



City of Bartlett

David Parsons, Mayor

BOARD OF MAYOR AND ALDERMEN MEETING AGENDA

TUESDAY, JULY 25, 2023 - BARTLETT CITY HALL - 6:00 PM

INVOCATION

Opening Prayer by Bo Grace, Waypoint Baptist Church

FUTURE MEETINGS

Bartlett Station Commission, August 2 at 7:30 a.m.

City Beautiful Commission, August 3 at 6:30 p.m.

Family Assistance Commission, August 7 at 6 p.m.

Planning Commission, August 7 at 7 p.m.

RECOGNITIONS

Official Business of the Day

MINUTES ACCEPTANCE

Minutes of the July 11, 2023 Board of Mayor and Aldermen Regular Meeting

PUBLIC HEARING

Individuals will have a maximum of three minutes to speak either for or against the item, with a total of 20 minutes for each side.

1. Ordinance 23-03, an ordinance to amend Title I, Chapter I, establishing Robert's Rules of Order as the official set of procedures for conducting business at City of Bartlett Board of Mayor and Aldermen meetings.
2. Ordinance 23-04, an ordinance to amend Title 20, Chapter I, Air Pollution Control Code, to update permit and emissions fees.
3. Ordinance 23-05, an ordinance to amend Title 12, Building, Utility, Etc. Codes Fee Provisions of the City of Bartlett Code of Ordinances.

UNFINISHED BUSINESS

- 1 Third Reading of Ordinance 23-03, an ordinance to amend Title I, Chapter I, establishing Robert's Rules of Order as the official set of procedures for conducting business at City of Bartlett Board of Mayor and Aldermen meetings. (Ed McKenney, City Attorney)**
- 2 Third Reading of Ordinance 23-04, an ordinance to amend Title 20, Chapter I, Air Pollution Control Code, to update permit and emissions fees. (Ed McKenney, City Attorney)**
- 3 Third Reading of Ordinance 23-05, an ordinance to amend Title 12, Building, Utility, Etc. Codes Fee Provisions of the City of Bartlett Code of Ordinances. (Ed McKenney, City Attorney)**

CONSENT AGENDA

- 1 Special event permit for Fall Festival "Blues & BBQ". (Trey Arthur, Director of Code Enforcement)**

The event will be held on Saturday, September 23 from 12 p.m. to 5 p.m. at Memphis Funeral Home & Memorial Gardens.

- 2 Special event permit for Memphis Runner's Track Club Road Race Series-5 Mile Run. (Trey Arthur, Director of Code Enforcement)**

The event will be held on Sunday, August 13 and Sunday, August 27 from 5:30 a.m. to 9:30 a.m. at W.J. Freeman Park.

NEW BUSINESS

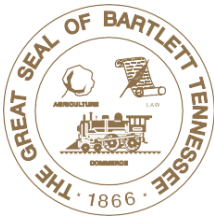
- 1 Contract for Viewpoint. (Steve Sones, Chief Administrative Officer)**
- 2 Set a public hearing for August 22, 2023 for Resolution 25-23, a resolution approving a special use permit to allow a vehicle wash establishment to be located at 5905 Stage Road, within the "CG-MS" General Business with Main Street Overlay zoning district. (Kim Taylor, Director of Planning and Economic Development)**

- 3 Set a public hearing for August 22, 2023 for Resolution 26-33, a resolution to approve a special use permit for Austin Planned Residential Development to be located at the southern terminus of Christian Lane from the Elpine Gray Planned Development within the "RS-15" single family residential zoning district. (Kim Taylor, Director of Planning and Economic Development)**
- 4 Resolution 27-23, a resolution to amend the FY2024 General Fund budget to recognize and accept \$750,000 receipt of State of Tennessee grant funding for School Resource Officers and to increase and reclassify police department budget line items for expenditure of these funds. (Dick Phebus, Director of Finance)**
- 5 Recognition in Honor of Alderman Bobby Simmons. (David Parsons, Mayor)**

OPEN DISCUSSION

The public shall be provided an opportunity to address the Board or Commission during an Open Discussion period at the end of each regular and special meeting of the governing body. Prior to the start of the meeting, individuals will be required to complete and present to the Clerk the Open Discussion Citizen form provided at each meeting. The Open Discussion period for regular and special meetings of the Board or Commission shall be limited to twenty (20) minutes. Individuals shall be allowed to speak for up to three (3) minutes each. Open Discussion periods will not be held for any meeting where there are no actionable items on the agenda or meetings where the governing body is conducting a disciplinary hearing for a member of the governing body or a person whose profession or activities fall within the jurisdiction of the governing body.

ADJOURNMENT



City of Bartlett

David Parsons, Mayor

BOARD OF MAYOR AND ALDERMEN MEETING MINUTES

TUESDAY, JULY 11, 2023 - BARTLETT CITY HALL - 6:00 PM

ATTENDANCE

Alderman Brad King: Present, Alderman Robert Griffin: Present, Alderman David Reaves: Present, Alderman Bobby Simmons: Present, Vice Mayor Jack Young: Present, Alderman Kevin Quinn: Present, Mayor David Parsons: Present.

INVOCATION

Opening Prayer by James Farmer, The Lord's Church

FUTURE MEETINGS

Parks and Recreation Advisory Board, July 13 at 6 p.m.

Bartlett Arts Council, July 18 at 6 p.m.

MINUTES ACCEPTANCE

Minutes of the June 27, 2023 Board of Mayor and Aldermen Regular Meeting

RESULT:	ACCEPTED [5 TO 0]
MOVER:	David Reaves, Alderman
SECONDER:	Robert Griffin, Alderman
AYES:	Brad King, Robert Griffin, David Reaves, Bobby Simmons, Kevin Quinn
ABSTAIN:	Jack Young

UNFINISHED BUSINESS

- I **Second Reading of Ordinance 23-03, an ordinance to amend Title I, Chapter I, establishing Robert's Rules of Order as the official set of procedures for conducting business at City of Bartlett Board of Mayor and Aldermen meetings. (Ed McKenney, City Attorney)**

Minutes Acceptance: Minutes of Jul 11, 2023 6:00 PM (MINUTES ACCEPTANCE)

RESULT:	APPROVED ON SECOND READING [5 TO 0]	Next: 7/25/2023 6:00 PM
MOVER:	Jack Young, Vice Mayor	
SECONDER:	Brad King, Alderman	
AYES:	Brad King, Robert Griffin, Bobby Simmons, Jack Young, Kevin Quinn	
ABSTAIN:	David Reaves	

- 2 **Second Reading of Ordinance 23-04, an ordinance to amend Title 20, Chapter I, Air Pollution Control Code, to update permit and emissions fees. (Ed McKenney, City Attorney)**

RESULT:	APPROVED ON SECOND READING [UNANIMOUS]	Next: 7/25/2023 6:00 PM
MOVER:	Jack Young, Vice Mayor	
SECONDER:	Robert Griffin, Alderman	
AYES:	Brad King, Robert Griffin, David Reaves, Bobby Simmons, Jack Young, Kevin Quinn	

- 3 **Second Reading of Ordinance 23-05, an ordinance to amend Title 12, Building, Utility, Etc. Codes Fee Provisions of the City of Bartlett Code of Ordinances. (Ed McKenney, City Attorney)**

Alderman Reaves has requested the amount of revenue generated on the fees from the previous fiscal year. Director of Finance Dick Phebus will provide the information. Alderman Reaves is concerned the new fees could be a barrier for small businesses attempting to open in Bartlett.

RESULT:	APPROVED ON SECOND READING [5 TO 1]	Next: 7/25/2023 6:00 PM
MOVER:	Brad King, Alderman	
SECONDER:	Jack Young, Vice Mayor	
AYES:	Brad King, Robert Griffin, Bobby Simmons, Jack Young, Kevin Quinn	
NAYS:	David Reaves	

NEW BUSINESS

- 1 **Authorization to auction surplus property. (Dick Phebus, Director of Finance)**

Eighty-four items have been identified as having a potential auction-value of \$500 or more and will be auctioned on GovDeals.com.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Robert Griffin, Alderman
SECONDER:	David Reaves, Alderman
AYES:	Brad King, Robert Griffin, David Reaves, Bobby Simmons, Jack Young, Kevin Quinn

- 2 **Resolution 23-23, a resolution to amend the FY2024 Grants Fund budget to recognize State of Tennessee, Office of Criminal Justice Programs VCIF Grant for \$1,700,000 to the Bartlett Police Department for public safety and training purposes. (Dick Phebus, Director of Finance)**

This is a competitive grant done in collaboration with Collierville Police Department and Germantown Police Department.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Jack Young, Vice Mayor
SECONDER:	Robert Griffin, Alderman
AYES:	Brad King, Robert Griffin, David Reaves, Bobby Simmons, Jack Young, Kevin Quinn

3 Resolution 24-23, a resolution to accept the resignation of Alderman Bobby Simmons and declare vacant Position 4 on the Board of Mayor and Aldermen. (Steve Sones, Chief Administrative Officer)

Beginning Thursday, July 12, 2023, applications will be accepted at City Hall through July 31, 2023, for Position 4. Applications will be available on the City's website and City Hall. The application shall include a letter of intent and a resume. The Board of Mayor and Aldermen will conduct a Work Session on Thursday, August 3, 2023, at City Hall to review the received applications. A second Work Session will be held on Thursday, August 17, 2023, to interview the candidates. The announcement of the selected candidate will be on Tuesday, August 22, 2023, at the regularly scheduled Board of Mayor and Aldermen meeting.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	David Reaves, Alderman
SECONDER:	Brad King, Alderman
AYES:	Brad King, Robert Griffin, David Reaves, Bobby Simmons, Jack Young, Kevin Quinn

OPEN DISCUSSION

Samantha Hammonds, 4690 Hampton Ridge Lane, Bartlett, Tennessee, submitted a form to speak during the Open Discussion. She wished to speak about the interview dates for Alderman Position 4. She withdrew her request after Item 3 under New Business answered her questions.

ADJOURNMENT

Meeting adjourned at 6:33 PM

Harold Brad King, Register to the
Board of Mayor and Aldermen

David Parsons, Mayor

Minutes Acceptance: Minutes of Jul 11, 2023 6:00 PM (MINUTES ACCEPTANCE)



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

ORDINANCE (ID # 3348)

Meeting: 07/25/23 06:00 PM

Department: Legal

Category: Policy

Prepared By: Penny Medlock

Initiator: Ed McKenney

Sponsors:

DOC ID: 3348

Ordinance 23-03, an ordinance to amend Title 1, Chapter 1, establishing Robert's Rules of Order as the official set of procedures for conducting business at City of Bartlett Board of Mayor and Aldermen meetings.

WHEREAS, it is necessary to maintain decorum in order to transact city business in a civil and mannerly way; and

WHEREAS, it is generally recommended by the Municipal Technical Advisory Service of the University of Tennessee that cities formally adopt procedures to govern the conduct of business to be transacted by the Board of Mayor and Aldermen; and

WHEREAS, Robert's Rules of Order are a generally accepted set of parliamentary procedures used by most municipal governments to conduct their official business:

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen of the City of Bartlett, Tennessee that Title 1, Chapter 1 be amended:

Section 1. To create a new section, Section 1-103, adopting Robert's Rules of Order as the official set of meeting procedures for the City of Bartlett's Board of Mayor and Aldermen as follows:

Section 1-103 Robert's Rules of Order

The rules of order and parliamentary procedure contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern the transaction of business by and before the Board of Mayor and Aldermen at its meetings in all cases to which they are applicable and in which they are not inconsistent with provisions of the Charter of the City of Bartlett.

Section 2. Severability. Should any provision of this Ordinance be rendered unconstitutional

or null and void by a Court of Law, legislative act or otherwise, all other provisions of this Ordinance shall remain in full force and effect.

Section 3. Effective Date. BE IT FURTHER ORDAINED that this Ordinance shall take effect upon its passage on third and final reading, the public welfare requiring it.

FIRST READING: June 27, 2023

SECOND READING: July 11, 2023

THIRD READING: July 25, 2023

Harold Brad King, Register to the
Board of Mayor and Aldermen

David Parsons, Mayor

Attest: _____
Penny Medlock, City Clerk



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

ORDINANCE (ID # 3349)

Meeting: 07/25/23 06:00 PM

Department: Legal

Category: Policy

Prepared By: Penny Medlock

Initiator: Ed McKenney

Sponsors:

DOC ID: 3349

Ordinance 23-04, an ordinance to amend Title 20, Chapter 1, Air Pollution Control Code, to update permit and emissions fees.

WHEREAS, the City of Bartlett established a local air pollution program in September 1970 to protect air quality in Bartlett and Shelby County; and

WHEREAS, Title V of the Federal Clean Air Act of 1990 requires air pollution control programs which operate a major source operating program to establish a fee structure sufficient to fund all direct and indirect costs of such a program; and

WHEREAS, the Memphis and Shelby County Air Pollution Board met September 22, 2021 and recommend an increase in permit and emissions fees; and

WHEREAS, it is necessary for the City of Bartlett Board of Mayor and Aldermen to amend the municipal codified ordinances to reflect these fee increases;

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF BARTLETT, TENNESSEE, that Title 20, Chapter 1, Section 20-112 be amended as follows:

SECTION I. Delete Section 20-112, Permits and fees-emissions fee for stationary sources, in its entirety and replace it as follows:

20-112 Permits and fees-emissions for stationary sources.

- I. Emissions fee. A fee shall be collected annually from each stationary air pollution source which emits more than one ton of actual emissions annually of a regulated pollutant as defined herein, called the "emissions fee," which shall equal the amount determined by the requirements set forth as follows:

Sixty-nine dollars (\$69) per ton of actual emissions emitted during Calendar Year 2021 and for successive years until such time as the Board of Mayor and Aldermen approve a further increase or decrease, not including fugitive emissions and actual excess emissions that are the result of process malfunctions and facility start-up and shutdown determined by the Shelby County Health Department to be in compliance with the air pollution code

sections that excuse these emissions from enforcement of each regulated pollutant as defined in section 502(b)(3)(B)(ii) of the Federal Clean Air Amendments of 1990.

This is the effective Emissions Fee Rate, after adjustment for carryover overage, approved by the City of Bartlett:

APPROVED RATE	ADOPTED IN	EFFECTIVE RATE	APPLICABLE TO
\$29.65	2003	\$29.65	2002 EMISSIONS
\$29.65	2004	\$26.68	2003 EMISSIONS
\$30.63	2005	\$27.57	2004 EMISSIONS
\$31.67	2006	\$28.50	2005 EMISSIONS
\$30.00	2008	\$27.00	2006 EMISSIONS
\$30.00	2009	\$27.00	2007 EMISSIONS
\$43.00	2012	\$43.00	2011 EMISSIONS
\$48.00	2014	\$48.00	2013 EMISSIONS
\$48.00	2015	\$48.00	2014 EMISSIONS
\$53.00	2017	\$53.00	2016 EMISSIONS
\$69.00	2023	\$69.00	2021 EMISSIONS

SECTION 2. Severability. Should any provision of this Ordinance be rendered unconstitutional or null and void by a Court of Law, legislative act or otherwise, all other provisions of this Ordinance shall remain in full force and effect.

SECTION 3. Effective Date. BE IT FURTHER ORDAINED that this Ordinance shall take effect upon its passage on third and final reading, the public welfare requiring it.

FIRST READING: June 27, 2023

SECOND READING: July 11, 2023

THIRD READING: July 25, 2023

Harold Brad King, Register to the
Board of Mayor and Aldermen

David Parson, Mayor

Attest: _____
Penny Medlock, City Clerk



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

ORDINANCE (ID # 3351)

Meeting: 07/25/23 06:00 PM

Department: Legal

Category: Policy

Prepared By: Penny Medlock

Initiator: Ed McKenney

Sponsors:

DOC ID: 3351

Ordinance 23-05, an ordinance to amend Title 12, Building, Utility, Etc. Codes Fee Provisions of the City of Bartlett Code of Ordinances.

WHEREAS the City of Bartlett increased Building and Utility, Plumbing, Electrical, Fuel Gas, Mechanical Code, Elevator Permit and Inspection, Boiler, Pressure Vessels and Process Piping Permit and Inspection fees in the Fiscal Year 2023/2024 budget; and

WHEREAS incorrect fees and antiquated language in Title 12 are inconsistent with the City of Bartlett's budget ordinance;

NOW, THEREFORE, BE IT HEREBY ORDAINED by the Board of Mayor and Aldermen for the City of Bartlett, Tennessee that Title 12, Chapter 1, Chapter 2, Chapter 3, Chapter 4, Chapter 5, Chapter 9, and Chapter 10 of the City of Bartlett Code of Ordinances, shall be revised to include the current fees adopted the Board of Mayor and Aldermen and such other deletions or additions as set forth in the document attached hereto and marked as Exhibit A. Any section not shown as being revised shall remain in force as part of Title 12.

SECTION 1: Chapter 1, Building Code, Sections: 12-104, 12-109, 12-110, 12-112, 12-119, 12-120 are hereby revised to delete the previous charges and add the current changes.

Section 12-112 is further amended to add a new subsection 6, which states as follows: The fee for a permit for sidewalk, inlet, or driveway repair shall be sixty dollars (\$60), and a new subsection 7, which states as follows: The fee to request a House for Sale inspection shall be thirty dollars (\$30.00).

Section 12-113 is amended to delete subsection 3.

Section 12-119 is further amended to delete the language shown as being deleted on Exhibit A and add the language shown as being added on Exhibit A.

Section 12-120 is further amended to delete the language shown as being deleted on Exhibit A and add the language shown as being added on Exhibit A.

SECTION 2: Chapter 2, Plumbing Code, Section: 12-204, is hereby revised to delete the previous charges and add the current changes and to delete the language shown as being deleted on Exhibit A and add the language shown as being added on Exhibit A.

SECTION 3: Chapter 3, Electrical Code, Section: 12-304, is hereby revised to delete the previous charges and add the current changes and to add the language shown as being added on Exhibit A.

SECTION 4: Chapter 4, Fuel Gas Code, Section: 12-404, is hereby revised to delete the previous charges and add the current changes and to add the language shown as being added on Exhibit A.

SECTION 5: Chapter 5, Mechanical Code, Section: 12-504, is hereby revised to delete the previous charges and add the current changes and to add the language shown as being added on Exhibit A.

SECTION 6: Chapter 9, Elevator Permit and Inspection Fees, Section: 12-901, is hereby revised to delete the previous charges and add the current changes and to add the language shown as being added on Exhibit A.

SECTION 7: Chapter 10, Boiler, Pressure Vessels and Process Piping Permit and Inspection Fees, Section: 12-1001, is hereby revised to delete the previous charges and add the current changes and to add the language shown as being added on Exhibit A.

SEVERABILITY - Should any provision or part of this Ordinance be rendered void or unenforceable by any court of law, statute or other authority, the rest and remainder of this Ordinance shall remain in full force and effect.

EFFECTIVE DATE - This Ordinance shall be effective from and after its final passage, the public welfare requiring it.

FIRST READING: June 27, 2023

SECOND READING: July 11, 2023

THIRD READING: July 25, 2023

Harold Brad King, Register to
the Board of Mayor and Aldermen

David Parsons, Mayor

Penny Medlock, City Clerk

TITLE 12

BUILDING, UTILITY, ETC. CODES

CHAPTER

1. BUILDING CODE.
2. PLUMBING CODE.
3. ELECTRICAL CODE.
4. FUEL GAS CODE.
5. MECHANICAL CODE.
6. ENERGY CONSERVATION CODE.
7. ACCESSIBILITY CODE
8. SPRINKLERS IN COMMERCIAL BUILDINGS.
9. ELEVATOR PERMIT AND INSPECTION FEES.
10. BOILER, PRESSURE VESSELS AND PROCESS PIPING
PERMIT AND INSPECTION FEES.
11. RESIDENTIAL CODE.
12. ADDITIONAL CODES ADOPTED BY REFERENCE.

CHAPTER 1

BUILDING CODE¹

SECTION

- 12-101. Building code adopted.
- 12-102. Modifications.
- 12-103. Available in clerk's office.
- 12-104. Fees for amending permits.
- 12-105. Work commencing before permit issuance.
- 12-106. Special tax.
- 12-107. Demolition of structures.
- 12-108. Removal or moving of structures.
- 12-109. New construction and addition to buildings other than one-and two
family dwellings.
- 12-110. One and two family dwellings.
- 12-111. Fees for appurtenances to buildings and other structures and
apparatus.

¹Municipal code references

Design review commission: title 2, chapter 1.

Fire protection, fireworks, and explosives: title 7.

Planning and zoning: title 14.

Streets and other public ways and places: title 16.

Subdivision regulations: Appendix B.

Utilities and services: titles 18 and 19.

- 12-112. Fees for miscellaneous construction.
- 12-113. Curb cuts, driveway entrances and exits.
- 12-114. Refunds.
- 12-115. Certificates of use and occupancy.
- 12-116. Reinspection fee for excessive or unessential inspection calls.
- 12-117. Fees forfeited.
- 12-118. Building permit valuations.
- 12-119. Project review fee.
- 12-120. Building permit and inspection fees.
- 12-121. Violations and penalty.

12-101. Building code adopted. Pursuant to authority granted by Tennessee Code Annotated, §§ 6-54-501 through 6-54-506, and for the purpose of regulating the construction, alteration, repair, use, occupancy, location, maintenance, removal, and demolition of every building or structure or any appurtenance connected or attached to any building or structure, the International Building Code,¹ 2021 edition (with city amendments), as prepared and adopted by the International Code Council, is hereby adopted and incorporated by reference as a part of this code, and is hereinafter referred to as the building code. (Ord. #02-02, Feb. 2002, as amended by Ord. #07-11, Nov. 2007, Ord. #11-04, April 2011, Ord. #18-06, Nov. 2018 **Ch 7_12-08-20**, and Ord. #22-03, Aug. 2022 **Ch 8_08-09-22**)

12-102. Modifications. Definitions. Whenever the building code refers to the "Chief Appointing Authority" or the "Chief Administrator," it shall be deemed to be a reference to the board of mayor and aldermen. When the "Building Official" or "Director of Public Works" is named it shall, for the purposes of the building code, mean such person as the board of mayor and aldermen has appointed or designated to administer and enforce the provisions of the building code.

12-103. Available in clerk's office. Pursuant to the requirements of the Tennessee Code Annotated, § 6-54-502 one (1) copy of the building code has been placed on file in the clerk's office and shall be kept there for the use and inspection of the public.

12-104. Fees for amending permits. After a permit has been issued and an amendment or supplemental revision is applied for, the additional fee or service charge shall be as follows:

- (1) For each and every amendment which involves additional work, not originally applied for to complete the entire project, the additional fee shall be the normal fee for the work contemplated and shall be computed disregarding

¹Copies of this code (and any amendments) may be purchased from the City of Bartlett's Code Enforcement Department.

the valuation of the work previously permitted. Fee for issuing a permit shall be ~~four dollars (\$4.00).~~ **five dollars (\$5.00). A Software Fee of seven dollars (\$7.00) shall be added to all building permits.**

(2) For each and every amendment or supplement not involving additional work by square footage, volume, or dollar value, the minimum fees normally required for such work shall apply, even though the project dollar value or building volume may decrease (minimum fee of twenty dollars [\$20.00]). (Ord. #02-02, Feb. 2002)

12-105. Work commencing before permit issuance. In case any work requiring a permit is started prior to obtaining said permit, as a penalty for violating this code, the total normal fee applicable shall be doubled. The payment of said fee shall not relieve any persons from fully complying with the requirements of this code for performance or execution of the work, nor from other penalties prescribed by law. (Section 104.7.2) (Ord. #02-02, Feb. 2002)

12-106. Special tax. The uncollected cost of repairing, vacating, or taking down and removing an unsafe building may be certified to the county trustee. It shall then be the duty of the county trustee to place the amount so certified on the bill for the county taxes assessed against the property on which said dangerous structure was located. It shall be the duty of the county trustee to collect as a special tax the amount so certified, which is hereby declared to be a special tax on said property. This special tax may be collected in the same manner as other general taxes are collected by the county. (Ord. #02-02, Feb. 2002)

12-107. Demolition of structures. (1) For permits to demolish structures as provided for in § 12-120, the fees shall be at the rate of eight dollars (\$8.00) for each twenty-five thousand (25,000) cubic feet, or fraction thereof, with a minimum fee of sixty dollars (\$60.00) and a maximum fee of five hundred dollars (\$500.00).

(2) Imploded structures. For permits to implode structures as provided in § 12-120, the fees shall be at the rate of one thousand dollars (\$1,000.00). (Ord. #02-02, Feb. 2002)

12-108. Removal or moving of structures. The permit fee to move or remove a structure, as provided in § 12-120, shall be two hundred dollars (\$200.00). For the placement, repair and/or renovation of said structure, the fee shall be charged as in § 12-109. (Ord. #02-02, Feb. 2002)

12-109. New construction and addition to buildings other than one-and two family dwellings. (1) The fee for a building permit¹ for new construction, or for an addition to an existing structure, shall be based on the total construction cost (valuation) of said construction, addition, alteration, or repair, and shall be determined by the following subsections. However, the minimum permit fee shall be ~~forty dollars (\$40.00)~~ **fifty dollars (\$50.00)**.

(2) When the valuation is less than twenty five thousand dollars (\$25,000.00), the fee shall be four dollars (\$4.00) per one thousand dollars (\$1,000.00) of valuation or any fraction thereof.

(3) When the valuation is as much as twenty five thousand and one dollars (\$25,001.00), but less than one million dollars (\$1,000,000.00), the fee shall be one hundred dollars (\$100.00) plus three dollars (\$3.00) for each additional one thousand dollars (\$1,000.00) of valuation or any fraction thereof above the valuation of twenty five thousand dollars (\$25,000.00).

(4) When the valuation is as much as one million and one dollars (\$1,000,001), but less than twenty-five million dollars (\$25,000,000), the fee shall be three thousand and twenty-five dollars (\$3,025.00) plus two dollars (\$2.00) for each additional one thousand dollars (\$1,000.00) of valuation or any fraction thereof above the valuation of one million dollars (\$1,000,000).

(5) When the valuation is as much as twenty-five million and one dollars (\$25,000,001), the fee shall be fifty-one thousand and twenty-five dollars (\$51,000,025) plus one dollar and fifty cents (\$1.50) for each additional one thousand dollars (\$1,000.00) of valuation or any fraction thereof above the valuation of twenty-five million dollars (\$25,000,000). (Ord. #02-02, Feb. 2002)

12-110. One and two family dwellings. (1) The permit fee for alterations or repairs to a one-two family dwelling, building or structure shall be based on the total construction cost (valuation) of alterations or repairs, and shall be charged at a rate of four dollars (\$4.00) per one thousand dollars (\$1,000.00) or fraction thereof. The minimum fee for any permit shall be forty dollars (\$40.00)

(2) The permit fee for new construction, or addition of more than ~~four~~ **eighteen** hundred ~~(400)~~ **(1800)** square feet for one-two family dwelling, building or structure shall be charged at the rate of five cents (\$0.05) per square foot or fraction thereof. The minimum fee for new construction of a one-two family dwelling, building or structure permit shall be one hundred twenty-five dollars (\$125.00) and the minimum fee for addition of more than four hundred (400) square feet **to 1800 square feet** to an existing one-two family dwelling, building or structure permit shall be ninety dollars (\$90.00). Minimum fee for addition of less than four hundred (400) square feet to an existing one-two family dwelling, building or structure permit shall be ~~forty dollars (\$40.00)~~ **fifty dollars (\$50.00)**. All above areas shall include, but not be

¹Municipal code reference

Submittals of permit application to Design Review Commission:
§ 2-109.

limited to, living area, porches, carports, canopies, garages, and storage areas. The permit fee of one hundred twenty-five dollars (\$125.00) includes the fees for the new installation of sidewalks and curb cuts.

(3) Exceptions. Detached one-story residential accessory buildings, carports, canopies, garages or patios not exceeding ~~one hundred (100)~~ **four hundred (400)** square feet will have a minimum fee of ~~twenty dollars (\$20.00)~~ **thirty dollars (\$30.00)**. Accessory buildings exceeding ~~one hundred (100)~~ **four hundred (400)** square feet but not exceeding ~~six hundred (600)~~ **one thousand (1,000)** square feet shall have a fee of ~~thirty dollars (\$30.00)~~ **fifty dollars (\$50.00)**. Residential accessory buildings exceeding ~~six hundred (600)~~ **one thousand (1,000)** square feet shall be calculated at five cents (\$0.05) per square foot. (Ord. #02-02, Feb. 2002)

12-111. Fees for appurtenances to buildings and other structures and apparatus. The permit fee for the installation of the following shall not be less than sixty dollars (\$60.00) for the first two hundred fifty thousand dollars (\$250,000.00) of valuation, and one dollar (\$1.00) for each one thousand dollars (\$1,000.00) more than two hundred fifty thousand dollars (\$250,000.00):

- (1) Conveyor systems;
- (2) Process piping systems;
- (3) Racking systems/shelving. (Ord. #02-02, Feb. 2002)

12-112. Fees for miscellaneous construction. (1) The fee for a permit for the construction of a tower, wall, fence, stack, swimming pool, or other similar type structure; and the fee for a permit for the addition, alteration, or the repair to such structure shall be based on the total construction (valuation) of the work to be done and shall be eight dollars (\$8.00) per one thousand dollars (\$1,000.00) or fraction thereof. The minimum fee for any permit shall be sixty dollars (\$60.00). Permits for fences for one-two family dwellings shall be ~~ten dollars (\$10.00)~~ **twenty dollars (\$20.00)**.

(2) The permit fee for tents, special events, special sales promotions, beer check and amusement rides shall be sixty dollars (\$60.00).

(3) The permit fee for temporary construction trailers (job shack) for a period of six (6) months shall be sixty dollars (\$60.00).

(4) The fee for a permit for the repair, construction or installation of an automated gate, wall, fence, or other similar type structure or vehicular access control device; and the fee for a permit for the addition, alteration, or the repair of such structure shall be based on the total construction (valuation) of the work to be done. The fee shall be four dollars (\$4.00) per one thousand dollars (\$1,000.00) of valuation or any fraction thereof with a minimum fee of twenty dollars (\$20.00).

(5) The fee for a permit for the construction of decks and spas, or other similar type structure; and the fee for a permit for the addition, alteration, or the repair to such structure shall be forty dollars (\$40.00). (Ord. #02-02, Feb. 2002)

(6) **The fee for a permit for sidewalk, inlet, or driveway repair shall be sixty dollars (\$60.00)**

12-6

(7) **The fee to request a House for Sale inspection shall be thirty dollars (\$30.00).**

12-113. Curb cuts, driveway entrances and exits. (1) The fee for curb cuts on public property, either new or replacement, shall be six cents (\$0.06) per square foot; however, no less than thirty dollars (\$30.00) per permit will be charged.

Exception. The fee for new installation of curb cuts for one-two family dwellings is included under § 12-110(2).

(2) The fee for new sidewalks on public property shall be thirty dollars (\$30.00).

Exception. The fee for new installation of sidewalks for one-two family dwellings is included under § 12-110(2).

~~(3) The fee for replacing existing sidewalks on residential property is hereby waived. (Ord. #02-02, Feb. 2002)~~ **(Remove)**

12-114. Refunds. Permit fees may be refunded if no work has commenced and a request for refunds is submitted to the building official in writing by the permittee within six (6) months of the date of issuance. The permit is surrendered when a request for refund is submitted. The amount of the refund will be two thirds (b) of the permit fee, but in no case will the amount retained by the City of Bartlett be less than sixty dollars (\$60.000). (Ord. #02-02, Feb. 2002)

12-115. Certificates of use and occupancy. (1) No charge shall be made for a certificate of use and occupancy for a structure when it is issued upon the satisfactory completion of new construction, addition, alteration, or repair work under a valid permit. When a certificate is issued under the provisions of section 106, the fee shall be sixty dollars (\$60.00). The fee charged for such certificates shall be in addition to those which may be required for any specific tests and/or inspections of special features or equipment which are otherwise required by this or any code.

(2) For hazardous occupancies, the certificate of occupancy will be limited to a twelve (12) month period. Upon approval by the building official and before issuance or re-issuance of said certificate, the applicant will pay a fee of two hundred dollars (\$200.00). (Ord. #02-02, Feb. 2002)

12-116. Reinspection fee for excessive or unessential inspection calls. (1) An additional fee shall be charged for the first reinspection of thirty dollars (\$30.00), and for each additional inspection thereafter, until the violation(s) is corrected, a fee of fifty dollars (\$50.00) shall be charged.

EXCEPTION: Due to the complicated nature of a framing inspection, one free reinspection shall be given on each building permit. All reinspections occurring after this shall be charged as listed.

(2) Any person, firm, or corporation aggrieved by the assessment of any reinspection fee may appeal to the building official for a review of the facts involved and a possible reduction or dismissal of said fees. (Ord. #02-02, Feb. 2002)

12-7

12-117. Fees forfeited. The permit fees will be forfeited on any permit invalidated because work was not commenced as set forth in § 104.1.6. (Ord. #02-02, Feb. 2002)

12-118. Building permit valuations. If, in the opinion of the building official, the valuation of building, alteration, or structure appears to be underestimated on the application, the permit shall be denied unless the applicant can show detailed, estimated total construction costs to meet the approval of the building official. Permit valuations shall include total costs, such as plumbing, electrical, mechanical equipment, and other systems. As a guide line to determine an average construction cost per square foot, we will reference the building valuation data table published periodically by ICC. (Ord. #02-02, Feb. 2002)

12-119. Project review fee. Applications for building project review shall be accompanied by copies of drawings required in section 104.2 and a nonrefundable fee in accordance with the following schedule:

One-Two family dwellings	No Charge
All other building occupancies	
\$0-\$25,000 total valuation	\$50.00 \$80.00
\$25,001-\$50,000 total valuation	\$100.00 \$160.00
\$50,001-\$100,000 total valuation	\$150.00 \$325.00
\$100,001-\$200,000 total valuation	\$200.00 \$650.00
\$200,001-\$300,000- \$500,000 total valuation	\$300.00 \$875.00
\$300,001-\$400,000 total valuation	\$400.00
\$400,001-\$500,000 total valuation	\$500.00
\$500,001 and up - \$1 million total valuation	\$600.00 \$1200.00
\$1,000,001-\$2 million total valuation	\$1600.00
\$2,000,001-\$5 million total valuation	\$2000.00
\$5,000,001 and up	\$3000.00

(Ord. #02-02, Feb. 2002)

12-120. Building permit and inspection fees.

	2023
Section title	2002 Fees
Fees for Amending Permits	
Fees for Issuing Permits	\$4.00 \$5.00
Software Fee	\$7.00
Work for commencing before the permit issuance (shall be doubled)	Double Fee
Demolition	
For each 25,000 cubic feet	\$8.00
Minimum fee of	\$60.00
Maximum fee of	\$500.00
Imploded structures flat fee	\$1,000.00
Removal or moving of structures	\$200.00
New construction and additions to building other than one-two family dwelling	

12-8

Section title	2023 2002 Fees
Minimum fee of	\$40.00 \$50.00
<\$25>\$25,000 per \$1,000	\$4.00
\$25,000<\$1,000,000-\$100 plus \$3.00 for each additional \$1,000 above \$25,000	\$3.00
\$1,000,001<\$25 million-\$3025.00 plus \$2.00 for each additional \$1,000 above \$1 million	\$2.00
\$25,000,001 and above-\$51,025.00 plus \$1.50 for each \$1,000 above \$25 million	\$1.50
One and two family dwelling	
Alteration and repair-per \$1,000	\$4.00
Minimum fee of	\$60.00
New construction of or addition of more than 1800 square feet	\$0.05
Minimum fee for new construction of a one-two family dwelling, building or structure	\$125.00
Minimum fee for addition of more than 400 square feet to 1800 square feet to an existing one-two family dwelling, building or structure permit shall be \$90.	\$90.00
Minimum fee for addition not exceeding 400 square feet to an existing one-two family dwelling, building or structure permit shall be \$40.	\$40.00 \$50.00
Exception: minimum fee for detached one-story residential accessory building, carport, canopies, garage, or patio not exceeding 100 400 square feet	\$20.00 \$30.00
Residential detached accessory building exceeding 100 400 square feet but not exceeding 600 1,000 square feet shall be \$30.00	\$30.00 \$50.00
Residential detached accessory building exceeding 600 1,000 square feet	\$0.05
Permits required for appurtenances to building and other structures and apparatus; conveyor systems, process piping system, racking system per \$1,000 (\$60 for 1 st \$250,000; \$1 for each additional \$1,000 more than \$250,000	\$60/1st 250 \$1.00 addl.
Fees for miscellaneous construction-\$1,000	\$8.00
Minimum fee for miscellaneous construction	\$60.00
Minimum fee for one-two family dwelling fences	\$10.00 \$20.00
Tents, special events, special sales promotions, beer checks, amusement rides, etc.	\$60.00
Temporary construction trailer (6 months)	\$60.00
Permit for the repair, construction or installation of automated gates, wall fence, or other similar type structure or vehicular access control device	\$20 minimum \$4/\$1000
Permit for the construction, addition, alteration, or repair of decks and spas	\$40.00

12-9

Section title	2002	2023 Fees
Permit for Sidewalk, Inlet, or Driveway Repair		\$60.00
Request for a House for Sale Inspection		\$30.00
Curb cuts, driveway entrances and exits		
Commercial curb cuts, driveway entrances and exits		\$0.06/\$30
Commercial sidewalks on public right-of-way		\$30.00
Residential curb cuts, driveway entrances and exits installed with the construction of a new house		no charge
Replace existing		no charge
All others per square foot		\$0.06/\$30
Refunds 2/3 of fee-minimum fee		\$60.00
Certificate of use and occupancy		
With an active building permit (issued)		\$0
Without an active building permit (issued)		\$60.00
Hazardous occupancies		\$200.00
Re-inspection fees		
First re-inspection fee		\$30.00
Additional re-inspection fee beyond the first		\$50.00
Project review		
One-two family dwelling		No fee
\$0-\$25,000 total valuation		\$50.00 \$80.00
\$25,001-\$50,000 total valuation		\$100.00 \$160.00
\$50,001-100,000 total valuation		\$150.00 \$325.00
\$100,001-\$200,000 total valuation		\$200.00 \$650.00
\$200,001-\$300,000 \$500,000 total valuation		\$300.00 \$875.00
\$300,001-\$400,000 total valuation		\$400.00
\$400,001-\$500,000 total valuation		\$500.00
\$500,001 and up \$1 million total valuation		\$600.00 \$1200.00
\$1,000,001-\$2 million total valuation		\$1600.00
\$2,000,001-\$5 million total valuation		\$2000.00
\$5,000,001 and up		\$3000.00

(Ord. #02-02, Feb. 2002)

12-121. Violations and penalty. It shall be unlawful for any person to violate or fail to comply with any provision of the building code as herein adopted by reference and modified. The violation of any section of this chapter shall be punishable by a penalty under the general penalty provision of this code. Each day a violation is allowed to continue shall constitute a separate offense.

CHAPTER 2

PLUMBING CODE¹

SECTION

- 12-201. Plumbing code adopted.
- 12-202. Modifications.
- 12-203. Available in clerk's office.
- 12-204. Plumbing permit and inspection fees.
- 12-205. Violations and penalty.

12-201. Plumbing code adopted. Pursuant to authority granted by Tennessee Code Annotated, §§ 6-54-501 through 6-54-506 and for the purpose of regulating plumbing installations, including alterations, repairs, equipment, appliances, fixtures, fittings, and the appurtenances thereto, within or without the city, when such plumbing is or is to be connected with the city water or sewerage system, the International Plumbing Code,² 2021 edition (with city amendments), and the International Residential Plumbing Code,² 2018 edition (with city amendments), as prepared and adopted by the International Code Council, are hereby adopted and incorporated by reference as a part of this code and is hereinafter referred to as the plumbing code. (Ord. #02-02, Feb. 2002, as amended by Ord. #07-11, Nov. 2007, Ord. #11-04, April 2011, Ord. #18-06, Nov. 2018 *Ch 7_12-08-20*, and Ord. #22-03, Aug. 2022 *Ch 8_08-09-22*)

12-202. Modifications. (1) Definitions. Wherever the plumbing code refers to the "Chief Appointing Authority," the "Administrative Authority," or the "Governing Authority," it shall be deemed to be a reference to the board of mayor and aldermen.

(2) Wherever "City Engineer," "Engineering Department," "Plumbing Official," or "Inspector" is named or referred to, it shall mean the person appointed or designated by the board of mayor and aldermen to administer and enforce the provisions of the plumbing code.

12-203. Available in clerk's office. Pursuant to the requirements of Tennessee Code Annotated, § 6-54-502 one (1) copy of the plumbing code has

¹Municipal code references

Cross connections: title 18.

Street excavations: title 16.

Wastewater treatment: title 18.

Water and sewer system administration: title 18.

²Copies of these codes (and any amendments) may be purchased from the City of Bartlett's Code Enforcement Department.

12-11

been placed on file in the clerk's office and shall be kept there for the use and inspection of the public.

12-204. Plumbing permit and inspection fees. (1) Fees for amending permits. After a permit has been issued and an amendment or supplemental revision is applied for, the additional fee or service charge shall be as follows:

(a) For each and every amendment which involves additional work, not originally applied for to complete the entire project, the additional fee shall be the normal fee for the work contemplated and shall be computed disregarding the valuation of the work previously permitted. Fee for issuing a permit shall be ~~four dollars (\$4.00)~~ **five dollars (\$5.00)**. **A Software Fee of seven dollars (\$7.00) shall be added to the plumbing permit.**

(b) For each and every amendment or supplement not involving additional work by square footage, volume, or dollar value, the minimum fees normally required for such work shall apply, even though the project dollar value or building volume may decrease. A minimum fee of twenty dollars (\$20.00) is required.

(2) Work commencing before permit issuance. In case any work requiring a permit is started prior to obtaining said permit, as a penalty for violating this chapter, the total normal fee applicable shall be doubled. The payment of said fee shall not relieve any persons from fully complying with the requirements of this chapter for performance or execution of the work, nor from other penalties prescribed by law. (Section 104.7.2).

(3) Schedule of fees. (a) The fee for each permit shall start with a base fee of ~~seven dollars and fifty cents (\$7.50)~~ **eight dollars (\$8.00)** shall be computed as follows: for any installation or alteration of fixtures, including floor drains, deep seal trap, grease traps, roof drains, indirect waste openings, and other appurtenances connected to the plumbing system, the fee will be ~~seven dollars and fifty cents (\$7.50)~~ **eight dollars (\$8.00)** for each fixture, but not less than the minimum fee.

(b) The fee for any alteration or replacement of more than fifty (50) percent or over twenty (20) feet of a house sewer or residential building sewer, or tap installation by other than a public agency, will be thirty dollars (\$30.00). For commercial sewer this fee will be based on the valuation of the work. The fees shall be charged at eight dollars (\$8.00) per one thousand dollar (\$1,000.00) of valuation with a minimum fee of one hundred dollars (\$100.00).

(c) The fee for the original installation of any water service pipe shall be twenty dollars (\$20.00) when the diameter of the service is one (1) inch or less; thirty dollars (\$30.00) when the diameter of the service is more than one (1) inch, but not more than two (2) inches; over two (2) inches shall be charged at eight dollars (\$8.00) per one thousand dollars (\$1,000.00) of valuation with a minimum fee of two hundred dollars (\$200.00).

(d) Sewer turnaround fee shall be one thousand five hundred dollars (\$1,500.00).

12-12

(4) Minimum permit fee. The minimum fee for any permit shall be ~~fifteen dollars (\$15.00)~~ **twenty dollars (\$20.00)**.

(5) Filing application for board of appeals. Notice of board of appeals under section 108 shall be accompanied by a fee of one hundred dollars (\$100.00).

(6) Refunds. Permit fees may be refunded if no work has commenced and a request for refunds is submitted to the building official in writing by the permittee within six (6) months of the date of issuance. The permit is surrendered when a request for refund is submitted. The amount of the refund will be two-thirds (b) of the permit fee, but in no case will the amount retained by the City of Bartlett be less than ~~fifteen dollars (\$15.00)~~ **twenty dollars (\$20.00)**.

(7) Re-inspection fee for excessive or unessential inspection calls.

(a) An additional fee shall be charged for the first re-inspection of thirty dollars (\$30.00), and for each additional inspection thereafter, until the violation(s) is corrected, a fee of fifty dollars (\$50.00) shall be charged. NOTE: Re-inspection fees shall be paid before final inspection.

(b) Any person, firm, or corporation aggrieved by the assessment of any re-inspection fee may appeal to the building official for a review of the facts involved and a possible reduction or dismissal of said fees.

(8) Turnarounds. Fee shall be set forth in subsection (3) of this section.

(9) Sewer connection or replacement, residential. For each residential sewer connection or sewer replacement there is a fee of thirty dollars (\$30.00) which must be added to the plumbing permit.

Section Title	2002 Fees 2023
Fees for amending permit	
Fees for issuing permits	\$4.00 \$5.00
Software Fee	\$7.00
Amendments-minimum fee	\$20.00
Work commencing before the permit issuance	Double fee
Schedule of fees	
Installation or alteration of...for each fixture	\$7.50 \$8.00
Alteration or replacement of <50% house sewer or <20' or tap installation	\$30.00
Commercial sewer-replacement or alteration- \$8/\$1000 valuation-minimum fee \$100	\$8/\$1000 or minimum \$100
Original installation of water service	
> 1 inch	\$20.00
< 1 inch > 2 inch	\$30.00
<2 inch-\$8/\$1000 valuation-minimum fee \$200	\$8/\$1000 or minimum \$200
Sewer turnaround	\$1,500
Minimum permit fee	\$15.00 \$20.00
Filing to board of appeals	\$100

12-13

Refunds 2/3 of fee-minimum fee	\$20.00	\$15.00
Re-inspection fees		
First re-inspection fee		\$30.00
Additional fee beyond the first		\$50.00
Sewer turnaround		See subsection (3)(d)

(Ord. #02-02, Feb. 2002)

12-205. Violations and penalty. It shall be unlawful for any person to violate or fail to comply with any provision of the plumbing code as herein adopted by reference and modified. The violation of any section of this chapter shall be punishable by a penalty under the general penalty provision of this code. Each day a violation is allowed to continue shall constitute a separate offense.

CHAPTER 3

ELECTRICAL CODE¹

SECTION

- 12-301. Electrical code adopted.
- 12-302. Modifications.
- 12-303. Available in clerk's office.
- 12-304. Electrical permit and inspection fees.
- 12-305. Violations and penalty.

12-301. Electrical code adopted. Pursuant to authority granted by Tennessee Code Annotated, §§ 6-54-501 through 6-54-506 and for the purpose of providing practical minimum standards for the safeguarding of persons and of buildings and their contents from hazards arising from the use of electricity for light, heat, power, radio, signaling, or for other purposes, the National Electrical Code,² 2017 edition (with city amendments), as prepared by the National Fire Protection Association, is hereby adopted and incorporated by reference as a part of this code and is hereinafter referred to as the electrical code. (Ord. #02-02, Feb. 2002, as amended by Ord. #07-11, Nov. 2007, Ord. #11-01, Feb. 2011, Ord. #18-06, Nov. 2018 *Ch 7_12-08-20*, and Ord. #22-03, Aug. 2022 *Ch 8_08-09-22*)

12-302. Modifications. Definitions. Whenever the electrical code refers to the "Chief Administrator," it shall be deemed to be a reference to the board of mayor and aldermen. When the "Building Official" is named it shall, for the purposes of the electrical code, mean such person as the board of mayor and aldermen has appointed or designated to administer and enforce the provisions of the electrical code.

12-303. Available in clerk's office. Pursuant to the requirements of Tennessee Code Annotated, § 6-54-502, one (1) copy of the electrical code has been placed on file in the clerk's office and shall be kept there for the use and inspection of the public.

12-304. Electrical permit and inspection fees. (1) Fees for amending permits. After a permit has been issued and an amendment or supplemental revision is applied for, the additional fee or service charge shall be as follows:

¹Municipal code reference

Fire protection, fireworks and explosives: title 7.

²Copies of this code (and any amendments) may be purchased from the National Fire Protection Association, 1 Batterymarch Park, Quincy, Massachusetts 02269-9101.

12-15

(a) For each and every amendment which involves additional work, not originally applied for to complete the entire project, the additional fee shall be the normal fee for the work contemplated and shall be computed disregarding the valuation of the work previously permitted. Fee for issuing a permit shall be ~~four dollars (\$4.00)~~. **five dollars (\$5.00)**. **A Software Fee of seven dollars (\$7.00) shall be added to the electric permit.**

(b) For each and every amendment or supplement not involving additional work by square footage, volume, or dollar value, the minimum fees normally required for such work shall apply, even though the project dollar value or building volume may decrease. Minimum fee of twenty dollars (\$20.00).

(c) Fee(s) for amendments or supplements shall be paid to re-inspection.

(2) Work commencing before permit issuance and penalty. (a) In case work requiring a permit is started prior to obtaining said permit, as a penalty for violating this code, the total normal fee applicable shall be doubled. The payment of said fee shall not relieve any persons from fully complying with the requirements of this code for performance or execution of the work, nor from other penalties prescribed by law.

(b) Penalty of the lump sum or total fee due shall accompany the electrical permit. Intentional failure to submit the proper amount or submit a permit shall result in a penalty of fifty percent (50%) of the original permit fee added to the amount not paid; this penalty could also apply if a permit is not submitted and the intent was not intentional.

(3) Minimum fees, payment and address assignment. (a) Wiring on each meter installation shall require a separate permit and fee; separate meter installations on apartment jobs may be listed on one permit so long as the apartments listed are for one address. No permit, initial or added after an inspection has been made shall be issued for a fee of less than ~~fifteen dollars (\$15.00)~~. **twenty dollars (\$20.00)**.

(b) Full payment for all fees shall accompany any electrical permit submitted.

(c) Address assignments from MLGW will be the official address used by the City of Bartlett Code Enforcement Office.

(4) Refunds. Permit fees may be refunded if no work has commenced and a request for refunds is submitted to the building official in writing by the permittee within six (6) months of the date of the issuance. The permit is surrendered when a request for refund is submitted. The amount of the refund will be two-thirds (b) of the permit fee, but in no case will the amount retained by the City of Bartlett be less than ~~fifteen dollars (\$15.00)~~. **twenty dollars (\$20.00)**.

(5) Re-inspection. (a) Fee for excessive or repeat calls:

(i) An additional fee shall be charged for the first re-inspection of thirty dollars (\$30.00), and for each additional inspection thereafter, until the violation(s) is corrected, a fee of fifty dollars (\$50.00) shall be charged. Re-inspection fee(s) are to be paid prior to electrical final inspection.

12-16

(ii) Any person, firm, or corporation aggrieved by the assessment of any re-inspection fee may appeal to the building official for a review of the facts involved and a possible reduction or dismissal of said fees.

(b) Interior wiring out of service for ninety (90) days or more. No system or installation of interior electrical wiring in any building which has been out of service ninety (90) days or more for commercial buildings and three hundred sixty five (365) days or more for residential buildings shall be used as an electrical conductor without re-inspection by or a certificate from the chief electrical inspector. In emergency situations, the inspector is authorized to issue a temporary certificate, until re-inspection can be made. A fee of fifty dollars (\$50.00) shall be charged for a re-inspection or certificate required by this section. This section shall apply to new buildings which have never been occupied as well as buildings which are vacant after having been previously occupied.

(6) Residential fees. (a) New residential (multi-family, multi-occupancy). The fee for multi-family and multi-occupancy shall be one dollar (\$1.00) per amp for the main overcurrent device(s) for each metered tenant. This fee will include low voltage installations if they are listed on the permit. This fee provides three inspections; additional inspections shall be thirty dollars (\$30.00) for the first and fifty dollars (\$50.00) for each additional inspection thereafter.

(i) New residential (1 and 2 family dwellings). The fee for 1 and 2 family dwellings shall be as follows:

Service Size	Fee
0-150 Amps	\$70.00
151-400 Amps	\$125.00
Over 400 Amps	\$250.00

(ii) This fee shall include low voltage installations if they are listed on the permit; and will provide three (3) inspections. Additional inspections shall be thirty dollars (\$30.00) for the first and fifty dollars (\$50.00) for each additional inspection thereafter. The payment of the above lump sum fees shall accompany the written request for an electrical permit.

(b) Existing residential occupancies. (i) The following fees shall apply to circuits only; new or existing:

1 to 5 circuits	\$30.00
Over 5 circuits	\$45.00

(ii) This fee will provide two (2) inspections; additional inspections shall be thirty dollars (\$30.00) for the first and fifty dollars (\$50.00) for each additional inspection thereafter.

(c) Service, feeder, and panel replacement. The fee for service, feeder, or panel replacement shall be fifty dollars (\$50.00). This fee shall

12-17

apply if one or all three (3) replacements are done; and if replacement(s) are for like equipment and conductors.

(d) Swimming pools. The fee for residential in-ground pools shall be one hundred dollars (\$100.00) and will cover circuits for pool equipment only. This fee will provide three (3) inspections; additional inspections shall be thirty dollars (\$30.00) for the first and fifty dollars (\$50.00) for each additional inspection thereafter. The fee for residential above ground pools shall be the same as set forth in subsection (b) above. This fee will provide two (2) inspections; additional inspections shall be thirty dollars (\$30.00) for the first and fifty dollars (\$50.00) for each additional inspection thereafter.

(e) Residential low voltage. The fee for low voltage installed in a one (1) or two (2) family dwelling by a licensed and/or registered low voltage contractor shall be thirty dollars (\$30.00); this fee shall apply only if the installation is in at the time of the electrical rough-in. If installed after the electrical rough-in, a fifty dollar (\$50.00) fee will be assessed. The fee for multi-family or multi-occupancy buildings, three (3) floors or less shall be thirty dollars (\$30.00) per system, per building, if they are installed at the time of the electrical rough-in. If installed after the electrical rough-in, an additional fifty dollar (\$50.00) fee (per building) will be assessed.

(f) Manufactured (mobile) homes. The fee for mobile homes shall be fifty dollars (\$50.00) and will include the A/C connection if it is listed on the permit. This fee applies to mobile home parks only; installations other than a mobile home park shall be as set forth in subsection (a) of this section.

(g) Concealed wiring. Wiring in all type residential (new or existing) occupancies shall not be concealed until approved inspections have been received for both low voltage and line voltage installations. Concealed wiring shall be uncovered in its entirety.

(h) Residential temporary meter center. The fee for temporary meter centers used only for the construction of new one (1) and two (2) family dwellings shall be twenty-five dollars (\$25.00).

(7) Permit fees for installations other than residential--new services or feeders. The permit fees listed below shall cover the installation of a new service or feeder including all circuits and current consuming equipment and devices connected thereto when installed concurrently with the service or feeder.

(a) 120 volt single phase, 120/240 volt single phase, or 120/208 volt three phase; or 277/480 volt three (3) phase; the fee shall be two dollars (\$2.00) per ampere of service or feeder size.

(b) Delete Shelby County Electrical Code Amendment.

(c) 277 volt single phase, 480 volt single phase, 480 volt three (3) phase; the fee shall be one dollar (\$1.00) per ampere of service or feeder size.

12-18

(d) Buildings or premises that are supplied by electrical services with voltage in excess of 480 volts; the fee shall be as follows:

(i) One dollar and fifty cents (\$1.50) per KVA for the first ten thousand (10,000) KVA.

(ii) Fifty cents (\$0.50) for each additional KVA above ten thousand (10,000) KVA and up to fifty thousand (50,000).

(iii) Twenty-five cents (\$0.25) for each additional KVA above fifty thousand (50,000) KVA.

(e) The capacity of a service or feeder shall be the over current device or buss size.

(f) The permit fee shall be based on the current device(s) or buss size on each metered service or feeder.

(g) The payment of the lump sum fee shall accompany the written request for the electrical permit.

(8) Increase of service size. (a) The permit fee for the increase of the size of a service shall be computed as set forth in subsection (7), this fee will cover work associated with the service increase (new panels and circuits). Circuits in existing panels not associated with the increase that are to be reconfigured in existing panels or relocated shall be assessed as set forth in subsection (12). The increase in the service size only shall be used in calculating the permit fee, (i.e. increasing an 800 ampere service to 1200 ampere will be computed as a 400 ampere fee).

(b) The payment of the entire fee shall accompany the written request for the electrical permit.

(9) Remodeling of existing buildings. (a) Where an existing building is completely remodeled and the existing service is of adequate capacity, the permit fee shall be seventy-five percent (75%) of the fee as set forth in subsection (7) for a new service or feeder.

(b) The payment of the entire fee shall accompany the written request for the electrical permit.

(10) Service, feeder, and panel replacement (non residential). Replacement of existing services, feeders, or panels shall be permitted at twenty-five percent (25%) of the fee shown under the appropriate voltage figured in subsection (7). Replacement(s) shall be for like equipment and conductors. This fee shall apply if one or all three replacements are done for an individual service, feeder, or panel.

(11) Emergency power systems. The installation of an emergency stand by system (generator, UPS, etc.) required or non-required shall be twenty-five percent (25%) of the fee as set forth in subsection (7), at the appropriate voltage. This fee applies to installations not associated with new construction.

(12) Non-residential fees for circuits below fifty (50) amperes. The fee for circuits below fifty (50) amperes shall be figured at twenty-five percent (25%) of the over current device at the appropriate voltage. All others shall be figured as set forth in subsection (7).

(13) Empty conduits. (a) Empty conduit system for services, feeders, branch circuits, and low voltage systems shall be permitted for a fee of ten dollars (\$10.00) for each fifty (50) feet of conduit or bank of conduits.

(b) Termination of services for multi-occupancy services shall be made on terminal blocks in the service trough and shall be permitted for a fee of ten dollars (\$10.00) for each fifty (50) feet of conduit or bank of conduits.

(14) Inspection and permit procedure for amusement rides and special events. The procedure listed herein for the inspection of all electrical wiring and components, associated with the installation, construction, alteration, repair, removal, and use of amusement rides and devices and wiring for special events, are in conformance with the requirements of Chapter 30 of the building code and the City of Bartlett.

(a) A permit shall be required for each location for amusement rides or special events that require wiring.

(b) Permits shall be issued only to licensed or registered contractors, as set forth in the licensing section of the Electrical Code and the City of Bartlett.

(c) Permit fees shall be based on the service, or if power is received from generators, the ampere rating of the over current device(s) protecting the circuit(s); the fee shall be figured at twenty-five percent (25%) of the amps at the appropriate voltage as set forth in subsection (7). If over current device(s) are not available; KW will be converted to amps and the fee figured accordingly.

(d) All wiring and grounding shall be in accordance with the requirements of the electrical code and the NEC.

(15) Low voltage (non-residential). All low voltage systems shall be figured as follows:

(a) Fifteen dollars (\$15.00) per system; per floor. This fee will cover a permit for that category on a single floor or tenant space; and will provide two (2) inspections.

(b) If additional inspections are required, they shall be thirty dollars (\$30.00) for the first and fifty dollars (\$50.00) for each additional inspection thereafter. Installations installed by unlicensed/unregistered contractors or installed without a proper permit shall be charged a double fee.

(16) Temporary meter center (non-residential). The fee for temporary meter centers above one hundred (100) amperes other than residential one (1) and two (2) family shall be twenty-five percent (25%) of the ampacity at the appropriate voltage as set forth in subsection (7), all below shall be twenty-five dollars (\$25.00).

(17) Filing of board of appeals. Notice of board of appeals under section 108-4 shall be accompanied by a fee of one hundred dollars (\$100.00).

12-20

(18) Contractor for MLG&W. The contractor shall obtain a permit for the work to be installed under contract with MLG&W Division and shall pay a full permit fee as set forth elsewhere in the fee schedule.

(19) General inspection. For general examination of a wiring system when requested by the owner, a fee of fifty dollars (\$50.00) shall be charged. This fee shall not apply to investigations of complaints.

(20) Termination of permits. Electrical permits issued for any project shall terminate thirty (30) days after the building section has issued the certificate of occupancy. The chief electrical inspector may grant an extension beyond the thirty (30) day interval, but not to exceed one (1) year from the date of the certificate of occupancy on the presentation of adequate reasons for the extension.

(21) Miscellaneous fees. (a) Fire Rulings (Section 727.4), \$50.00.

(b) Relocated houses (Section 727.4), \$50.00.

(c) Modular Res. Buildings (Section 730.3), \$50.00.

(22) Lighting and convenience outlet circuits. For each lighting circuit and sockets supplied thereby, and for each convenience outlet circuit and the outlets supplied thereby, a fee of four dollars (\$4.00) shall be charged. NOTE: A three (3) wire circuit shall be noted as equivalent of two (2) wire circuits. Permit fee will be charged for each circuit worked on other than the replacement of panels in the same location.

(23) Circuits for equipment with capacity of more than one kilowatt. For all circuits supplying ranges, heaters, appliances, or other equipment which have a capacity of more than 1 KW, the fee for each appliance circuit shall be five dollars (\$5.00) for the first 5 KW of rated capacity or fraction thereof, and three dollars (\$3.00) for each additional unit of 5 KW.

(24) Miscellaneous fees. (a) For each electric welder, a fee of twenty-five dollars will be charged.

(b) For each 208/240 volt X-ray unit installation, a fee of fifty dollars (\$50.00). For each 120 volt X-ray unit installation, a fee of fifteen dollars (\$15.00) will be charged.

(c) For each motion picture machine, a fee of thirty dollars (\$30.00) will be charged.

(d) For each battery charger up to 100 amperes charging capacity, a fee of fifteen dollars (\$15.00). For all in excess of 100 amperes, a fee of fifteen dollars (\$15.00) will be charged.

(e) For each power rectifier, a fee of fifteen dollars (\$15.00) will be charged, for the first 100 amperes of output capacity, and three dollars (\$3.00) for each unit of 100 amperes output capacity in excess of 100 amperes.

(25) Convenience outlets or floor box outlets. The permit fee for circuits supplying convenience outlets or floor boxes shall include the installation of complete receptacles.

(26) Panels. Replacement of panels, including integral circuit breakers or fuses, individual switches or breakers in the same location, a fee of fifteen

12-21

dollars (\$15.00) will be charged. Where the panels are relocated more than five (5) feet from the original location, a permit fee will be charged for each circuit in panel.

(27) Transformers and capacitors. (a) For transformers or capacitors, or banks of transformers or capacitors having a total of 100 watts, up to and including 5 KVA, a fee of fifteen dollars (\$15.00) will be charged, and each additional KVA over 5 KVA, a fee of fifty cents (\$0.50) per KVA will be charged.

(b) For replacement of faulty and/or damaged transformers or capacitors at the same location, a fee of twenty dollars (\$20.00) shall apply.

(28) Sign and decorative circuits. The fee for electric sign circuits, outline decorative circuits, flood-lighting circuits and festoon lighting circuits shall be six dollars (\$6.00) for the first circuit, and four dollars (\$4.00) for each additional circuit. Where conduit only is installed for sign circuit, the fee shall be fifteen dollars (\$15.00).

(29) Reconnecting signs. The fee for reconnecting signs to existing outlets or circuits shall be fifteen dollars (\$15.00) for the first circuit and two dollars (\$2.00) for each additional circuit.

(30) Mercury vapor light P.O.L. For each mercury vapor light P.O.L., a fee of fifteen dollars (\$15.00) will be charged.

(31) Installed motors. For motors, the first H.P. six dollars (\$6.00), and one dollar (\$1.00) for each additional H.P. will be charged.

(32) Motors and generators combined. Where electrical motors size and generators capacity are combined as motor generator sets, the permit fee shall be based on the sum of the motor and generator and the fee shall be as required in subsection (23) above. For motor generators consisting of internal combustion engine or turbine type prime movers and electrical generators, the fee shall be based on the generator capacity only and shall be as required in subsection (27) above. Motor generator capacity shall not be combined with other motors but shall be calculated as a separate unit.

(33) Motors moved at same address. For moving and/or connecting motors to properly sized and protected existing circuits without change of address, a fee of fifteen dollars (\$15.00) will be charged.

(34) Fuel pumps. For each gasoline or other fuel pump and/or dispenser, a fee of twenty dollars (\$20.00) will be charged.

(35) Miscellaneous items.

Meter Put Backs	\$15.00
Recalls	\$15.00
Low Voltage Systems (per system).....	\$15.00
Underground or overhead low voltage cable, including optical fiber as defined by NEC 770: per 100 ft	\$20.00

12-22

Electrical contractors who install low voltage systems are required to list the installation on original permits to be considered included in the fee for new services and feeders provided in subsection (7).

Section Title	2023	2002 Fees
Fees for amending permits		
Fee for issuing permits		\$4.00 \$5.00
Software Fee		\$7.00
Amending permit--minimum fee		\$20.00
Work commencing before permit issued		Double fee
Minimum permit fee		\$15.00 \$20.00
Refunds		\$15.00 \$20.00
Re-inspection fees		
First re-inspection fee		\$30.00
Additional re-inspection fee beyond the first		\$50.00
Re-inspection of interior wiring out of service for 90 days or more		\$50.00
New residential installations only		
New residential (multi-family/multi-occupancy)		\$1 per amp
New residential (1 & 2 family dwellings)		
0-150 amperes		\$70.00
151-400 amperes		\$125.00
Over 400 amperes		\$250.00
Existing residential occupancies		
1 to 5 circuits		\$30.00
Over 5 circuits		\$45.00
Service, feeder, & panel replacement (residential)		\$50.00
Swimming pools		
Inground pools		\$100.00
Above ground pools		See Existing residential occupancies
Residential low voltage		
Before electrical-roughin		\$30.00
After electrical-roughin		\$50.00
Mobile homes (manufactured)		\$50.00
Residential temporary meter center		\$25.00
120, 120/240 volt single phase, or 120/240 three phase		\$1.00
277, 480 volt single phase, or 480, 277/480 three phase		\$2.00
Voltage excess of 480 volts per KVA first 10,000 KVA		\$1.50/KVA
Each additional KVA over 10,000 up to 50,000		\$0.50 each
Each additional KVA above 50,000		\$0.25 each
Empty conduits		\$10.00
Low voltage (non-residential) per system		\$15.00
Filing of board of appeals		\$100
General inspection (not a complaint)		\$50.00

Attachment: Title 12 Exhibit A (3351 : Ord. 23-05 Title 12 Code Fee Provisions)

12-23

Section Title	2023	2002 Fees
Miscellaneous fees		
Fire ruling		\$50.00
Relocated houses		\$50.00
Modular res. buildings		\$50.00
Lighting and convenience outlet circuits		\$4.00
Circuits for equipment with capacity of more than 1 KW for the first 5 KW		\$5.00
For each additional KW		\$3.00
Miscellaneous fees		\$25.00
Electric welder		\$50.00
X-ray unit-208/240 volt		\$50.00
X-ray unit 120 volt		\$15.00
Motion picture machine		\$30.00
Battery charger up to 100 amperes		\$15.00
Battery charger--more than 100 amperes		\$15.00
Power rectifier-up to 100 amperes		\$15.00
Power rectifier-more than 100 amperes		\$3/each unit
Panels		\$15.00
Transformers & capacitors		
Installations 100 watts up to 5 KVA		\$15.00
Installations-each additional > 5 KVA		\$0.50
Replacement		\$20.00
Signs and decorative circuits		
1 st circuit		\$6.00
For each additional circuit		\$4.00
Where conduit only is installed for the sign circuit		\$15.00
Reconnecting signs		
1 st circuit		\$15.00
Each additional circuit		\$2.00
Mercury vapor light P.O.L.		\$15.00
Installed motors		
1 st H.P.		\$6.00
Each additional H.P.		\$1.00
Motors moved at same address		\$15.00
Fuel pumps		\$20.00
Miscellaneous items		
Meter put back		\$15.00
Recalls		\$15.00
Low voltage systems (per system-non residential)		\$15.00
Underground or overhead low voltage cable, including optical fiber as defined by NEC 770: per 100 ft		\$20.00

(Ord. #02-02, Feb. 2002)

Attachment: Title 12 Exhibit A (3351 : Ord. 23-05 Title 12 Code Fee Provisions)

12-24

12-305. Violations and penalty. It shall be unlawful for any person to do or authorize any electrical work or to use any electricity in such manner or under such circumstances as not to comply with this chapter and/or the requirements and standards prescribed by the electrical code. The violation of any section of this chapter shall be punishable by a penalty under the general penalty provision of this code. Each day a violation is allowed to continue shall constitute a separate offense.

CHAPTER 4

FUEL GAS CODE

SECTION

- 12-401. Fuel gas code adopted.
- 12-402. Modifications.
- 12-403. Available in clerk's office.
- 12-404. Gas permit and inspection fees.
- 12-405. Violations and penalty.

12-401. Fuel gas code adopted. Pursuant to authority granted by Tennessee Code Annotated, §§ 6-54-501 through 6-54-506 and for the purpose of providing minimum standards, provisions, and requirements for safe installation of consumer's gas piping and gas appliances, the International Fuel Gas Code,¹ 2021 edition (with city amendments), and the International Residential Gas and Mechanical Code,¹ 2018 edition (with city amendments), which are hereby incorporated by reference and made a part of this chapter as if fully set forth herein. (Ord. #02-02, Feb. 2002, as amended by Ord. #07-11, Nov. 2007, Ord. #11-04, April 2011, Ord. #18-06, Nov. 2018 *Ch7_12-08-20*, and Ord. #22-03, Aug. 2022 *Ch8_08-09-22*)

12-402. Modifications.Definitions. Whenever the gas code refers to the "Chief Administrator," it shall be deemed to be a reference to the board of mayor and aldermen. When the "Building Official" is named it shall, for the purposes of the gas code, mean such person as the board of mayor and aldermen has appointed or designated to administer and enforce the provisions of the gas code.

12-403. Available in clerk's office. Pursuant to the requirements of Tennessee Code Annotated, § 6-54-502, one (1) copy of the gas code has been placed on file in the clerk's office and shall be kept there for the use and inspection of the public.

12-404. Gas permit and inspection fees. (1) Fees for amending permits. After a permit has been issued and an amendment or supplemental revision is applied for, the additional fee or service charge shall be as follows:

- (a) For each and every amendment which involves additional work, not originally applied for to complete the entire project, the additional fee shall be the normal fee for the work contemplated and shall be computed disregarding the valuation of the work previously permitted. Fees for issuing a permit shall be ~~four dollars (\$4.00)~~ **five dollars (\$5.00)**. **A Software Fee of seven dollars (\$7.00) shall be added to the gas permit.**

¹Copies of these codes (and any amendments) may be purchased from the City of Bartlett's Code Enforcement Department.

12-26

(b) For each and every amendment or supplement not involving additional work by square footage, volume, or dollar value, the minimum fees normally required for such work shall apply, even though the project dollar value or building volume may decrease. (Minimum fee of \$20.00).

(2) Work commencing before permit issuance. In case any work requiring a permit is started prior to obtaining said permit, as a penalty for violating this code, the total normal fee applicable shall be doubled. The payment of said fee shall not relieve any persons from fully complying with the requirements of this code for performance or execution of the work, nor from other penalties prescribed by law. (Section 104.7.2).

(3) Schedule of permit fees. On all gas systems requiring a gas permit, a fee for each gas permit shall be paid as required at the time of filing the application, in accordance with the following.

On all installations requiring a permit, as set forth in this section, a fee for each permit shall be paid as required at the time of filing the application, in accordance with the following schedule:

(a) For one dollar (\$1.00) to one thousand dollars (\$1,000.00) value of installation, the fee shall be fifteen dollars (\$15.00) with minimum permit fee of fifteen dollars (\$15.00).

(b) When the estimated cost exceeds one thousand dollars (\$1,000.00), the additional fee shall be eight dollars (\$8.00) per each additional one thousand dollars (\$1,000.00) of valuation.

(c) The fee for installing a water heater will be fifteen dollars (\$15.00) for the first one thousand dollars (\$1,000.00) and eight dollars (\$8.00) per each additional one thousand dollars (\$1,000.00) of valuation.

(d) If a gas meter put back is required, an additional fee of fifteen dollars (\$15.00) will be charged.

(e) Single family residence only--additional fee for each gas outlet shall be ~~two dollars and fifty cents (\$2.50)~~ **three dollars (\$3.00)**. Gas piping permit fees shall be based on total valuation (contract price). All other gas permits shall be based on total valuation (contract price).

(4) Minimum permit fee. The minimum fee for any permit shall be ~~fifteen dollars (\$15.00)~~ **twenty dollars (\$20.00)**.

(5) Filing application for board of appeals. Notice of board of appeals under section 108 shall be accompanied by a fee of one hundred dollars (\$100.00).

(6) Refunds. Permit fees may be refunded if no work has commenced and a request for refunds is submitted to the building official in writing by the permittee within six (6) months of the date of issuance. The permit is surrendered when a request for refund is submitted. The amount of the refund will be two-thirds (b) of the permit fee, but in no case will the amount retained by the City of Bartlett be less than ~~fifteen dollars (\$15.00)~~ **twenty dollars (\$20.00)**.

(7) Re-inspection fee for excessive or unessential inspection calls.

(a) An additional fee of thirty dollars (\$30.00) shall be charged for the first re-inspection; and for each additional inspection thereafter,

12-27

until the violation(s) is corrected, a fee of fifty dollars (\$50.00) shall be charged.

(b) Any person, firm, or corporation aggrieved by the assessment of any re-inspection fee may appeal to the building official for a review of the facts involved and a possible reduction or dismissal of said fees.

Gas Permit and Inspection Fees

Section Title	2023	2002 Fees
Fees for amending permits		
Fees for issuing permits		\$4.00 \$5.00
Software Fee		\$7.00
Amendment--minimum fee		\$20.00
Work commencing before the permit issuance		Double Fee
Schedule of permit fees		
For \$1 to \$1,000 valuation of installation		\$15.00
Per each additional \$1,000		\$8.00
Water heater--1st \$1,000		\$15.00
Per each additional \$1,000		\$8.00
Gas meter put back		\$15.00
For each gas outlet		\$2.50 \$3.00
Minimum permit fee		\$15.00 \$20.00
Filing application for board of appeals		\$100.00
Refunds 2/3 of fee--minimum fee		\$15.00 \$20.00
Re-inspection fees		
First re-inspection fee		\$30.00
Additional fee beyond the first		\$50.00

(Ord. #02-02, Feb. 2002)

12-405. Violations and penalty. The violation of any section of this chapter shall be punishable by a penalty under the general penalty provision of this code. Each day a violation is allowed to continue shall constitute a separate offense.

12-28

CHAPTER 5

MECHANICAL CODE

SECTION

- 12-501. Mechanical code adopted.
- 12-502. Modifications.
- 12-503. Available in clerk's office.
- 12-504. Mechanical permit and inspection fees.
- 12-505. Violations and penalty.

12-501. Mechanical code adopted. Pursuant to authority granted by Tennessee Code Annotated, §§ 6-54-501 through 6-54-506, and for the purpose of regulating the installation of mechanical systems, including alterations, repairs, replacement, equipment, appliances, fixtures, fittings and/or appurtenances thereto, including ventilating, heating, cooling, air conditioning, and refrigeration systems, incinerators, and other energy-related systems, the International Mechanical Code,¹ 2021 edition (with city amendments), as prepared and adopted by the International Code Council, is hereby adopted and incorporated by reference as a part of this code and is hereinafter referred to as the mechanical code. (Ord. #02-02, Feb. 2002, as amended by Ord. #07-11, Nov. 2007, Ord. #11-04, April 2011, Ord. #18-06, Nov. 2018 *Ch 7_12-08-20*, and Ord. #22-03, Aug. 2022 *Ch 8_08-09-22*)

12-502. Modifications. Definitions. Wherever the mechanical code refers to the "Building Department," "Mechanical Official," or "Building Official," or "Inspector" it shall mean the person appointed or designated by the board of mayor and aldermen to administer and enforce the provisions of the mechanical code.

12-503. Available in clerk's office. Pursuant to the requirements of Tennessee Code Annotated, § 6-54-502, one (1) copy of the mechanical code has been placed on file in the city clerk's office and shall be kept there for the use and inspection of the public.

12-504. Mechanical permit and inspection fees. (1) Fees for amending permits. After a permit has been issued and an amendment or supplemental revision is applied for, the additional fee for service charge shall be as follows:

- (a) For each and every amendment which involves additional work not originally applied for to complete the entire project, the additional fee shall be the normal fee for the work contemplated and shall

¹Copies of this code (and any amendments) may be purchased from the City of Bartlett's Code Enforcement Department.

12-29

be computed disregarding the valuation of the work previously permitted. Fee for issuing a permit shall be ~~four dollars (\$4.00)~~ **five dollars (\$5.00)**. **A Software Fee of seven dollars (\$7.00) shall be added to the mechanical permit.**

(b) For each and every amendment or supplement not involving additional work by square footage, volume, or dollar value, the minimum fees normally required for such work shall apply, even though the project dollar value or building volume may decrease. Minimum fee of twenty dollars (\$20.00).

(2) Work commencing before permit issuance. In case any work requiring a permit is started prior to obtaining said permit, as a penalty for violating this code, the total normal fee applicable shall be doubled. The payment of said fee shall not relieve any persons from fully complying with the requirements of this code for performance or execution of the work, nor from other penalties prescribed by law. (Section 104.7.2)

(3) Schedule of permit fees. On all mechanical systems requiring a mechanical permit, a fee for each mechanical permit shall be paid as required at the time of filing the application, in accordance with the following:

(a) The fee for each permit shall be not less than fifteen dollars (\$15.00) for the first one thousand dollars (\$1,000.00) valuation for the installation of heating, ventilating, duct work, air conditioning and refrigeration systems or any mechanical system. And eight dollars (\$8.00) for each additional one thousand dollars (\$1,000.00) of value less than one million dollars (\$1,000,000.00) and three dollars (\$3.00) for each one thousand dollars (\$1,000.00) more than one million dollars (\$1,000,000.00).

(b) Single family residence only--mechanical permit fees shall be based on total valuation (contract price) based on a minimum one thousand dollars (\$1,000.00) per ton. All other mechanical permits shall be based on total valuation (contract price).

(c) The fee for each permit for a sprinkler system shall be sixteen dollars (\$16.00) for the first one thousand dollars (\$1,000.00) valuation; and nine dollars (\$9.00) for each additional one thousand dollars (\$1,000.00) of value less than one million dollars (\$1,000,000.00), and three dollars (\$3.00) for each one thousand dollars (\$1,000.00) more than one million dollars (\$1,000,000.00).

(4) Minimum permit fee. The minimum permit fee for any permit shall be ~~fifteen dollars (\$15.00)~~ **twenty dollars (\$20.00)**.

(5) Filing application for board of appeals. Notice of board of appeals under section 108 shall be accompanied by a fee of one hundred dollars (\$100.00).

(6) Refunds. Permit fees may be refunded if no work has commenced and a request for refunds is submitted to the building official in writing by the permittee within six (6) months of the date of issuance. The permit is surrendered when a request for refund is submitted. The amount of the refund will be two-thirds (b) of the permit fee, but in no case will the amount retained by the City of Bartlett be less than ~~fifteen dollars (\$15.00)~~ **twenty dollars (\$20.00)**.

12-30

(7) Re-inspection fee for excessive or unessential inspection calls.

(a) An additional fee shall be charged for the first re-inspection of thirty dollars (\$30.00), and for each additional inspection thereafter, until the violation(s) is corrected, a fee of fifty dollars (\$50.00) shall be charged.

(b) Any person, firm, or corporation aggrieved by the assessment for any re-inspection fee may appeal to the building official for a review of the facts involved and a reduction or dismissal of said fees.

Section Title	2023	2002 Fees
Fees for amending permits		
Fees for issuing permits		\$4.00 \$5.00
Software Fee		\$7.00
Amendment-min. fee		\$20.00
Work commencing before the permit issuance		Double Fee
For first \$1,000		\$15.00
For each additional \$1,000 < \$1,000,000		\$8.00
For each additional \$1,000 > \$1,000,000		\$3.00
Sprinkler system--for first \$1,000		\$16.00
For each additional \$1,000 < \$1,000,000		\$9.00
For each additional \$1,000 > \$1,000,000		\$3.00
Minimum permit fee	\$15.00	\$ 20.00
Filing for board of appeals		\$100.00
Refunds 2/3 of fee-minimum fee	\$15.00	\$20.00
Re-inspection fees		
First re-inspection fee		\$30.00
Additional fee beyond the first		\$50.00

(Ord. #02-02, Feb. 2002)

12-505. Violations. It shall be unlawful for any person to violate or fail to comply with any provision of the mechanical code as herein adopted by reference and modified.

CHAPTER 6

ENERGY CONSERVATION CODE¹

SECTION

12-601. Energy conservation code adopted.

12-602. Modifications.

12-603. Available in clerk's office.

12-604. Violation and penalty.

12-601. Energy conservation code adopted. Pursuant to authority granted by Tennessee Code Annotated, §§ 6-54-501 through 6-54-506, and for the purpose of regulating the design of buildings for adequate thermal resistance and low air leakage and the design and selection of mechanical, electrical, water-heating and illumination systems and equipment which will enable the effective use of energy in new building construction, the International Energy Conservation Code,² 2021 edition (with city amendments), as prepared and maintained by the International Code Council, is hereby adopted and incorporated by reference as a part of this code, and is hereinafter referred to as the energy code. (Ord. #02-02, Feb. 2002, as amended by Ord. #07-11, Nov. 2007, Ord. #11-04, April 2011, Ord. #18-06, Nov. 2018 *Ch7_12-08-20*, and Ord. #22-03, Aug. 2022 *Ch8_08-09-22*)

12-602. Modifications. Whenever the energy code refers to the "responsible government agency," it shall be deemed to be a reference to the City of Bartlett. When the "building official" is named it shall, for the purposes of the energy code, mean such person as the board of mayor and aldermen shall have appointed or designated to administer and enforce the provisions of the energy code.

¹State law reference

Tennessee Code Annotated, § 13-19-106 requires Tennessee cities either to adopt the Model Energy Code, 1992 edition, the 2000 International Energy Conservation Code with 2002 amendments, or to adopt local standards equal to or stricter than the standards in the energy code.

Municipal code references

Fire protection, fireworks, and explosives: title 7.

Planning and zoning: title 14.

Streets and other public ways and places: title 16.

Utilities and services: titles 18 and 19.

²Copies of this code (and any amendments) may be purchased from the City of Bartlett's Code Enforcement Department.

12-32

12-603. Available in clerk's office. Pursuant to the requirements of the Tennessee Code Annotated, § 6-54-502, one (1) copy of the energy code has been placed on file in the clerk's office and shall be kept there for the use and inspection of the public.

12-604. Violation and penalty. It shall be a civil offense for any person to violate or fail to comply with any provision of the energy code as herein adopted by reference and modified. The violation of any section of this chapter shall be punishable by a penalty of up to fifty dollars (\$50.00) for each offense. Each day a violation is allowed to continue shall constitute a separate offense.

CHAPTER 7

ASSESSIBILITY CODE¹

SECTION

12-701. Disability code adopted.

12-702. Available in clerk's office.

12-701. Disability code adopted. Pursuant to authority granted by Tennessee Code Annotated, §§ 6-54-501 through 6-54-506, and for the purpose of allowing a person with a physical disability to independently get to, enter, and use a site, facility, building, or element, the ICC Accessibility Code, 2017,² edition, is hereby adopted and incorporated by reference as part of this code, and is hereinafter referred to as the accessibility code.

(Ord. #02-02, Feb. 2002, as amended by Ord. #07-11, Nov. 2007)

12-702. Available in clerk's office. Pursuant to the requirements of the Tennessee Code Annotated, §§ 6-54-502, one (1) copy of the accessibility code has been placed on file in the city clerk's office and shall be kept there for the use and inspection of the public (modified).

¹Municipal code reference

Fair housing: title 20, chapter 2.

²Copies of this code (and any amendments) may be purchased from the City of Bartlett's Code Enforcement Department.

CHAPTER 8

SPRINKLERS IN COMMERCIAL BUILDINGS

SECTION

12-801. Sprinklers in commercial buildings.

12-801. Sprinklers in commercial buildings. (1) This chapter requires sprinklers in occupancies classified in subsection (5), ten thousand (10,000) total gross square feet or larger and requirements for additions to existing buildings that meet or exceed ten thousand (10,000) total gross square feet. This chapter shall apply to any building permits applied for after January 1, 1999. This chapter shall not cause any building built prior to January 1, 1999 to be retrofitted with an automatic sprinkler system.

(2) Total gross square feet shall be defined as the square footage measured on the exterior of building. Multi-story buildings shall include the gross square footage of each floor added together to obtain the total gross square feet.

(3) Where there is a discrepancy between the adopted building code and this chapter, the most stringent code shall apply. When a new occupancy must meet the requirements of NFPA 101 Life Safety Code, i.e., schools and daycare, the most stringent code shall apply.

(4) Any reference made to or pertaining to code requirements shall be from the current building code as adopted by the city. Any reference to National Fire Protection Code (NFPA)¹ shall be the most current code available. Contractors of sprinkler installations shall meet all applicable requirements of the Tennessee Code Annotated. All sprinkler installations shall be installed, maintained, and supervised per NFPA and the building code. It shall be the building owner's responsibility to maintain the minimum requirements of NFPA 25 Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems.

(5) Assembly, business, educational, factory, institutional, hazardous, mercantile, and storage occupancies shall be sprinklered per NFPA 13 Standard for the Installation of Sprinkler Systems if the total gross square footage is ten thousand (10,000) square feet or greater. An approved sprinkler system shall be provided in Group R1 occupancies and Group R2 occupancies as defined by the Standard Building Code; three (3) or more stories in height regardless of square footage. All sprinkler and fire alarm systems required by this chapter or as a requirement of the building code shall be supervised in accordance with NFPA 72 National Fire Alarm Code.

Group R occupancies shall include, among others, the following:

¹Municipal code reference
Fire code adopted: § 7-101.

12-35

- | | | |
|-----|-----------------------------|--------------------------------|
| R1: | Boarding housing | |
| | Hotels | |
| | Motels | |
| R2: | Apartments | Monasteries |
| | Convents | Rectories |
| | Fraternities and sororities | Rooming houses (not transient) |

Dormitory facilities, which accommodate six or more persons of more than two and one-half (2 ½) years of age, who stay more than twenty-four (24) hours.

(6) For additions to existing buildings that will meet or exceed the limits outlined in subsection (5) the +- following shall apply:

Separate new construction from existing building with two (2) hour wall meeting requirements of the building code, and sprinkler new addition. Any doors or windows in the two (2) hour firewall shall be rated for use in that wall.

(7) Any building, or building addition, for which a building permit was issued after January 1, 1999 shall meet the requirements as set forth in this chapter. (Ord. #99-5, May 1999)

CHAPTER 9

ELEVATOR PERMIT AND INSPECTION FEES

SECTION

12-901. Permit and inspection fees.

12-901. Permit and inspection fees. (1) Fees for amending permits. After a permit has been issued and an amendment or supplemental revision is applied for, the additional fee or service charge shall be as follows:

(a) For each and every amendment which involves additional work not originally applied for to complete the entire project, the additional fee shall be the normal fee for the work contemplated, and shall be computed disregarding the valuation of the work previously permitted. Fee for issuing permits shall be ~~four dollars (\$4.00)~~ **five dollars (\$5.00)**. **A Software fee of seven dollars (\$7.00) shall be added to the elevator permit.**

(b) For each and every amendment or supplement not involving additional work by square footage, volume, or dollar value, the minimum fees normally required for such work shall apply, even though the project dollar value or building volume may decrease. (Minimum fee of twenty dollars [\$20.00]).

(2) Work commencing before permit issuance. In case any work requiring a permit is started prior to obtaining said permit, as a penalty for violating this code, the total normal fee applicable shall be doubled. The payment of said fee shall not relieve any persons from fully complying with the requirements of this code for performance or execution of the work, nor from other penalties prescribed by law. (Section 104.7.2).

(3) Amusement rides. (a) Installation--permit and inspection per ride, thirty dollars (\$30.00).

(b) Re-inspection--per ride, thirty dollars (\$30.00).

(4) Transfer devices. For one dollar (\$1.00) to one thousand dollars (\$1,000.00) value of installation, the fee shall be fifteen dollars (\$15.00). When the estimated cost exceeds one thousand dollars (\$1,000.00), the additional fee shall be per each additional one thousand dollars (\$1,000.00) of valuation or fraction thereof with a minimum permit fee of forty dollars (\$40.00).

(5) Minimum permit fee. The minimum fee for any permit shall be forty dollars (\$40.00).

(6) Filing application for board of appeals. Notice of board of appeals under section 108 shall be accompanied by a fee of one hundred dollars (\$100.00).

(7) Refunds. Permit fees may be refunded if no work has commenced and a request for refunds is submitted to the building official in writing by the permittee within six (6) months of the date of issuance. The permit is surrendered when a request for refund is submitted. The amount of the refund will be two-thirds (b) of the permit fee, but in no case will the amount retained by the City of Bartlett be less than ~~fifteen dollars (\$15.00)~~ **twenty dollars (\$20.00)**.

12-37

(8) Operating certificates. All elevators, escalators, dumbwaiters, moving walks, chair lifts, automatic transfer devices, monorails, and tramways shall be assigned an operating permit, which fee shall be fifty dollars (\$50.00).

(9) Re-inspection fee for excessive or unessential inspection calls.

(a) An additional fee shall be charged for the first re-inspection of thirty dollars (\$30.00) and for each additional inspection thereafter, until the violation(s) is corrected, a fee of fifty dollars (\$50.00) shall be charged.

(b) Any person, firm, or corporation aggrieved by the assessment of any re-inspection fee may appeal to the building official for a review of the facts involved and a possible reduction or dismissal of said fees.

ELEVATOR PERMIT AND INSPECTION FEES

Section Title	2023	2002 Fees
Fees for amending permits		
Fees for issuing permits	\$4.00	\$5.00
Software Fee		\$7.00
Amendment--minimum fee		\$20.00
Work commencing before the permit issuance		Double Fee
Amusement rides		
Installation permit & inspection per ride		\$30.00
Re-inspection per ride		\$30.00
Transfer devices		
For \$1.00 to \$1,000.00 fee		\$15.00
For each additional \$1,000 fee		\$8.00
Minimum permit fee		\$40.00
Filing for board of appeals		\$100.00
Refunds 2/3 of fee--minimum fee	\$15.00	\$20.00
Operating certificates		\$50.00
Reinspection fees		
First re-inspection fee		\$30.00
Additional fee beyond the first		\$50.00

(Ord. #02-02, Feb. 2002)

Attachment: Title 12 Exhibit A (3351 : Ord. 23-05 Title 12 Code Fee Provisions)

CHAPTER 10

BOILER, PRESSURE VESSELS AND PROCESS PIPING PERMIT AND INSPECTION FEES

SECTION

12-1001. Permit and inspection fees.

12-1001. Permit and inspection fees. (1) Fees for amending permits. After a permit has been issued and an amendment or supplemental revision is applied for, the additional fee or service charge shall be as follows:

(a) For each and every amendment which involves additional work, not originally applied for to complete the entire project, the additional fee shall be the normal fee for the work contemplated and shall be computed disregarding the valuation of the work previously permitted. Fee for issuing a permit fee shall be ~~four dollars (\$4.00).~~ **five dollars (\$5.00).** **A Software Fee of seven dollars (\$7.00) shall be added to a boiler, pressure vessels, and process piping permits.**

(b) For each and every amendment or supplement not involving additional work by square footage, volume, or dollar value, the minimum fees normally required for such work shall apply, even though the project dollar value or building volume may decrease. (Minimum fee of \$20.00).

(2) Work commencing before permit issuance. In case any work requiring a permit is started prior to obtaining said permit, as a penalty for violating this code, the total normal fee applicable shall be doubled. This payment of said fee shall not relieve any persons from fully complying with the requirements of this code for performance or execution of the work, nor from other penalties prescribed by law. (Section 104.7.2)

(3) Installation of process piping. The fee for permit for the installation of processed piping shall be no less than sixty dollars (\$60.00) for the first two hundred fifty thousand dollars (\$250,000.00) of valuation, and one dollar (\$1.00) for each one thousand dollars (\$1,000.00) more than two hundred fifty thousand dollars (\$250,000.00).

(4) Minimum permit fee. The minimum fee for any permit shall be forty dollars (\$40.00).

(5) Refunds. Permit fees may be refunded if no work has commenced and a request for refunds is submitted to the building official in writing by the permittee within six (6) months of the date of issuance. The permit is surrendered when a request for refund is submitted. The amount of the refund will be two-thirds (b) of the permit fee, but in no case will the amount retained by the City of Bartlett be less than ~~fifteen dollars (\$15.00).~~ **twenty dollars (\$20.00).**

(6) Re-inspection fee for excessive or unessential inspection calls.

(a) An additional fee shall be charged for the first re-inspection of thirty dollars (\$30.00), and for each additional inspection thereafter, until the violation(s) is corrected, a fee of fifty dollars (\$50.00) shall be charged.

12-39

(b) Any person, firm, or corporation aggrieved by the assessment of any re-inspection fee may appeal to the building official for a review of the facts involved and a possible reduction or dismissal of said fees.

Boiler and Pressure Vessel Permit and Inspection Fees

Section Title	2023	2001 Fees
Fees for amending permits		
Fees for issuing permits	\$4.00	\$5.00
Amendment--minimum fee		\$20.00
Work commencing before the permit issuance		Double Fee
Installation of process piping		
For the first \$250,000 of valuation		\$60.00
\$1.00 for each additional \$1,000<\$250,000		\$1.00
Minimum permit fee		\$40.00
Refunds 2/3 of fee--minimum fee	\$15.00	\$20.00
Re-inspection fee		
First re-inspection fee		\$30.00
For each additional re-inspection		\$50.00

Boiler permits and inspections are to be handled by Martin Toth, Chief Boiler Inspector, State of Tennessee, 710 James Robinson Pkwy.--Gateway Plaza 3rd floor--Nashville, TN 615-741-2123. (Ord. #02-02, Feb. 2002)

CHAPTER 11

RESIDENTIAL CODE

SECTION

12-1101. International residential code adopted.

12-1102. Available in clerk's office.

12-1103. Violations and penalty.

12-1101. International residential code adopted. Pursuant to authority granted by Tennessee Code Annotated, §§ 6-54-501 through 6-54-506, and for the purpose of providing building, plumbing, mechanical and electrical provisions, the International Residential Code,¹ 2018 edition (with city amendments), as prepared and adopted by the International Code Council, is hereby adopted and incorporated by reference as a part of this code, and is hereinafter referred to as the residential code. (as added by Ord. #07-11, Nov. 2007, and amended by Ord. #11-04, April 2011, and Ord. #18-06, Nov. 2018 *Ch7_12-08-20*, and Ord. #22-03, Aug. 2022 *Ch8_08-09-22*)

12-1102. Available in clerk's office. Pursuant to the requirements of the Tennessee Code Annotated, § 6-54-502, one (1) copy of the residential code has been placed on file in the clerk's office and shall be kept there for the use and inspection of the public. (as added by Ord. #07-11, Nov. 2007)

12-1103. Violations and penalty. It shall be unlawful for any person to violate or fail to comply with any provision of the residential code as herein adopted by reference and modified. The violation of any section of this chapter shall be punishable by a penalty under the general penalty provision of this code. Each day a violation is allowed to continue shall constitute a separate offense. (as added by Ord. #07-11, Nov. 2007)

¹Copies of this code (and any amendments) may be purchased from the City of Bartlett's Code Enforcement Department.

CHAPTER 12

ADDITIONAL CODES ADOPTED BY REFERENCE¹

SECTION

12-1201. Existing building code adopted.

12-1202. Accessibility code adopted.

12-1203. Property maintenance code adopted.

12-1201. Existing building code adopted. The International Building Code, 2021 edition (with any amendments), is hereby adopted and incorporated by reference as part of this code. (as added by Ord. #18-06, Nov. 2018 *Ch7_12-08-20*, and amended by Ord. #22-03, Aug. 2022 *Ch8_08-09-22*)

12-1202. Accessibility code adopted. The Accessibility Code, 2017 edition (with any amendments), is hereby adopted and incorporated by reference as part of this code. (as added by Ord. #18-06, Nov. 2018 *Ch7_12-08-20*, and amended by Ord. #22-03, Aug. 2022 *Ch8_08-09-22*)

¹Copies of theses codes (and any amendments) may be purchased from the City of Bartlett's Code Enforcement Department.

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 07/25/23 06:00 PM
Department: Code Enforcement
Category: Special event permit
Prepared By: Valerie Brantley
Department Head: Trey Arthur

Special event permit for Fall Festival "Blues & BBQ".



APPLICATION FOR SPECIAL EVENT
OFFICE OF
BARTLETT CODE ENFORCEMENT
6382 STAGE ROAD
BARTLETT TN 38134
901-385-6425

3700 N. Germantown Road 38133
 Address Zip Code

September 23, 2023 12:00 p.m. - 5:00 p.m.
 Dates of the Event Hours of the Event

Fall Festival - "Blues & BBQ" Public Event
 Type of Event (Fund Raiser, Seasonal, Tent Sale, Sidewalk Sale, Public Attraction)

Memphis Funeral Home & Memorial Gardens
 Property Owner

Memphis Funeral Home & Memorial Gardens, 3700 N. Germantown Rd., Bartlett, TN 38133
 Special Event Permit Applicant Address of Applicant

901-305-1427 N/A
 Phone Number Fax Number

Check all items that apply:

For information call (901) 385-6425.

----- State of TN Business License, Shelby County Business License, Bartlett Business License (For Type 2 Events)
 ----- Letter of Permission
☒ Insurance
 ----- Tents (Fire Retardant letter included)
☒ Special Event Checklist
☒ Map
 ----- Sign or Banner

<u>\$60.00</u>	Special Event Fee
<u>\$5.00</u>	Permit Issuing Fee
<u>\$7.00</u>	Software Fee
<u>\$ 1.44</u>	2% Credit Card Fee
<u>\$ 73.44</u>	Total Permit Fee

P. Chad Smith-general manager 07/11/2023
 Responsible Person Signature and Printed Name Date

****Notify building department 10 days prior to Special Event to be held unless it is a Public Attraction which requires approval from the Board of Mayor & Aldermen.****

APPROVAL

This application is not a permit and grants no rights or privileges.

Special Event Checklist

Event: Blues & BBQ Festival
 Location: Memphis Funeral Home & Memorial Gardens-Bartlett, TN
 Dates: Saturday, Spetember 23, 2023

Type of special event: (Check one.)

- | | |
|---|---|
| <p>☐ <i>Type 1: Noncommercial Events.</i> Fund-raising or non-commercial events held outside an enclosed permanent structure, including parades, advertised demonstrations, or events, including structures used in conjunction with the event.</p> <p>☐ <i>Type 2: Special Seasonal Events.</i> Farmers' market, Christmas tree sales, fruit, flower or vegetable sales, or sale of other seasonal products, when sold other than on the site where grown, constructed or assembled.</p> | <p>☐ <i>Type 3: Commercial Events.</i> Significant commercial events such as tent sales, sidewalk sales, trade shows, merchandise sales, product demonstrations or transient merchants.</p> <p>☒ <i>Type 4: Public Attractions.</i> Significant outdoor public events intended primarily for entertainment or amusement, such as carnivals, concerts, or festivals, including fireworks displays. Requires approval by the Board of Mayor and Aldermen.</p> |
|---|---|

Exempt events: (If any of these apply, the special event is exempt from the permit requirement.)

- | | |
|---|--|
| <p>☐ <i>Public property.</i> Any special event wholly on public streets and right-of-ways or other property of the City, excluding public parks, which special event is allowed specifically or generally by action of the Board of Mayor and Aldermen.</p> <p>☐ <i>Public parks.</i> Any special event held within a public park. (Although exempt from this Section, these types of special events shall be governed by other provisions of the Codified Ordinances regulating conduct in City parks and recreation areas.)</p> <p>☐ <i>City sponsorship.</i> Any special event sponsored or co-sponsored by the City. Such event shall, however, be in compliance with the performance standards in Section 27.F.</p> <p>☐ <i>Special use permit or site plan.</i> Any business already operating under a special use permit or site plan that authorizes the display and sale of outdoor goods or authorizes the operation of any special event as defined herein.</p> <p>☐ <i>Yard sales.</i> Yard sales regulated under Article VI, Section 1 of the Zoning Ordinance.</p> | <p>☐ <i>Auctions/estate sales.</i> Auctions/estate sale for individual property that is not considered a special event and is conducted by duly licensed auctioneers.</p> <p>☐ <i>Business deliveries.</i> Newspaper delivery or bona fide merchants who deliver goods in the regular course of business.</p> <p>☐ <i>Certain solicitations.</i> Solicitors for charitable, non-profit or religious organizations who go from dwelling to dwelling, business to business, street to street, taking or attempting to take orders for goods, wares and merchandise are exempt from these provisions, provided these organizations meet the Internal Revenue Service Criteria to qualify as a charitable, non-profit or religious organization.</p> <p>☐ <i>First Amendment activity.</i> The dispensing of religious pamphlets or other literature which is protected by the United States Constitution under Freedom of Speech, Religion or Press.</p> <p>☐ <i>Political campaigning.</i> Campaigning for public office.</p> |
|---|--|

Performance standards:

	Sub- mitted ✓ or X	OK	N/A		Comments
1		✓		Location. Special events that do not require the use of public right-of-way shall be conducted on private property in a commercial or industrial zoning district, except that non-profit organizations may conduct special events on any property where the owner has granted permission.	
2			✓	For all special events that require the use of public right-of-way, the permit granted shall clearly specify the streets to be used for the event and the time that the streets will be closed, if applicable.	
3			✓	Type 3 outdoor sales must be conducted by an existing permanent business adjacent to and on the property of the location of the permanent business. The outdoor sales are to be conducted as an adjunct to the existing permanent business.	
4		✓		Land-use compatibility. The special event shall be compatible with the purpose and intent of this Section and with adjacent land uses.	
5		✓		The special event shall not impair the normal, safe and effective operation of a permanent use on the same site.	
6		✓		The special event shall not endanger or be detrimental to the public health, safety or welfare or injurious to property or improvements in the immediate vicinity of the special event, given the nature of the activity, its location on the site and its relationship to parking and access points.	
7			✓	Compliance with other regulations. All structures shall meet all applicable provisions of the Building Code.	
8		✓		Any temporary structure shall be promptly removed upon the cessation of the event. Within forty-eight (48) hours of cessation of the event, the site shall be returned to its previous condition, including the removal of all litter, signage, attention-attracting devices or other evidence of the special event. If the site is not returned to its previous condition, the City may restore the site at the event coordinator's expense.	

	Sub- mitted ✓ or X	OK	N/A		Comments										
9		✓		<i>Hours of operation and duration.</i> The duration and hours of operation of a special event shall be consistent with the surrounding land uses. The total duration of a special event shall not exceed the duration set forth in Table VI.27-1; however, the duration of the special event may be modified by conditions attached to the issuance of the special event permit, as set forth in Section 27.F. Table V.27-1: Special Event Maximum Duration <table><tr><th>Type of Special Event</th><th>Duration</th></tr><tr><td>Type 1: Noncommercial</td><td>30 days</td></tr><tr><td>Type 2: Special Seasonal</td><td>90 days</td></tr><tr><td>Type 3: Commercial</td><td>14 days</td></tr><tr><td>Type 4: Public Attractions</td><td>14 days</td></tr></table>	Type of Special Event	Duration	Type 1: Noncommercial	30 days	Type 2: Special Seasonal	90 days	Type 3: Commercial	14 days	Type 4: Public Attractions	14 days	
Type of Special Event	Duration														
Type 1: Noncommercial	30 days														
Type 2: Special Seasonal	90 days														
Type 3: Commercial	14 days														
Type 4: Public Attractions	14 days														
10		✓		In addition to the maximum duration as set forth in Table VI.27-1, a shopping center may hold centralized special events, not connected to individual businesses within the shopping center, which do not exceed sixty (60) days in a calendar year. The duration of all special events in a shopping center may be extended on a case by case basis if the special event(s) take place in shopping center parking areas not required for the primary businesses.											
11		✓		<i>Frequency.</i> Except as otherwise provided herein, the maximum frequency of a special event on the same property shall be two (2) times per calendar year, excluding a shopping center. A shopping center shall be allowed to hold four (4) centralized events not connected to any individual business located within the center in addition to those events held by the individual businesses located within the shopping center.											

	Sub- mitted ✓ or X	OK	N/A		Comments
12			✓	Type 3 outdoor sales at a specific location may be permitted only as follows: a. Outdoor sales may be permitted once in each calendar month if the duration is not more than three (3) days. b. Outdoor sales may be permitted once in each calendar quarter if the duration is more than three (3) days but not more than ten (10) days. c. The minimum time between consecutive outdoor sales periods for the same business on the same property shall be fourteen (14) days from the beginning of one period to the beginning of the next period. Permitted durations are not cumulative in any time period, that is, the time periods in both "a" and "b" may not be added together.	
13			✓	<i>Traffic circulation.</i> The special event shall not cause undue traffic congestion or accident potential, given anticipated attendance and the design of adjacent streets, intersections, parking and traffic controls. All sidewalks shall be left open for pedestrian traffic unless special approval is received for blockage. No alleys, driveways, fire lanes or other access points shall be blocked by the special event unless specific approval is granted for the special event.	
14			✓	<i>Street closings.</i> The special event permit recipients shall be responsible for securing, installing and immediate removal upon cessation all barricades and signs when street closings are approved. Large Class III barricades shall be sandbagged to prevent blowing over.	

	Sub- mitted ✓ or X	OK	N/A		Comments
15		✓		<i>Fire safety.</i> The fire department shall be consulted for the following requirements and inspection, as necessary. a. Fire lanes a minimum of 20 feet in width and 12 feet in height or as otherwise approved by the Fire Chief must be provided in order to allow Fire Department access within 150 feet of all structures and on at least two sides of all two-story structures within 500 feet of the location of the special event. b. All fire hydrants in the area of the special event must be left with five (5) feet of clearance on all sides and shall be accessible from the fire lanes that are designated with the event. c. No open fires shall be permitted unless advance approval is obtained from the Fire Department. d. Fire extinguishers shall be available as determined by the Fire Chief. e. Temporary electrical wiring for the special event shall be installed in accordance with the requirements of the National Electrical Code. f. Tents shall comply with the Fire Code and applicable building codes. g. Exit signs and proper exiting aisles shall be provided in temporary special event structures.	
16			✓	<i>Off-street parking.</i> The event shall not create a parking shortage for any other use. All off-street parking surfaces used for the special event shall be concrete or asphalt.	
17		✓		<i>Public conveniences and litter control.</i> Adequate on-site rest room facilities and solid waste containers shall be provided. The applicant shall calculate the demand for such facilities and specify how the need will be addressed.	
18		✓		<i>Nuisances.</i> The special event shall not generate excessive noise, dust, smoke, glare, spillover lighting or other forms of environmental or visual pollution.	

	Sub- mitted ✓ or X	OK	N/A		Comments
19		✓		<i>Area of parking lot dedicated to outdoor special events.</i> a. No more than ten (10) percent of the parking stalls required for the structure associated with the parking lot in which the special event occurs shall be permitted to be used for a special event. Regardless of how many stalls are occupied by the special event, no special event that occurs in the parking lot for a permanent structure may cause a parking shortage for primary and accessory uses associated with that structure. b. No spikes, nails, anchors or other devices shall be driven into any public street, sidewalk or parking lot surface or into any existing concrete or asphalt. Such devices may be used on private parking lots provided any damage resulting therefrom shall be fixed upon cessation of the event and removal of the devices.	
20			✓	<i>City services.</i> If the applicant requests the City to provide services or equipment, including but not limited to traffic control or security personnel, or if the City otherwise determines that services or equipment are required to protect the public health, safety, or general welfare, the applicant shall be required to reimburse the City for the cost of the services. The City may require the applicant to submit a security deposit, in an amount determined by the Chief Administrative Officer and in the form approved by the City Attorney, prior to the event to ensure that the applicant complies with this provision.	
21		✓		<i>Insurance coverage.</i> Special event permit recipients must show proof of liability insurance at time of application. If the special event will take place on public property, said certificate of insurance shall name the City as an additional insured party in an amount determined by the Chief Administrative Officer based on the nature of the special event.	

Conditions

Conditions deemed necessary to ensure compatibility with adjacent land-uses and to minimize potential adverse impacts on nearby uses:

	Required ✓ or X	N/A		Comments
22		✓	Limitations on signs.	
23		✓	Temporary arrangements for parking and traffic circulation.	
24			Requirements for screening/buffering and guarantees for site restoration and cleanup following the special event.	
25		✓	Modifications or restrictions on the hours of operation, duration of the event, size of the event or other operational characteristics.	
26		✓	The posting of security in an amount required by the Permitting Official to help ensure that the operation of the event and the subsequent restoration of the site are conducted according to required special event standards and conditions of approval.	
27		✓	The provision of traffic control or security personnel to ensure the public safety and convenience.	
28		✓	Execution of a "Special event agreement" in a form acceptable to the City Attorney to ensure the indemnification of the City and that public property will be protected and/or restored to its condition prior to the special event.	

Special event permit application, content and submission requirements

A complete application shall be submitted to the Permitting Official at least **ten (10) days** prior to the requested start date of any special event.

The application shall set forth and contain the following information:

	Sub- mitted ✓ or X	OK	N/A		Comments
29		✓		Name and address of the applicant.	
30		✓		Names and address of the owner of the premises on which the proposed event is to be held.	
31			✓	Written approval from the property owner agreeing to the proposed event, if the applicant is not the same as the property owner.	
32		✓		Description of the site on which the proposed event is to be held.	
33		✓		Date of the proposed event.	
34		✓		A narrative written description of the proposed event, the hours of operation, anticipated attendance, and any buildings/ structures, signs or attention-attracting devices proposed to be used in conjunction with the event, as well as a statement that the standards set forth in this Section have been satisfied. The narrative written description shall also state what public streets, if any, are requested to be used for the special event.	
35		✓		A site plan in the form and the level of detail as required by the Permitting Official, showing the location of all existing or proposed uses, structures, parking areas, outdoor display areas, signs, streets, and property lines.	
36		✓		Location and number of proposed temporary public toilets.	Location how toilets
37			✓	Proposed temporary potable water supplies, which shall be subject to approval by the Director of Code Enforcement, pursuant to applicable authority of the City.	
38		✓		Any other information deemed necessary by the Permitting Official to ensure compliance with the standards set forth in this Section.	

Special event permit - authorization by Permitting Official

Type 1, 2 and 3 special events (as defined in part B) may be issued a special event permit by the Permitting Official on the form provided by the City when all of the following conditions have been satisfied and continue to be met throughout the special event:

	OK ✓ or X	N/A		Comments
39	✓		A complete application is made on the form provided by the City and a fee paid in accordance with City ordinances.	
40			The application has been reviewed and approved in writing by the Code Enforcement, Fire, Police, and Public Works Departments for traffic control and other safety concerns.	
41		✓	An electrical plan, if required for the special event, is approved by the Director of Code Enforcement.	
42			The Permitting Official determines the following: a. The special event will comply with the special event performance standards...;	
43	✓		b. The special event will not endanger the public health, safety, or general welfare given the nature of the activity, its location on the site, and its relationship to parking and access points;	
44	✓		c. The special event will not impair the usefulness, enjoyment or value of adjacent property due to the generation of excessive noise, smoke, odor, glare, litter, or visual pollution;	
45	✓		d. The special event shall comply with all applicable state and federal health, safety, environmental and other applicable requirements.	



CERTIFICATE OF LIABILITY INSURANCE

 DATE(MM/DD/YYYY)
06/28/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Aon Risk Services Southwest, Inc. Houston TX Office 1300 Post Oak Blvd., Suite 1400 Houston TX 77056 USA	CONTACT NAME: PHONE (A/C, No. Ext): (866) 283-7122 FAX (A/C, No.): 800-363-0105 E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE INSURER A: Old Republic Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
INSURED Memphis Funeral Home & Memorial Gardens-Bartlett Service Corporation International and its subsidiaries Attn: Risk Management Services P.O. Box 130548 Houston TX 77219-0548 USA	NAIC # 24147	

COVERAGES
CERTIFICATE NUMBER: 570100379235

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Limits shown are as requested

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ Morticians/Cemetery Prof GEN'L AGGREGATE LIMIT APPLIES PER ☒ POLICY ☐ PRO-JECT ☐ LOC ☐ OTHER			MWZY31311823 SIR applies per policy terms & conditions	05/01/2023	05/01/2024	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) Excluded PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$10,000,000 PRODUCTS - COM/OP AGG Included
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION						EACH OCCURRENCE AGGREGATE
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE ☐ OTH-ER ☐ E L EACH ACCIDENT E L DISEASE-EA EMPLOYEE E L DISEASE-POLICY LIMIT

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Location No. 0716 - Memphis Funeral Home & Memorial Gardens, 3700 N. Germantown Rd., Bartlett, TN 38133.

CERTIFICATE HOLDER
CANCELLATION

City of Bartlett 6382 Stage Road Bartlett TN 38134 USA	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	---

©1988-2015 ACORD CORPORATION. All rights reserved.

Holder Identifier:

Certificate No.: 570100379235

Attachment: 3700 N. GERMANTOWN RD-FALL FESTIVAL BLUES & BBQ (3358 : Fall Festival "Blues & BBQ")



MEMPHIS FUNERAL HOME & MEMORIAL GARDENS-BARTLETT
3700 N. Germantown Road, Bartlett, TN

BLUES & BBQ EVENT SITE MAP

Valerie Brantley

From: David Parsons
Sent: Wednesday, July 12, 2023 9:24 AM
To: Valerie Brantley
Subject: RE: Special Event Permit for BMA Approval

approved

David Parsons | Mayor
 City of Bartlett
 6400 Stage Road • Bartlett, TN 38134
 office (901) 385-6444 •

[website](#) | [map](#) | [Facebook](#) | [Twitter](#) | [YouTube](#)



From: Valerie Brantley <vbrantley@cityofbartlett.org>
Sent: Tuesday, July 11, 2023 2:48 PM
To: David Parsons <dparsons@cityofbartlett.org>
Cc: Steve Sones <ssones@cityofbartlett.org>; Penny Medlock <pmedlock@cityofbartlett.org>; Debbie Gelineau <dgelineau@cityofbartlett.org>
Subject: Special Event Permit for BMA Approval

Good Afternoon,

Attached is a Special Event Permit for BMA approval. Please advise if I may put in on the next BMA Meeting agenda.

Thank you,

Valerie Brantley Senior Coordinator
 City of Bartlett | Code Construction Department
 6382 Stage Rd • Bartlett, TN 38134
 Office (901) 385-6425 • Fax (901) 385-6434
vbrantley@cityofbartlett.org



**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 07/25/23 06:00 PM
Department: Code Enforcement
Category: Special event permit
Prepared By: Valerie Brantley
Department Head: Trey Arthur

Special event permit for Memphis Runner's Track Club Road Race Series-5 Mile Run.



APPLICATION FOR SPECIAL EVENT
OFFICE OF
BARTLETT CODE ENFORCEMENT
6382 STAGE ROAD
BARTLETT TN 38134
901-385-6425

W.J. Freeman Park, 2629 Bartlett Blvd.
 Address

38134
 Zip Code

August 13 and August 27, 2023
 Dates of the Event

5:30-9:30 a.m
 Hours of the Event

Memphis Runner's Track Club Road Race Series - 5 mile runs
 Type of Event (Fund Raiser, Seasonal, Tent Sale, Sidewalk Sale, Public Attraction)

City of Bartlett
 Property Owner

Memphis Runner's Track Club, P.O. Box 17981, Memphis, TN 38187
 Special Event Permit Applicant Address of Applicant

901-756-1565
 Phone Number

Fax Number

Check all items that apply:

For information call (901) 385-6425.

- State of TN Business License, Shelby County Business License, Bartlett Business License (For Type 2 Events)
- ☒ Letter of Permission
- ☒ Insurance
- ☐ Tents (Fire Retardant letter included)
- ☒ Special Event Checklist
- ☒ Map
- ☐ Sign or Banner

\$60.00	Special Event Fee
\$5.00	Permit Issuing Fee
\$7.00	Software Fee
\$	2% Credit Card Fee
\$	Total Permit Fee

April Harris
 Responsible Person Signature and Printed Name

7/13/23
 Date

****Notify building department 10 days prior to Special Event to be held unless it is a Public Attraction which requires approval from the Board of Mayor & Aldermen.****

APPROVAL

This application is not a permit and grants no rights or privileges.

Special Event Checklist

Event: Road Race Series 5 mile runs
 Location: W.J. Freeman Park 2629 Bartlett Blvd.
 Dates: August 13th & August 27th 2022
 Type of special event: (Check one.)

☐ *Type 1: Noncommercial Events.* Fund-raising or non-commercial events held outside an enclosed permanent structure, including parades, advertised demonstrations, or events, including structures used in conjunction with the event.

☐ *Type 2: Special Seasonal Events.* Farmers' market, Christmas tree sales, fruit, flower or vegetable sales, or sale of other seasonal products, when sold other than on the site where grown, constructed or assembled.

☐ *Type 3: Commercial Events.* Significant commercial events such as tent sales, sidewalk sales, trade shows, merchandise sales, product demonstrations or transient merchants.

☒ *Type 4: Public Attractions.* Significant outdoor public events intended primarily for entertainment or amusement, such as carnivals, concerts, or festivals, including fireworks displays. **Requires approval by the Board of Mayor and Aldermen.**

Exempt events: (If any of these apply, the special event is exempt from the permit requirement.)

☐ *Public property.* Any special event wholly on public streets and right-of-ways or other property of the City, excluding public parks, which special event is allowed specifically or generally by action of the Board of Mayor and Aldermen.

☒ *Public parks.* Any special event held within a public park. (Although exempt from this Section, these types of special events shall be governed by other provisions of the Codified Ordinances regulating conduct in City parks and recreation areas.)

☐ *City sponsorship.* Any special event sponsored or co-sponsored by the City. Such event shall, however, be in compliance with the performance standards in Section 27.F.

☒ *Special use permit or site plan.* Any business already operating under a special use permit or site plan that authorizes the display and sale of outdoor goods or authorizes the operation of any special event as defined herein.

☐ *Yard sales.* Yard sales regulated under Article VI, Section 1 of the Zoning Ordinance.

☐ *Auctions/estate sales.* Auctions/estate sale for individual property that is not considered a special event and is conducted by duly licensed auctioneers.

☐ *Business deliveries.* Newspaper delivery or bona fide merchants who deliver goods in the regular course of business.

☐ *Certain solicitations.* Solicitors for charitable, non-profit or religious organizations who go from dwelling to dwelling, business to business, street to street, taking or attempting to take orders for goods, wares and merchandise are exempt from these provisions, provided these organizations meet the Internal Revenue Service Criteria to qualify as a charitable, non-profit or religious organization.

☐ *First Amendment activity.* The dispensing of religious pamphlets or other literature which is protected by the United States Constitution under Freedom of Speech, Religion or Press.

☐ *Political campaigning.* Campaigning for public office.

Performance standards:

	Sub- mitted ✓ or X	OK	N/A		Comments
1	X			<i>Location.</i> Special events that do not require the use of public right-of-way shall be conducted on private property in a commercial or industrial zoning district, except that non-profit organizations may conduct special events on any property where the owner has granted permission.	map attached
2	X			For all special events that require the use of public right-of-way, the permit granted shall clearly specify the streets to be used for the event and the time that the streets will be closed, if applicable.	Police notified
3			X	Type 3 outdoor sales must be conducted by an existing permanent business adjacent to and on the property of the location of the permanent business. The outdoor sales are to be conducted as an adjunct to the existing permanent business.	
4			X	<i>Land-use compatibility.</i> The special event shall be compatible with the purpose and intent of this Section and with adjacent land uses.	
5		X		The special event shall not impair the normal, safe and effective operation of a permanent use on the same site.	
6		X		The special event shall not endanger or be detrimental to the public health, safety or welfare or injurious to property or improvements in the immediate vicinity of the special event, given the nature of the activity, its location on the site and its relationship to parking and access points.	
7		X		<i>Compliance with other regulations.</i> All structures shall meet all applicable provisions of the Building Code.	
8		X		Any temporary structure shall be promptly removed upon the cessation of the event. Within forty-eight (48) hours of cessation of the event, the site shall be returned to its previous condition, including the removal of all litter, signage, attention-attracting devices or other evidence of the special event. If the site is not returned to its previous condition, the City may restore the site at the event coordinator's expense.	

	Sub- mitted ✓ or X	OK	N/A		Comments										
9	X			Hours of operation and duration. The duration and hours of operation of a special event shall be consistent with the surrounding land uses. The total duration of a special event shall not exceed the duration set forth in Table VI.27-1; however, the duration of the special event may be modified by conditions attached to the issuance of the special event permit, as set forth in Section 27.F. Table V.27-1: Special Event Maximum Duration <table><tr><th>Type of Special Event</th><th>Duration</th></tr><tr><td>Type 1: Noncommercial</td><td>30 days</td></tr><tr><td>Type 2: Special Seasonal</td><td>90 days</td></tr><tr><td>Type 3: Commercial</td><td>14 days</td></tr><tr><td>Type 4: Public Attractions</td><td>14 days</td></tr></table>	Type of Special Event	Duration	Type 1: Noncommercial	30 days	Type 2: Special Seasonal	90 days	Type 3: Commercial	14 days	Type 4: Public Attractions	14 days	
Type of Special Event	Duration														
Type 1: Noncommercial	30 days														
Type 2: Special Seasonal	90 days														
Type 3: Commercial	14 days														
Type 4: Public Attractions	14 days														
10			X	In addition to the maximum duration as set forth in Table VI.27-1, a shopping center may hold centralized special events, not connected to individual businesses within the shopping center, which do not exceed sixty (60) days in a calendar year. The duration of all special events in a shopping center may be extended on a case by case basis if the special event(s) take place in shopping center parking areas not required for the primary businesses.											
11			X	<i>Frequency.</i> Except as otherwise provided herein, the maximum frequency of a special event on the same property shall be two (2) times per calendar year, excluding a shopping center. A shopping center shall be allowed to hold four (4) centralized events not connected to any individual business located within the center in addition to those events held by the individual businesses located within the shopping center.											

	Sub- mitted ✓ or X	OK	N/A		Comments
12				Type 3 outdoor sales at a specific location may be permitted only as follows: a. Outdoor sales may be permitted once in each calendar month if the duration is not more than three (3) days. b. Outdoor sales may be permitted once in each calendar quarter if the duration is more than three (3) days but not more than ten (10) days. c. The minimum time between consecutive outdoor sales periods for the same business on the same property shall be fourteen (14) days from the beginning of one period to the beginning of the next period. Permitted durations are not cumulative in any time period, that is, the time periods in both "a" and "b" may not be added together.	
13	X			<i>Traffic circulation.</i> The special event shall not cause undue traffic congestion or accident potential, given anticipated attendance and the design of adjacent streets, intersections, parking and traffic controls. All sidewalks shall be left open for pedestrian traffic unless special approval is received for blockage. No alleys, driveways, fire lanes or other access points shall be blocked by the special event unless specific approval is granted for the special event.	memo to Police
14	X			<i>Street closings.</i> The special event permit recipients shall be responsible for securing, installing and immediate removal upon cessation all barricades and signs when street closings are approved. Large Class III barricades shall be sandbagged to prevent blowing over.	

	Sub- mitted ✓ or X	OK	N/A		Comments
15				<i>Fire safety.</i> The fire department shall be consulted for the following requirements and inspection, as necessary. a. Fire lanes a minimum of 20 feet in width and 12 feet in height or as otherwise approved by the Fire Chief must be provided in order to allow Fire Department access within 150 feet of all structures and on at least two sides of all two-story structures within 500 feet of the location of the special event. b. All fire hydrants in the area of the special event must be left with five (5) feet of clearance on all sides and shall be accessible from the fire lanes that are designated with the event. c. No open fires shall be permitted unless advance approval is obtained from the Fire Department. d. Fire extinguishers shall be available as determined by the Fire Chief. e. Temporary electrical wiring for the special event shall be installed in accordance with the requirements of the National Electrical Code. f. Tents shall comply with the Fire Code and applicable building codes. g. Exit signs and proper exiting aisles shall be provided in temporary special event structures.	
16		X		<i>Off-street parking.</i> The event shall not create a parking shortage for any other use. All off-street parking surfaces used for the special event shall be concrete or asphalt.	
17		X		<i>Public conveniences and litter control.</i> Adequate on-site rest room facilities and solid waste containers shall be provided. The applicant shall calculate the demand for such facilities and specify how the need will be addressed.	
18				<i>Nuisances.</i> The special event shall not generate excessive noise, dust, smoke, glare, spillover lighting or other forms of environmental or visual pollution.	

	Sub- mitted ✓ or X	OK	N/A		Comments
19		X		<i>Area of parking lot dedicated to outdoor special events.</i> a. No more than ten (10) percent of the parking stalls required for the structure associated with the parking lot in which the special event occurs shall be permitted to be used for a special event. Regardless of how many stalls are occupied by the special event, no special event that occurs in the parking lot for a permanent structure may cause a parking shortage for primary and accessory uses associated with that structure. b. No spikes, nails, anchors or other devices shall be driven into any public street, sidewalk or parking lot surface or into any existing concrete or asphalt. Such devices may be used on private parking lots provided any damage resulting therefrom shall be fixed upon cessation of the event and removal of the devices.	
20	X			<i>City services.</i> If the applicant requests the City to provide services or equipment, including but not limited to traffic control or security personnel, or if the City otherwise determines that services or equipment are required to protect the public health, safety, or general welfare, the applicant shall be required to reimburse the City for the cost of the services. The City may require the applicant to submit a security deposit, in an amount determined by the Chief Administrative Officer and in the form approved by the City Attorney, prior to the event to ensure that the applicant complies with this provision.	memo attached
21	X			<i>Insurance coverage.</i> Special event permit recipients must show proof of liability insurance at time of application. If the special event will take place on public property, said certificate of insurance shall name the City as an additional insured party in an amount determined by the Chief Administrative Officer based on the nature of the special event.	

Conditions

Conditions deemed necessary to ensure compatibility with adjacent land-uses and to minimize potential adverse impacts on nearby uses:

	Required ✓ or X	N/A		Comments
22		X	Limitations on signs.	
23		X	Temporary arrangements for parking and traffic circulation.	
24		X	Requirements for screening/buffering and guarantees for site restoration and cleanup following the special event.	
25		X	Modifications or restrictions on the hours of operation, duration of the event, size of the event or other operational characteristics.	
26		X	The posting of security in an amount required by the Permitting Official to help ensure that the operation of the event and the subsequent restoration of the site are conducted according to required special event standards and conditions of approval.	
27		X	The provision of traffic control or security personnel to ensure the public safety and convenience.	
28		X	Execution of a "Special event agreement" in a form acceptable to the City Attorney to ensure the indemnification of the City and that public property will be protected and/or restored to its condition prior to the special event.	

Special event permit application, content and submission requirements

A complete application shall be submitted to the Permitting Official at least **ten (10) days** prior to the requested start date of any special event.

The application shall set forth and contain the following information:

	Sub- mitted ✓ or X	OK	N/A		Comments
29	X			Name and address of the applicant.	
30	X			Names and address of the owner of the premises on which the proposed event is to be held.	memo attached
31		X		Written approval from the property owner agreeing to the proposed event, if the applicant is not the same as the property owner.	
32	X			Description of the site on which the proposed event is to be held.	memo attached
33	X			Date of the proposed event.	memo attached
34	X			A narrative written description of the proposed event, the hours of operation, anticipated attendance, and any buildings/ structures, signs or attention-attracting devices proposed to be used in conjunction with the event, as well as a statement that the standards set forth in this Section have been satisfied. The narrative written description shall also state what public streets, if any, are requested to be used for the special event.	memo attached
35	X			A site plan in the form and the level of detail as required by the Permitting Official, showing the location of all existing or proposed uses, structures, parking areas, outdoor display areas, signs, streets, and property lines.	map attached
36	X			Location and number of proposed temporary public toilets.	memo attached
37			X	Proposed temporary potable water supplies, which shall be subject to approval by the Director of Code Enforcement, pursuant to applicable authority of the City.	
38		X		Any other information deemed necessary by the Permitting Official to ensure compliance with the standards set forth in this Section.	

Special event permit - authorization by Permitting Official

Type 1, 2 and 3 special events (as defined in part B) may be issued a special event permit by the Permitting Official on the form provided by the City when all of the following conditions have been satisfied and continue to be met throughout the special event:

	OK ✓ or X	N/A		Comments
39	X		A complete application is made on the form provided by the City and a fee paid in accordance with City ordinances.	
40			The application has been reviewed and approved in writing by the Code Enforcement, Fire, Police, and Public Works Departments for traffic control and other safety concerns.	
41		X	An electrical plan, if required for the special event, is approved by the Director of Code Enforcement.	
42	X		The Permitting Official determines the following: a. The special event will comply with the special event performance standards...;	
43	X		b. The special event will not endanger the public health, safety, or general welfare given the nature of the activity, its location on the site, and its relationship to parking and access points;	
44	X		c. The special event will not impair the usefulness, enjoyment or value of adjacent property due to the generation of excessive noise, smoke, odor, glare, litter, or visual pollution;	
45	X		d. The special event shall comply with all applicable state and federal health, safety, environmental and other applicable requirements.	



CERTIFICATE OF LIABILITY INSURANCE

DATE (7.2.a)
02/22/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Insurance Management Group 12730 Coldwater Road, Suite 103 Fort Wayne IN 46845	CONTACT NAME: Margaret Mayers PHONE (A/C, No, Ext): (260) 338-2925 E-MAIL ADDRESS: mmayers@insmgt.com FAX (A/C, No): (765) 664-0761
INSURED Road Runners Club of America/2023 and Its Member Clubs 1501 Langston Boulevard, Suite 103 Arlington 22209	INSURER(S) AFFORDING COVERAGE INSURER A: National Casualty Company INSURER B: Nationwide Life Insurance Company INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES **CERTIFICATE NUMBER:** 2023 \$2M A.I. **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ Legal Liability to Participants \$2,000,000 GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC ☒ OTHER: Per Event Basis			KRO0000009333000	12/31/2022	12/31/2023	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COMPIOP AGG \$ 2,000,000 Abuse and Molestation \$ 500,000
A	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY			KRO0000009333000	12/31/2022	12/31/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y / N ☐ N/A						PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	Exces Medical & Accident \$250 Deductible/Claim)			BAX0000031991400	12/31/2022	12/31/2023	Excess Medical \$10,000 AD & Specific Loss \$2,500

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER IS NAMED AS AN ADDITIONAL INSURED AS RESPECTS TO THEIR INTEREST IN THE OPERATIONS OF THE NAMED INSURED. DATE OF EVENT(S): 08/13/23 and 08/27/23 City of Bartlett INSURED RRCA CLUB/EVENT MEMBER: Memphis Runners Track Club
ATTN: April Flanigan, PO Box 17981, Memphis TN 38187
Processed by RMV

CERTIFICATE HOLDER

CANCELLATION

08/13/23 City of Bartlett 6400 Stage Rd Bartlett TN 38134	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
---	---

© 1988-2015 ACORD CORPORATION. All rights reserved.



City of Bartlett

David Parsons, Mayor
Shan Criswell, Parks Director
Paul Wright, Assistant Parks Director

MEMORANDUM

TO: Chief Inspector Laurie Thompson
FROM: Shan Criswell/Paul Wright *pu*
RE: Road Race Series 5 Mile Runs
DATE: July 13, 2023

The Memphis Runners Track Club has contacted me about their two annual five mile runs that are held in Bartlett every year, starting and ending at W.J. Freeman Park. They need help with traffic control at four locations and would like to request the assistance of the Bartlett Police Department.

The dates for the two runs are Sunday, August 13, 2023, and Sunday, August 27, 2023, they begin at 7:00 a.m. The locations where traffic control is needed are:

1. Bartlett Blvd. and Ivanhoe to cross Bartlett Blvd. for the start.
2. Hawthorn at Elmore Park.
3. Kenwood and Barrentine.
4. Elmore at Bartlett Blvd. (The officer at the start line could actually move to this spot.)

① -Bartlett Police in order of importance



USAATF Certificate
 TN22028MS
 Effective: 07/02/2022
 Through: 12/31/2032

RRS 5 Miler, Bartlett, TN

Start—In N Bartlett Park Dr approx. 50' west of Bartlett Blvd, the washer, the washer is in line with the W edge of the concrete base of a st lt post on the south side and 42'4" W of the W edge of the sidewalk.

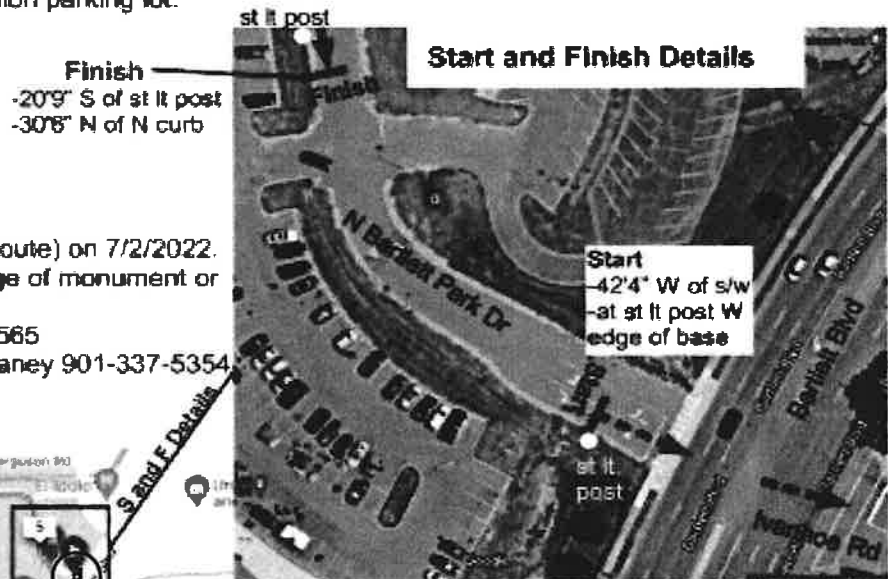
Mile 1—On W side of Elmore Park Dr at Elmore Civic Park grounds, the washer is 1' south of wood elec pole #85342 in the ditch.

Mile 2—At 5877 Diplomat Pl, the washer is 50'4" W of the brick mailbox on the south side.

Mile 3—In Bartlett Woods Dr near the west curb line of Boysenberry Dr, the washer is 17" E of a water valve cover in the south side of the street.

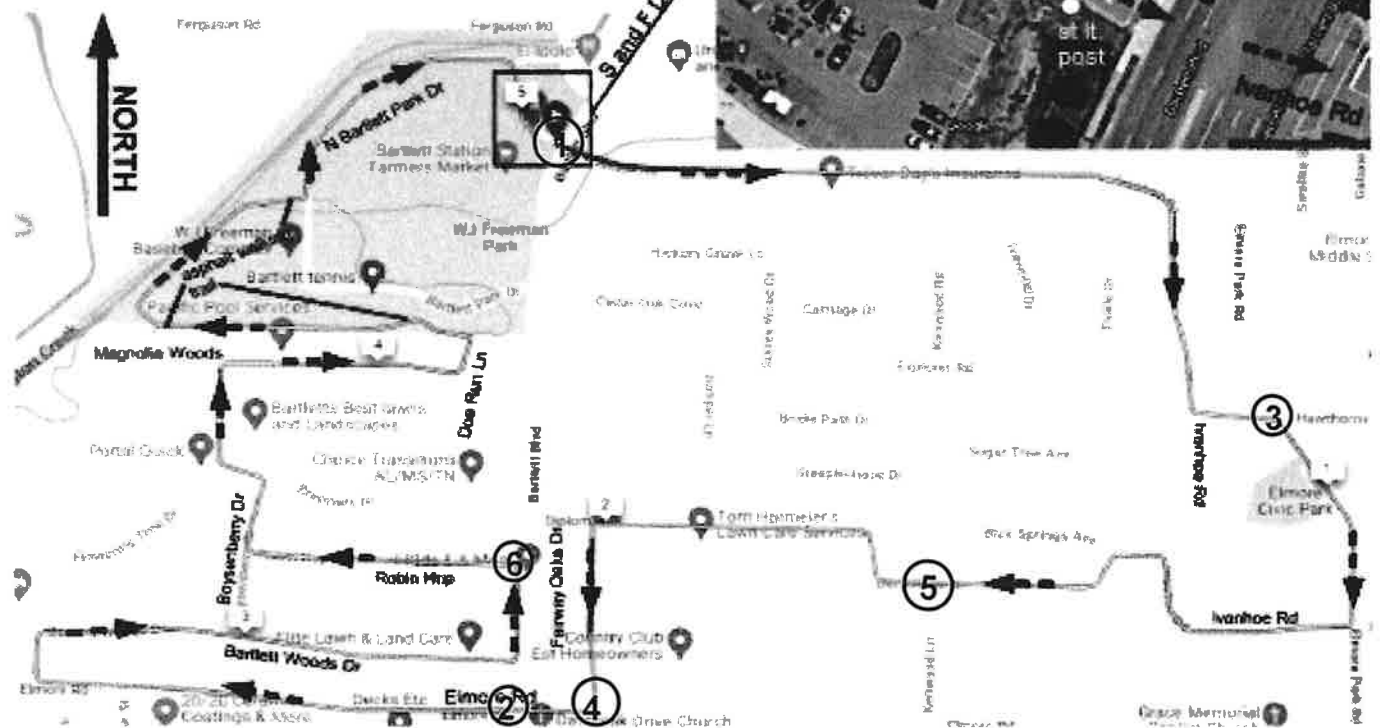
Mile 4—At 5744 Magnolia Woods Dr, approx. 55' W of Honey Bee Ln, the washer is 30'6" W of a water meter cover on the south side.

Finish—In N Bartlett Park Dr approx. 275' W of Bartlett Blvd, the washer is 20'9" S of a st lt post and 30'6" N of the N curb of the entrance into the pavilion parking lot.

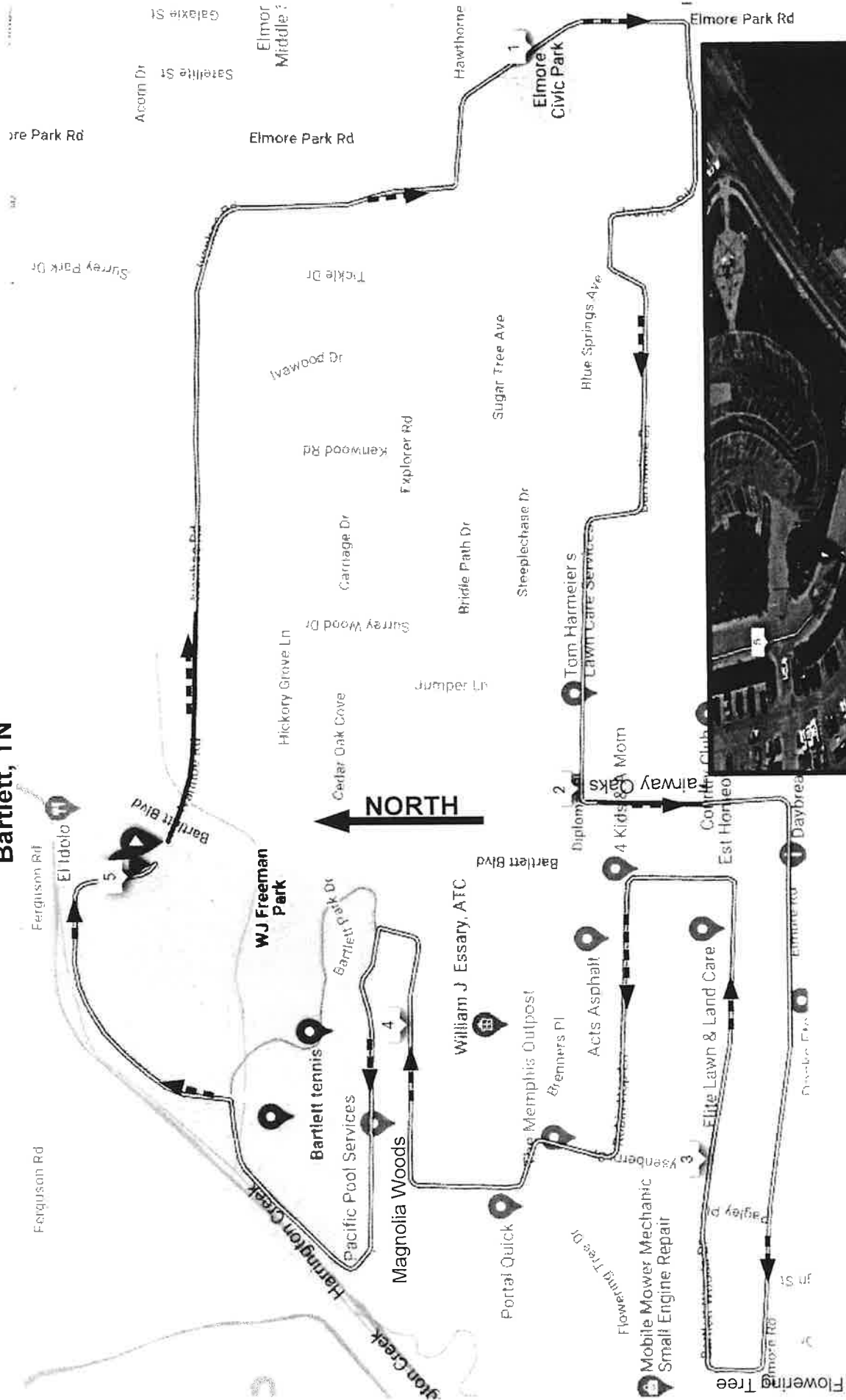


Note:

- Measured SPR (Shortest Possible Route) on 7/2/2022.
- All measurements to the nearest edge of monument or face of curb.
- Measured by Rob Hunter 901-246-1565
 robhunter33@gmail.com and Kevin Raney 901-337-5354
 raney01k@bellsouth.net



**RRS 5 Miler
Bartlett, TN**





City of Bartlett

David Parsons, Mayor
Shan Criswell, Parks Director
Paul Wright, Assistant Parks Director

July 7, 2023

City of Bartlett
Code Enforcement
6462 Stage Rd.
Bartlett, TN 38134

The Memphis Runners Track Club has requested to use W. J. Freeman Park on Sunday, August 13, 2023, and Sunday, August 27, 2023, for their annual Road Race Series 5 Mile Run.

Permission is hereby given by Bartlett Parks and Recreation Department pending approval by the Mayor and Board of Aldermen.

Sincerely,

Paul Wright
Assistant Parks Director

Valerie Brantley

From: David Parsons
Sent: Thursday, July 13, 2023 6:20 PM
To: Valerie Brantley
Cc: Steve Sones; Penny Medlock; Debbie Gelineau
Subject: RE: Special Event Permit for BMA Approval

approved

David Parsons | Mayor
 City of Bartlett
 6400 Stage Road • Bartlett, TN 38134
 office (901) 385-6444 •

[website](#)

[map](#)



From: Valerie Brantley <vbrantley@cityofbartlett.org>
Sent: Thursday, July 13, 2023 2:32 PM
To: David Parsons <dparsons@cityofbartlett.org>
Cc: Steve Sones <ssones@cityofbartlett.org>; Penny Medlock <pmedlock@cityofbartlett.org>; Debbie Gelineau <dgelineau@cityofbartlett.org>
Subject: Special Event Permit for BMA Approval
Importance: High

Good Afternoon,

Attached is a Special Event Permit for BMA approval. Please advise if I may put it on the July 25th BMA agenda.

Thank you,

Valerie Brantley Senior Coordinator
 City of Bartlett | Code Construction Department
 6382 Stage Rd • Bartlett, TN 38134
 Office (901) 385-6425 • Fax (901) 385-6434
vbrantley@cityofbartlett.org



**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 07/25/23 06:00 PM
Department: Administration
Category: Agreement
Prepared By: Penny Medlock
Department Head: Steve Sones

Contract for Viewpoint.

Public television documentary series contract featuring the City of Bartlett.

VIEWPOINT

WITH DENNIS QUAID

Studio Production Authorization

To the Attention of: Steve Sones, Mayor David Parsons

Participant Company: City of Barlett, Tn.

Storyline: Discover America: Great Places to Live, raise a Family, Visit and Start a Business

Producer: Anthony Davis

Date: Thursday, July 20, 2023

Public Television Distribution

This VIEWPOINT short-form documentary series will be distributed to Public Television stations in all 50 states. The overall project will include the production of one (1) 3-5-minute educational segment produced as a standalone short-form documentary for distribution to Public Television Stations nationwide (estimated reach for one year is 60 million households). VIEWPOINT maintains editorial control for the series format following Public TV Standards and will adhere to guidelines for Public Television's official practices. The host of VIEWPOINT for Public Television is Dennis Quaid. Mr. Quaid's image may not be used for any other *broadcasts* other than for this Public Television series. City of Barlett, Tn. agrees to be a content expert for VIEWPOINT and understands that the format of the Public Television segment is non-commercial and strictly educational in nature. In adherence with Public Television Standards and Practices, there are no fees associated with the Public Television portion of the project. All fees outlined in this Authorization cover production costs for the value-added production and distribution services outlined below.

As a special thanks, VIEWPOINT will provide the following value-added services.

5-6 Minute Corporate Profile

VIEWPOINT will provide the production of one (1) broadcast quality, 5-6-minute educational documentary profile with expansive and detailed information documenting the issues and educational message that are applicable to your target audience. This is produced and edited on digital HD media. The format is educational and informational and is designed to promote your educational message within the context of the feature story line. Production includes interviews, narration, program/set design, script writing, videography, graphics, music, editing, high-end computer-generated graphics, and 2-D animation and/or graphics of your logo, phone number, and website will complete the production.

Educational Commercial Television Airings

VIEWPOINT will provide the production of one (1) high end one-minute educational commercial segment used for network distribution. Your segment will be broadcast once primetime in over 84 million homes via MSNBC, CNBC, CNN, or an equivalent network. Your educational commercial segment will also air 400 times in many of the top 100 Designated Marketing Areas during peak and primetime on networks such as CNBC, CNN, CNN Headline News, Discovery Life, Fox Business Network, The Learning Channel, Discovery Channel, or equivalent networks (a media schedule will be set in advance to guarantee these spots and post airing affidavits (proof of airing) will be provided following the airings).

VIEWPOINT

WITH DENNIS QUAID

Internet Distribution

VIEWPOINT will digitize your segments into digital files for streaming on your website and will be delivered in a format for streaming on social media sites. VIEWPOINT will design and generate an email campaign to *your* narrowcasted audience sending up to 1,000,000 video emails from our email database.

Project Cycle: 90-120 Days

Day 1: Contract signed, and organization is scheduled for participation in the project.

Days 2-14: Project Fee is due on receipt of invoice; Questionnaire and Collaterals Sent.

Days 15-45: Project assigned to a field producer, producer reviews literature, acclimates to storyline.

Days 46-75: Scripts written and approved. Shoot location determined and shoot day set.

Days 76-90+: Shoot Day occurs; studio edits film; segments are approved & media schedule is set for airing.

Requirements of City of Barlett, Tn

- a. Completion of the Research Questionnaire. (Available online, by email, & in Welcome Package)
- b. Collateral materials sent necessary to the storyline and to aid the producer and field producer in scripting. (Included should be all necessary literature, marketing materials, past video work, master files of previously shot video (if available), company logo(s); all helpful creating the script.
- c. A list of potential interviewees and site locations where the educational story may be shot.
- d. City of Barlett, Tn does hereby commit to participate in this project described above and agrees to pay the \$21,100 underwriting and scheduling fee (Viewpoint allocating \$3,400 Sponsorship Dollars) upon receipt of invoice (there are no post-production fees).
- e. The one day one location shoot will be provided for a location fee of \$3,400 to shoot onsite in the continental U.S. This location expense will be the responsibility of City of Barlett, Tn. Alternately, a field production crew can be provided on location at an appropriate facility in South Florida (West Palm Beach to Miami) to shoot all footage and interviews for this project at no additional expense if the organization has a South Florida location to shoot story in use by an end user.
- f. Expert advice on the technical accuracy of script and video for the 5-minute educational documentary and one-minute segment within 5 *business days* of receipt of these deliverables.
- g. City of Barlett, Tn. will receive the licensing rights to the 5-6-minute corporate documentary and educational commercial at the end of the project at no further cost, and digital files of the aforementioned segments. City of Barlett, Tn. will have final sign-off on all 3 segments prior to airings and distribution.

Attachment: Viewpoint Agreement (3365 : Contract for Viewpoint)

Authorized Signature

Position

Date

Pioneer Production Services, LLC
VIEWPOINT
Senior Producer
Anthony Davis

Position

Date

Venue for any claim relating to this agreement, or to the breach of this agreement, shall be in Palm Beach County, Florida. This agreement shall be interpreted under the laws of the state of Florida.



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

RESOLUTION (ID # 3360)

Meeting: 07/25/23 06:00 PM

Department: Planning and Economic Development

Category: Special use permit

Prepared By: Sam Harris

Initiator: Kim Taylor

Sponsors:

DOC ID: 3360

Set a public hearing for August 22, 2023 for Resolution 25-23, a resolution approving a special use permit to allow a vehicle wash establishment to be located at 5905 Stage Road, within the "CG-MS" General Business with Main Street Overlay zoning district.

WHEREAS, an application has been made for a Special Use Permit to allow a Vehicle Wash establishment to be located at 5905 Stage Road within the "CG-MS" General Business with Main Street Overlay Zoning District.

WHEREAS, according to Article 5, Chart I of the Bartlett Zoning Ordinance, a Special Use Permit is required in the "CG-MS" General Business with Main Street Overlay zoning district to operate a Vehicle Wash establishment.

WHEREAS, the Planning Commission reviewed the proposed Special Use Permit to allow a Vehicle Wash establishment to be located at 5905 Stage Road on Monday, July 10, 2023, in accordance with their regulations and approved the favorable recommendation of approval of the Special Use Permit; and

WHEREAS, the Board of Mayor and Aldermen held a Public Hearing on the 22nd day of August, 2023, and approved the Special Use Permit to allow a Vehicle Wash establishment to be located at 5905 Stage Road, subject to the following conditions:

Engineering Conditions:

1. A Commercial Site Plan contract may be required and will be prepared by Engineering and submitted to the developer/engineer for review to cover the fees to be paid to the City of Bartlett.
2. Applicant/ Engineer shall provide a **digital set of drawing** files showing the sanitary sewer lines, drainage lines, lot lines and all improvements in AutoCAD format to dhubbard@cityofbartlett.org <<mailto:dhubbard@cityofbartlett.org>> and ecampbell@cityofbartlett.org <<mailto:ecampbell@cityofbartlett.org>> for use in the preparation of the Water Design Plan. This plan will be coordinated with the site design engineer to resolve any conflicts.
3. A SWPPP and a TDEC permit may be required and shall be submitted to TDEC and also to the City of Bartlett Engineering office.
4. All new utilities shall be underground.
5. At least two water services will require abandonment, one for the existing irrigation and one for the building to be demolished.
6. Existing water main, water meter and water taps, shall be relocated. A structure cannot be built on the existing water main.

7. Parcel B015600558, B015600560C and a portion of B015600544C will need to be combined and re-plated.
8. A detention basin will be required unless detention analysis concludes otherwise.
9. Overhead lines and power poles will need to be removed for service to 5871 stage rd.
10. A TDOT permit will be required for any driveway modification for a driveway.
11. A Landscaping plan will be needed.
12. All utilities must be underground.
13. An ingress/egress easement will be required for the existing drive, this shall outline who is responsible for maintenance.
14. The existing sewer located to the south enters a pump station. If additional sewer is directed that way, pump station will be required and a pump may need to be upgraded.
15. This lot must be separately and appropriately serviced by all utilities. It might be possible to install sewer to the existing sewer on Stage Road assuming there are no existing utility conflicts.
16. A demolition permit through Code Enforcement shall be obtained to demolish existing structure.
17. A sanitary sewer and water extension may be required to relocate the sewer to a location that does not conflict with the proposed structure.
18. A number of utilities will require relocation and their corresponding easements must be rerecorded on the new subdivision plat.
19. Add the lot sizes to all lots affected.
20. A shared access entrance may be required by city of Bartlett and TDOT between lot 1 (Doctors office) and lot 2 (Car wash) if the proposed drive way is not acceptable.

Planning Conditions:

1. The owner/applicant shall be present at the meeting in order to make decisions relative to any changes that may be suggested by the Planning Commission.
2. The applicant shall be present at the corresponding Board of Mayor and Aldermen meetings to make decisions relative to any changes that maybe suggested by the Board of Mayor and Aldermen.
3. Should the Special Use Permit be approved by the Board of Mayor and Aldermen, the applicant shall submit master, construction and final subdivision plans, along with site plan applications for approval by the Planning Commission and Design Review Commission.

WHEREAS, the Board of Mayor and Aldermen have determined that this Special Use Permit should be approved;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF BARTLETT, TENNESSEE, that the Special Use Permit to allow a Vehicle Wash establishment to be located at 5905 Stage Road, incorporating the above listed conditions, is approved.

ADOPTED THIS 22nd DAY OF AUGUST 2023.

Harold Brad King, Register to the
Board of Mayor and Aldermen

David Parsons, Mayor

Penny Medlock, City Clerk



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

RESOLUTION (ID # 3361)

Meeting: 07/25/23 06:00 PM

Department: Planning and Economic Development

Category: Special use permit

Prepared By: Sam Harris

Initiator: Kim Taylor

Sponsors:

DOC ID: 3361

Set a public hearing for August 22, 2023 for Resolution 26-33, a resolution to approve a special use permit for Austin Planned Residential Development to be located at the southern terminus of Christian Lane from the Elpine Gray Planned Development within the "RS-15" single family residential zoning district.

WHEREAS, an application has been made for a Special Use Permit to allow a Planned Residential Development to be located at the southern terminus of Christian Lane from the Elpine Gray Planned Development, within the "RS-15" Single Family Residential Zoning District.

WHEREAS, according to Article 6, Section 3 of the Bartlett Zoning Ordinance, a Special Use Permit is required within the "RS-15" Single Family Residential Zoning District to allow a Planned Residential Development.

WHEREAS, the Planning Commission reviewed the proposed Special Use Permit to allow a Planned Residential Development to be located at the southern terminus of Christian Lane from the Elpine Gray Planned Development on Monday, July 10, 2023, in accordance with their regulations and approved the favorable recommendation of approval of the Special Use Permit; and

WHEREAS, the Board of Mayor and Aldermen held a Public Hearing on the 22nd day of August, 2023, and approved the Special Use Permit to allow a Planned Unit Residential Development to be located at the southern terminus of Christian Lane from the Elpine Gray Planned Development, subject to the following conditions:

Engineering Conditions:

General:

- 1) A full subdivision contract will be required.
- 2) All new utilities shall be underground.
- 3) Handicap ramps are required at street corners.
- 4) An existing survey/conditions page should be added.
- 5) This project will not be approved until the required easements from adjacent properties have been obtained and recorded.
- 6) The plat is missing signature blocks and notes.
- 7) Easements should be included on all sheets.
- 8) Page numbers should be included on the plans.
- 9) Plan and profile sheet for off street drainage will be required.
- 10) A signature block on each page of the plans is required.
- 11) Sidewalks for common open space need to be installed before release to buildings.

Plat:

- 12) A sidewalk chart needs to be added, showing sidewalk width, side and location.
- 13) Sewer easements needs to be added.
- 14) Drainage easements need to be added.
- 15) A temporary easement needs to be added for temporary turn around.
- 16) A temporary slope easement needs to be added for lot 11 for future construction.
- 17) Show where the permanent SD survey monuments are to be installed.
- 18) Show COS to be owned and maintained by the HOA
- 19) Add the name of all streets.

Erosion Control Plan:

- 20) The engineer shall provide a copy of the SWPPP (Storm Water Pollution Prevention Plan) that has been or will be submitted to TDEC (Tennessee Department of Conservation).
- 21) Prior to any work being started, an NOC (Notice of Coverage) from TDEC must be received and a copy submitted to the City of Bartlett.
- 22) Metal posts with wire-backed fence are required on the proposed silt fences.
- 23) All inlets are to be protected by erosion control measures.
- 24) No final stabilization shown on EPSC sheet.
- 25) Will need to add TDEC NPDES numbers.
- 26) Add word "prevention" after "erosion" on notes 1-3 and note 6.
- 27) Erosion control notes, note 8; replace "should begin as soon as construction permits" with "as required by the Tennessee construction general permit".
- 28) No EPSCs are shown for the work area for off street sewer installation.
- 29) Silt fence along perimeter areas, change "silt fence along curb frontage" to "silt fence along lots" add to end of note "with at least 10' turn ups at the down grade side of each property line".
- 30) Silt fence along perimeter areas, add to end of note "Maintain silt fences until affected lots are final stabilized".
- 31) Silt fence detail, add wire backing
- 32) Silt fence detail, elevation view, change "wood posts" to "steel posts".
- 33) Silt fence detail, sectional view, delete references to hardwood posts.
- 34) Erosion control notes, note 7, line 1, after the word "erosion" add "prevention and sediment".

Sanitary Sewer Plan:

- 35) Construction notes, first paragraph - locator services should be via TN 1-call as opposed to the listings provided.
- 36) Construction notes, second paragraph - not required for this project.
- 37) Construction notes, fourth paragraph - change "Memphis" to "Bartlett" and change "636-2462" to "385-6499"
- 38) Construction notes, seventh paragraph - change "Memphis" to "Bartlett" in two places and

delete "SST 16".

- 39) Construction notes, eighth paragraph - manhole tops in yards are to be set flush with final grade.
- 40) Construction notes, ninth paragraph - delete "polyethylene lined or shall be".
- 41) Construction notes, tenth paragraph - change "Memphis" to "Bartlett".
- 42) Construction block - change "Memphis Division" to "Bartlett Department".
- 43) Need sewer table with an as-built column.
- 44) Need sewer service details.
- 45) Requires details for trace wire
- 46) Sewer services for lots 7, 8, 11 and 12 should be placed at property lines.
- 47) Street signage is normally included on this page.

Grading and Drainage Plan:

- 48) Applicant's engineer shall submit the stamped and signed detention calculations for the proposed detention basin and show the 'pre' and the 'post' runoff for the 2, 5, 10, 25, and 100 year storms. There should be one foot of freeboard above the top of the basin's wet storage elevation.
- 49) Detention analysis requires columns for as-built data.
- 50) Needs drainage structure table to include IDs and columns for as built data.
- 51) Needs drainage pipe table to include columns for as-built data.
- 52) Need to add structure IDs (DMH 1, etc.)
- 53) Needs details for structures.
- 54) Need details for concrete swale.
- 55) Need details for curb and gutter.
- 56) Detail for outlet control structure has a different throat elevation from that shown on the plan view.
- 57) Type D headway will need a chain link fence installed.
- 58) Grades shown for detention basin doesn't support 4 to 1 slopes.
- 59) No accommodations have been made for work in proposed offsite sewer easement.
- 60) No instructions for installation of survey monuments.
- 61) Need Construction notes.

Water Plan

- 62) Applicant shall provide a set of digital drawings showing the sanitary sewer lines, drainage lines, lot lines and all street improvements in AutoCAD format to Erin Campbell, ecampbell@cityofbartlett.org <<mailto:ecampbell@cityofbartlett.org>> for use in the preparation of the Water Design Plan.

Tree Protection Plan:

- 63) No tree table provided.

64) Proposed sewer goes through area identified for tree protection.

Plan and Profile Romela Drive.

65) Need to change name to Christian Lane.

66) Need drainage tables.

67) Need structure IDs in both plan and profile.

68) Sewer services for lots 7 and 8 need to be moved to a property line.

69) DMH with 36" out doesn't show 24" in elevations.

70) DMH with 24" out doesn't show elevations for in flowing pipes.

Plan and Profile Austin Ridge:

71) Need drainage tables.

72) Structure IDs are needed on both plan and profile.

73) Sewer services for lots 7, 8, 11 and 12 need to be moved to the property lines.

74) The temporary circle needs a radius of 50 feet.

Planning Comments:

1. The recorded plat for Alpine Gray Planned Development identifies both Christian Lane and Romela Drive as street name options for the street stub to be extended into the proposed residential planned development. However, the street sign installed on site identifies as Christian Lane. Therefore, the plat will be re-recorded to remove any reference to Romela Drive.
2. The adjacent Alpine Gray Planned Development was approved with the following bulk regulations: minimum lot size of 10,000 square feet, minimum lot width of 70 feet, minimum front yard setback of 30 feet, minimum side yard setback of 5 feet, and a minimum rear yard setback of 25 feet.
3. The proposed residential planned development will be in compliance with the underlying RS-15 zoning district bulk regulations with the exception of the following: minimum lot width of 90 feet and a minimum side yard setback of a 20 feet combination with 5 feet on one side yard and 15 feet on the other side yard.

Planning Conditions:

1. A Planned Development usually provides common amenities. Staff recommends adding a walking trail around the detention basin on the common open space lot.
2. The applicant shall identify the location for the Post Office required cluster box to the final plat.
3. The applicant shall revise the street names to Christian Lane and Shadow Brook Drive.
4. The applicant shall add a note on the plat that directs future action on removing the temporary turnaround should the adjacent large residential lots subdivide and extend Shadow Brook Drive to Shadowlawn Place Subdivision.

5. The applicant shall provide a tree protection data table that complies with the Tree and Landscape section of the Zoning Ordinance.
6. The resident of Lot 60 of Elpine Gray Planned Development (7603 Romero Drive) has identified the 15", 12", 10", and 8" DBH trees adjacent to the property line as hazardous trees, and the resident would like the developer to remove these hazardous trees.
7. A note shall be added to the plat stating that Austin Planned Development requires a homeowner's association to be formed to maintain all common amenities and features.
8. The applicant must attach the homeowner's association bylaws instrument number and the covenants and restrictions instrument number to the final plat.
9. The owner/applicant shall be present at the meeting in order to make decisions relative to any changes that may be suggested by the Planning Commission.
10. The applicant shall be present at the corresponding Board of Mayor and Aldermen meetings to make decisions relative to any changes that maybe suggested by the Board of Mayor and Aldermen.
11. Should the Planned Development be approved by the Board of Mayor and Aldermen, the applicant shall submit construction and final subdivision plans to the Planning Commission, and a site plan application to the Design Review Commission for the common open space areas and the amenities to be installed in the common open space areas.

WHEREAS, the Board of Mayor and Aldermen have determined that this Special Use Permit should be approved;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF BARTLETT, TENNESSEE, that the Special Use Permit to allow a Planned Residential Development to be located at the southern terminus of Christian Lane from the Elpine Gray Planned Development, incorporating the above listed conditions, is approved.

ADOPTED THIS 22nd DAY OF AUGUST, 2023.

Harold Brad King, Register to the
Board of Mayor and Aldermen

David Parsons, Mayor

Penny Medlock, City Clerk



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

RESOLUTION (ID # 3364)

Meeting: 07/25/23 06:00 PM

Department: Finance

Category: Presentation

Prepared By: Dick Phebus

Initiator: Dick Phebus

Sponsors:

DOC ID: 3364

Resolution 27-23, a resolution to amend the FY2024 General Fund budget to recognize and accept \$750,000 receipt of State of Tennessee grant funding for School Resource Officers and to increase and reclassify police department budget line items for expenditure of these funds.

WHEREAS, the City of Bartlett has received a Tennessee Statewide School Resource Officer (SRO) Grant in the amount of \$750,000 for FY2024; and

WHEREAS, the Bartlett Police Department wishes to utilize this funding as required in the grant contract; and

WHEREAS, the expenditures for City of Bartlett School Resource Officers were included and budgeted in the original FY2024 General Fund budget adopted on May 23, 2023; and

WHEREAS, the Bartlett Police Department wishes to reclassify the original appropriation for School Resource Officers for the purpose of providing funds to purchase police vehicles and equipment, thereby avoiding the issuance of debt in the form of capital outlay notes for this purpose;

NOW THEREFORE BE IT RESOLVED By the Board of Mayor and Aldermen, that the City of Bartlett General Fund FY2024 budget is amended by appropriating Tennessee Statewide SRO grant proceeds for employee wages and reclassifying the original budget appropriation for SRO expenditures as detailed in the table below.

Accounts	Description	Increase (Decrease)
110.42100.33615	State of Tennessee SRO Grant	\$ 750,000
110.42100.121	Employee Wages	\$ 750,000
110.42100.935	Vehicles	\$ 750,000
110.42100.121	Employee Wages	\$ (750,000)

Adopted this day of July 25, 2023

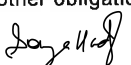
Harold Brad King, Register to the

David Parsons, Mayor

Board of Mayor and Aldermen

Attest: _____

Penny Medlock, City Clerk

 ENDOWMENT GRANT CONTRACT					
Begin Date July 01, 2023		End Date June 30, 2024		Agency Tracking # 34901-01482	Edison ID 79157
Public Chapter 418		Bill # HB1545		Section 54	Item 1-127
Grantee Legal Entity Name Bartlett Police Department					Edison Vendor ID 1617
Service Caption (one line only) Statewide School Resource Officer (SRO) Grant Program					
Funding —					
FY	State	Federal	Interdepartmental	Other	TOTAL Contract Amount
2024	750,000.00				750,000.00
TOTAL:	750,000.00				750,000.00
Ownership/Control					
☐ African American ☐ Asian ☐ Hispanic ☐ Native American ☐ Female ☐ Person w/Disability ☐ Small Business ☒ Government ☐ NOT Minority/Disadvantaged ☐ Other:					
Grantee Selection Process Summary					
☐ Competitive selection					
☒ Non-competitive selection					
Pursuant to and in accordance with PC 418 of the 113th Tennessee General Assembly, the funding is available for all K-12 public and public charter schools that complete the required documentation to receive a grant contract and funding for one (1) School Resource Officer per school per year, subject to funds availability.					
Budget Officer Confirmation: There is a balance in the appropriation from which obligations hereunder are required to be paid that is not already encumbered to pay other obligations. 				CPO USE - EG	
Speed Chart (optional)		Account Code (optional)			

**GRANT CONTRACT
BETWEEN THE STATE OF TENNESSEE,
DEPARTMENT OF SAFETY AND HOMELAND SECURITY
AND
Bartlett Police Department**

This Grant Contract, by and between the State of Tennessee, Department of Safety and Homeland Security, hereinafter referred to as the "State" or the "Grantor State Agency" and Bartlett Police Department, hereinafter referred to as the "Grantee," is for the provision of Statewide School Resource Officer (SRO) Grant Program, as further defined in the "SCOPE OF SERVICES AND DELIVERABLES."

The Grantee is a Tennessee Government Entity.
Grantee Place of Incorporation or Organization: Tennessee
Grantee Edison Vendor ID # 1617

A. SCOPE OF SERVICES AND DELIVERABLES:

- A.1. The Grantee shall provide the scope of services and deliverables ("Scope") as required, described, and detailed in this Grant Contract.
- A.2. Background. The State received funding through Public Chapter 418 of the 113th Tennessee General Assembly for the Statewide School Resource Office (SRO) Grant Program. The State conducted an application process to award grant funding to eligible law enforcement agencies which have the responsibility to provide SROs to K-12 public and/or public charter schools within their jurisdiction.
- A.3. Availability of and Eligibility for Funding.
 - a. The State shall make grant funds available to a local law enforcement agency after the local law enforcement agency presents to the State an executed memorandum of understanding (MOU) between the agency and the local education agency (LEA) or the public charter school, pursuant to which the local law enforcement agency shall provide one (1) full-time SRO to every school in the LEA or to a public charter school. The MOU shall be in the form prescribed by the State.
 - b. Local law enforcement agencies are eligible to apply for funding in the amount of seventy-five thousand dollars and zero cents (\$75,000.00) per year, per SRO, per school for which they are responsible for providing SRO services to. Funding shall not be awarded for more than one (1) SRO per K-12 public or public charter school and shall not exceed seventy-five thousand dollars and zero cents (\$75,000.00) per year.
- A.4. Use of Funds. Funding may only be used for expenses directly related to placing an SRO in a school (i.e., salary, benefits, training, and equipment).
- A.5. Certification and Training of SROs. As set forth in the MOU between the law enforcement entity and the LEA or the public charter school, in addition to other requirements, an SRO must be Peace Officer and Training Standards Commission (POST) certified and a sworn officer of a law enforcement agency within the jurisdiction of the K-12 public school or public charter school community being served. SROs are also required to receive forty (40) hours of specialized training within the first year of being hired or assigned to a K-12 public school or public charter school, whichever is earlier. Annually thereafter, the SRO must obtain sixteen (16) hours of training specific to SRO duties in addition to the twenty-four (24) hours of POST-certified training.
- A.6. Documentation, Records, and Reports. In addition to the requirements for documentation, records, and reports contained in this Contract in Sections C.4. (Expenditures and Accounting) C.6. (Prerequisite Documentation), D.15. (Records), D.17. (Progress Reports), and D.18. (Annual and Final Reports), the Grantee shall submit quarterly information to the State in the following format:
 - a. The number of LEAs and public charter schools that have executed an MOU with a law enforcement agency as part of the program.

- b. The number of LEAs and public charter schools that have executed an MOU with a law enforcement agency as part of the program and have been provided a full-time SRO.
- c. The percentage of public elementary schools that have an executed MOU and the percentage of those that have been provided a full-time SRO.
- d. The percentage of public secondary schools that have an executed MOU and the percentage of those that have been provided a full-time SRO.
- e. The number of SROs assigned to each school and the name of each SRO assigned to each school.

A.7. Incorporation of Additional Documents. Each of the following documents is included as a part of this Grant Contract by reference or attachment. In the event of a discrepancy or ambiguity regarding the Grantee's duties, responsibilities, and performance hereunder, these items shall govern in order of precedence below:

- a. This Grant Contract with any attachments.
- b. The Grantee's application for this grant funding.

B. TERM OF CONTRACT:

This Grant Contract shall be effective on July 01, 2023 ("Effective Date") and extend for a period of Twelve (12) months after the Effective Date ("Term"). The State shall have no obligation to the Grantee for fulfillment of the Scope outside the Term.

C. PAYMENT TERMS AND CONDITIONS:

- C.1. Maximum Liability. In no event shall the maximum liability of the State under this Grant Contract exceed Seven Hundred Fifty Thousand Dollars (\$750,000.00) ("Maximum Liability").
- C.2. Compensation Firm. The Maximum Liability of the State is not subject to escalation for any reason unless amended.
- C.3. Payment Methodology – Total Advance Payment. The Grantee shall be reimbursed for actual, reasonable, and necessary costs, not to exceed the maximum liability established in Section C.1. Payment to the Grantee shall be a lump sum made in advance upon approval of this Grant Contract.
- C.4. Expenditures and Accounting. The expenditure of funds made available through this Grant Contract shall adhere to the Scope of Services. Said expenditures shall be made during the Grant Contract period and shall not be carried forward. The Grantee shall submit an Expenditures and Accounting report within thirty (30) days following the end of the Grant Contract. Said report shall demonstrate compliance with the Scope of Services and shall be in form and substance acceptable to the State.
- C.5. State's Right to Set Off. The State reserves the right to set off or deduct from amounts that are or shall become due and payable to the Grantee under this Grant Contract or under any other agreement between the Grantee and the State of Tennessee under which the Grantee has a right to receive payment from the State.
- C.6. Prerequisite Documentation. The Grantee shall not receive the funds under the endowment grant until the State has received the following:
 - a. A Grantee completed and signed State provided "Authorization Agreement for Automatic Deposit (ACH Credits) Form" provided by the State. By doing so, the Grantee acknowledges and agrees that, once this form is received by the State, all payments to the Grantee under this or any other grant contract will be made by automated clearing house ("ACH").

- b. A Grantee completed and signed State provided W-9 form. The taxpayer identification number on the W-9 form must be the same as the Grantee's Federal Employer Identification Number or Social Security Number referenced in the Grantee's Edison registration information.

D. STANDARD TERMS AND CONDITIONS:

- D.1. Required Approvals. The State is not bound by this Grant Contract until it is signed by the parties and approved by appropriate officials in accordance with applicable Tennessee laws and regulations (depending upon the specifics of this contract, the officials may include, but are not limited to, the Commissioner of Finance and Administration, the Commissioner of Human Resources, and the Comptroller of the Treasury).
- D.2. Modification and Amendment. This Grant Contract may be modified only by a written amendment signed by all parties and approved by the officials who approved the Grant Contract and, depending upon the specifics of the Grant Contract as amended, any additional officials required by Tennessee laws and regulations (the officials may include, but are not limited to, the Commissioner of Finance and Administration, the Commissioner of Human Resources, and the Comptroller of the Treasury).
- D.3. Termination for Convenience. The State may terminate this Grant Contract without cause for any reason. A termination for convenience shall not be a breach of this Grant Contract by the State. The State shall give the Grantee at least thirty (30) days written notice before the effective termination date. The Grantee shall be entitled to compensation for authorized expenditures and satisfactory services completed as of the termination date, but in no event shall the State be liable to the Grantee for compensation for any service that has not been rendered. The final decision as to the amount for which the State is liable shall be determined by the State. The Grantee shall not have any right to any actual general, special, incidental, consequential, or any other damages whatsoever of any description or amount for the State's exercise of its right to terminate for convenience.
- D.4. Termination for Cause. If the Grantee fails to properly perform its obligations under this Grant Contract in a timely or proper manner, or if the Grantee violates any terms of this Grant Contract, the State shall have the right to immediately terminate the Grant Contract and withhold payments in excess of fair compensation for completed services. Notwithstanding the exercise of the State's right to terminate this Grant Contract for cause, the Grantee shall not be relieved of liability to the State for damages sustained by virtue of any breach of this Grant Contract by the Grantee.
- D.5. Subcontracting. The Grantee shall not assign this Grant Contract or enter into a subcontract for any of the services performed under this Grant Contract without obtaining the prior written approval of the State. If such subcontracts are approved by the State, each shall contain, at a minimum, sections of this contract pertaining to "Conflicts of Interest," "Lobbying," "Nondiscrimination," "Public Accountability," "Public Notice," and "Records" (as identified by the section headings). Notwithstanding any use of approved subcontractors, the Grantee shall remain responsible for all work performed.
- D.6. Conflicts of Interest. The Grantee warrants that no part of the total Grant Contract Amount shall be paid directly or indirectly to an employee or official of the State of Tennessee as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Grantee in connection with any work contemplated or performed relative to this Grant Contract.
- D.7. Lobbying. The Grantee certifies, to the best of its knowledge and belief, that:
 - a. No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal

contract, the making of any Federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

- b. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this contract, grant, loan, or cooperative agreement, the Grantee shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- c. The Grantee shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into and is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. § 1352

- D.8. Communications and Contacts. All instructions, notices, consents, demands, or other communications required or contemplated by this Grant Contract shall be in writing and shall be made by certified, first class mail, return receipt requested and postage prepaid, by overnight courier service with an asset tracking system, or by email or facsimile transmission with recipient confirmation. All communications, regardless of method of transmission, shall be addressed to the respective party as set out below:

The State:

Tennessee Office of Homeland Security
ATTN: Statewide SRO Grant Program
Tennessee Department of Safety and Homeland Security
Tennessee Tower – 25th Floor
312 Rosa L. Parks Avenue
Nashville, TN 37243
Email Address: homeland.security@tn.gov
Telephone #: 615-532-7947

The Grantee:

Bartlett Police Department
Chief Inspector Eric Ronald Leppanen
3730 Appling Road
Bartlett, TN 38133
eleppanen@bartlettspolice.org
Telephone #: 901-385-5339
FAX #: 901-385-5513

A change to the above contact information requires written notice to the person designated by the other party to receive notice.

All instructions, notices, consents, demands, or other communications shall be considered effectively given upon receipt or recipient confirmation as may be required.

- D.9. Subject to Funds Availability. This Grant Contract is subject to the appropriation and availability of State or Federal funds. In the event that the funds are not appropriated or are otherwise unavailable, the State reserves the right to terminate this Grant Contract upon written notice to the Grantee. The State's right to terminate this Grant Contract due to lack of funds is not a

breach of this Grant Contract by the State. Upon receipt of the written notice, the Grantee shall cease all work associated with the Grant Contract. Should such an event occur, the Grantee shall be entitled to compensation for all satisfactory and authorized services completed as of the termination date. Upon such termination, the Grantee shall have no right to recover from the State any actual, general, special, incidental, consequential, or any other damages whatsoever of any description or amount.

- D.10. Nondiscrimination. The Grantee hereby agrees, warrants, and assures that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Grant Contract or in the employment practices of the Grantee on the grounds of handicap or disability, age, race, color, religion, sex, national origin, or any other classification protected by Federal, Tennessee State constitutional, or statutory law. The Grantee shall, upon request, show proof of such nondiscrimination and shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.
- D.11. HIPAA Compliance. The State and the Grantee shall comply with obligations under the Health Insurance Portability and Accountability Act of 1996 (HIPAA), Health Information Technology for Economic and Clinical Health Act (HITECH) and any other relevant laws and regulations regarding privacy (collectively the "Privacy Rules"). The obligations set forth in this Section shall survive the termination of this Grant Contract.
- a. The Grantee warrants to the State that it is familiar with the requirements of the Privacy Rules and will comply with all applicable HIPAA requirements in the course of this Grant Contract.
 - b. The Grantee warrants that it will cooperate with the State, including cooperation and coordination with State privacy officials and other compliance officers required by the Privacy Rules, in the course of performance of this Grant Contract so that both parties will be in compliance with the Privacy Rules.
 - c. The State and the Grantee will sign documents, including but not limited to business associate agreements, as required by the Privacy Rules and that are reasonably necessary to keep the State and the Grantee in compliance with the Privacy Rules. This provision shall not apply if information received by the State under this Grant Contract is NOT "protected health information" as defined by the Privacy Rules, or if the Privacy Rules permit the State to receive such information without entering into a business associate agreement or signing another such document.
- D.12. Public Accountability. If the Grantee is subject to Tenn. Code Ann. § 8-4-401 *et seq.*, or if this Grant Contract involves the provision of services to citizens by the Grantee on behalf of the State, the Grantee agrees to establish a system through which recipients of services may present grievances about the operation of the service program, and the Grantee shall display in a prominent place, located near the passageway through which the public enters in order to receive Grant supported services, a sign at least twelve inches (12") in height and eighteen inches (18") in width stating:
- NOTICE: THIS AGENCY IS A RECIPIENT OF TAXPAYER FUNDING. IF YOU OBSERVE AN AGENCY DIRECTOR OR EMPLOYEE ENGAGING IN ANY ACTIVITY WHICH YOU CONSIDER TO BE ILLEGAL, IMPROPER, OR WASTEFUL, PLEASE CALL THE STATE COMPTROLLER'S TOLL-FREE HOTLINE: 1-800-232-5454
- The sign shall be on the form prescribed by the Comptroller of the Treasury. The Grantor State Agency shall obtain copies of the sign from the Comptroller of the Treasury, and upon request from the Grantee, provide Grantee with any necessary signs.
- D.13. Public Notice. All notices, informational pamphlets, press releases, research reports, signs, and similar public notices prepared and released by the Grantee shall include the statement, "This project is funded under an agreement with the State of Tennessee."

All notices by the Grantee in relation to this Grant Contract shall be approved by the State.

- D.14. Licensure. The Grantee, its employees, and any approved subcontractor shall be licensed pursuant to all applicable federal, state, and local laws, ordinances, rules, and regulations and shall upon request provide proof of all licenses.

- D.15. Records. The Grantee and any approved subcontractor shall maintain documentation for all charges under this Grant Contract. The books, records, and documents of the Grantee and any approved subcontractor, insofar as they relate to work performed or money received under this Grant Contract, shall be maintained in accordance with applicable Tennessee law. In no case shall the records be maintained for a period of less than five (5) full years from the date of the final payment. The Grantee's records shall be subject to audit at any reasonable time and upon reasonable notice by the Grantor State Agency, the Comptroller of the Treasury, or their duly appointed representatives.

The records shall be maintained in accordance with Governmental Accounting Standards Board (GASB) Accounting Standards or the Financial Accounting Standards Board (FASB) Accounting Standards Codification, as applicable, and any related AICPA Industry Audit and Accounting guides.

In addition, documentation of grant applications, budgets, reports, awards, and expenditures will be maintained in accordance with U.S. Office of Management and Budget's *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*.

Grant expenditures shall be made in accordance with local government purchasing policies and procedures and purchasing procedures for local governments authorized under state law.

The Grantee shall also comply with any recordkeeping and reporting requirements prescribed by the Tennessee Comptroller of the Treasury.

The Grantee shall establish a system of internal controls that utilize the COSO Internal Control - Integrated Framework model as the basic foundation for the internal control system. The Grantee shall incorporate any additional Comptroller of the Treasury directives into its internal control system.

Any other required records or reports which are not contemplated in the above standards shall follow the format designated by the head of the Grantor State Agency, the Central Procurement Office, or the Commissioner of Finance and Administration of the State of Tennessee.

- D.16. Monitoring. The Grantee's activities conducted and records maintained pursuant to this Grant Contract shall be subject to monitoring and evaluation by the State, the Comptroller of the Treasury, or their duly appointed representatives.
- D.17. Progress Reports. The Grantee shall submit brief, periodic, progress reports to the State as requested.
- D.18. Annual and Final Reports. The Grantee shall submit, within three (3) months of the conclusion of each year of the Term, an annual report. For grant contracts with a term of less than one (1) year, the Grantee shall submit a final report within three (3) months of the conclusion of the Term. For grant contracts with multiyear terms, the final report will take the place of the annual report for the final year of the Term. The Grantee shall submit annual and final reports to the Grantor State Agency and the Department of Finance and Administration ("F&A"). Send electronic copies of annual and final reports to F&A at fa.audit@tn.gov. At minimum, annual and final reports shall include: (a) the Grantee's name; (b) the Grant Contract's Edison identification number, Term, and total amount; (c) a narrative section that describes the program's goals, outcomes, successes and setbacks, whether the Grantee used benchmarks or indicators to determine progress, and whether any proposed activities were not completed; and (d) other relevant details requested by the Grantor State Agency. Annual and final report documents to be completed by the Grantee shall appear on the Grantor State Agency's website or as an attachment to the Grant Contract.
- D.19. Strict Performance. Failure by any party to this Grant Contract to insist in any one or more cases upon the strict performance of any of the terms, covenants, conditions, or provisions of this

agreement shall not be construed as a waiver or relinquishment of any such term, covenant, condition, or provision. No term or condition of this Grant Contract shall be held to be waived, modified, or deleted except by a written amendment signed by the parties.

- D.20. Independent Contractor. The parties shall not act as employees, partners, joint venturers, or associates of one another in the performance of this Grant Contract. The parties acknowledge that they are independent contracting entities and that nothing in this Grant Contract shall be construed to create a principal/agent relationship or to allow either to exercise control or direction over the manner or method by which the other transacts its business affairs or provides its usual services. The employees or agents of one party shall not be deemed or construed to be the employees or agents of the other party for any purpose whatsoever.
- D.21. State Liability. The State shall have no liability except as specifically provided in this Grant Contract.
- D.22. Force Majeure. "Force Majeure Event" means fire, flood, earthquake, elements of nature or acts of God, wars, riots, civil disorders, rebellions or revolutions, acts of terrorism or any other similar cause beyond the reasonable control of the party except to the extent that the non-performing party is at fault in failing to prevent or causing the default or delay, and provided that the default or delay cannot reasonably be circumvented by the non-performing party through the use of alternate sources, workaround plans or other means. A strike, lockout or labor dispute shall not excuse either party from its obligations under this Grant Contract. Except as set forth in this Section, any failure or delay by a party in the performance of its obligations under this Grant Contract arising from a Force Majeure Event is not a default under this Grant Contract or grounds for termination. The non-performing party will be excused from performing those obligations directly affected by the Force Majeure Event, and only for as long as the Force Majeure Event continues, provided that the party continues to use diligent, good faith efforts to resume performance without delay. The occurrence of a Force Majeure Event affecting Grantee's representatives, suppliers, subcontractors, customers or business apart from this Grant Contract is not a Force Majeure Event under this Grant Contract. Grantee will promptly notify the State of any delay caused by a Force Majeure Event (to be confirmed in a written notice to the State within one (1) day of the inception of the delay) that a Force Majeure Event has occurred, and will describe in reasonable detail the nature of the Force Majeure Event. If any Force Majeure Event results in a delay in Grantee's performance longer than forty-eight (48) hours, the State may, upon notice to Grantee: (a) cease payment of the fees until Grantee resumes performance of the affected obligations; or (b) immediately terminate this Grant Contract or any purchase order, in whole or in part, without further payment except for fees then due and payable. Grantee will not increase its charges under this Grant Contract or charge the State any fees other than those provided for in this Grant Contract as the result of a Force Majeure Event.
- D. 23. State and Federal Compliance. The Grantee shall comply with all applicable state and federal laws and regulations in the performance of this Grant Contract. The U.S. Office of Management and Budget's Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards is available here: http://www.ecfr.gov/cgi-bin/text-idx?SID=c6b2f053952359ba94470ad3a7c1a975&tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl
- D.24. Governing Law. This Grant Contract shall be governed by and construed in accordance with the laws of the State of Tennessee, without regard to its conflict or choice of law rules. The Grantee agrees that it will be subject to the exclusive jurisdiction of the courts of the State of Tennessee in actions that may arise under this Grant Contract. The Grantee acknowledges and agrees that any rights or claims against the State of Tennessee or its employees hereunder, and any remedies arising there from, shall be subject to and limited to those rights and remedies, if any, available under Tenn. Code Ann. §§ 9-8-101 through 9-8-408.
- D.25. Completeness. This Grant Contract is complete and contains the entire understanding between the parties relating to the subject matter contained herein, including all the terms and conditions of the parties' agreement. This Grant Contract supersedes any and all prior understandings, representations, negotiations, and agreements between the parties relating hereto, whether written or oral.

- D.26. Severability. If any terms and conditions of this Grant Contract are held to be invalid or unenforceable as a matter of law, the other terms and conditions hereof shall not be affected thereby and shall remain in full force and effect. To this end, the terms and conditions of this Grant Contract are declared severable.
- D.27. Headings. Section headings are for reference purposes only and shall not be construed as part of this Grant Contract.
- D.28. Debarment and Suspension. The Grantee certifies, to the best of its knowledge and belief, that it, its current and future principals, its current and future subcontractors and their principals:
- a. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal or state department or agency;
 - b. have not within a three (3) year period preceding this Grant Contract been convicted of, or had a civil judgment rendered against them from commission of fraud, or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or grant under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;
 - c. are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses detailed in section b. of this certification; and
 - d. have not within a three (3) year period preceding this Grant Contract had one or more public transactions (federal, state, or local) terminated for cause or default.

The Grantee shall provide immediate written notice to the State if at any time it learns that there was an earlier failure to disclose information or that due to changed circumstances, its principals or the principals of its subcontractors are excluded or disqualified, or presently fall under any of the prohibitions of sections a-d.

- D.29. Confidentiality of Records. Strict standards of confidentiality of records and information shall be maintained in accordance with applicable state and federal law. All material and information, regardless of form, medium or method of communication, provided to the Grantee by the State or acquired by the Grantee on behalf of the State that is regarded as confidential under state or federal law shall be regarded as "Confidential Information." Nothing in this Section shall permit Grantee to disclose any Confidential Information, regardless of whether it has been disclosed or made available to the Grantee due to intentional or negligent actions or inactions of agents of the State or third parties. Confidential Information shall not be disclosed except as required or permitted under state or federal law. Grantee shall take all necessary steps to safeguard the confidentiality of such material or information in conformance with applicable state and federal law.

The obligations set forth in this Section shall survive the termination of this Grant Contract.

E. SPECIAL TERMS AND CONDITIONS:

- E.1. Conflicting Terms and Conditions. Should any of these special terms and conditions conflict with any other terms and conditions of this Grant Contract, the special terms and conditions shall be subordinate to the Grant Contract's other terms and conditions.
- E.2. Transfer of Grantee's Obligations. The Grantee shall not transfer or restructure its operations related to this Grant Contract without the prior written approval of the State. The Grantee shall immediately notify the State in writing of a proposed transfer or restructuring of its operations related to this Grant Contract. The State

reserves the right to request additional information or impose additional terms and conditions before approving a proposed transfer or restructuring.

- E3. Family Educational Rights and Privacy Act & Tennessee Data Accessibility, Transparency and Accountability Act. The Grantee shall comply with the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232(g)) and its accompanying regulations (34 C.F.R. § 99) ("FERPA"). The Grantee warrants that the Grantee is familiar with FERPA requirements and that it will comply with these requirements in the performance of its duties under this Grant Contract. The Grantee agrees to cooperate with the State, as required by FERPA, in the performance of its duties under this Grant Contract. The Grantee agrees to maintain the confidentiality of all education records and student information. The Grantee shall only use such records and information for the exclusive purpose of performing its duties under this Grant Contract. The obligations set forth in this Section shall survive the termination of this Grant Contract.

The Grantee shall also comply with Tenn. Code Ann. § 49-1-701, *et seq.*, known as the "Data Accessibility, Transparency and Accountability Act," and any accompanying administrative rules or regulations (collectively "DATAA"). The Grantee agrees to maintain the confidentiality of all records containing student and de-identified data, as this term is defined in DATAA, in any databases, to which the State has granted the Grantee access, and to only use such data for the exclusive purpose of performing its duties under this Grant Contract.

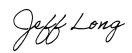
Any instances of unauthorized disclosure of data containing personally identifiable information in violation of FERPA or DATAA that come to the attention of the Grantee shall be reported to the State within twenty-four (24) hours. Grantee shall indemnify and hold harmless State, its employees, agents and representatives, from and against any and all claims, liabilities, losses, or causes of action that may arise, accrue, or result to any person or entity that is injured or damaged as a result of Grantee's failure to comply with this section.

IN WITNESS WHEREOF,

Bartlett Police Department:

	630-23
GRANTEE SIGNATURE	DATE
 	
PRINTED NAME AND TITLE OF GRANTEE SIGNATORY (above)	

DEPARTMENT OF SAFETY AND HOMELAND SECURITY:

	Jul 11, 2023
JEFF LONG, COMMISSIONER	DATE



Governor Bill Lee
Commissioner Jeff Long

SCHOOL RESOURCE OFFICER GRANT PROGRAM SIGNATURE AUTHORITY CONSENT FORM

I, David Parsons as the Mayor, City of Bartlett, TN
Name of Person Granting Signature Authority (Printed) Title of Person Granting Signature Authority (Printed)

of City of Bartlett, TN Police Department
Name of Organization Receiving Grant (Printed)

hereby grant the person(s) identified below signature authority for the grant awarded by the Tennessee Department of Safety and Homeland Security / Office of Homeland Security. The following individual is, or individuals are, entitled to sign all grant related documents on behalf of my organization.

Jeff Cox, Chief of Police

Name and Title (Printed)

Signature

Chris Golden, Deputy Chief of Police

Name and Title (Printed)

Signature

Eric Leppanen, Chief Inspector

Name and Title (Printed)

Signature

The above signature authority granted to the above individual(s) may be revoked by me or by my organization at any time by written notice to the Tennessee Department of Safety and Homeland Security / Office of Homeland Security.

Signature of Person Granting Signature Authority

7/4/23
Date

Attachment: Bartlett Police Department 2023 TN SRO Contract (3364 : Res. 27-23 Tennessee SRO Program)

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

DATE: July 25, 2023

FROM: Dick Phebus, Finance Director

SUBJECT: Acceptance of the Tennessee SRO Improvement Grant

INTRODUCTION: The purpose of this agenda item is to request Board of Mayor and Aldermen approval to accept the Tennessee Statewide School Resource Officer Program Grant in the amount of \$750,000.

BACKGROUND: The purpose of the Tennessee Statewide School Resource Officer Program Grant is to provide State funding to local law enforcement entities to place one full-time, POST certified SRO in each K-12 public and public charter school in Tennessee.

DISCUSSION: Following the tragic Covenant School shooting in Nashville that took the lives of six Tennesseans, including three children, Governor Lee and members of the Tennessee General Assembly coalesced around further action steps to strengthen school safety. On April 3, 2023, additional actions to strengthen safety at public and private schools across Tennessee were announced. Funding in the Fiscal Year 23-24 budget was allocated to place an armed SRO at every Tennessee public school, boost physical security at public and private schools, and provide mental health resources for Tennesseans.

As a result of this legislation, the SRO Program Grant provides funding to local law enforcement entities to place one full-time, POST certified SRO in each K-12 public and public charter school in Tennessee. Local law enforcement agencies are eligible to apply for funding not to exceed \$75,000 per year, per SRO, per school for which they are responsible for providing SRO services. Agencies with existing SRO programs, such as Bartlett Police Department, were permitted to apply for this funding.

The State of Tennessee has determined that the amount of money that will be provided to the Bartlett Police Department is \$750,000 per year based on ten public schools in Bartlett. The Tennessee Department of Safety, who is managing the grant, received and accepted the grant submission from the Bartlett Police Department and provided a contract in the amount of \$750,000 for the FY24 budget year.

The Police Department is requesting a budget amendment to recognize the SRO Program funding in the amount of \$750,000. This award will offset a portion of the SROs currently funded and already appropriated in FY2024 budget. The offset amount will be used to purchase vehicles for SRO and other officers of the Bartlett Police Department.

BUDGET IMPACT: All salaries and equipment associated with the Bartlett Police Department's SRO program are appropriated in the police department's FY24 budget. The funds received by the City in the amount of \$750,000 will be deposited into account 110.42100.33615 in accordance with the grant stipulations.

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 07/25/23 06:00 PM

Department: Board of Mayor and Aldermen

Category: Presentation

Prepared By: Penny Medlock

Department Head: David Parsons

Recognition in Honor of Alderman Bobby Simmons.