

**CITY OF MANCHESTER  
BOARD OF MAYOR AND ALDERMEN  
AGENDA**

**June 3<sup>rd</sup>, 2025 @ 6:30 P.M.**

**City Hall Board Room**

**No Work Session**

**1. ROLL CALL:**

**2. INVOCATION:**

**3. PLEDGE TO THE FLAG**

**4. APPROVAL OF AGENDA**

**5. MINUTES**

- May 6, 2025 BOMA Meeting Minutes & BOMA Beer Board Minutes; May 15, 2025 BOMA Special Call Meeting Minutes

**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 of the Board of Mayor and Alderman of the City of Manchester granting permission to dissolve the Greater Manchester Economic Development Corporation, all in accordance with state law; sponsored by Alderman Crosslin
- b) A resolution authorizing a contract to sublease the Conference Center for a four (4) year term from the PBA; sponsored by Mayor Hobbs
- c) A resolution adopting a Plan of Services preliminary to Annexation of property owned by Richard Agbigor, located on Gilley Circle; sponsored by Vice Mayor Messick.
- d) A resolution Annexing property owned by Richard Agbigor, located at Gilley Circle; sponsored by Vice Mayor Messick.
- e) A resolution adopting a Plan of Services preliminary to Annexation of One and Ninety-Seven/Hundredths (1.97) Acres of property owned by Manchester Villas, LLC, located on 3180 Murfreesboro Hwy; sponsored by Vice Mayor Messick.
- f) A resolution Annexing One and 97/100 (1.97) Acres of property owned by Manchester Villas, LLC, located at 3180 Murfreesboro Highway; sponsored by Vice Mayor Messick.
- g) A resolution renaming "Substation Lane" to "Phillips Drive"; sponsored by Vice Mayor Messick.
- h) A resolution accepting Creek Wood Road in Springhouse Villas Development as a City Street; sponsored by Vice Mayor Messick.

**Ordinances:**

- a) 2<sup>nd</sup> reading of an ordinance adding provisions to Manchester Municipal Code 4-603 regarding Assistant Fire Chief vehicle "Take Home" policy; sponsored by Alderman French.
- b) 2<sup>nd</sup> reading of an ordinance amending the budget ordinance for fiscal year 2024-25, Ordinance no. 1726; sponsored by Alderman Crosslin.
- c) 2<sup>nd</sup> reading of an ordinance to revise Title 14 Chapter 12 of Manchester Municipal Code, Stormwater Ordinance; sponsored by Vice Mayor Messick.

- d) 1<sup>st</sup> reading of an ordinance of the City of Manchester, Tennessee adopting a budget for the Fiscal Year July 1, 2025 through June 30, 2026; sponsored by Mayor Hobbs.
- e) 1<sup>st</sup> reading of an ordinance rezoning that property owned by Richard Agbigor, on Gilley Circle and recently annexed into the City amended from RS-1 to R-4 Map 068 Parcel 055.00; sponsored by Vice Mayor Messick.
- f) 1<sup>st</sup> reading of an ordinance rezoning that property owned by Richard Agbigor, on Gilley Circle and recently annexed into the City amended from RS-1 to R-4; Map 068F, Group B, Parcels 017.00, 018.00, and 019.00; sponsored by Vice Mayor Messick.
- g) 1<sup>st</sup> reading of an ordinance rezoning that property owned by Richard Agbigor, on Gilley Circle and recently annexed into the City amended from RS-1 to R-1: Map 068F, Group B, Parcels 017.00, 018.00, and 019.00; sponsored by Vice Mayor Messick.
- h) 1<sup>st</sup> reading of an ordinance rezoning that property owned by Manchester Villas, LLC, on 3180 Murfreesboro Highway to C-3 and recently annexed into the City; sponsored by Vice Mayor Messick.
- i) 1<sup>st</sup> reading of an ordinance to amend Manchester Municipal Code 14-809 and 14-810 relative to Annexation, Zoning, and Subdivision Fees; sponsored by Vice Mayor Messick.
- j) 1<sup>st</sup> reading of an ordinance amending the Manchester Municipal Code by deleting the current 3 and adding a new Chapter 3 to Title 13, Property Maintenance Regulations; sponsored by Vice Mayor Messick.
- k) 1<sup>st</sup> reading of an ordinance rezoning property owned by Peoples Bank and Trust Company on Highway 41 out of the Historic District; sponsored by Alderman Threet.

**9. OLD BUSINESS**

**10. NEW BUSINESS**

- **Job Descriptions:** Codes (Engineer), Mayor's Office (Part-Time Assistant)

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

**12. ADJOURNMENT:**

[www.cityofmanchestertn.com](http://www.cityofmanchestertn.com)

LIVE STREAMING <https://www.youtube.com/@CityOfManchesterTennessee>

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

**A RESOLUTION OF THE BOARD OF MAYOR AND ALDERMAN OF THE CITY OF  
MANCHESTER GRANTING PERMISSION TO DISSOLVE THE GREATER  
MANCHESTER ECONOMIC DEVELOPMENT CORPORATION, ALL IN  
ACCORDANCE WITH STATE LAW**

WHEREAS the Board of Mayor and Alderman have found it wise and advisable to identify certain areas of Government to be reformed and reorganized, and

WHEREAS Mitch Umbarger, Chairman of the Board, Greater Manchester Economic Development Corporation (GMEDC), has presented the Board of Mayor and Alderman its resolution for the dissolution of the industrial development board for the City of Manchester, Tennessee, known and incorporated as the “Greater Manchester Economic Development Corporation,” passed by its Board o Directors;

It is therefore, RESOLVED, by the Board of Mayor and Alderman of the City of Manchester, Tennessee that Mitch Umbarger is hereby authorized to proceed to dissolve the industrial development board (known as GMEDC) as confirmed by T.C.A 7-53-101 et. Seq., and

It is further, RESOLVED, that the Resolution of Corporate Dissolution attached to this Resolution and made a part hereof, is hereby approved, as it is wise and advisable.

This Resolution is adopted by Board of Mayor and Alderman of the City of Manchester, Tennessee pursuant to Tenn. Code Ann § 7-53-201

ADOPTED this \_\_\_\_\_ day of June 2025.

CITY OF MANCHESTER

SIGNATURES ON FILE:

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Joey Hobbs, Mayor

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Anthony Burrows, Finance Director

**RESOLUTION NO. .**

**A RESOLUTION AUTHORIZING A CONTRACT TO SUBLEASE THE CONFERENCE CENTER FOR A FOUR (4) YEAR TERM FROM THE PBA**

WHEREAS the City of Manchester is part owner of the property known as the Conference Center located at 147 Hospitality Blvd. Manchester, Tennessee; and

WHEREAS the City of Manchester, Coffee County, Tennessee, and the Manchester Public Building Authority (PBA), are parties to an agreement dated December 11, 2020, that allows the PBA to contract/subcontract the operations of the premises to others; and

WHEREAS the Manchester Public Building authority has approved of said sub-lease and the City of Manchester has determined that in the best interest of the City, it would be beneficial to operate the Conference Center directly, through an appropriate Department, as outlined in the attached agreement with the PBA; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the City of Manchester contract to sub-lease the premises known as the Conference Center, located at 147 Hospitality Blvd. Manchester, Tennessee, per the attached agreement.

BE IT FURTHER RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the Mayor be authorized to enter into the contract and execute any documents in furtherance of this resolution.

Resolved this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

\_\_\_\_\_  
Joey Hobbs, Mayor

Agreement

1. This agreement is made between the City of Manchester, Tennessee ("City") and the Manchester Public Building Authority ("PBA").
2. The subleased premises is known as the Manchester/Coffee County Conference Center (the "Premises") and is owned by the City and Coffee County, Tennessee. It is located at 147 Hospitality Blvd Manchester, Tennessee,
3. Whereas the City, and Coffee County, Tennessee, and the PBA, are parties to an agreement dated December 11, 2020, that allows the PBA to contract/subcontract for operations of the premises to other parties and therefore, the City hereby subcontracts and agrees to take over the operation of the premises, pursuant to the PBA's applicable obligations in paragraph 3) of the agreement dated December 11, 2020, which are incorporated herein by reference, for an initial term beginning the \_\_\_\_ day of \_\_\_\_\_ 2025, and ending four (4) years later on \_\_\_\_ day of \_\_\_\_\_ 2029; however, this agreement can be terminated upon 90 days written notice by the City, or operation of law.
4. No rent shall be due from the City during this period, but as consideration, the City shall be responsible for the actual expense of property/casualty insurance and for the PBA's obligations regarding premise's maintenance in paragraph 3)G)1) of the December 11, 2020, agreement.
5. The City shall also be responsible for the necessary utilities at the premises.
6. Nothing in this agreement shall constitute a joint venture with the other, or another, party.

**This agreement does not become effective until approval of the Manchester Board of Mayor and Alderman.**

Date: \_\_\_\_\_

CITY OF MANCHESTER

MANCHESTER PUBLIC BUILDING AUTHORITY

By: \_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHAIRMAN of the PBA

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

**A RESOLUTION ADOPTING A PLAN OF SERVICES PRELIMINARY TO ANNEXATION OF PROPERTY OWNED BY RICHARD AGBIGOR, LOCATED ON GILLEY CIRCLE.**

WHEREAS Richard Agbigor owns certain property located on Gilley Circle, which he has requested the City to annex, described as follows:

**TRACT 1 – 068-055.00**

Being a tract of land lying in the 1<sup>st</sup> Civil District of Coffee County, Tennessee, generally bounded on the east by Frankenberg (WDB. 256 pg. 654) and North Coffee Heights S/D (TDB, 173. Pg. 58) on the south by Merriman WDB. 306. Pg. 458, on the west by Love (WDB. 381 pg. 309) and on the west and the north Gilley (WDB. 346. Pg. 851) and being more particularly described as follows:

BEGINNING at a rebar found being the northwest corner of a 50-ft, undeveloped right-of-way and the southwest corner of Lot 27 of North Coffee Heights located N 73°35'50" W. 276.65 ft from a rebar found in the west margin of Gilley Circle at the southeast corner of said Lot 27, aforesaid rebar found being in the east line of the property herein described: thence proceeding along the westerly terminus of said right-of-way and the west lines of Lots 16 through 12 of said subdivision the following calls: thence S 05°51'41" W. 140.48 ft to wood fence post: thence S 30° 12'00" W. 55.69ft to a rebar found: thence S 31°25'11" W. 148.89 ft. to a wood fence corner post: thence S 30°43'15" W. 142.69 ft. to a wood fence corner post: thence N 32°34'58" W. 25.79 ft. to an iron rod found at wood fence corner post in the west line of Lot 12: thence leaving said line and proceeding along the north line of Merriman. N 59°25'40" W. 332.35 ft. to a wood fence corner post in the east line of Love: thence along the east line of Love N 31°06'03" E. 78.43 ft. to a wood fence corner post, the northwest corner of Love: thence leaving Love and along the east line of Gilley, the following calls: thence N 30°51'10" E 319.13 ft. to a wood fence corner post: thence N 05°24'38" E 157.24 ft. to a wood fence corner post: thence S 89° 11'14" E 254.14 ft. to a wood fence corner post, the northwest corner of Frankenberg: thence leaving Gilley and with the west line of Frankenberg the following calls: thence S 06°18'20" W 381.94 ft. to a wood fence corner post: thence S 79°26'32" E 110.70 ft. to an iron pipe found at fence corner post, the northwest corner of Lot 29; thence leaving Frankenberg and along the west lines of Lots 29-27 the following calls: thence S 05°17'35" W 151.28 ft. to a ½ inch capped rebar set: thence S 05°40'47" W 275.12 ft to a rebar found: thence S 05°43'52" W 149.96 ft. to the POINT OF BEGINNING containing 11.46 acres as surveyed by Northcutt and Associates Land Surveying, Inc. 409 Woodbury Highway, Manchester, Tn 37355 Job #18C-310 dated 12-27-2018 and being the property described in WDB 196 Page 133 ROCCTn.

**TRACT 2 – 068C-B-068F-017.00-068C-B-068F-018.00 and 068C-B-068F-019.00**

Being all of Lots No. 27, 28, and 29 with the Exclusion of the northerly 49 feet of Lot No 29 of the North Coffee Heights Subdivision, Plat No. 2 of record in Trust Deed Book 173 Page 58 A/K/A Plat Cabinet 233B. Register's Office of Coffee County, Tennessee.

and

WHEREAS, prior to annexation, the City of Manchester is obligated by T.C.A. 6-51-102 to formulate a Plan of Services to this area; and

WHEREAS the Plan of Services is set forth in the attached documents generated by the Water and Sewer Department dated April 10, 2025; Police Department dated March 25, 2025; Manchester Fire-Rescue dated April 10, 2025; City of Manchester Street Department; Finance

Office dated April 10, 2025; Health and Codes Department dated March 14, 2025; Manchester City Schools dated April 7, 2025 and the Manchester Parks and Recreation Department dated April 9, 2025; and

WHEREAS the Plan of Services was studied by the Manchester Regional Planning Commission at its meeting April 21, 2025, and it generated its written report dated May 3, 2025, as required by T.C.A. 6-51-102, a copy of which is attached hereto; and

WHEREAS the Board of Mayor and Aldermen of the City of Manchester conducted a public hearing on both the Plan of Services and annexation on June 3, 2025.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the Plan of Services attached hereto be adopted in conjunction with the annexation of the following described property owned by Richard Agbigor:

TRACT 1 – 068-055.00

Being a tract of land lying in the 1<sup>st</sup> Civil District of Coffee County, Tennessee, generally bounded on the east by Frankenberry (WDB. 256 pg. 654) and North Coffee Heights S/D (TDB, 173. Pg. 58) on the south by Merriman WDB. 306. Pg. 458, on the west by Love (WDB. 381 pg. 309) and on the west and the north Gilley (WDB. 346. Pg. 851) and being more particularly described as follows:

BEGINNING at a rebar found being the northwest corner of a 50-ft, undeveloped right-of-way and the southwest corner of Lot 27 of North Coffee Heights located N 73°35'50" W. 276.65 ft from a rebar found in the west margin of Gilley Circle at the southeast corner of said Lot 27, aforesaid rebar found being in the east line of the property herein described: thence proceeding along the westerly terminus of said right-of-way and the west lines of Lots 16 through 12 of said subdivision the following calls: thence S 05°51'41" W. 140.48 ft to wood fence post: thence S 30° 12'00" W. 55.69ft to a rebar found: thence S 31°25'11" W. 148.89 ft. to a wood fence corner post: thence S 30°43'15" W. 142.69 ft. to a wood fence corner post: thence N 32°34'58" W. 25.79 ft. to an iron rod found at wood fence corner post in the west line of Lot 12: thence leaving said line and proceeding along the north line of Merriman. N 59°25'40" W. 332.35 ft. to a wood fence corner post in the east line of Love: thence along the east line of Love N 31°06'03" E. 78.43 ft. to a wood fence corner post, the northwest corner of Love: thence leaving Love and along the east line of Gilley, the following calls: thence N 30°51'10" E 319.13 ft. to a wood fence corner post: thence N 05°24'38" E 157.24 ft. to a word fence corner post: thence S 89° 11'14" E 254.14 ft. to a wood fence corner post, the northwest corner of Frankenberry: thence leaving Gilley and with the west line of Frankenberry the following calls: thence S 06°18'20" W 381.94 ft. to a wood fence corner post: thence S 79°26'32" E 110.70 ft. to an iron pipe found at fence corner post, the northwest corner of Lot 29; thence leaving Frankenberry and along the west lines of Lots 29-27 the following calls: thence S 05°17'35" W 151.28 ft. to a ½ inch capped rebar set: thence S 05°40'47" W 275.12 ft to a rebar found: thence S 05°43'52" W 149.96 ft. to the POINT OF BEGINNING containing 11.46 acres as surveyed by Northcutt and Associates Land Surveying, Inc. 409 Woodbury Highway, Manchester, Tn 37355 Job #18C-310 dated 12-27-2018 and being the property described in WDB 196 Page 133 ROCCTn.

TRACT 2 – 068C-B-068F-017.00-068C-B-068F-018.00 and 068C-B-068F-019.00

Being all of Lots No. 27, 28, and 29 with the Exclusion of the northerly 49 feet of Lot No 29 of the North Coffee Heights Subdivision, Plat No. 2 of record in Trust Deed Book 173 Page 58 A/K/A Plat Cabinet 233B. Register's Office of Coffee County, Tennessee.

Resolved this \_\_\_\_\_ day of June, 2025.

\_\_\_\_\_  
Joey Hobbs Mayor

\_\_\_\_\_  
Anthony Burrows, Finance Director



**CITY OF MANCHESTER**  
HEALTH AND CODES DEPARTMENT  
107 Hillsboro Blvd.  
Manchester, Tennessee 37355  
931-723-1464



May 2, 2025

Board of Mayor and Aldermen  
City of Manchester  
200 West Fort St.  
Manchester, TN 37355

Re: Richard Agbigor Property  
(Approximately 14.42 acres on Gilley Circle)

Ladies and Gentlemen:

Pursuant to T.C.A. 6-51-102(b)(4), the Manchester Regional Planning Commission (the "Planning Commission") issues this written report after study of the plan of services (the "Plan of Services") for the property currently owned by Richard Agbigor as described in Deed Book W393, page 58-59, in the Register's Office of Coffee County, Tennessee. The Planning Commission believes that the Plan of Services adequately addresses the scope of services identified in T.C.A. 6-51-102 as well as the timing of the services. Manchester City Schools stated they are near capacity. The school system has begun a three (3) year process to plan for construction of new school buildings by purchasing property for such construction. The Fredonia pump station is near capacity. The developer will be responsible for providing adequate water and sewer infrastructure to the property upon development. On site hydrants or additional public hydrants may be required upon any development, Chief Chambers stated the Fire Department will provide services. All other departments will provide services as well.

Following the aforementioned study at its duly called meeting on April 21, 2025, the Planning Commission voted to recommend approval of the Plan of Services.

Sincerely,

MARK A. WILLIAMS, CHAIRMAN  
MANCHESTER PLANNING COMMISSION

MAW/mt

Cc: Brittany Fiske, Community Development and Zoning Director



# Manchester City Schools

Dr. Joey Vaughn, Director

800 Parks Street

Manchester, TN 37355

Office: (931)728-2316 Fax (931)728-7075

*"Every Child Matters"*

April 7, 2025

Ms. Brittany Fiske  
Community Development and Zoning Director  
200 W. Fort Street  
Manchester, TN 37355

**RE: Plan of Service - Property Owned by Richard Agbigor**

Dear Ms. Fiske:

If the property being annexed (parcels are located on Gilley Circle and contain a total of approximately 14.42 acres) is developed residential, below are the needs to support the Plan of Service.

- Until plans for potential development are submitted, it will be impossible to predict the number of schools needed.
- Manchester City Schools will need to construct new school buildings.
- We will need three (3) years to plan for such growth in order to construct a new school.

We will do our best to serve and accommodate these new families with the assistance of the Mayor and Aldermen in the future.

Sincerely,

Dr. Joey Vaughn  
Director of Schools

JV:cd



## **MANCHESTER FIRE-RESCUE**

1509 Hillsboro Blvd  
Manchester, TN 37355  
Phone 931-728-2999

*George J. Chambers III, Fire Chief*  
*[gchambers@cityofmanchestertn.com](mailto:gchambers@cityofmanchestertn.com)*

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10 Apr 2025

REPLY TO  
ATTN OF: Community Development and Zoning Director

SUBJECT: Plan of Service for Proposed Annexation of Property Owned by Richard Agbigor, on Gilley Circle of approximately 14.32 Acres

Manchester Fire-Rescue supports the annexation of this property into the City limits of Manchester and can provide Fire Protection services to this area. Currently the property is vacant land and should the land be used for something else in the future, then there may be other requirements associated with the new proposed land use.

For any questions concerning this please feel free to contact Manchester Fire-Rescue at 931-728-2999 or email to [gchambers@cityofmanchestertn.com](mailto:gchambers@cityofmanchestertn.com).

GEORGE J. CHAMBERS III  
Chief, Manchester Fire-Rescue



WAREHOUSE (931) 728-1273

BILLING OFFICE (931) 728-7171

April 10<sup>th</sup>, 2025

Brittany Fiske  
Director of Health & Codes  
200 W. Fort Street  
Manchester, TN 37355

*Re: Plan of Service for Proposed Annexation of Property Owned by Richard Aghigor.*

Ms. Fiske,

**Water**

There is a 6" water main that runs along Gilley Circle on the opposite side of the roadway. There is also an 8" water main that runs along Murfreesboro Hwy on the same side of the roadway.

Water: flow data is not available on Lou Ellen or Gilley Circle, flow data was collected at 2854 Murfreesboro Hwy

- Static PSI = 59
- Residual PSI = 30
- Pitot PSI = 30
- Nozzle Co-Efficient = .9
- Unadjusted flow = 920 GPM
- Flow adjusted to 20 PSI = 1,079 GPM

**Sewer**

The Fredonia Rd. lift station is at capacity and will need to be upgraded before significant amounts of sewage can be added.

As shown on the attached map, sewer is not directly available for the property. There is an 8" force main that is on the opposite side of Murfreesboro Hwy.

Any easements needed for a project would be the developer's responsibility. Prior to acceptance of any infrastructure, those easements would need to be conveyed to the City of Manchester Water & Sewer Department.

A map of the approximate location of the utilities has been attached for reference.

**\*\* Note:** 1) No demand numbers were indicated for this annexation. It would be necessary for any developers to generate the demand for any proposed project and with the concurrence of the City Engineer, make the

determination if the infrastructure is adequate. Any necessary upgrades to the infrastructure would be at the cost of the developer.

**\*\* Note: 2) Every new connection to the sewer system requires state approval. Recently the response time from the State has been increased. Based on recent experience; it is not possible for the City to predict when the State may act on an approval request. The City is under and Agreed Order with the Tennessee Department of**

Environment and Conservation (TDEC) due to the existing condition of some portions of the system. There is an area of concern directly downstream of this proposed property annexation; therefore, TDEC will be reviewing closely the design plans as well as the proposed sewer volume submitted for approval to TDEC by your firm. MWSD will provide any requested information to RDEC as they review your design plan including recent sewer rehabilitation efforts in the area to help support your submittal; however, MWSD cannot give a commitment that TDEC will approve connection of the proposed development.

# Gilley Cir



3/28/2025

- water\_valves
- Water\_Fire\_Hydrant\_Valves
- Water\_Fire\_Hydrants
- Water Meters
- Sewer\_Manholes
- Water\_Lines
- Sewer\_Conduit
- COFFEE\_ROADS\_2012
- bldg\_2012
- PARCELS
- Parcels2020
- World Imagery
- Low Resolution 15m Imagery

- High Resolution 60cm Imagery
- High Resolution 30cm Imagery
- Citations
- 1.2m Resolution Metadata

Maxar

0 0.04 0.08 0.1 0.16 mi

0 0.05 0.1 0.2 km



557 N. Woodland St.  
Manchester, TN 37355  
Office: (931) 728-0273  
Email: [ajfox@cityofmanchestertn.com](mailto:ajfox@cityofmanchestertn.com)

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Brittany Fiske  
Community Development and Zoning Director  
200 W. Fort St.  
Manchester, TN 37355

April 9, 2025

Re: Plan of Service for Property Owned by Richard Agbigor – Parcel Identified as Tax Map 068, Control Map 068, Parcel 055.00 and Tax Map 068F, Control Map 068F, Group B, Parcels 017.00, 018.0, and 019.00 – Located on Gilley Circle – Approximately 14.42 Acres

Dear Community Development and Zoning Director Fiske,

The Parks and Recreation Department will deliver the same level of service to the owner of this property as provided to other city property owners/residents. The owner of this vacant undeveloped land will receive a discounted city resident rate for the recreation center.

Sincerely,

A handwritten signature in blue ink that reads "A.J. Fox".

A.J. Fox  
Parks and Recreation Director

## PLAN OF SERVICE

### *City of Manchester Public Works Department*

The City of Manchester Public Works would be able to provide the following services upon annexation of the 14.42 acres of 4 unoccupied parcels on Gilley Circle, owned by Richard Agbigor. Gilley Circle and Lou Ellen Drive are not city streets.

1. Provide Sanitation Service (Contracted presently through Republic Services)
2. Provide pickup service of Brush and Junk
3. Provide Leaf Service to the annexed property
4. Provide signs for street names, stop signs, speed limit etc. (If Applicable)
5. Provide clearing of storm drains as necessary. (located on City Property)
6. Provide animal control in this area.
7. Remove litter and debris from road shoulders as needed. (on City Property)
8. Mow road shoulders as needed. (on City Property)
9. Maintain roadway (once roadway meets city standards)

THESE SERVICES WOULD BE PROVIDED AS SOON AS THERE IS FINAL BOARD APPROVAL. IT COULD TAKE UP TO ONE WEEK FOR REPUBLIC SERVICES TO GET CARTS DELIVERED TO RESIDENTIAL CUSTOMERS.



## CITY OF MANCHESTER

FINANCE OFFICE  
200 W. FORT STREET  
MANCHESTER, TENNESSEE 37355

3-STAR COMMUNITY



*Award Recipient for Economic Preparedness*

April 10, 2025

To: Brittany Fiske

From: Anthony Burrows

Re: Plan of Service for the annexation of property on tax map 068, Parcel 055.00 on Gilley Circle, owned by Richard Agbigor.

The Finance Department's Plan of Service will be for the collection of property taxes and any other taxes associated with this property. The Finance Department will accept payment of these property tax payments coordinated through the City Tax Office and authorized by the City of Manchester.

If you have any questions or need additional information, please let me know.

Sincerely,

Anthony Burrows  
Finance Director



**CITY OF MANCHESTER**  
HEALTH AND CODES DEPARTMENT  
200 W. Fort Street  
Manchester, Tennessee 37355  
931-723-1464



March 14, 2025

Re: Plan of service for the proposed annexation of four parcels owned by Richard Agbigor located on Gilley Circle and contains a total of approximately 14.42 acres. The four parcels are identified as tax map 068, control map 068, parcel 055.00 and tax map 068F, control map 068F, Group B, parcels 017.00, 018.00 & 019.00.

Planning, Zoning and Inspection Services:

The Planning and Zoning jurisdiction of the city will extend to the annexed area on the effective date of annexation. City Planning will thereafter encompass the annexed area.

Any inspection services now provided by the City (Building, mechanical, plumbing, gas, housing, etc.) will begin in the annexed area on the effective date of annexation.

Sincerely,

A handwritten signature in cursive script that reads "Brittany Fiske".

Brittany Fiske  
Community Development and Zoning Director

.....

200 West Fort St.  
Manchester Tennessee 37355  
931-728-2099  
931-728-4673  
931-723-1591 Fax

# Manchester Police Department

March 25, 2025

To: Brittany Fiske

From: Adam Floied  
Assistant Chief of Police

Ref: Plan of service for 4 parcels located on Gilley Circle.

This is a response to a Plan of Service request for property owned by Richard Agbigor, property located at Gilley Circle, Manchester, TN, four parcels of approximately 14.42 acres. Manchester Police Department is capable of providing adequate law enforcement services to this property with the current staff and equipment.

Respectfully,

  
Adam Floied  
Assistant Chief of Police

.....

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

**A RESOLUTION ANNEXING PROPERTY OWNED BY RICHARD AGBIGOR,  
LOCATED AT GILLEY CIRCLE**

WHEREAS Richard Agbigor, owns certain property located on Gilley Circle, which he has requested in writing that the City annex, described as follows:

**TRACT 1 – 068-055.00**

Being a tract of land lying in the 1<sup>st</sup> Civil District of Coffee County, Tennessee, generally bounded on the east by Frankenberry (WDB. 256 pg. 654) and North Coffee Heights S/D (TDB, 173. Pg. 58) on the south by Merriman WDB. 306. Pg. 458, on the west by Love (WDB. 381 pg. 309) and on the west and the north Gilley (WDB. 346. Pg. 851) and being more particularly described as follows:

BEGINNING at a rebar found being the northwest corner of a 50-ft, undeveloped right-of-way and the southwest corner of Lot 27 of North Coffee Heights located N 73°35'50" W. 276.65 ft from a rebar found in the west margin of Gilley Circle at the southeast corner of said Lot 27, aforesaid rebar found being in the east line of the property herein described: thence proceeding along the westerly terminus of said right-of-way and the west lines of Lots 16 through 12 of said subdivision the following calls: thence S 05°51'41" W. 140.48 ft to wood fence post: thence S 30° 12'00" W. 55.69ft to a rebar found: thence S 31°25'11" W. 148.89 ft. to a wood fence corner post: thence S 30°43'15" W. 142.69 ft. to a wood fence corner post: thence N 32°34'58" W. 25.79 ft. to an iron rod found at wood fence corner post in the west line of Lot 12: thence leaving said line and proceeding along the north line of Merriman. N 59°25'40" W. 332.35 ft. to a wood fence corner post in the east line of Love: thence along the east line of Love N 31°06'03" E. 78.43 ft. to a wood fence corner post, the northwest corner of Love: thence leaving Love and along the east line of Gilley, the following calls: thence N 30°51'10" E 319.13 ft. to a wood fence corner post: thence N 05°24'38" E 157.24 ft. to a word fence corner post: thence S 89° 11'14" E 254.14 ft. to a wood fence corner post, the northwest corner of Frankenberry: thence leaving Gilley and with the west line of Frankenberry the following calls: thence S 06°18'20" W 381.94 ft. to a wood fence corner post: thence S 79°26'32" E 110.70 ft. to an iron pipe found at fence corner post, the northwest corner of Lot 29; thence leaving Frankenberry and along the west lines of Lots 29-27 the following calls: thence S 05°17'35" W 151.28 ft. to a ½ inch capped rebar set: thence S 05°40'47" W 275.12 ft to a rebar found: thence S 05°43'52" W 149.96 ft. to the POINT OF BEGINNING containing 11.46 acres as surveyed by Northcutt and Associates Land Surveying, Inc. 409 Woodbury Highway, Manchester, Tn 37355 Job #18C-310 dated 12-27-2018 and being the property described in WDB 196 Page 133 ROCCTn.

**TRACT 2 – 068C-B-068F-017.00-068C-B-068F-018.00 and 068C-B-068F-019.00**

Being all of Lots No. 27, 28, and 29 with the Exclusion of the northerly 49 feet of Lot No 29 of the North Coffee Heights Subdivision, Plat No. 2 of record in Trust Deed Book 173 Page 58 A/K/A Plat Cabinet 233B. Register's Office of Coffee County, Tennessee.

and

WHEREAS, as a condition of annexation, the City of Manchester is obligated by T.C.A. 6-51-102 to formulate a Plan of Services to this area; and

WHEREAS, by separate Resolution, the Board of Mayor and Aldermen adopted a Plan of Services preliminary to annexation of the hereafter described property; and

WHEREAS the Board of Mayor and Aldermen of the City of Manchester conducted a public hearing on the annexation on June 3, 2025.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that, pursuant to the written request of the owner, Richard Agbigor, the following property owned by Richard Agbigor, be and is annexed into the City of Manchester:

TRACT 1 – 068-055.00

Being a tract of land lying in the 1<sup>st</sup> Civil District of Coffee County, Tennessee, generally bounded on the east by Frankenberg (WDB. 256 pg. 654) and North Coffee Heights S/D (TDB, 173. Pg. 58) on the south by Merriman WDB. 306. Pg. 458, on the west by Love (WDB. 381 pg. 309) and on the west and the north Gilley (WDB. 346. Pg. 851) and being more particularly described as follows:

BEGINNING at a rebar found being the northwest corner of a 50-ft, undeveloped right-of-way and the southwest corner of Lot 27 of North Coffee Heights located N 73°35'50" W. 276.65 ft from a rebar found in the west margin of Gilley Circle at the southeast corner of said Lot 27, aforesaid rebar found being in the east line of the property herein described: thence proceeding along the westerly terminus of said right-of-way and the west lines of Lots 16 through 12 of said subdivision the following calls: thence S 05°51'41" W. 140.48 ft to wood fence post: thence S 30° 12'00" W. 55.69ft to a rebar found: thence S 31°25'11" W. 148.89 ft. to a wood fence corner post: thence S 30°43'15" W. 142.69 ft. to a wood fence corner post: thence N 32°34'58" W. 25.79 ft. to an iron rod found at wood fence corner post in the west line of Lot 12: thence leaving said line and proceeding along the north line of Merriman. N 59°25'40" W. 332.35 ft. to a wood fence corner post in the east line of Love: thence along the east line of Love N 31°06'03" E. 78.43 ft. to a wood fence corner post, the northwest corner of Love: thence leaving Love and along the east line of Gilley, the following calls: thence N 30°51'10" E 319.13 ft. to a wood fence corner post: thence N 05°24'38" E 157.24 ft. to a word fence corner post: thence S 89° 11'14" E 254.14 ft. to a wood fence corner post, the northwest corner of Frankenberg: thence leaving Gilley and with the west line of Frankenberg the following calls: thence S 06°18'20" W 381.94 ft. to a wood fence corner post: thence S 79°26'32" E 110.70 ft. to an iron pipe found at fence corner post, the northwest corner of Lot 29; thence leaving Frankenberg and along the west lines of Lots 29-27 the following calls: thence S 05°17'35" W 151.28 ft. to a ½ inch capped

rebar set: thence S 05°40'47" W 275.12 ft to a rebar found: thence S 05°43'52" W 149.96 ft. to the POINT OF BEGINNING containing 11.46 acres as surveyed by Northcutt and Associates Land Surveying, Inc. 409 Woodbury Highway, Manchester, Tn 37355 Job #18C-310 dated 12-27-2018 and being the property described in WDB 196 Page 133 ROCCTn.

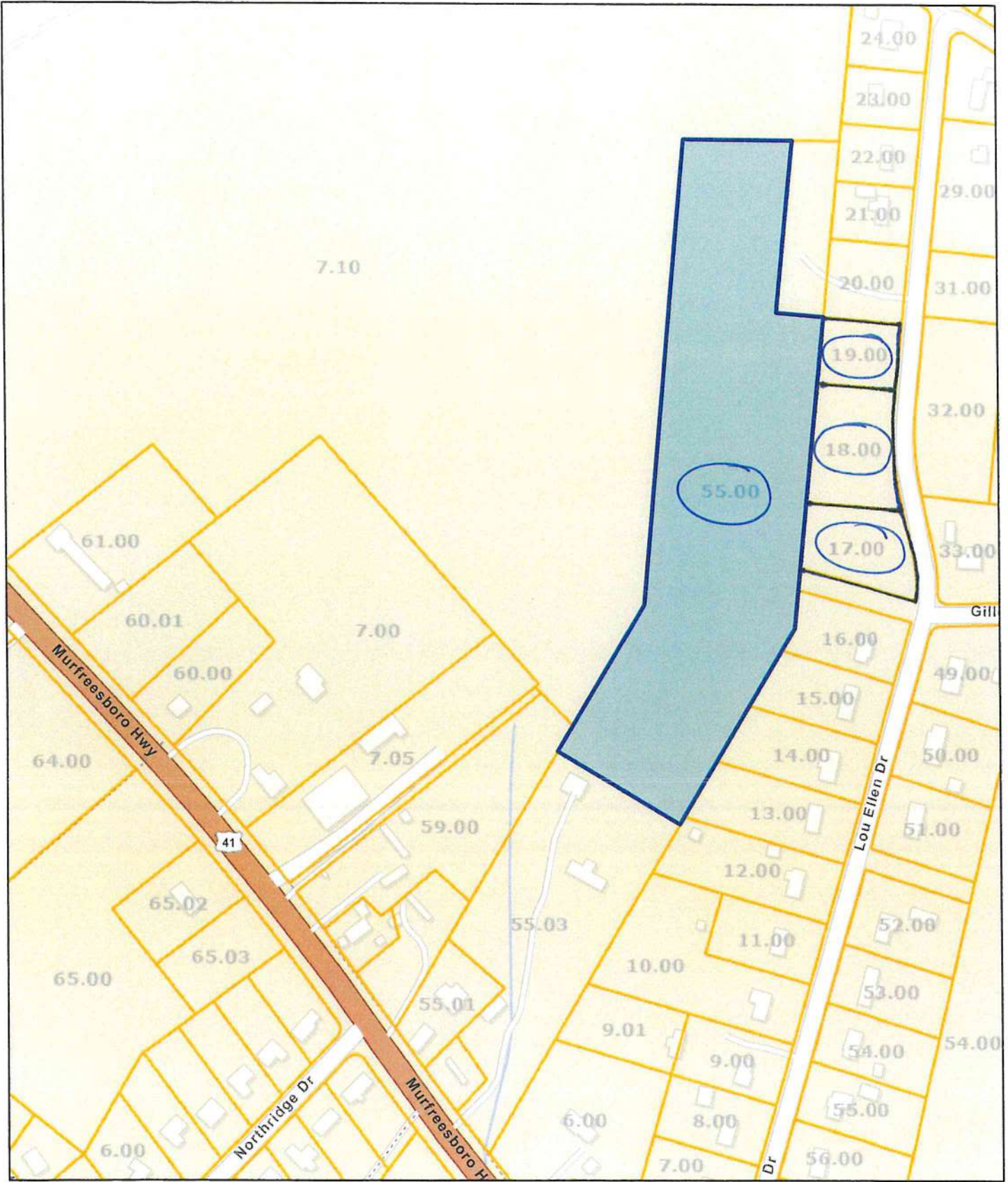
TRACT 2 – 068C-B-068F-017.00-068C-B-068F-018.00 and 068C-B-068F-019.00  
Being all of Lots No. 27, 28, and 29 with the Exclusion of the northerly 49 feet of Lot No 29 of the North Coffee Heights Subdivision, Plat No. 2 of record in Trust Deed Book 173 Page 58 A/K/A Plat Cabinet 233B. Register's Office of Coffee County, Tennessee.

Resolved this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

\_\_\_\_\_  
Joey Hobbs, Mayor

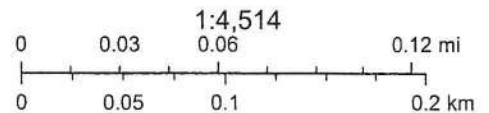
\_\_\_\_\_  
Anthony Burrows, Finance Director

# Coffee County - Parcel: 068 055.00

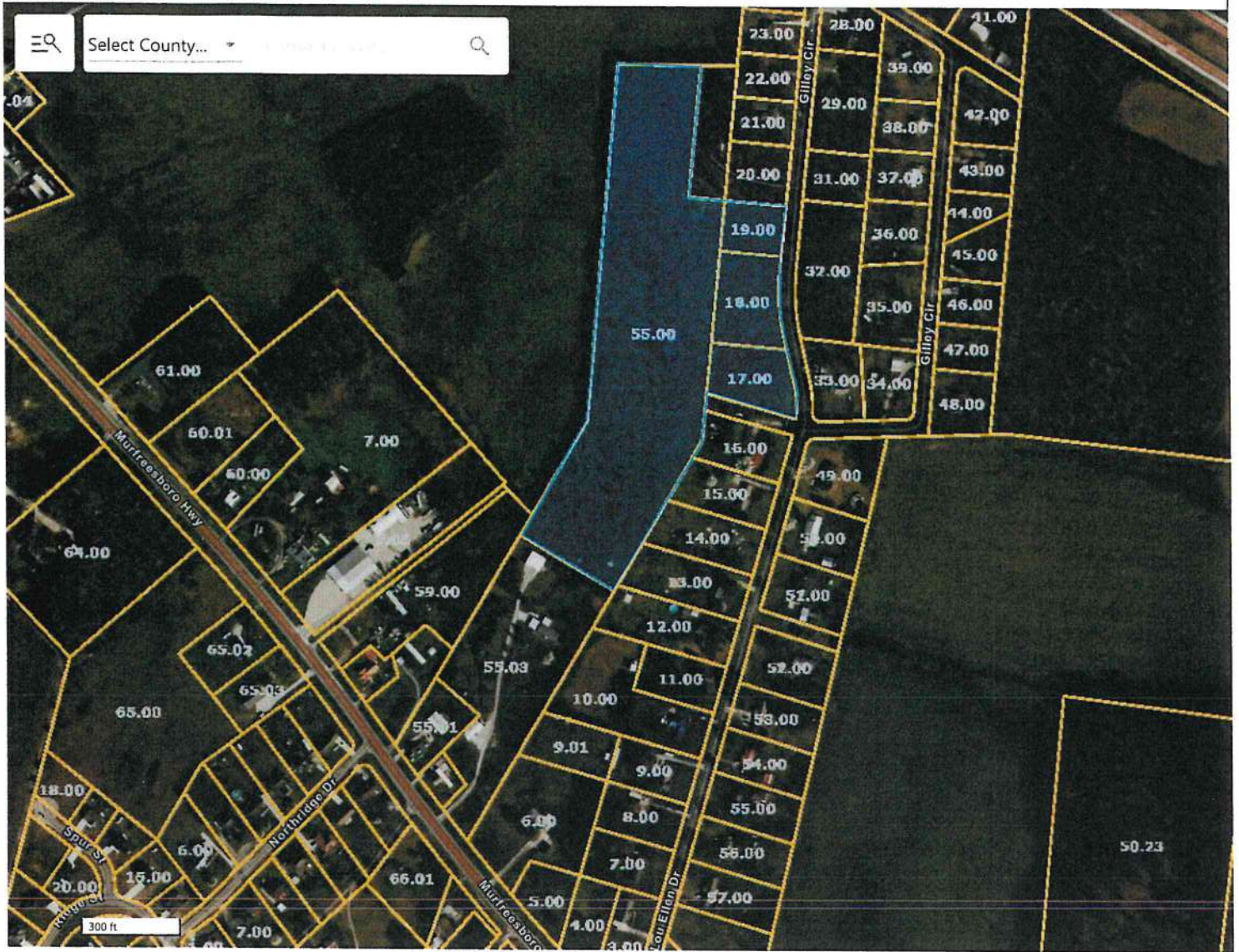


Date: March 21, 2025

County: COFFEE  
Owner: AGBIGOR RICHARD O  
Address: GILLEY CIR  
Parcel ID: 068 055.00  
Deeded Acreage: 11.46  
Calculated Acreage: 0



State of Tennessee, Comptroller of the Treasury, Division of Property Assessments (DPA), Esri Community Maps Contributors, © OpenStreetMap, Microsoft, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc. METI/ NASA, USGS, EPA, NPS, US Census Bureau, USDA, USFWS



Home icon  
Map icon  
Area CLEAR X  
+ 14.25 ac  
Units  
- Acres

## Annexation Request letter:

Referenced to City of Manchester planning Commission/Board of  
Mayor & Alderman

Property Location - Gilley's Circle

Date: 3/10/25

I Richard A. Agbavor hereby requests that the property located at Gilley's Circle off Hwy 41 be annexed in the City limits of Manchester with a R4 Zoning for high density multifamily residential usage.

I authorize and consent to this rezoning request as the owner of record for this property.

Thanks

Richard Agbavor

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

**A RESOLUTION ADOPTING A PLAN OF SERVICES PRELIMINARY TO ANNEXATION OF ONE AND NINETY SEVEN/HUNDREDTHS (1.97) ACRES OF PROPERTY OWNED BY MANCHESTER VILLAS, LLC, LOCATED ON 3180 MURFREESBORO HWY.**

WHEREAS Manchester Villas, LLC owns certain property located at 3180 Murfreesboro Highway, which it has requested the City to annex, described as follows:

Map 68, Parcel 061.00

BEGINNING AT A WOODEN CORNER POST LYING ON THE EAST MARGIN OF MURFREESBORO HIGHWAY (120' R.O.W.), ALSO BEING THE SOUTHERN-MOST CORNER OF GILLEY (DB 408, P. 905; ROCCTN); THENCE LEAVING THE ROAD MARGIN AND ALONG A FENCE BEING GILLEY'S BOUNDARY LINE NORTH 51 DEGREES 57 MINUTES 42 SECONDS EAST 405.53 FEET TO A WOODEN CORNER POST; THENCE SOUTH 44 DEGREES 18 MINUTES 39 SECONDS EAST 214.96 FEET TO A WOODEN CORNER POST; THENCE SOUTH 55 DEGREES 16 MINUTES 15 SECONDS WEST 76.25 FEET TO AN OLD IRON PIPE FOUND; THENCE SOUTH 52 DEGREES 13 MINUTES 09 SECONDS WEST 338.19 FEET TO A CONCRETE RIGHT OF WAY MARKER FOUND ON THE EAST MARGIN OF MURFREESBORO HIGHWAY; THENCE ALONG SAID HIGHWAY MARGIN NORTH 42 DEGREES 05 MINUTES 13 SECONDS WEST 208.27 FEET TO THE POINT OF BEGINNING, AND CONTAINING 1.97 ACRES, ACCORDING TO A SURVEY PREPARED BY CHRIS BATEMAN R.L.S. #1851, 521 WOOSLEY ROAD, TULLAHOMA, TN 37388, ON JULY 27, 2022.

and

WHEREAS, prior to annexation, the City of Manchester is obligated by T.C.A. 6-51-102 to formulate a Plan of Services to this area; and

WHEREAS the Plan of Services is set forth in the attached documents generated by the Water and Sewer Department dated April 10, 2025; Police Department dated March 3, 2025; Manchester Fire-Rescue dated March 7, 2025; City of Manchester Street Department; Finance Office dated March 7, 2025; Health and Codes Department dated March 14, 2025; and the Manchester Parks and Recreation Department dated March 7, 2025; and

WHEREAS the Plan of Services was studied by the Manchester Regional Planning Commission at its meeting April 21, 2025, and it generated its written report dated May 2, 2025, as required by T.C.A. 6-51-102, a copy of which is attached hereto; and

WHEREAS the Board of Mayor and Aldermen of the City of Manchester conducted a public hearing on both the Plan of Services and annexation on June 3, 2025.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the Plan of Services attached hereto be adopted in conjunction with the annexation of the following described property owned by Manchester Villas, LLC:

BEGINNING AT A WOODEN CORNER POST LYING ON THE EAST MARGIN OF MURFREESBORO HIGHWAY (120' R.O.W.), ALSO BEING THE SOUTHERN-MOST CORNER OF GILLEY (DB 408, P. 905; ROCCTN); THENCE LEAVING THE ROAD MARGIN AND ALONG A FENCE BEING GILLEY'S BOUNDARY LINE NORTH 51 DEGREES 57 MINUTES 42 SECONDS EAST 405.53 FEET TO A WOODEN CORNER POST; THENCE SOUTH 44 DEGREES 18 MINUTES 39 SECONDS EAST 214.96 FEET TO A WOODEN CORNER POST; THENCE SOUTH 55 DEGREES 16 MINUTES 15 SECONDS WEST 76.25 FEET TO AN OLD IRON PIPE FOUND; THENCE SOUTH 52 DEGREES 13 MINUTES 09 SECONDS WEST 338.19 FEET TO A CONCRETE RIGHT OF WAY MARKER FOUND ON THE EAST MARGIN OF MURFREESBORO HIGHWAY; THENCE ALONG SAID HIGHWAY MARGIN NORTH 42 DEGREES 05 MINUTES 13 SECONDS WEST 208.27 FEET TO THE POINT OF BEGINNING, AND CONTAINING 1.97 ACRES, ACCORDING TO A SURVEY PREPARED BY CHRIS BATEMAN R.L.S. #1851, 521 WOOSLEY ROAD, TULLAHOMA, TN 37388, ON JULY 27, 2022.

Resolved this \_\_\_\_\_ day of June, 2025.

\_\_\_\_\_  
Joey Hobbs Mayor

\_\_\_\_\_  
Anthony Burrows, Finance Director



**CITY OF MANCHESTER**  
HEALTH AND CODES DEPARTMENT  
200 W. Fort Street  
Manchester, Tennessee 37355  
931-723-1464



May 2, 2025

Board of Mayor and Aldermen  
City of Manchester  
200 West Fort St.  
Manchester, TN 37355

Re: 3180 Murfreesboro Hwy. Annexation Request  
(Approximately 1.97 acres)

Ladies and Gentlemen:

Pursuant to T.C.A. § 6-51-102(b)(4), the Manchester Regional Planning Commission (the "Planning Commission") issues this written report after study of the proposed plan of services (the "Plan of Services") for the property currently owned by Manchester Villas, LLC described in Warranty Deed Book 425 pages 186-189, in the Register's Office of Coffee County, Tennessee. The Planning Commission believes that the Plan of Services adequately addresses the scope of services identified in T.C.A. § 6-51-102 as well as the timing of the services. The developer will be responsible for providing adequate water and sewer infrastructure as well as TDEC approval and any easements to the development. While on site hydrants or additional public hydrants may be required, Chief Chambers stated the Fire Department will provide services. Manchester City Schools service will not be required as the property will be zoned commercial. All other departments will provide services.

Following the aforementioned study at its duly called meeting on April 21, 2025, the Planning Commission voted to recommend approval of the Plan of Services and annexation of the property.

Sincerely,

MARK A. WILLIAMS, CHAIRMAN  
MANCHESTER PLANNING COMMISSION

MAW/mt  
Cc: Brittany Fiske, Community Development and Zoning Director



## CITY OF MANCHESTER

FINANCE OFFICE  
200 W. FORT STREET  
MANCHESTER, TENNESSEE 37355

3-STAR COMMUNITY



Award Recipient for Economic Preparedness

March 7, 2025

To: Brittany Fiske

From: Anthony Burrows

Re: Plan of Service for the annexation of property at 3180 Murfreesboro Hwy  
Owned by Manchester Villas LLC.

The Finance Department's Plan of Service will be for the collection of property taxes and any other taxes associated with this property. The Finance Department will accept payment of these property tax payments coordinated through the City Tax Office and authorized by the City of Manchester.

If you have any questions or need additional information, please let me know.

Sincerely,

Anthony Burrows  
Finance Director



## **MANCHESTER FIRE - RESCUE**

1509 Hillsboro Blvd  
Manchester, TN 37355  
Phone 931-728-2999  
*George J. Chambers III, Chief*

---

7 March 2025

REPLY TO

ATTN OF: Community Development and Zoning Director

FROM: Manchester Fire-Rescue, Chief Chambers

SUBJECT: Request for Proposed Annexation into City Limits 1.97 Acres at 3180  
Murfreesboro Hwy. Lakeview St

Manchester Fire-Rescue supports the annexation of this property into the City limits of Manchester and can provide Fire Protection services to this area. Currently the property is has an existing 1950' hotel on site. Should the land be used for something in the future, then there may be other requirements associated with the new proposed land use.

For any questions, feel free to contact me at the Fire Department at 728-2999.

Respectfully,

GEORGE J. CHAMBERS III  
Chief, Manchester Fire-Rescue



557 N. Woodland St.  
Manchester, TN 37355  
Office: (931) 728-0273  
Cell: (931) 952-9043

Email: [ajfox@cityofmanchestertn.com](mailto:ajfox@cityofmanchestertn.com)

---

Brittany Fiske  
Community Development and Zoning Director  
200 W. Fort St.  
Manchester, TN 37355

Marcy 7, 2025

Re: Plan of Service for Property Owned by Manchester Villas LLC – Located at 3180  
Murfreesboro Hwy. – Approximately 1.97 Acres

Dear Community Development and Zoning Director Fiske,

The Parks and Recreation Department will deliver the same level of service to the owner of this property as provided to other city property owners/residents. The owner of this commercial property will receive a discounted city resident rate for the recreation center.

Sincerely,

A handwritten signature in black ink that reads "A.J. Fox".

A.J. Fox  
Parks and Recreation Director

# PLAN OF SERVICE

## *City of Manchester Public Works Department*

The City of Manchester Public Works would be able to provide the following services upon annexation of the, 1.97 acres of unoccupied land at 3180 Murfreesboro Hwy, owned by Manchester Villas, LLC.

1. Provide Sanitation Service (Contracted presently through Republic Services)
2. Provide pickup service of Brush and Junk
3. Provide Leaf Service to the annexed property
4. Provide signs for street names, stop signs, speed limit etc. (If Applicable)
5. Provide clearing of storm drains as necessary. (located on City Property)
6. Provide animal control in this area.
7. Remove litter and debris from road shoulders as needed. (on City Property)
8. Mow road shoulders as needed. (on City Property)
9. Maintain roadway (once roadway meets city standards)

THESE SERVICES WOULD BE PROVIDED AS SOON AS THERE IS FINAL BOARD APPROVAL. IT COULD TAKE UP TO ONE WEEK FOR REPUBLIC SERVICES TO GET CARTS DELIVERED TO RESIDENTIAL CUSTOMERS.

.....

200 West Fort St.  
Manchester Tennessee 37355  
931-728-2099  
931-728-4673  
931-723-1591 Fax


# Manchester Police Department

March 3<sup>rd</sup>, 2025

To: Brittany Fiske  
From: Adam Floied  
Assistant Chief of Police  
Ref: Plan of service for 3180 Murfreesboro Hwy.

This is a response to a Plan of Service request for property owned by Manchester Villas LLC, property located at 3180 Murfreesboro Hwy., Manchester, TN (1.97 acres). Manchester Police Department is capable of providing adequate law enforcement services to this property with the current staff and equipment.

Respectfully,

  
Adam Floied  
Assistant Chief of Police

.....



## CITY OF MANCHESTER

HEALTH AND CODES DEPARTMENT  
200 W. Fort Street  
Manchester, Tennessee 37355  
931-723-1464

3-STAR COMMUNITY



Award Recipient for Economic Preparedness

March 14, 2025

Re: Plan of service for the proposed annexation of a portion of property owned by Manchester Villas LLC located at 3180 Murfreesboro Hwy. This property contains approximately 1.97 acre. The owner is requesting the property be zoned C-3 general commercial upon annexation (see attached requirements).

#### Planning, Zoning and Inspection Services:

The Planning and Zoning jurisdiction of the city will extend to the annexed area on the effective date of annexation. City Planning will thereafter encompass the annexed area.

Any inspection services now provided by the City (Building, mechanical, plumbing, gas, housing, etc.) will begin in the annexed area on the effective date of annexation.

Sincerely,

A handwritten signature in cursive script that reads "Brittany Fiske".

Brittany Fiske

Community Development and Zoning Director



WAREHOUSE (931) 728-1273

BILLING OFFICE (931) 728-7171

March 6, 2025

Brittany Fiske  
Director of Health & Codes  
200 W. Fort Street  
Manchester, TN 37355

*Re: Plan of Service for Proposed Annexation of Property, 1.97 Acres, 3180 Murfreesboro Hwy*

Ms. Fiske,

**Water**

There is an 8" PVC water main that runs along Murfreesboro Hwy on the same side of the roadway. Currently there is a 1" water meter on the property that is not being used.

**Sewer**

As shown on the attached map, sewer is not immediately available for the property. The nearest 8" gravity main is on the opposite side of the Hwy just south/east of the property approximately ¼ miles away. Currently, the North Ridge and Fredonia pumping stations that this sewer main flows into is at max capacity until improvements are made.

Any easements needed for a project would be the developer's responsibility. Prior to acceptance of any infrastructure, those easements would need to be conveyed to the City of Manchester Water & Sewer Department.

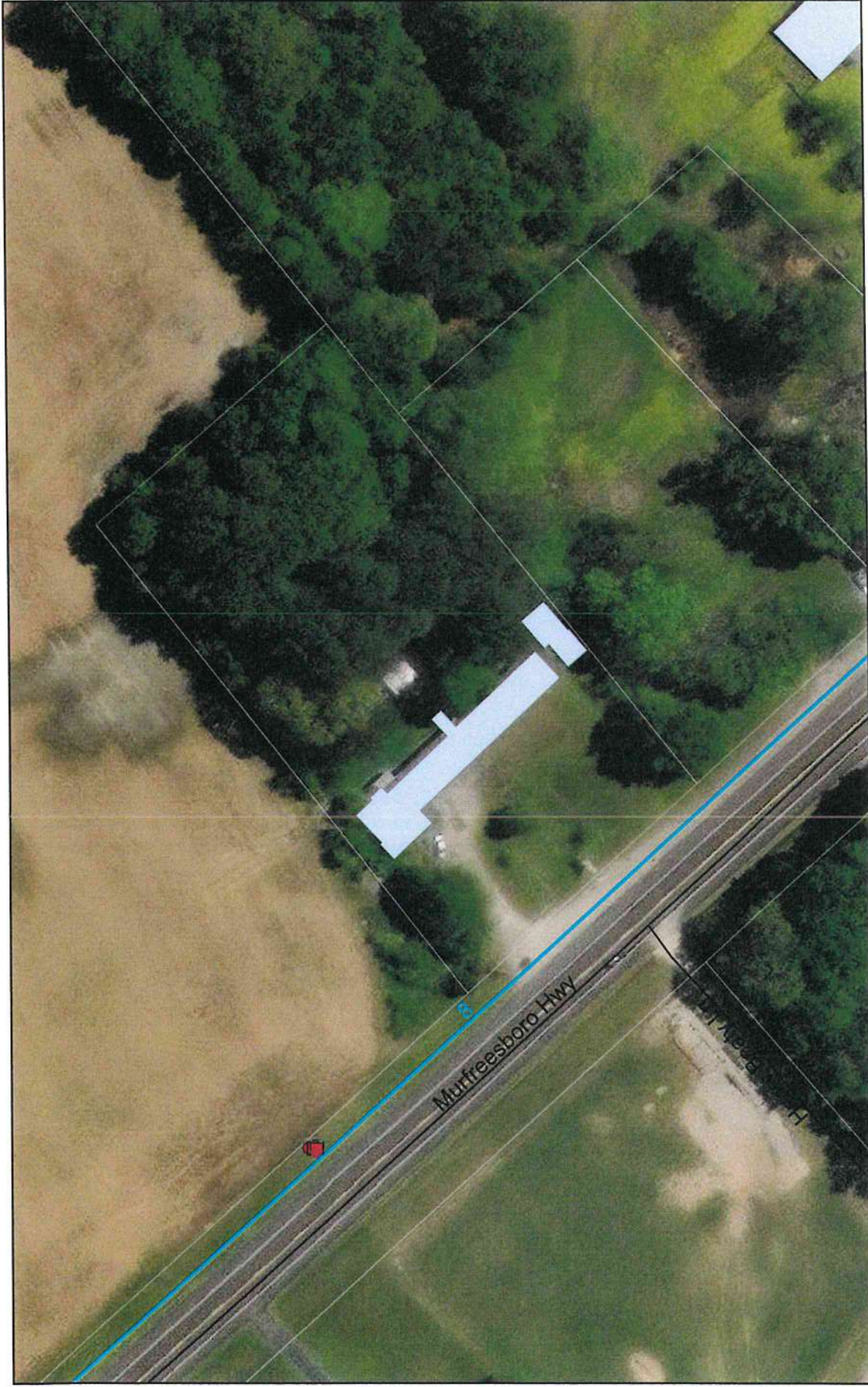
A map of the approximate location of the utilities has been attached for reference.

\*\* Note: 1) No demand numbers were indicated for this annexation. It would be necessary for any developers to generate the demand for any proposed project and with the concurrence of the City Engineer, make the determination if the infrastructure is adequate. Any necessary upgrades to the infrastructure would be at the cost of the developer.

\*\* Note: 2) Every new connection to the sewer system requires state approval. Recently the response time from the State has been increased. Based on recent experience; it is not possible for the City to predict when the State may act on an approval request. The City of Manchester is under a Self-Imposed Moratorium that may affect the project's ability to obtain sewer.

MWSD will provide any requested information to TDEC as they review your design plan including recent sewer rehabilitation efforts in the area to help support your submittal; however, MWSD cannot give a commitment that TDEC will approve connection of the proposed development.

June 11 2024



7/15/2024

1:1,481  
0 0.01 0.02 0.03 0.04 mi  
0 0.01 0.03 0.06 km  
Maxar, Microsoft

June 11 2024



7/15/2024

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

**A RESOLUTION ANNEXING ONE AND 97/100 (1.97) ACRES OF PROPERTY OWNED BY MANCHESTER VILLAS, LLC, LOCATED AT 3180 MURFREESBORO HIGHWAY**

WHEREAS Manchester Villas, LLC, owns certain property located at 3180 Murfreesboro Highway, which he has requested in writing that the City annex, described as follows:

Map 68 Parcel 61.00

BEGINNING AT A WOODEN CORNER POST LYING ON THE EAST MARGIN OF MURFREESBORO HIGHWAY (120' R.O.W.), ALSO BEING THE SOUTHERN-MOST CORNER OF GILLEY (DB 408, P. 905; ROCCTN); THENCE LEAVING THE ROAD MARGIN AND ALONG A FENCE BEING GILLEY'S BOUNDARY LINE NORTH 51 DEGREES 57 MINUTES 42 SECONDS EAST 405.53 FEET TO A WOODEN CORNER POST; THENCE SOUTH 44 DEGREES 18 MINUTES 39 SECONDS EAST 214.96 FEET TO A WOODEN CORNER POST; THENCE SOUTH 55 DEGREES 16 MINUTES 15 SECONDS WEST 76.25 FEET TO AN OLD IRON PIPE FOUND; THENCE SOUTH 52 DEGREES 13 MINUTES 09 SECONDS WEST 338.19 FEET TO A CONCRETE RIGHT OF WAY MARKER FOUND ON THE EAST MARGIN OF MURFREESBORO HIGHWAY; THENCE ALONG SAID HIGHWAY MARGIN NORTH 42 DEGREES 05 MINUTES 13 SECONDS WEST 208.27 FEET TO THE POINT OF BEGINNING, AND CONTAINING 1.97 ACRES, ACCORDING TO A SURVEY PREPARED BY CHRIS BATEMAN R.L.S. #1851, 521 WOOSLEY ROAD, TULLAHOMA, TN 37388, ON JULY 27, 2022.

and

WHEREAS, as a condition of annexation, the City of Manchester is obligated by T.C.A. 6-51-102 to formulate a Plan of Services to this area; and

WHEREAS, by separate Resolution, the Board of Mayor and Aldermen adopted a Plan of Services preliminary to annexation of the hereafter described property; and

WHEREAS the Board of Mayor and Aldermen of the City of Manchester conducted a public hearing on the annexation on June 3, 2025.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that, pursuant to the written

request of the owner, Manchester Villas, LLC, the following property owned by Manchester Villas, LLC, be and is annexed into the City of Manchester:

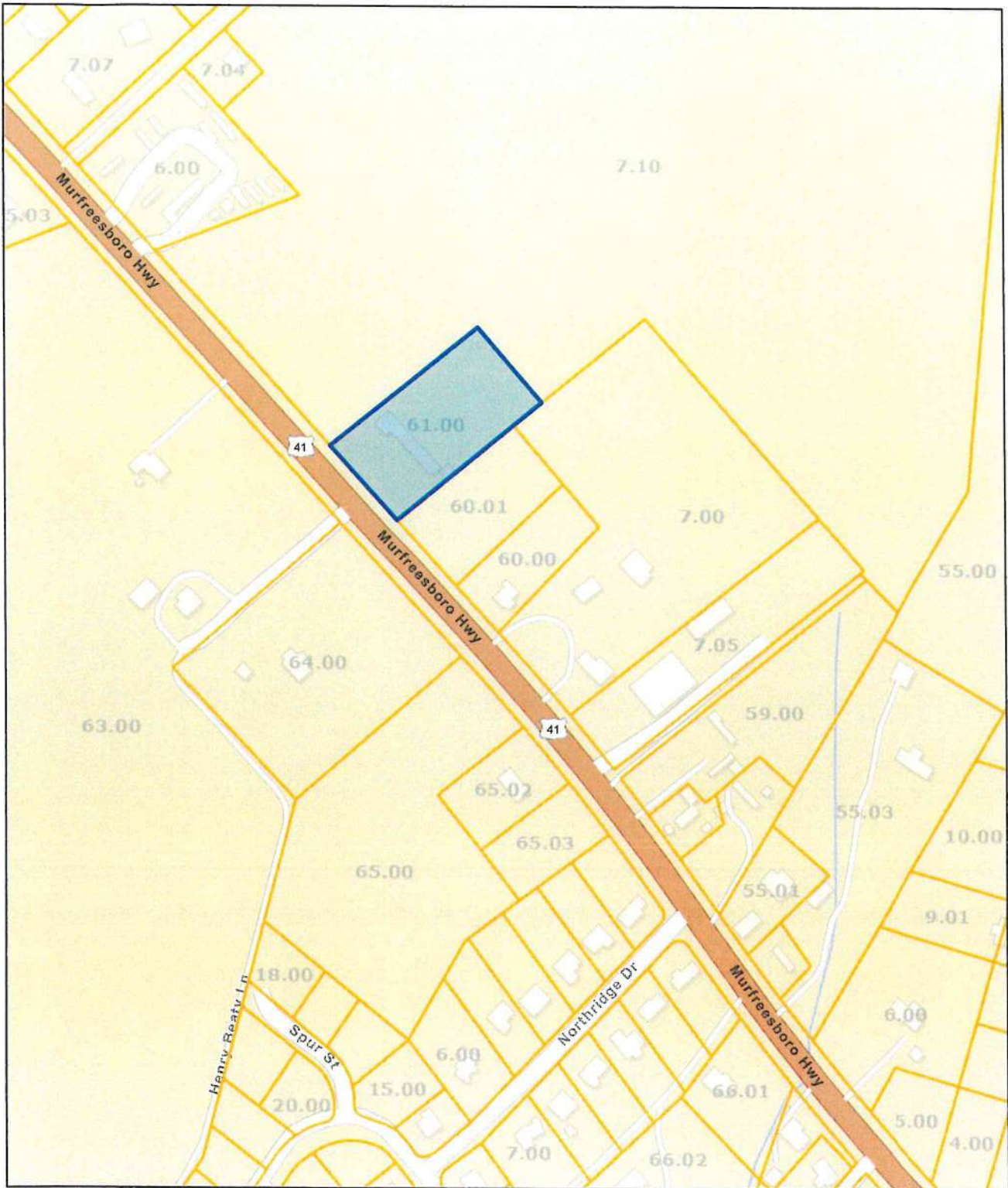
BEGINNING AT A WOODEN CORNER POST LYING ON THE EAST MARGIN OF MURFREESBORO HIGHWAY (120' R.O.W.), ALSO BEING THE SOUTHERN-MOST CORNER OF GILLEY (DB 408, P. 905; ROCCTN); THENCE LEAVING THE ROAD MARGIN AND ALONG A FENCE BEING GILLEY'S BOUNDARY LINE NORTH 51 DEGREES 57 MINUTES 42 SECONDS EAST 405.53 FEET TO A WOODEN CORNER POST; THENCE SOUTH 44 DEGREES 18 MINUTES 39 SECONDS EAST 214.96 FEET TO A WOODEN CORNER POST; THENCE SOUTH 55 DEGREES 16 MINUTES 15 SECONDS WEST 76.25 FEET TO AN OLD IRON PIPE FOUND; THENCE SOUTH 52 DEGREES 13 MINUTES 09 SECONDS WEST 338.19 FEET TO A CONCRETE RIGHT OF WAY MARKER FOUND ON THE EAST MARGIN OF MURFREESBORO HIGHWAY; THENCE ALONG SAID HIGHWAY MARGIN NORTH 42 DEGREES 05 MINUTES 13 SECONDS WEST 208.27 FEET TO THE POINT OF BEGINNING, AND CONTAINING 1.97 ACRES, ACCORDING TO A SURVEY PREPARED BY CHRIS BATEMAN R.L.S. #1851, 521 WOOSLEY ROAD, TULLAHOMA, TN 37388, ON JULY 27, 2022.

Resolved this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

\_\_\_\_\_  
Joey Hobbs, Mayor

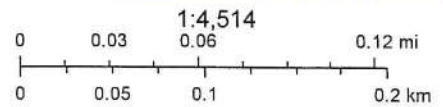
\_\_\_\_\_  
Anthony Burrows, Finance Director

Coffee County - Parcel: 068 061.00



Date: August 2, 2024

County: Coffee  
Owner: MANCHESTER VILLAS, LLC  
Address: MURFREESBORO HWY 3180  
Parcel Number: 068 061.00  
Deeded Acreage: 1.97  
Calculated Acreage: 0  
Date of TDOT Imagery: 2022  
Date of Vexcel Imagery: 2023



Esri Community Maps Contributors, Tennessee STS GIS, © OpenStreetMap, Microsoft, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/ NASA, USGS, EPA, NPS, US Census Bureau, USDA, USFWS, State of Tennessee, Comptroller of the Treasury, Division of Property Assessments (DPA)

The property lines are compiled from information maintained by your local county Assessor's office but are not conclusive evidence of property ownership in any court of law.

# **\*Annexation Request Letter\***

**Referenced To-** City of Manchester Planning Commission/Board of Mayor & Aldermen

**Subject Property** – 3180 Murfreesboro Hwy, Manchester, TN 37355

**Date** – 2-28-25

William Vaughn (Manchester Villas LLC) is requesting that the property at 3180 Murfreesboro Hwy, Manchester, TN 37355 be annexed in the city limits of Manchester with a C-3 zoning for commercial usage. The property has previously been used for multi-family usage and is surrounded by other multi-family/mobile home communities and is near to other commercial use properties. I authorize and consent to this rezoning request as the owner of record for this property. Thank you for your assistance!

*William Vaughn JV* \_\_\_\_\_

**William Vaughn**

**615-785-5356** \_\_\_\_\_

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

**A RESOLUTION RENAMING “SUBSTATION LANE” TO “PHILLIPS DRIVE “**

WHEREAS the currently named “Substation Lane” was renamed “Phillips Drive” in the plat of the Stonehenge Subdivision; and

WHEREAS the Street Committee of the City of Manchester has approved the above renaming at its April 10, 2025; and

WHEREAS the Board of Mayor and Aldermen of the City of Manchester has determined that it would be appropriate at this time to rename “Substation Lane” to “Phillips Drive.”

BE IT THEREFORE RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the City street currently known as “Substation Lane” be renamed to “Phillips Drive.”

Passed by majority vote this \_\_\_\_ day of \_\_\_\_\_ 2025.

\_\_\_\_\_  
Joey Hobbs, Mayor

ATTEST: \_\_\_\_\_  
Anthony Burrows, Finance Director



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

**A RESOLUTION ACCEPTING CREEK WOOD ROAD IN SPRINGHOUSE VILLAS  
SUBDIVISION AS A CITY STREET**

WHEREAS the plat of Springhouse Villas Subdivision, which is of record at the Register's Office of Coffee County, Tennessee, identifies a proposed street named "Creek Wood Road," which lies within the City of Manchester, Tennessee; and

WHEREAS said street has been inspected by the City's Engineer, Zoning Director, and the Director of Public Works and found to meet the minimum requirements, except for the cul de sac at its farthest end, for acceptance by the City; and

WHEREAS the Manchester Regional Planning Commission has recommended acceptance by the City, except for the cul de sac at its farthest end, as contemplated by Title 16, Chapter 3 of the Manchester Municipal Code, as reflected in the minutes of its meeting of May 19, 2025; and

WHEREAS the owners of said streets have executed and delivered a Quitclaim Deed to the City conveying their interest in said street to the City of Manchester.

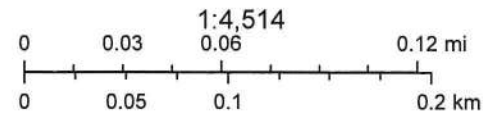
BE IT THEREFORE RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the street depicted and described as "Creek Wood Road" on the plat of record as Springhouse Villas in the Register's Office of Coffee County, Tennessee, be accepted as City street, except that portion designated as the cul de sac at its farthest end, that it be entered upon the City street list, and that it be named "Creek Wood Road."

Passed this \_\_\_\_\_ day of \_\_\_\_\_ 2025.



Date: May 20, 2025

County: COFFEE  
 Owner: SPRINGHOUSE PARTNERS LLC  
 Address: CREEK WOOD RD  
 Parcel ID: 085F A 002.01  
 Deeded Acreage: 10.76  
 Calculated Acreage: 0  
 Vexcel Imagery Date: 2023



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

The property lines are compiled from information maintained by your local county Assessor's office but are not conclusive evidence of property ownership in any court of law.

OF PUBLIC UTILITIES FOR BOUND POSTING  
 I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWING HEREON HAS BEEN FOUND TO COMPLY WITH THE MASSACHUSETTS SUBDIVISION REGULATIONS, WITH EXCEPTION OF SUCH VARIANCES, IF ANY, THAT HAVE BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE COUNTY REGISTER.

OF PUBLIC SEWER SYSTEMS  
 I HEREBY CERTIFY THAT THE SEWER SYSTEMS OUTLINED OR INDICATED ON THE SUBDIVISION PLAT SUBMITTED HEREON HAVE BEEN INSTALLED IN ACCORDANCE WITH CURRENT LOCAL AND STATE CONSUMER REQUIREMENTS AND THAT THE SEWER SYSTEMS HAVE BEEN FIELD TESTED AND FOUND TO BE SATISFACTORY AND INSTALLED IN ACCORDANCE WITH THE SEWER SYSTEMS ACT AND REGULATIONS.

**CERTIFICATE OF APPROVAL OF WATER SYSTEM**  
 I HEREBY CERTIFY THAT THE WATER SYSTEM(S) OUTLINED OR INDICATED ON THE PLAT SUBMITTED HEREON HAS/HAVE BEEN FOUND TO COMPLY WITH THE MASSACHUSETTS SUBDIVISION REGULATIONS, WITH EXCEPTION OF SUCH VARIANCES, IF ANY, THAT HAVE BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE COUNTY REGISTER.

DATE: May 13, 2021 NAME, TITLE, AND ADDRESS: \_\_\_\_\_

**CERTIFICATE OF APPROVAL FOR RECORDING**

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWING HEREON HAS BEEN FOUND TO COMPLY WITH THE MASSACHUSETTS SUBDIVISION REGULATIONS, WITH EXCEPTION OF SUCH VARIANCES, IF ANY, THAT HAVE BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE COUNTY REGISTER.

DATE: 5/14/21 NAME, TITLE, AND ADDRESS: \_\_\_\_\_

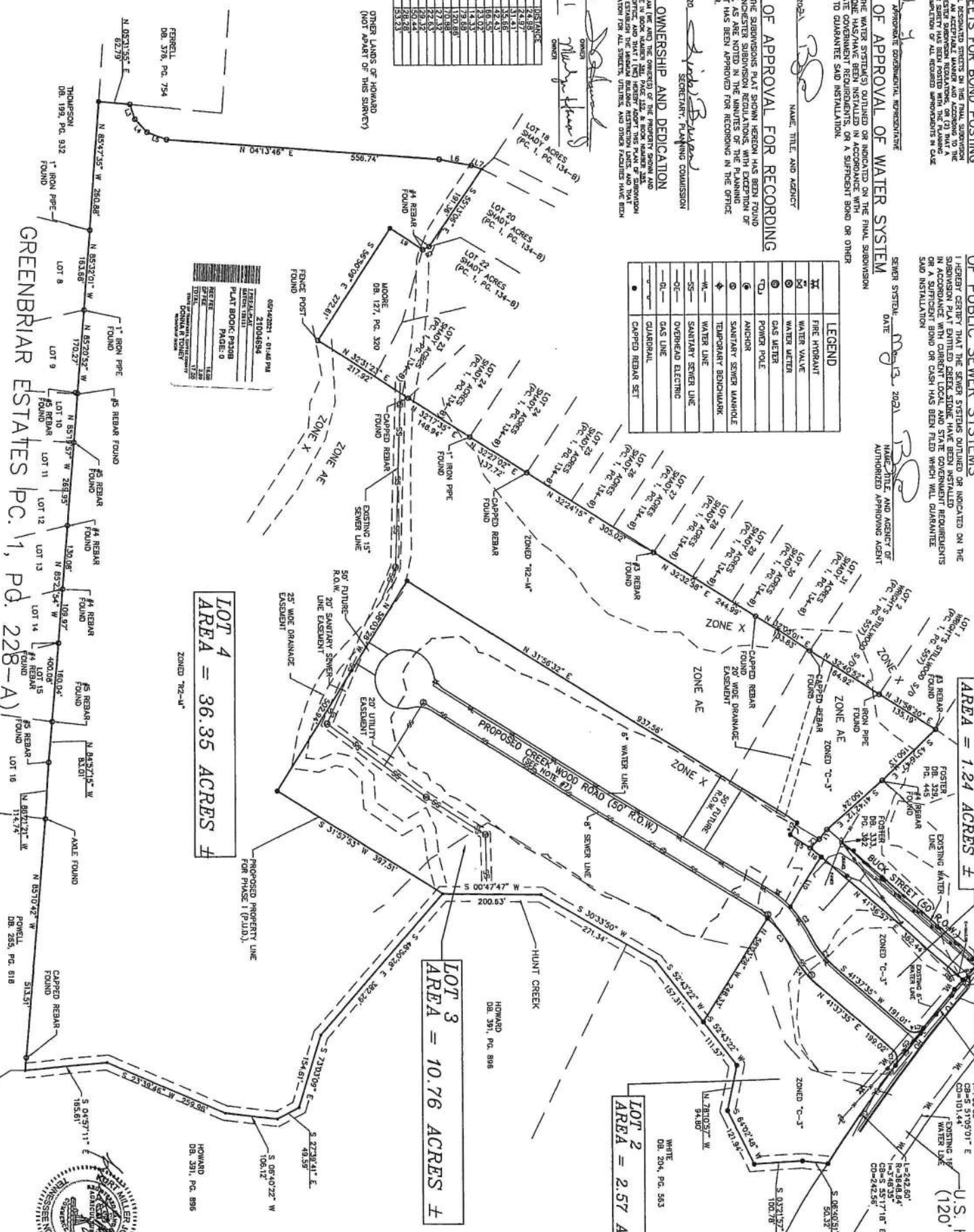
**CERTIFICATE OF OWNERSHIP AND DEDICATION**

I HEREBY CERTIFY THAT I AM THE OWNER OF THE REAL PROPERTY SHOWN AND DESCRIBED HEREON AND THAT I HAVE THE RIGHT TO MAKE THE DEDICATION HEREON. I HEREBY RESERVE TO MYSELF AND MY HEIRS AND ASSIGNS ALL RIGHTS AND INTERESTS IN THE REAL PROPERTY SHOWN AND DESCRIBED HEREON, EXCEPT FOR THE RIGHTS AND INTERESTS HEREIN DEDICATED TO THE PUBLIC FOR THE USE AND BENEFIT OF THE COUNTY REGISTER.

DATE: 5-13-21 OWNER: Michael Howard

LINE	BEARING	DISTANCE
1	S 41° 51' 41" E	24.87
2	S 88° 58' 48" E	42.87
3	N 71° 13' 55" E	15.51
4	N 47° 28' 58" E	15.51
5	N 71° 13' 55" E	15.51
6	N 20° 01' 28" E	63.59
7	N 20° 01' 28" E	23.07
8	S 25° 31' 11" E	14.33
9	S 31° 31' 01" E	19.88
10	S 51° 09' 42" W	10.88
11	S 11° 09' 42" W	27.37
12	S 21° 52' 25" W	27.37
13	S 51° 09' 42" W	62.63
14	N 31° 58' 59" E	50.24
15	N 41° 58' 59" E	28.28
16	S 28° 28' 57" E	53.23

CURVE	ARC LENGTH	RADIUS	DELTA ANGLE	CHORD BEARING	CHORD LENGTH
1	77.83	220.00	22° 17' 50"	S 54° 48' 07" W	77.74
2	79.60	250.00	18° 14' 57"	S 22° 55' 19" W	79.27
3	80.01	250.00	18° 14' 57"	S 22° 55' 19" W	79.27
4	81.69	250.00	18° 14' 57"	S 22° 55' 19" W	79.27
5	95.74	250.00	22° 55' 19"	S 54° 48' 07" W	95.74
6	37.85	25.00	86° 17' 50"	S 86° 17' 50" W	37.85
7	52.74	25.00	75° 01' 41"	S 75° 01' 41" W	52.74



**JOHNSON AND ASSOCIATES**  
 REGISTERED LAND SURVEYORS

CIVIL DISTRICT	FIRST	SCALE	DATE
NEED REFERENCE I.A. AND MARILYN HOWARD DB 381, PG. 152 & DB 385, PG. 855	MEB	1" = 100'	09/11/19
REVISIONS	DATE	BY	DATE
		MEB	09/05/19
		CHKD:	KML
		JOB NO.:	17228



**R P F T T**

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

**AN ORDINANCE ADDING PROVISIONS TO MANCHESTER MUNICIPAL CODE 4-603 REGARDING ASSISTANT FIRE CHIEF VEHICLE “TAKE HOME” POLICY**

WHEREAS Manchester Municipal Code provides restrictions on city employees taking their vehicles home and outside the city limits; and

WHEREAS the Board of Mayor and Aldermen believes it in the best interest of the City of Manchester that certain regulation should be enacted to allow the Assistant Fire Chief a reasonable vehicle “take home” policy.

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that there be an amendment to Title 4-603, after (5) to amend and add the following:

**“(6) The Assistant Fire Chief for Manchester Fire Rescue, for purposes of going to and from work and bona fide city business.**

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: \_\_\_\_\_ May 6 \_\_\_\_\_, 2025

PASSED SECOND AND FINAL READING: \_\_\_\_\_, 2025

\_\_\_\_\_  
Joey Hobbs, Mayor

\_\_\_\_\_

ORDINANCE NO. \_\_\_\_\_  
 AN ORDINANCE AMENDING THE BUDGET ORDINANCE  
 FOR FISCAL YEAR 2024-25, ORDINANCE NO. 1726

Be it ordained by the Board of Mayor and Aldermen of the City of Manchester, Tennessee, that the Budget Ordinance for Fiscal Year 2024-2025, Ordinance No. 1726, be amended as follows:

SECTION 1. The available funds for said budget are changed as follows:

	<b>Original Budget</b>	<b>Amended Budget</b>
<u>General Fund</u>		
Local Taxes	6,600,000	7,160,000
Intergovernmental	2,873,684	3,131,570
Charges for Current Services	36,000	54,000
Fines, Forfeitures and Penalties	151,600	169,712
Other Revenues	329,632	290,076
 <u>Recreation Fund</u>		
Charges for Current Services	983,300	510,643
 <u>Sanitation Fund</u>		
Charges for Services	1,487,500	1,636,000
 <u>General Purpose School Fund</u>		
Other Local Revenues	29,500	62,280
State Education Funds	11,453,036	12,398,985
Other Sources	2,899,510	3,744,861
 <u>Cafeteria Fund</u>		
Fund Balance	0	237,475

SECTION 2. The appropriation(s) for the department(s) in the fund(s) is (are) changed as follows:

	<b>Original Budget</b>	<b>Amended Budget</b>
<u>General Fund</u>		
General Government & Buildings	1,069,276	1,169,276
Planning and Zoning	468,938	478,938
Fire Dept	3,096,282	3,189,170
Transfer to General Purpose School	2,612,467	1,858,467
Fund Balance	12,301,290	12,563,379
 <u>Capital Fund</u>		
Land Purchase	0	754,650
 <u>Tourism Fund</u>		
Contractual Services	115,000	133,658
 <u>Drug Fund</u>		
Expenses	57,110	63,110

	<b>Original Budget</b>	<b>Amended Budget</b>
<u>General Purpose School Fund</u>		
Instructional Expenditures	12,073,000	12,818,815
Support Services	155,131	159,619
Health Services	284,737	292,072
Student Support	507,546	594,346
Regular Instruction Program	406,055	421,059
Special Education Program	13,335	348,539
Technology	515,416	529,666
Office of the Superintendent	313,575	324,507
Office of the Principal	877,221	903,742
Operation of the Plant	1,190,685	1,196,520
Maintenance of the Plant	570,414	580,514
Transportation	116,705	116,871
Community Services	112,751	746,347
Capital Outlay	0	243,821
Interest on Debt	50,400	50,463
Indirect Costs	0	6,100
 <u>Cafeteria Fund</u>		
Food Service	1,534,488	1,771,963

SECTION 3. Unless indicated in Section 1 above, to the extent required by the new appropriation, funds shall be drawn from the Fund Balance(s) of the Fund(s) as of June 30, 2025.

SECTION 4. The financial plan shall be used as guidance and generally followed in the implementation of this amendment.

SECTION 5. This Ordinance shall take effect from and after its publication, passage and public hearing.

1st Reading 5-6-25 .

2nd Reading .

\_\_\_\_\_  
Joey Hobbs, Mayor

Attest:

\_\_\_\_\_  
Anthony Burrows, Finance Director

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

**AN ORDINANCE TO REVISE TITLE 14 CHAPTER 12 OF MANCHESTER  
MUNICIPAL CODE, STORMWATER ORDINANCE**

WHEREAS the City of Manchester regulates stormwater run-off, as set forth in Title 14 Chapter 12 of Manchester Municipal Code; and

WHEREAS the Planning Commission recommended at its meeting and the Board of Mayor and Aldermen of the City of Manchester believes it to be in the best interest of the City to revise the current Stormwater Ordinance to better meet the needs of the Citizens of Manchester.

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that Title 14 Chapter 12 of Manchester Municipal Code be revised to delete the current Chapter 12 and replace it with the attached Stormwater Ordinance as written and incorporated 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: \_\_\_\_\_ May 6 \_\_\_\_\_, 2025

PASSED SECOND AND FINAL READING: \_\_\_\_\_, 2025

\_\_\_\_\_  
Joey Hobbs, Mayor

\_\_\_\_\_  
Anthony Burrows, Finance Director

**CITY OF MANCHESTER  
STORMWATER ORDINANCE**

**Section 1. General provisions.**

(1) Purpose

It is the purpose of this ordinance to:

- (a) Protect, maintain, and enhance the environment of the City of Manchester and the public health, safety and the general welfare of the citizens of the city, by controlling discharges of pollutants to the city's stormwater system and to maintain and improve the quality of the receiving waters into which the stormwater outfalls flow, including, without limitation, lakes, rivers, streams, ponds, wetlands, and groundwater of the city.
- (b) Enable the City of Manchester to comply with the National Pollution Discharge Elimination System permit (NPDES) and applicable regulations, 40 CFR §122.26 for stormwater discharges.
- (c) Allow the City of Manchester to exercise the powers granted in Tennessee Code Annotated §68-221-1105, which provides that, among other powers municipalities have with respect to stormwater facilities, is the power by ordinance to:
  - (1) Exercise general regulation over the planning, location, construction, and operation and maintenance of stormwater facilities in the municipality, whether or not owned and operated by the municipality;
  - (2) Adopt any rules and regulations deemed necessary to accomplish the purposes of this statute, including the adoption of a system of fees for services and permits;
  - (3) Establish standards to regulate the quantity of stormwater discharged and to regulate stormwater contaminants as may be necessary to protect water quality;
  - (4) Review and approve plans and plats for stormwater management in proposed subdivisions or commercial developments;
  - (5) Issue permits for stormwater discharges, or for the construction, alteration, extension, or repair of stormwater facilities;
  - (6) Suspend or revoke permits when it is determined that the permittee has violated any applicable ordinance, resolution, or condition of the permit;

- (7) Regulate and prohibit discharges into stormwater facilities of sanitary, industrial, or commercial sewage or waters that have otherwise been contaminated; and
- (8) Expend funds to remediate or mitigate the detrimental effects of contaminated land or other sources of stormwater contamination, whether public or private.

(2) Administering Entity

The City of Manchester Codes Department shall administer the provisions of this ordinance.

(3) Right of Entry

The City of Manchester Codes Department, and its designees, shall have the lawful right of entry onto any piece of property within the City of Manchester for the purpose of determining compliance with the provisions of this ordinance. Determining compliance with the provisions of this ordinance may include inspection of construction, commercial, industrial, and municipal facilities, inspection of post construction stormwater controls or other stormwater control structures, investigation of stormwater related complaints, investigation of potential illicit discharges, or any other reasonable purpose that is deemed necessary for the enforcement of this ordinance. Right of entry shall not include entry into any buildings on a property without the notification and acceptance of the building's owner or occupants.

(4) Right to Correct Violations

It is imperative to the stormwater system and to the quality of the receiving streams that illicit discharges, unacceptable non-stormwater discharges, and other stormwater quality violations be eliminated in a timely manner. If after ample notice from the Codes Department, a violation has not been corrected by the owner of the property or facility from which the violation is originating, then the Codes Department may take the necessary measures to have the violation eliminated. All costs associated with the elimination of the violation will be billed back to the owner of the violating property or facility. These costs shall include direct and indirect costs associated with the corrective work.

**Section 2. Definitions.**

For the purpose of this chapter, the following definitions shall apply: Words used in the singular shall include the plural, and the plural shall include the singular; Words used in the present tense shall include the future tense. The word “shall” is mandatory and not discretionary. The word “may” is permissive. Words not defined in this section shall be construed to have the meaning given by common and ordinary use as defined in the latest edition of Webster’s Dictionary.

- (1) "*As built plans*" means drawings depicting conditions as they were actually constructed.
- (2) "*Best management practices*" or "BMPs" are physical, structural, and/or managerial practices that, when used singly or in combination, prevent or reduce pollution of water, that have been approved by the City of Manchester, and that have been incorporated by reference into this ordinance as if fully set out therein.
- (3) "*Channel*" means a natural or artificial watercourse with a definite bed and banks that conducts flowing water continuously or periodically.
- (4) "*Chronic Violator*" means any person that repeats violations of the Stormwater Management Ordinance at least three times in a one year period. The violations do not have to appear on the same project but do have to be of a similar nature.
- (5) "*Community water*" means any and all rivers, streams, creeks, branches, lakes, reservoirs, ponds, drainage systems, springs, wetlands, wells and other bodies of surface or subsurface water, natural or artificial, lying within or forming a part of the boundaries of the City of Manchester.
- (6) "*Contaminant*" means any physical, chemical, biological, or radiological substance or matter in water.
- (7) "*Design storm event*" means a hypothetical storm event, of a given frequency interval and duration, used in the analysis and design of a stormwater facility.
- (8) "*Discharge*" means dispose, deposit, spill, pour, inject, seep, dump, leak or place by any means, or that which is disposed, deposited, spilled, poured, injected, seeped, dumped, leaked, or placed by any means including any direct or indirect entry of any solid or liquid matter into the municipal separate storm sewer system.
- (9) "*Easement*" means an acquired privilege or right of use or enjoyment that a person, party, firm, corporation, municipality or other legal entity has in the land of another.
- (10) "*Erosion*" means the removal of soil particles by the action of water, wind, ice or other geological agents, whether naturally occurring or acting in conjunction with or promoted by anthropogenic activities or effects.
- (11) "*Erosion and sediment control plan*" means a written plan (including drawings or other graphic representations) that is designed to minimize the accelerated erosion and sediment runoff at a site during construction activities.
- (12) "*Governing Body*" means the Manchester Board of Mayor and Aldermen
- (13) "~~*Hotspot*~~" (~~*priority area*~~) ~~means an area where land use or activities have the potential to generate highly contaminated runoff, with concentrations of pollutants in excess of those typically found in stormwater.~~

- (13) "*Illicit connections*" means illegal and/or unauthorized connections to the municipal separate stormwater system whether or not such connections result in discharges into that system.
- (14) "*Illicit discharge*" means any discharge to the municipal separate storm sewer system that is not composed entirely of stormwater and not specifically exempted under §3(3) or §7(2).
- (15) "*Land disturbing activity*" means any activity on property that results in a change in the existing soil cover (both vegetative and non-vegetative) and/or the existing soil topography. Land-disturbing activities include, but not limited to, development, re-development, demolition, construction, reconstruction, clearing, grading, filling, and excavation.
- (16) "*Maintenance*" means any activity that is necessary to keep a stormwater facility in good working order so as to function as designed. Maintenance shall include complete reconstruction of a stormwater facility if reconstruction is needed in order to restore the facility to its original operational design parameters. Maintenance shall also include the correction of any problem on the site property that may directly impair the functions of the stormwater facility.
- (17) "*Maintenance agreement*" means a document recorded in the land records that acts as a property deed restriction, and which provides for long-term maintenance of stormwater management practices.
- (18) "*Municipal separate storm sewer system (MS4)*" means the conveyances owned or operated by the municipality for the collection and transportation of stormwater, including the roads and streets and their drainage system, catch basins, curbs, gutters, ditches, man-made channels, and storm drains.
- (19) "*National Pollutant Discharge Elimination System permit*" or "*NPDES permit*" means a permit issued pursuant to 33 U.S.C. 1342.
- (20) "*Off-site facility*" means a structural BMP located outside the subject property boundary described in the permit application for land development activity.
- (21) "*On-site facility*" means a structural BMP located within the subject property boundary described in the permit application for land development activity.
- (22) "*Peak-flow*" means the maximum instantaneous rate of flow of water at a particular point resulting from a storm event.
- (23) "*Person*" means any and all persons, natural or artificial, including any individual, firm or association and any municipal or private corporation organized or existing under the laws of this or any other state or country.

- (24) *"Priority area"* means an area where land use or activities have the potential to generate highly contaminated runoff, with concentrations of pollutants in excess of those typically found in stormwater.
- (25) *"Runoff"* means that portion of the precipitation on a drainage area that is discharged from the area into the municipal separate stormwater system.
- (26) *"Sediment"* means solid material, both mineral and organic, that is in suspension, is being transported, or has been moved from its site of origin by air, water, gravity, or ice and has come to rest on the earth's surface either above or below sea level.
- (27) *"Sedimentation"* means soil particles suspended in stormwater that can settle in stream beds and disrupt the natural flow of the stream.
- (28) *"Soils Report"* means a study of soils on a subject property with the primary purpose of characterizing and describing the soils. The soils report shall be prepared by a qualified soils engineer, who shall be directly involved in the soil characterization either by performing the investigation or by directly supervising employees.
- (29) *"Stabilization"* means providing adequate measures, vegetative and/or structural, that will prevent erosion from occurring.
- (30) *"Stormwater"* means stormwater runoff, snow melt runoff, surface runoff, street wash waters related to street cleaning or maintenance, infiltration and drainage.
- (31) *"Stormwater management"* means the programs to maintain quality and quantity of stormwater runoff to pre-development levels.
- (32) *"Stormwater management facilities"* means the drainage structures, conduits, ditches combined sewers, sewers, and all device appurtenances by means of which stormwater is collected, transported, pumped, treated or disposed of.
- (33) *"Stormwater management plan"* means the set of drawing and other documents that comprise all the information and specifications for the programs, drainage systems, structures, BMPs, concepts and techniques intended to maintain or restore quality and quantity of stormwater runoff to pre-development levels.
- (34) *"Stormwater runoff"* means flow on the surface of the ground, resulting from precipitation.
- (35) *"Stormwater utility"* means the stormwater utility created by ordinance of the city to administer the stormwater management ordinance, and other stormwater rules and regulations adopted by the municipality.
- (36) *"Structural BMPs"* means devices that are constructed to provide control of stormwater runoff.

- (37) *"Surface water"* includes waters upon the surface of the earth in bounds created naturally or artificially including, but not limited to, streams, other water courses, lakes and reservoirs.
- (38) *"TDEC"* means the Tennessee Department of Environment and Conservation, Division of Water Resources.
- (39) *"Watercourse"* means a permanent or intermittent stream or other body of water, either natural or man-made, which gathers or carries surface water.
- (40) *"Watershed"* means all the land area that contributes runoff to a particular point along a waterway.

**Section 3. Land disturbance permits.**

(1) When Required

(a) Every person will be required to obtain a land disturbance permit from the City of Manchester in the following cases:

- (1) Land disturbing activity disturbs one (1) or more acres (acre = 43,560 sq. ft.) of land;
- (2) Land disturbing activity of less than one (1) acre of land if such Activity is part of a larger common plan of development that affects one (1) or more acre of land; such as a lot in a subdivision
- (3) Land disturbing activity of less than one (1) acre of land, if the activity requires a building permit to be completed (unless otherwise determined by the Codes Department)
- (4) Land disturbing activity of less than one (1) acre of land, if in the discretion of the Codes Department such activity poses a potential threat to the MS4 or Waters of the State.

Anyone that is planning to conduct Land Disturbing Activity of less than one (1) acre shall contact the Codes Department to determine whether or not a permit will be required for the specific project.

(2) Building Permit

No building permit shall be issued until the applicant has obtained a land disturbance permit where the same is required by this ordinance.

(3) Exemptions

The following activities are exempt from the permit requirement:

- (a) Any emergency activity that is immediately necessary for the protection of life, property, or natural resources.
  - (b) Existing nursery and agricultural operations conducted as a permitted main or accessory use.
  - (c) Any logging or agricultural activity that is consistent with an approved farm conservation plan or a timber management plan prepared or approved by state or federal agency.
- (4) Application for a Land Disturbance Permit
- (a) Each application shall include the following:
    - (1) Name of applicant; The applicant shall be the owner of the property on which the project is located. The Permit may be issued to a designated agent of the property owner, but the designated agent must submit a statement from the property owner stating that the Department may issue permits to the agent on the owner's behalf.
    - (2) Business or residence address of applicant;
    - (3) Name, address and telephone number of the owner of the property of record in the office of the assessor of property;
    - (4) Address and legal description of subject property including the tax reference number and parcel number of the subject property;
    - (5) Name, address and telephone number of the contractor and any subcontractor(s) who shall perform the land disturbing activity and who shall implement the erosion and sediment control plan;
    - (6) A statement indicating the nature, extent and purpose of the land disturbing activity, including the size of the area for which the permit shall be applicable and a schedule for the starting and completion dates of the land disturbing activity.
    - (7) Where the property includes a sinkhole, the applicant shall obtain from the Tennessee Department of Environment and Conservation appropriate permits.
    - (8) The applicant shall obtain from any other state or federal agency any other appropriate environmental permits that pertain to the property. However, the inclusion of those permits in the application shall not foreclose the City of Manchester from imposing additional development requirements and conditions, commensurate with this ordinance, on the development of property covered by those permits.

- (b) Each application shall be accompanied by:
  - (1) a sediment and erosion control plan as described in §4(5).
  - (2) a stormwater management plan as described in §4(4), providing for stormwater management during the land disturbing activity and after the activity has been completed. Small residential permits will not require a stormwater management plan.
  - (3) Each application for a land disturbance permits shall be accompanied by payment of land disturbance permit and other stormwater management fees, which shall be set by resolution or ordinance.

(5) Review and Approval of Application.

- (a) The City of Manchester Codes Department will review each application for a land disturbance permit to determine its conformance with the provisions of this ordinance. Within **thirty (30)** days after receiving an application, the City of Manchester shall provide one of the following responses in writing:
  - (1) Approval of the permit application;
  - (2) Approval of the permit application, subject to such reasonable conditions as may be necessary to secure substantially the objectives of this ordinance, and issue the permit subject to these conditions; or
  - (3) Denial of the permit application, indicating the reason(s) for the denial.
- (b) If the City of Manchester has granted conditional approval of the permit, the applicant shall submit a revised plan that conforms to the conditions established by the Codes Department, within **seven (7)** days of receipt of the conditional approval. However, the applicant shall be allowed to proceed with his land disturbing activity so long as it conforms to conditions established by the Codes Department.
- (c) No development plans will be released until the land disturbance permit has been approved.

(6) Permit Duration

Every land disturbance permit shall expire and become null and void if substantial work authorized by such permit has not commenced within one hundred eighty (180) calendar days of issuance. The work authorized by such permit shall not be suspended or abandoned at any time after the work is commenced but shall be carried through to completion. A suspension of work for one hundred eighty (180) calendar days, without prior notification and approval, shall result in the nullification of the permit and potential forfeiture of bonds. The permittee is still responsible for stabilization of any land disturbance activities if the permit is nullified due to

extended suspension of work. Once the permit is nullified, the permittee will be required to submit a new application to be able to complete the project, and may be subject to additional permit application fees.

(7) Pre-Construction Conference

A pre-construction conference will be mandatory for all priority construction activities. Priority construction activities will include the following:

- (a) Construction activities discharging directly into, or immediately upstream of, waters the state recognizes as impaired (for siltation) or high quality
- (b) Construction activities that will result in the disturbance of **five (5)** acres or more of property
- (c) All non-residential construction activities
- (d) Any other construction activities that the Codes Department deems should be considered a priority construction activity

The Codes Department may, at its discretion, require a pre-construction conference for any construction activity, regardless of whether or not the activity is classified as a priority construction activity.

(8) Notice of Construction.

The applicant must notify the City of Manchester Codes Department ten (10) working days in advance of the commencement of construction. Regular inspections of the stormwater management system shall be conducted by the Codes Department. All inspections shall be documented and written reports prepared that contain the following information:

- (1) The date and location of the inspection;
- (2) Whether construction is in compliance with the approved Stormwater management plan;
- (3) Variations from the approved construction specifications;
- (4) Any violations that exist.

Copies of the inspection reports will be maintained at the Manchester Codes Department.

(9) Performance Bonds.

- (a) The City of Manchester may, at its discretion, require the submittal of a performance security or performance bond prior to issuance of a permit in order to ensure that the stormwater practices are installed by the permit holder as required by the approved stormwater management plan. The amount of the

installation performance security or performance bond shall be the total estimated construction cost of the structural BMPs approved under the permit plus any reasonably foreseeable additional related costs, e.g., for damages or enforcement. The performance security shall contain forfeiture provisions for failure to complete work specified in the stormwater management plan. The applicant shall provide an itemized construction cost estimate complete with unit prices which shall be subject to acceptance, amendment or rejection by the Codes Department. Alternatively the City of Manchester shall have the right to calculate the cost of construction estimates.

- (b) The performance security or performance bond shall be released in full only upon submission of as-built plans and written certification by a registered professional engineer licensed to practice in Tennessee that the structural BMP has been installed in accordance with the approved plan and other applicable provisions of this ordinance. The City of Manchester will make a final inspection of the structural BMP to ensure that it is in compliance with the approved plan and the provisions of this ordinance. Provisions for a partial pro-rata release of the performance security or performance bond based on the completion of various development stages can be made at the discretion of the Codes Department.

#### **Section 4. Stormwater System Design and Management Standards**

##### (1) Construction Phase Standards

- (a) Design Criteria – The City of Manchester adopts all design storm and special conditions as referenced in the current TN Construction General Permit (CGP) for Stormwater Discharges from construction activities. All criteria and requirements of the Tennessee General Permit for Stormwater Discharges from construction activities not specifically addressed in this ordinance shall be required by this ordinance. If a requirement of this ordinance conflicts with a requirement of the Tennessee General Permit, the more stringent of the two requirements shall apply.
- (b) The City of Manchester adopts as its stormwater design and best management practices (BMP) manual the following publications, which are incorporated by reference in this ordinance as if fully set out herein:
  - (1) TDEC Sediment and Erosion Control Manual, latest edition
  - (2) TN Permanent Stormwater Management & Design Guidance Manual, latest edition

These manuals include a list of acceptable BMPs including the specific design performance criteria and operation and maintenance requirements for each stormwater practice. The manual may be updated and expanded from time to time, at the discretion of the governing body of the municipality, upon the recommendation of the Codes Department, based on improvements in

engineering, science, monitory and local maintenance experience. Stormwater facilities that are designed, constructed and maintained in accordance with these BMP criteria will be presumed to meet the minimum water quality performance standards.

- (c) If sediment escapes the construction site, off-site accumulations of sediment that have not reached a stream must be removed at a frequency sufficient to minimize offsite impacts (e.g., fugitive sediment that has escaped the construction site and has collected in street must be removed so that it is not subsequently washed into storm sewers and streams by the next rain and/or so that it does not pose a safety hazard to users of public streets). Sediment that has reached a stream shall be reported to the Codes Department as soon as it is discovered. No attempts to remove sediment from a stream shall be made without prior approval. Appropriate arrangements will need to be made to enter private property for the purpose of removing sediment accumulations.
- (d) Sediment should be removed from sediment traps, silt fences, sedimentation ponds, and other sediment controls as necessary, and must be removed when design capacity has been reduced by **fifty percent (50%)**
- (e) Offsite material storage areas (including overburden and stockpiles of dirt) used solely by the permitted project are considered a part of the project and shall be addressed in the Stormwater Management Plan.
- (f) Pre-construction vegetative ground cover shall not be destroyed, removed, or disturbed more than **ten (10)** calendar days prior to grading or earth moving unless the area is seeded and/or mulched or other temporary cover is installed.
- (g) Clearing and grubbing must be held to a minimum necessary for grading and equipment operation.
- (h) Erosion and sediment control measures must be in place and functional before earth moving operations begin and must be constructed and maintained throughout the construction period. Temporary measures that may hamper construction activity may be removed at the beginning of the work day, but must be replaced at the end of the work day.
- (i) Construction erosion control calculations for slopes having a grade of **twenty percent (20%)** or greater and a length longer than twenty (20) feet for the applicable design storm event.

(2) Permanent Stormwater Quantity Standards

Unless granted a waiver or judged by the Codes Department to be exempt, the following performance criteria shall be addressed for stormwater management at all commercial, **industrial**, and residential subdivision sites:

- (a) Hydraulic capacity of existing and proposed storm water conveyance structures, culverts, and channels located on the site and off-site (two structures downstream) shall be capable of conveying the peak flow rate calculated from the design storm event referenced below:
- (1) Twenty-five (25) year design storm – Residential areas, minor street cross-culverts.
  - (2) Fifty (50) year design storm - Major drainage channels (existing “blue-line” or intermittent streams), collector and minor arterial street culverts.
  - (3) One hundred (100) year design storm – Major arterial street culverts
  - (4) One hundred (100) year design storm – Any drainage infrastructure required to prevent flooding of an insurable structure and/or other personal property
  - (5) One hundred (100) year design storm – Any drainage infrastructure required to prevent exacerbation of an existing flooding issue
- (b) Hydraulic capacity of proposed storm sewer systems shall be capable of conveying the peak flow rate calculated from the design storm event referenced below:
- (1) Ten (10) year design storm – Conduits upstream of roadway sags
  - (2) Twenty-five (25) year design storm – Conduits at roadway sags or downstream of roadway sags
  - (4) One hundred (100) year design storm – Any storm sewer system required to prevent flooding of an insurable structure and/or other personal property
  - (5) One hundred (100) year design storm – Any storm sewer system required to prevent exacerbation of an existing flooding issue
- (c) Stormwater spread in public roadways shall be limited to a maximum of eight (8) feet when evaluated at the peak flow rate calculated from the ten (10) year design storm event.

- (d) Hydrologic Procedure Selection shall be in accordance with the following methods and associated limitations:
- (1) The **Rational Method** is the preferred method for peak design flow calculations and is subject to the following limitations:
    - a. Only peak design flows can be estimated;
    - b. Time of concentration,  $t_c$ , is greater than or equal to 5 minutes and less than or equal to 30 minutes ( $5 \text{ minutes} \leq t_c \leq 30 \text{ minutes}$ );
    - c. Drainage area,  $DA \leq 100$  acres; and,
    - d. The most recent Intensity-Duration-Frequency (IDF) data for the City of Manchester as listed in the National Weather Service's NOAA Atlas 14 database shall be used.
  - (2) The **NRCS TR-55 Method** may be used for peak design flow calculations and is the only method allowable for the development of drainage area hydrographs, detention routing calculations, and other time-volume dependent calculations. This method is subject to the following limitations:
    - a. Design storm = NRCS Type II 24-hour distribution;
    - b. Time of concentration,  $t_c$ , of  $0.1 \text{ hour} \leq t_c \leq 2 \text{ hours}$ ;
    - c. Drainage area,  $DA \leq 640$  acres (1 square mile);
    - d. Unit hydrograph shape factor of 484;
    - e. Use of the 1986 version of TR-55 in place of the 1975 procedures; and,
    - f. The most recent rainfall data for the City of Manchester as listed in the National Weather Service's NOAA Atlas 14 database shall be used.
  - (3) The **U.S. Geological Survey (USGS) regional regression equations** may be used for peak design flow calculations and are subject to the limitations published by the USGS and shown in the Tennessee Department of Transportation (TDOT) Drainage Manual.
  - (4) If special circumstances arise where the methods described above are not appropriate for design and/or analysis, alternate method(s) may be allowed and are subject to approval by the City Engineer.

- (e) All components of proposed and existing stormwater conveyance infrastructure shall be designed and analyzed in accordance with the following requirements:
- (1) Channels and pipes shall be designed and analyzed using the Mannings Formula. Roadway and/or gutter spread shall also be analyzed using the Mannings Formula. Appropriate Mannings values shall be utilized and are subject to approval by the City Engineer.
  - (2) Curb inlets and area drains shall be designed and analyzed in accordance with the procedures outlined in the Hydraulic Engineering Circular No. 22 (HEC-22) – Urban Drainage Design Manual, latest edition, as published by the U.S. Department of Transportation Federal Highway Administration. Bypass flow from upstream inlets shall be considered in the design and analysis of downstream inlets.
  - (3) Storm sewer systems shall be designed so that the structures do not surcharge and open channel flow conditions are maintained in all conduits when conveying the design peak flow rate.
  - (4) The design and analysis of culverts and conduits shall consider inlet and outlet conditions.
  - (5) The headwater depth shall be evaluated at the inlet end of all conduits and culverts. Conduits and culverts shall be sized to maintain a maximum headwater elevation of one (1) foot below the roadway edge of pavement at the peak flow rate for the design storm event and one (1) foot below the finished grade elevation at the exterior of buildings and other structures during the peak flow rate calculated from the one hundred (100) year storm event.
  - (6) Conduits and culverts shall be designed to maintain a minimum velocity of 2 feet per second at the peak design flow rate.
- (f) Drainage sub-areas shall be delineated and shown for each drainage structure, culvert, inlet, area drain, site discharge point, detention pond, etc. for which drainage calculations must be performed. The permanent hydrologic data shall be documented for each sub-area including total land area, appropriate curve number or runoff co-efficient, time of concentration as calculated using the NRCS TR-55 method, and total runoff for the two (2), five (5), ten (10), twenty-five (25), and one-hundred (100) year storm events using an appropriate method. Appropriate runoff coefficients, curve numbers, and Mannings coefficients for time of concentration calculations shall be used and are subject to approval by the City Engineer.
- (g) Detention pond inflow/outflow calculations and hydrographs for the two (2), five (5), ten (10), twenty-five (25), and one hundred (100) years storm events shall be performed and documented. Detention calculations shall include stage-storage calculations, elevation-discharge calculations, inflow and outflow hydrograph development, routing calculations, and discharge calculations. A one (1) foot minimum freeboard shall be maintained for the two (2), five (5), ten (10), twenty-five (25) design storm events in the detention basin design. The design shall ensure post-development discharge rates do not exceed pre-development discharge rates for the two (2), five (5),

ten (10), and twenty-five (25) year storm events. The maximum design storm for which detention is required is the twenty-five (25) year storm. The design shall ensure that the post-development discharge for the one hundred (100) year design storm can be managed safely by the detention facility, incorporating spillways as necessary, but not necessarily equaling pre-development discharge rates.

- (h) Net pre-construction and post construction runoff at all site discharge points resulting from the two (2), five (5), ten (10), twenty-five (25), and one-hundred (100) year storm events shall be determined using an appropriate method. Runoff velocities shall also be determined.
  - (i) Stormwater discharges to critical areas with sensitive resources (i.e., shellfish beds, endangered species, swimming areas, water supply reservoirs) may be subject to additional performance criteria, or may need to utilize or restrict certain stormwater management practices, at the discretion of the Codes Department.
  - (j) To protect stream channels from the degradation, specific channel protection criteria shall be provided as prescribed in the BMP manual and/or the Manchester Subdivision Regulations.
  - (k) Stormwater discharges from priority areas may require the application of specific structural BMPs and pollution prevention practices. In addition, stormwater from a priority area land use may not be infiltrated unless some type of pretreatment is implemented.
  - (l) Prior to or during the site design process, applicants for land disturbance permits shall consult with the Codes Department to determine if they are subject to additional stormwater design requirements.
- (3) Permanent Stormwater Quality Standards

Generally, any development that is required to comply with the Stormwater Quantity Standards listed above will also be required to comply with the Stormwater Quality Standards listed below:

- (a) New development and redevelopment projects must be designed to reduce pollutants to the Maximum Extent Practicable (MEP), as set forth herein. For design purposes, total suspended solids (TSS) may be used as the indicator for the reduction of pollutants.
- (b) Stormwater Control Measures (SCMs) must be designed to provide full treatment capacity within **seventy-two (72) hours** following the end of the preceding rain event for the life of the new development or redevelopment project. SCMs shall generally be as described in the TN Permanent Stormwater Management & Design Guidance Manual. However, other SCMs

will be considered if their successful implementation in other jurisdictions can be demonstrated to the satisfaction of the Department.

- (c) The water quality treatment design storm is the 1-year, 24-hour storm event, as defined by Precipitation-Frequency Atlas of the United States, Atlas 14, Volume 2, Version 3.0, U.S. Department of Commerce, National Oceanic and Atmospheric Administration (NOAA), National Weather Service, Hydrometeorological Design Studies Center, Silver Springs, Maryland or its digital product equivalent. The water quality treatment volume (WQTV) is a portion of the runoff generated from impervious surfaces at a new development or redevelopment project by the design storm, as set forth below. Uncontaminated roof runoff may be excluded from the WQTV if it can be demonstrated to the satisfaction of the Department that the roof runoff will be uncontaminated. Barring proof, roof runoff shall be assumed to be contaminated. SCMs must be designed, at a minimum, to achieve an overall treatment efficiency of **eighty percent (80%)** TSS removal from the WQTV. The quantity of the WQTV depends on the type of treatment provided, as established in the following table:

Water Quality Treatment Volume and the Corresponding SCM Treatment Type for the 1-year, 24-hour design storm		
SCM Treatment Type	WQTV	Notes
Infiltration, evaporation, transpiration, and/or reuse	Runoff generated from the first inch of the design storm	Examples include, but are not limited to, bioretention, stormwater wetlands, and infiltration systems.
Biologically active filtration, with an underdrain	Runoff generated from the first 1.25 inches of the design storm	To achieve biologically active filtration, SCMs must provide minimum of 12 inches of internal water storage <b>e.g. GAC (granular activated carbon), slow sand filtration</b>
Sand or gravel filtration, settling ponds, extended detention ponds, and wet ponds	Runoff generated from the first 2.5 inches of the design storm or the first 75% of the design storm, whichever is less	Examples include, but are not limited to, sand filters, permeable pavers, and underground gravel detention systems. Ponds must provide forebays comprising a minimum of 10% of the total design volume. Existing regional detention ponds are not subject to the forebay requirement.
Hydrodynamic separation,	Maximum runoff	Flow-through MTDs must

baffle box settling, other flow-through manufactured treatment devices (MTDs), and treatment trains using MTDs	generated from the entire design storm	provide an overall treatment efficiency of at least 80% TSS reduction.
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### Treatment Train Calculations

#### 1. Treatment Train Using MTDs

Treatment trains using MTDs must provide an overall treatment efficiency of at least **eighty percent (80%)** TSS reduction utilizing the following formula:

$$R = A + B - (A \times B) / 100 \text{ Where:}$$

R = total TSS percent removal from application of both SCMs,  
A = the TSS percent removal rate applicable to the first SCM,  
and  
B = the TSS percent removal rate applicable to the second SCM.

TSS removal rates for MTD must be evaluated using industry-wide standards. TSS removal rates for other SCMs must be from published reference literature.

#### 2. Treatment Trains Not Using MTDs

Treatment trains using infiltration, evaporation, transpiration, reuse, or biologically active filtration followed by sand or gravel filtration, settling ponds, extended detention ponds or wet ponds may subtract the treated WQTV of the upstream SCMs from the WQTV of the downstream SCMs.

The WQTV may be reduced by **twenty percent (20%)** for a new development or redevelopment project that meets either of the following conditions and by **fifty percent (50%)** for a project that meets both conditions:

1. Redevelopment projects (including, but not limited to, brownfield redevelopment);
2. Vertical density (floor to area ratio of at least 2, or at least 18 units per acre).

#### (d) Stormwater Mitigation

In a case where the entire WQTV cannot be treated on site to the MEP, then an off-site stormwater mitigation site may be proposed. The mitigation site

must be located within the same USGS 12-digit hydrologic unit code watershed as the new development or redevelopment project. The mitigation site must treat a minimum of 1.5 times the portion of the WQTV not treated on the development site. The City of Manchester maintains the right to determine on a case-by-case basis whether or not a proposed mitigation site and measures serve as a benefit to both the development and the city. Therefore, proposed mitigation plans should be brought to the attention of the city review staff at the earliest point possible in the development planning process.

(4) Stormwater Management Plan Requirements

The stormwater management plan shall include sufficient information to allow the Codes Department to evaluate the environmental characteristics of the project site, the potential impacts of all proposed development of the site, both present and future, on the water resources, and the effectiveness and acceptability of the measures proposed for managing stormwater generated at the project site. In most cases, the Storm Water Pollution Prevention Plan (SWPPP) prepared in compliance with the TNCGP will suffice as the Stormwater Management Plan. To accomplish this goal the stormwater management plan shall include the following:

- (a) Topographic Base Map: A 1" = 100' topographic base map of the site. Topography shall extend a minimum of 100 feet beyond the limits of the proposed development, if specifically required. Base map shall indicate:
  - (1) Existing surface water drainage including streams, ponds, culverts, ditches, sink holes, wetlands; and the type, size elevation, etc., of nearest upstream and downstream drainage structures;
  - (2) Current land use including all existing structures, location of utilities, Roads, and easements;
  - (3) All other existing significant natural and artificial features;
  - (4) Proposed land use with tabulation of the percentage of surface area to be adapted to various uses; drainage patterns; locations of utilities, roads and easements; the limits of clearing and grading;
  - (5) Proposed structural BMPs;
  - (6) A written description of the site plan and justification of proposed changes in natural conditions may also be required.
- (b) Calculations: As described above for stormwater quantity and quality standards.
- (c) Soils information: If a stormwater management control measure depends on the hydrologic properties of soils (e.g., infiltration basins), then a soils report

shall be submitted. The soils report shall be based on on-site boring logs or soil pit profiles and soil survey reports. The number and location of required soil borings or soil pits shall be determined based on what is needed to determine the suitability and distribution of soil types present at the location of the control measure. If stormwater control measures are not dependent on soils characteristics then only the soils data used to determine runoff characteristics of the property shall be submitted.

- (d) Long-Term Maintenance Plan: The design and planning of all stormwater management facilities shall include detailed maintenance and repair procedures to ensure their continued performance. As such, a Long-Term Maintenance Plan shall be prepared and submitted for a post-construction permanent stormwater quantity and quality control measures to be implemented on a project. The Long-Term Maintenance Plan shall include specific details about the necessary maintenance and necessary inspections of the facility. An inspection checklist and frequency shall be made part of the Plan. The Plan shall be written as a guidance document for owners that may not be familiar with the specific workings of the control structure. These plans will identify the parts or components of a stormwater management facility that need to be maintained and the equipment and skills or training necessary. Provisions for the periodic review and evaluation of the effectiveness of the maintenance program and the need for revisions or additional maintenance procedures shall be included in the plan. A permanent elevation benchmark shall be identified in the plans to assist in the periodic inspection of the facility, if appropriate.
- (e) Landscaping Plan: The applicant must present a detailed plan for management of vegetation at the site after construction is finished, including who will be responsible for the maintenance of vegetation at the site and what practices will be employed to ensure that adequate vegetative cover is preserved. Where it is required by the BMP, this plan must be prepared by a registered landscape architect licensed in Tennessee.
- (f) Maintenance Easements: The applicant must ensure access to the site for the purpose of inspection and repair by securing all the maintenance easements needed. These easements must be binding on the current property owner and all subsequent owners of the property and must be properly recorded in the land record.
- (g) Maintenance Agreement:
  - (1) The owner of property to be served by an on-site stormwater management facility must execute an inspection and maintenance agreement that shall operate as a deed restriction binding on the current property owner and all subsequent property owners.
  - (2) The maintenance agreement shall:

- (a) Assign responsibility for the maintenance and repair of the stormwater facility to the owner of the property upon which the facility is located and be recorded as such on the plat for the property by appropriate notation. For this reason, the facility shall be located on one property and not on multiple lots.
  - (b) It shall also grant permission to the city to enter the property at reasonable times and to inspect the stormwater facility to ensure that it is being properly maintained. Provide that the minimum maintenance and repair needs include, but are not limited to: the removal of silt, litter and other debris, the cutting of grass, grass cuttings and vegetation removal, and the replacement of landscape vegetation, in detention and retention basins, and inlets and drainage pipes and any other stormwater facilities. It shall also provide that the property owner shall be responsible for additional maintenance and repair needs consistent with the needs and standards outlined in the BMP manual.
  - (c) Provide that maintenance needs must be addressed in a timely manner, on a schedule to be approved by the Codes Department.
  - (d) Provide that if the property is not maintained or repaired within the prescribed schedule, the Codes Department shall perform the maintenance and repair at its expense, and bill the same to the property owner. The maintenance agreement shall also provide that the City of Manchester cost of performing the maintenance shall be a lien against the property.
- (h) Sediment and Erosion Control Plans: The applicant must prepare a sediment and erosion control plan for all construction activities that complies with §4(5) below.
- (i) Drainage Easements: Drainage easements are required for all stormwater structures and all storm drainage conveyances. Drainage easements are meant to ensure conveyance of stormwater from one property to the next. Drainage structures such as pipes that are placed on private property shall be placed on one property rather than directly on a property line. The drainage easement containing the pipe may cross the property line. Maintenance of structures or conveyances within drainage easements is the responsibility of the property owner.
- (5) Sediment and Erosion Control Plan Requirements

The sediment and erosion control plan shall accurately describe the potential for soil erosion and sedimentation problems resulting from land disturbing activity and shall explain and illustrate the measures that are to be taken to control these problems. The

length and complexity of the plan is to be commensurate with the size of the project, severity of the site condition, and potential for off-site damage. The plan shall also conform to the requirements found in the BMP manual, and shall include at least the following:

- (a) Project Description – Briefly describe the intended project and proposed land disturbing activity including number of units and structures to be constructed and infrastructure required.
- (b) A topographic map with contour intervals of no more than five (5) feet showing present conditions and proposed contours resulting from land disturbing activity.
- (c) All existing drainage ways, including intermittent and wet-weather. Include any designated floodways or flood plains.
- (d) A general description of existing land cover. Individual trees and shrubs do not need to be identified.
- (e) Stands of existing trees as they are to be preserved upon project completion, specifying their general location on the property. Differentiation shall be made between existing trees to be preserved, trees to be removed and proposed planted trees. Tree protection measures must be identified, and the diameter of the area involved must also be identified on the plan and shown to scale. Information shall be supplied concerning the proposed destruction of exceptional and historic trees in setbacks and buffer strips, where they exist. Complete landscape plans may be submitted separately. The plan must include the sequence of implementation for tree protection measures.
- (f) Approximate limits of proposed clearing, grading and filling.
- (g) Approximate flows of existing stormwater leaving any portion of the site.
- (h) A general description of existing soil types and characteristics and any anticipated soil erosion and sedimentation problems resulting from existing characteristics.
- (i) Location, size and layout of proposed stormwater and sedimentation control improvements.
- (j) Proposed drainage network.
- (k) Proposed drain tile or waterway sizes.
- (l) Approximate flows leaving site after construction and incorporating water run-off mitigation measure. The evaluation must include projected effects on property adjoining the site and on existing drainage facilities and systems. The plan must address the adequacy of outfalls from the development: when water

is concentrated, what is the capacity of waterways, if any, accepting stormwater off-site; and what measures, including infiltration, sheeting into buffers, etc., are going to be used to prevent the scouring of waterways and drainage areas off-site, etc.

- (m) The projected sequence of work represented by the grading, drainage and sedimentation and erosion control plans as related to other major items of construction, beginning with the initiation of excavation and including the construction of any sediment basins or retention facilities or any other structural BMP's.
- (n) Specific remediation measures to prevent erosion and sedimentation run-off. Plans shall include detailed drawing of all control measures used; stabilization measures including vegetation and non-vegetation measures, both temporary and permanent, will be detailed. Detailed construction notes and a maintenance schedule shall be included for all control measures in the plan.
- (o) Specific details for: the construction of rock pads, wash down pads, and settling basins for controlling erosion; road access points; eliminating or keeping soil, sediment, and debris on streets and public ways at a level acceptable to the Codes Department. Soil, sediment, and debris brought onto streets and public ways must be removed by the end of the work day by machine, broom or shovel to the satisfaction of the Codes Department. Failure to remove the sediment, soil or debris shall be deemed a violation of this ordinance.
- (p) Proposed structures; location (to the extent possible) and identification of any proposed additional buildings, structures or development on the site.
- (q) A description of on-site measures to be taken to recharge surface water into the ground water system through infiltration.
- (r) The erosion control plan shall identify water quality buffer zones that must be established adjacent to all streams, including intermittent streams. The water quality buffer zone shall consist of a setback from the top of the water body's bank of undisturbed vegetation, including trees, shrubs and herbaceous vegetation; enhanced or restored vegetation; or the re-establishment of native vegetation bordering streams, ponds, wetlands, springs, reservoirs or lakes, which exists or is established to protect those water bodies. Stormwater discharges should enter the buffer zone as sheet flow, not as concentrated flow, where site conditions allow.

Water quality riparian buffers must have the following minimum widths:

	Average buffer width (feet)	Minimum buffer width (feet)	Notes

Waters with available parameters for siltation and habitat alteration or unassessed waters	30	15	The criteria for the width of the buffer zone can be established on average width basis at a project, as long as the minimum width of the buffer zone is more than the required minimum width at any measured location. If the development site encompasses both sides of a stream, buffer averaging can be applied to both sides, but must be applied independently.
Exceptional Tennessee Waters or waters with unavailable parameters for siltation or habitat alteration	60	30	

The predominant vegetation within the minimum buffer width area should be trees. The remaining riparian buffers may be composed of herbaceous cover or infiltration based SCMs. If the buffer zone is not composed of primarily trees at the time of development, the buffer zone may be allowed to establish tree cover naturally or trees may be planted to allow better control of the type and timing of tree establishment.

In subdivision developments, buffer zones shall be designated as open space and shall not be considered a part of any individual residential lots. For non-subdivision developments, such as commercial developments, a drainage easement shall be established for the buffer zone. The easement will stipulate that no disturbance can take place without applying for and receiving written approval from the Codes Department.

(6) Changes to the Stormwater Management Plan and/or Erosion and Sedimentation Control Plan

Any significant changes to the Stormwater Management Plan and/or Erosion and Sedimentation Control Plan after approval of the same shall require resubmittal of plans to the Codes Department for subsequent approval. Work shall not continue on any portion of the plan requiring modification or on areas of the plan that are dependent upon the modifications until the modifications have been approved. Work that is not related to the modifications being made may continue during the re-approval process. Any work performed that is not in strict accordance with the approved plans is performed at the contractor's risk. It shall not be assumed that changes to the plans will automatically be approved even if they have already been constructed.

Significant plan changes do not include the location of temporary sedimentation controls. Adjustment to the exact location of temporary sedimentation controls, to better comply with the intent of the erosion and sedimentation control plan, does not require prior approval or resubmittal of plans. Significant changes include, but are not limited to, those that would change the runoff calculations, those that would require changes to the permanent stormwater structures or controls, and those that would require additional permanent stormwater structures or controls.

**Section 5. Post Construction.**

(1) As Built Plans.

All applicants are required to submit actual as built plans for any structures located on-site after final construction is completed. The plan must show the final design specifications for all stormwater management facilities and must be sealed by a registered professional engineer licensed to practice in Tennessee. A final inspection by the Codes Department is required before any performance security or performance bond will be released. The Codes Department shall have the discretion to adopt provisions for a partial pro-rata release of the performance security or performance bond on the completion of various stages of development. In addition, occupation permits shall not be granted until corrections to all BMP's have been made and accepted by the Codes Department.

(2) Landscaping and Stabilization Requirements.

- (a) Any area of land from which the natural vegetative cover has been either partially or wholly cleared by development activities shall be revegetated according to a schedule approved by the Codes Department. The following criteria shall apply to revegetation effort:
- (1) Reseeding must be done with an annual or perennial cover crop accompanied by placement of straw mulch or its equivalent of sufficient coverage to control erosion until such time as the cover crop is established over ninety percent (90%) of the seeded area.
  - (2) Replanting with native woody and herbaceous vegetation must be accompanied by placement of straw mulch or its equivalent of sufficient coverage to control erosion until the plantings are established and are capable of controlling erosion.
  - (3) Any area of revegetation must exhibit survival of a minimum of seventy-five percent (75%) of the cover crop throughout the year immediately following revegetation. Revegetation must be repeated in successive years until the minimum seventy-five percent (75%) survival for one (1) year is achieved.
  - (4) Approved sedimentation controls must be maintained until stabilization efforts have been completed (seeding and mulching, sodding, paving, or gravelling). Where sedimentation controls are in the way of stabilization efforts, they may be removed, but they must be reinstalled at the end of the day if the stabilization efforts are not completed by the end of the day. Where a bond is issued for stabilization efforts, sedimentation controls must be maintained until the stabilization efforts are completed.
- (b) In addition to the above requirements, a landscaping plan must be submitted with the final design describing the vegetative stabilization and management

techniques to be used at a site after construction is completed. This plan will explain not only how the site will be stabilized after construction, but who will be responsible for the maintenance of vegetation at the site and what practices will be employed to ensure that adequate vegetative cover is preserved.

(3) Inspection of Stormwater Management Facilities

Periodic inspections of facilities shall be performed as provided for in §6(3).

(4) Records of Installation and Maintenance Activities

Parties responsible for the operation and maintenance of a stormwater management facility shall make records of the installation of the stormwater facility, and of all maintenance and repairs to the facility, and shall retain the records for at least **five (5)** years. These records shall be made available to the Codes Department during inspection of the facility and at other reasonable times upon request.

(5) Failure to Meet or Maintain Design or Maintenance Standards

If a responsible party fails or refuses to meet the design or maintenance standards required for stormwater facilities under this ordinance, the City of Manchester, after reasonable notice, may correct a violation of the design standards or maintenance needs by performing all necessary work to place the facility in proper working condition. In the event that the stormwater management facility becomes a danger to public safety or public health, the City of Manchester shall notify in writing the party responsible for maintenance of the stormwater management facility. Upon receipt of that notice, the responsible person shall have **fourteen (14)** days to effect maintenance and repair of the facility in an approved manner. In the event that corrective action is not undertaken within that time, the Codes Department may take necessary corrective action. The cost of any action by the City of Manchester under this section shall be charged to the responsible party.

## **Section 6. Existing Locations and Developments**

(1) Requirements for all Existing Locations and Developments

Adoption of this ordinance shall in no way relieve the owners of existing stormwater structures of their responsibilities under previous grading or stormwater ordinances. Existing locations and developments shall comply with the provisions of this ordinance to the extent necessary to protect the existing stormwater system and Waters of the State. The Codes Department shall have the right to require owners of existing stormwater structures to comply with the post construction maintenance and repair provisions of this ordinance, or any other provisions as may be deemed necessary to maintain the integrity of the stormwater system.

The following requirements shall apply to all locations and development at which land disturbing activities have occurred previous to the enactment of this ordinance:

- (a) Denuded areas must be vegetated or covered under the standards and guidelines specified in the BMP manual and on a schedule acceptable to the Codes Department.
- (b) Cuts and slopes must be properly covered with appropriate vegetation and/or retaining walls constructed.
- (c) Drainage ways shall be properly covered in vegetation or secured with rip-rap, channel lining, etc., to prevent erosion.
- (d) Trash, junk, rubbish, etc. shall be cleared from drainage ways.

(2) Requirements for Existing Problem Locations

The City of Manchester shall in writing notify the owners of existing locations and developments of specific drainage, erosion or sediment problem affecting such locations and developments, and the specific actions required to correct those problems. The notice shall also specify a reasonable time for compliance.

(3) Inspection of Existing Facilities

The City of Manchester may, to the extent authorized by state and federal law, establish inspection programs to verify that all stormwater management facilities, including those built before as well as after the adoption of this ordinance, are functioning within design limits. These inspection programs may be established on any reasonable basis, including but not limited to: routine inspections; random inspection; inspections based upon complaints or other notice of possible violations; inspection of drainage basins or areas identified as higher than typical sources of sediment or other contaminants or pollutants; inspections of businesses or industries of a type associated with higher than usual discharges of contaminants or pollutants or with discharges of a type which are more likely than the typical discharge to cause violations of the municipality's NPDES stormwater permit; and joint inspections with other agencies inspecting under environmental or safety laws. Inspections may include, but are not limited to: reviewing maintenance and repair records; sampling discharges, surface water, groundwater, and material or water in drainage control facilities; and evaluating the condition of drainage control facilities and other BMPs.

(4) Corrections of Problems Subject to Appeal

Corrective measures imposed by the stormwater utility under this section are subject to appeal under §12 of this ordinance.

**Section 7. Illicit Discharges**

(1) Scope

This section shall apply to all water generated on developed or undeveloped land entering the municipality's separate storm sewer system.

(2) Prohibition of Illicit Discharges

No person shall introduce or cause to be introduced into the municipal separate storm sewer system any discharge that is not composed entirely of stormwater. The commencement, conduct or continuance of any non-stormwater discharge to the municipal separate storm sewer system is prohibited except as described as follows:

- (a) Uncontaminated discharges from the following sources:
  - (1) Water line flushing or other potable water sources,
  - (2) Landscape irrigation or lawn watering with potable water,
  - (3) Diverted stream flows,
  - (4) Rising ground water,
  - (5) Groundwater infiltration to storm drains,
  - (6) Pumped groundwater,
  - (7) Foundation or footing drains,
  - (8) Crawl space pumps,
  - (9) Air conditioning condensation,
  - (10) Springs,
  - (11) Non-commercial washing of vehicles,
  - (12) Natural riparian habitat or wet-land flows,
  - (13) Swimming pools (if dechlorinated to less than one PPM chlorine),
  - (14) Fire fighting activities, and
  - (15) Any other uncontaminated water source.
- (b) Discharges specified in writing by the Codes Department as being necessary to protect public health and safety.
- (c) Dye testing is an allowable discharge if the Codes Department has so specified in writing.

(3) Prohibition of Illicit Connections

- (a) The construction, use, maintenance or continued existence of illicit connections to the separate municipal storm sewer system is prohibited.
- (b) This prohibition expressly includes, without limitation, illicit connections made in the past, regardless of whether the connection was permissible under law or practices applicable or prevailing at the time of connection.

(4) Reduction of Stormwater Pollutants by the Use of Best Management Practices

Any person responsible for a property or premises, which is, or may be, the source of an illicit discharge, may be required to implement, at the person's expense, the BMP's necessary to prevent the further discharge of pollutants to the municipal separate storm sewer system. Compliance with all terms and conditions of a valid NPDES permit authorizing the discharge of stormwater associated with industrial

activity, to the extent practicable, shall be deemed compliance with the provisions of this section.

(5) Notification of Spills

Notwithstanding other requirements of law, as soon as any person responsible for a facility or operation, or responsible for emergency response for a facility or operation has information of any known or suspected release of materials which are resulting in, or may result in illicit discharges or pollutants discharging into stormwater, the municipal separate storm sewer system, the person shall take all necessary steps to ensure the discovery, containment, and cleanup of such release. In the event of such a release of hazardous materials the person shall immediately notify emergency response agencies of the occurrence via emergency dispatch services. In the event of a release of non-hazardous materials, the person shall notify the Codes Department in person or by telephone or facsimile no later than the next business day. Notifications in person or by telephone shall be confirmed by written notice addressed and mailed to the Codes Department within three (3) business days of the telephone notice. If the discharge of prohibited materials emanates from a commercial or industrial establishment, the owner or operator of such establishment shall also retain an on-site written record of the discharge and the actions taken to prevent its recurrence. Such records shall be retained for at least 5 years.

**Section 8. Priority Areas**

**Priority Areas** are those areas where land use or activities have the potential to generate highly contaminated runoff, with concentrations of pollutants in excess of those typically found in stormwater. It shall be a violation of this Ordinance for **priority areas** to contaminate stormwater runoff in any manner that would violate any water quality standards existing within this Ordinance or within any State and/or Federal documents or regulations. **Priority areas** may include industrial facilities, certain commercial facilities, large commercial parking areas, and other facilities designated by the Codes Department as having the potential to contaminate stormwater runoff from their ongoing activities. Certain **priority areas** will be regulated by the Manchester Codes Department as follows:

(1) Industrial and Commercial Properties

All industrial and commercial properties within Manchester shall be prohibited from introducing contaminants into the stormwater system or into waters of the state. To achieve compliance with this requirement, industrial and commercial properties must comply with all applicable local, state, and federal stormwater permitting requirements. For industrial activities this means compliance with the Tennessee Multi Sector Industrial Permit and all of its provisions, including the development and maintenance of a site specific Stormwater Pollution Prevention Plan (SWPPP) and all monitoring requirements. If the industrial activity is eligible for the No-Exposure Certification rather than permit coverage, due to not having any industrial activities exposed to stormwater, then that certification must be obtained and kept current.

(2) Auto Repair and Supply Shop Requirements

(a) Written Management Plan

Auto repair shops, auto supply shops, and other auto related facilities that use or collect oils or other automobile fluids shall prepare a written plan outlining the best management practices that will be utilized to minimize impacts from their establishment to the quality or quantity of waters discharged to the Manchester MS4. The written plan shall be submitted to the Codes Department within **ninety (90)** days of notification by the Department of the necessity of the Plan. The plan shall be maintained on file at the establishment.

At a minimum, the plan shall address the following topics:

- (1) Methods used to minimize the amount of liquids and greases placed in dumpsters or compactors
- (2) Methods used to keep rain water out of dumpsters
- (3) Methods used to keep leaks and other wastewaters from dumpsters and compactors from entering the storm sewer system
- (4) Procedures used to contain all automotive fluids prior to use or disposal
- (5) Schedule for inspection of dumpsters, compactors, and oil/fluid storage areas for leaks or stains and inspection of dumpster and compactor area for litter
- (6) Provisions for the immediate replacement of leaking dumpsters, compactors, or fluid storage containers.
- (7) Details of contracts or arrangements with outside vendors who collect waste oils or other fluids for disposal. Details shall include the name of the vendor, the final disposal or treatment location for the fluids, the method of disposal or treatment of the fluids, and the frequency of pick-up from the facility.

(b) Best Management Plan Implementation

Within 180 days of the completion of the written plan, all best management practices required to eliminate impacts to the stormwater system shall be in place and fully implemented.

(c) Training

Within **sixty (60)** days of the completion of the written plan, all employees shall be trained on the requirements of the plan and the proper procedures for complying with the plan. Training shall be repeated at least annually or anytime significant changes are made to the plan. Training records that indicate the topics covered and the individuals who were trained shall be maintained at the facility as a part of the written plan.

(d) Sanitary Sewer Connections

New or additional sanitary sewer connections that are needed to comply with the requirements of this ordinance shall be installed under the approval and direction of the Manchester Water and Sewer Department.

(3) Restaurant and Grocery Store Requirements

(a) Written Management Plan

Restaurants, grocery stores, and other food preparation facilities shall prepare a written plan outlining the best management practices that will be utilized to minimize impacts from their establishment to the quality or quantity of waters discharged to the Manchester MS4. For existing facilities, the written plan shall be submitted to the Codes Department within **ninety (90)** days of notification by the Department of the necessity of the Plan. For new facilities, the plan shall be submitted to the Codes Department as part of the initial Stormwater Management Plan. The plan shall be maintained on file at the establishment.

At a minimum, the plan shall address the following topics:

- (1) Methods used to minimize the amount of liquid placed in dumpsters or compactors
- (2) Methods used to keep rain water out of dumpsters
- (3) Methods used to keep leaks and other wastewaters from dumpsters and compactors from entering the storm sewer system
- (4) Procedure used to make sure all waste is contained in dumpsters and compactors
- (5) Schedule for inspection of dumpsters and compactors for leaks or stains and inspection of dumpster and compactor area for litter
- (6) Provisions for the immediate replacement of leaking dumpsters and compactors
- (7) Methods used to keep all washwaters from equipment cleaning areas from entering the storm sewer system

(b) Best Management Plan Implementation

Within **one hundred eighty (180)** days of the completion of the written plan, all best management practices required to eliminate impacts to the stormwater system shall be in place and fully implemented.

(c) Training

Within **sixty (60)** days of the completion of the written plan, all employees shall be trained on the requirements of the plan and the proper procedures for complying with the plan. Training shall be repeated at least annually or

anytime significant changes are made to the plan. Training records that indicate the topics covered and the individuals who were trained shall be maintained at the facility as a part of the written plan.

(d) Sanitary Sewer Connections

New or additional sanitary sewer connections that are needed to comply with the requirements of this ordinance shall be installed under the approval and direction of the Manchester Water and Sewer Department.

**Section 9. General Prohibitions**

(1) Blockage of Watercourses or Drains

It shall be unlawful for any person to dump refuse or solid waste of any nature (including grass clippings, leaves, brush, garbage, scrap, or any other refuse) into a stream, ditch, storm sewer, or any other drain within the city or to place such refuse or solid waste or cause such refuse or solid waste to be placed in a manner in which it is likely to enter into any stream, ditch, storm sewer, or other drain either by natural or other means. It shall further be unlawful for any person to cause or allow any obstruction of any nature whatsoever (landscaping, driveways, fill, etc.) of any watercourse or flow of water either by natural or manmade means. It shall be unlawful to block a watercourse or drain by constructing a fence over the drain in any manner that restricts flow or that can catch debris, thus restricting flow.

(2) Dumping

It shall be unlawful for any person to dump any liquid waste into any stream, ditch, storm sewer, or any other drain or in any location where it is likely to enter any stream, ditch, storm sewer, or other drain either by natural or other means. Liquid waste may include automotive fluids, wash waters, cleaning fluids, solvents, or any other liquids that could be toxic or otherwise detrimental to the receiving stream or storm sewer system.

(3) Alteration of Watercourses of Drains

It shall be unlawful for any person to cause, permit, or allow the alteration of any stream, ditch, storm sewer or any other drain without written approval from the Public Works Department and the acquisition of any State Permits that may be necessary for the performance of the alterations. Alterations may include, but are not limited to, a change in direction of flow, the addition of a structure such as a culvert or a bridge, or a change in size of a channel or pipe.

(4) Unpermitted Discharge

It shall be unlawful for any person to discharge stormwater to any stream, ditch, storm sewer or any other storm drain within the city without first obtaining the required State Permit coverage as described below:

- (a) Construction sites that disturb one acre of land or more or are part of a larger common plan of development must apply for coverage under the Tennessee General Permit for Stormwater Discharges from Construction Activity.
  - (b) Industrial facilities must apply for coverage under the Tennessee Stormwater Multi-Sector General Permit for Industrial Activities or the Certificate of No Exposure, if applicable.
- (5) Contamination of Stormwater

It shall be unlawful for any industrial, commercial, or residential properties, including but not limited to restaurants, auto repair shops, auto supply shops, and large commercial parking areas, to contaminate stormwater runoff. All numerical or visual effluent limitations set by State permits or regulations shall apply under the provisions of this ordinance.

(6) Construction Site Waste

It shall be unlawful for construction site operators to discard waste, including building materials, concrete truck washout, chemicals, litter, sanitary waste, or any other potential pollutants in a manner that may cause adverse impacts to water quality. This requirement applies to all construction site operators, regardless of whether or not the site was required to obtain a Land Disturbance Permit for the construction activity.

**Section 10. Enforcement**

(1) Enforcement Authority

The Codes Department shall have the authority to issue notices of violation and citations, and to impose the civil penalties provided in this section.

(2) Notification of Violation

(a) Written Notice of Violation

Whenever the Codes Department finds that any permittee or any other person discharging stormwater has violated or is violating this ordinance or a permit or order issued hereunder, the Department may serve upon such person written notice of the violation. Within a time specified in the notice, an explanation of the violation and a plan for the satisfactory correction and prevention thereof, to include specific required actions, shall be submitted to the Department. Submission of this plan in no way relieves the discharger of liability for any violations occurring before or after receipt of the notice of violation.

(b) Show Cause Hearing

The Department may order any person who violates this ordinance or permit or order issued hereunder, to show cause why proposed enforcement action should not be taken. Notice shall be served on the person specifying the time and place for the meeting, the proposed enforcement action and the reasons for such action, and a request that the violator show cause why this proposed enforcement action should not be taken. The notice of the meeting shall be served personally or by registered or certified mail (return receipt requested) at least ten (10) days prior to the hearing.

(c) Administrative Order

When the Department finds that any person has violated or continues to violate this ordinance or a permit or order issued thereunder, he may issue an order to the violator directing that, following a specific time period, adequate structures, devices, be installed or procedures implemented and properly operated. Orders may also contain such requirements as might be reasonably necessary and appropriate to address the noncompliance, including the construction of appropriate structures, installation of devices, self-monitoring, and management practice.

(d) Stop Work Orders

When the Department finds that any person has violated or continues to violate this ordinance or any permit or order issued hereunder, the Department may issue an order to stop all work on the project until all such violations have been corrected and the Department has approved the corrections, thus allowing work to proceed on the project.

## **Section 11. Penalties**

(1) Violations

Any person who shall commit any act declared unlawful under this ordinance, who violates any provision of this ordinance, who violates the provisions of any permit issued pursuant to this ordinance, or who fails or refuses to comply with any lawful communication or notice to abate or take corrective action by the City of Manchester shall be guilty of a civil offense.

(2) Penalties

Under the authority provided in Tennessee Code Annotated §68-221-1106, the municipality declares that any person violating the provisions of this ordinance may be assessed a civil penalty by the City of Manchester of not less than fifty dollars (\$50.00) and not more than five thousand dollars (\$5,000.00) per day for each day of violation. Each day of violation shall constitute a separate violation.

(3) Measuring Civil Penalties

In assessing a civil penalty, the Codes Department will follow the provisions of the Enforcement Response Plan (ERP) and will utilize the scoring system outlined in the ERP to set the dollar amount of the penalty. As outlined in the ERP, the Department may consider the following factors when determining the amount of the penalty:

- (a) The harm done to the public health or the environment;
- (b) Whether the civil penalty imposed will be substantial economic deterrent to the illegal activity;
- (c) The economic benefit gained by the violator;
- (d) The amount of effort put forth by the violator to remedy this violation;
- (e) Any unusual or extraordinary enforcement costs incurred by the municipality;
- (f) The amount of penalty established by ordinance or resolution for specific categories of violations; and
- (g) Any equities of the situation which outweigh the benefit of imposing any penalty or damage assessment.

(4) Recovery of Damages and Costs

In addition to the civil penalty in subsection (2) above, the municipality may recover;

- (a) all damages proximately caused by the violator to the municipality, which may include any reasonable expenses incurred in investigating violations of, and enforcing compliance with, this ordinance, or any other actual damages caused by the violation.
- (b) The costs of the municipality's maintenance of stormwater facilities when the user of such facilities fails to maintain them as required by this ordinance.

(5) Other Remedies

The municipality may bring legal action to enjoin the continuing violation of this ordinance, and the existence of any other remedy, at law or equity, shall be no defense to any such actions.

(6) Remedies Cumulative

The remedies set forth in this section shall be cumulative, not exclusive, and it shall not be a defense to any action, civil or criminal, that one (1) or more of the remedies set forth herein has been sought or granted.

(7) Chronic Violators

The Codes Department must enforce at a higher level against chronic violators. This higher level of enforcement shall include increased penalty amounts and more frequent inspections, as specified in the Enforcement Response Plan. The Department shall also have the ability to enforce other disincentives against chronic violators, such as the refusal to issue additional permits when the violator has unresolved enforcement issues with the Department.

## **Section 12. Appeals**

Pursuant to Tennessee Code Annotated §68-221-1106(d), any person aggrieved by the imposition of a civil penalty or damage assessment as provided by this ordinance may appeal said penalty or damage assessment to the stormwater board of appeals.

### (1) Stormwater Board of Appeals

The Stormwater Board of Appeals shall consist of three (3) members, to be recommended by the Codes Department and appointed by the Governing Body. Each member must be a resident of the City of Manchester. Each member shall be appointed to a term of three years, with the first terms to be staggered as follows: one (1) member appointed to a one (1) year term, two (2) members appointed to two (2) year terms, and two (2) members appointed to three (3) year terms. The Stormwater Board of Appeals shall meet as needed. Members of the Board may serve additional terms as appointed by the Governing Body.

The Stormwater Board of Appeals is hereby authorized to hear and decide appeals of any order, decision or ruling of the Codes Department or it's designee issued pursuant to these regulations. Following the hearing on an application for appeal, the Stormwater Board of Appeals may affirm, reverse, modify, or remand for more information, the order, decision or ruling of the Codes Department or it's designee. In no event shall the Stormwater Board of Appeals issue a decision that in any way conflicts or contradicts these regulations or any other federal, state, or local laws or regulations relating to stormwater, wastewater, zoning, or planning. The Stormwater Board of Appeals may not modify the amount of civil penalties, as set by the Enforcement Response Plan.

### (2) Appeals to be in Writing

The appeal shall be in writing and filed with the municipal recorder or clerk within fifteen (15) days after civil penalty and/or damage assessment is served in any manner authorized by law.

### (3) Public Hearing

Upon receipt of an appeal, the stormwater board of appeals shall hold a public hearing within thirty (30) Days. Ten (10) days prior notice of the time, date, and location of said hearing shall be published in a daily newspaper of general circulation. Ten (10) days notice by registered mail shall also be provided to the aggrieved party,

such notice to be sent to the address provided by the aggrieved party at the time of appeal. The decision of the municipality's stormwater board of appeals shall be final.

(3) Appealing Decisions of the Municipality's Stormwater Board of Appeals

Any alleged violator may appeal a decision of the municipality's governing body pursuant to the provisions of Tennessee Code Annotated, title 27, chapter 8.

**Section 13. Fee Schedule**

(1) Permit Review and Inspection Fees

A fee shall be assessed for each Land Disturbance and Stormwater Protection Permit as set forth in the following table:

<u>DISTURBED ACREAGE</u>	<u>RESIDENTIAL</u>	<u>COMMERCIAL/INDUSTRIAL</u>
0.01 - 0.99	\$200	\$500
1.00 - 4.99	\$300	\$700
5.00 - 14.99	\$500	\$1,000
15.00 - 29.99	\$800	\$1,600
30.00 or more	\$1,500	\$3,000

Adjusted pricing and Realigned to fix issue of cut off of titles

The review and inspection fees are based on acreage to be disturbed during the construction of the project. If a proposed acreage of disturbance is not provided, the fee will be based on the total project acreage.

(2) Stormwater User's Fee

The Governing Body shall have the authority to impose, by resolution, on each and every developed property in the city a stormwater user's fee. Prior to establishing or amending user's fees, the municipality shall advertise its intent to do so by publishing notice in a newspaper of general circulation in the city at least thirty (30) days in advance of the meeting of the municipality's governing body which shall consider the adoption of the fee or its amendment.

If the Governing Body chooses to impose a stormwater user's fee, it shall be based on the establishment of an Equivalent Residential Unit (ERU). The ERU shall be the average square footage of a detached single-family residential property. The City Board shall have the discretion to determine the source of the data from which the ERU is established.

(a) Property Classifications

For purposes of determining the stormwater user's fee, all properties in the city are classified into one of the following classes:

- (1) Single-family residential property;
- (2) Other developed property;

(b) Single Family Residential Fee

The municipality's governing body finds that the intensity of development of most parcels of real property in the municipality classified as single family residential is similar and that it would be excessively and unnecessarily expensive to determine precisely the square footage of the improvements (such as buildings, structures, and other impervious areas) on each such parcel. Therefore, all single family residential properties in the city shall be charged a flat stormwater management fee, equal the base rate, regardless of the size of the parcel or the improvements.

(c) Other Developed Property Fee

The fee for other developed property (non-single family residential property) in the municipality shall be set by dividing the total square footage of impervious area of the property by one ERU and then multiplying that factor by the base rate for one ERU. The impervious surface area for other developed property is the square footage for the buildings and other improvements on the property. The minimum stormwater management fee for other developed property shall equal the base rate for single-family residential property.

(d) Base Rate

The governing body of the municipality shall establish the base rate for one ERU. The base rate shall be calculated to insure adequate revenues to fund the costs of stormwater management and to provide for the operation, maintenance, and capital improvements of the stormwater system in the city. The base rate will be calculated by dividing the necessary annual revenues for funding the program by the total number of ERUs, as determined by the Codes Department, and then dividing by twelve (12) months to make the base rate a monthly value.

(e) Adjustments to Stormwater User's Fee

The Department shall have the right on its own initiative to adjust upward or downward the stormwater user's fee with respect to any property, based on the approximate percentage on any significant variation in the volume or rate of stormwater, or any significant variation in the quality of stormwater, emanating from the property, compared to other similar properties. In making determinations of the similarity of property, the Department shall take into

consideration the location, geography, size, use, impervious area, stormwater facilities on the property, and any other factors that have a bearing on the variation. Under no circumstances shall a stormwater fee be adjusted to the point that it is below the base rate for one ERU unless the person requesting the adjustment can demonstrate that they do not discharge any stormwater to the MS4 system, in which case the stormwater fee shall be waived.

(f) Property Owner to Pay Stormwater User's Fee

For each property for which a stormwater fee is assessed, the stormwater fee shall be paid by the owner of the property. This person shall be designated as the user of the stormwater system.

(g) Stormwater User's Fee Payment

Payment of the stormwater user's fee shall be made in person or by mail along with the bill to which it is attached. The due date of the stormwater fee shall be as indicated on the bill. The municipality shall be entitled to recover legal fees incurred in collecting delinquent stormwater fees.

(h) Appeal of Fees

Any person who disagrees with the calculation of the stormwater user's fee, as provided in this ordinance, or who seeks a stormwater user's fee adjustment based upon stormwater management practices, may appeal such fee determination to the Codes Department. The appeal shall be filed in writing and shall state the grounds for the appeal. The Department may request additional information from the appealing party. Based upon the information provided by the Department and the appealing party, the Department shall make a final calculation of the stormwater user's fee. The Department shall notify the appealing party, in writing, of its decision.

**ORDINANCE NO:**  
**AN ORDINANCE OF THE CITY OF MANCHESTER, TENNESSEE**  
**ADOPTING A BUDGET FOR THE FISCAL YEAR JULY 1, 2025**  
**THROUGH JUNE 30, 2026**

WHEREAS, Tennessee Code Annotated Title 9 Chapter 1 Section 116 requires that all funds of the State of Tennessee and all its political subdivisions shall first be appropriated before being expended and that only funds that are available shall be appropriated; and

WHEREAS, the Municipal Budget Law of 1982 requires that the governing body of each municipality adopt and operate under an annual budget ordinance presenting a financial plan with at least the information required by that state statute, that no municipality may expend any moneys regardless of the source except in accordance with a budget ordinance and that the governing body shall not make any appropriation in excess of estimated available funds; and

WHEREAS, the governing body has published the annual operating budget and budgetary comparisons of the proposed budget with the prior year (actual) and the current year (estimated) in a newspaper of general circulation not less than ten (10) days prior to the meeting where the governing body will consider final passage of the budget.

NOW THEREFORE BE IT ORDAINED BY THE CITY OF MANCHESTER, TENNESSEE AS FOLLOWS:

SECTION 1: That the governing body estimates anticipated revenues of the municipality from all sources to be as follows:

<b>GENERAL FUND</b>	<b>FY24 Unaudited</b>	<b>FY25 Estimated</b>	<b>FY26 Proposed</b>
Local Taxes	\$ 14,726,640	\$ 14,883,600	\$ 14,510,750
License and Fees	291,373	290,076	258,150
Intergovernmental	3,067,996	3,131,570	3,673,290
Charges for Services	62,865	54,000	60,800
Fines and Forfeitures	147,173	169,712	151,800
Miscellaneous Revenues	596,362	290,076	1,720,900
Nonspendable Fund Balance	98,484	98,484	98,484
Assigned Fund Balance	-	-	-
Unassigned Fund Balance	8,635,510	12,114,149	12,114,149
<b>Total Available Funds</b>	<b>\$ 27,626,403</b>	<b>\$ 31,031,667</b>	<b>\$ 32,588,323</b>
<b>SANITATION</b>			
Charges for Current Services	\$ 1,557,846	\$ 1,636,000	\$ 2,095,673
Transfer from Other Funds	-	-	-
Unassigned Fund Balance	658,012	751,719	922,311
<b>Total Available Funds</b>	<b>\$ 2,215,858</b>	<b>\$ 2,387,719</b>	<b>\$ 3,017,984</b>
<b>RECREATION FUND</b>			
Local Taxes	\$ 256,616	\$ 236,130	\$ -
Intergovernmental	-	750,000	-
Charges for Current Services	1,060,290	552,710	837,541
Other Revenues	11,448	10,000	15,000
Transfer from Other Funds	1,000,000	1,800,000	1,204,160
Unassigned Fund Balance	(510,303)	(1,604,302)	(1,788,788)
<b>Total Available Funds</b>	<b>\$ 1,818,051</b>	<b>\$ 1,744,538</b>	<b>\$ 267,913</b>

**DRUG CONTROL FUND**

Fines and Forfeitures	\$	28,947	\$	35,000	\$	35,006
Other Revenues		8,877		57,000		57,000
Unassigned Fund Balance		362,544		397,434		432,330
Total Available Funds	\$	400,368	\$	489,434	\$	524,336

**TOURISM FUND**

Local Taxes	\$	128,308	\$	118,065	\$	945,865
Grant Revenue		-		-		-
Unassigned Fund Balance		27,926		350,847		662,952
Total Available Funds	\$	156,234	\$	468,912	\$	1,608,817

**CAPITAL EQUIPMENT FUND**

Transfer from Other Funds		2,322,000		714,650		-
Unassigned Fund Balance		1,426,830		-		-
Total Available Funds	\$	3,748,830	\$	714,650	\$	-

**GENERAL DEBT SERVICE FUND**

Other Revenues	\$	166,830	\$	116,137	\$	144,020
Transfer from Other Funds		239,687		230,052		1,581,900
Unassigned Fund Balance		1,695,732		1,721,594		1,855,075
Total Available Funds	\$	2,102,249	\$	2,067,783	\$	3,580,995

**GENERAL PURPOSE SCHOOL FUND**

Local Taxes	\$	4,216,710	\$	4,216,710	\$	4,216,710
Licenses and Permits	\$	650	\$	650	\$	650
Charges for Current Services	\$	51,229	\$	51,229	\$	51,229
Other Local Revenues	\$	29,500	\$	62,280	\$	29,500
State Education Funds	\$	10,388,691	\$	12,398,985	\$	12,914,595
Other State Revenues	\$	1,000	\$	1,000	\$	1,000
Federal Funds Received Thru State Reserve	\$	-	\$	-	\$	-
	\$	-	\$	1,132,394	\$	1,295,184
Transfer from Other Funds	\$	1,858,467	\$	2,612,467	\$	2,608,467
Total Available Funds	\$	16,546,247	\$	20,475,715	\$	21,117,335

**CAFETERIA FOOD SERVICE FUND**

Charges for Current Services	\$	208,280	\$	208,280	\$	208,280
Other Local Revenues	\$	1,300	\$	1,300	\$	1,300
State Education Funds	\$	9,815	\$	8,295	\$	8,295
Federal Funds Received Thru State	\$	1,153,640	\$	1,316,613	\$	1,316,613
Other Sources	\$	-	\$	-	\$	-
Unassigned Fund Balance	\$	-	\$	237,475	\$	207,555
Total Available Funds	\$	1,373,035	\$	1,771,963	\$	1,742,043

**SECTION 2.** That the governing body appropriates from these anticipated revenues and unexpended and unencumbered funds as follows:

**GENERAL FUND**

General Government	\$	7,907,302	\$	9,977,830	\$	8,618,633
Public Safety		6,025,395		7,378,996		7,481,999
Public Works		2,334,215		3,250,857		3,604,498
Total Appropriations	\$	16,266,912	\$	20,607,683	\$	19,705,129

**SANITATION FUND**

Sanitation Fund	\$	1,602,777	\$	1,542,293	\$	1,925,081
Total Appropriations	\$	1,602,777	\$	1,542,293	\$	1,925,081

**PARKS AND RECREATION FUND**

Administration	\$	247,018	\$	341,108	\$	215,875
Center		2,920,520		2,141,220		1,717,403
Park Area		585,000		1,960,511		307,908
Total Appropriations	\$	3,752,538	\$	4,442,839	\$	2,241,187

**DRUG CONTROL FUND**

Drug Fund	\$	108,513	\$	57,110	\$	57,110
Total Appropriations	\$	108,513	\$	57,110	\$	57,110

**TOURISM FUND**

Tourism Fund	\$	110,382	\$	115,000	\$	633,760
Total Appropriations	\$	110,382	\$	115,000	\$	633,760

**CAPITAL EQUIPMENT FUND**

Capital Equipment Program	\$	1,020,170	\$	714,650	\$	-
Total Appropriations	\$	1,020,170	\$	714,650	\$	-

**GENERAL DEBT SERVICE FUND**

General Debt Service Fund	\$	1,641,541	\$	1,596,351	\$	1,592,439
Total Appropriations	\$	1,641,541	\$	1,596,351	\$	1,592,439

**GENERAL PURPOSE SCHOOL FUND**

<u>Instruction</u>						
Regular Instruction Program	\$	9,197,055	\$	10,258,496	\$	10,678,329
Alternative Instruction Program		43,487		89,246		90,698
Vocational Education Program		273,229		273,229		160,821
Special Education Program		1,888,529		2,195,845		2,318,616
Student Body Education Program		1,999		2,000		2,000

<u>Support Services</u>			
Attendance	159,619	159,619	162,959
Health Services	283,614	292,072	302,643
Other Student Support	455,632	594,346	589,058
Regular Instruction Program	421,059	421,059	432,720
Special Education Program	348,539	348,539	362,966
Technology	513,470	529,666	592,165
Board of Education	397,208	397,208	395,713
Office of Superintendent	309,070	324,507	356,280
Office of Principal	885,057	903,742	942,824
Fiscal Services	370,574	454,719	484,440
Operation of Plant	1,227,230	1,221,520	1,240,649
Maintenance of Plant	582,412	600,514	736,518
Transportation	88,677	116,871	127,899
<u>Operation of Non-Instructional Services</u>			
Community Services	287,933	755,697	722,348
Early Childhood Education	333,187	333,187	361,189
Regular Capital Outlay	755,086	1,051,464	-
Debt Payments	50,463	50,463	50,400
Indirect Cost	6,099	6,100	6,100
Total Appropriations	\$ 18,879,228	\$ 21,380,109	\$ 21,117,335

**CAFETERIA FOOD SERVICE FUND**

Food Service	\$ 1,384,377	\$ 1,771,963	\$ 1,742,043
Total Appropriations	\$ 1,384,377	\$ 1,771,963	\$ 1,742,043

**SECTION 3:** At the end of the current fiscal year the governing body estimates balances/(deficits) as follows:

General Fund	\$ 12,114,149
Sanitation Fund	\$ 922,311
Recreation Fund	\$ (1,788,788)
Drug Fund	\$ 432,330
Tourism Fund	\$ 662,952
General Debt Service Fund	\$ 1,855,075
General Purpose School Fund	\$ 1,295,184
Central Cafeteria Fund	\$ 207,555

**SECTION 4:** That the governing body recognizes that the municipality has bonded and other indebtedness as follows:

Bonded or Other Indebtedness	Debt Redemption	Interest Requirements	Debt Authorized and Unissued	Condition of Sinking Fund
Bonds	965,000	424,900		
Notes	-	-		
Capital Leases	-			
Other Debt				

**SECTION 5:** During the coming fiscal year the governing body has planned capital projects and proposed funding as follows:

Proposed Capital Projects	Proposed Amount Financed by Appropriations	Proposed Amount Financed by Debt
Coffee Street Sidewalk Project	\$ 50,000	
Oakdale Street Sidewalk Project	\$ 50,000	
Madison Street Sidewalk Project	\$ 50,000	
Hills Chapel Road Phase 2	325,000	
Total Appropriations	\$ 475,000	

**SECTION 6:** No appropriation listed above may be exceeded without an amendment of the budget ordinance as required by the Municipal Budget Law of 1982 T.C.A. Section 6-56-208. In addition, no appropriation may be made in excess of available funds except to provide for an actual emergency threatening the health, property or lives of the inhabitants of the municipality and declared by a two-thirds (2/3) vote of at least a quorum of the governing body in accord with Section 6-56-205 of the Tennessee Code Annotated.

**SECTION 7:** Money may be transferred from one appropriation to another in the same fund only by appropriate ordinance by the governing body, subject to such limitations and procedures as it may prescribe as allowed by Section 6-56-209 of the Tennessee Code Annotated. Any resulting transfers shall be reported to the governing body at its next regular meeting and entered into the minutes.

**SECTION 8:** A detailed financial plan will be attached to this budget and become part of this budget ordinance. In addition, the published operating budget and budgetary comparisons shown by fund with beginning and ending fund balances and the number of full time equivalent employees required by Section 6-56-206, Tennessee Code Annotated will be attached.

**SECTION 9:** If for any reason a budget ordinance is not adopted prior to the beginning of the next fiscal year, the appropriations in this budget ordinance shall become the appropriations for the next fiscal year until the adoption of the new budget ordinance in accordance with Section 6-56-210, Tennessee Code Annotated provided sufficient revenues are being collected to support the continuing appropriations. Approval of the Director of the Division of Local Finance in the Comptroller of the Treasury for a continuation budget will be requested if any indebtedness is outstanding.

**SECTION 10:** There is hereby levied a property tax of \$1.5221 per \$100 of assessed value on all real and personal property.

**SECTION 11:** All unencumbered balances of appropriations remaining at the end of the fiscal year shall lapse and revert to the respective fund balances.

**SECTION 12:** This ordinance shall take effect upon passage, the public welfare requiring it.

PASSED FIRST READING:  
PASSED SECOND READING:

ATTEST:

\_\_\_\_\_  
Joey Hobbs, Mayor

ATTEST:

\_\_\_\_\_  
Anthony Burrows, Finance Director

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

**AN ORDINANCE REZONING THAT PROPERTY OWNED BY RICHARD AGBIGOR,  
ON GILLEY CIRCLE AND RECENTLY ANNEXED INTO THE CITY**

Whereas, prior to 2012, cities were empowered to annex territory by ordinance; and

Whereas the Tennessee General Assembly revised the annexation statutes, which now provide that annexation by written consent be accomplished by resolution; and

Whereas the City of Manchester recently annexed certain property owned by Richard Agbigor; and

Whereas the City of Manchester has a currently-enacted Zoning Ordinance and 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 resolution; and

Whereas the Manchester Planning Commission recommended that the property owned by Richard Agbigor be rezoned according to and as described below.

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that Title 14, Chapter 6, Section 1 of the Manchester Municipal Code be, and it is, hereby amended from RS-1 to apply the zoning classification of R-4 to the following described properties owned by Richard Agbigor:

068-055.00

Being a tract of land lying in the 1<sup>st</sup> Civil District of Coffee County, Tennessee, generally bounded on the east by Frankenberry (WDB. 256 pg. 654) and North Coffee Heights S/D (TDB, 173. Pg. 58) on the south by Merriman WDB. 306. Pg. 458, on the west by Love (WDB. 381 pg. 309) and on the west and the north Gilley (WDB. 346. Pg. 851) and being more particularly described as follows:

BEGINNING at a rebar found being the northwest corner of a 50-ft, undeveloped right-of-way and the southwest corner of Lot 27 of North Coffee Heights located N 73°35'50" W. 276.65 ft from a rebar found in the west margin of Gilley Circle at the southeast corner of said Lot 27, aforesaid rebar found being in the east line of the property herein described: thence proceeding along the westerly terminus of said right-of-way and the west lines of Lots 16 through 12 of said subdivision the following calls: thence S 05°51'41" W. 140.48 ft to wood fence post: thence S 30° 12'00" W. 55.69ft to a rebar found: thence S 31°25'11" W. 148.89 ft. to a wood fence corner post: thence S 30°43'15" W. 142.69 ft. to a wood fence corner post: thence N 32°34'58" W. 25.79 ft. to an iron rod found at wood fence corner post in the west line of Lot 12: thence leaving said line and proceeding along the north line of Merriman. N

59°25'40" W. 332.35 ft. to a wood fence corner post in the east line of Love: thence along the east line of Love N 31°06'03" E. 78.43 ft. to a wood fence corner post, the northwest corner of Love: thence leaving Love and along the east line of Gilley, the following calls: thence N 30°51'10" E 319.13 ft. to a wood fence corner post: thence N 05°24'38" E 157.24 ft. to a word fence corner post: thence S 89° 11'14" E 254.14 ft. to a wood fence corner post, the northwest corner of Frankenberry: thence leaving Gilley and with the west line of Frankenberry the following calls: thence S 06°18'20" W 381.94 ft. to a wood fence corner post: thence S 79°26'32" E 110.70 ft. to an iron pipe found at fence corner post, the northwest corner of Lot 29; thence leaving Frankenberry and along the west lines of Lots 29-27 the following calls: thence S 05°17'35" W 151.28 ft. to a ½ inch capped rebar set: thence S 05°40'47" W 275.12 ft to a rebar found: thence S 05°43'52" W 149.96 ft. to the POINT OF BEGINNING containing 11.46 acres as surveyed by Northcutt and Associates Land Surveying, Inc. 409 Woodbury Highway, Manchester, Tn 37355 Job #18C-310 dated 12-27-2018 and being the property described in WDB 196 Page 133 ROCCTn.

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 these properties zoned R-4 as described above; 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 negative recommendation of the Manchester Regional Planning Commission obtained at its meeting April 21, 2025.

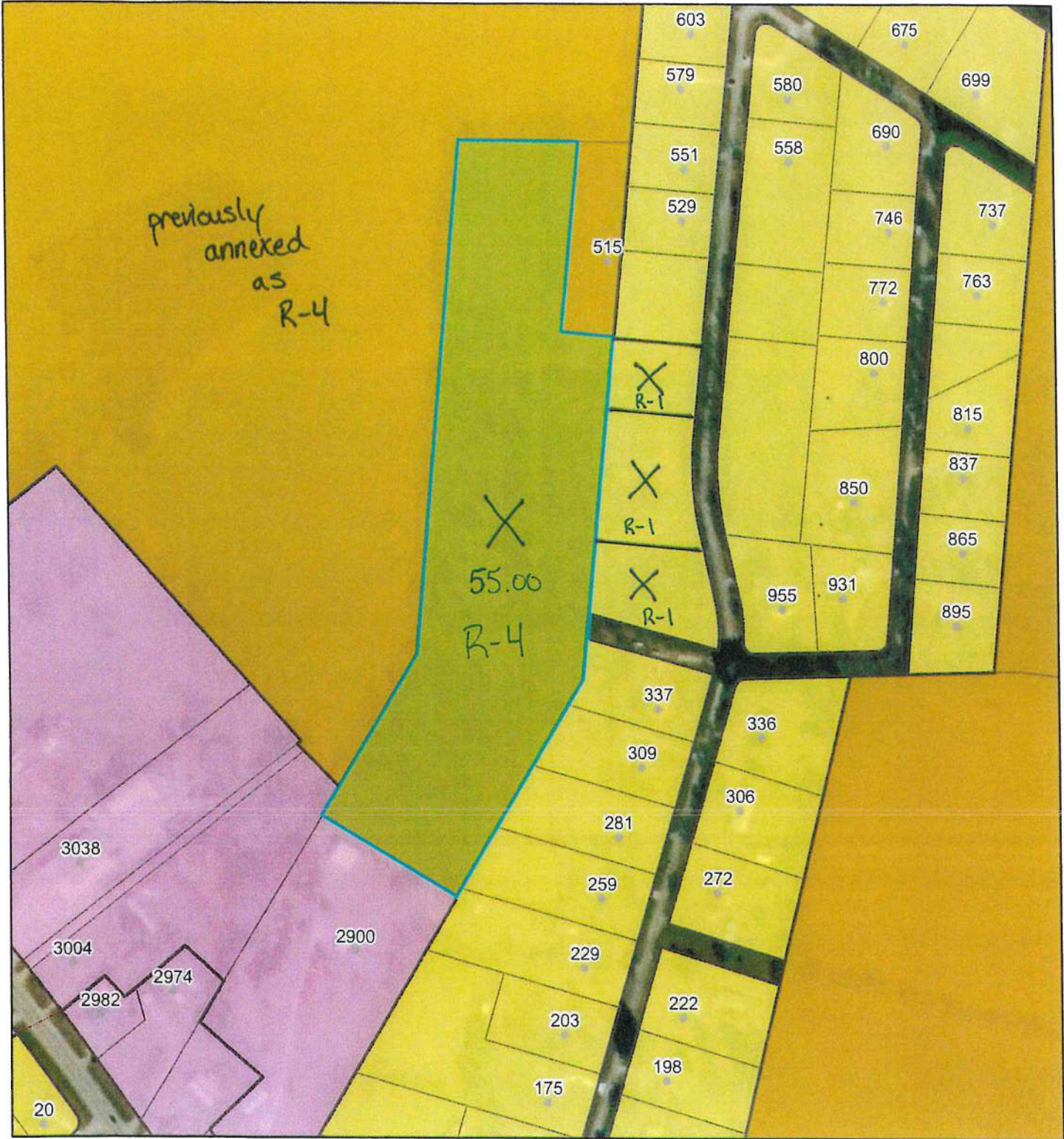
PASSED FIRST READING: \_\_\_\_\_, 2025

PASSED SECOND AND FINAL READING: \_\_\_\_\_, 2025

\_\_\_\_\_  
Joey Hobbs, Mayor

\_\_\_\_\_  
Anthony Burrows, Finance Director

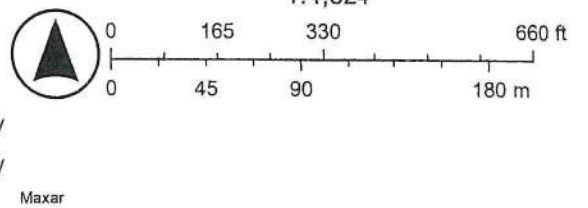
# Agbigor



3/21/2025, 12:01:49 PM

- Coffee Parcels
- Coffee Addresses
- Manchester Landuse**
  - Commercial, Central and General Neighborhood
  - Residential Low Density / Single Family Duplexes
  - Residential High Density Multi-Family
  - Manchester City Limit

World Imagery  
 Low Resolution 15m Imagery  
 High Resolution 60cm Imagery  
 High Resolution 30cm Imagery  
 Citations  
 1.2m Resolution Metadata



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

**AN ORDINANCE REZONING THAT PROPERTY OWNED BY RICHARD AGBIGOR,  
ON GILLEY CIRCLE AND RECENTLY ANNEXED INTO THE CITY**

Whereas, prior to 2012, cities were empowered to annex territory by ordinance; and

Whereas the Tennessee General Assembly revised the annexation statutes, which now provide that annexation by written consent be accomplished by resolution; and

Whereas the City of Manchester recently annexed certain property owned by Richard Agbigor; and

Whereas the City of Manchester has a currently-enacted Zoning Ordinance and 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 resolution; and

Whereas the Manchester Planning Commission recommended that the property owned by Richard Agbigor be rezoned according to and as described below.

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that Title 14, Chapter 6, Section 1 of the Manchester Municipal Code be, and it is, hereby amended from RS-1 to apply the zoning classification of R-4 to the following described properties owned by Richard Agbigor:

068C-B-068F-017.00-068C-B-068F-018.00 and 068C-B-068F-019.00

Being all of Lots No. 27, 28, and 29 with the Exclusion of the northerly 49 feet of Lot No 29 of the North Coffee Heights Subdivision, Plat No. 2 of record in Trust Deed Book 173 Page 58 A/K/A Plat Cabinet 233B. 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 these properties zoned R-4 as described above; 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 negative recommendation of the Manchester Regional Planning Commission obtained at its meeting April 21, 2025.

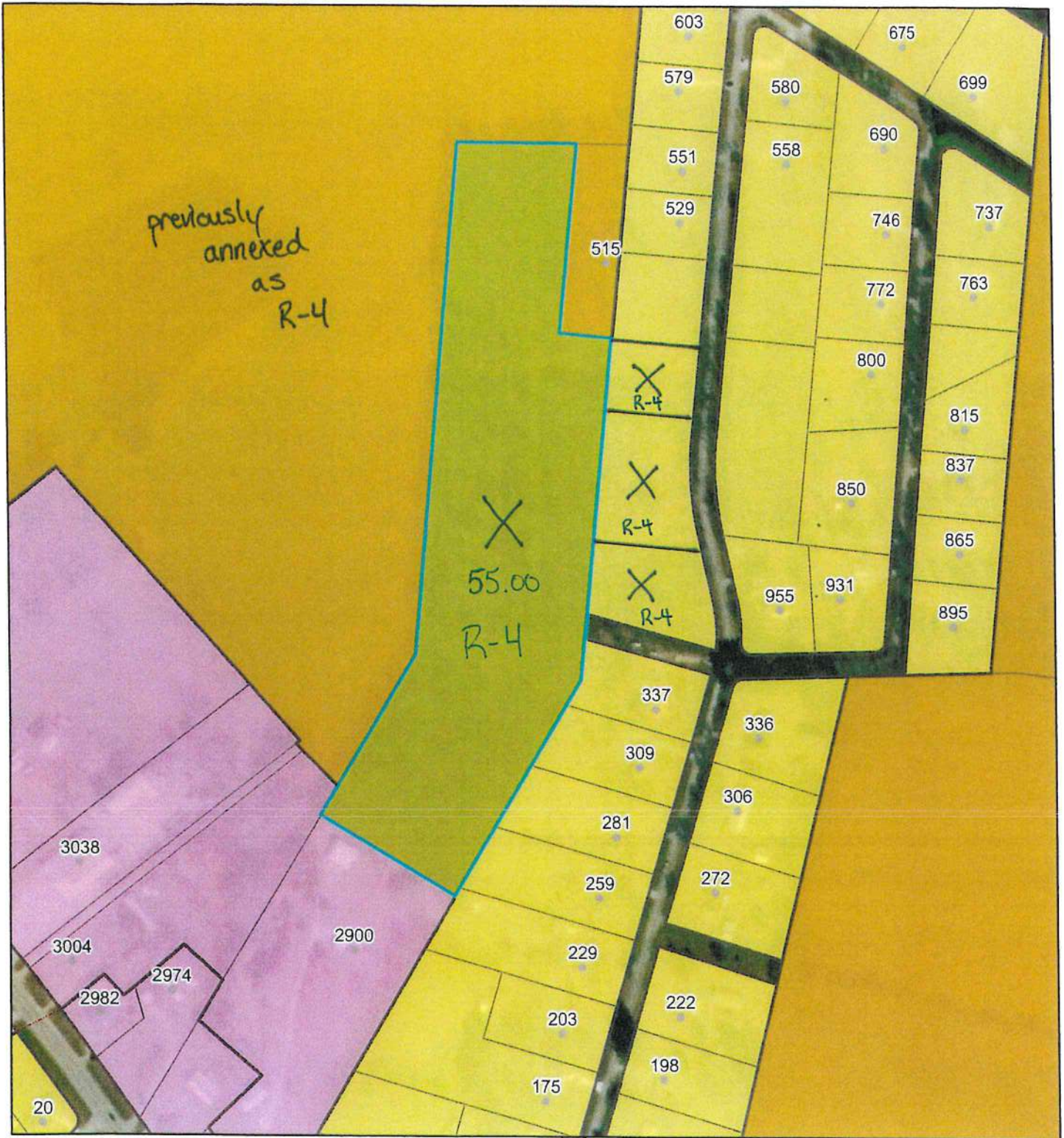
PASSED FIRST READING: \_\_\_\_\_, 2025

PASSED SECOND AND FINAL READING: \_\_\_\_\_, 2025

\_\_\_\_\_  
Joey Hobbs, Mayor

\_\_\_\_\_  
Anthony Burrows, Finance Director

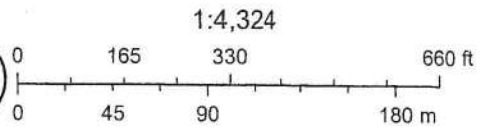
# Agbigor



3/21/2025, 12:01:49 PM

- Coffee Parcels
- Coffee Addresses
- Manchester Landuse**
  - Commercial, Central and General Neighborhood
  - Residential Low Density / Single Family Duplexes
  - Residential High Density Multi-Family
  - Manchester City Limit

- World Imagery
- Low Resolution 15m Imagery
- High Resolution 60cm Imagery
- High Resolution 30cm Imagery
- Citations
- 1.2m Resolution Metadata



Maxar

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

**AN ORDINANCE REZONING THAT PROPERTY OWNED BY RICHARD AGBIGOR,  
ON GILLEY CIRCLE AND RECENTLY ANNEXED INTO THE CITY**

Whereas, prior to 2012, cities were empowered to annex territory by ordinance; and

Whereas the Tennessee General Assembly revised the annexation statutes, which now provide that annexation by written consent be accomplished by resolution; and

Whereas the City of Manchester recently annexed certain property owned by Richard Agbigor; and

Whereas the City of Manchester has a currently-enacted Zoning Ordinance and 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 resolution; and

Whereas the Manchester Planning Commission recommended that the property owned by Richard Agbigor be rezoned according to and as described below.

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that Title 14, Chapter 6, Section 1 of the Manchester Municipal Code be, and it is, hereby amended from RS-1 to apply the zoning classification of R-1 to the following described properties owned by Richard Agbigor:

068C-B-068F-017.00-068C-B-068F-018.00 and 068C-B-068F-019.00

Being all of Lots No. 27, 28, and 29 with the Exclusion of the northerly 49 feet of Lot No 29 of the North Coffee Heights Subdivision, Plat No. 2 of record in Trust Deed Book 173 Page 58 A/K/A Plat Cabinet 233B. 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 these properties zoned R-1 as described above; 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 Regional Planning Commission obtained at its meeting April 21, 2025.

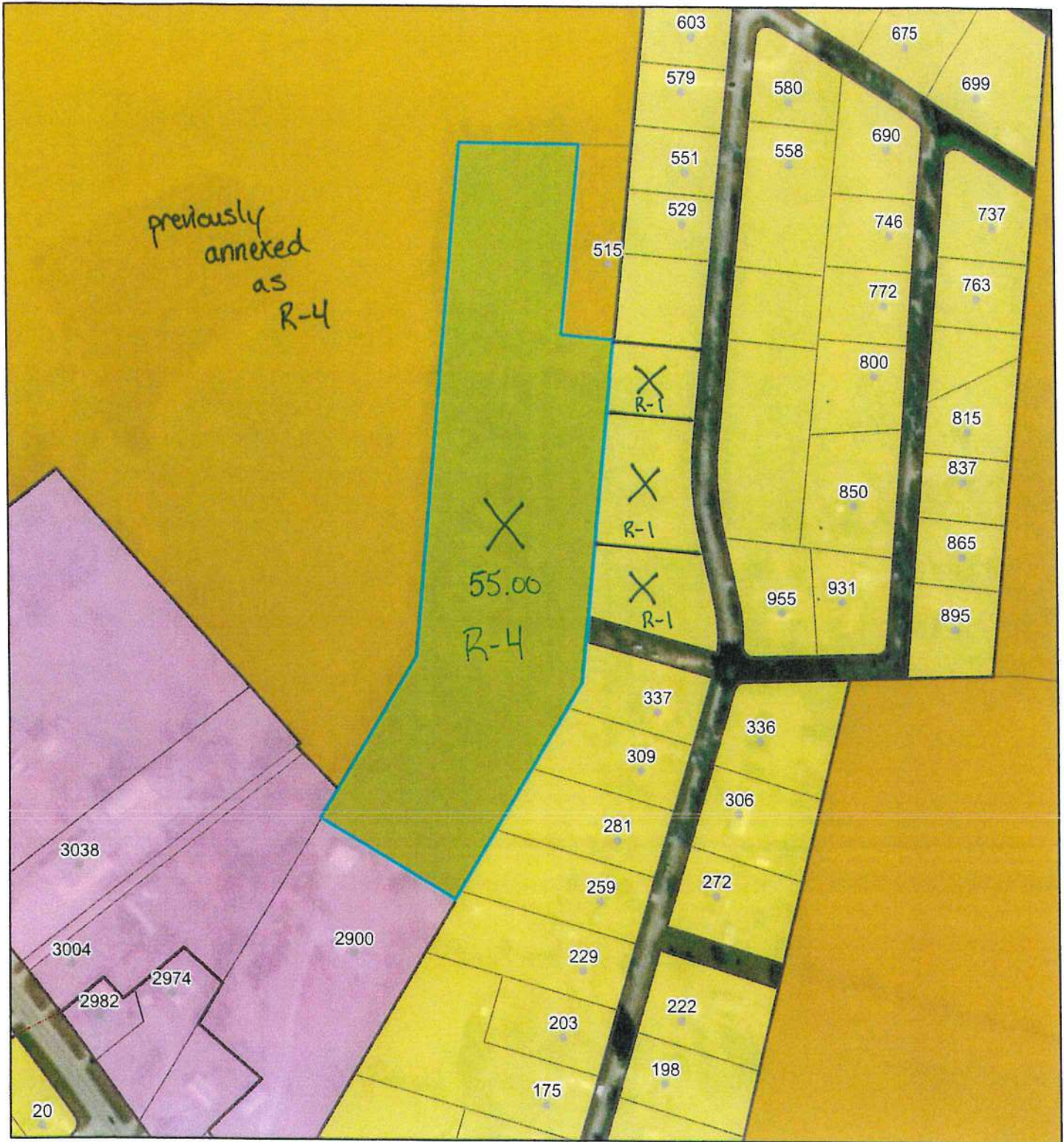
PASSED FIRST READING: \_\_\_\_\_, 2025

PASSED SECOND AND FINAL READING: \_\_\_\_\_, 2025

\_\_\_\_\_  
Joey Hobbs, Mayor

\_\_\_\_\_  
Anthony Burrows, Finance Director

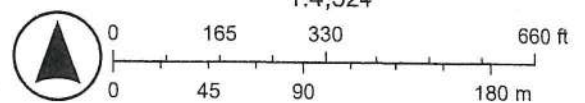
# Agbigor



3/21/2025, 12:01:49 PM

- Coffee Parcels
- Coffee Addresses
- Manchester Landuse**
  - Commercial, Central and General Neighborhood
  - Residential Low Density / Single Family Duplexes
  - Residential High Density Multi-Family
  - Manchester City Limit

World Imagery  
 Low Resolution 15m Imagery  
 High Resolution 60cm Imagery  
 High Resolution 30cm Imagery  
 Citations  
 1.2m Resolution Metadata



Maxar

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

**AN ORDINANCE REZONING THAT PROPERTY OWNED BY MANCHESTER VILLAS, LLC, ON 3180 MURFREESBORO HIGHWAY TO C-3 AND RECENTLY ANNEXED INTO THE CITY**

Whereas, prior to 2012, cities were empowered to annex territory by ordinance; and

Whereas the Tennessee General Assembly revised the annexation statutes, which now provide that annexation by written consent be accomplished by resolution; and

Whereas the City of Manchester recently annexed certain property owned by Manchester Villas, LLC; and

Whereas the City of Manchester has a currently-enacted Zoning Ordinance and 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 resolution; and

Whereas the Manchester Planning Commission recommended that the property owned by Manchester Villas, LLC be rezoned to C-3 according to and as described below.

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that Title 14, Chapter 6, Section 1 of the Manchester Municipal Code be, and it is, hereby amended from RS-1 to apply the zoning classification of C-3 to the following described properties owned by Manchester Villas, LLC:

BEGINNING AT A WOODEN CORNER POST LYING ON THE EAST MARGIN OF MURFREESBORO HIGHWAY (120' R.O.W.), ALSO BEING THE SOUTHERN-MOST CORNER OF GILLEY (DB 408, P. 905; ROCCTN); THENCE LEAVING THE ROAD MARGIN AND ALONG A FENCE BEING GILLEY'S BOUNDARY LINE NORTH 51 DEGREES 57 MINUTES 42 SECONDS EAST 405.53 FEET TO A WOODEN CORNER POST; THENCE SOUTH 44 DEGREES 18 MINUTES 39 SECONDS EAST 214.96 FEET TO A WOODEN CORNER POST; THENCE SOUTH 55 DEGREES 16 MINUTES 15 SECONDS WEST 76.25 FEET TO AN OLD IRON PIPE FOUND; THENCE SOUTH 52 DEGREES 13 MINUTES 09 SECONDS WEST 338.19 FEET TO A CONCRETE RIGHT OF WAY MARKER FOUND ON THE EAST MARGIN OF MURFREESBORO HIGHWAY; THENCE ALONG SAID HIGHWAY MARGIN NORTH 42 DEGREES 05 MINUTES 13 SECONDS WEST 208.27 FEET TO THE POINT OF BEGINNING, AND CONTAINING 1.97 ACRES, ACCORDING TO A SURVEY PREPARED BY CHRIS BATEMAN R.L.S. #1851, 521 WOOSLEY ROAD, TULLAHOMA, TN 37388, ON JULY 27, 2022.

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 these properties zoned C-3 as described above; 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 Regional Planning Commission obtained at its meeting April 21, 2025.

PASSED FIRST READING: \_\_\_\_\_, 2025

PASSED SECOND AND FINAL READING: \_\_\_\_\_, 2025

\_\_\_\_\_  
Joey Hobbs, Mayor

\_\_\_\_\_  
Anthony Burrows, Finance Director



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

AN ORDINANCE TO AMEND MANCHESTER MUNICIPAL CODE 14-809 and 14-810  
RELATIVE  
TO ANNEXATION, ZONING, AND SUBDIVISION  
FEES

WHEREAS Manchester Municipal Code 14-810 establishes fees to be paid for certain services; and

WHEREAS the Manchester Planning Commission has recommended a change to these fees for applications and services due to the increased cost to support same; and

WHEREAS the Board of Mayor and Alderman believe that it is in the best interest of the City of Manchester to adopt those recommended changes.

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that Manchester Municipal Code 14-809 be amended to delete its last paragraph and that Manchester Municipal Code 14-810 be amended to delete the current wording and to add the following:

**“14 -810. Annexation, zoning, and subdivision fees.** These annexation, zoning, and subdivision fees must be paid to the City of Manchester to defray its costs, at the time the following services and/or applications are requested:

“

Annexation request	\$1,000
Amendment to official zoning map	\$750
Amendment to zoning ordinance	\$750
Minor Site plan	\$500(sites less than 5,000 sq.ft. of developed area)
Major Site plan	\$2,000(+\$.01 sq.ft. for anything over 20,000 of developed area)
Preliminary plat	\$300+\$100 per lot(5 or more lots)
Final plat	\$300+\$100 per lot(5 or more lots)
Minor prem/final plat (less than 5 lots)	\$200 +\$100 per lot(less than 5 lots)
Minor plat lot line shift	\$300
Construction plans	\$600+\$30 per lot
Variance request	\$200
Special Exception	\$200

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: \_\_\_\_\_, 2025

PASSED SECOND AND FINAL READING: \_\_\_\_\_, 2025

\_\_\_\_\_  
Joey Hobbs, Mayor

\_\_\_\_\_  
Anthony Burrows, Finance Director

## Existing fees

**14-810. Zoning and subdivision fees.** These zoning and subdivision fees must be paid to the City of Manchester at the time the following services are requested:

Amendment to official zoning map	\$200.00
Amendment to zoning ordinance	\$200.00
Site plan (per plan)	\$200.00
Preliminary plat (per lot)	\$ 15.00
Final plat (per lot)	\$ 10.00
Construction plans (sub set)	\$400.00
Request for variance	\$100.00
Temporary use permit	\$100.00
Special exception	\$100.00

(Ord. #826, Aug. 1998, as replaced by Ord. #925, April 2001, and Ord. #1127, Nov. 2005)

## Proposed fees

Annexation request	\$1,000
Amendment to official zoning map	\$750
Amendment to zoning ordinance	\$750
Minor Site plan	\$500(sites less than 5,000 sq.ft. of developed area)
Major Site plan	\$2,000(+\$.01 sq.ft. for anything over 20,000 of developed area)
Preliminary plat	\$300+\$100 per lot(5 or more lots)
Final plat	\$300+\$100 per lot(5 or more lots)
Minor prem/final plat (less than 5 lots)	\$200 +\$100 per lot(less than 5 lots)
Minor plat lot line shift	\$300
Construction plans	\$600+\$30 per lot
Variance request	\$200
Special Exception	\$200

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

AN ORDINANCE AMENDING THE MANCHESTER MUNICIPAL CODE BY DELETING THE CURRENT 3 AND ADDING A NEW CHAPTER 3 TO TITLE 13, PROPERTY MAINTENANCE REGULATIONS IN ORDER TO REDUCE THE HAZARDS OF FIRE, ACCIDENTS OR OTHER CALAMITIES, LACK OF VENTILATION, LIGHT OR SANITARY FACILITIES, OR DUE TO OTHER CONDITIONS RENDERING SUCH DWELLINGS UNSAFE OR UNSANITARY, OR DANGEROUS OR DETRIMENTAL TO THE HEALTH, SAFETY AND MORALS OR OTHERWISE INIMICAL TO THE WELFARE OF THE RESIDENTS OF THE CITY AND PROVIDING FOR A PENALTY FOR ENFORCEMENT

BE IT ORDAINED by the Board of Mayor and Aldermen of the City of Manchester as follows:

Title 13, Property Maintenance Regulations, is hereby amended by deleting the current Chapter 3 and by adding a new Chapter 3 to read in its entirety as follows:

**CHAPTER 3**

**SLUM CLEARANCE**

**SECTION**

- 13-301. Findings of board.
- 13-302. Definitions.
- 13-303. "Public officer" designated; powers.
- 13-304. Initiation of proceedings; hearings.
- 13-305. Orders to owners of unfit structures.
- 13-306. When public officer may repair, etc.
- 13-307. When public officer may remove or demolish.
- 13-308. Lien for expenses; sale of salvage materials; other powers not limited.
- 13-309. Basis for a finding of unfitness.
- 13-310. Service of complaints or orders.
- 13-311. Enjoining enforcement of orders.
- 13-312. Additional powers of public officer.
- 13-313. Powers conferred are supplemental.
- 13-314. Structures unfit for human habitation deemed unlawful.

**13-301. Findings of board.** Pursuant to Tennessee Code Annotated, § 13-21-101, et seq., the Board of Mayor and Aldermen finds that there exists in the city structures which are unfit for human occupation or use due to dilapidation, defects increasing the hazards of fire, accident or other calamities, lack of ventilation, light or sanitary facilities, or due to other conditions rendering such dwellings unsafe or unsanitary, or

dangerous or detrimental to the health, safety and morals, or otherwise inimical to the welfare of the residents of the city.

**13-302. Definitions.**

(1) "Dwelling" means any building or structure, or part thereof, used and occupied for human occupation or use or intended to be so used, and includes any outhouses and appurtenances belonging thereto or usually enjoyed therewith.

(2) "Governing body" shall mean the Board of Mayor and Aldermen charged with governing the city.

(3) "Municipality" shall mean the City of Manchester, Tennessee, and the areas encompassed within existing city limits or as hereafter annexed.

(4) "Owner" shall mean the holder of title in fee simple and every mortgagee of record.

(5) "Parties in interest" shall mean all individuals, associations, corporations and others who have interests of record in a dwelling and any who are in possession thereof.

(6) "Place of public accommodation" means any building or structure in which goods are supplied or services performed, or in which the trade of the general public is solicited.

(7) "Public authority" shall mean any officer who is in charge of any department or branch of the government of the city or state relating to health, fire, building regulations, or other activities concerning structures in the city.

(8) "Public officer" shall mean the officer or officers who are authorized by this chapter to exercise the powers prescribed herein and pursuant to Tennessee Code Annotated, § 13-21-101, et seq.

(9) "Structure" means any dwelling or place of public accommodation or vacant building or structure suitable as a dwelling or place of public accommodation.

**13-303. "Public officer" designated; powers.** There is hereby designated and appointed a "public officer," to be the building official of the city, to exercise the powers prescribed by this chapter, which powers shall be supplemental to all others held by the building official.

**13-304. Initiation of proceedings; hearings.** Whenever a petition is filed with the public officer by a public authority or by at least five (5) residents of the city charging that any structure is unfit for human occupancy or use, or whenever it appears to the public officer (on his own motion) that any structure is unfit for human occupation or use, the public officer shall, if his preliminary investigation discloses a basis for such charges, issue and cause to be served upon the owner of, and parties in interest of, such structure a complaint stating the charges in that respect and containing a notice that a hearing will be held before the public officer (or his designated agent) at a place therein fixed, not less than ten (10) days nor more than thirty (30) days after the service of the complaint; and the owner and parties in interest shall have the right to file an answer to the complaint and to appear in person, or otherwise, and give testimony at the time and place fixed in the complaint; and the rules of evidence prevailing in courts of law or equity shall not be controlling in hearings before the public officer.

**13-305. Orders to owners of unfit structures.** If, after such notice and hearing as provided for in the preceding section, the public officer determines that the structure under consideration is unfit for human occupation or use, he shall state in writing his finding of fact in support of such determination and shall issue and cause to be served upon the owner thereof an order:

- (1) If the repair, alteration or improvement of the structure can be made at a reasonable cost in relation to the value of the structure (not exceeding fifty percent (50%) of the reasonable value), requiring the owner, within the time specified in the order, to repair, alter, or improve such structure to render it fit for human occupation or use or to vacate and close the structure for human occupation or use; or
- (2) If the repair, alteration or improvement of said structure cannot be made at a reasonable cost in relation to the value of the structure (exceeding fifty percent (50%) of the reasonable value), requiring the owner within the time specified in the order, to remove or demolish such structure.

**13-306. When public officer may repair, etc.** If the owner fails to comply with the order to repair, alter, improve and to vacate and close the structure as specified in the preceding section hereof, the public officer may/shall (select one) cause such structure to be repaired, altered, improved, and to be vacated and closed; and the public officer may/shall (select one)<sup>3</sup> cause to be posted on the main entrance of any dwelling so closed, a placard with the following words: **"This building is unfit for human occupation or use. The use or occupation of this building for human occupation or use is prohibited and unlawful."**

**13-307. When public officer may remove or demolish.** If the owner fails to comply with an order, as specified above, to repair, remove or demolish the structure, the public officer may cause such structure to be removed and demolished.

**13-308. Lien for expenses; sale of salvaged materials; other powers not limited.**

The amount of the cost of such repairs, alterations or improvements, or vacating and closing, or removal or demolition by the public officer shall be assessed against the owner of the property, and shall upon the filing of the notice with the office of the Register of Deeds of Coffee County, be a lien on the property in favor of the municipality, second only to liens of the state, county and municipality for taxes, any lien of the municipality for special assessments, and any valid lien, right, or interest in such property duly recorded or duly perfected by filing, prior to the filing of such notice. These costs shall be collected by the municipal tax collector or county trustee at the same time and in the same manner as property taxes are collected. If the owner fails to pay the costs, they may be collected at the same time and in the same manner as delinquent property taxes are collected and shall be subject to the same penalty and interest as delinquent property taxes. In addition, the town may collect the costs assessed against the owner through an action for debt filed in any court of competent jurisdiction. The city may bring one (1) action for debt against more than one or all of the owners of properties against whom said costs have been assessed and the fact that multiple owners have been joined in one (1) action shall not be considered by the court as a misjoinder of parties. If the structure is removed or demolished by the public officer, he shall sell the materials of such structure and shall credit the proceeds of such sale against the cost of the removal or demolition, and any balance remaining shall be deposited in the Chancery Court of Coffee County by the public officer, shall be secured in such manner as may be directed by such court, and shall be disbursed by such court to the person found to be entitled thereto by final order or decree of such court. Nothing in this section shall be construed to impair or limit in any way the power of the city to define and declare nuisances and to cause their removal or abatement, by summary proceedings or otherwise.

**13-309. Basis for a finding of unfitness.** The public officer defined herein shall have the power and may determine that a structure is unfit for human occupation or use if he finds that conditions exist in such structure which are dangerous or injurious to the health, safety or morals of the occupants or users of such structure, the occupants or users of neighboring structures or other residents of the city of Manchester. Such conditions may include the following (without limiting the generality of the foregoing): defects therein increasing the hazards of fire, accident,

or other calamities; lack of adequate ventilation, light, or sanitary facilities; dilapidation; disrepair; structural defects; or uncleanness.

**13-310. Service of complaints or orders.** Complaints or orders issued by the public officer pursuant to this chapter shall be served upon persons, either personally or by registered mail, but if the whereabouts of such persons are unknown and the same cannot be ascertained by the public officer in the exercise of reasonable diligence, and the public officer shall make an affidavit to that effect, then the serving of such complaint or order upon such persons may be made by publishing the same once each week for two (2) consecutive weeks in a newspaper printed and published in the city. In addition, a copy of such complaint or order shall be posted in a conspicuous place on premises affected by the complaint or order. A copy of such complaint or order shall also be filed for record in the Register's Office of Coffee County, Tennessee, and such filing shall have the same force and effect as other lis pendens notices provided by law.

**13-311. Enjoining enforcement of orders.** Any person affected by an order issued by the public officer served pursuant to this chapter may file a bill in chancery court for an injunction restraining the public officer from carrying out the provisions of the order, and the court may, upon the filing of such suit, issue a temporary injunction restraining the public officer from taking action pending the final disposition of the cause; provided, however, that within sixty (60) days after the posting and service of the order of the public officer, such person shall file such bill in the court. The remedy provided herein shall be the exclusive remedy and no person affected by an order of the public officer shall be entitled to recover any damages for action taken pursuant to any order of the public officer, or because of noncompliance by such person with any order of the public officer.

**13-312. Additional powers of public officer.** The public officer, in order to carry out and effectuate the purposes and provisions of this chapter, shall have the following powers in addition to those otherwise granted herein:

- (1) To investigate conditions of the structures in the city in order to determine which structures therein are unfit for human occupation or use;
- (2) To administer oaths, affirmations, examine witnesses and receive evidence;
- (3) To enter upon premises for the purpose of making examination, provided that such entry shall be made in such manner as to cause the least possible inconvenience to the persons in possession and in compliance with legal requirements for gaining entry;
- (4) To appoint and fix the duties of such officers, agents and employees as he deems

necessary to carry out the purposes of this chapter; and  
(5) To delegate any of his functions and powers under this chapter to such officers and agents as he may designate.

**13-313. Powers conferred are supplemental.** This chapter shall not be construed to abrogate or impair the powers of the city with regard to the enforcement of the provisions of its charter or any other ordinances or regulations, nor to prevent or punish violations thereof, and the powers conferred by this chapter shall be in addition and supplemental to the powers conferred by the charter and other laws.

**13-314. Structures unfit for human habitation or use deemed unlawful.** It shall be unlawful for any owner of record to create, maintain or permit to be maintained in the city structures which are unfit for human occupation or use due to dilapidation, defects increasing the hazards of fire, accident or other calamities, lack of ventilation, light or sanitary facilities, or due to other conditions rendering such dwellings unsafe or unsanitary, or dangerous or detrimental to the health, safety and morals, or otherwise, inimical to the welfare of the residents of the city. In addition to other enforcement actions taken pursuant to this chapter, violations of this section may subject the offender to a penalty of fifty dollars (\$50.00) for each offense. Each day a violation is allowed to continue shall constitute a separate offense.

This ordinance shall become effective upon final passage, the public welfare requiring it.

Passed this:

First Reading: \_\_\_\_\_

Second Reading: \_\_\_\_\_

\_\_\_\_\_  
Joey Hobbs, Mayor

\_\_\_\_\_  
Anthony Burrows, City Recorder

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

**AN ORDINANCE REZONING PROPERTY OWNED BY PEOPLES BANK AND TRUST COMPANY ON HIGHWAY 41 OUT OF THE HISTORIC DISTRICT**

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

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

WHEREAS the Historic Zoning Commission, at its meeting May 1, 2025, considered the rezoning request that the property owned by Peoples Bank and Trust Company, described below, be rezoned out of the Historic District, and voted to send that request to the Board with a negative recommendation; and

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the designated Historic District is hereby amended to remove the following described property owned by Peoples Bank and Trust Company located on Highway 41:

Map 076H Group G Parcel 006.00

BE IT FURTHER ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the Historic Zoning Overlay Map be amended to show this property as outside the Historic District; 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.

PASSED FIRST READING: \_\_\_\_\_, 2025

PASSED SECOND AND FINAL READING: \_\_\_\_\_, 2025

\_\_\_\_\_  
Joey Hobbs, Mayor

\_\_\_\_\_  
Anthony Burrows, Finance Director



PEOPLES BANK  
& TRUST COMPANY

April 2, 2025

TO: Mayor Joey Hobbs  
City of Manchester

RE: Removal of Historic District

Dear Mayor Hobbs:

This letter is a formal request by Peoples Bank & Trust Company for the removal of our property from the historic district. Our property is a vacant lot located on the corner of West Main Street and Highway 41. The property does not contain a historic building and prior to our purchase, it had a gas station and not a historic building on it. Our vacant lot faces Highway 41 and should not affect the historic district with our removal. Our property is equal to other properties on the square which were exempt from the historic district. We respectfully request the same removal.

If you have any questions, or need any additional information, please do not hesitate to give me a call at 931-728-3381 or by email at [pcalahan@bankwithpeoples.com](mailto:pcalahan@bankwithpeoples.com)

Respectfully,

Philip Calahan  
President/CEO

[www.bankwithpeoples.com](http://www.bankwithpeoples.com)

1203 Hillsboro Blvd. • P.O. Box 1049 • Manchester, TN 37349-1049 • (931) 728-3381 • Fax (931) 728-3255

Work Session  
April 24<sup>th</sup> 6:00

Manchester and which has been so designated by the historic zoning commission.

(h) "Historic landmark." Any individual historic resource that is significant and contributes to the historical, architectural, archaeological or cultural values within the City of Manchester and which has been so designated by historic zoning commission.

(i) "Ordinary repair and maintenance." Any work, the purpose of which is to correct any deterioration or decay of or damage to a structure or any part thereof and to restore the same, as nearly as may be practicable, to its condition prior to such deterioration, decay or damage, using the same materials or those materials available which are as close as possible to the original.

(j) "Relocation." Any change of the location of a structure in its present setting or another setting.

(k) "Structure." A nonmoveable work made up interdependent and interrelated parts in a definite pattern of organization.

(3) Boundaries of historical districts and landmarks. Upon adoption of this zoning ordinance the historic zoning commission shall delineate the boundaries of the historical district or landmark and have it approved by the Manchester City Board. After the boundary receives approval by the board, it shall be shown on the zoning map or as special overlays to the zoning map. Changes in the boundaries of the historical district or landmarks may occur after a recommendation by the historical zoning commission and approved by the board.

(a) Historic district defined. A historic district shall be defined as a geographically definable area which possesses a significant concentration, linkage or continuity of sites, buildings, structures or objects which are united by past events or aesthetically by plan or physical development, and which meets one (1) or more of the following criteria.

(i) That it is associated with an event which has made a significant contribution to local, state, or national historic; or

(ii) That it includes structures associated with the lives of persons significant in local, state, or national history; or

(iii) That it contains structures or groups of structures which embody the distinctive characteristics of a type, period, or method of construction, or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction; or

(iv) That it has yielded or may be likely to yield archaeological information important in history or prehistory; or

# peoples bank



5/28/2025, 11:33:04 AM

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-  Coffee Parcels
-  Coffee Addresses
-  Manchester Historic Zoning
-  Manchester City Limit
-  World Imagery

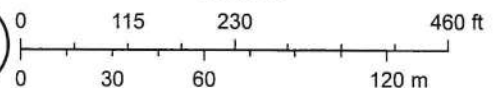
Low Resolution 15m Imagery

High Resolution 60cm Imagery

High Resolution 30cm Imagery

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60cm Resolution Metadata



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City of Manchester

Job Description

Job Title: City Engineer

Department: Community Development and Zoning(Codes)

Reports to: Community Development and Zoning Director

Prepared by: Brittany Fiske

Prepared Date: 5/27/2025

Approved by: BOMA(6/3/2025)

Description:

The City of Manchester, Tennessee is seeking a highly motivated professional for the position of **City Engineer**. This position must demonstrate an exemplary customer service approach to internal and external stakeholders and have a strong commitment to public service. This is a skilled, full-time position under the direct supervision of the Director. This employee participates in the review of land development (residential, and commercial) projects, infrastructure projects, and provides general engineering support to the Community Development and Zoning (Codes)Department, and other departments. Duties and responsibilities include providing technical expertise in areas of construction problems, floodplain and drainage issues; overseeing new development work; performing site inspections and estimating project costs; project management; and providing information to the public.

**Essential Duties and Responsibilities:**

**The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, repeated or a logical assignment to this classification. While this is intended to be an accurate reflection of the current job, the city reserves the right to revise the job. Other duties may be required and assigned.**

- Performs site inspections of infrastructure systems for compliance with municipal regulations.
- Coordinates new development construction with existing developments.
- Coordinates construction activities with departmental maintenance activities and with other governmental agencies.

- Provides some project management services for Capital Improvement Projects.
- Receives various documentation (project plans/documents/studies, site plans/plats, drainage calculations, water/sewer capacity calculations, architectural drawings, grading permits, excavation permits, etc.).
- Reviews, recommends, and/or approves; responds/forwards as appropriate.
- Responds to citizen/customer complaints and requests, to include providing information, researching problems, implementing solutions, etc.
- Responds to routine requests for information from officials, employees, members of the staff, the public or other individuals.
- Answers the telephone; provides information.
- Returns calls as necessary.
- Prepares and/or generates routine correspondence, letters, memoranda, forms, reports and other documents via computer or tablet.
- Copies and distributes correspondence, letters, memoranda and other related materials.
- Uses knowledge of various software programs to operate a computer in an effective and efficient manner.
- Attends and provides as needed commentary at Board of Mayor and Aldermen (BOMA), Planning Commission (P/C) and Board of Zoning Appeals (BOZA) meetings
- Provides support and guidance for the formation, planning, permitting, design, construction, and inspection of city infrastructure projects.
- Prepares, reviews, and presents reports, various management and information updates, and reports on special projects to the BOMA, as well as various boards and committees.
- Makes recommendations regarding expenditures, revenues, and purchases; researches and reviews outside funding opportunities to support the budget and provide additional resources for the City projects.
- Prepares Request for Proposals (RFPs) for technical and professional services.
- Will consult and collaborate with various personnel on proposed developments within the City. May review plans, and offer Engineering solutions to complex technical issues.
- Provides technical support and professional advice to the Director, City staff, Department heads, developers, residents, landowners, business owners, and other agencies.

- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Performs other duties as assigned

Must possess practical and verifiable knowledge of Civil Engineering principles, practices, and construction management. Will interface with Federal, State, and local agencies as well as contractors and other surrounding municipalities.

**Required Knowledge and Abilities:**

- Ability to interpret and apply federal, state, and local policies, procedures, laws and regulations.
- Ability to manage and prioritize multiple projects; ability to work independently and collaborative in nature.
- Ability to independently operate standard office equipment, computers, etc.
- Ability to take oral and written instructions.
- Ability to respond to inquiries from the public and members of the business community both effectively and professionally, while providing excellence in customer service.
- Working knowledge of modern office practices and procedures.
- Ability to read and interpret simple plans and maps, including tax maps.
- Knowledge of and experience in municipal procedures relating to finance, personnel, purchasing, office operations, risk management and public relations.
- Knowledge and experience in long term planning.
- Knowledge of construction techniques involving streets, sewers, etc.
- Knowledge and experience in executing operations management principles.
- Knowledge of the policies, procedures, and activities of relevant City and Public Works Department practices
- Knowledge of Development Services Department and design/construction practices as necessary in the completion of daily responsibilities.

- Ability to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department.
- Knowledge of Civil engineering principles and practices as applied to municipal public works, including planning and development, design and construction, and operation and maintenance.
- Knowledge of the methods of preparing designs, plans, specifications, estimates, reports, and recommendations relating to a variety of public works projects. Knowledge of the principles and practices of management and supervision.
- Knowledge of GIS software.

### **Work environment/Physical Demands:**

While performing this job, the employee is occasionally required to sit and frequently talk or hear. The employee is frequently required to walk, stand, with occasional climbing, balancing, stooping. The employee must also frequently use hands to operate, handle, or feel objects, tools or controls, and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Work is mostly performed indoors in a comfortable, climate- controlled office environment. However, this employee will also frequently work in the field, which may include inclement weather conditions. The noise level is moderate to high with a fast-paced schedule that requires interaction with the general public, elected officials, and other department heads.

### **QUALIFICATIONS**

- Bachelor's Degree in Civil Engineering or related field required, with two to four years of experience in the practice of municipal civil engineering, general construction, water and sewer system construction, stormwater drainage, roadway construction, estimating, and development plans review; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
- Valid Tennessee licensure as a Professional Engineer preferred

# City of Manchester

## Job Description

**Job Title:** Receptionist/Administrative Assistant  
**Department:** BOMA  
**Reports To:** Mayor  
**FLSA Status:** Non-Exempt / Part-Time  
**Prepared By:** Mayor Hobbs  
**Prepared Date:** January 21, 2025  
**Approved By:** Finance Committee  
**Approved Date:**  
**Approved by BOMA:**

### **SUMMARY:**

Responsible for managing day-to-day administrative tasks in the Mayor's Office, including answering phones, scheduling meetings, handling correspondence, preparing documents, organizing files, and providing general support to the Mayor's Office.

### **ESSENTIAL DUTES AND RESPONSIBILITIES:**

**Communication:** Answering and directing phone calls, responding to emails, and communicating with people in person.

**Scheduling:** Managing staff appointments, coordinating meetings, and booking travel arrangements.

**Office management:** Maintaining office supplies, ordering supplies, managing website information, and coordinating repairs to office equipment.

**Record keeping:** Filing paperwork and developing and maintaining a filing system.

**Data entry:** Entering data into spreadsheets and databases, and creating presentations and reports.

**Administrative support:** Providing general support to visitors, greeting visitors, and other staff members.

**Problem solving:** Resolving administrative problems and ensuring the confidentiality of sensitive information.

**Time management:** Prioritizing work, multi-tasking, and managing time efficiently.

Performs back up duties of the Executive Administrative Assistant to the Mayor.

Other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES:**

N/A

**REQUIRED SKILLS AND 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.

Proven experience as an administrative assistant or similar role.

Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook.)

Excellent organizational and time-management skills

Strong communication and interpersonal abilities.

Ability to work independently and as part of a team.

High school diploma or equivalent; associate or bachelor's degree preferred.

**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.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk to hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.