

**CITY OF MANCHESTER**  
**BOARD OF MAYOR AND ALDERMEN AGENDA**  
**October 3<sup>rd</sup>, 2023 @ 6:30 P.M.**  
**City Hall Board Room**  
**5:30 PM Work Session**

1. **INVOCATION**

2. **PLEDGE TO THE FLAG**

3. **ROLL CALL**

4. **MINUTES**

- September 5, 2023 BOMA meeting minutes

5. **CORRESPONDENCE**

6. **COMMENTS FROM CITIZENS**

7. **COMMENTS FROM MAYOR**

8. **COMMITTEE AND COMMISSION REPORTS**

- \*Safety \*Finance \*Street \*Water & Sewer \*Recreation \*Tourism \*Planning & Zoning
- \*Information Systems \*Historic Zoning

9. **RESOLUTIONS AND ORDINANCES**

**Resolutions:**

- a) A resolution procuring engineering services of St. John Engineering LLC for the design, inspection, surveying, and other engineering services as needed to implement the awarded TDEC State Water Infrastructure Grant (SWIG) Program through the American Rescue Program (ARP); sponsored by Vice Mayor Messick.
- b) A resolution approving a contact with Kustom Signals, Inc., in the amount of One Hundred and Twenty-Six Thousand, Eight Hundred and 00/100 Dollars (\$126,800.00) for purchase of Body Cameras and the purchase/installation of In-Car Cameras; sponsored by Alderman Hobbs.

**Ordinances:**

- a) 2<sup>nd</sup> reading of an ordinance rezoning property owned by 2415 Construction LLC on Shelton Road, from R-1 to R-2; sponsored by Vice Mayor Messick. (Tabled 9-5-23)
- b) 2<sup>nd</sup> reading of an ordinance to amend Manchester Municipal Code 5-703 (3), Committee Award Procedure; sponsored by Alderman Hobbs.
- c) 2<sup>nd</sup> reading of an ordinance to add a provision to Title 6 Chapter 1 of Manchester Municipal Code to adopt a "Service Awards Upon resignation or Retirement" policy for the Manchester Police Department; sponsored by Alderman Hobbs.
- d) 1<sup>st</sup> reading of an ordinance rezoning property owned by Loyd Glen Chapman and Shawn Trail on 512 West Taylor St., from R-3 to R-4; sponsored by Vice Mayor Messick. (Tabled 9-5-23)
- e) 1<sup>st</sup> reading of an ordinance rezoning property owned by Loyd Glen Chapman and Shawn Trail on 811 Lynchburg Rd., from R-3 to R-4; sponsored by Vice Mayor Messick. (Tabled 9-5-23)
- f) 1<sup>st</sup> reading of an ordinance rezoning property owned by Mark Willis on Doak Road, from R-1 to C-2 sponsored by Vice Mayor Messick.
- g) 1<sup>st</sup> reading of an ordinance adopting an unclaimed property policy adding Title 20 Chapter 4 Section 408 to the Manchester Municipal Code; sponsored by Alderman Hobbs.
- h) 1<sup>st</sup> reading of an ordinance to add a provision to Title 4 Chapter 2 of Manchester Municipal Code to clarify leave policy; sponsored by Mayor Howard.

10. **OLD BUSINESS**

**11. NEW BUSINESS**

- MPD Court Clerk revised job description and pay increase
- Adding a position MPD & MFD
- Hills Chapel Side Walk Project
- MWSD Director City Vehicle “take home policy” MMC 4-602 & MMC 4-603
- Manchester Housing Authority Committee Mayoral Appointment

**12. ITEMS FROM THE BOARD OF MAYOR AND ALDERMAN**

**13. ADJOURNMENT:**

**CITY OF MANCHESTER**  
**BOARD OF MAYOR AND ALDERMEN**  
**Meeting Minutes**  
**September 5<sup>th</sup>, 2023, @ 6:30 pm**  
**City Hall Board Room**

The Board of Mayor and Aldermen met in regular session at 6:30 p.m. in the Board Room at Manchester City Hall. The meeting was presided over by Mayor Howard. Present for the meeting were Mayor Howard, Alderman Parsley, Alderman Anderson, Alderman Bellamy, Alderman Hobbs, Vice Mayor Messick, Attorney Johnson, Finance Director Myers, Executive Administrative Assistant Keele, Fire Chief Chambers, MWSD Director Miller, Public Works Director George Gannon, Parks/Rec Director Fox, Asst. Parks/Rec. Director Johnson, I.S. Director Smotherman, Community Development & Zoning Director Brittany Fiske, Police Chief Sipe, Coffee County Mayor Judd Matheny, Engineer Scot St. John, and other citizens. Alderman French was absent. The meeting opened with a prayer by Pastor Junior Baker, and the pledge to the flag was spoken in unison. Mayor Howard called the meeting to order.

**ROLL CALL:**

Director Myers called the roll.

**APPROVAL OF MINUTES:** Vice Mayor Messick made a motion to approve the August 1, 2023, BOMA Minutes. Alderman Hobbs seconded the motion. Mayor Howard called for the roll and the motion passed 5-0.

**CORRESPONDENCE:** none

**COMMENTS FROM CITIZENS:** Coffee County resident Jimmy Jernigan spoke in support of the Old Stone Fort State Park Bridge. Katy Riddle of the Greater Manchester Economic Development Board spoke about their new website [www. moremanchester.com](http://www.moremanchester.com). Coffee County resident Christy Hite Chilton spoke in support of the Old Stone Fort State Park Bridge. Coffee County resident Steve Bouldin spoke in support of the Old Stone Fort State Park Bridge. Franklin County resident Joe Little spoke in support of the Old Stone Fort State Park Bridge. Coffee County resident Joe Mc Keehan spoke about the cost to put the Old Stone Fort State Park Bridge at a cost of 5 million dollars.

**COMMENTS FROM MAYOR:** Mayor Howard thanked everyone for attending.

**Safety Committee-** Alderman Hobbs stated they met in August and will meet in Sept.

**Finance Committee-** Alderman Hobbs stated they met in August and would not meet in September due to a member not being able to attend and the next meeting would be in October.

**Street Committee-** Director Gannon announced the next Street Dept. meeting would be 9-14-23.

**Water /Sewer Commission-** Director Miller announced the next meeting would be 9-7-23.

**Recreation Commission-** Director Fox announced the next meeting would be 9-14-23.

**Tourism Development Commission-** Alderman Hobbs stated next meeting would be in Sept.

**Planning & Zoning Commission-** Director Fiske stated their next meeting would be 9-18-23.

**Information Systems Committee-** Director Smotherman stated nothing to report.

**Historic Zoning Commission-** Alderman Bellamy stated they would not meet in Sept.

**RESOLUTIONS & ORDINANCES**

**Resolutions:**

- a) A resolution authorizing the City of Manchester to apply for a State of Tennessee Department of Transportation grant for new LED lighting at Interstate Exits 110 and 114; sponsored by Mayor Howard. Alderman Anderson made a motion to approve and seconded by Alderman Parsley. Mayor Howard opened the floor to discussion and a discussion ensued. Mayor Howard called for the roll and the Resolution passed 5-0.
- b) A resolution authorizing the purchase of a Bobcat E50 compact excavator with attachments at Eighty-Seven Thousand Nine Hundred and Six Dollars and Ninety Cents (\$87,906.90) for use of the Public Works Department of the City of Manchester; sponsored by Vice Mayor Messick. Alderman Hobbs made a motion to approve and seconded by Alderman Bellamy. Mayor Howard opened the floor to discussion and called for the roll. The resolution passed 5-0.

- c) A resolution authorizing the City of Manchester Government to present this resolution for presentation to the State of Tennessee for its consideration, that the Duck River Bridge located in the Old Stone Fort State Park should not be removed; sponsored by Alderman Anderson. Alderman Anderson made a motion to approve and seconded by Alderman Parsley. Mayor Howard opened the floor to discussion. Alderman Anderson explained why she brought the resolution to the board. Alderman Anderson stated she did not think the state did their due diligence by checking with all of the stakeholders and this had not come to this board for a vote. Alderman Anderson asked the board to explain why they would vote no on the resolution. Alderman Hobbs asked what is the cost to the citizens of the City of Manchester. Alderman Anderson stated that from her understanding the bridge is eligible to be listed on the federal register of historical places and would be eligible for funding. Alderman Anderson stated this is a symbolic resolution and doesn't believe we have any fiscal responsibility and she doesn't believe we are committing funding to this infrastructure. Alderman Hobbs discussed who will take ownership if it is taken down. Alderman Anderson stated there is conflicting engineering reports. Alderman Anderson stated she wants the bridge preserved as a pedestrian bridge. Mayor Howard discussed the bridge that replaces the current bridge must have the same footprint, and if it is deemed an historical bridge that will not guarantee funding. Mayor Howard discussed the only other entrance into the campground will be Country Club road and the city will be responsible in the upkeep of the city's portion of the road. And the bridge is one year from ground breaking and if it turned away then the state will pull out the funding of the bridge. Vice Mayor Messick discussed the cost of the road in Country Club road. Alderman Anderson discussed what would happen with the bridge if it is removed. Mayor Howard called for the roll. The resolution failed with a 3-2 vote. Alderman Hobbs and Vice Mayor Messick voted nay.

**Ordinances:**

- a) 2<sup>nd</sup> reading of an ordinance adding provisions to Manchester Municipal Code regarding Citizen Comments; sponsored by Alderman Hobbs. Vice Mayor Messick made a motion to approve and seconded by Alderman Hobbs. Mayor Howard opened the floor to discussion and called for the roll. The ordinance passed 2<sup>nd</sup> and final reading 5-0.
- b) 2<sup>nd</sup> reading of an ordinance to add a provision to Title 5 Chapter 7 of Manchester Municipal Code to adopt a Cybersecurity and Bid Policy; sponsored by Alderman Parsley. Alderman Hobbs made a motion to approve and seconded by Alderman Parsley. Alderman Bellamy asked if this changed the bid policy and a discussion ensued. Mayor Howard called for the roll, and the ordinance passed 2<sup>nd</sup> and final reading 5-0.
- c) 2<sup>nd</sup> reading of an ordinance to amend Manchester Municipal Code 1-110 relative to Policies and Procedures Committee; sponsored by Alderman Hobbs. Vice Mayor Messick made a motion to approve and seconded by Alderman Parsley. Mayor Howard opened the floor to discussion and after none called for the roll. The ordinance passed 2<sup>nd</sup> and final reading 5-0.
- d) 2<sup>nd</sup> reading of an ordinance rezoning property owned by 2415 Construction LLC on Shelton Road, from R-1 to R-2; sponsored by Vice Mayor Messick. Vice Mayor Messick asked to keep the ordinance tabled after speaking with the owners and asked that there is a full board. Attorney Johnson discussed that the ordinance is still tabled from the last meeting.
- e) 1<sup>st</sup> reading of an ordinance rezoning property owned by Loyd Glen Chapman and Shawn Trail on 512 West Taylor St., from R-3 to R-4; sponsored by Vice Mayor Messick. Remains tabled
- f) 1<sup>st</sup> reading of an ordinance rezoning property owned by Loyd Glen Chapman and Shawn Trail on 811 Lynchburg Rd., from R-3 to R-4; sponsored by Vice Mayor Messick. Remains tabled.
- g) 1<sup>st</sup> reading of an ordinance rezoning property owned by Wesley Parker on 814 South Spring St., from R-3 to R-4; sponsored by Vice Mayor Messick. Vice Mayor Messick made a motion to approve and seconded by Alderman Hobbs. Mayor Howard opened the floor to discussion. Director Fiske discussed the actions of the Planning and Zoning Commission. Mayor Howard called for the roll and the motion failed 1-4 with Alderman Parsley voting Aye and Alderman Anderson, Alderman Bellamy, Alderman Hobbs, and Vice Mayor Messick voting nay.
- h) 1<sup>st</sup> reading of an ordinance to amend Manchester Municipal Code 5-703 (3), Committee Award Procedure; sponsored by Alderman Hobbs. Vice Mayor Messick made a motion to approve and

seconded by Alderman Hobbs. Mayor Howard opened the floor to discussion and Attorney Johnson discussed the ordinance. Mayor Howard called for the roll, and the ordinance passed 1<sup>st</sup> reading 5-0.

- i) 1<sup>st</sup> reading of an ordinance to add a provision to Title 6 Chapter 1 of Manchester Municipal Code to adopt a "Service Awards Upon resignation or Retirement" policy for the Manchester Police Department; sponsored by Alderman Hobbs. Alderman Bellamy made a motion to approve and seconded by Alderman Parsley. Mayor Howard opened the floor to discussion. Chief Sipe asked that the ordinance be amended to add that it is retroactive back to 8-1-23. Alderman Bellamy made a motion to amend the original to make it retroactive to 8-1-23 and seconded by Vice Mayor Messick. Mayor Howard called for the roll on the amended motion to add the language retroactive to 8-1-23. The amended motion passed 5-0. Mayor Howard called for the roll on the original motion and the motion passed 5-0.

**OLD BUSINESS:** none

**NEW BUSINESS**

- Citizen Appointments to Committees and Commissions- Mayor Howard discussed the presented list and Alderman Hobbs made a motion to approve the appointments as listed and seconded by Vice Mayor Messick. The BOMA approved the Committee and Commissions as listed 5-0.
- BOMA Appointments to Committees and Commissions- Mayor Howard discussed the presented list of the BOMA appointments to committees and commission. Alderman Hobbs made a motion to approve the list and seconded by Vice Mayor Messick. The motion passed 5-0.
- Street Light Woodland Drive- Vice Mayor Messick made a motion to approve and seconded by Alderman Parsley. Vice Mayor Messick discussed the cost of the light. Mayor Howard called for the roll and the motion passed 5-0.
- Recreation & Parks Part-Time Job Descriptions, Aquatics Supervisor, Assistant Aquatics Manager Job Description, and Pay Increase. Mayor Howard asked if everyone had reviewed the information and Alderman Bellamy made a motion to approve and seconded by Alderman Hobbs. Alderman Bellamy discussed the pay increases and Director Fox discussed that would this has already been budgeted and went through the finance committee. The motion passed 5-0.
- MPD "Captain" revised job description- Mayor Howard asked if everyone had read over the revised job description and Chief Sipe discussed the new job description. Alderman Bellamy made a motion to approve and seconded by Alderman Hobbs. The revised job description passed 5-0.

**COMMENTS FROM BOMA:** Alderman Bellamy thanked the employees of the city. Vice Mayor Messick discussed a call received from a resident of the city regarding the MPD helping her during a wreck and how great they were to her. Mayor Howard thanked everyone attending the meeting.

- County Resident Steve Bouldin started speaking but was not recognized. Mayor Howard stated that she did her due diligence on researching the information on the state bridge.

**ADJOURNMENT:**

- Being no further business to discuss, Mayor Howard asked for a motion to adjourn and Alderman Hobbs made the motion. The motion was seconded by Alderman Parsley. The motion to adjourn was passed 5-0. The meeting adjourned at 7:35 p.m.

**SIGNATURES:**

---

**Mayor Marilyn Howard**

---

**Executive Administrative Assistant Keele**

**RESOLUTION No \_\_\_\_\_**

**WHEREAS**, the City of Manchester, Tennessee has been awarded funds under Tennessee Department of Environment and Conservation’s State Water Infrastructure Grant (SWIG) Program through the American Rescue Program (ARP); and

**WHEREAS**, the City of Manchester wishes to procure the engineering services of St. John Engineering LLC for the design, inspection, surveying, and other engineering services as needed to implement their ARP projects; and

**WHEREAS**, Tennessee Code Annotated 12-3-103 prohibits competitive procurement and provides that contracts for professional services shall not be based upon competitive procurement methods but shall be awarded on the basis of recognized competence and integrity; and

**WHEREAS**, the Manchester Municipal Code 5-703 (4) requires that all contracts obligating the city in excess of \$35,000 be approved by resolution; and

**WHEREAS**, applying TCA 12-3-10, the City of Manchester wishes to procure the professional services of St. John Engineering LLC.

**NOW, THEREFORE, BE IT RESOLVED, THAT**

The Mayor and be authorized and directed to enter into a contract with St. John Engineering LLC for \$245,050.00 for consulting services related to the Manchester ARP-SWIG projects which includes but not limited to the following:

Design Fee	\$105,050
Survey Fee	\$35,000
Inspection	\$30,000
Asset Management Plan	\$75,000

**PASSED AND SO ORDERED THIS 3rd DAY OF OCTOBER 2023.**

\_\_\_\_\_  
Lisa Myers  
Finance Director

\_\_\_\_\_  
Marilyn Howard  
Mayor

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION APPROVING A CONTRACT WITH KUSTOM SIGNALS, INC., IN THE AMOUNT OF ONE HUNDRED AND TWENTY SIX THOUSAND, EIGHT HUNDRED AND 00/100 DOLLARS (\$126,800.00) FOR PURCHASE OF BODY CAMERAS AND THE PURCHASE/INSTALLATION OF IN-CAR CAMERAS;**

WHEREAS the City of Manchester applied for and been awarded a VCIF grant, which included the purchase of body cameras and in-car cameras; and

WHEREAS the City of Manchester Police Department has determined, after reasonable efforts to find alternative suppliers, that because of the proprietorial nature of the cameras, collaborative software, and data storage, the “Sole Source” provisions of MMC 5-704 (2) should apply; and

WHEREAS the City Attorney agrees that the “Sole Source” provisions should apply to said purchase of the City of Manchester and found the proposal provides the City the best ability to maintain a cost effective system; and

WHEREAS, in order to fulfill the City of Manchester’s needs for body cameras and in-car cameras the Manchester Police Department and the City Attorney have recommended the purchase and installation of the items and services listed on Exhibit “A” at a total cost of One Hundred and Twenty Six Thousand, Eight Hundred and 00/100 Dollars (\$126,800.00); and

WHEREAS Manchester Municipal Code 5-703(4) requires any contractual obligation in excess of Thirty-Five Thousand Dollars (\$35,000) be approved by resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the City of Manchester contract with Kuston Signals, Inc., to provide the items and services listed on Exhibit “A” attached hereto and incorporated herein at a total cost of One Hundred and Twenty Six Thousand, Eight Hundred and 00/100 Dollars (\$126,800.00).

Resolved this \_\_\_\_\_ day of \_\_\_\_\_ 2023.

---

Marilyn Howard, Mayor

---

Lisa Myers, Finance Director

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

**AN ORDINANCE REZONING PROPERTY OWNED BY 2415 CONSTRUCTION  
LLC ON SHELTON ROAD, FROM R-1 TO R-2**

WHEREAS the City of Manchester has a currently enacted a Zoning Ordinance and a Zoning Map; and

WHEREAS, pursuant to Tennessee Law, since the zoning of real estate is accomplished by ordinance: it must be amended by ordinance rather than by resolution; and

WHEREAS the Manchester Planning Commission, at its meeting May 15, 2023, considered the amended rezoning request that the property owned by 2415 Construction LLC, described below, be rezoned from R-1 to R-2, and voted to send that request to the Board with a positive recommendation; and

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that Title 14, Chapter 6, Section 6, Section 1 of the Manchester Municipal Code be, and it is hereby amended to apply the zoning classification of R-2 to the following described property owned by 2415 Construction LLC on Shelton Road:

TRACT NO. 1: BEGINNING at a point in Huckleberry Creek: thence north 48 deg. 18.5 min, west 224.65 feet to a point; thence north 01 deg. 07 min west 250.15 feet to a point; thence north 34 deg. 09 min. west 125.77 feet to a point; thence north 21 deg. 29 min east 130.53 feet to a point; thence north 45 deg. 10 min. east 208.7 feet to a point; thence north 79 deg. 53.5 min. east 212.84 feet to a point thence north 12 deg. 49 min. west 512.20 feet to a point; thence south 39 deg. 9.5 min. west 379.23 feet to the point of beginning, and containing 5.622 acres, more or less.

TRACT NO. 2: BEGINNING at an iron pin, corner of Tracts 1 and 2 herein; thence north 12 deg. 49 min. west 512.20 feet to a point; thence north 12 deg. 49 min. west 512.20 feet to a point; thence north 62 deg. 22.5 min. east 207.75 feet to a point thence south 63 deg. 11.54 min. east 227.01 feet to a point; thence north 15 deg. 53 min. west 455.38 feet to a point; thence north 71 deg. 10.5 min. west 250 feet to a point thence south 18 deg. 48 min. west 200.51 feet to a point; thence north 71 deg. 46 min. west 147.15 feet to the beginning. And containing 5.011 acres more or less.

However, there is included within the boundaries of Tract No. 2 above, but excluded from this conveyance, the following described parcel of land: Beginning at a stake in the north margin of Shelton Road at the southeast corner of Tract No. 2 above; thence in a westerly direction along the north margin of said road 25 feet to a stake; thence in a northerly direction 200.51 feet to a stake thence in an easterly direction 25 feet to a stake in the northwest corner of a lot owned by Tommy Shelton; thence in a southerly direction along the west line of Tommy Shelton's lot 200.51 feet to the place of beginning.

Being the same property conveyed to Larry W. Shelton and wife, Reeda Shelton, an undivided one-half interest and unto Charles M. Shelton, an undivided one half interest, their heirs and assigns, by Warranty Deed from Tommy H. Shelton, a widower, dated September 24, 1993, and recorded on September 27, 1993, of record in Book W235, Page 371, in the Register's Office of Coffee County, Tennessee.

BEING all of Tracts 3 and 4 of an unrecorded plat drawn by W. H. Aldred April 11, 1979, and being more particularly described as follows, to-wit:

BEGINNING at an iron pin in the west margin of Shelton Road (50 feet right-of-way), the same point being the southeast corner of the aforesaid Tract 3; thence from said point of beginning North 80 deg. 00 min. West 124.90 feet to a stake; thence south 10 deg. 34 min. West 10.02 feet to a stake; thence North 81 deg. 55. Min. West 150.03 feet to a stake; thence North 74 deg. 12 min. West 96.11 feet to an iron pin; thence North 71 deg. 10.5 min. West 150.12 feet to a stake; thence North 15 deg. 53 min. West 455.38 feet to a stake; thence North 53 deg. 15 min. East 192.33 feet to a stake; thence North 25 deg. 38 min. East 242.27 feet to a stake; thence North 25 deg. 58 min. East 83.37 feet to a stake; thence North 80 deg. 09 min. East 352.52 feet to a stake in the West margin of Shelton Road; thence along the west margin of Shelton Road 1014.34 feet to the point of beginning and containing 11.071 acres.

Being the same property conveyed to Larry W. Shelton and wife, Reeda Shelton, an undivided one half interest and unto Charles M. Shelton, an undivided one half interest, their heirs and assigns, by Warranty Deed from Katie Pearl Welch, Maggie Ruth Shelton, Tammy H. Shelton, Jesse P. Shelton, Rena Shores, Wayne Shelton, James Shelton, Kendall Shelton, Billy Shelton, Armond Novello, Jackie M. Novello and Dera O Novello, dated November 13, 1979 of record in Book W171, Page 684, in the Register's Office of Coffee County, Tennessee.

BE IT FURTHER ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that Title 14, Chapter 6,

Section 2 of the Manchester Municipal Code entitled Zoning Map be amended to show this property as R-2; and

BE IT FURTHER ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that this ordinance shall take effect on and after its publication and passage and public hearing, the public welfare of the City of Manchester, Tennessee requiring it and that all ordinances in conflict be repealed to the extent of this conflict.

This ordinance is presented and passed with the positive recommendation of the Manchester Planning Commission obtained at its meeting on May 15, 2023.

PASSED FIRST READING: \_\_\_\_\_ June 6 \_\_\_\_\_, 2023

PASSED SECOND AND FINAL READING: \_\_\_\_\_, 2023

---

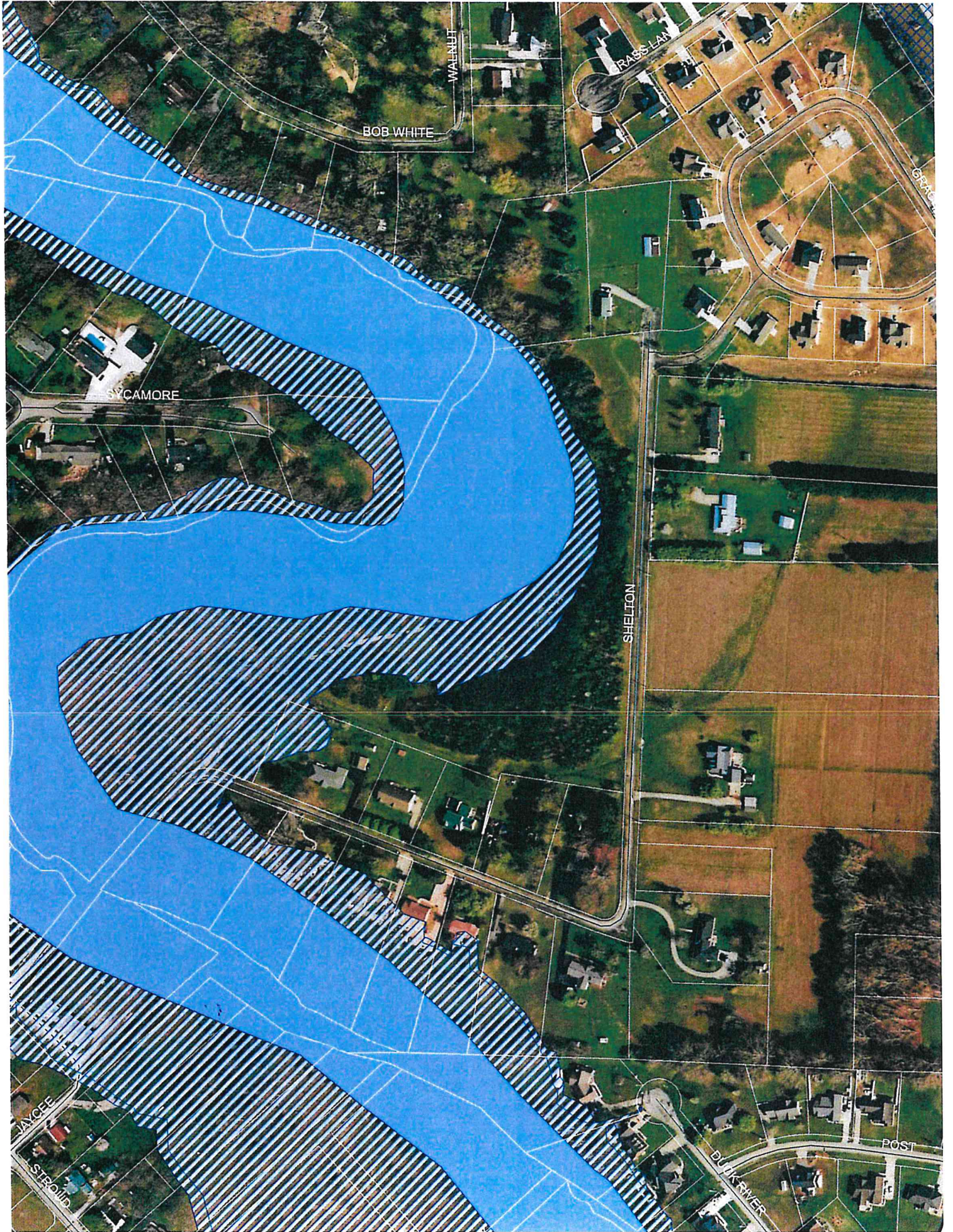
Marilyn Howard, Mayor

---

Lisa Myers, Finance Director







FEE: 200<sup>00</sup>

DATE: 4/13/23

MEETING DATE: 5/15/23

CASE#: 09-2023

TIME OF MEETING: 5:30 P.M.  
LOCATION: City Hall Meeting Room

- APPROVAL *Positive to Bsm z R-1 to R2*
- DISAPPROVAL
- NO ACTION TAKEN

**MANCHESTER PLANNING COMMISSION**

NAME OF PROPERTY OWNER: 2415 Construction Inc

ADDRESS OF OWNER: 114 W Fort St Manchester TN 37355

PHONE: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

I hereby request to the Manchester Planning Commission:

Ø Rezoning R1 to R3 Negative

Intended use: R1 to R2 Positive


ADDRESS OF PROPERTY: 0 Shilton Rd Manchester TN 37355

Property Tax Map No. 076 Group \_\_\_\_\_ Control Map \_\_\_\_\_ Parcel No. 132,04

Is this property in a Flood Hazard Area per FIRM Map No. 47031C0- \_\_\_\_\_  
Map Revised: August 4, 2008.

NOTE: \_\_\_\_\_

I do hereby certify that the information given above is accurate/correct to the best of my knowledge.

  
\_\_\_\_\_  
Signature of Owner / Authorized Agent

- Ø Rezoning instruction sheet received \_\_\_\_\_
- Ø Site Plan checklist received \_\_\_\_\_



**CITY OF MANCHESTER, TENNESSEE  
BUILDING PERMIT  
VAR,SPEC EXC,REZONING, ORD AMD**

PERMIT #: 116706

DATE ISSUED: 4/20/2023

DESCRIPTION: VAR,SPEC EXC,REZONING,  
ORD AMD  
LOCATION: SHELTON RD  
SUBDIVISION:  
LOT#

DEBRIS  
AFFADAVIT W/C  
TILE PERMIT

OWNER NAME: 2415 CONSTRUCTION INC.  
ADDRESS: 114 W. FORT ST  
CITY: MANCHESTER  
STATE: TN  
ZIP: 37355  
PHONE:

CONTRACTOR: 2415 CONSTRUCTION INC.  
ADDRESS: 114 W. FORT ST  
CITY: MANCHESTER  
ST: TN  
ZIP: 37355  
PHONE:

LICENSE:

ELEC CONTRACTOR VALUATION: \$ 0.00  
NO OF ELEVATORS:  
NO OF FLOORS:  
NO OF FAMILIES:  
USE ZONE:R-1 TO R-3  
ROOF:  
EXTERIOR WALLS:  
SPRINKLERS:  
STANDPIPES:  
FIREPLACES:

PLB CONTRACTR  
SITE PLN ON FILE  
HEIGHT:  
BLDG LxW  
NUMBER ROOMS  
NUM KITCHENS:  
FOUNDATION:  
INTERIOR WALLS:  
NUMBER BATHS:  
HEAT SOURCE:

FRONT SETBACK:  
LEFT SETBACK:

REAR SETBACK:  
RIGHT SETBACK:

TOTAL BLDG FEES \$ 200.00

Remarks \_\_\_\_\_

If not approved, give reason: \_\_\_\_\_

Board of Zoning Appeals in case number \_\_\_\_\_ adopted \_\_\_\_\_

Application approved by \_\_\_\_\_

**NOTICE**

THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 6 MONTHS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 6 MONTHS AT ANY TIME AFTER WORK IS STARTED.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS DOCUMENT AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISION OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

[Signature]  
(SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT)

4-20-23  
DATE

[Signature]  
(ZONING/BLDG CODE EXAMINER) DATE

\_\_\_\_\_  
(BLDG INSPECTOR) DATE

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

AN ORDINANCE TO AMEND MANCHESTER MUNICIPAL CODE 5-703 (3),  
COMMITTEE AWARD PROCEDURE

WHEREAS Manchester Municipal Code 5-703(3) establishes the General Rules for Purchasing Authority for the committee award procedure of the City of Manchester and;

WHEREAS the Board of Mayor and Alderman feel it appropriate to correct some incorrect wording in the code and;

WHEREAS the Board of Mayor and Aldermen believes that amending the code is the most efficient way of correcting the error.

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that of Manchester Municipal Code 5-703 (3) be amended to delete the following title and sentence:

**“(3) Committee award: \$10,000 to \$24,999. The committee award procedure shall be utilized for all purchases, contracts, or agreements of more than \$9,999 as follows:”**

be amended to add the following language:

**“(3) Committee award: \$10,000 to \$34,999. The committee award procedure shall be utilized for all purchases, contracts, or agreements of more than \$9,999, and up to \$34,999 as follows:”**

BE IT FURTHER ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that this ordinance shall take effect on and after its publication and passage, the public welfare of the City of Manchester, Tennessee requiring it.

PASSED FIRST READING: \_\_\_\_\_ September 5 \_\_\_\_\_, 2023

PASSED SECOND AND FINAL READING: \_\_\_\_\_, 2023

\_\_\_\_\_  
Marilyn Howard, Mayor

\_\_\_\_\_  
Lisa Myers, Finance Director

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

**AN ORDINANCE TO ADD A PROVISION TO TITLE 6 CHAPTER 1 OF  
MANCHESTER MUNICIPAL CODE TO ADOPT A “SERVICE AWARDS UPON  
RESIGNATION OR RETIREMENT” POLICY FOR THE MANCHESTER POLICE  
DEPARTMENT**

WHEREAS the City of Manchester maintains well established rules, policies, and regulations pertaining to Police Department conduct and personnel rules, in the Manchester Municipal Code; and

WHEREAS the Safety Committee recommends and the Board of Mayor and Aldermen of the City of Manchester believes it to be in the best interest of the City to adopt a Service Awards policy for the Manchester Police Department pertaining to badges and guns, among other things, that are subject to Federal and State law.

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the Manchester Police Department “Service Awards Upon Resignation or Retirement” Policy attached to this ordinance as Exhibit “A” shall become part of the Manchester Code by reference.

BE IT FURTHER ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that there be added to Title 6 Chapter 1 of Manchester Municipal Code the following provision:

**“6-108. Service Awards Upon Resignation or Retirement Policy.** A Service Awards Upon Resignation or Retirement Policy is hereby adopted for the City of Manchester Police Department as contained in the Book of General Orders in the office of the Chief of Police of the City of Manchester, Tennessee, and further known as General Order 214.00, which is hereby adopted and incorporated by reference as part of this code and hereafter referred to as the Manchester Police Department Service Awards Policy. The provisions of this policy shall govern if another portion of this code is in contradiction of the terms herein.”

BE IT FURTHER ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that this ordinance shall take effect on and after

its publication and passage, and be applied retroactively to August 1, 2023, the public welfare of the City of Manchester, Tennessee requiring it.

PASSED FIRST READING: \_\_\_\_\_ September 5 \_\_\_\_\_, 2023

PASSED SECOND AND FINAL READING: \_\_\_\_\_, 2023

\_\_\_\_\_  
Marilyn Howard, Mayor

\_\_\_\_\_  
Lisa Myers, Finance Director



# MANCHESTER POLICE DEPARTMENT

## Manchester, Tennessee

### General Order

**No: 214.00**

<b>Subject:</b> Service Awards Upon Resignation or Retirement	<b>Amends:</b>	<b>Rescinds:</b>
<b>Reference:</b>	<b>Effective Date:</b> DRAFT	<b>Distribution:</b>

#### **Purpose**

##### **214.01**

The purpose of this general order is to establish a policy and procedures for service awards upon resignation and/or retirement from the City of Manchester. This program is designed to recognize and express appreciation to full-time employees who have completed (10) years or more service to the City. The receipt of the specific service awards is conditioned upon satisfaction of the provisions set forth in this Order.

#### **Policy**

##### **214.02**

It shall be the policy of the Manchester Police Department to permit qualified, retiring or resigning commissioned officers and full-time civilian employees to receive service awards upon retirement or resignation provided that the provisions set forth in this Order are satisfied.

#### **CONDITIONS TO BE SATISFIED FOR WEAPON AND BADGE RETENTION:**

- A. A combined total of a minimum of twenty (20) years of honorable creditable service must have been completed.
  1. Any member retiring under dishonorable conditions or not recommended for rehire with the Manchester Police Department shall not be eligible to retain the service weapon, badge, retired commission card or be entitled to any other privileges afforded to those retiring under honorable conditions.
  2. Only one (1) departmental issued service weapon (handgun) will be relinquished. All other departmental issued weapons, such as shotguns and rifles, shall be retained by the department.
  3. Creditable service includes only the time spent as a commissioned member of the Manchester Police Department.
  4. All members meeting necessary requirements will also be issued a retired commission card.
  5. Retired commission cards do not expire. They do not serve the purpose of, nor should they be construed as a handgun permit. Also, they will not serve to satisfy the conditions of the Law Enforcement Officer's Safety Act (LEOSA). This will be indicated on the card.

- B. The issuance of weapons and badges under this policy must be approved by the Chief or Assistant Chief prior to the transfer of ownership.
- C. Retiring members meeting the twenty (20) years of honorable creditable service criteria, and choosing to retain the service weapon and badge, shall indicate this desire on the "Notice of Employee Resignation / Retirement Form." The form can be obtained from the City of Manchester Human Resources Division, the Chief of Police, or the Assistant Chief of Police. The form is to be completed and submitted along with all other associated retirement papers prior to departure date.
  - 1. Upon receipt of the Notice of Employee Resignation / Retirement Form, the Chief of Police or Assistant Chief of Police will complete a "Transfer of Ownership of Service Weapon and Badge Form" for the retiring member.
  - 2. After all sections of the "Transfer of Ownership of Service Weapon and Badge" have been verified and the proper signatures obtained, the form will remain with the Chief of Police or Assistant Chief of Police until the retiring member signs the form.
  - 3. After the retiring member signs the form, he/she shall be given a copy and the original will be placed in the retiring members personnel file. An exact copy will also be placed in the Employee Records / Inventory section within the departmental computerized records management system.
  - 4. When these procedures are completed, qualified retiring members will be presented with the service weapon and badge at a ceremony honoring their years of service with the City of Manchester or upon their departure date.

**CONDITIONS TO BE SATISFIED FOR RECEIPT OF BADGE and INSIGNIAS:**

- A. A combined total of a minimum of ten (10) to twenty (20) years of honorable creditable service must have been completed.
  - 1. Any member resigning under dishonorable conditions or not recommended for rehire with the Manchester Police Department shall not be eligible to retain badges and insignias.
  - 2. Creditable service includes only the time spent as a commissioned member of the Manchester Police Department or as a full-time civilian employee.
  - 3. Badges and department issued insignia will be presented. Badges and insignia will not be issued for resigned employees to carry on their person.
- B. Resigning members meeting the Ten (10) to twenty (20) years of honorable creditable service criteria, and choosing to receive badges and department issued insignia, shall indicate this desire on the "Notice of Employee Resignation / Retirement Form." The form can be obtained from the City of Manchester Human Resources Division, the Chief of Police, or the Assistant Chief of Police. The form is to be completed and submitted along with all other associated retirement papers prior to departure date.
  - 1. When these procedures are completed, qualified resigning members will be presented with badges and insignia at a ceremony honoring their years of service with the City of Manchester upon their departure date.

**OPTION OF RETIRING MEMBERS TO OBTAIN CERTIFICATION CREDENTIALS SATISFYING CONDITIONS OF LEOSA:**

- A. Should qualifying member so desire, it is the intent of the Department to provide a certification card attesting to the satisfactory completion of the requirements of the LEOSA. This desire shall also be indicated on the "Notice of Resignation / Retirement Form."
- B. If desired, qualified retiring members shall be issued a LEOSA Certification Card at the time of retirement by the department also with a retired commission card.
- C. For additional information regarding the retention and issuance of the LEOSA Card after retirement, please refer to the "Law Enforcement Officer's Safety Act."

This General Order shall remain in force until revoked or revised by competent authority.

\_\_\_\_\_  
Chief of Police

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

**AN ORDINANCE REZONING PROPERTY OWNED BY LOYD GLEN CHAPMAN  
AND SHAWN TRAIL ON 512 W. TAYLOR ST., FROM R-3 TO R-4**

WHEREAS the City of Manchester has a currently enacted a Zoning Ordinance and a Zoning Map; and

WHEREAS, pursuant to Tennessee Law, since the zoning of real estate is accomplished by ordinance: it must be amended by ordinance rather than by resolution; and

WHEREAS the Manchester Planning Commission, at its meeting June 22, 2023, considered the rezoning request that the property owned by Loyd Glenn Chapman and Shawn Trail, described below, be rezoned from R-3 to R-4, and voted to send that request to the Board with a positive recommendation; and

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that Title 14, Chapter 6, Section 6, Section 1 of the Manchester Municipal Code be, and it is hereby amended to apply the zoning classification of R-4 to the following described property owned by Loyd Glenn Chapman and Shawn Trail on 512 W. Taylor St.:

Map 075M, Group B, Parcel 003.01

Beginning at an iron pin in the north margin of Taylor Street and being the southeast corner of the property herein conveyed being Wimberley's southwest corner; thence along the north margin of Taylor Street North 88 deg. 32 min. West 54.0 feet to an iron pin in the north margin of Taylor Street; thence North 04 deg. 11 min. East 143.0 feet to an iron pin in the southeast margin of Lynchburg Road; thence South 88 deg. 55 min. East 37.78 feet to an iron pin; thence South 05 deg. 42 min. West 200.87 feet to the point of beginning.

Being a portion of the same property conveyed to Loyd Glen Chapman and Shawn Trail from Rose Lonnelle Dodge by Warranty Deed dated May 24, 2023 of record in Book 432, Page 454, Register's Office of Coffee County, Tennessee.

BE IT FURTHER ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that Title 14, Chapter 6, Section 2 of the Manchester Municipal Code entitled Zoning Map be amended to show this property as R-4; and

BE IT FURTHER ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that this ordinance shall take effect on and after its publication and passage and public hearing, the public welfare of the City of Manchester, Tennessee requiring it and that all ordinances in conflict be repealed to the extent of this conflict.

This ordinance is presented and passed with the positive recommendation of the Manchester Planning Commission obtained at its meeting on June 22, 2023.

PASSED FIRST READING: \_\_\_\_\_, 2023

PASSED SECOND AND FINAL READING: \_\_\_\_\_, 2023

\_\_\_\_\_  
Marilyn Howard, Mayor

\_\_\_\_\_

FEE: 200.00

DATE: 5-26-23

MEETING DATE: 6-22-23  
TIME OF MEETING: 5:30 P.M.  
LOCATION: City Hall Meeting Room

CASE#: 12-2023  
 APPROVAL Positive to BOMF  
 DISAPPROVAL  
 NO ACTION TAKEN

**MANCHESTER PLANNING COMMISSION**

NAME OF PROPERTY OWNER: G+T Construction

ADDRESS OF OWNER: P.O. Box 1835 Manchester TN

PHONE: (Home) 278-1685 (Work) \_\_\_\_\_

I hereby request to the Manchester Planning Commission:

Ø Rezoning R-3 to R-4

Intended use: Multi-Family

ADDRESS OF PROPERTY: 512 W-Taylor St.

Property Tax Map No. 075M Group B Control Map \_\_\_\_\_ Parcel No. 003.01

Is this property in a Flood Hazard Area per FIRM Map No. 47031C0- \_\_\_\_\_  
Map Revised: August 4, 2008.

NOTE: \_\_\_\_\_

I do hereby certify that the information given above is accurate/correct to the best of my knowledge.



Signature of Owner / Authorized Agent

Ø Rezoning instruction sheet received \_\_\_\_\_

Ø Site Plan checklist received \_\_\_\_\_



**CITY OF MANCHESTER, TENNESSEE  
BUILDING PERMIT  
VAR,SPEC EXC,REZONING, ORD AMD**

PERMIT #: 116744

DATE ISSUED: 5/26/2023

DESCRIPTION: VAR,SPEC EXC,REZONING,  
ORD AMD  
LOCATION: 517 W. TAYLOR ST  
SUBDIVISION: *512*  
LOT#

DEBRIS  
AFFADAVIT W/C  
TILE PERMIT

OWNER NAME: G & T CONSTRUCTION  
ADDRESS: P. O. BOX 1835  
CITY: MANCHESTER  
STATE: TN  
ZIP: 37349  
PHONE: 615-477-8856 SHAWN

CONTRACTOR: G & T CONSTRUCTION  
ADDRESS: P. O. BOX 1835  
CITY: MANCHESTER  
ST: TN  
ZIP: 37349  
PHONE: 273-1685  
LICENSE:

ELEC CONTRACTOR VALUATION: S 0 00  
NO OF ELEVATORS:  
NO OF FLOORS:  
NO OF FAMILIES:  
USE ZONE:  
ROOF:  
EXTERIOR WALLS:  
SPRINKLERS:  
STANDPIPES:  
FIREPLACES:

PLB CONTRACTR SITE PLN ON FILE  
HEIGHT:  
BLDG LxW  
NUMBER ROOMS  
NUM KITCHENS:  
FOUNDATION:  
INTERIOR WALLS:  
NUMBER BATHS:  
HEAT SOURCE:

FRONT SETBACK:  
LEFT SETBACK:

REAR SETBACK:  
RIGHT SETBACK:

TOTAL BLDG FEES \$ 200.00

Remarks \_\_\_\_\_

If not approved, give reason: \_\_\_\_\_

Board of Zoning Appeals in case number \_\_\_\_\_ adopted \_\_\_\_\_

Application approved by \_\_\_\_\_

**NOTICE**  
THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 6 MONTHS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 6 MONTHS AT ANY TIME AFTER WORK IS STARTED.

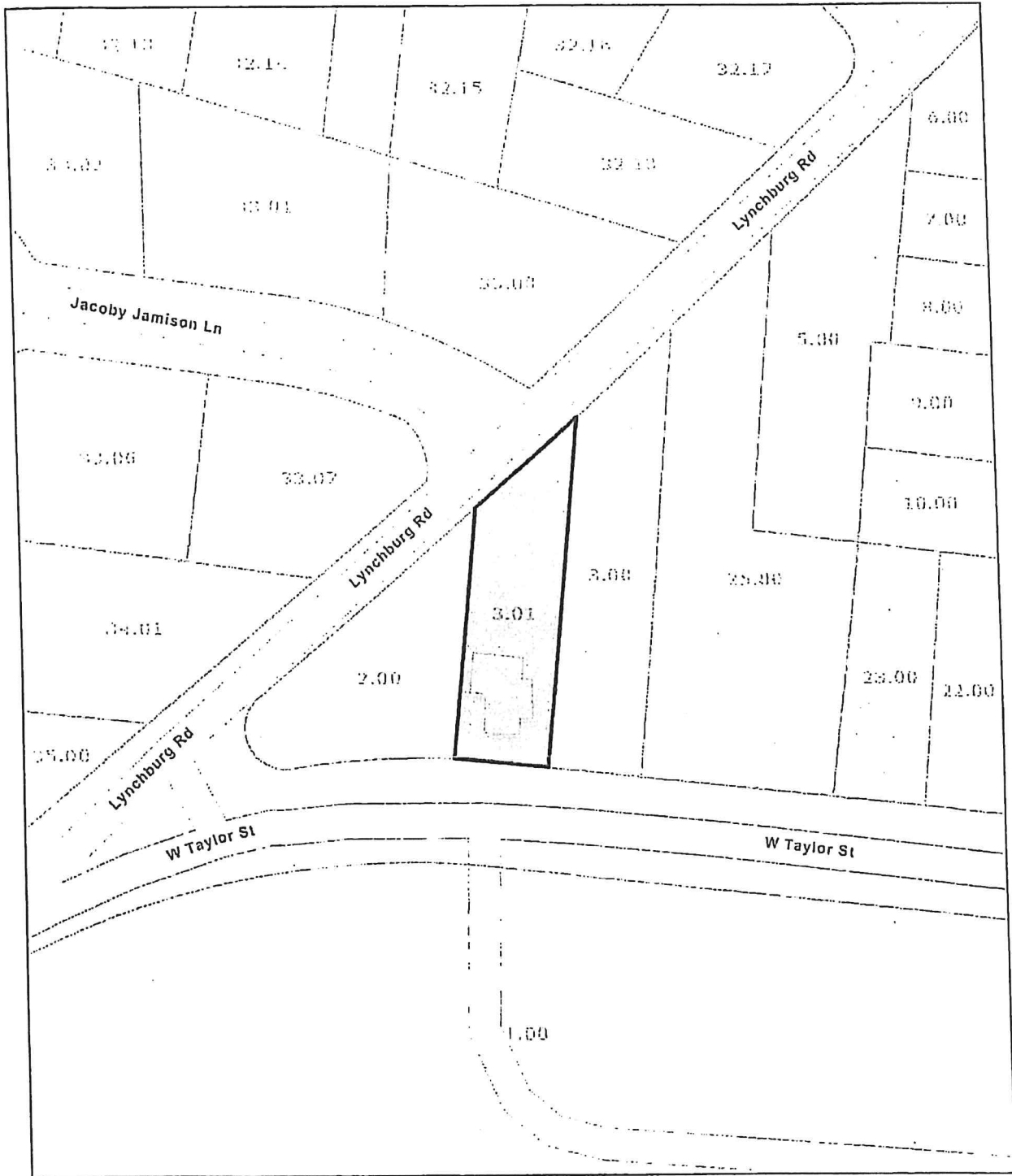
I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS DOCUMENT AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISION OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

*[Signature]* \_\_\_\_\_ *05-26-23*  
(SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT) DATE

*[Signature]* \_\_\_\_\_ *5/26/23*  
(ZONING/BLDG CODE EXAMINER) DATE

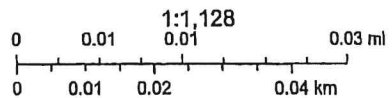
\_\_\_\_\_  
(BLDG INSPECTOR) DATE

# Coffee County - Parcel: 075M B 003.01



Date: May 26, 2023

County: Coffee  
Owner: DODGE ROSE LONNETTE  
Address: W TAYLOR ST 512  
Parcel Number: 075M B 003.01  
Deeded Acreage: 0  
Calculated Acreage: 0



Esri Community Maps Contributors, Tennessee STS GIS, © OpenStreetMap, Microsoft, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc, METU/ NASA, USGS, EPA, NPS, US Census Bureau, USDA, State of Tennessee, Comptroller of the Treasury, Office of Local Government (OLG)

The property lines are compiled from information maintained by your local







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

**AN ORDINANCE REZONING PROPERTY OWNED BY LOYD GLEN CHAPMAN  
AND SHAWN TRAIL ON 811 LYNCHBURG RD., FROM R-3 TO R-4**

WHEREAS the City of Manchester has a currently enacted a Zoning Ordinance and a Zoning Map; and

WHEREAS, pursuant to Tennessee Law, since the zoning of real estate is accomplished by ordinance: it must be amended by ordinance rather than by resolution; and

WHEREAS the Manchester Planning Commission, at its meeting June 22, 2023, considered the rezoning request that the property owned by Loyd Glenn Chapman and Shawn Trail, described below, be rezoned from R-3 to R-4, and voted to send that request to the Board with a positive recommendation; and

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that Title 14, Chapter 6, Section 6, Section 1 of the Manchester Municipal Code be, and it is hereby amended to apply the zoning classification of R-4 to the following described property owned by Loyd Glenn Chapman and Shawn Trail on 811 Lynchburg Rd.:

Map 075M, Group B, Parcel 002.00

Beginning at an iron pin in the north margin of Taylor Street and being the southeast corner of the property herein conveyed thence from said point South 87 deg. 07 mi. 17 sec. West 111.29 stake; thence North 27 deg. 13 min. 14 sec. West 16.68 feet to a stake, which stake is located at the intersection of the Old Lynchburg Road and Taylor Street; thence North 49 deg. 03 min. 13 sec. East 93.60 feet to a stake in the edge of the right of way of the Old Lynchburg Road; thence further along the Old Lynchburg Road North 48 deg. 49 min. 59 sec. East a distance of 95.54 feet to an iron pin; thence South 04 deg. 07 min. 00 sec. West 143 feet along a fence to the point of beginning, as depicted by survey of Alton C. Morris, dated 13 October, 1982.

Being a portion of the same property conveyed to Loyd Glen Chapman and Shawn Trail from Rose Lonneta Dodge by Warranty Deed dated May 24, 2023 of record in Book 432, Page 454, Register's Office of Coffee County, Tennessee.

BE IT FURTHER ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that Title 14, Chapter 6, Section 2 of the Manchester Municipal Code entitled Zoning Map be amended to show this property as R-4; and

BE IT FURTHER ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that this ordinance shall take effect on and after its publication and passage and public hearing, the public welfare of the City of Manchester, Tennessee requiring it and that all ordinances in conflict be repealed to the extent of this conflict.

This ordinance is presented and passed with the positive recommendation of the Manchester Planning Commission obtained at its meeting on June 22, 2023.

PASSED FIRST READING: \_\_\_\_\_, 2023

PASSED SECOND AND FINAL READING: \_\_\_\_\_, 2023

\_\_\_\_\_  
Marilyn Howard, Mayor

\_\_\_\_\_

FEE: 200.00

DATE: 5-26-23

MEETING DATE: 6-22-23

CASE#: 11-2023

TIME OF MEETING: 5:30 P.M.

APPROVAL Positive to Board

LOCATION: City Hall Meeting Room

DISAPPROVAL

NO ACTION TAKEN

**MANCHESTER PLANNING COMMISSION**

NAME OF PROPERTY OWNER: G & T Construction

ADDRESS OF OWNER: P.O. Box 1835 Manchester TN

PHONE: (Home) 273-1685 (Work) \_\_\_\_\_

I hereby request to the Manchester Planning Commission:

Rezoning R-3 to R-4

Intended use: Multi-family

ADDRESS OF PROPERTY: 811 Lynchburg Rd.

Property Tax Map No. 075m Group 0 Control Map \_\_\_\_\_ Parcel No. 002.00

Is this property in a Flood Hazard Area per FIRM Map No. 47031C0- \_\_\_\_\_  
Map Revised: August 4, 2008.

NOTE: \_\_\_\_\_

I do hereby certify that the information given above is accurate/correct to the best of my knowledge.

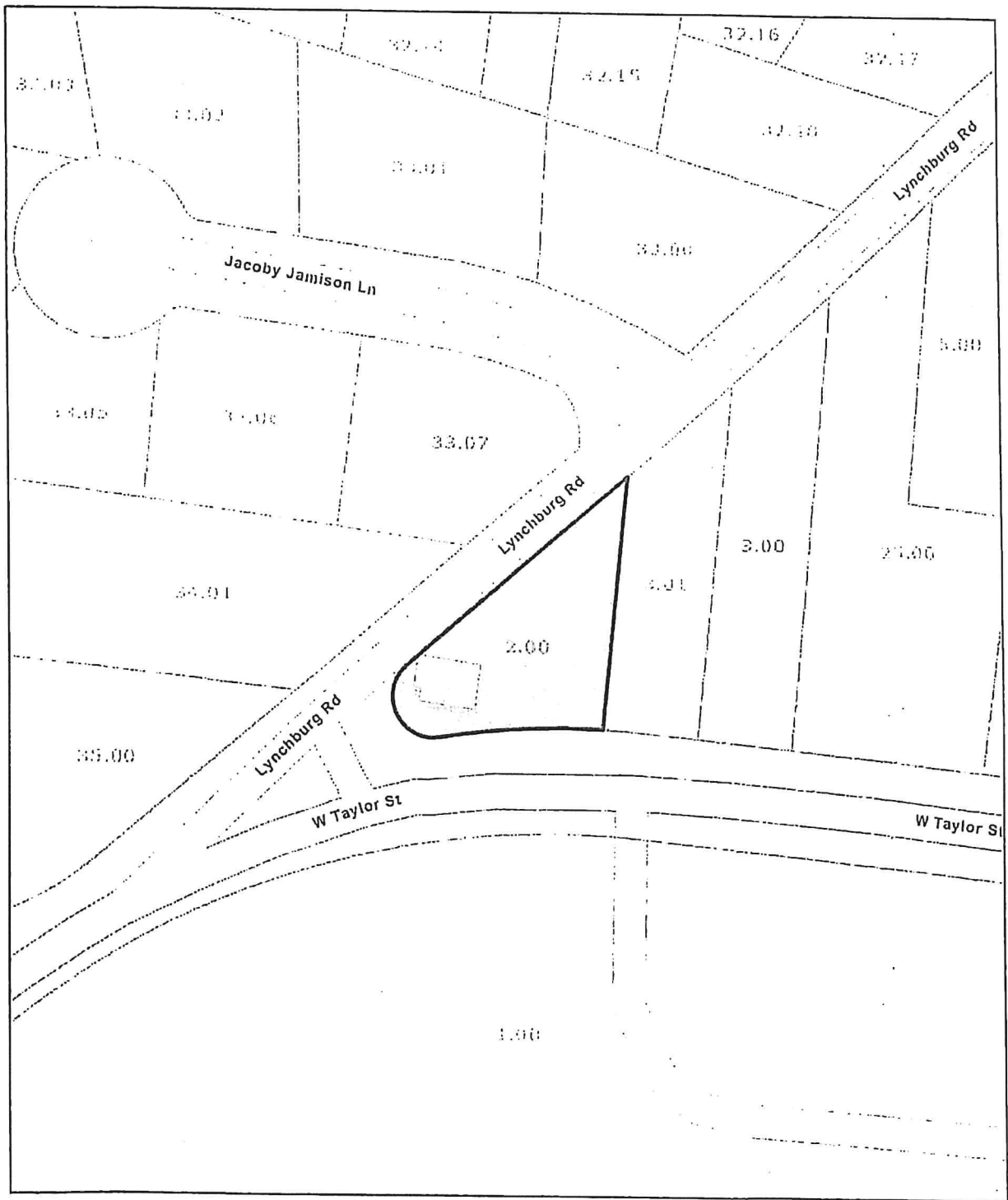


Signature of Owner / Authorized Agent

Rezoning instruction sheet received \_\_\_\_\_

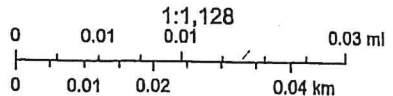
Site Plan checklist received \_\_\_\_\_

# Coffee County - Parcel: 075M B 002.00



Date: May 26, 2023

County: Coffee  
Owner: DODGE ROSE LONNETTE  
Address: LYNCHBURG RD 811  
Parcel Number: 075M B 002.00  
Deeded Acreage: 0  
Calculated Acreage: 0



Esri Community Maps Contributors, Tennessee STS GIS, © OpenStreetMap, Microsoft, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc, METU, NASA, USGS, EPA, NPS, US Census Bureau, USDA, State of Tennessee, Comptroller of the Treasury, Office of Local Government (OLG)

The property lines are compiled from information maintained by your local









**CITY OF MANCHESTER, TENNESSEE  
BUILDING PERMIT  
VAR,SPEC EXC,REZONING, ORD AMD**

PERMIT #: 116743

DATE ISSUED: 5/26/2023

DESCRIPTION:	VAR,SPEC EXC,REZONING, ORD AMD	DEBRIS
LOCATION: SUBDIVISION: LOT#	811 LYNCHBURG RD	AFFADAVIT W/C TILE PERMIT
OWNER NAME: ADDRESS CITY STATE ZIP: PHONE:	G & T CONSTRUCTION P. O. BOX 1835 MANCHESTER TN 37349 615-477-8856 SHAWN	CONTRACTOR: ADDRESS: CITY: ST: ZIP: PHONE: LICENSE:
ELEC CONTRACTOR VALUATION: NO OF ELEVATORS: NO OF FLOORS: NO OF FAMILIES: USE ZONE: ROOF: EXTERIOR WALLS: SPRINKLERS: STANDPIPES: FIREPLACES:	\$ 0.00	PLB CONTRACTR SITE PLN ON FILE HEIGHT: BLDG LxW NUMBER ROOMS NUM KITCHENS: FOUNDATION: INTERIOR WALLS: NUMBER BATHS: HEAT SOURCE:
FRONT SETBACK: LEFT SETBACK:		REAR SETBACK: RIGHT SETBACK:
		TOTAL BLDG FEES \$ 200.00

Remarks \_\_\_\_\_

If not approved, give reason: \_\_\_\_\_

Board of Zoning Appeals in case number \_\_\_\_\_ adopted \_\_\_\_\_

Application approved by \_\_\_\_\_

**NOTICE**

THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 6 MONTHS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 6 MONTHS AT ANY TIME AFTER WORK IS STARTED.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS DOCUMENT AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISION OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

\_\_\_\_\_  
(SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT) 05-26-23  
DATE

*Scott Fisher* 5/26/23  
(ZONING) BLDG CODE EXAMINER) DATE (BLDG INSPECTOR) DATE

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

**AN ORDINANCE REZONING PROPERTY OWNED BY MARK WILLIS ON DOAK ROAD, FROM R-1 TO C-2**

WHEREAS the City of Manchester has a currently enacted a Zoning Ordinance and a Zoning Map; and

WHEREAS, pursuant to Tennessee Law, since the zoning of real estate is accomplished by ordinance: it must be amended by ordinance rather than by resolution; and

WHEREAS the Manchester Planning Commission, at its meeting September 18, 2023, considered the rezoning request that the property owned by Mark Willis, described below, be rezoned from R-1 and C-2 Commercial, and voted to send that request to the Board with a positive recommendation; and

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that Title 14, Chapter 6, Section 6, Section 1 of the Manchester Municipal Code be, and it is hereby amended to apply the zoning classification of C-2 Commercial to the following described property owned by Mark Willis on Doak Road:

Tax Map 085 Group A Parcel No. 012.00

Being in the City of Manchester, and beginning at a stake in the east margin of Doak Road, said place of beginning being 176 feet northward from the north margin of Campbell Avenue (White Oak Drive); thence North 04 deg. 41 min. east along the east margin of Doak Road 126 feet to a stake at the southwest corner of the property of Clark M Willis, Jr., thence south 85 deg. 12 min. east along the Willis' south line 228.29 feet to a stake at Sissom's northwest corner; thence south 11 deg. 50 min. west along Sissom's west line 124 feet to a stake; thence north 86 deg. West 212.88 feet to the place of beginning, as surveyed by Alton C. Morris in May, 1974.

Property description taken from Deed Book 198, page 728, ROCCT.

BE IT FURTHER ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that Title 14, Chapter 6, Section 2 of the

Manchester Municipal Code entitled Zoning Map be amended to show this property as C-2 Commercial; and

BE IT FURTHER ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that this ordinance shall take effect on and after its publication and passage and public hearing, the public welfare of the City of Manchester, Tennessee requiring it and that all ordinances in conflict be repealed to the extent of this conflict.

This ordinance is presented and passed with the positive recommendation of the Manchester Planning Commission obtained at its meeting on September 18, 2023.

PASSED FIRST READING: \_\_\_\_\_, 2023

PASSED SECOND AND FINAL READING: \_\_\_\_\_, 2023

\_\_\_\_\_  
Marilyn Howard, Mayor

\_\_\_\_\_

FEE: # 200.00

DATE: 8-22-23

MEETING DATE: 9-18-23

CASE#: 17-2023

TIME OF MEETING: **5:30 P.M.**  
LOCATION: **City Hall Meeting Room**

- APPROVAL
- DISAPPROVAL
- NO ACTION TAKEN

**MANCHESTER PLANNING COMMISSION**

NAME OF PROPERTY OWNER: MARK WILLIS

ADDRESS OF OWNER: 13538 Hillsboro Hwy

PHONE: (Home) 931-467-3015 (Work) 931-247-7547

I hereby request to the Manchester Planning Commission:

Rezoning R-1 to C-2

Intended use: Commercial

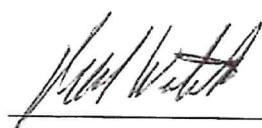
ADDRESS OF PROPERTY: Doak Rd.

Property Tax Map No. 085 Group A Control Map \_\_\_\_\_ Parcel No. 012.00

Is this property in a Flood Hazard Area per FIRM Map No. 47031C0-\_\_\_\_\_  
Map Revised: August 4, 2008.

NOTE: \_\_\_\_\_

I do hereby certify that the information given above is accurate/correct to the best of my knowledge.

  
\_\_\_\_\_  
Signature of Owner / Authorized Agent

Rezoning instruction sheet received \_\_\_\_\_

Site Plan checklist received \_\_\_\_\_



# CITY OF MANCHESTER, TENNESSEE BUILDING PERMIT REZONING

PERMIT # 115792

DATE ISSUED: 8/22/2023

DESCRIPTION: VAR, SPEC EXC, REZONING,  
ORD AMD  
LOCATION: DOAK RD  
SUBDIVISION:  
LOT#

DEBRIS  
AFFIDAVIT W/C  
TILE PERMIT

OWNER NAME: MARK WILLIS  
ADDRESS: 13538 HILLSBORO HWY  
CITY: HILLSBORO  
STATE: TN  
ZIP: 37342-3940  
PHONE:

CONTRACTOR: MARK WILLIS  
ADDRESS: 13538 HILLSBORO HWY  
CITY: HILLSBORO  
ST: TN  
ZIP: 37342-3940  
PHONE: 931-247-7547  
LICENSE:

ELEC CONTRACTOR VALUATION \$ 0 00  
NO OF ELEVATORS:  
NO OF FLOORS:  
NO OF FAMILIES:  
USE ZONE:  
ROOF:  
EXTERIOR WALLS:  
SPRINKLERS:  
STANDPIPES:  
FIREPLACES:

PLB CONTRACTR SITE PLN ON FILE  
HEIGHT:  
BLDG LxW  
NUMBER ROOMS  
NUM KITCHENS:  
FOUNDATION:  
INTERIOR WALLS:  
NUMBER BATHS:  
HEAT SOURCE:

FRONT SETBACK:  
LEFT SETBACK:

REAR SETBACK:  
RIGHT SETBACK:

TOTAL BLDG FEES \$ 200.00

Remarks 085E A 012.00

If not approved, give reason: \_\_\_\_\_

Board of Zoning Appeals in case number \_\_\_\_\_ adopted \_\_\_\_\_

Application approved by \_\_\_\_\_

**NOTICE**  
THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 6 MONTHS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 6 MONTHS AT ANY TIME AFTER WORK IS STARTED.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS DOCUMENT AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISION OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

Paul Natta 8-22-23  
(SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT) DATE

[Signature] 8-22-23  
(ZONING / BLDG CODE EXAMINER) DATE (BLDG INSPECTOR) DATE



# Zoning



C-3

C-2

R-3

\*  
R-1

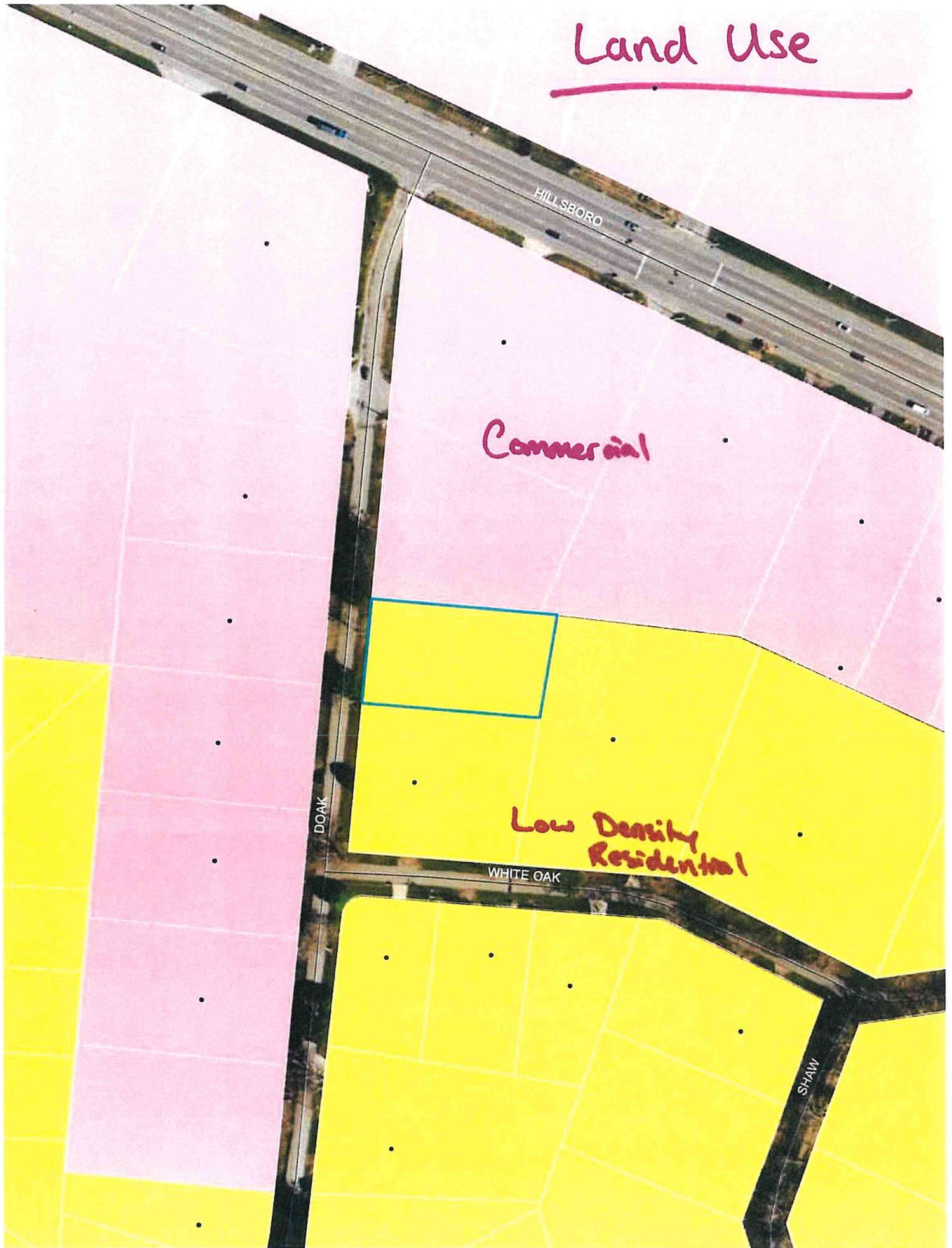
R-1

DOAK

WHITE OAK

SHAW

# Land Use



Commercial

Low Density Residential

HILL SEORO

DOAK

WHITE OAK

SHAW

Ordinance No. \_\_\_\_\_

**AN ORDINANCE ADOPTING AN UNCLAIMED PROPERTY POLICY ADDING TITLE 20  
CHAPTER 4 SECTION 408 TO THE MANCHESTER MUNICIPAL CODE**

**WHEREAS**, the City of Manchester comes into possession of unclaimed personal property on a regular basis, by abandonment and other means, and the city needs a process to follow dispose of such property properly,

**NOW THEREFORE BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE THAT THE FOLLOWING LANGUAGE BE ADDED TO TITLE 20 OF THE MANCHESTER MUNICIPAL CODE:**

**“20-408. Unclaimed Property Policy**

(1) Unclaimed Property – Definition, Exceptions.

“Unclaimed property” as used in this ordinance includes all property that comes to be in the possession of the City through abandonment or other means. Tennessee’s Uniform Unclaimed Property Act applies to the unclaimed property the City is holding for other organizations or individuals and for which the City has had no contact with the apparent owner for a minimum of one year up to the maximum statutory period.

“Unclaimed property” includes, but is not limited to:

- a. Uncashed payroll checks
- b. Uncashed disbursement checks
- c. Uncashed miscellaneous checks
- d. Credit balances in accounts receivables
- e. Utility deposits
- f. Unclaimed personal property

Exceptions: “Unclaimed property” does not include:

- a. Real property;
- b. city surplus property;
- c. any weapon, including but not limited to firearms or knives; or
- d. property that is seized and/or forfeited through law enforcement action.

(2) Due Diligence Required for Unclaimed Property.

- (a) Before reporting unclaimed property to the Tennessee Department of Treasury, the City must exercise due diligence by attempting to notify the individual who is the apparent owner of the property in writing that the City is in possession of unclaimed property belonging to the individual in an amount of \$50.00 or greater. The notice must also include information on how the apparent owner can claim the property.
- (b) The written notice must be sent via first-class or registered mail to the last known address of the apparent owner.
- (c) Such written notice must be sent not more than one hundred (180) days, nor less than sixty (60) days, before filing the report with the Tennessee Department of Treasury.
- (d) If an apparent owner of unclaimed property consented to receive electronic mail communications from the City, the city shall send the notice by both first-class mail to the apparent owner's last known mailing address and by electronic mail, unless the City has reason to believe that the apparent owner's electronic mail address is not valid.
- (e) The notice of the apparent owner must contain in a heading that reads substantially the same as the following: "Notice: The State of Tennessee required us to notify you that your property may be transferred to the custody of the Treasurer if you do not contact us within thirty (30) days after the date of this notice."
- (f) Mail returned as "undeliverable" is evidence that the apparent owner cannot be located. When the apparent owner cannot be located, the property is considered abandoned and the City must report it to the Tennessee Department of Treasury as unclaimed property.
- (g) No written notice is required to be sent to an apparent owner when the property that comes into the possession of the City is not at least \$50.00. The property must be submitted to the Tennessee Department of Treasury with the other unclaimed property that comes into the possession of the City during each respective calendar year.

(3) Methods of Disposal of Unclaimed Property.

- (a.) Methods of disposal which may be used by the purchasing agent shall include:
  - 1. Sales at public auction, publicly advertised and held;
  - 2. Sale under sealed bids, publicly advertised, opened and recorded; or
  - 3. Sale by internet auction.
- (b.) Notice of any public auctions and sales under the sealed bids, as provided in this part, shall be publicly advertised and publicly held. Notice of intended sale by public auction or sale under sealed bid shall be published by the purchasing agent in at least one (1) newspaper of general circulation in Coffee County. Such notice shall specify and reasonably describe the property to be sold, the date, time, place, manner, and conditions of sale, all as previously determined by the purchasing agent in accordance with the regulations of the City. The advertisement shall be printed in the public notice or equivalent section of the newspaper and shall be run not less than one (1) day. The auction

or sale under sealed bid shall be made not sooner than seven (7) days after the last day of publication nor later than fifteen (15) days after the last day of publication of the required notice, excluding Saturdays, Sundays, and holidays. Prominent notice shall be posted conspicuously for ten (10) days prior to the date of disposal, excluding Saturdays, Sundays, and holidays, in at least two (2) public places in the county. Furthermore, notice shall be sent to the county clerk and such notice shall be posted in the county courthouse unless otherwise directed by the purchasing agent.

- (c.) Notice of intended disposal by internet auction shall be posted on the City's website notifying the public of such intended internet sale. Such notice shall identify the website and provide a link to the online auction website in which any citizen may view and/or bid on any article. The website notice shall be displayed on a basis of twenty-four (24) hours a day, seven (7) days per week. The website notice shall reasonably describe the property to be sold, the date(s), time, manner, and conditions of sale, all as previously determined by the internet auction provider in accordance with the contract and/or signed agreement with the City.
- (d.) The purchasing agent shall furnish the governing body a list of all unclaimed personal property disposed of, the method of disposal of such property, and the price obtained as a result of the sale of any unclaimed property.

(4) Disposition of proceeds of sale of Unclaimed Property.

- (a.) All funds received from the sale of unclaimed property from any City department shall be paid by the purchasing agent into the City treasury. The purchasing agent shall certify to the City treasurer the expense incurred in making the sale or otherwise disposing of such property, including the costs and expenses of storage during the period of such property was in the possession of the City. All funds received from the sales of unclaimed personal property shall be paid into the general fund.
- (b.) If the owner of any article of unclaimed personal property sold presents satisfactory proof to the City that they were the owner of any article sold within a period of thirty (30) days after the sale, they shall be entitled to the proceeds of the sale thereof, less their proportionate share of the expenses of the sale.”

Each section, subsection, paragraph, sentence and clause of this ordinance is declared to be separable and severable. The invalidity of any section, subsection, paragraph, sentence or clause shall not affect the validity of any other provision of the ordinance. All ordinances and parts of ordinances, which

are inconsistent with the provisions of this ordinance, are hereby repealed to the extent of such inconsistency.

This ordinance shall become effective upon its final passage by the Board of Mayor and Aldermen.

**Passed First Reading:** \_\_\_\_\_

**Passed Second Reading:** \_\_\_\_\_

---

**Marilyn Howard, Mayor**

**Attest:** \_\_\_\_\_

**Lisa Myers, City Recorder**

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

**AN ORDINANCE TO ADD A PROVISION TO TITLE 4 CHAPTER 2 OF  
MANCHESTER MUNICIPAL CODE TO CLARIFY LEAVE POLICY**

WHEREAS the City of Manchester maintains well established personnel rules, policies, and regulations, which includes an annual leave policy as set forth in Title 4 Chapter 2 of Manchester Municipal Code; and

WHEREAS the Board of Mayor and Aldermen of the City of Manchester believes it to be in the best interest of the City to add an additional provision regarding lengthy annual leave request approval authority.

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the last sentence in the third paragraph of MMC 4-218 be deleted in its entirety and the following substituted in its place:

**“Annual leave may be taken as earned subject to the department head who shall schedule vacations so as to meet operational requirements of the department, any annual leave requested for more than 10 consecutive leave days must be approved by the Mayor.”**

BE IT FURTHER ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that this ordinance shall take effect on and after its publication and passage, the public welfare of the City of Manchester, Tennessee requiring it.

PASSED FIRST READING: \_\_\_\_\_, 2023

PASSED SECOND AND FINAL READING: \_\_\_\_\_, 2023

POSITION TITLE: **MUNICIPAL COURT ADMINISTRATOR**  
CLASSIFICATION: Administration, courts  
REPORTS TO: Assistant Chief  
FLSA STATUS: Non-Exempt  
APPROVED: October 3, 2023 B.O.M.A.

SUMMARY:

Under the general direction of the Assistant Chief, performs responsible supervisory, administrative, and technical work related to municipal court. The incumbent performs supervisory and administrative work of various levels to ensure compliance with the city's court policies and procedures. This position requires a great deal of discretion and independent judgement when performing tasks. The court clerk will direct the duties of the Public Service Officers assuring adequate staffing and office efficiency each work day.

ESSENTIAL EXAMPLES OF THE WORK:

- Acts as clerk for the municipal court, receipts monies and fines related to municipal court; reports collected funds.
- Prepares and maintains the court docket and court calendar for officer court dates; recording dispositions as needed and preparing related paperwork.
- Ensures adequate court personnel are present during court proceedings and oversees court operations to maintain efficient work flow.
- Enters court related information into computer, court software and prepares reports from that information.
- Processes warrants, legal documents and court orders.
- Provides information to the public, attorneys and others relating to citations, court appearances and court dates, processes, and procedures.
- Serve as notary public for the municipal court and general public as needed.
- Processes state reporting of convictions, notice of payments and FTAs.
- Submits attendance and reporting rosters for traffic school and maintains driving school calendar.
- Submits *past due* citations to Collection Agency per court/city guidelines. Keeping accurate records and reporting on collection activity.

- Maintains current court clerk knowledge by attending yearly Municipal Court Conference and Foundations & Updates Seminars.

#### ADDITIONAL EXAMPLES OF WORK PERFORMED

- Answers questions, and processes requests regarding municipal services via phone, e-mail or in person;
- Receives cash and negotiable instruments for payment of bills;
- Schedules work assignments and personnel work schedules in order to maintain adequate front office staff to cover daily operations.
- Assists in the interviewing, training, and performance evaluations of Public Service Officers.
- May type form letters, records, or lists;
- May perform other duties as assigned.

#### KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of city court processes, or the ability to learn same within a relatively short period of time; knowledge of traffic laws and ordinances pertaining to the operation of municipal court; skilled in the operation of office equipment such as switchboards, calculators, cash registers, typewriters, personal computers and base radios; ability to perform simple mathematical calculations; ability to process and count cash; ability to exercise sound judgment in making decisions in accordance with applicable laws, ordinances, policies, and procedures; ability to deal effectively with the public in processing customer requests and complaints and coping with extreme cases of human behavior; ability to communicate effectively.

Knowledge of the principles, practices and methods used in office work.

Knowledge of the principles, practices and methods of court procedures.

Good knowledge of standard programs used in personal computing such as word processing, databases, and spreadsheets, email, and effective use of the internet for research.

Ability to establish and maintain effective working relationships with the public, employees, external agencies and organization.

Ability to perform court clerical work of some complexity and high volume.

Ability to maintain a variety of complex records and produce accurate reports.

Ability to pass reasonable fitness and physical standards to safely perform work.

Knowledge of legal terminology encountered in the performance of work as a municipal court clerk.

WORK ENVIRONMENT:

Work environment is generally agreeable with good working conditions. Work is conducted in a normal office setting. Noise level is low to moderate. Vision and hearing, normal or corrected sufficient to read, write, and safely operate equipment used in work; able to lift and carry about 25 pounds, though greater weights may, at times be lifted, carried and/or placed; dexterity and fitness to grasp, bend, stoop, walk, and otherwise perform physical functions of the assignment.

TRAINING AND EXPERIENCE:

High School Diploma or GED required with two years post-secondary education preferred. No less than two years' experience in administrative functions preferred. Must maintain state required training for Municipal Court Clerk, prefer completion of Municipal Court Clerk Certificate program.

I acknowledge that I have read the foregoing and understand its content.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date