

**CITY OF MANCHESTER
BOARD OF MAYOR AND ALDERMEN
April 7, 2026 @ 5:30 P.M.
WORK SESSION
AGENDA
City Hall - Board Room**

1. CALL TO ORDER:

2. APPROVAL OF AGENDA:

3. PRESENTATION BY MCS:

4. OLD BUSINESS:

5. NEW BUSINESS:

6. ADJOURNMENT:

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

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

**April 7, 2026, at 6:30 pm
City Hall Board Room
5:30 pm Work Session**

1. ROLL CALL:

2. INVOCATION:

3. PLEDGE TO THE FLAG

4. APPROVAL OF AGENDA

5. MINUTES

3-3-26 BOMA Meeting Minutes

6. COMMENTS FROM CITIZENS

7. COMMENTS FROM MAYOR

8. COMMITTEE AND COMMISSION REPORTS

*Safety *Finance *Street *Water & Sewer *Recreation *Tourism *Planning & Zoning
*Historic Zoning

9. RESOLUTIONS AND ORDINANCES

Resolutions:

- a) A resolution to authorize an application for a Tennessee Department of Transportation SS4A Grant with City match; sponsored by Vice Mayor Messick.
- b) A resolution adopting a Plan of Services preliminary to annexation of two (2.0) acres of property owned by Carolyn Clabough, located at 92, 116, and 138 Toliver Lake Road; sponsored by Vice Mayor Messick.
- c) A resolution annexing two (2.0) acres of property owned by Carolyn Clabough, located at 92, 116, and 138 Toliver Lake Road; sponsored by Vice Mayor Messick.

Ordinances:

- a) 2nd reading of an ordinance to amend Manchester Municipal Code 14-606 relative to R-1 minimum lot size dimensional requirements; sponsored by Vice Mayor Messick.
- b) 2nd reading of an ordinance adding provisions to Manchester Municipal Code 5-703 regarding purchasing authority; sponsored by Alderman Crosslin.
- c) 2nd reading of an ordinance to revise Title 18 Chapter 7 of Manchester Municipal Code, Pretreatment ordinance; sponsored by Alderman Crosslin.
- d) 2nd reading of an ordinance to amend Manchester Municipal Code 2-301 ET. SEQ., to create a Department of Tourism and Advisory Board; sponsored by Mayor Hobbs.
- e) 1st reading of an ordinance zoning that property owned by Carolyn Clabough, located at 92, 116, and 138 Toliver Lake Road to R-1 and recently annexed into the City; sponsored by Vice Mayor Messick.
- f) 1st reading of an ordinance amending the Budget Ordinance for Fiscal Year 2025-2026, Ordinance No. 1743; sponsored by Alderman Crosslin.
- g) 1st reading of an ordinance amending provisions to the Manchester Municipal Code 4-204 regarding job description approval; sponsored by Alderman Crosslin.
- h) 1st reading of an ordinance amending provisions to the Manchester Municipal Code 17-102 regarding clean premises; sponsored by Alderman Crosslin.
- i) 1st reading of an ordinance amending provisions to Manchester Municipal Code 4-218 regarding vacation leave; sponsored by Alderman Crosslin.

10. OLD BUSINESS

11. NEW BUSINESS

- a) Tourism Commission Citizen Appointment
- b) Tourism Director Job Description

12. ITEMS FROM THE BOARD OF MAYOR AND ALDERMAN

13. ADJOURNMENT: Beer Board

RESOLUTION NO. _____

A RESOLUTION TO AUTHORIZE AN APPLICATION FOR A TENNESSEE DEPARTMENT OF TRANSPORTATION SS4A GRANT WITH CITY MATCH

WHEREAS the City of Manchester recognizes the need to have safe streets and roads; and

WHEREAS the City of Manchester wishes to implement an initiative to support planning, infrastructure, and behavioral and operational projects to prevent fatalities and serious injuries; and

WHEREAS there will be Tennessee Department of Transportation SS4A Grant funds available to fund some of the cost of this initiative; and

WHEREAS the City of Manchester Public Works Department wishes to apply for said grant funds; and

WHEREAS Manchester Municipal Code 5-703(4) requires any possible obligation exceeding \$35,000 be approved by resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the City of Manchester Public Works Department apply for a Tennessee Department of Transportation SS4A Grant with the City's match obligation not to exceed Sixty Thousand and 00/100 Dollars (\$60,000.00).

BE IT FURTHER RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that any resolution inconsistent herewith, including, but not limited to, any resolution restricting spending be amended to allow payment of any City obligation under this resolution.

BE IT FURTHER RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the Mayor and Finance Director are authorized to execute the necessary documents to apply and contract for this grant.

Resolved this _____ day of _____ 2026.

Joey Hobbs, Mayor

Anthony Burrows, Finance Director

RESOLUTION NO. _____

A RESOLUTION ADOPTING A PLAN OF SERVICES PRELIMINARY TO ANNEXATION OF TWO (2.0) ACRES OF PROPERTY OWNED BY CAROLYN CLABOUGH, LOCATED AT 92, 116, AND 138 TOLIVER LAKE ROAD

WHEREAS Carolyn Clabough, owns certain property located at 92, 116, and 138 Toliver Lake Road, which she has requested the City to annex, described as follows:

MAP 086 Parcel 058.03

BEGINNING at an iron pin North 86° 39.1' West 786.8 feet from the intersection of the north margin of Toliver Road with west margin of Old Manchester-Tullahoma Road; thence North 5° 34' East 207.62 feet to an iron pin; thence South 86° 39.4' East 416.65 feet to an iron pin; thence South 3° 17.3' West 207.48 feet to an iron pin; thence North 86° 39.1' West 424.90 feet to the point of beginning, containing 2.0 acres more or less, according to survey of Alton C. Morris, PE, RLS 1064, dated 20 Aug. 81.

Being the same property conveyed to Carolyn Clabough, by Warranty Deed of record in Book W180, page 495, 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 February 10, 2026, Police Department dated January 30, 2026; Manchester Fire-Rescue dated 30 January 2026; City of Manchester Street Department provided in February, 2026; Finance Office dated February 6, 2026; Health and Codes Department dated February 3, 2026; Manchester City Schools dated February 2, 2026 and the Manchester Parks and Recreation Department dated February 6, 2026; and

WHEREAS the Plan of Services was studied by the Manchester Regional Planning Commission at its meeting February 16, 2026, and it generated its written report dated March 4, 2026, 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 April 7, 2026.

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 Carolyn Clabough:

MAP 086 Parcel 058.03

BEGINNING at an iron pin North 86° 39.1' West 786.8 feet from the intersection of the north margin of Toliver Road with west margin of Old Manchester-Tullahoma Road; thence North 5° 34' East 207.62 feet to an iron pin; thence South 86° 39.4' East 416.65 feet to an iron pin; thence South 3° 17.3' West 207.48 feet to an iron pin; thence North 86° 39.1' West 424.90 feet to the point of beginning, containing 2.0 acres more or less, according to survey of Alton C. Morris, PE, RLS 1064, dated 20 Aug. 81.

Being the same property conveyed to Carolyn Clabough, by Warranty Deed of record in Book W180, page 495, Register's Office of Coffee County, Tennessee.

Resolved this _____ day of April 2026.

Joey Hobbs Mayor

Anthony Burrows, Finance Director



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



March 4, 2026

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

RE: 92/116/138 Toliver Lake Rd (Approximately 2 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 plan of services (the "Plan of Services") for the property currently owned by Carolyn Clabough as described in Warranty Deed Book W180, page 495-496, 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 3-year process to plan for construction of new school buildings by purchasing property for such construction. The three dwellings on the parcel are currently utilizing sub-surface sewage disposal, should public sewer become available the property owner will have ninety (90) days to connect to such service; the dwellings utilize MWSD for water services. All other departments will provide services as well.

Following the aforementioned study at its duly called meeting on February 16, 2026, the Planning Commission voted to recommend approval of the Plan of Services.

Sincerely,

MARK A. WILLIAMS, CHAIRMAN
MANCHESTER PLANNING COMMISSION

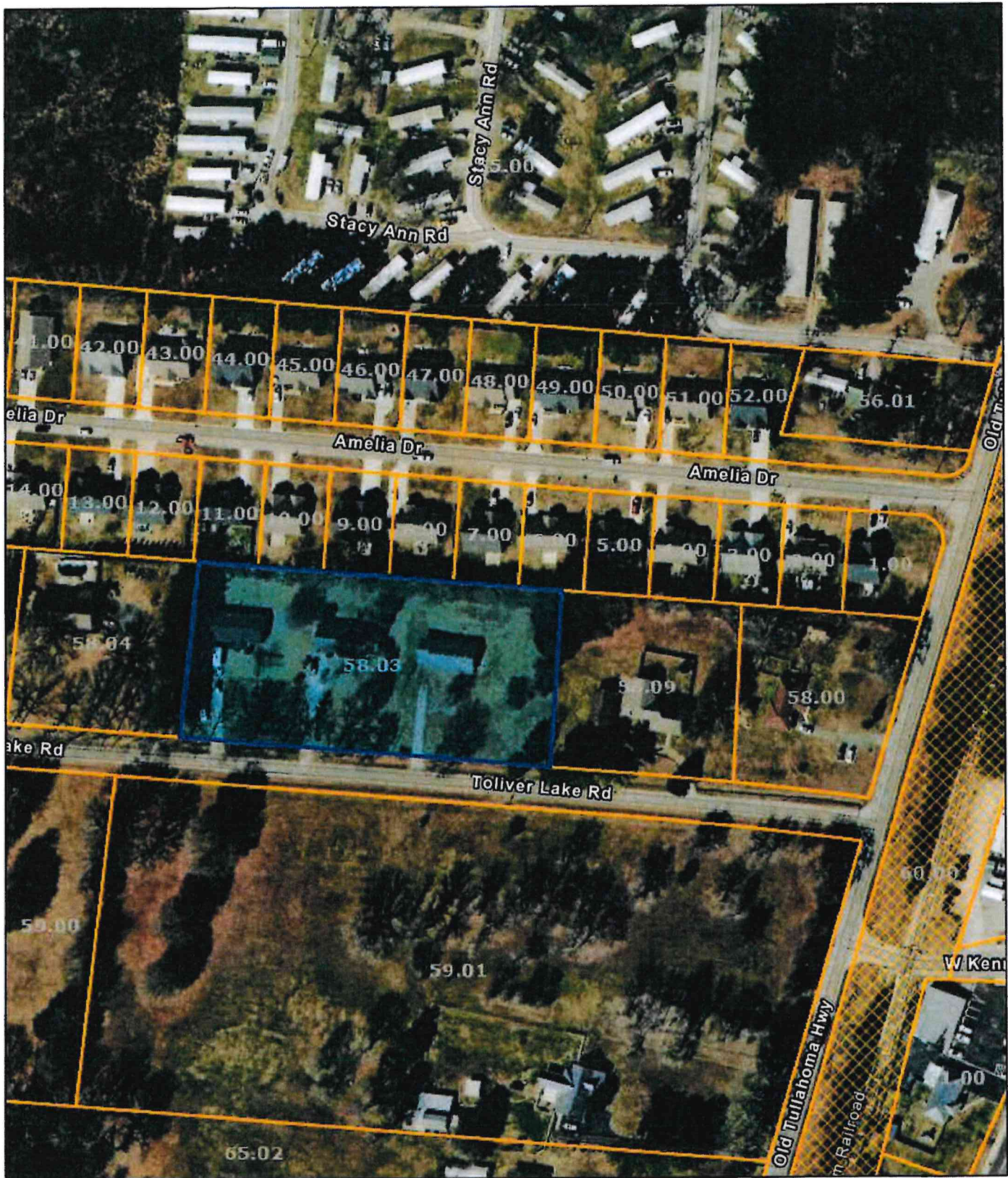
MAW/mt

Cc: Brittany Fiske, Community Development and Zoning Director



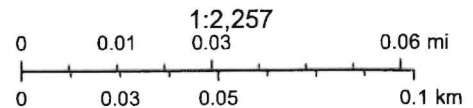
92/116/138 Toliver Lake Road
Plans of Service

Coffee County - Parcel: 086 058.03



Date: February 19, 2026

County: COFFEE
Owner: CLABOUGH CAROLYN C
Address: TOLIVER LAKE RD 92 /116/138
Parcel ID: 086 058.03
Deeded Acreage: 2
Calculated Acreage: 0



Slate 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



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



February 3, 2026

Re: Plan of service for the proposed annexation of property owned by Estate of Carolyn Clabough. Property located at 92, 116 and 138 Toliver Lake Rd, .Map 086, parcel 058.03. This property contains approximately 2 acres.

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,

Brittany Fiske
Community Development and Zoning 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 parcel, 2 acres with 3 addresses, 92 Toliver Lake Rd, 116 Toliver Lake Rd and 138 Toliver Lake Rd, owned by Carolyn F Clabough.

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)

Note: The current ROW appears to only be 30ft. The minimum required city ROW is 50ft. An additional ROW acquisition may be necessary to allow for roadway and shoulder maintenance. Resurfacing /paving of acquired ROW costs would bear minimal additional budgeting to the city

THESE SERVICES WOULD BE PROVIDED AS SOON AS THERE IS FINAL BOARD APPROVAL.



City of Manchester
Finance Office
200 W. Fort Street
Manchester, Tennessee 37355

February 6, 2026

To: Brittany Fiske

From: Anthony Burrows

Re: Plan of Service for the annexation of property located at Perry Road, Tax Map 086, Parcel 008.14; Cat Creek Road, Tax Map 086 Parcel 008.13, and Tolliver Lake Road, Tax Map 086, Parcel 058.03 all owned by Carolyn Clabough.

The Finance Department's Plan of Service will be for the collection of property taxes and any other taxes or fees 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,

A handwritten signature in black ink, appearing to read "Anthony Burrows", is written over a horizontal line.

Anthony Burrows
Finance Director

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•
•
•

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

Manchester Police Department

January 30, 2026

To: Brittany Fiske
From: Adam Floied
Chief of Police
Ref: Plan of service for Tolivar Lake Road

This is a response to a Plan of Service request for property owned by Carolyn Clabough, property located on Tolivar Lake Road (Map 086, Parcel 058.03), Manchester, TN, of approximately 2 acres. Manchester Police patrol, response to calls, and other routine police services, using present personnel and equipment, will be provided on the effective date of annexation. The present level of police services throughout the city will be adequate to provide the same services to the newly annexed area.

Respectfully,


Adam Floied
Chief of Police

• • • • •



Manchester City Schools

Dr. Joey Vaughn, Director

800 Park Street

Manchester, TN 37355

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

February 2, 2026

Ms. Brittany Fiske
Community Development and Zoning Director
107 Hillsboro Blvd.
Manchester, TN 37355

RE: Plan of Service - Property Owned by Carolyn Clabough

Dear Ms. Fiske:

If the property being annexed (Toliver Lake Road, Map 086, Parcel 058.03) is developed residential, below are the needs to support the Plan of Service.

- The property is zoned for Westwood Elementary and Westwood Middle.
- Currently WMS is at capacity with over 500 students.
- WES has an enrollment of 517 and would have limited space for growth.

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



MANCHESTER FIRE - RESCUE

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

30 Jan 2026

REPLY TO
ATTN OF: Community Development and Zoning Director

FROM: Manchester Fire-Rescue, Chief Chambers

SUBJECT: Plan of Service for Annexation of property on Toliver Lake Rd Map ID 086
Parcel 058.03, with approximately 2 acres into the City Limits

Manchester Fire-Rescue can provide fire protection services to this area when annexed into the City of Manchester. 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



WAREHOUSE (931) 728-1273

BILLING OFFICE (931) 728-7171

February 10, 2026

Brittany Fiske
Community Development and Zoning Director
107 Hillsboro Blvd.
Manchester, TN 37355

*Re: Plan of Service for Proposed Annexation of Properties owned by Carolyn Clabough located on Toliver Lake Rd.
(Map 086, Parcel 058.03)*

Ms. Fiske,

Water

There is an 8" water main that runs along Toliver Lake Rd. on the same side of the roadway as the property. There is also a 10" water main that runs along on the west side of Old Tullahoma Hwy.

Sewer

As shown on the attached map, sewer is not available for the property. The nearest 10" gravity main is east of the property approximately 445 feet east side of Old Tullahoma 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 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.

Water and Sewer Viewer

Lonnie Foley
lfoley_rnwsd





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

Brittany Fiske
Community Development and Zoning Director
107 Hillsboro Blvd.
Manchester, TN 37355

February 6, 2026

Re: Plan of Service for Property Owned by Carolyn Clabough – Parcel Identified as Tax Map
086, Parcel 058.03 – Located on Toliver Lake Road

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.

Sincerely,

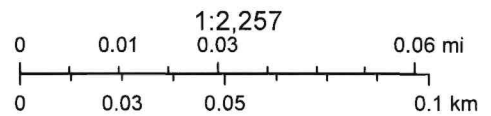
A handwritten signature in blue ink that reads "A.J. Fox".

A.J. Fox
Parks and Recreation Director



Date: March 4, 2026

County: COFFEE
 Owner: CLABOUGH CAROLYN C
 Address: TOLIVER LAKE RD 92 /116/138
 Parcel ID: 086 058.03
 Deeded Acreage: 2
 Calculated Acreage: 0
 Vexcel Imagery Date: 2023



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

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.

RESOLUTION NO. _____

**A RESOLUTION ANNEXING TWO (2.0) ACRES OF PROPERTY OWNED BY
CAROLYN CLABOUGH, LOCATED AT 92, 116, AND 138 TOLIVER LAKE
ROAD**

WHEREAS Carolyn Clabough owns certain property, being 2 acres located at 92, 116, and 138 Toliver Lake Road, which she has requested in writing that the City annex described as follows:

Map 086 Parcel 058.03

BEGINNING at an iron pin North 86° 39.1' West 786.8 feet from the intersection of the north margin of Toliver Road with west margin of Old Manchester-Tullahoma Road; thence North 5° 34' East 207.62 feet to an iron pin; thence South 86° 39.4' East 416.65 feet to an iron pin; thence South 3° 17.3' West 207.48 feet to an iron pin; thence North 86° 39.1' West 424.90 feet to the point of beginning, containing 2.0 acres more or less, according to survey of Alton C. Morris, PE, RLS 1064, dated 20 Aug. 81.

Being the same property conveyed to Carolyn Clabough, by Warranty Deed of record in Book W180, page 495, Register's Office of Coffee County, Tennessee.

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 April 7, 2026.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that pursuant to the request of the current owner, Carolyn Clabough, that same property now owned by her, and described as follows, be annexed into the City of Manchester:

Map 086 Parcel 058.03

BEGINNING at an iron pin North 86° 39.1' West 786.8 feet from the intersection of the north margin of Toliver Road with west margin of Old Manchester-Tullahoma Road; thence North 5° 34' East 207.62 feet to an iron pin; thence South 86° 39.4' East 416.65 feet to an iron pin; thence South 3° 17.3' West 207.48 feet to an iron pin; thence North 86° 39.1' West 424.90 feet to the point of beginning, containing 2.0 acres more or less, according to survey of Alton C. Morris, PE, RLS 1064, dated 20 Aug. 81.

Being the same property conveyed to Carolyn Clabough, by Warranty Deed of record in Book W180, page 495, Register's Office of Coffee County, Tennessee.

Resolved this _____ day of _____ 2026.

Joey Hobbs, Mayor

Anthony Burrows, Finance Director

CITY OF MANCHESTER, TENNESSEE

DEPARTMENT OF HEALTH AND CODES

200 W. Fort Street

Manchester, TN 37355

931-723-1464

Email: gfrazier@cityofmanchestertn.com

REZONING APPLICATION

FEE: \$200

DATE: 1/22/26

MEETING DATE: 2/16/26

CASE #: 02-2026

TIME OF MEETING: 5:30 P.M.

LOCATION: CITY HALL MEETING ROOM

- APPROVAL ¹¹⁷⁷²⁶ To Bama Positive
- DISAPPROVAL
- NO ACTION TAKEN

MANCHESTER PLANNING COMMISSION

Name of Property Owner: Lisa Parks, Executrix of the Estate of Carolyn Clabough

Address of Owner: 740 Cat Creek Road

Home Phone: 931-434-1718 Work Phone: _____

I hereby request to the Planning Commission:

Rezoning: ~~Annexation~~ to R-3 R-1

Intended Use: Residential

Address of Property: 92 Toliver Lake Road, 116 + 138

Property Tax Map No: _____ Group: _____ Control Map: 086 Parcel No. 058.03

Is this property in a Flood Hazard Area per FIRM Map No. 47031C0-0203C
Map Revised: August 4, 2008.

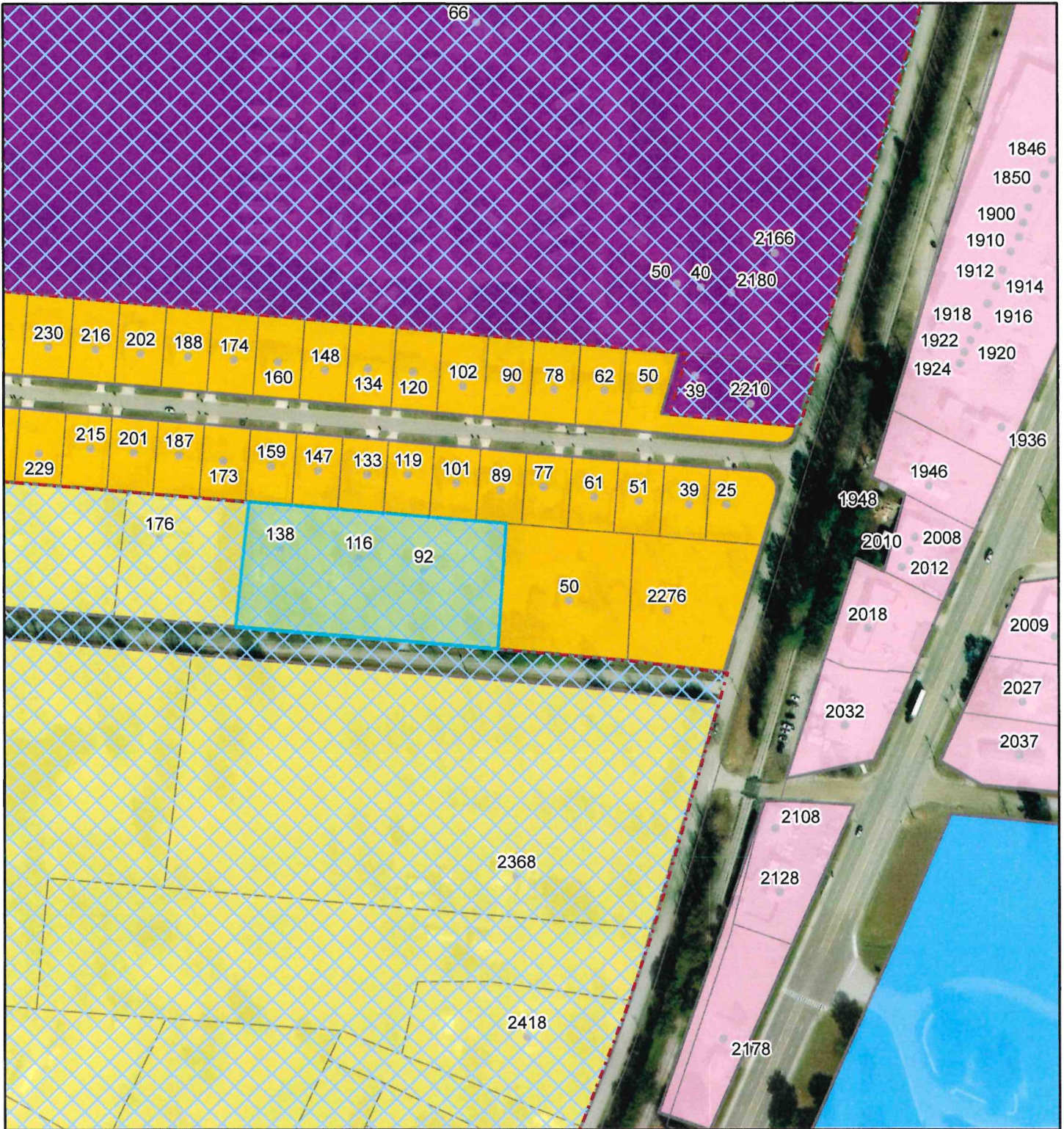
Note: _____

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

[Signature] for Lisa Parks
Signature of Owner/Authorized Agent

- Rezoning instruction sheet received
- Site Plan checklist received

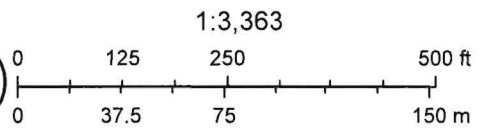
Land Use Plan



3/4/2026, 12:36:41 PM

-  Manchester City Limit
-  Coffee UGB
-  MANCHESTER
-  Coffee Parcels
-  Coffee Addresses
- Manchester Landuse**
-  Commercial, Central and General Neighborhood
-  Institutional and Other Public
-  Residential Low Density / Single Family Duplexes

-  Residential Medium Density / Single Family Duplexes
-  High Density Mobile Home
-  World Imagery
-  Low Resolution 15m Imagery
-  High Resolution 60cm Imagery
-  High Resolution 30cm Imagery
-  Citations
-  60cm Resolution Metadata



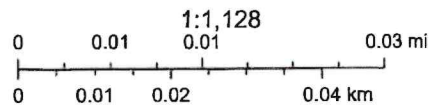
Vantor

Coffee County - Parcel: 086 058.03



Date: January 22, 2026

County: COFFEE
Owner: CLABOUGH CAROLYN C
Address: TOLLIVER LAKE RD 92 /116/138
Parcel ID: 086 058.03
Deeded Acreage: 2
Calculated Acreage: 0
Vexcel Imagery Date: 2023



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

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.



CITY OF MANCHESTER, TENNESSEE

BUILDING PERMIT

VAR, SPEC EXC, REZONING, ORD AMD

PERMIT #: 117726

DATE ISSUED: 1/22/2026

DESCRIPTION: VAR, SPEC EXC, REZONING, ORD AMD
 LOCATION: 92 TOLIVER LAKE RD
 SUBDIVISION:
 LOT#

DEBRIS
 AFFADAVIT W/C
 TILE PERMIT

OWNER NAME: LISA PARKS
 ADDRESS: 740 CAT CREEK RD
 CITY: MANCHESTER
 STATE: TN
 ZIP: 37355
 PHONE:

CONTRACTOR: LISA PARKS
 ADDRESS: 740 CAT CREEK RD
 CITY: MANCHESTER
 ST: TN
 ZIP: 37355
 PHONE: 931-434-1718
 LICENSE:

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

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

FRONT SETBACK:
 LEFT SETBACK:

REAR SETBACK:
 RIGHT SETBACK:

TOTAL BLDG FEES \$ 200.00

Remarks _____

If not approved, give reason: _____

Board of Zoning Appeals in case number _____ adopted _____

Application approved by _____

NOTICE

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

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

See application

 (SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT) DATE

Brittany L. ... 1/22/26

 (ZONING / BLDG CODE EXAMINER) DATE

 (BLDG INSPECTOR) DATE

ORDINANCE NO. _____

AN ORDINANCE TO AMEND MANCHESTER MUNICIPAL CODE 14-606 RELATIVE TO R-1 MINIMUM LOT SIZE DIMENSIONAL REQUIREMENTS

WHEREAS Manchester Municipal Code 14-606(6)(a) establishes the minimum lot size DIMENSIONAL REQUIREMENTS in a R-1 residential district; and

WHEREAS the Manchester Planning Commission has recommended a change to the R-1 minimum dimensional requirements; 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 14-606(6)(a) be amended to delete the current wording and to add the following:

(a) Minimum lot size.

<u>Minimum area</u>	15,000 square feet
<u>Lot width at building setback</u>	100 feet

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: _____ March 3 _____, 2026

PASSED SECOND AND FINAL READING: _____, 2026

Joey Hobbs, Mayor

Anthony Burrows, Finance Director

Existing

14-85

(5) Uses prohibited. In the R-1, large lot residential district, any use not permitted by right, by accessory use, or as a special exception as defined above is strictly prohibited.

(6) Dimensional requirements. All uses permitted in the R-1, large lot residential district, shall comply with the following requirements.

(a) Minimum lot size.

Minimum area

With sewer	15,000 square feet
Without sewer	15,000 square feet

Lot width at building setback

With sewer	100 feet
Without sewer	125 feet

(b) Minimum yard requirements.

Front yard setback*	35 feet
Side	20 feet
Rear	25 feet

*The front yard setback will be required to meet the average setback of existing residential structures along the same street in the one hundred fifty feet (150') adjoining the lot. In no case shall this required front yard setback be more than fifty feet (50') feet.

(c) Maximum lot coverage. On any lot, the area occupied by all structures, including accessory structures, shall not exceed thirty (30) percent of the total area.

(d) Height requirements. No principal building shall exceed three (3) stories or thirty-five (35) feet in height, and no accessory structure shall exceed two (2) stories in height, except as provided in § 14-704.

(e) Parking space requirements. As regulated in § 14-501.

(f) Landscaping. The front yard, excluding necessary driveways, shall be landscaped and not used for automobile storage.

(g) Accessory structures. (i) With the exception of signs and fences, accessory structures shall not be erected in any required front yard.

(ii) Accessory structures shall be located at least five (5) feet from any side lot line, from the rear lot line, and from any building on the same lot. (1972 Code, § 11-605.1, as amended by Ord. #817, May 1998, Ord. #1577, Aug. 2019 *Ch21_07-05-22*, and Ord. #1661, Nov. 2022 *Ch22_04-04-23*)

Proposed

14-85

(5) Uses prohibited. In the R-1, large lot residential district, any use not permitted by right, by accessory use, or as a special exception as defined above is strictly prohibited.

(6) Dimensional requirements. All uses permitted in the R-1, large lot residential district, shall comply with the following requirements.

(a) Minimum lot size.

Minimum area

15,000 square feet

Lot width at building setback

100 feet

(b) Minimum yard requirements.

Front yard setback*

35 feet

Side

20 feet

Rear

25 feet

*The front yard setback will be required to meet the average setback of existing residential structures along the same street in the one hundred fifty feet (150') adjoining the lot. In no case shall this required front yard setback be more than fifty feet (50') feet.

(c) Maximum lot coverage. On any lot, the area occupied by all structures, including accessory structures, shall not exceed thirty (30) percent of the total area.

(d) Height requirements. No principal building shall exceed three (3) stories or thirty-five (35) feet in height, and no accessory structure shall exceed two (2) stories in height, except as provided in § 14-704.

(e) Parking space requirements. As regulated in § 14-501.

(f) Landscaping. The front yard, excluding necessary driveways, shall be landscaped and not used for automobile storage.

(g) Accessory structures. (i) With the exception of signs and fences, accessory structures shall not be erected in any required front yard.

(ii) Accessory structures shall be located at least five (5) feet from any side lot line, from the rear lot line, and from any building on the same lot. (1972 Code, § 11-605.1, as amended by Ord. #817, May 1998, Ord. #1577, Aug. 2019 *Ch21_07-05-22*, and Ord. #1661, Nov. 2022 *Ch22_04-04-23*)

ORDINANCE NO. _____

**AN ORDINANCE ADDING PROVISIONS TO MANCHESTER MUNICIPAL CODE
5-703 REGARDING PURCHASING AUTHORITY**

WHEREAS THE State of Tennessee recently amended its statutes (TCA 12-3-1212) increasing monetary amounts for municipal central purchasing authorities with full-time Purchasing Agents and the Manchester Municipal Code needs updating to reflect those amounts; and

WHEREAS The City of Manchester has now hired a full-time Purchasing Agent; and

WHEREAS the Board of Mayor and Aldermen believe it in the best interest of the City of Manchester that MMC 5-703 be amended to reflect the increase in authority granted by the State of Tennessee.

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the entire MMC 5-703 be amended by deleting the figures “\$1499”, “\$2499”, and \$4999 wherever they are found, and replacing them with “\$14,999”; and

BE IT FURTHER ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that MMC 5-703(2) be amended by deleting the second paragraph in its entirety, and replacing it with:

“When seeking goods and services exceeding \$14,999 and specific to the department’s operation, the department completes the purchase requisition form and submits it, including specifications, with three written quotes from available vendors and other supporting data to the finance department for review. Upon approval by the Mayor, a purchase order will be issued, Goods and services needed for general government or functions shall be processed by the purchasing agent or his/her designee.”

and

by deleting the figures “\$1500”, “\$2500”, and \$5000 wherever they are found, and replacing them with “\$15,000”; and that the figure “\$9,999” be deleted wherever it is found, and replacing it with “\$34,999”; and the word “written” be added between the words “three” and “quotes”; and

BE IT FURTHER ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that MMC 5-703(3) be amended by deleting the second and third paragraphs and replacing it with:

“When seeking goods and services exceeding \$34,999 and specific to the department’s operation, the department completes the purchase requisition form and submits it, including specifications, with three written quotes from available vendors and other supporting data to the finance department for review. Upon approval by the appropriate committee, a purchase order will be issued, Goods and services needed for general government or functions shall be processed by the purchasing agent or his/her designee.”

and

by deleting the figure “\$9,999” wherever it is found, and replacing it with “\$34,999”; and by deleting the figure “\$10,000” wherever it is found, and replacing it with “\$35,000”; and that the figure “\$24,999” be deleted wherever it is found, and replacing it with “\$49,999”; and

BE IT FURTHER ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that MMC 5-703(4) be amended by deleting the figure “\$35,000” wherever it is found, and replacing it with “\$50,000”; 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, the public welfare of the City of Manchester, Tennessee requiring it.

PASSED FIRST READING: _____ March 3 _____, 2026

PASSED SECOND AND FINAL READING: _____, 2026

Joey Hobbs, Mayor

Anthony Burrows, Finance Director

ORDINANCE NO. _____

**AN ORDINANCE TO REVISE TITLE 18 CHAPTER 7 OF MANCHESTER
MUNICIPAL CODE, PRETREATMENT ORDINANCE**

WHEREAS the City of Manchester regulates the pretreatment of water, as set forth in Title 18 Chapter 7 of Manchester Municipal Code; and

WHEREAS the Board of Mayor and Aldermen of the City of Manchester believes it to be in the best interest of the City to revise the current Pretreatment 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 18 Chapter 7 of Manchester Municipal Code be revised to delete the current Chapter 7 and replace it with the attached Pretreatment 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: _____ March 3 _____, 2026

PASSED SECOND AND FINAL READING: _____, 2026

Joey Hobbs, Mayor

Anthony Burrows, Finance Director

ORDINANCE NO. _____

**AN ORDINANCE TO AMEND MANCHESTER MUNICIPAL CODE 2-301 ET. SEQ.,
TO CREATE A DEPARTMENT OF TOURISM AND ADVISORY BOARD**

WHEREAS Manchester Municipal Code 2-301 et. seq. currently establishes the rules governing the meetings and organization of the Tourist and Community Development Commission and for the conduct of the meetings of said Commission; and,

WHEREAS the Board of Mayor and Alderman feel it appropriate to amend the current structure established in said code chapter, and establish a Department of Tourism and advisory board, to further the conduct of orderly and efficient promotion of tourism, to conduct the operations of the Event Center, and believe these additions are prudent for the efficiency of government.

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that Manchester Municipal Code 2-301 et. seq. be deleted in its entirety and the following provisions enacted in its place as follows:

“CHAPTER 3

DEPARTMENT OF TOURISM AND ADVISORY BOARD

SECTION

- 2-301. Department established.
- 2-302. Purpose.
- 2-303. Funding.
- 2-304. Citizen's advisory board.
- 2-305. Function of citizen’s advisory board.
- 2-306. Appointment of executive director.
- 2-307. Fiscal and budgetary requirements.

2-301. Department established. There is hereby established a Department of Tourism for the purpose of promoting tourism and convention business within the corporate limits of Manchester, Tennessee and to manage the Manchester Event Center.

2-302. Purpose. The Department of Tourism shall plan to conduct programs of information and publicity designed to attract to the city, tourists, visitors, and other interested persons from outside of the corporate limits, and to also encourage and coordinate the efforts of other public and private organizations or groups of citizens to publicize the facilities and attractions of the area for the same purpose. The department shall also oversee and operate the event center and welcome centers of the city.

2-303. Funding. The department shall be funded by the following sources of revenue:

(1) From the Hotel/Motel Tax Fund. 100 percent of the Hotel/Motel Tax.

(2) Revenues derived from the event center operations and other revenues generated by department operations.

(3) Such other funds or appropriations as may be budgeted by the board of mayor and aldermen.

2-304. Citizen's advisory board. (1) There is hereby established a citizen's advisory board for the department of tourism. The board shall be comprised of 7 voting members as set out below. The board shall consist of people from the following segments of the community:

- City Aldermen
- City Aldermen
- Lodging facilities
- Restaurants
- Retail
- At-large
- At-large
- City Mayor (ex-officio)

- Chamber of Commerce Executive Director or his/her designee (ex-officio)
- Tourism Executive Director (ex officio)

(2) Terms of office. The two city alderman members of the citizens advisory board shall serve two (2) year terms which shall be staggered. At their initial appointment, one city alderman appointee shall be given a one-year term, and the second city alderman appointee shall be given a two-year term. Thereafter, all city alderman appointees shall have two-year terms. The two at-large members of the Board shall have their first term be one year, and the other three members shall be two-year appointments. Thereafter all five members of the board which represent various segments of the community shall have two-year terms.

(4) Appointment process. The Board of Mayor and Aldermen of the City of Manchester shall confirm the appointment by the mayor of the two city Alderman members and the 5 voting members of the board representing the various segments of the economy as set out above. Following submittal of the mayor's appointments to the Board of Mayor and Alderman on or by January 15th of each year, the Board of Mayor and Aldermen shall, at their next regularly scheduled board meeting, consider the mayor's appointments to the board. If any recommended appointee shall not receive confirmation of the Board of Mayor and Aldermen, the mayor shall make further appointments to the Board of Mayor and Aldermen. If a successful confirmation has not been made after three nominations from the mayor, the mayor will then appoint someone from that segment of the community to the board without further action required.

(5) Board attendance policy. Members of the citizens advisory board shall be required to attend at least sixty percent (60%) of the regularly scheduled meetings of the board. Any member not attending sixty percent (60%) of the regular board meetings in the year following first appointment and annually thereafter shall be removed from the board unless waived if there are extenuating circumstances as determined by a vote of the citizen's advisory board. Prior to the expulsion of any member, a notice must be sent to a member advising of the possibility of expulsion if additional meetings are

missed. No meeting of the Advisory Board shall be held unless four voting members are present, which shall be deemed to create a quorum.

2-305. Function of citizens advisory board. The role and function of the advisory board shall be advisory in nature, providing guidance and recommendations to the Board of Mayor and Aldermen and the Executive Director of Tourism, relating to the development of the operational policy for the Department of Tourism, and the expenditure for any and all funds appropriated for use by the department including, but not limited to, any advertising budgets established in conjunction with the public or private sector. The board shall meet upon call, or at a regularly scheduled place and time and shall advise and assist the Department of Tourism in the formulation of goals, budgetary guidelines, marketing plans and other such policies as are necessary to best serve the citizens of the City of Manchester. The board shall annually elect a chairman, vice-chairman and a secretary, maintain accurate minutes of each and every meeting, and otherwise comply with the laws of this state in regard to providing adequate notice and publication of each meeting. The advisory board, may from time to time, adopt such bylaws, as it may consider advisable, as long as it doesn't conflict with established law.

2-306. Appointment of executive director. The city mayor shall recommend an executive director as the administrative head of the Department of Tourism to be approved by the Board of Mayor and Alderman. The salary, benefits and job description for the executive director shall be fixed by the Board of Mayor and Aldermen.

2-307. Fiscal and budgetary requirements. The Department of Tourism shall present an annual budget, and any and all expenditures shall be made in accordance with the established budget, and otherwise in the same manner and under the same guidelines provided for in the city charter. The executive director and the Department of Tourism citizens advisory board shall prepare and submit to the city finance director an administrative budget and, in addition thereto, are authorized to budget separately any special advertising or promotional budget designed for specific purposes for the city. “

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: _____ December 2 _____, 2025

PASSED SECOND AND FINAL READING: _____, 2026

Joey Hobbs, Mayor

Anthony Burrows, Finance Director

ORDINANCE NO. _____

**AN ORDINANCE ZONING THAT PROPERTY OWNED BY CAROLYN CLABOUGH,
LOCATED AT 92, 116, AND 138 TOLIVER LAKE ROAD TO R-1 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 Carolyn Clabough; 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 Carolyn Clabough be zoned to R-1 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 Carolyn Clabough:

Map 086 Parcel 058.03

BEGINNING at an iron pin North 86° 39.1' West 786.8 feet from the intersection of the north margin of Toliver Road with west margin of Old Manchester-Tullahoma Road; thence North 5° 34' East 207.62 feet to an iron pin; thence South 86° 39.4' East 416.65 feet to an iron pin; thence South 3° 17.3' West 207.48 feet to an iron pin; thence North 86° 39.1' West 424.90 feet to the point of beginning, containing 2.0 acres more or less, according to survey of Alton C. Morris, PE, RLS 1064, dated 20 Aug. 81.

Being the same property conveyed to Carolyn Clabough, by Warranty Deed of record in Book W180, page 495, 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.

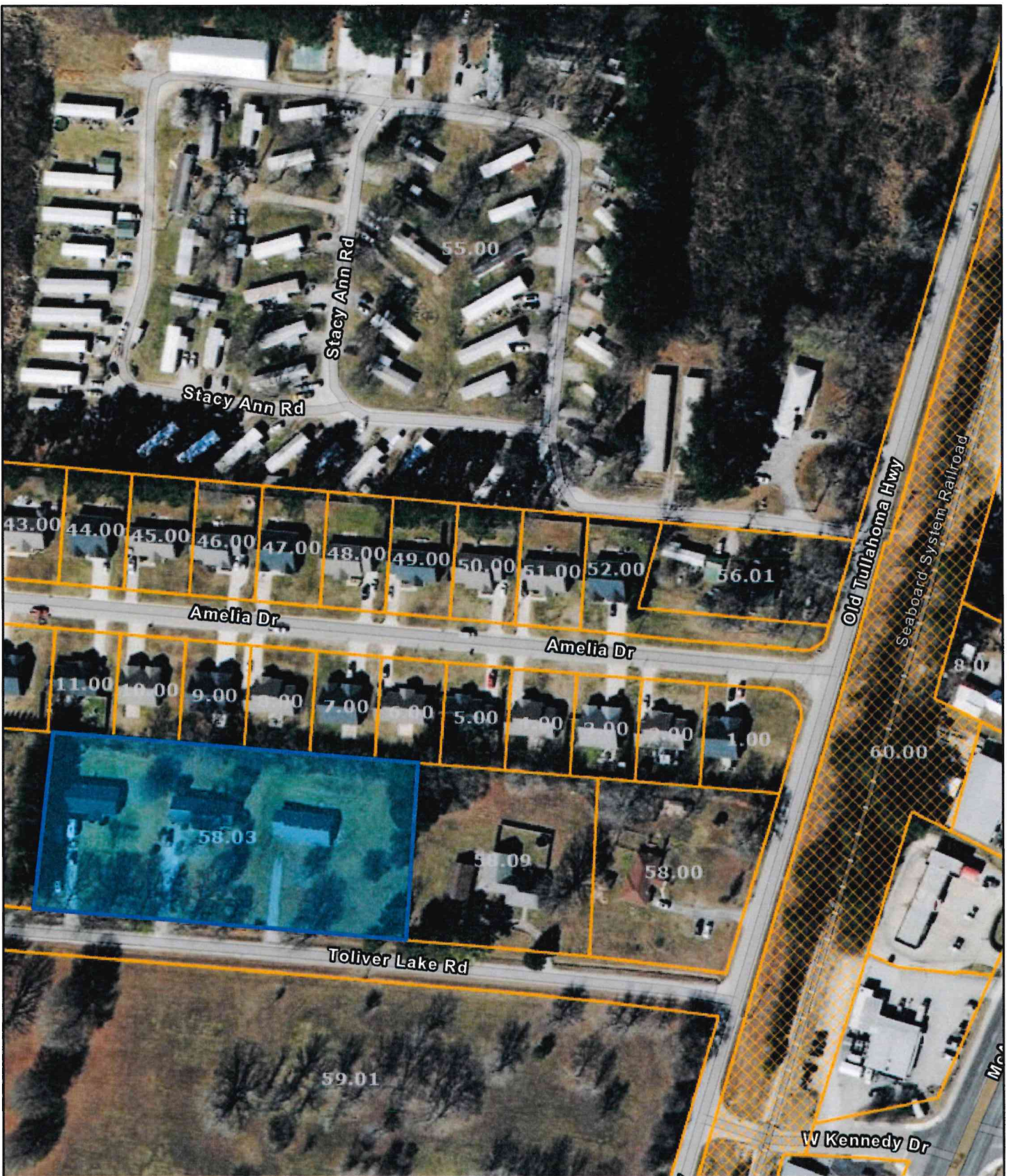
This ordinance is presented and passed with the positive recommendation of the Manchester Regional Planning Commission obtained at its meeting February 16, 2026.

PASSED FIRST READING: _____, 2026

PASSED SECOND AND FINAL READING: _____, 2026

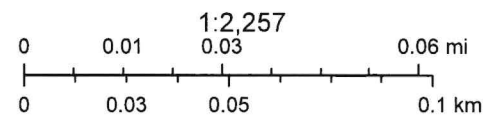
Joey Hobbs, Mayor

Anthony Burrows, Finance Director



Date: March 4, 2026

County: COFFEE
 Owner: CLABOUGH CAROLYN C
 Address: TOLIVER LAKE RD 92 /116/138
 Parcel ID: 086 058.03
 Deeded Acreage: 2
 Calculated Acreage: 0
 Vexcel Imagery Date: 2023



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

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.

ORDINANCE NO. 0000
 AN ORDINANCE AMENDING THE BUDGET ORDINANCE
 FOR FISCAL YEAR 2025-26, ORDINANCE NO. 1743

Be it ordained by the Board of Mayor and Aldermen of the City of Manchester, Tennessee, that the Budget Ordinance for Fiscal Year 2025-2026, Ordinance No. 1743, be amended as follows:

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

	Original Budget	Amended Budget
<u>General Fund</u>		
License & Permits - Building Permits	210,000	230,000
Intergovernmental – State Sales Tax	1,443,200	1,603,200
Other Revenue	1,720,900	3,719,589
 <u>Recreation Fund</u>		
Other Source	1,204,160	1,892,751

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

	Original Budget	Amended Budget
<u>General Fund</u>		
Board of Mayor & Aldermen	570,356	620,356
Finance	782,184	839,184
Information Systems	340,532	423,841
General Government	1,126,227	2,097,607
Fire Department	3,235,215	4,253,115
 <u>Recreation Fund</u>		
Rec Center	1,717,403	2,405,994

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, 2026.

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 _____.

2nd Reading _____.

Joey Hobbs, Mayor

Attest:

Anthony Burrows, Finance Director

ORDINANCE NO. _____

**AN ORDINANCE AMENDING PROVISIONS TO MANCHESTER MUNICIPAL CODE
4-204 REGARDING JOB DESCRIPTION APPROVAL**

WHEREAS Manchester Municipal Code 4-204 currently requires the Board of Mayor and Alderman to approve all job descriptions; and

WHEREAS the Board of Mayor and Alderman believe that Department Directors should be responsible for that function, except for Department Director’s job descriptions; and

WHEREAS the Board of Mayor and Aldermen believe it in the best interest of the City of Manchester that MMC 4-204 be amended to delete the words “budgeted city position” and change to ‘Director position’ in the second paragraph; and add the words “human resources manager” and insert them between “department head,” and “supervisor” in the second paragraph.

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that MMC 4-204 be amended to delete the words “budgeted city position” and change to ‘Director position’ in the second paragraph; and add the words “human resources manager” and insert them between “department head,” and “supervisor” in the second paragraph; 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, the public welfare of the City of Manchester, Tennessee requiring it.

PASSED FIRST READING: _____, 2026

PASSED SECOND AND FINAL READING: _____, 2026

ORDINANCE NO. _____

**AN ORDINANCE AMENDING PROVISIONS TO MANCHESTER MUNICIPAL CODE
17-102 REGARDING CLEAN PREMISES**

WHEREAS Manchester Municipal Code is currently ambiguous in its description of the requirements to keep property premises clean; and

WHEREAS the Board of Mayor and Aldermen believe it in the best interest of the City of Manchester that MMC 17-102 be amended to make it clear that property owners must keep their premises in a clean and sanitary condition.

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the third paragraph of MMC 17-102 that paragraph (1) be deleted in its entirety and replaced with the following:

“(1) All persons within the corporate limits of the city are hereby required to keep their premises in a clean and sanitary condition, free from accumulations of refuse and debris, except when stored as provided in this chapter.”

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: _____, 2026

PASSED SECOND AND FINAL READING: _____, 2026

Joey Hobbs, Mayor

Anthony Burrows, Finance Director

Joey Hobbs, Mayor

Anthony Burrows, Finance Director

17-102. Premises to be kept clean.

Current

(1) It shall be unlawful for the owner or occupant of a business or residential building, structure, or property to utilize the premises of such property for the open storage of any abandoned motor vehicle, ice box, refrigerator, stove, glass, building material, building rubbish, or similar items. It shall be the duty and responsibility of every such owner or occupant to keep the premises of such property clean and to remove from the premises all such abandoned items as listed above, including but not limited to weeds, dead trees, trash, and garbage.

(2) For the purpose of this section, an abandoned motor vehicle is defined as one that is in a state of disrepair or is incapable of being moved under its own power, or which does not have current state registration or a valid license plate attached to it, but shall not include an antique vehicle over twentyfive (25) years old, a vehicle kept within a building so it will not be visible from the street, a junked vehicle on the premises of a business operated in compliance with zoning ordinances or a vehicle stored in a place approved by the Health and Codes Department of the City of Manchester, Tennessee.

Proposed

(1) All persons within the corporate limits of the city are hereby required to keep their premises in a clean and sanitary condition, free from accumulations of refuse except when stored as provided in this chapter.

ORDINANCE NO. _____

**AN ORDINANCE AMENDING PROVISIONS TO MANCHESTER MUNICIPAL CODE
4-218 REGARDING VACATION LEAVE**

WHEREAS Manchester Municipal Code 4-218 currently sets the rate of vacation leave accrual for City employees; and

WHEREAS the Board of Mayor and Alderman believe that the accrual rates need to be updated and increased to continue to attract and retain the best talent as City employees; and

WHEREAS the Board of Mayor and Aldermen believe it in the best interest of the City of Manchester that MMC 4-218 be amended to delete the current accrual tables for employees that work shifts of less than 24 hours in the first paragraph and replace it with the following:

<u>Completed Service</u>	<u>Vacation Credit – Per Year</u>
After 1 year	10 days
After 5 years	15 days
After 10 years	20 days
After 20 years	25 days
After 30 years	30 days

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that MMC 4-218 be amended to delete the current accrual tables for employees that work shifts of less than 24 hours in the first paragraph and replace it with the following:

<u>Completed Service</u>	<u>Vacation Credit – Per Year</u>
After 1 year	10 days
After 5 years	15 days
After 10 years	20 days
After 20 years	25 days
After 30 years	30 days

; 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 any policy in contradiction shall be amended, the public welfare of the City of Manchester, Tennessee requiring it.

PASSED FIRST READING: _____, 2026

PASSED SECOND AND FINAL READING: _____, 2026

Joey Hobbs, Mayor

Anthony Burrows, Finance Director

City of Manchester Job Description

Job Title: Tourism Director

Department: Tourism

Reports To: Mayor/BOMA

FLSA Status: Exempt

Job Summary:

This position plans, promotes, and manages the City of Manchester's tourism, blending marketing, economic development, and stakeholder relations to attract visitors and boost the local economy. Key duties include developing marketing campaigns, preparing and managing budgets, building partnerships with businesses and government, overseeing the Manchester Event and Visitor Center (MEVC). This position will analyze trends, manage staff, and report to board while working to enhance the destination's appeal and economic impact. This position also manages, supervises, coordinates use of the MEVC, and is responsible for managing all operational aspects of the MEVC, a 13,000-sq. ft. event center. Oversight includes facilities maintenance, coordination of events, and marketing of the facility. This position is responsible for the execution and oversight of the financial management, general operation, marketing and sales initiatives and client development/stewardship of the MEVC. It is required that the Tourism Director supervises and participates in the planning and daily execution of all MEVC functions. Outstanding customer service will be provided while maintaining an accommodating relationship with organizations, businesses, and individuals in the community to ensure successful functions, repeat business, and financial profitability. Specifically, the Tourism Director is responsible for directing the staff in servicing all banquet activities, conference meetings, and privately booked functions. This is a "hands on" management position that requires a presence in direction of major facility events. General knowledge of food and beverage preparations, services standards, guest relations, and etiquette is required.

Essential Duties and Responsibilities:

- Work to stimulate economic growth through tourism, ensuring sustainable practices
- Cultivate relationships with local businesses, lodging providers, event organizers, state agencies, and tour operators
- Oversee Tourism grants

- Keep accurate and detailed records including invoicing and payment receipts
- Work with an advisory Tourism Commission on a monthly basis
- Prepares and monitors compliance with the MEVC annual operational/facility budget
- Administer and prepare an annual budget by tracking revenue and expenditures
- Manages sales, marketing, and booking of the MEVC.
- Prepares and reviews event programming to confirm all services and necessary preparations are addressed
- Supervises, directs and coordinates the activities of event personnel, subcontractors and vendors as required to successfully execute assigned programming
- Provides leadership and directions to MEVC staff including day-to-day operations, settings goals and objectives, making employment decisions, coordinates client service deliverables with catering, audio-visual concessionaires, security and other contracted service vendors
- Supervises, monitors, and controls event billing per contracts
- Develops, recommends and implements technical and operational procedures and systems to achieve improved economy and efficiency
- Works to achieve operational efficiencies and reduced operational costs
- Manage the maintenance of financial records, including revenue and fees generated by programs, program operational costs, facility revenue and expense schedules, budget projections, and analyses
- Manage operational and physical maintenance of the MEVC facility and grounds.
- Attends networking events to promote the MEVC.
- Consults with clients to define meeting objectives; determines meeting and function space requirements; prepares and reviews contracts with clients for City approval.
- Reviews customer satisfaction evaluations and ensures that follow-ups with clients are made after events for feedback with staff and recommends changes to procedures and operations to improve level of customer services
- Maintain knowledge of and apply all laws relating to tourism, events, and activities, including labor, alcohol and sanitary conditions
- Provides office leadership to include maintaining proficiency in office skills specifically in the use of Microsoft Office, Excel, and other applications
- Performs other duties as assigned

Knowledge, Skills, and Abilities:

- Excellent oral and written communication skills
- Active listening and questioning skills
- Ability to make sales presentations
- Ability to research prospects and make event solicitations
- Excellent follow-up and organizational skills
- Leadership and supervisory skills
- Demonstrate understanding of current and advanced audio/visual technologies utilized in conference facilities
- Demonstrate understanding of facility maintenance and repair needs and solutions to include utilities and security systems

Minimum Requirements:

- Four years of full-time work experience in special events, sales, and marketing operation; including supervisory and financial management/budgeting experience or comparable experience.

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.

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.

City of Manchester
Board of Mayor and Alderman
Beer Board Agenda
April 7, 2026

Immediately Following the Mayor and Aldermen Board Meeting

Call the Meeting to Order:

Approval of Agenda:

Citizen Comments:

Special Event Beer Permit Application(s):

1. **Special Event Beer Permit:** Name of Applicant Matthew Logan Eley; Name of Business: Good Friends Music.; Business Address 47 Mt. Vernon Lane, Tullahoma, TN 37388; Event Location: Rotary Park; Date 9-26-26: Beginning Time of Beer Sales: 2 pm and Ending Time of Beer Sales 10 pm.

Beer Permit Application(s):

2. Name of Business: Discount Tobacco Outlet, LLC; Business Address: 626 Hillsboro Blvd., Manchester, TN 37355; Previous Name of Business: Discount Tobacco Outlet.; Name of Property Owner: Frances Powers, Manchester, TN; Name of Applicant: James Keith Watts, 651 Bay Point Dr., Gallatin, TN 37066; Application is for off-premises consumption and retail.

Adjournment:

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

City of Manchester "Special Event" Beer Permit Application

The application fee of \$105.00 (\$75 for beer permit and \$30 for a background check if required) is non-refundable.

The application must be filed fifteen (15) days prior to the next Beer Board meeting.

ALL INFORMATION MUST BE FILLED IN BY APPLICANT FOR APPROVAL

Good for on-premises consumption only.

Special Event Permit Application has been completed: Yes No

Beginning Date of Beer Sales: 9/26/26

Ending Date of Beer Sales: 9/26/26

Beginning Time of Beer Sales: 2pm

Ending Time of Beer Sales: 10pm

Event Location: (Be very specific.) Rotary Park

Name of Applicant Matthew Lagon Eley

Phone #

Applicant's Address 47 Mt. Vernon Lane

Applicant's Date of Birth [REDACTED]

Applicant's Social Security # [REDACTED]

****Please provide copy of Photo ID with application.**

All addresses of Applicant in the last 5 years 218 Powers Rd, Manchester, TN 37355

Name of Business Good Friends Music
(Please provide copy of Business License.)

Phone #

Business Address 47 Mt. Vernon Lane

Previous Name of Business N/a

Name and Address of Property Owner Recreation Center

(If property is being leased, a copy of the lease agreement will need to be submitted with this application. Or, permit from Recreation Center.)

Names, addresses and phone numbers of any persons, firms, corporations or associations having any ownership interest in the business.

If the event is held in an outside location, how will the area designated for alcohol consumption be marked, i.e., boundary tape, temporary fencing or etc.?

Signage along perimeter

By what means will you have in place to enforce the boundaries, i.e., members of the organization, private security or etc.?

members of organization

Applicant Signature [Signature]

Date: 3/15/26

City of Manchester Beer Permit Application

#751 ORIGINAL

ALL INFORMATION MUST BE FILLED IN BY APPLICANT FOR APPROVAL

The applicant certifies and affirms that no person, firm, corporation or association having at least a 5% ownership interest in the business or any person to be employed in the distribution or sale of beer has been convicted of any violation of the laws against possession, sale, manufacture or transportation of beer or other alcoholic beverages or any crimes involving moral turpitude within the past ten years, and agrees to abide by the ordinances of the City of Manchester, Tennessee and the State of Tennessee regulation the possession, sale, manufacture or transportation of beer or other alcoholic beverages and agrees that compliance with the law is a condition of the license. State law requires the permit to be held by the owner of the business.

The State of Tennessee requires all beer permit holders to furnish us with a copy of the sales and use tax "Certificate of Registration" form #13-002-0104.

Name of Business Discount Tobacco Outlet, LLC Phone # 931-728-_____
(Please provide copy of Business License.)

Business Address 626 Hillsboro Blvd, Manchester, TN. 37355

Previous Name of Business Discount Tobacco Outlet

Name and Address of Property Owner Frances Powers
(If property is being leased, a copy of the lease agreement will need to be submitted with this application.)

Names, addresses and phone numbers of any persons, firms, corporations or associations having any ownership interest in the business.

James Keith Watts - 651 Bay Point Drive, _____

Applicant's representative's name and address to receive annual tax notices or any other communication from the Beer Board. _____

Applicant is seeking a permit to engage in the business of
 On-premises consumption
 Off-premises consumption
 On and Off-premises consumption

Retail
 Wholesale
 Manufacturing

BACKGROUND CHECK INFORMATION (Attach copy of Photo ID)

Name of Applicant James Keith Watts Company Title CEO

Applicant's Address 651 Bay Point Drive, _____ Phone # _____

Applicant's Date of Birth _____ Applicant's Social Security # _____

All addresses of Applicant in the last 5 years James Keith Watts
651 Bay Point Drive, _____

Submitted this the 19 day of February 2026.

I certify that the information provided herein is true and correct to the best of my knowledge.

Applicant Signature James Keith Watts