

**TITLE 2**

**BOARDS AND COMMISSIONS, ETC.**

**CHAPTER**

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4. RECYCLE COMMISSION.
5. ANIMAL SHELTER COMMISSION.
6. NORRIS LIBRARY COMMISSION.
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**CHAPTER 1**

**RECREATION COMMISSION**

**SECTION**

- 2-101. Creation, members, terms, compensation, vacancies.
- 2-102. General powers and duties.
- 2-103. Gifts for recreational purposes.
- 2-104. Powers reserved to the council.

**2-101. Creation, members, terms, compensation, vacancies.**

Pursuant to Tennessee Code Annotated, title 11, chapter 9, there is hereby created a city "recreation commission" which shall consist of the mayor, city council representative, and five (5) Norris residents, to be appointed by the mayor and ratified by council to serve for terms of three (3) years or until their successors are appointed. However, the first members shall be appointed for such terms that the term of one (1) member shall expire annually thereafter. The members of the recreation commission shall serve without pay. Any vacancy in the commission occurring otherwise than by expiration of a term shall be filled only for the unexpired term, and such appointment shall be made by the mayor. (1972 Code, § 1-901)

**2-102. General powers and duties.** The recreation commission is hereby empowered and directed to provide, establish, maintain, and conduct a supervised recreation program for residents of the City of Norris, utilizing such playgrounds, recreation centers, and other land, facilities, and appropriations as the city council may designate or appropriate for recreational activities. Utilizing only such funds as may be appropriated for its use by the city council and such additional funds as it may receive gratuitously, the recreation commission may employ play leaders, playground directors, supervisors,

recreation superintendents, and such other officers or employees as it deems proper. (1972 Code, § 1-902)

**2-103. Gifts for recreational purposes.** The recreation commission may accept any grant or devise of real estate or any gift or bequest of money or other personal property or any donation to be applied, principal or income, for either temporary or permanent use for playgrounds or recreation purposes, but if the acceptance thereof for such purpose will subject the city to additional expense for improvement, maintenance, or renewal, the acceptance of any grant or devise of real estate shall be subject to the approval of the city council. Money received for such purpose, unless otherwise provided by the terms of the gift or bequest, shall be deposited by the treasurer of the city to the account of the recreation commission and the same may be withdrawn and paid out in the same manner as money appropriated for recreational purposes. (1972 Code, § 1-903)

**2-104. Powers reserved to the council.** It is intended and hereby expressly provided that the recreation commission shall have only those powers herein granted. The city council expressly reserves to itself all powers to purchase, condemn, or lease lands and buildings; to issue bonds; and to levy taxes for recreational purposes. (1972 Code, § 1-904)

## CHAPTER 2

### COMMUNITY DEVELOPMENT BOARD

#### SECTION

2-201. Creation.

2-202. Members, terms, vacancies, compensation, quorum, etc.

2-203. Mission and functions.

2-204. General powers and duties.

2-205. Annual report.

2-206. Intra-city cooperation.

2-207. Powers reserved to city council.

**2-201. Creation.** A board known as the Norris Community Development Board is hereby created. (1972 Code, § 1-1401; replaced by Ord. #443, May 1998)

**2-202. Members, terms, vacancies, compensation, quorum, etc.** The commission shall consist of a voting and non-voting membership as follows:

(1) Voting members. The commission shall have seven (7) voting members: one (1) city council member, one (1) planning commission member, and five (5) citizens of the city, each of whom shall be appointed by the mayor, and ratified by the city council. The terms of the voting city council member and the voting planning commission member shall be concurrent with their terms of office, and the terms of the five (5) voting citizens of the city shall be three (3) years, unless otherwise designated by city council. Any vacancy in the office of a voting member, except a vacancy occurring by the expiration of a term of office, shall be filled only for the unexpired term by the mayor.

(2) Non voting members. The commission shall also consist of such other non-voting ex officio members as the mayor may appoint and the city council ratify. Non-voting members shall have a voice on the board, but no right to introduce motions or any other measures. Non-voting members shall serve at the pleasure of the mayor.

(3) Compensation and quorum. Both voting and non-voting members shall serve without pay. A quorum of the board shall consist of three (3) voting members. (1972 Code, § 1-1402, as replaced by Ord. #443, May 1998, and amended by Ord. #513, Jan. 2010)

**2-203. Mission and functions.** The mission of the Norris Community Development Board is to be a catalyst for conscious management and enhancement of natural, historic and economic resources, while allowing Norris to preserve its heritage and to prosper. The functions of the board are to:

(1) Act as a public forum for the discussion of ideas, needs, and development; and to enhance communication and education of the community at large.

(2) Serve Norris City Council and other city boards and commissions by acting as a "think tank" for the generation of ideas; and to assist those boards and commissions as requested.

(3) Foster and strengthen connections between the City of Norris and surrounding governments, businesses, and development initiatives; while promoting the city's natural landscape, historic heritage, and the unique relationship it has with the Tennessee Valley Authority.

(4) Assist and support city businesses and merchants, in order to maintain a vibrant and viable community. (1972 Code, § 1-1403; replaced by Ord. #443, May 1998)

**2-204. General powers and duties.** The board's activities will be guided by the strategies identified in the City of Norris "The Norris Five-Year Plan 1998-2003" adopted by the planning commission and approved by the city council on March 23, 1998. The Norris Five-Year Plan shall be periodically evaluated and amended by the planning commission and approved by the council as necessary. (1972 Code, § 1-1404; replaced by Ord. #443, May 1998)

**2-205. Annual report.** The board shall submit an annual report to city council and planning commission within six (6) weeks after the close of each fiscal year. The report shall summarize accomplishments and problems of the board for the year. (1972 Code, § 1-1405; replaced by Ord. #443, May 1998)

**2-206. Intra-city cooperation.** The board and other city agencies, including but not limited to, the planning commission, water commission, and watershed board, shall cooperate with each other in accomplishing the missions and functions of the board under this chapter. (1972 Code, § 1-1406; replaced by Ord. #443, May 1998)

**2-207. Powers reserved to city council.** The board shall have only those powers granted to it under this chapter; all other powers are reserved to the city council. (1972 Code, § 1-1407; replaced by Ord. #443, May 1998)

## CHAPTER 3

### TREE COMMISSION

#### SECTION

- 2-301. Creation, members, terms, compensation, vacancies.
- 2-302. Duties and responsibilities.
- 2-303. Operation.
- 2-304. Definitions.
- 2-305. Street tree species to be planted.
- 2-306. Spacing.
- 2-307. Removal of stumps.
- 2-308. Cooperation with other segments of city government.

**2-301. Creation, members, terms, compensation, vacancies.** A commission to be known as the "Norris Tree Commission" is hereby created. The commission shall consist of the mayor or his duly authorized representative and six (6) Norris residents to be appointed by the mayor and ratified by council to serve for terms of three (3) years or until their successors are appointed. However the first members shall be appointed for such terms that the term of two (2) members shall expire annually thereafter. The members of the commission shall serve without pay. Any vacancy in the commission occurring otherwise than by expiration of a term shall be filled only for the unexpired term, and such appointment shall be made by the mayor. (1972 Code, § 1-1601)

**2-302. Duties and responsibilities.** It shall be the responsibility of the commission to develop and administer a written plan for the planting, maintenance, and removal of trees or other growth on all municipal lands of any character whatsoever including all parks, "commons" or any other open space and the entire right of way of all public highways including state roads, county roads, and city streets with the sole exception of the City of Norris Watershed, utilizing such facilities and appropriations as the city council may designate. Such plan will be presented annually to the city council and upon their acceptance and approval shall constitute the official comprehensive city tree plan for the City of Norris.

The commission shall also advise council concerning other worthwhile activities to improve the physical environment and improve the esthetic quality of the community. (1972 Code, § 1-1602)

**2-303. Operation.** The commission shall choose its own officers, make its own rules and regulations and keep a journal of its proceedings. A majority of the members shall be a quorum for the transaction of business. (1972 Code, § 1-1603)

**2-304. Definitions.** (1) "Street trees" are herein defined as trees, shrubs, bushes, and all other woody vegetation on land lying between property lines on either side of all streets, avenues, or ways within the city.

(2) "Park trees" are herein defined as trees, shrubs, bushes, and all other woody vegetation in public parks having individual names, and all areas owned by the city, or to which the public has free access as a park. (1972 Code, § 1-1604)

**2-305. Street tree species to be planted.** The following list constitutes the street tree species for Norris. No species other than those included in this list may be planted as street trees without written permission of the tree commission.

<u>Large Trees</u>	<u>Medium Trees</u>	<u>Small Trees</u>
Tulip Poplar	Red Maple	Flowering Dogwood
Sugar Maple	Norway Maple	Eastern Redbud
Red Oak	Willow Oak	Flowering Crabapple
White Oak	Ginkgo (Male Only)	Hawthorn
Pin Oak	Sawtooth	American Holly
Hemlock		Bradford Pear
Eastern White Pine		
Southern Magnolia		
Sweetgum		

(1972 Code, § 1-1605)

**2-306. Spacing.** The spacing of street trees will be in accordance with the three species size classes listed in § 2-305, and no trees may be planted closer together than the following: Small trees, twenty (20) feet; medium trees, thirty (30) feet; and large trees, forty (40) feet; except in special plantings designed or approved by the commission.

The distance trees may be planted from curbs or curb lines and sidewalks will be in accordance with three species size classes listed in § 2-305, and no trees may be planted closer to any curb or sidewalk than the following: Small trees, two (2) feet; medium trees, three (3) feet; and large trees, four (4) feet.

No street tree shall be planted closer than thirty-five (35) feet of any street corner, measured from the nearest intersection, curbs or curb lines. No street tree shall be planted closer than ten (10) feet of any fireplug.

No street trees other than those species listed as small trees in § 2-305 may be planted under or within ten (10) lateral feet of any underground water line, sewer line, transmission line or other utility. (1972 Code, § 1-1606)

**2-307. Removal of stumps.** All stumps of street and park trees shall be removed below the surface of the ground so that the top of the stump shall not project above the surface of the ground. (1972 Code, § 1-1607)

**2-308. Cooperation with other segments of city government.** Council stresses the desirability of cooperation between the tree commission and all other segments of city government and volunteer citizen groups. (1972 Code, § 1-1608)

## CHAPTER 4

### RECYCLE COMMISSION

#### SECTION

2-401. Creation, members, terms, compensation, vacancies.

2-402. Duties and responsibilities.

2-403. Operation.

**2-401. Members, terms, compensation, vacancies.** The recycle commission shall consist of seven (7) Norris residents nominated by the mayor and approved by council to serve for terms of three (3) years or until their successors are appointed. Commission members shall serve without pay. Vacancies in unexpired terms will be filled by the mayor with council's ratification. (Ord. #416, March 1995)

**2-402. Duties and responsibilities.** The commission shall report to the city manager and through him to city council. The commission shall work with other city organizations as needed, to help maintain an effective and economical solid waste recycling program for the city. The commission shall work to maximize the recycling of solid waste within the city.

The commission shall promote conservation of resources such as energy, water, and clean air by the residents of and the visitors to Norris. These efforts will consist mainly of (but not be limited to) public education through local schools, newspapers and electronic media.

Any proceeds generated from the commission's recycling activities shall go into the city's general fund as a recycling line item under user fees and charges. The commission shall only spend funds appropriated by the city council and duly coordinated and authorized by the city manager.

The commission shall advise the city manager and council of any cost-effective ways of using recycled material in the city's operations and of any emerging methods for conservation of scarce resources. (1972 Code, § 1-1802, as replaced by Ord. #554, July 2012)

**2-403. Operation.** The commission shall choose its own officers and maintain records of all activities and actions. A majority of the members shall be a quorum, and a quorum is required to transact business. Minutes and reports will be forwarded to city council. (1972 Code, § 1-1803)

## CHAPTER 5

### ANIMAL SHELTER COMMISSION

#### SECTION

2-501. Creation.

2-502. Members, terms, compensation, vacancies.

2-503. Basic purposes.

2-504. General powers and duties.

2-505. Annual report.

2-506. Cooperation with other segments of city government.

2-507. Powers reserved to council.

**2-501. Creation.** A commission to be known as the Norris Animal Shelter Commission is hereby created. (Ord. #421, June 1995)

**2-502. Members, terms, compensation, vacancies.** The commission members shall consist of the mayor or his duly authorized representative, and six (6) Norris residents, to be appointed by the mayor and ratified by council to serve for terms of three (3) years or until their successors are appointed. However, the first members shall be appointed for such terms that the term of two (2) members shall expire annually thereafter. The members of the commission shall serve without pay. Any vacancy in the commission occurring otherwise than by expiration of a term shall be filled only for the unexpired term, and such appointment shall be made by the mayor. (Ord. #421, June 1995, as amended by Ord. #522, Nov. 2010)

**2-503. Basic purposes.** The commission is to operate and maintain temporary holding facilities for dogs and cats. The commission is to provide sanitary conditions, to feed and water animals, and to allow adoption of animals after holding animals (see Norris Municipal Code, Title 10, Chapter 2, § 10-205, number 2). An animal may be held with the knowledge and consent of the city manager a maximum of (30) thirty days. The animal shelter commission may provide for the animals' well-being a licensed veterinarian for immunization, surgery, and/or diagnosis and treatment of injuries of animals as required at their own expense or from funds available to them from sources other than the City of Norris. The commission is authorized to send animals to Oak Ridge to be euthanized in accordance with the policies established at the Oak Ridge Animal Shelter. (Ord. #421, June 1995)

**2-504. General powers and duties.** The animal shelter commission is hereby empowered and directed to provide animals with sufficient and wholesome food and water, proper shelter and protection from the weather, veterinary care when needed to prevent suffering and with humane care and

treatment. It shall be the responsibility of the commission reporting to the city manager (and through him city council) and working with other city departments as needed, to operate an effective and economical animal shelter for the city. The commission shall choose its own officers and maintain records of all activities and actions. Minutes and reports will be forwarded to city council. (Ord. #421, June 1995)

**2-505. Annual report.** The commission shall submit an annual report to council within six (6) weeks after close of each fiscal year. This report shall summarize accomplishments for the year. The commission shall also submit in its annual report a work plan for council's approval. The plan will include public education, volunteer recruitment and supervision. (Ord. #421, June 1995)

**2-506. Cooperation with other segments of city government.** Council stresses the desirability of cooperation between the Norris Animal Shelter Commission and all segments of the city government. (Ord. #421, June 1995)

**2-507. Powers reserved to council.** It is intended and hereby expressly provided that the animal shelter commission shall have only those powers herein granted. (Ord. #421, June 1995)

## CHAPTER 6

### NORRIS LIBRARY COMMISSION

#### SECTION

- 2-601. Creation.
- 2-602. Members, terms, compensation, vacancies.
- 2-603. Basic purposes.
- 2-604. General powers and duties.
- 2-605. Operations.
- 2-606. Cooperation with other segments of city government.
- 2-607. Powers reserved to council.

**2-601. Creation.** A commission to be known as the Norris Library Commission is hereby created. (as added by Ord. #458, Sept. 2000)

**2-602. Members, terms, compensation, vacancies.** The commission members shall consist of five (5) Norris residents, to be appointed by the mayor and ratified by council to serve for terms of three (3) years or until their successors are appointed. However, the first members shall be appointed for such terms that the term of one or two members shall expire annually thereafter. The members of the commission shall serve without pay. Any vacancy in the commission occurring otherwise than by expiration of a term shall be filled only for the unexpired term, and such appointment shall be made by the mayor. Ex officio members of the library committee shall include the Librarian of the Norris Library (i.e., the Betty Anne Jolly Community Library), and the Mayor of Norris. Ex officio members may attend library commission meetings, and participate in discussions, but do not have a vote in deliberations. (as added by Ord. #458, Sept. 2000)

**2-603. Basic purpose.** The Norris Library Commission is to:

- (1) Coordinate with the staff of the Betty Anne Jolly Community Library to promote an informed interest in the library and its services. The commission will act as a liaison between the library and the community, informing each of the needs of the other, and will sponsor community events and activities relating to library usage.
- (2) Provide special items for the library through fund-raising activities.
- (3) Encourage gifts, endowments, and memorials.
- (4) Promote volunteer activities and public participation, e.g. through a friends of the library group.
- (5) Be an advocate for the library with city, county, regional, and state governments and their related library organizations.
- (6) Support and assist the Norris Archives Committee with issues of mutual interest. (as added by Ord. #458, Sept. 2000)

**2-604. General powers and duties.** The Norris Library Commission is hereby empowered and directed to identify, recommend, and promote projects and activities to fulfill the objectives listed under § 2-603, Basic purposes, utilizing such facilities and appropriations as the city council may designate. The library commission has the authority to create a larger group for library support, namely a friends of the library organization.

The library commission is authorized to accept on behalf of the City of Norris any gift, grant, or bequest of money or other personal property for the use of the Betty Anne Jolly Community Library. Such gifts, grants, etc. will become the property of the City of Norris, and are tax-deductible to the donor. If any gift, grant, etc., will obligate the City of Norris to any expenditure of money or other liability, then the acceptance of such gift shall be subject to the approval of the Norris City Council. Any money received as a gift by the library commission shall be deposited with the city manager for deposit to the account of the library commission. A receipt for all gifts, grants, etc. will be provided to the donor. Money deposited in the account of the library commission may be drawn out and used for library purposes, in the same way as money appropriated to the library commission. (as added by Ord. #458, Sept. 2000)

**2-605. Operations.** The commission shall choose its own officers and shall maintain records of all meetings, activities, and actions. A quorum shall consist of three (3) voting members, and a quorum shall be required to conduct any business. Meetings shall be held quarterly, augmented with called meetings as necessary. Minutes and reports shall be submitted to city council. (as added by Ord. #458, Sept. 2000)

**2-606. Cooperation with other segments of city government.** Council stresses the desirability of mutual cooperation between the Norris Library Commission, the recreation commission, the archives committee, Norris Museum, and all other segments of the city government. (as added by Ord. #458, Sept. 2000)

**2-607. Powers reserved to council.** It is intended and hereby expressly provided that the Norris Library Commission shall have only those powers herein granted. (as added by Ord. #458, Sept. 2000)

## CHAPTER 7

### NORRIS LITTLE THEATRE BOARD

#### SECTION

2-701. Creation, members, terms, compensation, vacancies.

2-702. General powers and duties.

2-703. Operation.

2-704. Gifts for theatrical purposes.

2-705. Powers reserved to the council.

**2-701. Creation, members, terms, compensation, vacancies.** There is hereby created a city "Norris Little Theatre Board" which shall consist of seven (7) Norris residents, to be appointed by the mayor and ratified by council to serve for terms of three (3) years or until their successors are appointed. However, the first members shall be appointed for such terms that the term of two (2) members shall expire annually thereafter. The members of the Norris Little Theatre Board shall serve without pay. Any vacancy in the board occurring otherwise than by expiration of a term shall be filled only for the unexpired term, and such appointment shall be made by the mayor. (as added by Ord. #512, Jan. 2010)

**2-702. General powers and duties.** The Norris Little Theatre Board is hereby empowered and directed to provide, establish, maintain, and conduct a community theatre program for residents of the City of Norris, utilizing such facilities, and appropriations as the city council may designate or appropriate for theatrical activities. Utilizing only such funds as may be appropriated for its use by the city council and such additional funds as it may receive gratuitously, the Norris Little Theatre Board may employ directors, stage managers, and designers, and such other officers or employees, as it deems proper. (as added by Ord. #512, Jan. 2010)

**2-703. Operation.** The board shall choose its own officers, make its own rules and regulations and keep a journal of its proceedings. The officers shall include an "artistic director" who shall have veto powers regarding decisions of a creative nature. A majority of the members shall be a quorum for the transaction of business. (as added by Ord. #512, Jan. 2010)

**2-704. Gifts for theatrical purposes.** The Norris Little Theatre Board may accept any grant or devise of real estate or any gift or bequest of money or other personal property or any donation to be applied, principal or income, for either temporary or permanent use for theatrical purposes, but if the acceptance thereof for such purpose will subject the city to additional expense for improvement, maintenance, or renewal, the acceptance of any grant or devise

of real estate shall be subject to the approval of the city council. Money received for such purpose, unless otherwise provided by the terms of the gift or bequest, shall be deposited by the city recorder to the account of the Norris Little Theatre Board and the same may be withdrawn and paid out in the same manner as money appropriated for theatrical purposes. (as added by Ord. #512, Jan. 2010)

**2-705. Powers reserved to the council.** It is intended and hereby expressly provided that the Norris Little Theatre Board shall have only those powers herein granted. The city council expressly reserves to itself all powers to purchase, condemn, or lease lands and buildings; to issue bonds; and to levy taxes for theatrical purposes. (as added by Ord. #512, Jan. 2010)

## CHAPTER 8

### DESIGN REVIEW COMMISSION<sup>1</sup>

#### SECTION

2-801. Establishment.

2-802. Guidelines.

**2-801. Establishment.** The Norris Municipal Planning Commission is designated to serve as the Norris Design Review Commission hereafter referred to as the Norris DRC. All decisions by the Norris DRC may be appealed to the Norris City Council. (as added by Ord. #591, Jan. 2016)

**2-802. Guidelines.** The following design review guidelines shall be applied to all non-single family residential property within the corporate boundary of the City of Norris:

(1) The Norris DRC shall meet upon request prior to the regular meeting of the Norris Municipal Planning Commission.

(2) An application for a Norris DRC review including a site plan compliant with § 14-418 of the Norris Zoning Ordinance and other sections as may apply must be submitted to the enforcement official ten (10) days prior to the regular Norris Planning Commission meeting date. Applications to the Norris DRC shall include building elevation renderings that clearly indicate compliance with the minimum design standards adopted by the council.

(3) The front of commercial buildings must have the following:

(a) Differences in height for adjoining businesses must vary by at least two feet (2').

(b) Differences in front offset for adjoining businesses must vary by at least one foot (1'). All commercial buildings shall have differences in front offset unless building is fifty feet (50') wide or less at the front building line.

(c) Separating building material between commercial businesses must not be glass or metal.

(d) Building material creating differing heights must not be glass or metal.

(e) All mechanical equipment should be screened so not to be visible from the front or side of the building from adjacent streets.

(4) All design standards must be approved by city council by ordinance.

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<sup>1</sup>Municipal code reference

Planning commission: title 14, chapter 1.

(5) The design review commission may adopt its own bylaws, as long as such bylaws do not conflict with this chapter. (as added by Ord. #591, Jan. 2016)