

CITY OF MANCHESTER
BOARD OF MAYOR AND ALDERMEN AGENDA
September 5, 2023 @ 6:30 P.M.
City Hall Board Room
No Work Session

1. **INVOCATION**

2. **PLEDGE TO THE FLAG**

3. **ROLL CALL**

4. **MINUTES**

- August 1, 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 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.
- 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.
- 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.

Ordinances:

- a) 2nd reading of an ordinance adding provisions to Manchester Municipal Code regarding Citizen Comments; sponsored by Alderman Hobbs.
- b) 2nd 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.
- c) 2nd reading of an ordinance to amend Manchester Municipal Code 1-110 relative to Policies and Procedures Committee; sponsored by Alderman Hobbs.
- d) 2nd 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.
- e) 1st 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.
- f) 1st 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.
- g) 1st 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.
- h) 1st reading of an ordinance to amend Manchester Municipal Code 5-703 (3), Committee Award Procedure; sponsored by Alderman Hobbs.

- i) 1st 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.

10. OLD BUSINESS

11. NEW BUSINESS

- Citizen Appointments to Committees and Commissions
- BOMA Appointments to Committees and Commissions
- Street Light Woodland Drive
- Recreation & Parks Part-Time Job Descriptions, Aquatics Supervisor, Assistant Aquatics Manager Job Description, and Pay Increase

12. ITEMS FROM THE BOARD OF MAYOR AND ALDERMAN

13. ADJOURNMENT:

CITY OF MANCHESTER
BOARD OF MAYOR AND ALDERMEN
Meeting Minutes
August 1, 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 French, Alderman Anderson, Alderman Bellamy, Alderman Hobbs, Vice Mayor Messick, Attorney Johnson, Finance Director Myers, Executive Administrative Assistant Keele, Assistant Police Chief Floied, Fire Chief Chambers, MWSD Director Miller, Public Works Director George Gannon, Parks/Rec Director Fox, Asst. Parks/Rec. Director Johnson, I.S. Director Smotherman, Engineer Scot St. John, and other citizens. Alderman Parsley, Community Development & Zoning Director Brittany Fiske, and Chief Sipe was absent. The meeting opened with a prayer by Minister Dustin Welch, 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: Alderman French made a motion to approve the June 6, 2023, BOMA Minutes and the July 11, 2023 BOMA Special Called meeting minutes. Alderman Hobbs seconded the motion. Mayor Howard called for the roll and the motion passed 5-0.

CORRESPONDENCE: none

COMMENTS FROM CITIZENS: none

COMMENTS FROM MAYOR: Mayor Howard asked everyone to keep the Parsley family in their prayers, and relayed a message of thanks from the Parsley family.

Safety Committee- Alderman Hobbs stated next meeting will be a Special Called meeting on 8-7-23.

Finance Committee- Alderman Hobbs stated they would have a Special Called meeting on 8-7-23.

Street Committee- Director Gannon announced the next Street Dept. meeting would be 8-10-23.

Water /Sewer Commission- Director Miller announced the next meeting would be 8-3-23.

Recreation Commission- Director Fox announced the next meeting would be 8-10-23.

Tourism Development Commission- Alderman Hobbs discussed sponsorships that had been approved.

Planning & Zoning Commission- Vice Mayor Messick stated they would discuss several items tonight on the agenda.

Information Systems Committee- Director Smotherman stated nothing to report.

Historic Zoning Commission- Alderman Bellamy stated they would meet in September.

RESOLUTIONS & ORDINANCES

Resolutions:

- a. A resolution authorizing a contract to purchase a Utility Tractor and Lawn Mower at a total cost of Fifty-Four Thousand Eight Hundred Seventy-Five and 14/100 Dollars (\$54,875.14), for use by the Parks and Recreation Department; sponsored by Alderman Anderson. Alderman French made a motion to approve and seconded by Alderman Bellamy. Mayor Howard opened the floor to discussion and after none called for the roll. The resolution passed 5-0.

Ordinances:

- a. 2nd reading of an ordinance rezoning property owned by Pam Riddle at 2324 Murfreesboro Hwy. from RS-1 to R-4; sponsored by Vice Mayor Messick. Alderman French made a motion to approve and seconded by Alderman Hobbs. Mayor Howard opened the floor to a public hearing and after none called for the roll. The ordinance passed 2nd and final reading 4-1 with Alderman Anderson voting Nay.
- b. 2nd reading of an ordinance to amend Manchester Municipal Code 18-205 relative to water rates; sponsored by Vice Mayor Messick. Alderman French made a motion to approve and seconded by Alderman Hobbs. Mayor Howard opened the floor to discussion and after none called for the roll. The ordinance passed 2nd and final reading.

- c. 2nd 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. Attorney Johnson announced this would be a Public Hearing. Vice Mayor Messick made a motion to table the ordinance and Alderman French seconded the motion. Mayor Howard opened the floor to discussion. Residents asked why it was being tabled and asked that it be heard tonight. Vice Mayor Messick discussed that the ordinance needed to be heard with the full BOMA present. Attorney Johnson discussed the procedures once an item is tabled. Alderman Anderson said she agreed with the citizens and would be voting nay. Mayor Howard called for the roll. The motion to table the ordinance passed 4-1 with Alderman Anderson voting nay.
- d. 1st 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. Vice Mayor Messick made a motion to table and seconded by Alderman French. Mayor Howard opened the floor to discussion and called for the roll. The motion to table passed 4-1 with Alderman Anderson voting nay.
- e. 1st 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. Vice Mayor Messick made a motion to table and seconded by Alderman French. Mayor Howard opened the floor to discussion and called for the roll. The motion to table passed 4-1 with Alderman Anderson voting nay.
- f. 1st reading of an ordinance adding provisions to Manchester Municipal Code regarding Citizen Comments; sponsored by Alderman Hobbs. Alderman Anderson made a motion to approve and seconded by Vice Mayor Messick. Mayor Howard opened the floor to discussion and called for the roll. The ordinance passed 1st reading 5-0.
- g. 1st 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 French 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 1st reading 5-0.
- h. 1st reading of an ordinance to amend Manchester Municipal Code 1-110 relative to Policies and Procedures Committee; sponsored by Alderman Hobbs. Alderman French made a motion to approve and seconded by Vice Mayor Messick. Mayor Howard opened the floor to discussion and Attorney Johnson discussed the amendment. Mayor Howard called for the roll. The ordinance passed 1st reading 5-0.

OLD BUSINESS: none

NEW BUSINESS

- Approve Elm Street Light passed 5-0
- MWSD Billing Office Manager Job Description. Alderman French made a motion to approve adding the language “preferred” and seconded by Vice Mayor Messick. Mayor Howard called for the roll and the motion passed 5-0.
- Mayor Howard discussing forming a Working Committee BOMA/PBA. Vice Mayor Messick discussed this would be opening the line of communication. Alderman Anderson discussed replacing PBA members that are not communicating with the BOMA. A discussion ensued. Vice Mayor Messick made a motion to form a Working Committee BOMA/PBA and seconded by Alderman Hobbs. Mayor Howard called for the roll. The motion failed 3-2 with Alderman Anderson & Alderman Bellamy voting nay.
- Rec. Center Job Descriptions – Aquatics Manager – Athletic Coordinator - Wellness Manager. Alderman French made a motion to approve all three new revised job descriptions and seconded by Vice Mayor Messick. Mayor Howard opened the floor and called for the roll. The motion to approve all three passed 5-0.

COMMENTS FROM BOMA: Alderman French wanted for everyone to keep the Parsley family in their thoughts and prayers. Alderman Anderson discussed a fund-raising program for Veterans administered by Hardees. Alderman Anderson discussed the State of Tennessee Old Stone Fort Park Bridge. Alderman Bellamy thanked the employees of the city. Mayor Howard thanked everyone attending the meeting.

ADJOURNMENT:

- Being no further business to discuss, Mayor Howard asked for a motion to adjourn and Alderman French made the motion. The motion was seconded by Alderman Hobbs. The motion to adjourn was passed 5-0. The meeting adjourned at 7:19 p.m.

SIGNATURES:

RESOLUTION NO. _____

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

WHEREAS, the City of Manchester, Tennessee is eligible for funds under State of Tennessee Department of Transportation grant funding for improvements to interstate exit lighting; and

WHEREAS, there exists a critical need to address the retrofitting of LED lighting at interstate exchanges within Manchester; and

WHEREAS, repair and replacement of older, deteriorated lights will address these critical needs, and

WHEREAS, the City of Manchester wishes to make an application for said funds,

NOW, THEREFORE, BE IT RESOLVED, THAT

1. The total outstanding project costs for the retrofitting of LED lights at Exit 110 and 114 is approximately \$900,000.00 total. The City of Manchester is eligible for an 80/20% matching grant. The balance of approximately \$180,000.00 or 20% of total project cost will be a local government match.
2. The Mayor of Manchester be authorized to sign and submit the TDOT LED lighting grant application.

RESOLVED THIS _____th DAY OF SEPTEMBER, 2023.

Marilyn Howard, Mayor

Lisa Myers, Finance Director

RESOLUTION NO. _____

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

WHEREAS, the City of Manchester Public Works Department needs a new compact excavator; and

WHEREAS, the Public Works Department has determined that a Bobcat E50 R2 series Compact Excavator with attachments will best serve the department's needs; and

WHEREAS, the city has sufficient funds in its account to purchase this equipment, and

WHEREAS, this equipment is available pursuant to the State of Tennessee Department of General Services contract making the purchase exempt from the City's bidding requirements; and

WHEREAS, Code Section 5-703 (4) of the City of Manchester requires any obligation of the City on any contract of \$35,000 be approved by resolution; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, that the City of Manchester purchase a Bobcat E50 R2 series Compact Excavator with attachments at a cost of EIGHTY SEVEN THOUSAND NINE HUNDRED AND SIX DOLLARS AND NINETY CENTS (\$87,906.90) through a State of Tennessee Department of General Services contract vendor.

RESOLVED THIS _____th DAY OF SEPTEMBER, 2023.

Marilyn Howard, Mayor

RESOLUTION NO. _____

DUCK RIVER BRIDGE RESOLUTION

WHEREAS, the City of Manchester Government is authorized to present this resolution for presentation to the State of Tennessee for its consideration, and based upon its passage, this resolution represents the wishes of the Manchester, Tennessee Board of Mayor and Aldermen which represents its citizens; and

WHEREAS, the Duck River Bridge located on Old Stone Fort State Park is the same bridge historically identified as the Pratt Truss bridge. The bridge has been utilized by the citizens of Manchester and Coffee County and other citizens traversing the Duck River for many years and is now used for pedestrian traffic only in the Old Stone Fort State Park. This state park is utilized by persons nationwide; and

WHEREAS, it has been considered by the State that this bridge should be removed and replaced; and

WHEREAS, the citizens of Manchester and this Board recognize the importance of preserving historic properties, and this structure is both historic and significant to this community; and

WHEREAS, removal of the Duck River Bridge located on Old Stone Fort State Park would be to the detriment of our State Park and the Manchester and Coffee County community; and

WHEREAS, this Board seeks to preserve historic and significant properties in this area; and

WHEREAS, the State of Tennessee likewise seeks to preserve historic and significant properties for purposes of utility for its citizens and tourism to our great State, and removal of the bridge is contrary to the intention of the city, county and the State of Tennessee; and

WHEREAS, the State's costs associated with continued maintenance of this bridge is not significant considering the loss to the State of Tennessee, Coffee County and Manchester.

NOW, THEREFORE BE IT RESOLVED by the Manchester Board of Mayor and Aldermen that this resolution should be forwarded and sent to the State of Tennessee, and its representatives, for consideration and other appropriate measures. The Duck River bridge located in the Old Stone Fort State Park should not be removed.

THIS RESOLUTION shall take effect immediately upon passage, the public welfare demanding.

Resolved this 5th day of September 2023.

Marilyn Howard, Mayor

ORDINANCE NO. _____

**AN ORDINANCE ADDING PROVISIONS TO MANCHESTER MUNICIPAL CODE
REGARDING CITIZENS COMMENTS**

WHEREAS the Manchester Municipal Code provides for the procedures used during Board, Committee and Commission meetings; and

WHEREAS the Board of Mayor and Aldermen believes it in the best interest of the City of Manchester that certain additions be made to those procedures to coincide with recent Tennessee legislation.

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that there be an addition to Title 1, by adding the following:

“1-111. Citizen’s Comments. During every Board, Committee, and Commission meeting within City government their shall be one time set aside on the agenda for citizens to comment on relevant agenda items for that particular meeting.

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: _____ August 1 _____, 2023

PASSED SECOND AND FINAL READING: _____, 2023

Marilyn Howard, Mayor

ORDINANCE NO. _____

**AN ORDINANCE TO ADD A PROVISION TO TITLE 5 CHAPTER 7 OF
MANCHESTER MUNICIPAL CODE TO ADOPT A CYBERSECURITY AND BID
POLICY**

WHEREAS the City of Manchester maintains well established rules, policies, and regulations pertaining to information security and bid procedures, which vendor bidding procedure and information use policies are in separate chapters as set forth in Titles 4 and 5 of the Manchester Municipal Code; and

WHEREAS the Information Security 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 an additional cybersecurity and bid policy as directed by Federal and State law.

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the Manchester Cybersecurity and Bid 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 5 Chapter 7 of Manchester Municipal Code the following provision:

"5-726. Cybersecurity and Bid Policy. A Cybersecurity and Bid policy is hereby adopted for the City of Manchester as contained in an Information Security Program Manuel in the office of the Records Custodian of the City of Manchester, Tennessee, which is hereby adopted and incorporated by reference as part of this code and hereafter referred to as the Manchester Cybersecurity and Bid 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, the public welfare of the City of Manchester, Tennessee requiring it.

PASSED FIRST READING: _____ August 1 _____, 2023

PASSED SECOND AND FINAL READING: _____, 2023

Marilyn Howard, Mayor

Lisa Myers, Finance Director

Cybersecurity Contract Policy

Policy Roles and Responsibilities

1. Vendors shall:

a. Provide adequate security on all information systems used to process, store, or transmit Organization data.

I. Adequate security means the protective measures that are commensurate with the consequences and probability of loss, misuse, or unauthorized access to, or modification of information.

II. To provide adequate security, the Vendor shall develop, implement, maintain, and provide upon request a Cybersecurity Plan.

III. The Cybersecurity Plan may be based on an approved cybersecurity framework, including the NIST Cybersecurity Framework (CSF), the ISO 27000-series standards, or the Center for Internet Security (CIS) Controls, but shall cover, at a minimum, policies and procedures for the following areas, based on the NIST CSF:

1. Identify

a. Roles and responsibilities

b. Legal and regulatory requirements

2. Protect

a. Account Management. Specifically, vendors shall:

i. Use administrator accounts according to the principles of least privilege and separation of duties

ii. Promptly revoke credentials upon separation

b. Authentication and Password Management. Specifically, vendors shall:

i. Enable multi-factor authentication where possible

ii. Consider using a password manager

c. User Training

d. Data Backups and Disposal

e. Incident Response Plan

i. Shall include notification to the Organization of incidents affecting Organization data

f. Incident Recovery Plan

g. Vulnerability Management Plan. Specifically, vendors shall:

i. Enable automatic software updates where possible

ii. Perform antivirus and anti-malware scanning

iii. Establish a vulnerability disclosure program (VDP)

3. Detect

a. Execution of the Vulnerability Management Plan

4. Respond

a. Execution of the Incident Response Plan

5. Recover

a. Execution of the Incident Recovery Plan

IV. The Organization CISO is the approval authority for all waivers or exemptions to this requirement, following consultation with Privacy, Legal, and other business units as appropriate.

b. Submit a self-certification of compliance to the requirements of 1(a).

c. Cooperate with the Organization Auditor during compliance audits.

Compliance:

1. The Vendor shall provide a copy of their Cybersecurity Policy as part of the evaluation criterion for the procurement of any IT (information Technology) and OT (Operational Technology) assets and services. The Organization Auditor shall evaluate Vendor Cybersecurity efforts by comparing submitted self-certifications to actual practices. Vendors may submit appropriate third-party documentation of compliance in lieu of Organization Auditor inspection.

Sample Contract Language Section

X. Cybersecurity Requirements for Information Technology Resources Contracts

“A. General. The Vendor, on all contracts or agreements to provide the City with any firmware, software, or network support, shall be responsible for information technology (IT) cybersecurity for all systems that process, store, or transmit Organization data, regardless of location. This section is applicable to all or any part of the contract that includes information technology resources or services for which the Vendor has physical or electronic access to Organization’s data. The term information technology, as used in this Agreement, means any equipment, including telecommunications equipment that is used in the automatic acquisition, storage, manipulation, management, control, display, switching, interchange, transmission, or reception of data or information.

B. Cybersecurity Plan. The Vendor shall establish, implement, and maintain a Cybersecurity Plan. This plan shall describe the processes and procedures that will be followed to ensure the appropriate security of IT resources that are developed, processed, or used under this contract. The Vendor Cybersecurity Plan shall comply with applicable laws. All Cyber security breaches shall be reported within 10 days of breach to all parties of the agreement. A breach is defined as a security incident or confirmed vulnerability.

C. Submittal of Cybersecurity Plan Self-Certification. Within 30 calendar days after contract award, the Vendor shall submit a Cybersecurity Plan Self-Certification to the Organization for acceptance. This self-certification shall affirm the vendor has implemented the required Cybersecurity Plan and is in compliance with the requirements stated in this section. The self-certification shall be incorporated into the contract as a compliance document. The Vendor shall comply with the Cybersecurity Plan.

D. Training. The Vendor shall ensure that its employees performing under this contract receive annual Cybersecurity training.

E. Audit. The Vendor shall afford Organization reasonable and timely access to the Vendor’s and sub-vendor’s facilities, installations, operations, documentation, databases, IT systems and devices, and personnel used in performance of the contract, regardless of the location, not more than once annually, except that such access shall be granted at any time in case of a data breach affecting Organization. Access shall be provided to the extent required, in Organization’s sole discretion, to conduct an inspection, evaluation, investigation or audit, including vulnerability testing to safeguard against threats and hazards to the integrity, availability, and confidentiality of Organization data or to the function of information technology systems operated on behalf of Organization, and to preserve evidence of computer crime. This information shall be available to the Organization upon request. In lieu of an annual

audit, Vendor may provide to Organization written documentation of its compliance with the Cybersecurity Plan or the underlying frameworks documented therein, prepared by a third-party.

F. Subcontracts. The Vendor shall incorporate the substance of this section in all subcontracts that meet the conditions in paragraph (a) of this section.

G. Termination. Failure on the part of the Vendor to materially comply with the terms of this section may result in the termination of this contract following a 30-day opportunity for Vendor to cure, following written notice and a demand for assurances or specific performance of the Agreement “

ORDINANCE NO. _____

AN ORDINANCE TO AMEND MANCHESTER MUNICIPAL CODE 1-110 RELATIVE TO POLICIES AND PROCEDURES COMMITTEE

WHEREAS Manchester Municipal Code 1-110 created the Manchester Policies and Procedures Committee in 2012; and

WHEREAS the Board of Mayor and Alderman has come to the conclusion that the Policies and Procedures Committee and its processes, as outlined in the code, has never effectively met to make recommendations to the Board of Mayor and Alderman concerning policies and procedures, and the City of Manchester believes it to be in the best interest of the City to revise its code to delete this requirement currently; and after consultation, to decide how this procedure should be promulgated in the future.

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that Manchester Municipal Code 1-110 be amended to delete the wording in its entirety.

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, 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.

PASSED FIRST READING: _____ August 1 _____, 2023

PASSED SECOND AND FINAL READING: _____, 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

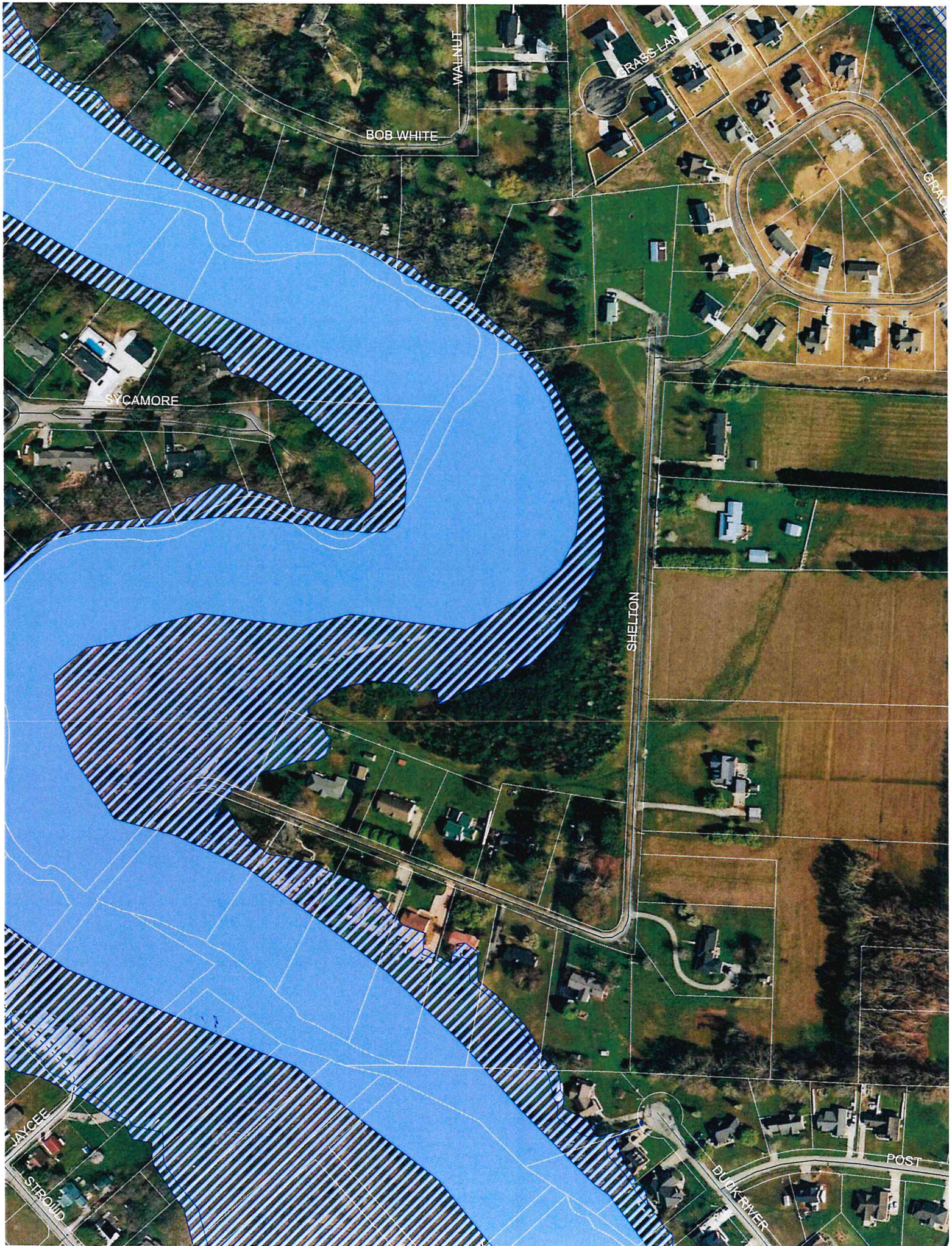
PASSED SECOND AND FINAL READING: _____, 2023

Marilyn Howard, Mayor

Lisa Myers, Finance Director







FEE: 200⁰⁰

DATE: 4/13/23

MEETING DATE: 5/15/23
TIME OF MEETING: 5:30 P.M.
LOCATION: City Hall Meeting Room

CASE#: 09-2023
 APPROVAL Positive to Bormz 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:

0 Rezoning R1 to R3 Negative

Intended use: R1 to R2 Positive


ADDRESS OF PROPERTY: 0 Shelton Rd Mandasker 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

0 Rezoning instruction sheet received _____
0 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 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 Lonnette 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#: 12-2023

TIME OF MEETING: 5:30 P.M.

APPROVAL Positive to Bona

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) 243-1685 (Work) _____

I hereby request to the Manchester Planning Commission:

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.

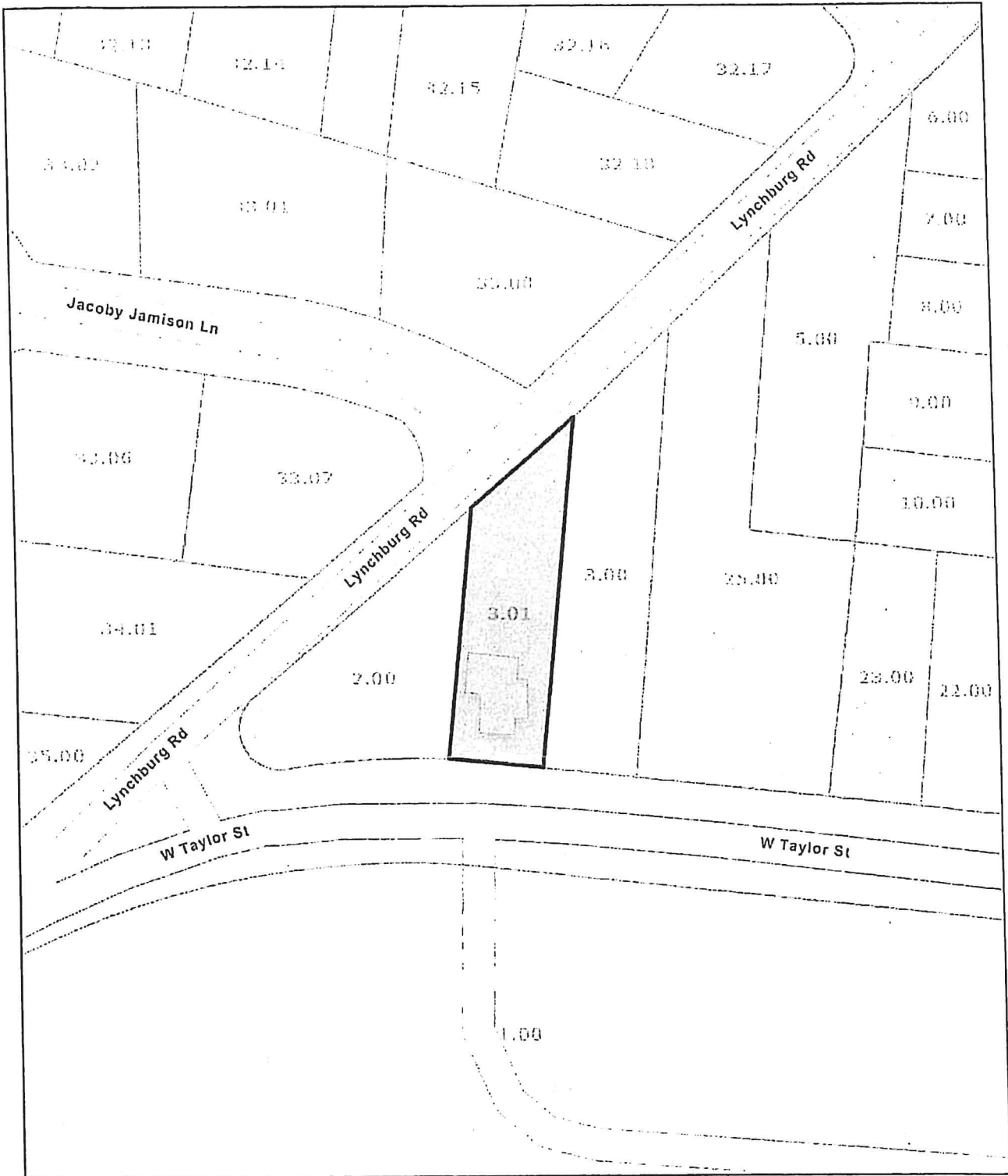


Signature of Owner / Authorized Agent

Rezoning instruction sheet received _____

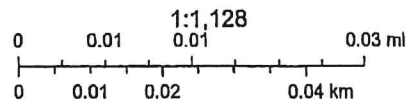
Site Plan checklist received _____

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 our 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 811Lynchburg 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 Lonnette 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 BOMA

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

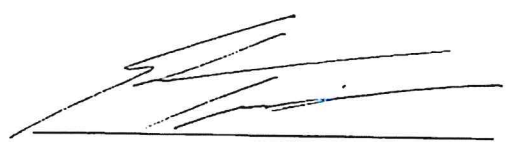
ADDRESS OF PROPERTY: 811 Lynchburg Rd.

Property Tax Map No. 075m Group 0 Control Map _____ Parcel No. 002.50

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.

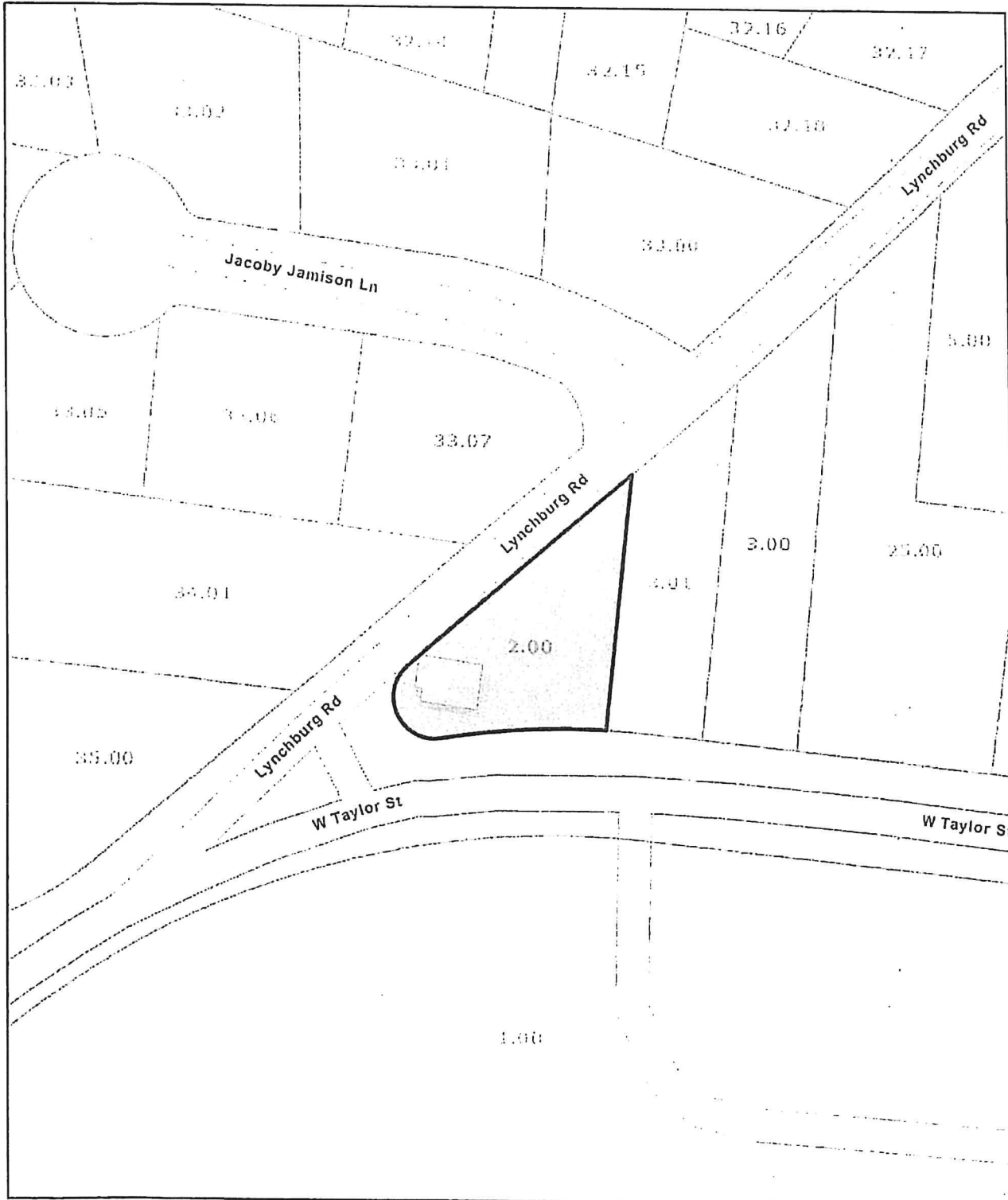


Signature of Owner / Authorized Agent

Rezoning instruction sheet received _____

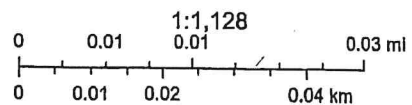
Site Plan checklist received _____

Coffee County - Parcel: 075M B 002.00



Date: May 26, 2023

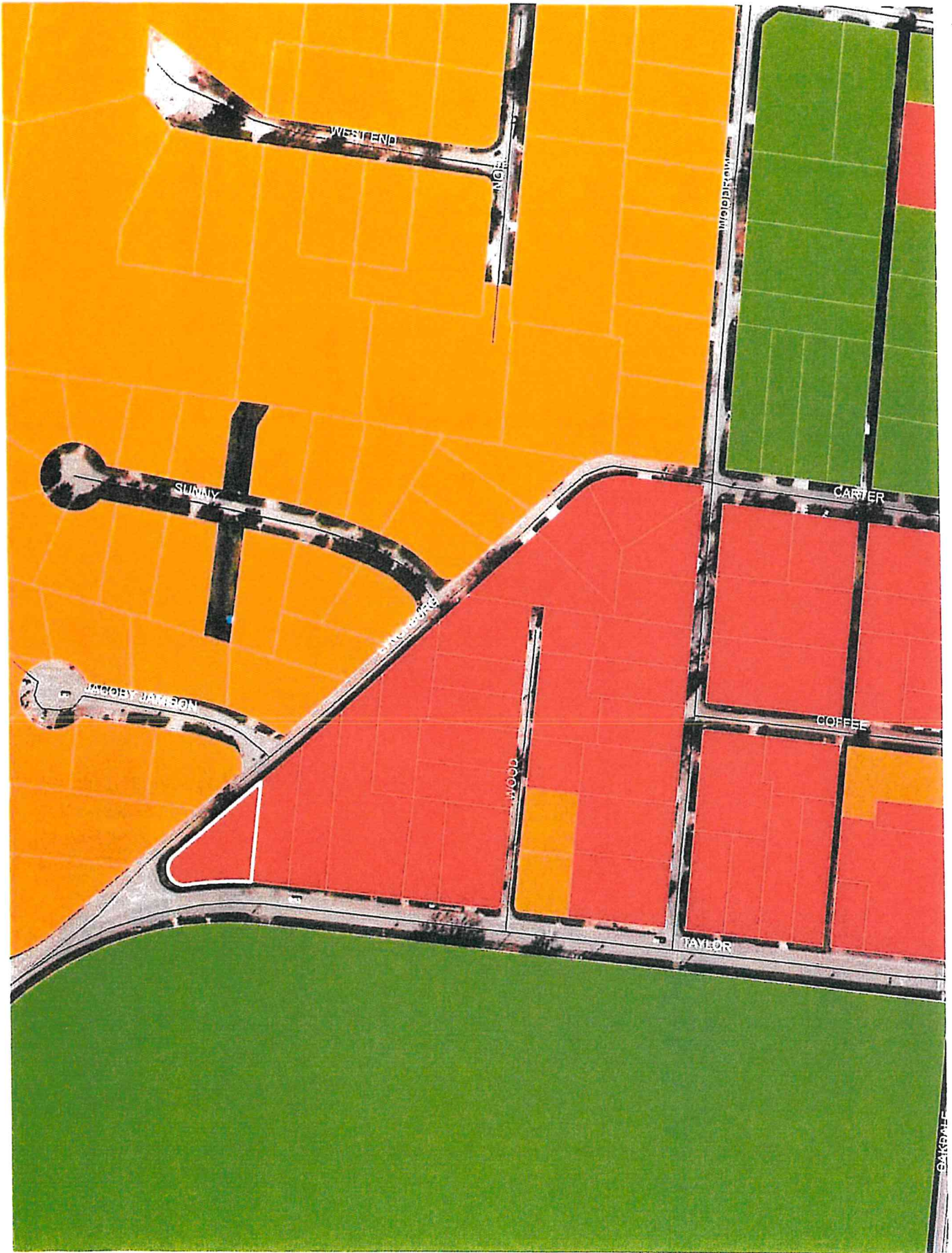
County: Coffee
Owner: DODGE ROSE LONNETTE
Address: LYNCHBURG RD 811
Parcel Number: 075M B 002.00
Deeded Acreage: 0
Calculated Acreage: 0



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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:
		G & T CONSTRUCTION P. O. BOX 1835 MANCHESTER TN 37349 273-1685
ELEC CONTRACTOR VALUATION:	\$ 0.00	PLB CONTRACTR SITE PLN ON FILE
NO OF ELEVATORS:		HEIGHT:
NO OF FLOORS:		BLDG LxW
NO OF FAMILIES:		NUMBER ROOMS
USE ZONE:		NUM KITCHENS:
ROOF:		FOUNDATION:
EXTERIOR WALLS:		INTERIOR WALLS:
SPRINKLERS:		NUMBER BATHS:
STANDPIPES:		HEAT SOURCE:
FIREPLACES:		
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

 (ZONING) BLDG CODE EXAMINER) DATE
 (BLDG INSPECTOR) DATE

ORDINANCE NO. _____

AN ORDINANCE REZONING PROPERTY OWNED BY WESLEY PARKER ON 814 S. SPRING 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 July 17, 2023, considered the rezoning request that the property owned by Wesley Parker, described below, be rezoned from R-3 to R-4, and voted to send that request to the Board with neither a positive or negative recommendation as the vote was a tie; 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 Wesley Parker on 814 S. Spring St.:

Map 076P, Group C, Parcel 009.00

814 S Spring St.: Beginning at a stake located in the westerly margin of South Spring Street in the City of Manchester, Tennessee, same being Hollis Holt's northeast corner; thence in a westerly direction with Hollis Holt's north line 235 feet to a stake located along Hollingsworth southwest corner; thence in an easterly direction along Hollingsworth's south line 235 feet to a stake in the westerly margin of South Spring Street; thence in a southerly direction along the westerly margin of South Spring Street 110 feet to the place of beginning.

And being the same property conveyed to Wesley Parker et. ux. by Warranty Deed from Kimberly Holt et. al. dated March 24, 2023 and record on March 30, 2023 in Warranty Deed Book 430, Page 838, 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 with neither the positive or negative recommendation of the Manchester Planning Commission from its meeting on July 17, 2023.

PASSED FIRST READING: _____, 2023

PASSED SECOND AND FINAL READING: _____, 2023

Marilyn Howard, Mayor

FEE: 200.00

DATE: 6/22/23

MEETING DATE: July 17, 2023
TIME OF MEETING: 5:30 P.M.
LOCATION: City Hall Meeting Room

CASE#: 14-2023
() APPROVAL to Duma
() DISAPPROVAL C
() NO ACTION TAKEN

MANCHESTER PLANNING COMMISSION

NAME OF PROPERTY OWNER: Wesley Parker + Aesha Parker
ADDRESS OF OWNER: 63 N. Kensington Ct Manchester TN 37355
PHONE: (Home) (931) 409-4039 (Work) _____

I hereby request to the Manchester Planning Commission:

Rezoning R-3 to R-4

Intended use: _____

ADDRESS OF PROPERTY: 814 S. Spring St.
Property Tax Map No. 076P Group C Control Map _____ Parcel No. 009.00

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
VAR,SPEC EXC,REZONING, ORD AMD**

PERMIT #: 116771

DATE ISSUED: 6/22/2023

DESCRIPTION:	VAR,SPEC EXC,REZONING, ORD AMD	DEBRIS
LOCATION:	814 S. SPRING ST	AFFADAVIT W/C TILE PERMIT
SUBDIVISION: LOT#		
OWNER NAME:	WESLEY PARKER	CONTRACTOR:
ADDRESS	63 NORTH KENSINGTON COURT	ADDRESS:
	MANCHESTER	WESLEY PARKER 63 NORTH KENSINGTON COURT
CITY	TN	CITY:
STATE	37355	ST:
ZIP:		ZIP:
PHONE:		PHONE:
		LICENSE:
		409-4039
ELEC CONTRACTOR VALUATION:	\$ 0.00	PLB CONTRACTR SITE PLN ON FILE
NO OF ELEVATORS:		HEIGHT:
NO OF FLOORS:		BLDG LxW
NO OF FAMILIES:		NUMBER ROOMS
USE ZONE:R-3 TO R-4		NUM KITCHENS:
ROOF:		FOUNDATION:
EXTERIOR WALLS:		INTERIOR WALLS:
SPRINKLERS:		NUMBER BATHS:
STANDPIPES:		HEAT SOURCE:
FIREPLACES:		
FRONT SETBACK:		REAR SETBACK:
LEFT 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 _____

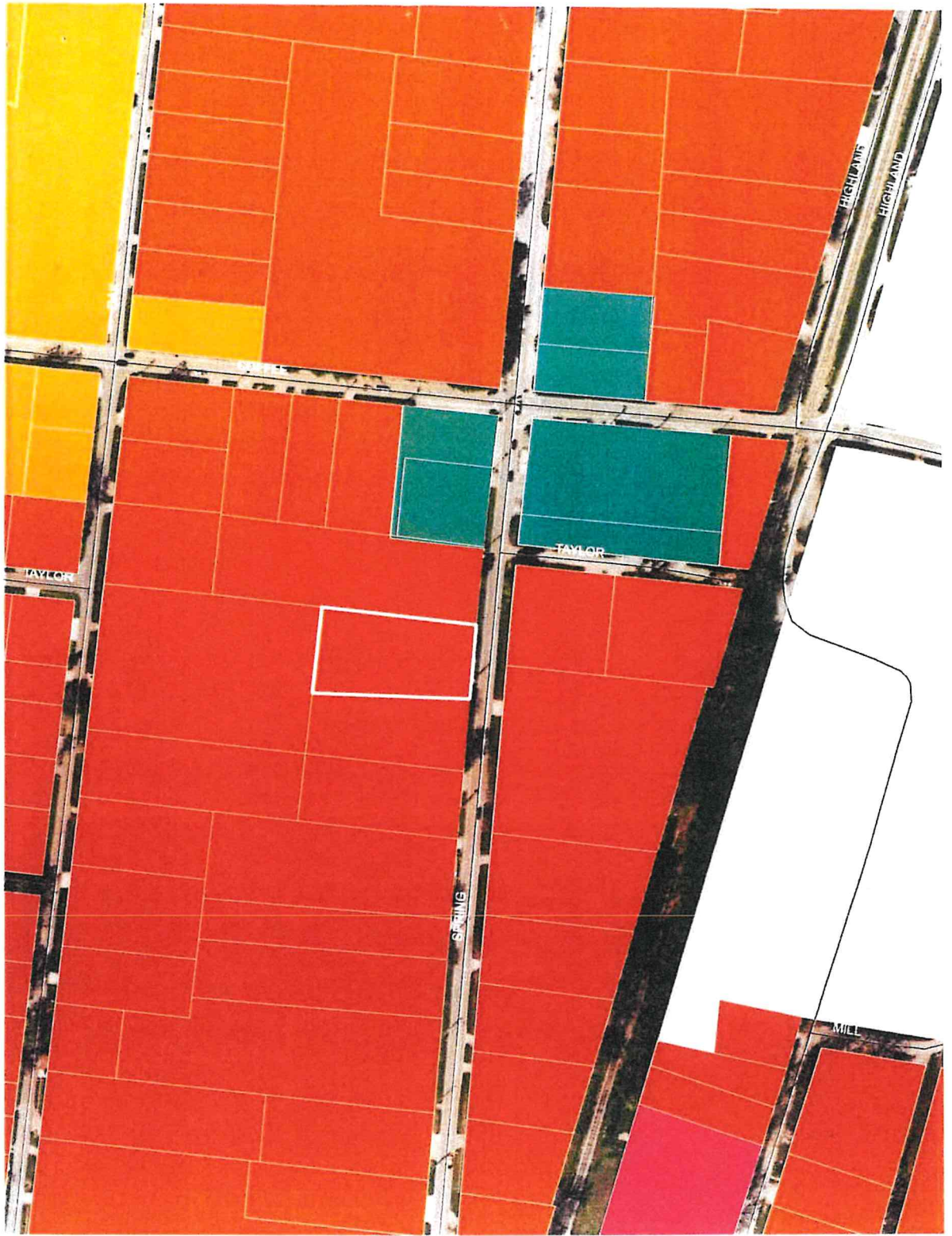
NOTICE

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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.

Wesley Parker 6/22/23
(SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT) DATE

[Signature] 6/22/23
(ZONING/ BLDG CODE EXAMINER) DATE (BLDG INSPECTOR) DATE





OFFICE OF THE MAYOR
City of Manchester

TELEPHONE (931) 728-4652

Marilyn Howard
Mayor

200 West Fort Street
Manchester, TN 37355

November 30, 2022

Because of chronic manhole overflows caused by infrastructure age, population growth, and Inflow and infiltration issues with our sewer system, we are under increased scrutiny by both government and private organizations. Because of this, the City is currently undergoing much needed sewer upgrades, maintenance, and repairs to remedy these issues in the shortest time possible. However, it has come to the City of Manchester's attention that our current practice of allowing the connection of multiple residential units (multi-family developments) to an individual private sewer tap or the connection of multiple residential units to multiple private sewer taps (new multifamily residential development with each unit having its own sewer tap) above those manholes that have been experiencing chronic overflows without TDEC approval is in violation of the spirit of the current TDEC order.

Therefore, from this day forward, until such time as those TDEC restrictions are lifted, all residential developments that are above a designated chronic overflow manhole, are to be directed to the Manchester Water and Sewer Department for clarification of allowed sewer taps. Without TDEC approval, existing residential lots of record will only be allowed to have one sewer tap with one residential unit being served. Residential site plans that have already received Planning Commission approval prior to this time, unless other conditions apply, will be allowed to have sewer taps issued and be connected to the sewer system.

Respectfully,



Mayor Marilyn Howard
City of Manchester

WES PARKER JUNE 22/23
Signature of Acknowledgement 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: _____, 2023

PASSED SECOND AND FINAL READING: _____, 2023

Marilyn Howard, Mayor

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, the public welfare of the City of Manchester, Tennessee requiring it.

PASSED FIRST READING: _____, 2023

PASSED SECOND AND FINAL READING: _____, 2023

Marilyn Howard, Mayor

Lisa Myers, Finance Director



MANCHESTER POLICE DEPARTMENT

Manchester, Tennessee

General Order

No: 214.00

Subject: Service Awards Upon Resignation or Retirement	Amends:	Rescinds:
Reference:	Effective Date: DRAFT	Distribution:

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. Prior to receipt of the weapon, the employee will be responsible to obtain "Transfer of Ownership" completed by a licensed Federal Firearms License (FFL) dealer. This includes the completion of any necessary ATF forms and a background check. The employee is responsible for any fees related to the transfer.
 - 5. 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

City of Manchester

Job Description

Job Title: Aquatics Supervisor – Part-time

Department: Parks and Recreation

Reports to: Aquatics Manager

FLSA Status: Non-Exempt

Prepared By: Colt Pittman

Prepared Date: 07/10/2023

Approved By:

Approved Date:

Summary

Direct lifeguards and swim instructors in the absence of the Aquatics Manager and Assistant Aquatics Manager for his or her assigned shifts. Ensure that all safety protocols are followed and that pool chemistry is within ideal ranges by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Manage lifeguards and swim instructors during assigned shifts.

Test, maintain, and record basic pool chemistry as directed by the Aquatics Manager.

Ensure that all safety protocols are followed to ensure guest and staff safety at all times.

Enforce the Parks and Recreation department's policies and procedures.

Ensure cleanliness and sanitation of the aquatics department and other areas of the complex as assigned.

Lifeguard as needed.

Teach swim lessons as needed.

Light mechanical room maintenance.

Administers chemicals, in prescribed amounts, to purify pool water.

Maintain daily records pertaining to pool chemical levels.

Works some evenings and weekends regularly.

Oversee swim lesson programming for his or her assigned shift.

Ensure that swim lessons and instructors are following MRD swim lesson guidelines.

Use our swim lesson software and department wide software for payments, enrollments, and lesson tracking.

Supervisory Responsibilities

Supervises lifeguards and swim instructors during assigned shifts.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Education and/or experience

At least two years of lifeguarding experience preferred.

At least one year of management experience in an aquatic environment preferred.

GED or equivalent degree

Language Skills

Must have excellent communication skills to instruct and direct clearly all lifeguards and guests. Written skills must include ability to write and read.

Mathematical Skills

Must be able to compute basic math equations for pool prescribed chemical dosages as directed by the Aquatics Director.

Reasoning Ability

Must be able to work independently and make decisions.

Certificates, Licenses, Registrations

Current CPR for the Professional Rescuer and AED. Lifeguard Certification through the American Red Cross.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The ability to lift up to 50 lbs.

Prolonged and extensive standing/walking.

Flexibility and ease of movement which includes considerable reaching, bending, kneeling, and crouching.

Maintain a healthy physical condition to allow for lifeguarding functions and teaching swim lessons.

Must be able to tolerate a pool sanitized by chlorine.

Work Environment The work environment characteristics described here are representative of that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Subject to varying situations and locations.

May be exposed to infections and contagious diseases.

May be exposed to hazardous agents, body fluids, and wastes.

May be exposed to extremes in heat and cold.

City of Manchester

Job Description

Job Title: Assistant Aquatics Manager – Part-time

Department: Parks and Recreation

Reports to: Aquatics Manager

FLSA Status: Non-Exempt

Prepared By: Colt Pittman

Prepared Date: 07/10/23

Approved By:

Approved Date:

Summary

Oversee all operations of the aquatics department in the absence of the Aquatics Manager. Supervise lifeguards, swim instructors, programming, mechanical maintenance, and guest experience.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Manage aquatics staff during assigned shifts.

Test, maintain, and record basic pool chemistry as directed by the Aquatics Manager.

Ensure that all safety protocols are followed to ensure guest and staff safety at all times.

Enforce the Parks and Recreation department's policies and procedures.

Ensure cleanliness and sanitation of the aquatics department and other areas of the complex as assigned.

Lifeguard as needed.

Teach Swim Lessons as needed

Backwash pools, replace and clean pool strainers, monitor and modify pool computer systems.

Assist in scheduling lifeguards, swim instructors, lead lifeguards and aquatics supervisors.

Ensure that the pools are properly staffed at all times.

Administers chemicals, in prescribed amounts, to purify pool water.

Maintain daily records pertaining to pool chemical levels.

Works some evenings and weekends regularly.

Oversee all programming offered by the department.

Ensure that swim lessons and instructors are following MRD swim lesson guidelines.

Use our swim lesson software and department wide software for payments, enrollments, reservations, passes, and lesson tracking.

Supervisory Responsibilities

Supervises all aquatics staff during assigned shifts.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Education and/or experience

At least two years of lifeguarding experience preferred.

At least one year of management experience in an aquatic environment preferred.

GED or equivalent degree

Language Skills

Must have excellent communication skills to instruct and direct clearly all lifeguards and guests. Written skills must include ability to write and read.

Mathematical Skills

Must be able to compute basic math equations for pool prescribed chemical dosages as directed by the Aquatics Director.

Reasoning Ability

Must be able to work independently and make decisions.

Certificates, Licenses, Registrations

Current CPR for the Professional Rescuer and AED. Lifeguard Certification through the American Red Cross.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The ability to lift up to 50 lbs.

Prolonged and extensive standing/walking.

Flexibility and ease of movement which includes considerable reaching, bending, kneeling, and crouching.

Maintain a healthy physical condition to allow for lifeguarding functions and teaching swim lessons.

Must be able to tolerate a pool sanitized by chlorine.

Work Environment The work environment characteristics described here are representative of that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Subject to varying situations and locations.

May be exposed to infections and contagious diseases.

May be exposed to hazardous agents, body fluids, and wastes.

May be exposed to extremes in heat and cold.