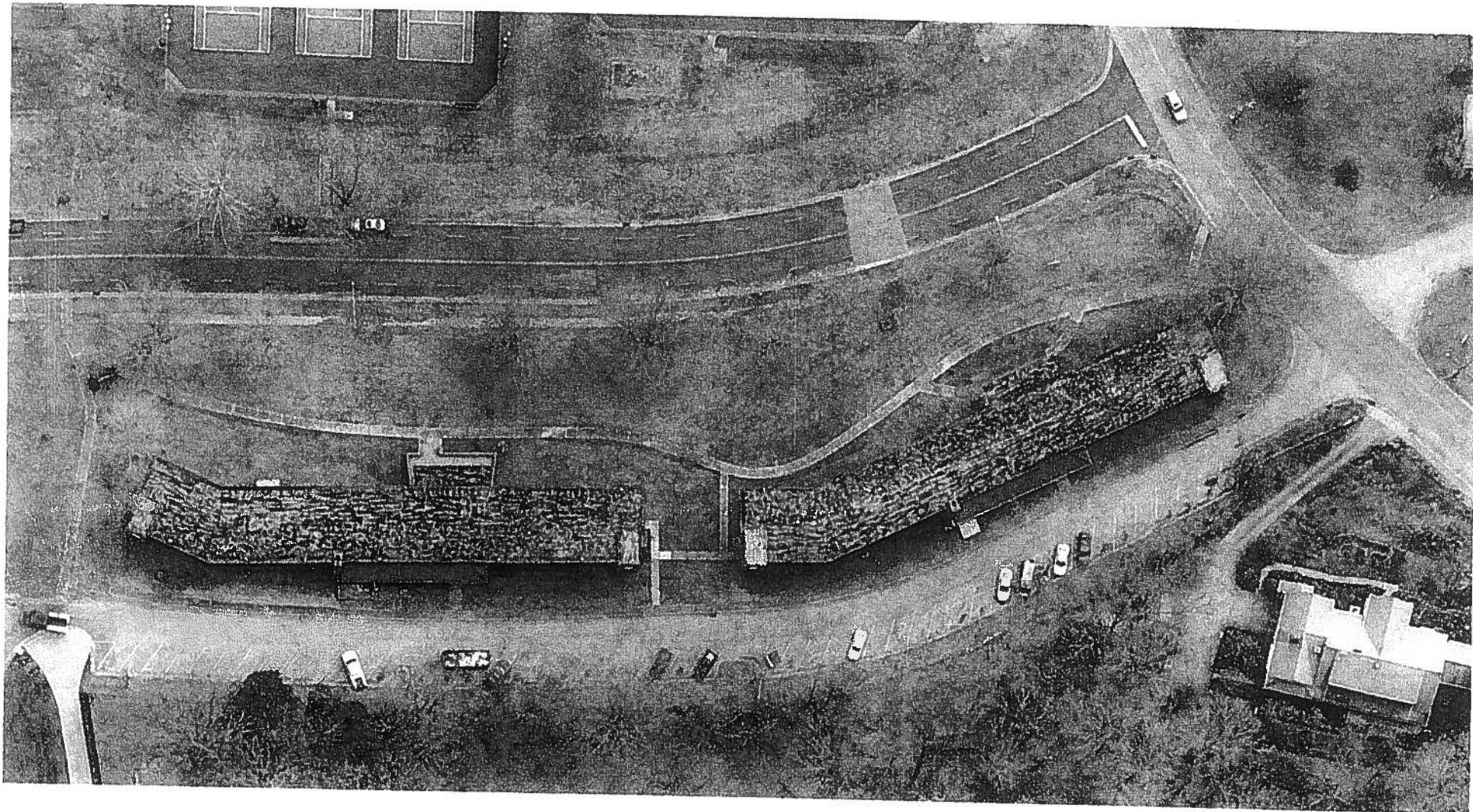
**DATE:** Tuesday, April 15, 2014

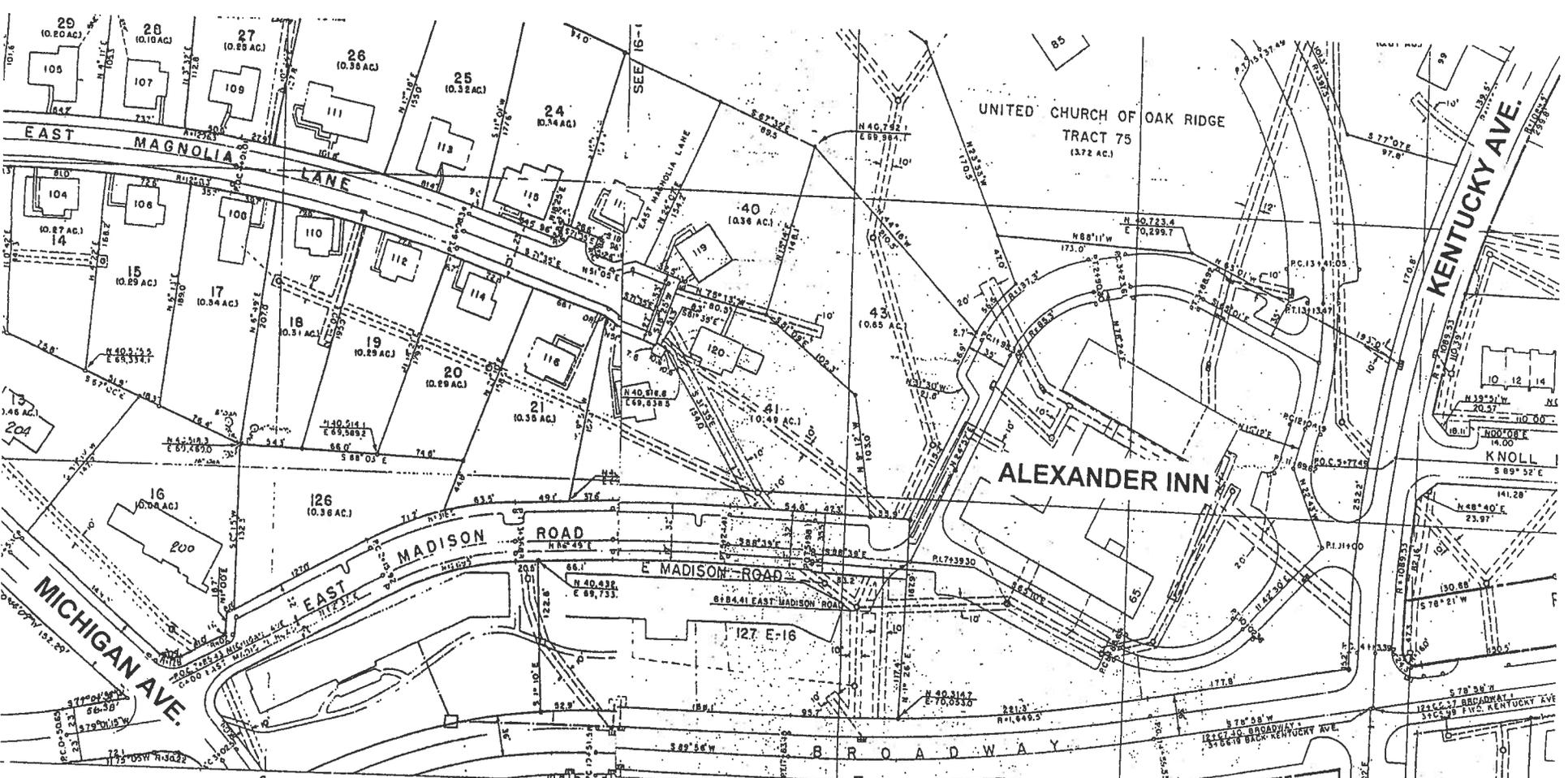
**TIME:** 7:00 PM

**LOCATION:** Municipal Building, Training Room

1. Approval of Minutes from the last meeting.
2. City Manager request TSAB review of a proposal to convert East Madison Road from a one-way street to a two-way street based on the design plans prepared by City staff. TSAB's recommendation to the City Manager is requested by April 21, 2014. A full size set of plans will be available at the meeting. Information provided:
  - Aerial photo
  - Subdivision and street layout
  - Design plan
3. Discussion of the Oak Ridge Turnpike (SR95)/ Oak Ridge High School intersection. Information provided:
  - Aerial photo
  - MUTCD traffic signal Warrant for a School Crossing
  - MUTCD Pedestrian Hybrid Beacon
  - MUTCD Pedestrian Warning Sign Flashing Beacon
  - Updated traffic turning movement count to be provided at the meeting
  - Updated pedestrian count to be provided at the meeting
4. Adjournment.

**If members cannot attend, please call William Polfus at 482-8068.**





**LEGEND**

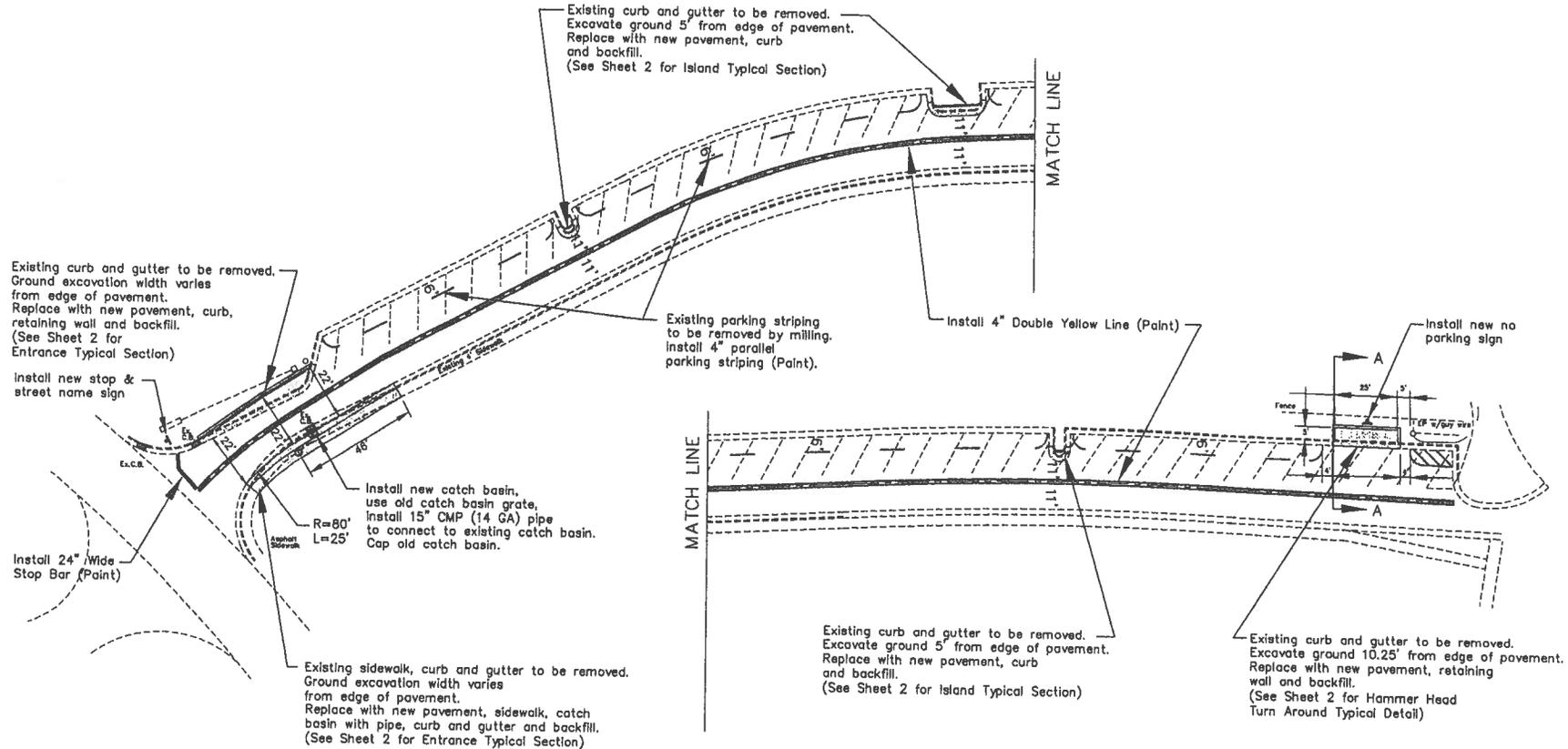
- STREET BASE LINE, CURB LINE
- STREET RIGHT OF WAY LINE
- PUBLIC PROPERTY LINE
- EASEMENT LINE BOUNDARY
- LOT LINE WITH MON. PIN
- WATER LINE MARK
- UNDERGROUND ELECTRIC LINE

**NOTES**

REVISIONS				CITY OF	
NO.	TYPE	DATE	BY	APPROVED FOR	APPROVED FOR
1	Revised W. Maiden Ln. lot pins added legend	9-8-34	DEC	JACKSON, MISS.	ROCHESTER, PA.
2	Added West Madison Lane, utility mains and revised legend.	12/58	M.K.	APPROVED FOR MICHAEL BAKER, JR., INC.	APPROVED FOR ATOMIC ENERGY COM. BY <i>William S. Miller</i>
3	Final Revision	1-20-54	C.B.	COMPUTED BY: G.L.B.	DATE: SEPT 4, 1951
4	House Additions	1-63	D.B.	SUBMITTED BY: H.T.B.	FIELD NOTES FILE NO.
5	BLOCK PLAN REVISION	1-6-71	J.L.	CHECKED BY:	

**SUBDIVISION PLAN SD-16CE**

MICHAEL BAKER, JR., INC.  
 APPROVED FOR MICHAEL BAKER, JR., INC.  
 APPROVED FOR ATOMIC ENERGY COM.  
 BY *William S. Miller*  
 COMPUTED BY: G.L.B. CHECKED BY: DATE: SEPT 4, 1951



**GENERAL NOTES**

1. All elements of construction shall be inspected by City of Oak Ridge (COR) Public Works Engineering.
2. COR shall assist in layout work for street widening.
3. All pavement markings and signs shall be per MUTCD standards. Material specifications shall be submitted to COR prior to ordering material.
4. All base stone and asphalt shall be provided by an approved TDOT material plant.
5. All necessary traffic control measures shall be provided by contractor.
6. Coordination with apartment management is necessary for vehicle displacement for construction elements.

DATE	4/2/14		
SCALE	1"=20'		
DRAWN BY	C. BONINE		
APPROVED BY	S.R. BYRD		
PROJECT		TITLE	
EAST MADISON ROAD ONE WAY TO TWO WAY STREET ROAD PROJECT		PLAN SHEET	
JOB NO.		SHEET	
02-2014		1	

CITY OF OAK RIDGE  
PUBLIC WORKS ENGINEERING

**RESOLUTION**

A RESOLUTION AUTHORIZING THE CONVERSION OF EAST MADISON ROAD FROM A ONE-WAY STREET TO A TWO-WAY STREET.

WHEREAS, East Madison Road is currently a one-way street with exit access through a parking lot located on the adjacent property commonly known as the Alexander Inn (formerly The Guest House); and

WHEREAS, with plans underway by Family Pride Corporation to restore the Alexander Inn building and convert it into an assisted living facility, exit access for East Madison Road through the adjacent property will soon cease; and

WHEREAS, at its April 15, 2014 meeting, the Traffic Safety Advisory Board recommended changing East Madison Road from a one-way street to a two-way street based upon the design plans prepared by City Staff; and

WHEREAS, the City Manager recommends approval of the conversion of East Madison Road into a two-way street with provisions for loading and unloading along the street.

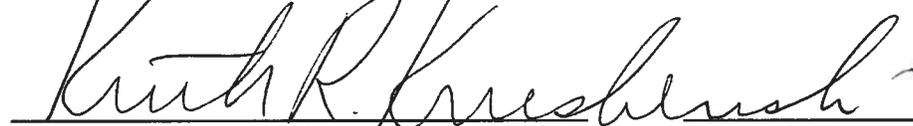
NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE:

That the recommendation of the City Manager is approved and the City hereby authorizes the conversion of East Madison Road from a one-way street into a two-way street based upon the design plans prepared by City Staff.

BE IT FURTHER RESOLVED that the Mayor is hereby authorized to execute the appropriate legal instruments to accomplish the same.

This the 12th day of May 2014.

APPROVED AS TO FORM AND LEGALITY:



\_\_\_\_\_  
Kenneth R. Krushenski, City Attorney

\_\_\_\_\_  
Thomas L. Beehan, Mayor

\_\_\_\_\_  
Diana R. Stanley, City Clerk

**CITY COUNCIL MEMORANDUM  
14-15**

DATE: May 5, 2014  
TO: Honorable Mayor and Members of City Council  
FROM: Mark S. Watson, City Manager  
SUBJECT: POLICY GUIDANCE - FY 2015 BUDGET

Introduction:

An item for Council's consideration is a resolution to approve policy guidance statements for the City Manager's consideration in preparation of the FY 2015 budget.

Background:

At the April 28, 2014 work session of the Oak Ridge City Council, the Council discussed the current preparatory process of the City Manager of the FY 2015 budget. This strategic planning session with the City Council is held to guide the City Manager in his final preparation processes. This workshop was after the culmination of three consecutive strategic session held during the month of April.

The attached resolution outlines the perceived directions supplied by City Council through budgetary discussions, work sessions, and by written comments to the City Manager.

Recommendation:

Approval of the attached resolution is requested.

  
\_\_\_\_\_  
Mark S. Watson

Attachment

**RESOLUTION**

A RESOLUTION TO APPROVE POLICY GUIDANCE STATEMENTS FOR THE CITY MANAGER'S CONSIDERATION IN PREPARATION OF THE FY2015 BUDGET.

WHEREAS, City Council desires to provide policy guidance to the City Manager for his consideration in preparation of the FY2015 budget.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE:

That the City Council hereby desires to provide policy guidance to the City Manager in preparation for the City of Oak Ridge FY2015 Budget, and provides the following guidance as statements of policy interests and inclusions within the proposed budget to be submitted by the City Manager on June 2, 2014, and such statements are provided to, but not limited to consideration by, the City Manager:

1. Enable the maintenance of the current property tax rate at FY2014 levels for the sixth year in a row.
2. City employees have not received pay increases above a nominal cost-of-living increase since FY2007 and it is an effort of the City Council to seek an increase above benefit levels, yielding a net increase in pay.
3. Continue efforts of the City with initiatives on housing, storm water enhancements, and continued work on the EPA Administrative Order maintenance plan.
4. Maintain City funding levels for the Oak Ridge School System and develop capital support for school building enhancements.
5. Continue internal reviews for cost savings that maintain or reduce costs of travel/training, internal services, review of positions, and maintenance of city facilities.
6. Support continued economic development efforts regionals with local consultants and with the Oak Ridge Chamber of Commerce partnership.
7. Examine cost effective ways to support tourism industry with the Oak Ridge Convention and Visitors Bureau and other sources.

This the 12th day of May 2014.

APPROVED AS TO FORM AND LEGALITY:



Kenneth R. Krushenski, City Attorney

Thomas L. Beehan, Mayor

Diana R. Stanley, City Clerk

**FINAL ADOPTION  
OF  
ORDINANCES**

**CITY COUNCIL MEMORANDUM**  
**14-11**

DATE: April 3, 2014  
TO: Honorable Mayor and Members of City Council  
FROM: Mark S. Watson, City Manager  
SUBJECT: SCHOOLS APPROPRIATION REQUEST – BLEACHERS

Introduction:

An item for City Council's consideration is an ordinance to amend Ordinance No. 05-2013, which ordinance imposes a tax on all property within the City, fixes the rate of the tax, adopts a budget, and adopts appropriations for the fiscal year beginning July 1, 2013, by amending said appropriations.

Funding:

The Oak Ridge Board of Education has requested the approval of the City Council to amend the FY 2014 budget in an amount of \$454,940 for the replacement of the Blankenship Field visitor bleachers. The Board has appropriated \$454,940 from its unappropriated fund balance for payment of the bid awarded to contractor Dant Clayton Corporation of Louisville, Kentucky.

Background:

The original bid was for \$523,940, which included a \$69,000 ramp for ADA access from the lower parking lot side. That amount has been excluded from the appropriation. Pat Fallon of City staff has worked with the City Manager and is exploring a less expensive alternative than the proposed ramp. Further deliberations will occur with Allen Thacker, Supervisor of Maintenance and Operations of the Oak Ridge Schools. With a present effort beginning to restore Blankenship Field, permanent construction such as the ramp that will affect the view scape requires further discussion. Although, ADA access to the visitors side and lower levels will need to be addressed.

Due to the timeliness of the bleacher construction for the Fall football season, the bleachers were approved for immediate construction pending Council outcome.

Recommendation:

The Oak Ridge Board of Education requests favorable consideration of this request.

  
Mark S. Watson

Attachment

## FY 14 FYTD Revised Budget Request Summary

Fund	FY14 FYTD Revised Budget	Changes in Budget Budget Revision	FY14 Revised Budget Total
Fund 141 (General Fund)	\$ 51,208,320.63	\$ 454,940.00	\$ 51,663,260.63
Fund 142 (Federal)	\$ 3,375,935.37	\$ -	\$ 3,375,935.37
Fund 143 (Food Service)	\$ 1,954,004.00	\$ -	\$ 1,954,004.00
Fund 145 (Other Education)	\$ 110,567.00	\$ -	\$ 110,567.00
Fund 146 (Extended Child Care)	\$ 447,351.00	\$ -	\$ 447,351.00
Fund 262 (Equip. Rental/Replacement)	\$ 139,838.00	\$ -	\$ 139,838.00
<b>TOTAL All Funds</b>	<b>\$ 57,236,016.00</b>	<b>\$ 454,940.00</b>	<b>\$ 57,690,956.00</b>

## FUND 141 Revision - Blankenship Field - Visitor Bleacher Replacement from Fund Balance

Account	Description	FY14 FYTD Approved Budget	Budget Amendment Change/ Transfers	Proposed FY14 Revised Budget
<b>REVENUE Account Changes (To be used from Fund Balance)</b>				
141-39000	Undesignated Fund Balance & Other LEA Reserves	\$ 2,682,261.00	\$ 454,940.00	\$ 3,137,201.00
(Proposed Budget increase by using transfer from Fund Balance)				
<b>Expenditure Account Increases</b>				
141-76100-707-000-00000-246	Fiber Optics	\$ 175,000.00		
141-76100-707-000-00600-246	Fiber Optics Project (State Funding)	\$ 192,276.00		
141-76100-707-000-00000-401	Security Fence Installation	\$ 85,246.64		
141-76200-707-000-00000-402	PA System for Preschool	\$ 14,000.00		
141-76100-707-000-00000-403	Building Improvement Contingency	\$ 52,112.54		
141-76100-707-000-00000-404	Upgrade Bell Systems/Elementary & Middle Schools	\$ 12,386.52		
141-76100-707-000-00000-405	Clock System Replacement- Preschool/SAB	\$ 10,000.00		
141-76100-707-000-00000-406	Skyward Hosting Servers	\$ 18,000.00		
141-76100-707-000-00000-407	Contingency/Damaged/ Lost/Stolen Equipment	\$ 1,254.30		
141-76100-707-000-00000-408	Technology Infrastructure 1:1	\$ 1,000,000.00		
141 E 76100 707 000 00000-409	Replacement of visitor bleachers at Blankenship Field	\$ -	\$ 454,940.00	
<b>Total budget for building improvement expenditures</b>		<b>\$ 1,560,276.00</b>	<b>\$ 454,940.00</b>	<b>\$ 2,015,216.00</b>

TITLE

AN ORDINANCE TO AMEND ORDINANCE NO. 05-2013, WHICH ORDINANCE IMPOSES A TAX ON ALL PROPERTY WITHIN THE CITY, FIXES THE RATE OF THE TAX, ADOPTS A BUDGET, AND ADOPTS APPROPRIATIONS FOR THE FISCAL YEAR BEGINNING JULY 1, 2013, BY AMENDING SAID APPROPRIATIONS.

WHEREAS, there exists a need to amend the amended appropriations for Fiscal Year 2014 and for the accomplishment of the same, a public hearing will be scheduled during first reading of the ordinance, scheduled for April 14, 2014, before the City Council after ten (10) days' notice thereof published in The Oak Ridger, the official newspaper, as provided by law; and

WHEREAS, the need to amend the appropriations of the General Purpose School Fund for Fiscal Year 2014 is at the request of the Board of Education in the amount of \$454,940.00 for the replacement of visitor bleachers at Blankenship Field.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE:

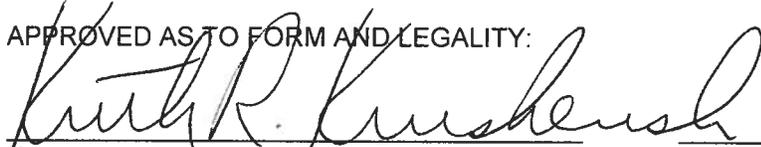
Section 1. Ordinance No. 05-2013, which adopts appropriations for Fiscal Year 2014, is hereby amended by revising Section 3 so that the same, as revised, will read as follows:

Section 3. In accordance with Article V, Section 14, of the Charter of the City of Oak Ridge, the following amounts shall be and hereby are adopted as appropriations by funds for the operation of the City of Oak Ridge, Tennessee, for Fiscal Year 2014:

General Fund, Municipal Operations	\$ 20,245,788
Debt Service (Bond and Interest Redemption Fund)	\$ 8,212,544
State Street Aid Fund	\$ 2,210,450
Streets and Public Transportation Fund	\$ 260,000
Drug Enforcement Program Fund	\$ 255,200
Grant Fund	\$ 2,179,401
General Purpose School Fund	\$ 57,690,956
Golf Course Fund	\$ 1,385,000
Capital Projects Fund	\$ 3,030,000
Solid Waste Fund	\$ 2,682,000
West End Fund	\$ 2,568,000
Special Programs Fund	\$ 1,120,000

Section 2. This ordinance shall become effective ten (10) days after adoption on second reading, the welfare of the City of Oak Ridge requiring it.

APPROVED AS TO FORM AND LEGALITY:



Kenneth R. Krushenski, City Attorney

Thomas L. Beehan, Mayor

\_\_\_\_\_  
Diana R. Stanley, City Clerk

Public Hearing: 04/14/2014  
Publication Date: 04/04/2014  
First Reading: 04/14/2014  
Publication Date: \_\_\_\_\_  
Second Reading: \_\_\_\_\_  
Publication Date: \_\_\_\_\_  
Effective Date: \_\_\_\_\_

**COMMUNITY DEVELOPMENT MEMORANDUM  
PLANNING DIVISION  
14-11**

**DATE:** March 21, 2014  
**TO:** Mark Watson, City Manager  
**FROM:** Monica Austin Carroll, Community Development Division Manager *MAC*  
**THROUGH:** Kathryn Baldwin, Community Development Director *KB*  
**SUBJECT:** Zoning Ordinance Amendments

Introduction

An item for City Council's consideration is an ordinance to amend several housekeeping items within the Zoning Ordinance. Over the past few months, Planning staff has identified areas in the Zoning Ordinance that were either not addressed, did not meet the criteria as prescribed in our Zoning Ordinance, or needed clarification. Staff felt the issues needed to be addressed in a housekeeping ordinance to formally amend the Zoning Ordinance.

Funding

No funding is necessary for this item.

Analysis

The following is a summary of the changes to the Zoning Ordinance:

- 1. The current Zoning Ordinance does not address sport shooting ranges. Currently, the only similar use located within the City is the Oak Ridge Sportsman Association site, which is zoned RG-1. However, adequate safeguards are needed to address commercial sport shooting ranges, including defining such uses. Add the following definitions to Article II:**

**◆ Outdoor Sport Shooting Range**

An outdoor area, not enclosed in a building, designed and operated for the use of rifles, shotguns, pistols, silhouettes, skeet, trap, black powder, archery, or any other shooting activity, but does not include police or military firing ranges operated by any level of government, and does not include occasional not-for-profit charitable events (commonly called "turkey shoots").

**◆ Indoor Sport Shooting Range**

A fully enclosed building or part of building specifically designed and operated for the use of rifles, shotguns, pistols, silhouettes, skeet, trap, black powder, archery, or any other shooting activity, but does not include police or military indoor firing ranges operated by any level of government. As used in this section, means any public place or range for shooting and discharging firearms.

- 2. Add the following supplementary regulations to Article III General Provisions regarding commercial indoor sport shooting ranges. Currently the Zoning Ordinance does not address this use.**

- (a) License Required.**

No person shall conduct, maintain, operate, or cause to be conducted, maintained or operated, any indoor or outdoor sport shooting range without being licensed through the State of Tennessee Department of Safety and Homeland Security and meet all other

applicable state and federal regulations for operating a sport shooting range. Any license or permits required for shooting range activity by any level of government shall be submitted as supporting documentation with the site plan.

(b) All sport shooting ranges shall be planned, constructed and maintained according to standards that are at least as stringent as the standards contained in the National Rifle Association range manual and the standards set forth by the State of Tennessee Department of Safety and Homeland Security *Handgun Safety School Firing Range Requirements*. The proposed sport shooting range shall be shown on a site plan showing all buildings, firing lines or stations, shooting related activity areas and other areas or structures.

(c) Location.

Sport shooting range shall be designed to minimize noise to surrounding properties. No indoor sport shooting range shall be located closer than 1,000 feet (measured from property line to property line) from any school, church, hospital, or other indoor sport shooting range, nor in any location that would constitute a nuisance under the Municipal Code, common law or any other applicable law, statute or regulation, or in a location such that the noise from the indoor sport shooting range would constitute such a nuisance or other violation under the Municipal Code.

(d) Hours of Operation.

No indoor sport shooting range shall be operated between the hours of 10:00 p.m. and 7:00 a.m. These hours of operation coincide with allowable decibel levels as defined in Section 12.04 of the Zoning Ordinance.

(e) Safety Rules. In the operation of any sport shooting range, the following safety rules shall at all times be observed:

1. Sport shooting ranges shall contain all projectile and shot fall within the property of the sport shooting range.
2. A lead mitigation plan meeting requirements of the Environmental Protection Agency (EPA) shall be submitted with the site plan.
3. It is the sport shooting range operator's responsibility to determine if a shooter is of appropriate age and has the physical and mental ability to safely utilize the sport shooting range and provide their shooters with appropriate qualified supervision.
4. The sport shooting range shall be properly and adequately ventilated and filtered at all times and comply with all applicable OSHA, NIOSH, EPA standards and any other applicable local, state or federal codes, standards, laws and regulations.

**3. Amend Section 7.04 (c) to add the *Indoor Sport Shooting Range* as a use requiring Board of Zoning Appeals (BZA) approval.**

Staff felt the UB-2 Unified General Business District was an appropriate zoning district for the location of commercial indoor sport shooting ranges because similar uses, such as recreation uses, are allowed with BZA approval. Of the existing commercial districts, this district tends to require additional buffers between non-compatible uses, requires additional setback requirements, and more restrictive allowable uses.

4. The terminology for the list of permitted uses within similar zoning districts is inconsistent; therefore, it creates confusion when determining whether or not similar uses are allowed. The permitted uses identified in the current Zoning Ordinance also still utilize terminology that is no longer applicable with current market trends. The following amendments related to “business services” clarify the definition and ensure that the language is consistent.

**Business Services:** Establishments primarily engaged in providing assistance, as opposed to products *to other* individuals, business, industry, government, and other enterprises, including hotels and other lodging places; personal, business, repair, and amusement services; health, legal, engineering, and other professional services; educational services; membership organizations; and other miscellaneous services.

5. **Amend Section 7.03 B-2 General Business Districts (a) Permitted Principal Uses**

3. Office building uses resulting from any of the following occupations: ~~executive, administrative, professional~~ **services, business services**, accounting, banking, ~~writing, clerical, stenographic, drafting, and~~ graphic arts ~~and sales~~.

6. **Amend Section 7.04 UB-2 Unified General Business Districts (a) Permitted Principal Uses**

2. Office building uses resulting from any of the following occupations: ~~executive, administrative, professional~~ **services, business services**, accounting, banking, ~~writing, clerical, stenographic, drafting, and~~ graphic arts ~~printing, and sales, including computer, electronic and video sales and services~~.

7. **Amend Section 5.05 R-3 Medium Residential District (a) Permitted Principal Uses**

4. Business and professional offices; **including office building uses resulting from professional services, business services, accounting, banking, drafting, and graphic arts.**

8. The current Zoning Ordinance does not address transitional housing; however, adequate safeguards are needed to address transitional housing, including defining the use. Add the following new definition to Article II

**Transitional Housing:** A facility operated by a non-profit agency providing temporary housing to indigent, homeless, or transient persons during crisis intervention; may also be integrated with other social services and programs to provide ancillary services such as counseling, vocational training, etc. to assist in the transition to self-sufficiency through the acquisition of a stable income and permanent housing.

9. **Amend Section 3.24 Title to include Transitional Housing for the supplementary regulations listed for permanent and transient group care facilities**

Permanent and Transient Group Care Facilities **and Transitional Housing**

10. **Add Transitional Housing as a Special Exception Requiring Board of Zoning Appeals (BZA) approval in the following zoning districts: R-2, R-3, and R-4**

11. **Amend Section 5.07 One-Family Residential Districts, R-1-A/B (c) Use—Special Exceptions Requiring Board of Zoning Appeals Approval Permit to have consistent language throughout the Zoning Ordinance and eliminate the following use as a Special Exception in its entirety**

2. ~~Permanent and transient~~ group care facilities

12. The current Not In Our City (NIOC) regulations state that the off-street parking is permitted outside of an approved parking surface only in the side and rear yard provided such side and rear yard setbacks are met. This is problematic when implementing, especially in areas where multiple zoning districts exist. For example, the side and rear setback requirements could vary for houses located on the same street. This can be addressed by amending Section 11.02 (e) Required Yard Parking Regulations Subsection 2. Parking in Side and Rear Yard as follows:

- a. For single-family detached dwellings and duplexes, residential off-street parking is permitted outside of an approved parking surface only in the side and rear yard provided side and rear yard setbacks are met and the setback area shall remain clear of all vehicles. *For the purpose of this subsection, all R-1-C and R-2 side and rear setbacks shall be five (5) feet.*

Recommendation

The aforementioned changes regarding the proposed amendments to the Zoning Ordinance were discussed and recommended to City Council for approval by a vote of 7 – 0 for the first four (4) amendments and by a vote of 8 – 0 for the remaining amendments due to one member arriving to the meeting late during the regularly scheduled Planning Commission meeting on March 13, 2014.

**City Manager's Comments:**

I have reviewed the above issue and recommend Council action as outlined in this document.

  
Mark S. Watson                      Date                      4-2-2014

TITLE

AN ORDINANCE TO AMEND ORDINANCE NO. 2, TITLED "THE ZONING ORDINANCE OF THE CITY OF OAK RIDGE, TENNESSEE, BY AMENDING THE FOLLOWING: ARTICLE II, TITLED "DEFINITIONS" TO UPDATE THE DEFINITION OF "BUSINESS SERVICES" AND TO ADD DEFINITIONS FOR "SPORT SHOOTING RANGE, INDOOR," "SPORT SHOOTING RANGE, OUTDOOR," AND "TRANSITIONAL HOUSING"; SECTION 3.24, TITLED "PERMANENT AND TRANSIENT GROUP CARE FACILITIES," TO CHANGE THE TITLE TO "PERMANENT AND TRANSIENT GROUP CARE FACILITIES AND TRANSITIONAL HOUSING"; ARTICLE III, TITLED "GENERAL PROVISIONS," TO ADD A NEW SECTION 3.26, TITLED "SPORT SHOOTING RANGES"; SUBSECTIONS 5.07(C), 5.08(C), 6.01(C), 6.02(C), 7.01(C), 7.02(C), 7.03(C), 7.04(C), 7.05(C), 8.01(D), 8.02(D), 8.03(D), 9.02(C), 9.03(C), AND 9.04(F) TO CHANGE THE PHRASE "USES REQUIRING BOARD OF APPEALS PERMIT" TO "SPECIAL EXCEPTION REQUIRING BOARD OF ZONING APPEALS APPROVAL"; SECTION 5.04, TITLED "R-2, LOW DENSITY RESIDENTIAL DISTRICT" TO ADD "TRANSITIONAL HOUSING" AS A NEW USE CATEGORY REQUIRING SPECIAL EXCEPTION APPROVAL FROM THE BOARD OF ZONING APPEALS; SECTION 5.05, TITLED "R-3, MEDIUM RESIDENTIAL DISTRICT" TO CHANGE THE TITLE TO "R-3, MEDIUM DENSITY RESIDENTIAL DISTRICT," TO REVISE THE PERMITTED PRINCIPAL USE OF BUSINESS AND PROFESSIONAL OFFICES IN SUBPART 4, AND TO ADD "TRANSITIONAL HOUSING" AS A NEW USE CATEGORY REQUIRING SPECIAL EXCEPTION APPROVAL FROM THE BOARD OF ZONING APPEALS; SECTION 5.06, TITLED "R-4, HIGH DENSITY RESIDENTIAL DISTRICT," TO ADD "TRANSITIONAL HOUSING" AS A NEW USE CATEGORY REQUIRING SPECIAL EXCEPTION APPROVAL FROM THE BOARD OF ZONING APPEALS; SECTION 5.07, TITLED "ONE-FAMILY RESIDENTIAL DISTRICTS, R-1-A/B," TO DELETE A PERMANENT GROUP CARE FACILITIES AS A USE REQUIRING SPECIAL EXCEPTION APPROVAL FROM THE BOARD OF ZONING APPEALS; SECTION 7.03, TITLED "B-2, GENERAL BUSINESS DISTRICTS," TO REVISE THE PERMITTED PRINCIPAL USE OF OFFICE BUILDINGS; SECTION 7.04, TITLED "UB-2, UNIFIED GENERAL BUSINESS DISTRICTS," TO REVISE THE PERMITTED PRINCIPAL USE OF OFFICE BUILDINGS AND TO ADD "SPORT SHOOTING RANGES" AS A USE REQUIRING SPECIAL EXCEPTION APPROVAL FROM THE BOARD OF ZONING APPEALS; AND SECTION 11.02, TITLED "REQUIRED OFF-STREET PARKING," TO CLARIFY THE SIDE AND REAR SETBACK REQUIREMENTS FOR R-1-C AND R-2 IN SUBSECTION (E)(2)(A); ALL FOR THE PURPOSES OF ADDRESSING ITEMS THAT WERE ABSENT FROM THE ORDINANCE AND TO UPDATE PROVISIONS IN NEED OF CLARIFICATION.

WHEREAS, the City of Oak Ridge is continually reviewing the Zoning Ordinance to update provisions and make it more understandable to the general public; and

WHEREAS, the amendments will update the Zoning Ordinance to address items that were absent, did not meet the prescribed criteria, and were in need of clarification; and

WHEREAS, the following changes have been submitted for approval or disapproval to the Oak Ridge Municipal Planning Commission and the Commission has approved the same; and

WHEREAS, a public hearing thereon has been held as required by law.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE:

Section 1. Ordinance No. 2, titled "The Zoning Ordinance of the City of Oak Ridge, Tennessee," Article II, titled "Definitions," is hereby amended by deleting the definition for "Business Services" in its entirety and substituting therefor a new definition (still in alphabetical order), which new definition shall read as follows:

**ARTICLE II  
DEFINITIONS**

**BUSINESS SERVICES:** Establishments primarily engaged in providing assistance, as opposed to products to other individuals, business, industry, government, and other enterprises, including hotels and other lodging places; personal, business, repair, health, legal, engineering, and other professional services; educational services; membership organizations; and other miscellaneous services.

Section 2. Ordinance No. 2, titled "The Zoning Ordinance of the City of Oak Ridge, Tennessee," Article II, titled "Definitions," is hereby amended by adding the following new definitions in alphabetical order, which new definitions shall read as follows:

**ARTICLE II  
DEFINITIONS**

**SPORT SHOOTING RANGE, INDOOR:** A fully enclosed building or part of building specifically designed and operated for the use of rifles, shotguns, pistols, silhouettes, skeet, trap, black powder, archery, or any other shooting activity, but does not include police or military indoor firing ranges operated by any level of government. As used in this section, means any public place or range for shooting and discharging firearms.

**SPORT SHOOTING RANGE, OUTDOOR:** An outdoor area, not enclosed in a building, designed and operated for the use of rifles, shotguns, pistols, silhouettes, skeet, trap, black powder, archery, or any other shooting activity, but does not include police or military firing ranges operated by any level of government, and does not include occasional not-for-profit charitable events (commonly called "turkey shoots").

**TRANSITIONAL HOUSING:** A facility operated by a non-profit agency providing temporary housing to indigent, homeless, or transient persons during crisis intervention; may also be integrated with other social services and programs to provide ancillary services such as counseling, vocational training, etc. to assist in the transition to self-sufficiency through the acquisition of a stable income and permanent housing.

Section 3. Ordinance No. 2, titled "The Zoning Ordinance of the City of Oak Ridge, Tennessee," Article III, titled "General Provisions," is hereby amended by changing the title of Section 3.24 from "Permanent and Transient Group Care Facilities," to "Permanent and Transient Group Care Facilities and Transitional Housing."

Section 4. Ordinance No. 2, titled "The Zoning Ordinance of the City of Oak Ridge, Tennessee," Article III, titled "General Provisions," is hereby amended by adding a new Section 3.36, titled "Sport Shooting Ranges," which new section shall read as follows:

**Section 3.36. Sport Shooting Ranges**

(a) License Required

No person shall conduct, maintain, operate, or cause to be conducted, maintained or operated, any indoor or outdoor sport shooting range without being licensed through the State of Tennessee Department of Safety and Homeland Security and meet all other applicable state and federal regulations for operating a sport shooting range. Any license or permits required for shooting range activity by any level of government shall be submitted as supporting documentation with the site plan.

(b) Standards, Site Plan

All sport shooting ranges shall be planned, constructed and maintained according to standards that are at least as stringent as the standards contained in the National Rifle Association range manual and the standards set forth by the State of Tennessee Department of Safety and Homeland Security *Handgun Safety School Firing Range Requirements*. The proposed sport shooting range shall be shown on a site plan showing all buildings, firing lines or stations, shooting related activity areas and other areas or structures.

(c) Location

A sport shooting range shall be designed to minimize noise to surrounding properties. No sport shooting range shall be located closer than 1,000 feet (measured from property line to property line) from any school, church, hospital, or other indoor sport shooting range, nor in any location that would constitute a nuisance under the City Code, common law or any other applicable law, statute or regulation, or in a location such that the noise from the indoor sport shooting range would constitute such a nuisance or other violation under the City Code.

(d) Hours of Operation

No sport shooting range shall be operated between the hours of 10:00 p.m. and 7:00 a.m. These hours of operation coincide with allowable decibel levels as defined in Section 12.04 of the Zoning Ordinance.

(e) Safety Rules

In the operation of any sport shooting range, the following safety rules shall at all times be observed:

1. Sport shooting ranges shall contain all projectile and shot fall within the property of the sport shooting range.
2. A lead mitigation plan meeting requirements of the Environmental Protection Agency (EPA) shall be submitted with the site plan.
3. It is the sport shooting range operator's responsibility to determine if a shooter is of appropriate age and has the physical and mental ability to safely utilize the sport shooting range and provide their shooters with appropriate qualified supervision.
4. The sport shooting range shall be properly and adequately ventilated and filtered at all times and comply with all applicable OSHA, NIOSH, EPA standards and any other applicable local, state or federal codes, standards, laws and regulations.

Section 5. Ordinance No. 2, titled "The Zoning Ordinance of the City of Oak Ridge, Tennessee," Article V, titled "Residential Districts," Article VI, titled "Office Districts," Article VII, titled "Parking and Business Districts," Article VIII, titled "Industrial Districts," and Article IX, titled "Special Districts," are hereby amended by changing the phrase "Uses Requiring Board of Appeals Permit" to "Special Exception Requiring Board of Zoning Appeals Approval," in the following subsections: 5.07(c), 5.08(c), 6.01(c), 6.02(c), 7.01(c), 7.02(c), 7.03(c), 7.04(c), 7.05(c), 8.01(d), 8.02(d), 8.03(d), 9.02(c), 9.03(c), and 9.04(f).

Section 6. Ordinance No. 2, titled "The Zoning Ordinance of the City of Oak Ridge, Tennessee," Article V, titled "Residential Districts," Section 5.04, titled "R-2, Low Density Residential District," Subsection (c), titled "Special Exceptions Requiring Board of Zoning Appeals Approval," is hereby amended by adding a new subpart 6, which new subpart shall read as follows:

**Section 5.04. R-2, Low Density Residential District**

- (c) Special Exceptions Requiring Board of Zoning Appeals Approval:
  - 6. Transitional housing.

Section 7. Ordinance No. 2, titled "The Zoning Ordinance of the City of Oak Ridge, Tennessee," Article V, titled "Residential Districts," Section 5.05, titled "R-3, Medium Density Residential District," is hereby amended by changing the title to "R-3, Medium Density Residential District."

Section 8. Ordinance No. 2, titled "The Zoning Ordinance of the City of Oak Ridge, Tennessee," Article V, titled "Residential Districts," Section 5.05, titled "R-3, Medium Density Residential District," Subsection (a), titled "Permitted Principal Uses," is hereby amended by deleting subpart 4 in its entirety and substituting therefor a new subpart 4, which subpart shall read as follows:

**Section 5.05. R-3, Medium Density Residential District**

- (a) Permitted Principal Uses:
  - 4. Business and professional offices; including office building uses resulting from professional services, business services, accounting, banking, drafting, and graphic arts.

Section 9. Ordinance No. 2, titled "The Zoning Ordinance of the City of Oak Ridge, Tennessee," Article V, titled "Residential Districts," Section 5.05, titled "R-3, Medium Density Residential District," Subsection (c), titled "Special Exceptions Requiring Board of Zoning Appeals Approval," is hereby amended by adding a new subpart 5, which new subpart shall read as follows:

**Section 5.05. R-3, Medium Density Residential District**

- (c) Special Exceptions Requiring Board of Zoning Appeals Approval:
  - 5. Transitional housing.

Section 10. Ordinance No. 2, titled "The Zoning Ordinance of the City of Oak Ridge, Tennessee," Article V, titled "Residential Districts," Section 5.06, titled "R-4, High Density Residential District," Subsection (c), titled "Special Exceptions Requiring Board of Zoning Appeals Approval," is hereby amended by adding a new subpart 3, which new subpart shall read as follows:

**Section 5.06. R-4, High Density Residential District**

- (c) Special Exceptions Requiring Board of Zoning Appeals Approval:
  - 3. Transitional housing.

Section 11. Ordinance No. 2, titled "The Zoning Ordinance of the City of Oak Ridge, Tennessee," Article V, titled "Residential Districts," Section 5.07, titled "One-Family Residential Districts, R-1-A/B," Subsection (c), titled "Special Exception Requiring Board of Zoning Appeals Approval," is hereby amended by deleting subpart 7 in its entirety without replacement.

Section 12. Ordinance No. 2, titled "The Zoning Ordinance of the City of Oak Ridge, Tennessee," Article VII, titled "Parking and Business Districts," Section 7.03, titled "B-2, General Business Districts," Subsection (a), titled "Permitted Principal Uses," is hereby amended by deleting subpart 3 in its entirety and substituting therefor a new subpart 3, which subpart shall read as follows:

**Section 7.03. B-2, General Business Districts**

(a) Permitted Principal Uses:

3. Office building uses resulting from any of the following occupations: professional services, business services, accounting, banking, drafting, and graphic arts.

Section 13. Ordinance No. 2, titled "The Zoning Ordinance of the City of Oak Ridge, Tennessee," Article VII, titled "Parking and Business Districts," Section 7.04, titled "UB-2, Unified General Business Districts," Subsection (a), titled "Permitted Principal Uses," is hereby amended by deleting subpart 2 in its entirety and substituting therefor a new subpart 2, which subpart shall read as follows:

**Section 7.04. UB-2, Unified General Business Districts**

(a) Permitted Principal Uses:

2. Office building uses resulting from any of the following occupations: professional services, business services, accounting, banking, drafting, and graphic arts.

Section 14. Ordinance No. 2, titled "The Zoning Ordinance of the City of Oak Ridge, Tennessee," Article VII, titled "Parking and Business Districts," Section 7.04, titled "UB-2, Unified General Business Districts," Subsection (c), titled "Uses Requiring Board of Appeals Permit," is hereby amended by adding a new subpart 11, which subpart shall read as follows:

**Section 7.04. UB-2, Unified General Business Districts**

(c) Special Exceptions Requiring Board of Zoning Appeals Approval:

11. Indoor Sport Shooting Range.

Section 15. Ordinance No. 2, titled "The Zoning Ordinance of the City of Oak Ridge, Tennessee," Article XI, titled "Off Street Parking and Loading Requirements," Section 11.02, titled "Required Off-Street Parking," Subsection (e), titled "Required Yard Parking Regulations," Subpart 2, titled "Parking in Side and Rear Yard," Subparagraph a is hereby deleted in its entirety and substituting therefor a new Subparagraph a, which new subparagraph shall read as follows:

**Section 11.02. Required Off-Street Parking**

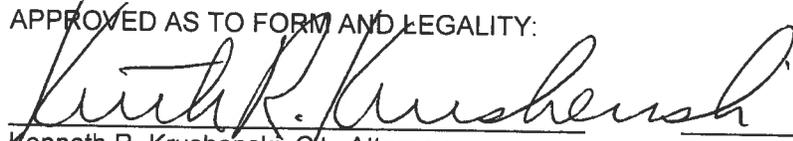
e. Required Yard Parking Regulations

2. Parking in Side and Rear Yard.
  - a. For single-family detached dwellings and duplexes, residential off-street parking is permitted outside of an approved parking surface only in the side and rear yard provided side and rear yard setbacks are met and the setback area shall remain clear of all vehicles. For the purposes of this

subsection, all R-1-C and R-2 side and rear setbacks shall be five (5) feet.

Section 16. This ordinance shall become effective ten (10) days after adoption on second reading, the welfare of the City of Oak Ridge requiring it.

APPROVED AS TO FORM AND LEGALITY:

  
\_\_\_\_\_  
Kenneth R. Krushenski, City Attorney

\_\_\_\_\_  
Thomas L. Beehan, Mayor

\_\_\_\_\_  
Diana R. Stanley, City Clerk

Public Hearing: 04/14/2014  
Publication Date: 03/24/2014  
First Reading: 04/14/2014  
Publication Date: \_\_\_\_\_  
Second Reading: \_\_\_\_\_  
Publication Date: \_\_\_\_\_  
Effective Date: \_\_\_\_\_

ORDINANCE SHOWING CHANGES FROM FIRST READING

ORDINANCE NO. \_\_\_\_\_

TITLE

AN ORDINANCE TO AMEND ORDINANCE NO. 2, TITLED "THE ZONING ORDINANCE OF THE CITY OF OAK RIDGE, TENNESSEE, BY AMENDING THE FOLLOWING: ARTICLE II, TITLED "DEFINITIONS" TO UPDATE THE DEFINITION OF "BUSINESS SERVICES" AND TO ADD DEFINITIONS FOR "SPORT SHOOTING RANGE, INDOOR," AND "SPORT SHOOTING RANGE, OUTDOOR"; ARTICLE III, TITLED "GENERAL PROVISIONS," TO ADD A NEW SECTION 3.26, TITLED "SPORT SHOOTING RANGES"; SUBSECTIONS 5.07(C), 5.08(C), 6.01(C), 6.02(C), 7.01(C), 7.02(C), 7.03(C), 7.04(C), 7.05(C), 8.01(D), 8.02(D), 8.03(D), 9.02(C), 9.03(C), AND 9.04(F) TO CHANGE THE PHRASE "USES REQUIRING BOARD OF APPEALS PERMIT" TO "SPECIAL EXCEPTION REQUIRING BOARD OF ZONING APPEALS APPROVAL"; SECTION 5.05, TITLED "R-3, MEDIUM RESIDENTIAL DISTRICT" TO CHANGE THE TITLE TO "R-3, MEDIUM DENSITY RESIDENTIAL DISTRICT," TO REVISE THE PERMITTED PRINCIPAL USE OF BUSINESS AND PROFESSIONAL OFFICES IN SUBPART 4; ~~SECTION 5.07, TITLED "ONE-FAMILY RESIDENTIAL DISTRICTS, R-1 A/B," TO DELETE A PERMANENT GROUP CARE FACILITIES AS A USE REQUIRING SPECIAL EXCEPTION APPROVAL FROM THE BOARD OF ZONING APPEALS;~~ SECTION 7.03, TITLED "B-2, GENERAL BUSINESS DISTRICTS," TO REVISE THE PERMITTED PRINCIPAL USE OF OFFICE BUILDINGS; SECTION 7.04, TITLED "UB-2, UNIFIED GENERAL BUSINESS DISTRICTS," TO REVISE THE PERMITTED PRINCIPAL USE OF OFFICE BUILDINGS AND TO ADD "SPORT SHOOTING RANGES" AS A USE REQUIRING SPECIAL EXCEPTION APPROVAL FROM THE BOARD OF ZONING APPEALS; AND SECTION 11.02, TITLED "REQUIRED OFF-STREET PARKING," TO CLARIFY THE SIDE AND REAR SETBACK REQUIREMENTS FOR R-1-C AND R-2 IN SUBSECTION (E)(2)(A); ALL FOR THE PURPOSES OF ADDRESSING ITEMS THAT WERE ABSENT FROM THE ORDINANCE AND TO UPDATE PROVISIONS IN NEED OF CLARIFICATION.

WHEREAS, the City of Oak Ridge is continually reviewing the Zoning Ordinance to update provisions and make it more understandable to the general public; and

WHEREAS, the amendments will update the Zoning Ordinance to address items that were absent, did not meet the prescribed criteria, and were in need of clarification; and

WHEREAS, the following changes have been submitted for approval or disapproval to the Oak Ridge Municipal Planning Commission and the Commission has approved the same; and

WHEREAS, a public hearing thereon has been held as required by law.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE:

Section 1. Ordinance No. 2, titled "The Zoning Ordinance of the City of Oak Ridge, Tennessee," Article II, titled "Definitions," is hereby amended by deleting the definition for "Business Services" in its entirety and substituting therefor a new definition (still in alphabetical order), which new definition shall read as follows:

**ARTICLE II  
DEFINITIONS**

**BUSINESS SERVICES:** Establishments primarily engaged in providing assistance, as opposed to products to other individuals, business, industry, government, and other enterprises, including hotels and other lodging places; personal, business, repair, health, legal, engineering, and other professional services; educational services; membership organizations; and other miscellaneous services.

## ORDINANCE SHOWING CHANGES FROM FIRST READING

Section 2. Ordinance No. 2, titled "The Zoning Ordinance of the City of Oak Ridge, Tennessee," Article II, titled "Definitions," is hereby amended by adding the following new definitions in alphabetical order, which new definitions shall read as follows:

### ARTICLE II DEFINITIONS

**SPORT SHOOTING RANGE, INDOOR:** A fully enclosed building or part of building specifically designed and operated for the use of rifles, shotguns, pistols, silhouettes, skeet, trap, black powder, archery, or any other shooting activity, but does not include police or military indoor firing ranges operated by any level of government. As used in this section, means any public place or range for shooting and discharging firearms.

**SPORT SHOOTING RANGE, OUTDOOR:** An outdoor area, not enclosed in a building, designed and operated for the use of rifles, shotguns, pistols, silhouettes, skeet, trap, black powder, archery, or any other shooting activity, but does not include police or military firing ranges operated by any level of government, and does not include occasional not-for-profit charitable events (commonly called "turkey shoots").

Section 3. Ordinance No. 2, titled "The Zoning Ordinance of the City of Oak Ridge, Tennessee," Article III, titled "General Provisions," is hereby amended by adding a new Section 3.36, titled "Sport Shooting Ranges," which new section shall read as follows:

#### **Section 3.36. Sport Shooting Ranges**

(a) License Required

No person shall conduct, maintain, operate, or cause to be conducted, maintained or operated, any indoor or outdoor sport shooting range without being licensed through the State of Tennessee Department of Safety and Homeland Security and meet all other applicable state and federal regulations for operating a sport shooting range. Any license or permits required for shooting range activity by any level of government shall be submitted as supporting documentation with the site plan.

(b) Standards, Site Plan

All sport shooting ranges shall be planned, constructed and maintained according to standards that are at least as stringent as the standards contained in the National Rifle Association range manual and the standards set forth by the State of Tennessee Department of Safety and Homeland Security *Handgun Safety School Firing Range Requirements*. The proposed sport shooting range shall be shown on a site plan showing all buildings, firing lines or stations, shooting related activity areas and other areas or structures.

(c) Location

A sport shooting range shall be designed to minimize noise to surrounding properties. No sport shooting range shall be located closer than 1,000 feet (measured from property line to property line) from any school, church, hospital, or other indoor sport shooting range, nor in any location that would constitute a nuisance under the City Code, common law or any other applicable law, statute or regulation, or in a location such that the noise from the indoor sport shooting range would constitute such a nuisance or other violation under the City Code.

## ORDINANCE SHOWING CHANGES FROM FIRST READING

(d) Hours of Operation

No sport shooting range shall be operated between the hours of 10:00 p.m. and 7:00 a.m. These hours of operation coincide with allowable decibel levels as defined in Section 12.04 of the Zoning Ordinance.

(e) Safety Rules

In the operation of any sport shooting range, the following safety rules shall at all times be observed:

1. Sport shooting ranges shall contain all projectile and shot fall within the property of the sport shooting range.
2. A lead mitigation plan meeting requirements of the Environmental Protection Agency (EPA) shall be submitted with the site plan.
3. It is the sport shooting range operator's responsibility to determine if a shooter is of appropriate age and has the physical and mental ability to safely utilize the sport shooting range and provide their shooters with appropriate qualified supervision.
4. The sport shooting range shall be properly and adequately ventilated and filtered at all times and comply with all applicable OSHA, NIOSH, EPA standards and any other applicable local, state or federal codes, standards, laws and regulations.

Section 4. Ordinance No. 2, titled "The Zoning Ordinance of the City of Oak Ridge, Tennessee," Article V, titled "Residential Districts," Article VI, titled "Office Districts," Article VII, titled "Parking and Business Districts," Article VIII, titled "Industrial Districts," and Article IX, titled "Special Districts," are hereby amended by changing the phrase "Uses Requiring Board of Appeals Permit" to "Special Exception Requiring Board of Zoning Appeals Approval," in the following subsections: 5.07(c), 5.08(c), 6.01(c), 6.02(c), 7.01(c), 7.02(c), 7.03(c), 7.04(c), 7.05(c), 8.01(d), 8.02(d), 8.03(d), 9.02(c), 9.03(c), and 9.04(f).

Section 5. Ordinance No. 2, titled "The Zoning Ordinance of the City of Oak Ridge, Tennessee," Article V, titled "Residential Districts," Section 5.05, titled "R-3, Medium Residential District," is hereby amended by changing the title to "R-3, Medium Density Residential District."

Section 6. Ordinance No. 2, titled "The Zoning Ordinance of the City of Oak Ridge, Tennessee," Article V, titled "Residential Districts," Section 5.05, titled "R-3, Medium Density Residential District," Subsection (a), titled "Permitted Principal Uses," is hereby amended by deleting subpart 4 in its entirety and substituting therefor a new subpart 4, which subpart shall read as follows:

**Section 5.05. R-3, Medium Density Residential District**

(a) Permitted Principal Uses:

4. Business and professional offices; including office building uses resulting from professional services, business services, accounting, banking, drafting, and graphic arts.

## ORDINANCE SHOWING CHANGES FROM FIRST READING

~~Section 7. Ordinance No. 2, titled "The Zoning Ordinance of the City of Oak Ridge, Tennessee," Article V, titled "Residential Districts," Section 5.07, titled "One-Family Residential Districts, R-1 A/B," Subsection (c), titled "Special Exception Requiring Board of Zoning Appeals Approval," is hereby amended by deleting subpart 7 in its entirety without replacement.~~

Section 8. Ordinance No. 2, titled "The Zoning Ordinance of the City of Oak Ridge, Tennessee," Article VII, titled "Parking and Business Districts," Section 7.03, titled "B-2, General Business Districts," Subsection (a), titled "Permitted Principal Uses," is hereby amended by deleting subpart 3 in its entirety and substituting therefor a new subpart 3, which subpart shall read as follows:

### **Section 7.03. B-2, General Business Districts**

- (a) Permitted Principal Uses:
  - 3. Office building uses resulting from any of the following occupations: professional services, business services, accounting, banking, drafting, and graphic arts.

Section 9. Ordinance No. 2, titled "The Zoning Ordinance of the City of Oak Ridge, Tennessee," Article VII, titled "Parking and Business Districts," Section 7.04, titled "UB-2, Unified General Business Districts," Subsection (a), titled "Permitted Principal Uses," is hereby amended by deleting subpart 2 in its entirety and substituting therefor a new subpart 2, which subpart shall read as follows:

### **Section 7.04. UB-2, Unified General Business Districts**

- (a) Permitted Principal Uses:
  - 2. Office building uses resulting from any of the following occupations: professional services, business services, accounting, banking, drafting, and graphic arts.

Section 10. Ordinance No. 2, titled "The Zoning Ordinance of the City of Oak Ridge, Tennessee," Article VII, titled "Parking and Business Districts," Section 7.04, titled "UB-2, Unified General Business Districts," Subsection (c), titled "Uses Requiring Board of Appeals Permit," is hereby amended by adding a new subpart 11, which subpart shall read as follows:

### **Section 7.04. UB-2, Unified General Business Districts**

- (c) Special Exceptions Requiring Board of Zoning Appeals Approval:
  - 11. Indoor Sport Shooting Range.

Section 11. Ordinance No. 2, titled "The Zoning Ordinance of the City of Oak Ridge, Tennessee," Article XI, titled "Off Street Parking and Loading Requirements," Section 11.02, titled "Required Off-Street Parking," Subsection (e), titled "Required Yard Parking Regulations," Subpart 2, titled "Parking in Side and Rear Yard," Subparagraph a is hereby deleted in its entirety and substituting therefor a new Subparagraph a, which new subparagraph shall read as follows:

### **Section 11.02. Required Off-Street Parking**

- e. Required Yard Parking Regulations
  - 2. Parking in Side and Rear Yard.
    - a. For single-family detached dwellings and duplexes, residential off-street parking is permitted outside of an approved parking surface only in the side and rear yard provided side and rear yard setbacks are met and the

ORDINANCE SHOWING CHANGES FROM FIRST READING

setback area shall remain clear of all vehicles. For the purposes of this subsection, all R-1-C and R-2 side and rear setbacks shall be five (5) feet for parking considerations.

Section 12. This ordinance shall become effective ten (10) days after adoption on second reading, the welfare of the City of Oak Ridge requiring it.

APPROVED AS TO FORM AND LEGALITY:

\_\_\_\_\_  
Kenneth R. Krushenski, City Attorney

\_\_\_\_\_  
Thomas L. Beehan, Mayor

\_\_\_\_\_  
Diana R. Stanley, City Clerk

Public Hearing: 04/14/2014  
Publication Date: 03/24/2014  
First Reading: 04/14/2014  
Publication Date: 04/21/2014  
Second Reading: 05/12/2014  
Publication Date: \_\_\_\_\_  
Effective Date: \_\_\_\_\_

AMENDED ORDINANCE APPROVED ON FIRST READING

ORDINANCE NO. \_\_\_\_\_

TITLE

AN ORDINANCE TO AMEND ORDINANCE NO. 2, TITLED "THE ZONING ORDINANCE OF THE CITY OF OAK RIDGE, TENNESSEE, BY AMENDING THE FOLLOWING: ARTICLE II, TITLED "DEFINITIONS" TO UPDATE THE DEFINITION OF "BUSINESS SERVICES" AND TO ADD DEFINITIONS FOR "SPORT SHOOTING RANGE, INDOOR," AND "SPORT SHOOTING RANGE, OUTDOOR"; ARTICLE III, TITLED "GENERAL PROVISIONS," TO ADD A NEW SECTION 3.26, TITLED "SPORT SHOOTING RANGES"; SUBSECTIONS 5.07(C), 5.08(C), 6.01(C), 6.02(C), 7.01(C), 7.02(C), 7.03(C), 7.04(C), 7.05(C), 8.01(D), 8.02(D), 8.03(D), 9.02(C), 9.03(C), AND 9.04(F) TO CHANGE THE PHRASE "USES REQUIRING BOARD OF APPEALS PERMIT" TO "SPECIAL EXCEPTION REQUIRING BOARD OF ZONING APPEALS APPROVAL"; SECTION 5.05, TITLED "R-3, MEDIUM RESIDENTIAL DISTRICT" TO CHANGE THE TITLE TO "R-3, MEDIUM DENSITY RESIDENTIAL DISTRICT," TO REVISE THE PERMITTED PRINCIPAL USE OF BUSINESS AND PROFESSIONAL OFFICES IN SUBPART 4; SECTION 7.03, TITLED "B-2, GENERAL BUSINESS DISTRICTS," TO REVISE THE PERMITTED PRINCIPAL USE OF OFFICE BUILDINGS; SECTION 7.04, TITLED "UB-2, UNIFIED GENERAL BUSINESS DISTRICTS," TO REVISE THE PERMITTED PRINCIPAL USE OF OFFICE BUILDINGS AND TO ADD "SPORT SHOOTING RANGES" AS A USE REQUIRING SPECIAL EXCEPTION APPROVAL FROM THE BOARD OF ZONING APPEALS; AND SECTION 11.02, TITLED "REQUIRED OFF-STREET PARKING," TO CLARIFY THE SIDE AND REAR SETBACK REQUIREMENTS FOR R-1-C AND R-2 IN SUBSECTION (E)(2)(A); ALL FOR THE PURPOSES OF ADDRESSING ITEMS THAT WERE ABSENT FROM THE ORDINANCE AND TO UPDATE PROVISIONS IN NEED OF CLARIFICATION.

WHEREAS, the City of Oak Ridge is continually reviewing the Zoning Ordinance to update provisions and make it more understandable to the general public; and

WHEREAS, the amendments will update the Zoning Ordinance to address items that were absent, did not meet the prescribed criteria, and were in need of clarification; and

WHEREAS, the following changes have been submitted for approval or disapproval to the Oak Ridge Municipal Planning Commission and the Commission has approved the same; and

WHEREAS, a public hearing thereon has been held as required by law.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE:

Section 1. Ordinance No. 2, titled "The Zoning Ordinance of the City of Oak Ridge, Tennessee," Article II, titled "Definitions," is hereby amended by deleting the definition for "Business Services" in its entirety and substituting therefor a new definition (still in alphabetical order), which new definition shall read as follows:

**ARTICLE II  
DEFINITIONS**

**BUSINESS SERVICES:** Establishments primarily engaged in providing assistance, as opposed to products to other individuals, business, industry, government, and other enterprises, including hotels and other lodging places; personal, business, repair, health, legal, engineering, and other professional services; educational services; membership organizations; and other miscellaneous services.

Section 2. Ordinance No. 2, titled "The Zoning Ordinance of the City of Oak Ridge, Tennessee," Article II, titled "Definitions," is hereby amended by adding the following new definitions in alphabetical order, which new definitions shall read as follows:

**ARTICLE II**

AMENDED ORDINANCE APPROVED ON FIRST READING

DEFINITIONS

SPORT SHOOTING RANGE, INDOOR: A fully enclosed building or part of building specifically designed and operated for the use of rifles, shotguns, pistols, silhouettes, skeet, trap, black powder, archery, or any other shooting activity, but does not include police or military indoor firing ranges operated by any level of government. As used in this section, means any public place or range for shooting and discharging firearms.

SPORT SHOOTING RANGE, OUTDOOR: An outdoor area, not enclosed in a building, designed and operated for the use of rifles, shotguns, pistols, silhouettes, skeet, trap, black powder, archery, or any other shooting activity, but does not include police or military firing ranges operated by any level of government, and does not include occasional not-for-profit charitable events (commonly called "turkey shoots").

Section 3. Ordinance No. 2, titled "The Zoning Ordinance of the City of Oak Ridge, Tennessee," Article III, titled "General Provisions," is hereby amended by adding a new Section 3.36, titled "Sport Shooting Ranges," which new section shall read as follows:

**Section 3.36. Sport Shooting Ranges**

(a) License Required

No person shall conduct, maintain, operate, or cause to be conducted, maintained or operated, any indoor or outdoor sport shooting range without being licensed through the State of Tennessee Department of Safety and Homeland Security and meet all other applicable state and federal regulations for operating a sport shooting range. Any license or permits required for shooting range activity by any level of government shall be submitted as supporting documentation with the site plan.

(b) Standards, Site Plan

All sport shooting ranges shall be planned, constructed and maintained according to standards that are at least as stringent as the standards contained in the National Rifle Association range manual and the standards set forth by the State of Tennessee Department of Safety and Homeland Security *Handgun Safety School Firing Range Requirements*. The proposed sport shooting range shall be shown on a site plan showing all buildings, firing lines or stations, shooting related activity areas and other areas or structures.

(c) Location

A sport shooting range shall be designed to minimize noise to surrounding properties. No sport shooting range shall be located closer than 1,000 feet (measured from property line to property line) from any school, church, hospital, or other indoor sport shooting range, nor in any location that would constitute a nuisance under the City Code, common law or any other applicable law, statute or regulation, or in a location such that the noise from the indoor sport shooting range would constitute such a nuisance or other violation under the City Code.

(d) Hours of Operation

No sport shooting range shall be operated between the hours of 10:00 p.m. and 7:00 a.m. These hours of operation coincide with allowable decibel levels as

AMENDED ORDINANCE APPROVED ON FIRST READING

defined in Section 12.04 of the Zoning Ordinance.

(e) Safety Rules

In the operation of any sport shooting range, the following safety rules shall at all times be observed:

1. Sport shooting ranges shall contain all projectile and shot fall within the property of the sport shooting range.
2. A lead mitigation plan meeting requirements of the Environmental Protection Agency (EPA) shall be submitted with the site plan.
3. It is the sport shooting range operator's responsibility to determine if a shooter is of appropriate age and has the physical and mental ability to safely utilize the sport shooting range and provide their shooters with appropriate qualified supervision.
4. The sport shooting range shall be properly and adequately ventilated and filtered at all times and comply with all applicable OSHA, NIOSH, EPA standards and any other applicable local, state or federal codes, standards, laws and regulations.

Section 4. Ordinance No. 2, titled "The Zoning Ordinance of the City of Oak Ridge, Tennessee," Article V, titled "Residential Districts," Article VI, titled "Office Districts," Article VII, titled "Parking and Business Districts," Article VIII, titled "Industrial Districts," and Article IX, titled "Special Districts," are hereby amended by changing the phrase "Uses Requiring Board of Appeals Permit" to "Special Exception Requiring Board of Zoning Appeals Approval," in the following subsections: 5.07(c), 5.08(c), 6.01(c), 6.02(c), 7.01(c), 7.02(c), 7.03(c), 7.04(c), 7.05(c), 8.01(d), 8.02(d), 8.03(d), 9.02(c), 9.03(c), and 9.04(f).

Section 5. Ordinance No. 2, titled "The Zoning Ordinance of the City of Oak Ridge, Tennessee," Article V, titled "Residential Districts," Section 5.05, titled "R-3, Medium Residential District," is hereby amended by changing the title to "R-3, Medium Density Residential District."

Section 6. Ordinance No. 2, titled "The Zoning Ordinance of the City of Oak Ridge, Tennessee," Article V, titled "Residential Districts," Section 5.05, titled "R-3, Medium Density Residential District," Subsection (a), titled "Permitted Principal Uses," is hereby amended by deleting subpart 4 in its entirety and substituting therefor a new subpart 4, which subpart shall read as follows:

**Section 5.05. R-3, Medium Density Residential District**

(a) Permitted Principal Uses:

4. Business and professional offices; including office building uses resulting from professional services, business services, accounting, banking, drafting, and graphic arts.

AMENDED ORDINANCE APPROVED ON FIRST READING

Section 8. Ordinance No. 2, titled "The Zoning Ordinance of the City of Oak Ridge, Tennessee," Article VII, titled "Parking and Business Districts," Section 7.03, titled "B-2, General Business Districts," Subsection (a), titled "Permitted Principal Uses," is hereby amended by deleting subpart 3 in its entirety and substituting therefor a new subpart 3, which subpart shall read as follows:

**Section 7.03. B-2, General Business Districts**

(a) Permitted Principal Uses:

3. Office building uses resulting from any of the following occupations: professional services, business services, accounting, banking, drafting, and graphic arts.

Section 9. Ordinance No. 2, titled "The Zoning Ordinance of the City of Oak Ridge, Tennessee," Article VII, titled "Parking and Business Districts," Section 7.04, titled "UB-2, Unified General Business Districts," Subsection (a), titled "Permitted Principal Uses," is hereby amended by deleting subpart 2 in its entirety and substituting therefor a new subpart 2, which subpart shall read as follows:

**Section 7.04. UB-2, Unified General Business Districts**

(a) Permitted Principal Uses:

2. Office building uses resulting from any of the following occupations: professional services, business services, accounting, banking, drafting, and graphic arts.

Section 10. Ordinance No. 2, titled "The Zoning Ordinance of the City of Oak Ridge, Tennessee," Article VII, titled "Parking and Business Districts," Section 7.04, titled "UB-2, Unified General Business Districts," Subsection (c), titled "Uses Requiring Board of Appeals Permit," is hereby amended by adding a new subpart 11, which subpart shall read as follows:

**Section 7.04. UB-2, Unified General Business Districts**

(c) Special Exceptions Requiring Board of Zoning Appeals Approval:

11. Indoor Sport Shooting Range.

Section 11. Ordinance No. 2, titled "The Zoning Ordinance of the City of Oak Ridge, Tennessee," Article XI, titled "Off Street Parking and Loading Requirements," Section 11.02, titled "Required Off-Street Parking," Subsection (e), titled "Required Yard Parking Regulations," Subpart 2, titled "Parking in Side and Rear Yard," Subparagraph a is hereby deleted in its entirety and substituting therefor a new Subparagraph a, which new subparagraph shall read as follows:

**Section 11.02. Required Off-Street Parking**

e. Required Yard Parking Regulations

2. Parking in Side and Rear Yard.
  - a. For single-family detached dwellings and duplexes, residential off-street parking is permitted outside of an approved parking surface only in the side and rear yard provided side and rear yard setbacks are met and the setback area shall remain clear of all vehicles. For the purposes of this subsection, all R-1-C and R-2 side and rear setbacks shall be five (5) feet for parking considerations.

Section 12. This ordinance shall become effective ten (10) days after adoption on second reading, the

AMENDED ORDINANCE APPROVED ON FIRST READING

welfare of the City of Oak Ridge requiring it.

APPROVED AS TO FORM AND LEGALITY:

  
\_\_\_\_\_  
Kenneth R. Krusherski, City Attorney

\_\_\_\_\_  
Thomas L. Beehan, Mayor

\_\_\_\_\_  
Diana R. Stanley, City Clerk

Public Hearing: 04/14/2014  
Publication Date: 03/24/2014  
First Reading: 04/14/2014  
Publication Date: 04/21/2014  
Second Reading: 05/12/2014  
Publication Date: \_\_\_\_\_  
Effective Date: \_\_\_\_\_

**ELECTIONS**

**&**

**APPOINTMENTS**

**ANNOUNCEMENTS**

**SCHEDULING**

# Environmental Quality Advisory Board

NumVacancies 1 Total # of Members 12

## Term of Office

One (1) year term of office ending on May 31, 2015.

## Qualifications

Must be an Oak Ridge High School student.

Environmental Quality Advisory Board	Special Qualifications	Submitted	Preference	# of Previous Submissions
Mr. Alexander Crutchfield	An Oak Ridge High School student.	5/1/2014	1	0
Ms. Emma Milloway	An Oak Ridge High School student.	5/1/2014	1	0
Total Number of Applicants: 2				

## Current Members

Member Name	Special Qualifications	Term Expires
Mr. Aditya Chourey	Oak Ridge High School Student Representative	2015
Mrs. Patricia Imperato		2014
Mr. Robert G Kennedy III, PE		2014
Mr. Stephen Todd Kenworthy		2016
Ms. Donna Kridelbaugh		2016
Dr. Sylvia Milanez		2014
Ms. Stephanie Paul	Oak Ridge High School Representative	2014
Mrs. Paige R. Z. Russell		2015
Dr. Aditya Savara		2015
Ms. Ellen D. Smith		2015
Mr. Joseph Wood		2016

# City of Oak Ridge Board Application 2014

BoardName: Environmental Quality Advisory Board

Application Submitted

Applicant: Crutchfield, Alexander

5/1/2014

Race (Optional): white

Number of Times Previously Applied: 0

Preference: 1

Address

15 Rockingham Lane

Contact Information

Home Phone: (865) 483-8171

Email: racrutchfield@comcast.net

Oak Ridge, TN 37830

Current Company/Organization

Current Position / Title

Retired? Company / Organization Retired From

Do you currently serve on any other City board, commission or committee?

Education, Professional and or Community Activity

Oak Ridge High School Student

Erin's Meadow Herb Farm Employee

Member of Future Business Leaders of America

Member of Interact Club

Explain why you are interested in being appointed to this board, commission or committee

I believe that this would be an opportunity to help protect the environment and beauty of Oak Ridge. This is also a chance to enhance my leadership skills as well as becoming a responsible citizen.

Describe any special knowledge or past experience qualifying you for this appointment?

I've been interested in environment and agriculture since I was a child. I have 10+ years of experience in agriculture from working in my grandfather's vegetable garden I'm also employed at Erin's Meadow Herb Farm that lets me work with various herbs and flowers while learning about the benefits of the plants.

Additional Information

Special Qualifications

An Oak Ridge High School student.

End of Application for

Crutchfield, Alexander

For Board:

Environmental Quality Advisory Board

Friday, May 2, 2014

# City of Oak Ridge Board Application 2014

BoardName: Environmental Quality Advisory Board

Application Submitted

Applicant: Milloway, Emma

5/1/2014

Race (Optional): White

Number of Times Previously Applied: 0

Preference: 1

Address

125 Monticello Road

Contact Information

Home Phone: (865) 483-6300

Email: emilloway13@gmail.com

Oak Ridge, TN 37830

Current Company/Organization

Current Position / Title

Retired? Company / Organization Retired From

Do you currently serve on any other City board, commission or committee?

Education, Professional and or Community Activity

Honors student at Oak Ridge High School, anticipated graduation 2016.  
St. Mary's Catholic School, graduation May 2012.

Referee CBFO Volleyball League, Knoxville, TN Spring 2013-present

Babysitter Various families, Oak Ridge, TN 2012- present

Teen Leader Vacation Bible School, St. Mary's Church Summer 2012

Volunteer "Science Days" Leader Girls Inc. Summer 2013

Explain why you are interested in being appointed to this board, commission or committee

The kids of my generation were raised in an environmentally-conscious society, something different from the previous generations. In the same way we were raised in a world where everyone had a cell phone, we were raised in a world where everyone recycled, or we knew that was the right thing to do. Being raised in this dynamic gives me the will to be a part of this board. This type of thinking gives younger people a unique perspective and in my opinion, an obligation to contribute. I want to be on this board so I can help the efforts to save the world which we will inherit in just a few years. That's another reason I want to be a part of this board. We only have one earth and my generation is about to inherit it. I want to get a head start on improving it, even on a local scale. Finally, I am considering environmental engineering as a career choice, or at least my major in college. Exposure to the way local governments deal with environmental issues will give me a supplementary perspective on dealing with problems of this nature.

Describe any special knowledge or past experience qualifying you for this appointment?

When I referee volleyball games at CBFO, I am in a position where I have to make decisions that effect other people, often with the pressure of coaches and parents who want their team to win. Being in this situation taught me to be level-headed and restrained in my response while making what I believed to be the best choice and while dealing with pressure put on me by adults.

Additional Information

Special Qualifications

An Oak Ridge High School student.

Friday, May 2, 2014

# City of Oak Ridge Board Application 2014

BoardName: Environmental Quality Advisory Board

Application Submitted

Applicant: Milloway, Emma

5/1/2014

Race (Optional): White

Number of Times Previously Applied: 0

Preference: 1

End of Application for

Milloway, Emma

For Board:

Environmental Quality Advisory Board

# Voting Ballot A for Environmental Quality Advisory Board

Vacancies 1

Term Valid Through One (1) year term of office ending on May 31, 2015.

Full Name	Preference
<input type="checkbox"/> Alexander Crutchfield An Oak Ridge High School student.	1
<input type="checkbox"/> Emma Milloway An Oak Ridge High School student.	1

---

Member, Oak Ridge City Council  
5/12/2014

Round: 1

# Traffic Safety Advisory Board

NumVacancies 1 Total # of Members 10

Term of Office

One (1) year term of office ending on May 31, 2015.

Qualifications

Must be an Oak Ridge High School student.

Traffic Safety Advisory Board	Special Qualifications	Submitted	Preference	# of Previous Submissions
Mr. Alexander Crutchfield	An Oak Ridge High School student.	5/1/2014	2	0
Ms. Austen Gubanc	An Oak Ridge High School student.	4/21/2014	1	0
Total Number of Applicants: 2				

## Current Members

Member Name	Special Qualifications	Term Expires
Ms. Emeline Brown	Oak Ridge High School Representative	2014
Mr. William A Davis		2014
Mr. Gene R Dunaway		2015
Mr. Andrew Howe		2016
Ms. Jana F. Humphrey		2015
Mr. William Polfus		2016
Mr. Ben Redmond		2016
Dr. Aditya Savara		2015
Ms. Jane Shelton	Oak Ridge Municipal Planning Commission Representative	2016

# City of Oak Ridge Board Application 2014

BoardName: Traffic Safety Advisory Board

Application Submitted

Applicant: Crutchfield, Alexander

5/1/2014

Race (Optional): white

Number of Times Previously Applied: 0

Preference: 2

Address

15 Rockingham Lane

Contact Information

Home Phone: (865) 483-8171

Email: racrutchfield@comcast.net

Oak Ridge, TN 37830

Current Company/Organization

Current Position / Title

Retired? Company / Organization Retired From

Do you currently serve on any other City board, commission or committee?

Education, Professional and or Community Activity

Oak Ridge High School Student

Erin's Meadow Herb Farm Employee

Member of Future Business Leaders of America

Member of Interact Club

Explain why you are interested in being appointed to this board, commission or committee

I'm interested in giving input and hard work to increase efficiency of the flow of traffic and increasing driver safety while decreasing traffic incidents.

Describe any special knowledge or past experience qualifying you for this appointment?

I am a licensed driver that is experienced with traffic in Oak Ridge. I have also taken a two month long driver safety class.

Additional Information

Special Qualifications

An Oak Ridge High School student.

End of Application for

Crutchfield, Alexander

For Board:

Traffic Safety Advisory Board

Friday, May 2, 2014

# City of Oak Ridge Board Application 2014

BoardName: Traffic Safety Advisory Board

Application Submitted

Applicant: Gubanc, Austen

4/21/2014

Race (Optional):

Number of Times Previously Applied: 0

Preference: 1

Address

105 W Melbourne Rd

Contact Information

Home Phone: (865) 294-5375

Email: austengubanc@gmail.com

Oak Ridge, TN 37830

Current Company/Organization

Current Position / Title

Retired? Company / Organization Retired From

Do you currently serve on any other City board, commission or committee?

Education, Professional and or Community Activity

I received my elementary school education from a private school, SJNCS (Saint John Neumann Catholic School) in Knoxville TN. I then received my middle school education from St. Bees, a protestant and also private school in north west England. Located just south of Scotland and at the high point of the county of Cumbria. I now attend ORHS (Oak Ridge High School) as a freshman and intend to do so until i graduate.

Explain why you are interested in being appointed to this board, commission or committee

I am interested in the Traffic Safety Advisory Board because I currently do not participate in any out of school activities besides guitar practice, and I would like to do something to help my community as i do not participate in any regular volunteer positions. Also my father is very knowledgeable towards safety and has educated me well on it's importance and it's relevance and i believe i would like to use what he has taught me to my advantage.

Describe any special knowledge or past experience qualifying you for this appointment?

I do not possess much past experience but i do possess a drivers permit and a motorcycle license. I know well many people possess a drivers permit/license, but i find fewer people possess motorcycle licenses and even fewer can drive them knowledgeably. I understand it may not be especially important but motorcycles are part of traffic, and they handle very differently from motor cars. I find that my knowledge and understanding of a variety of motor vehicles could benefit the Traffic Safety Advisory Board by providing a wider knowledge of the vehicles involved.

Additional Information

Special Qualifications

An Oak Ridge High School student.

End of Application for

Gubanc, Austen

For Board:

Traffic Safety Advisory Board

Friday, May 2, 2014

# Voting Ballot A for Traffic Safety Advisory Board

Vacancies 1

Term Valid Through One (1) year term of office ending on May 31, 2015.

Full Name	Preference
<input type="checkbox"/> Alexander Crutchfield An Oak Ridge High School student.	2
<input type="checkbox"/> Austen Gubanc An Oak Ridge High School student.	1

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Member, Oak Ridge City Council  
5/12/2014

Round: 1

SAMPLE

**CITY CLERK MEMORANDUM**  
**14-30**

**DATE:** May 2, 2014  
**TO:** Honorable Mayor and Members of City Council  
**FROM:** Diana R. Stanley, City Clerk  
**SUBJECT:** CURRENT BOARDS AND COMMISSIONS VACANCIES ON FILE IN THE CITY CLERK'S OFFICE

Throughout most of 2014, there have been discussions with city staff and the City Council about a means to fill the current vacancies of City Boards and Commissions outside of the end-of-year procedure.

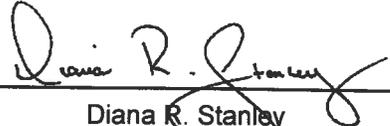
Based on conversations with the City Manager, it is recommended that a small recruitment take place during the month of June to fill vacancies that are on file in the City Clerk's Office by May 30, 2014, and that a mid-year election occur during the July 14, 2014 City Council meeting to fill those vacancies. This would allow City Boards and Commissions to continue their work with full membership.

Vacancies that occur after the July 14 City Council meeting would be filled as part of the end-of-year election procedure.

Below is a current listing of the eight (8) vacancies on file:

<b>Board Name</b>	<b>Term End</b>
Board of Building and Housing Code Appeals	December 31, 2016 and December 31, 2015
Oak Ridge Convention and Visitors Bureau	December 31, 2014
Environmental Quality Advisory Board	December 31, 2014
Oak Ridge Housing Authority	December 31, 2015
Recreation and Parks Advisory Board	December 31, 2014 and December 31, 2015
Traffic Safety Advisory Board	December 31, 2014

This item is being placed on the May 12, 2014 City Council agenda for discussions with the City Council.

  
Diana R. Stanley