



City of Bartlett

A. Keith McDonald, Mayor

BOARD OF MAYOR AND ALDERMEN MEETING MINUTES

TUESDAY, FEBRUARY 11, 2014 - BARTLETT CITY HALL - 7:00 PM

CALL TO ORDER

Mayor A. Keith McDonald: Present, Alderman W.C. Pleasant: Present, Alderman Emily Elliott: Present, Alderman David Parsons: Present, Alderman Bobby Simmons: Present, Vice Mayor Jack Young: Present, Alderman Paula Sedgwick: Present.

INVOCATION

Opening Prayer by Scott Greer, New Hope Christian Church

FUTURE MEETINGS

Parks and Recreation Advisory Board, February 13 at 7 p.m.

Historic Preservation Commission, February 17 at 7 p.m.

BPACC Advisory Board, February 18 at 6 p.m.

Design Review Commission, February 18 at 7 p.m.

RECOGNITIONS

Boy or Girl Scouts

Mayor McDonald and the Aldermen recognized Boy Scouts from Troops 455, 255, 335 and 206 who attended the meeting as part of earning certain merit badges.

Recognition of Warren Young and Todd Graves on creation of new walking trail at Nesbit Park

Mayor McDonald noted that Warren Young, Parks and Recreation Advisory Board member, and Todd Graves, the City's GIS Manager, have been voluntarily working with the Mayor's Youth Council on the creation of a Nesbit Park walking trail. Initially the trail was only to be a mile long, but extended to 2.5 miles under Mr. Young and Mr. Graves. Mayor McDonald presented both men with a Certificate of Appreciation.

Proclamation for Engineers' Week

Mayor McDonald proclaimed February 16-22 as Engineers' Week.

*****Official Business of the Day*******MINUTES ACCEPTANCE****Minutes of the January 28, 2014 Board of Mayor and Aldermen Regular Meeting**

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Bobby Simmons, Alderman
SECONDER:	David Parsons, Alderman
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

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.

- I. Resolution 01-14, a resolution approving a Special Use Permit to operate a Climate-Controlled Self Storage-Company, 6600 Stage Road, within the "SC-1" Planned Unit Commercial Development.

Mr. Ray Gill, owner of the property, stated that he plans for the storage unit usage will be temporary because he would like the facility to be used solely for retail.

RESULT:	ADJOURNED
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UNFINISHED BUSINESS

- I **Resolution 01-14, a resolution approving a Special Use Permit to operate a Climate-Controlled Self Storage-Company, 6600 Stage Road, within the "SC-1" Planned Unit Commercial Development. (Terry Emerick, Director of Planning and Economic Development)**

Terry Emerick, City Planner, stated that this facility has been vacant for eight years. The applicant is requesting the special use permit to alter the interior to house a storage unit facility. The Planning Commission gave a positive recommendation to this special use permit.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Bobby Simmons, Alderman
SECONDER:	W.C. Pleasant, Alderman
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

CONSENT AGENDA

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Jack Young, Vice Mayor
SECONDER:	Emily Elliott, Alderman
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

- 1 Bid for 5 Self-Contained Breathing Apparatus, 13 Face Masks, 7 Spare Bottles. (Terry Wiggins, Fire Chief)**
Recommend accepting the lowest bid from NAFECO at a cost of \$28,686.00. Funds are available in account 110.42200.939.
- 2 Special event permit for A Crosstown 5K. (Jim Brown, Director of Code Enforcement)**
The event will be held on Saturday, April 5 from 8 a.m. to 12 p.m. The race will begin and end at Bartlett United Methodist Church.
- 3 Special event permit for Outdoor Spring Craft Festival. (Jim Brown, Director of Code Enforcement)**
The event will be held on Saturday, March 29 from 9:30 a.m. to 6 p.m. at Bartlett Hills Baptist Church.
- 4 Special event permit for St. Francis Hospital-Bartlett "Celebrating 10 Years." (Jim Brown, Director of Code Enforcement)**
The event will be held on Saturday, May 31 from 10 a.m. to 2 p.m. with a rain date of Sunday, June 1 from 2 p.m. to 6 p.m. A celebratory program will be held on Monday, June 2 from 2 to 3 p.m. Both events will be held on the hospital's campus.
- 5 Planning Commission Report for February 2014. (Terry Emerick, Director of Planning and Economic Development)**
Item 1 - Final Subdivision Plan for Cross Subdivision, corner of Brother Blvd and Germantown Road, was tabled until the next meeting at the request of the applicant.
Item 2 - Site plan for Culpepper Place Assisted Living, on the northwest side of Highway 70, north of Broadway, was approved with conditions.
Item 3 - Russ Abernathy was re-elected as chairman and Ron Sandlin was re-elected as vice-chairman.

NEW BUSINESS

- 1 Resolution 05-14, A resolution to amend the 2013-2014 Parks Improvement Fund to make appropriations for certain projects within District Three of the Bartlett Municipal Park System. (Dick Phebus, Director of Finance)**

Dick Phebus, Director of Finance, noted that this \$25,000 appropriation will go toward the Nesbit Park walking trail.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Emily Elliott, Alderman
SECONDER:	W.C. Pleasant, Alderman
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

OPEN DISCUSSION

Sherry Simmons, 6583 Holly Hearth Cove, announced her candidacy for County Commission District 3. The election will be held May 6, 2014.

David Reeves, 4535 Merlins Wood, also announced his candidacy for County Commission District 3.

Yolanda Taylor, president of Zeta Phi Beta Sorority, announced the group's upcoming events.

ADJOURNMENT

Meeting adjourned at 7:22 PM

W.C. Pleasant, Register to the
Board of Mayor and Alderman

A. Keith McDonald
Mayor



City of Bartlett

A. Keith McDonald, Mayor

BOARD OF MAYOR AND ALDERMEN MEETING MINUTES

TUESDAY, JANUARY 28, 2014 - BARTLETT CITY HALL - 7:00 PM

CALL TO ORDER

Mayor A. Keith McDonald: Present, Alderman W.C. Pleasant: Present, Alderman Emily Elliott: Present, Alderman David Parsons: Present, Alderman Bobby Simmons: Present, Vice Mayor Jack Young: Present, Alderman Paula Sedgwick: Present.

INVOCATION

Opening Prayer by Brad Ratliff

FUTURE MEETINGS

Family Assistance Commission, February 3 at 6 p.m.

Planning Commission, February 3 at 7 p.m.

Bartlett Station Commission, February 5 at 7:30 a.m.

City Beautiful Commission, February 6 at 7 p.m.

RECOGNITIONS

*****Official Business of the Day*****

MINUTES ACCEPTANCE

Minutes of the January 14, 2014 Board of Mayor and Aldermen Regular Meeting

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	David Parsons, Alderman
SECONDER:	Bobby Simmons, Alderman
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

Minutes Acceptance: Minutes of Jan 28, 2014 7:00 PM (MINUTES ACCEPTANCE)

CONSENT AGENDA

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Jack Young, Vice Mayor
SECONDER:	Bobby Simmons, Alderman
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

- 1 Special event permit for Stanky Creek Marathon and Half Marathon. (Jim Brown, Director of Code Enforcement)**
The event will be held on Sunday, March 2 from 8 a.m. to 3:30 p.m. at Nesbit Park.
- 2 Shelby County Wellhead Protection annual maintenance fee. (Rick McClanahan, Director of Engineering)**
Recommend authorization to pay the Shelby County Health Department \$11,524.15. This fee is based on the number of water meters in the city (20,953) multiplied by \$0.55. Funds are available in account 510.51200.644.
- 3 Repair of Well at Ardie Road Water Plant. (Rick McClanahan, Director of Engineering)**
Request approval of screen repair in Ardie Road Water Plant Well by Layne, a sole service provider. The cost of the repair work will be \$11,300. Funds are available in account 510.51200.262.
- 4 Well Pump Repair at Ardie Road Water Plant. (Rick McClanahan, Director of Engineering)**
Request approval for Layne to repair the motor, pump and pump bowl for the above-referenced well. The repair will cost \$28,203.00. Funds are available in account 510.51200.262.
- 5 Architectural and engineering services for new fire training center. (Rick McClanahan, Director of Engineering)**
Request approval to contract with Renaissance Group for engineering and architectural services for fire training center and on-site storage facility for a total cost of \$44,500.00. Funds are available in account 311.48311.772.263.
- 6 Commercial Site Plan Contract for Bartlett Alzheimer's Special Care Facility. (Rick McClanahan, Director of Engineering)**
The developer, Bartlett Care Group, LLC., will pay \$31,147.00 in City fees. The bond is set at \$94,550.00.
- 7 Treasurer's Report for December 2013 (Dick Phebus, Director of Finance)**

Adopted Budget Expenditures	\$62,822,095
Year-to-date Expenditures	\$33,196,946
Adopted Budget Revenues	\$62,822,095
Year-to-date Revenues	\$29,673,495

Minutes Acceptance: Minutes of Jan 28, 2014 7:00 PM (MINUTES ACCEPTANCE)

NEW BUSINESS**1 Appoint Adrienne Huntley to the Bartlett Station Commission. (A. McDonald, Mayor)**

Adrienne Huntley will replace Patrick Dickerson. Her term will expire December 31, 2019.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	David Parsons, Alderman
SECONDER:	Bobby Simmons, Alderman
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

2 Appoint Angie Jade to the Bartlett City Beautiful Commission. (A. McDonald, Mayor)

Angie Jade will replace Mary Webb. Her term will expire December 31, 2014.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	David Parsons, Alderman
SECONDER:	Bobby Simmons, Alderman
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

OPEN DISCUSSION

No one spoke.

ADJOURNMENT

Meeting adjourned at 7:05 PM

W.C. Pleasant, Register to the
Board of Mayor and Alderman

A. Keith McDonald
Mayor

Minutes Acceptance: Minutes of Jan 28, 2014 7:00 PM (MINUTES ACCEPTANCE)



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

RESOLUTION 01-14

Meeting: 02/11/14 07:00 PM

Department: Planning and Economic Development

Category: Special use permit

Prepared By: Stefanie McGee

Initiator: Terry Emerick

Sponsors:

DOC ID: 1173

Resolution 01-14, a resolution approving a Special Use Permit to operate a Climate-Controlled Self Storage-Company, 6600 Stage Road, within the "SC-1" Planned Unit Commercial Development.

WHEREAS, an application has been made for a Special Use Permit for a Self Storage Company to be located at 6600 Stage Road within the "SC-1" Planned Unit Commercial Development.

WHEREAS, the Planning Commission reviewed the proposed Special Use Permit for a Self Storage Company to be located at 6600 Stage Road on Monday, January 6, 2014, in accordance with their regulations and recommended approval of the Special Use Permit; and

WHEREAS, the Board of Mayor and Aldermen held a Public Hearing on the 11th day of February, 2014, and approved the Special Use Permit for a Self Storage Company to be located at 6600 Stage Road, subject to the following conditions:

Engineering Conditions:

1. The parking spaces on each side of the front entrance to this area of the shopping center will be changed to loading spaces and the two handicapped spaces relocated in order to allow entrance into the doors for loading or unloading but may not park in the drive lane blocking vehicular traffic in front.

Planning Conditions:

1. The applicant shall obtain Design Review Commission approval prior to the installation of signage.
2. The applicant shall obtain Design Review Commission approval prior to any changes to the exterior of the building or site (incl. lighting).

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 for a Self Storage Company to be located at 6600 Stage Road, incorporating the above listed conditions, is approved.

ADOPTED THIS 11TH DAY OF FEBRUARY, 2014.

W.C. Pleasant, Register to the
Board of Mayor and Aldermen

A. Keith McDonald, Mayor

Attest:_____

Stefanie McGee, City Clerk

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Bobby Simmons, Alderman
SECONDER:	W.C. Pleasant, Alderman
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

Bartlett Planning and
Economic Development Department
6400 Stage Road, P.O. Box 341148
Bartlett, TN 38184-1148
901-385-6417 FAX 901-385-6419
www.cityofbartlett.org

Application for Special Use Permit Approval to the Bartlett Planning Commission

Consultation with the staff is encouraged prior to the completion of this application form.

Requested Special Use Self Storage
Property Address 6600 Stage Road
Present Zoning SC-1
Owner/Developer Contact Rau Gill Phone 901-758-1100
Company Name Stage Centre G.P. Fax 901-751-0724
Address 8130 Macon Station - Suite 114, Cordova, TN 38018
Architect Contact _____ Phone _____
Company Name _____ Fax _____
Address _____
Engineer Contact Robert Estes Phone 901-360-9805
Company Name Parker Estes & Associates, Inc. Fax 901-566-9076
Address 3460 Ridge Meadow Parkway, Memphis, TN 38115
Submitted by _____
(printed name) (signature) (date)

I, [Signature], owner(s) of the property, hereby authorize the filing of this application.

☒ Attach a checked-off "Special Use Permit Checklist" and all items required therein.

☐ Acknowledge (by initials in the blank to the left) that the "Application Instructions: Planning Commission" were obtained and read prior to submitting this application.

☒ Include a fee with this application (check payable to the City of Bartlett) of \$500.00 for five (5) acres or less, plus \$50.00 per acre (after the first five) to a maximum of \$3,000.00

Information to be entered by City staff only:

Resubmittals

(See "Application Instructions: Planning Commission.")

Resubmittal Description	Required Resubmittal Date/Time	Staff Initials
	_____ a.m./p.m. on _____	
	_____ a.m./p.m. on _____	
	_____ a.m./p.m. on _____	

RECEIVED

DEC 02 2013

CITY OF BARTLETT

**Bartlett Planning and
Economic Development Department**
6400 Stage Road, P.O. Box 341148
Bartlett, TN 38184-1148
901-385-6417 FAX 901-385-6419
www.cityofbartlett.org

Special Use Permit Checklist

Plot Plan And Legal Description (each parcel, if more than one)

- ☒ Plot plan, drawn to scale, showing the following information for each parcel (several parcels may be included on one sheet):
 - ☒ Adjoining public street rights-of-way
 - ☒ Area (acres)
 - ☒ Present zoning
 - ☒ Requested special use, including purpose (attach statement, one page maximum)
 - ☒ Area in which buildings are proposed to be located, showing setback dimensions from line.
 - ☒ Drainage
 - ☒ Driveways
 - ☒ Parking area
 - ☒ Buffer planting areas
 - ☒ Type and location of any easements
- ☒ If Site Plan application and approval are necessary, conformance to Tree Ordinance is required.

- ☒ Other pertinent information as required through staff consultation.
- ☒ Legal description (may be attached to plot plan).
- ☒ One (1) 8 1/2" x 11" transparency of the plot plan, for use with an overhead projector.

Vicinity Map

- ☒ Vicinity map, drawn to a convenient scale, showing the subject property and all parcels within a 1,000-foot radius. Every parcel shall indicate owner's name and the streets, roads or alleys that each parcel fronts upon.
- ☒ One (1) 8 1/2" x 11" transparency of the vicinity map, for use with an overhead projector.

Property Owners

- ☒ List of all property owners within 1,000 feet or a minimum of fifty (50) property owners, whichever results in the greater number of owners. A xerographic copy of the mailing labels may serve as the list.
- ☒ Self-adhesive mailing labels for the list of property owners (two sets).



December 2, 2013

Terry Emerick
City of Bartlett
6400 Stage Road
Bartlett TN 38134

Re: Stage Centre - 6600 Stage Centre, Suite 134-135

Mr. Emerick,

We would like to put Self-Storage in the grocery store at Stage Centre.

Sincerely,

Ray Gill

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DEC 02 2013

CITY OF BARTLETT

Lot #	Owner's Name
1	Andrews William M & Ann
2	Isbell Chad D & Chansis M
3	Crane Joseph P & Sherry D
4	Flowers Jackie L
5	McCann Mary W
6	Dickerson Lavern
7	Muschiano Kenneth R & Violet A
8	Norman Amanda B & Joshua A
9	Ragsdale Justin S
10	Hardy Jerry W & Patsy J
11	Hart Sheryl G
12	Brandenburg Stephen D
13	Barrett William K III
14	Six Five Ten Stage Road LLC
15	Pean Carl F And Moried Pean
16	Jones Jeffrey
17	McCaskey Jerome J Jr & Lawanda J
18	Cohen Richard B
19	Roberts Amber
20	Pitts Alma (LE) And Clyde E
21	Baker Gary L
22	Mixon David E
23	Nelson Regina M Revocable Living
24	Steele Margaret J And Jonathan E
25	Rapalo Mauricio A & Matilde M
26	Terry Jason P & Carrie J
27	Finger Jimmy & Judy
28	Lee-Hitt Joshua L & Leslie M
29	Horne Glenn A And
30	Moore George E & Amelia E
31	Veazey Jeane J
32	Patey Sheila K
33	Hipkins Mark A
34	Hopper Joyce A
35	Neeley Robert D & Deborah K
36	Stafford Sara J
37	Hurst Billy E & Betty H
38	Felix Patricia A
40	See Rodney L & Linda L
41	Pakaru Property LLC
42	Wallace Charles R & Glenda C
43	Parker William P & Marilyn B
44	Clutch Gregory & Kimberly Jo
45	Winston Elizabeth
46	Schneller Robert E And Patricia
47	Butler Peggy A
48	Thayer Victory S Jr & Nancy H
49	Weaver Phyllis S
50	Ely Richard & Alison
51	Jones R Keith & Pamela L
52	Blancq John P Living Trust (TR)
53	Forsythe William R & Patricia A
54	Knight Thomas E

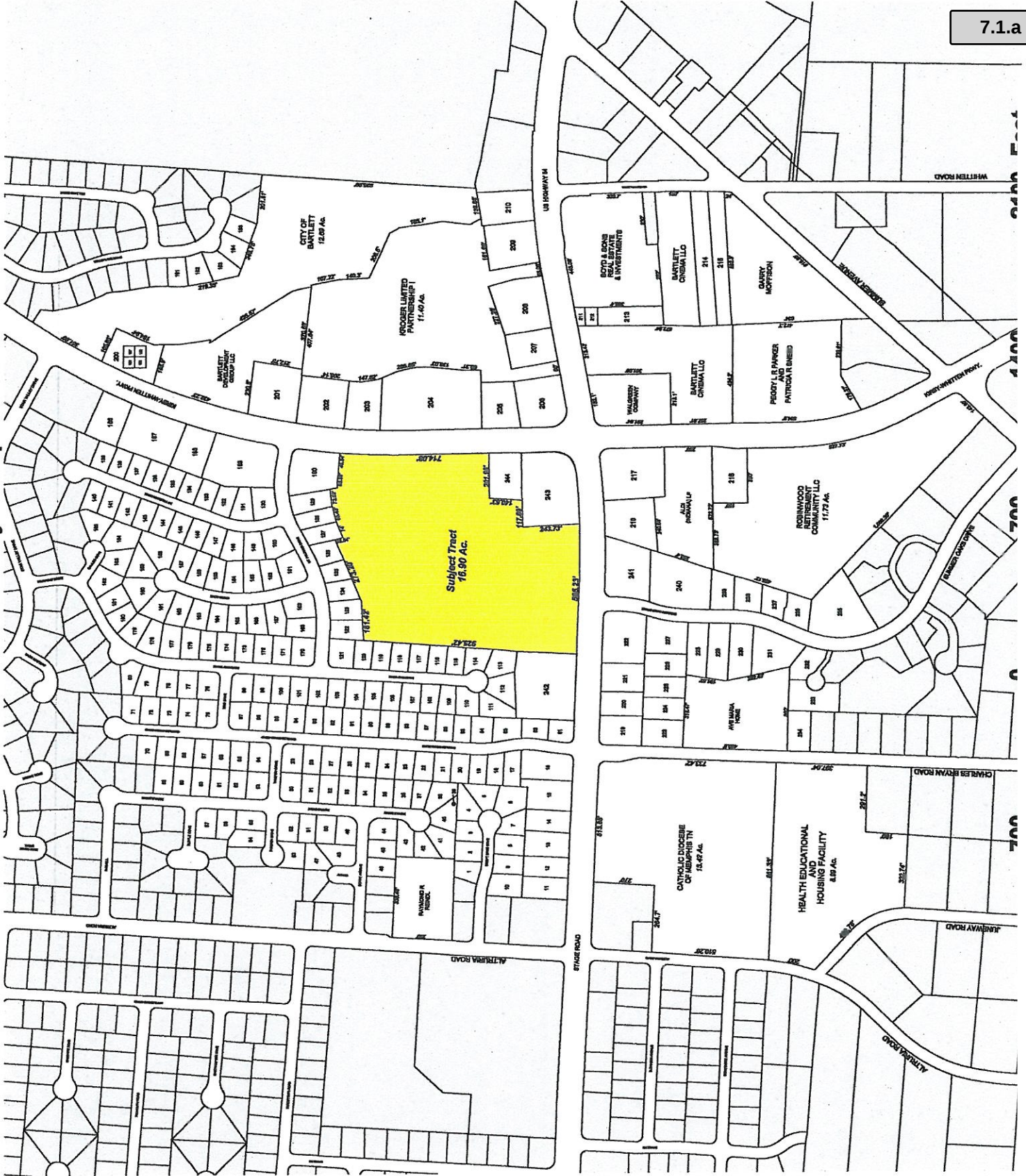
Lot #	Owner's Name
55	Taylor Debra F
56	Pittman Milton L & Rebecca P
57	Johnson Jefferson H & Brenda
58	Cleveland Michael R & Elaine C
59	Montague Charlotte L
60	Rock Donald D & Tracey A
61	Harris Cecil T Jr & Catherine
62	Kerr Patric H & Keri S
63	Lawrence Gregg B & Joy
64	Smith Paul M & Michelle S
65	Michael Darwin W Jr & Mary Jo
66	Baldwin Eddie L & Laurie J
67	Green Michael M
68	Howell Kimberly A & Jeffery W
69	Davis Ronald C & Evelyn J
70	Hoffman Loren K & Florence L
71	Weston Jerry & Rita
72	Hoover Wesley A
73	Hudson Marshall R & Teresa M
74	Ray George R & Ruth O And Judy L
75	Graves Marolyn G
76	Keyser Danlon C
77	Corbean James L & Viola M
78	Coss William W & Paula L
79	Butts Micheal V & Jacqueline S H
80	Walker Reginald E & Patricia A
81	Cooper Phyllis Ann
82	George Virginia M Living Trust
83	Knight Roger C & Lois V
84	Gregory Eron P And Charles P
85	Bushong Sherry
86	Countess Peggy M And Russell T
87	Braddock Angela G
88	Stubbs Alan K And Jeannette R
89	Sutton Phillip C & Tiffany
90	Ivey David J & Kathleen A
91	Garrett Emily E
92	Thompson Robert & Virginia
93	Ward Fred & Verlee
94	Parks Burleigh M & Kathleen
95	Hargrove Dwight D & Mary Jo
96	O'Neal Curtis R Jr & Helen S
97	Norwood Bryson A & Brenda G
98	Bradost Ghazy & Jihan F
99	Wade Patricia A
100	Thompson Tommy C & Rita J
101	Manuel Robert III
102	Ruble Stephen T
103	Erzen Jon R
104	Frassinell Timothy J & Juanita W
105	Peden Louise L
106	Parks Williams D
107	Horn Robert S Jr & Benita K

Lot # Owner's Name
 108 True James T & Martha E
 109 Crider George Van & Belinda
 110 Wright Vera M
 111 Grigsby John D & Karen M
 112 Schumacher Steven L & Cheryl L
 113 Ford Danny & Virginia G
 114 Simpson Ricky A & Debra L
 115 Ford Dorothy J
 116 Magee William E & Wilda J
 117 Grager Henry & Doris M
 118 Reed Clifford F & Bettye J
 119 Ross Patricia A
 120 Street Conway T & Elois J
 121 Thompson Robert L And Gertrude R
 122 Barnwell James H & Donita B
 123 Brooks Helen S Living Trust
 124 Wafai Hassan El & Fatina Chehade
 125 Wilson April R
 126 Kidwell Richard & Donna K
 127 Muqtadir Alia & Abdul
 128 Clark Vera
 129 Thomas Johnny C & Jewell J
 130 Zinn Helen D
 131 Durr Joseph E & Zenaida I
 132 Croom Mark L & Lisa R
 133 Purifoy Henry B And Cynthia
 134 Springhart Monica M
 135 Caraway Derek E & Shannon D
 136 Dunn Jerry G & Patricia M
 137 Byrd Miko
 138 McManus Mary L And Lillie B Byrd
 139 Bowen Clarence D & Deborah L
 140 Walker Phillip R & Vicki L
 141 Harp Verlon E & H Juanita
 142 Ford Roger A & Frances G
 143 Walls Stanley N & Pamela E
 144 Reynolds Dorothy M Revocable
 145 Johnson Dale R And Brenda C
 146 Poe Walter K & Amber D
 147 Hastings Jay R & Patrice
 148 Summons William D & Pamela C
 149 Kuehner Robert E & Terri V
 150 Hall John M Sr & Elizabeth D
 151 Martin Ronald H & Virginia L
 152 Sculli Francis N & Betand
 153 Larrabee Justin D & Amanda M
 154 McGolrick Keith W & Linda A
 155 McDonald Jan M
 156 Griffith Jack A & Stacey F
 157 Baker Sue S
 158 Henson Herbert R & Sequoia R
 159 Caesar Frankie S
 160 Ollech John A & Brooke

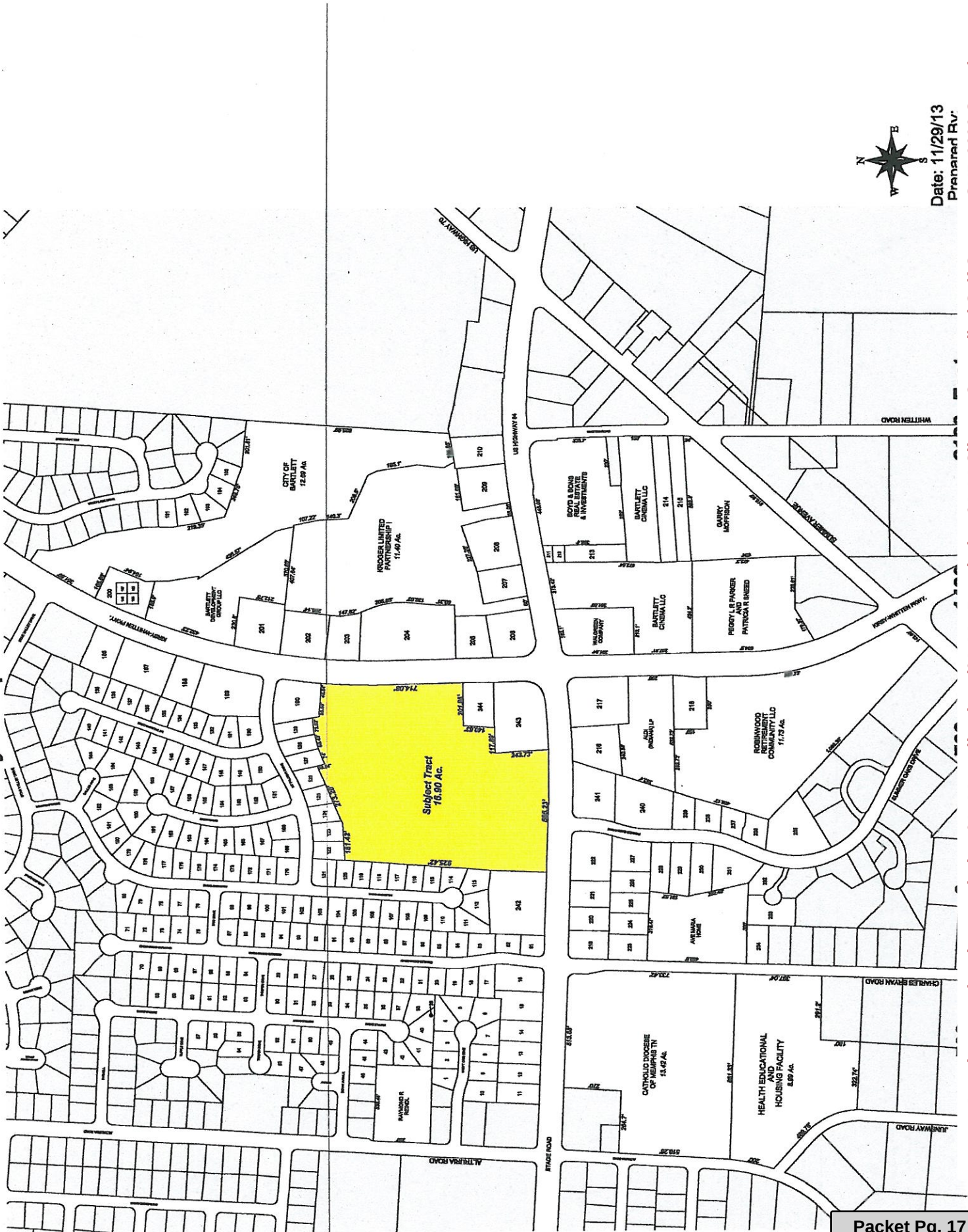
Lot # Owner's Name
 161 Pulliam David K & Sandra S
 162 Harlow Tanner & Courtney
 163 Clark Raymond E & Rhonda S
 164 Park Melinda D
 165 Ballew Pervis J & Mary N
 166 Street Patricia L
 167 Turner John F & Joyce A
 168 Gallagher Kevin J
 169 Freels James T & Patricia K
 170 Bartram Randall K & Sandra G
 171 Majors David & Zana
 172 McFarland Marie P
 173 Rogers James D & Katherine T
 174 Outlaw David A & Tammi P
 175 Sere Mark S & Pamela E
 176 McMurry Joel L & Judith C
 177 Warren Kimberly A
 178 Mook Frank & Karen
 179 Smith Louis A & Dorothy M
 180 Hale Philip E & Sherian D
 181 Howard Palmer G & Sandra B
 182 Williams Barry T & Audrey E
 183 Cooper Richard L & Phyllis A
 184 Vanderford Mike E
 185 Peeples Lois E
 186 Caldwell Family LLC
 187 Ford-Bloch LLC
 188 Williams Patricia K
 189 Kirwhit Plaza LLC
 190 B & B Property Investments LLC
 191 Carter Alexander
 192 Stobbe Goetz W
 193 Rawdon Jerald R & Karen W
 194 Mathews David L & Madge L
 195 Ontl Richard C
 196 Bartlett Vision Clinic LLC
 197 Hardin Mark A & Bliss L
 198 Whitten Road Partners LLC
 199 Whitten Road Partners LLC
 200 Kirby Whitten Condominiiums
 201 DCSC LLC
 202 Federal Savings Bank
 203 Realty Income Corp.
 204 Kroger Limited Partnership I
 205 Lam Kwok Fu And Yuet K Lam
 206 Desianna Properties
 207 Taco Bell Of America Inc
 208 Junior Food Stores Of West
 209 Autozone Incorporated
 210 F & L Enterprises Inc
 211 Bartlett Cinema LLC
 212 Bartlett Cinema LLC
 213 Bartlett Cinema LLC

Lot # Owner's Name
214 Vernon Robert L Jr & Veola M
215 Vernon Robert L Jr & Veola M
216 Sneed George W Jr Revocable
217 Volunteer Bank
218 O'Reilly Automotive Inc.
219 Spring Creek Enterprises LLC
220 Petrey Revocable Living Trust
221 Kiel/Moinester Real Estate
222 Memphisaire Properties
223 Spring Creek Enterprises LLC
224 Team Evaluation Assessment
225 Ave Maria Home
226 Ave Maria Home
227 Morton Dean & Joy A
228 Hacker Timothy J
229 Cole Richard L & Lisa P
230 SVT & RVS
231 Venkatasubramanian Raj & Lakshmi
232 Moore Freida G
233 Munn Investment Properties LLC
234 Scott Garry D
235 Learning Tree Daycare Center
236 P And D Development LLC
237 DDH Partners
238 American College Of Apothecaries
239 Wealth Strategy Investments LLC
240 Crye Harold E Living Trust
241 National Bank Of Commerce
242 West TN Investment Properties
243 CVS Seventy One Forty Four TN
244 Stage Centre LP

Vicinity Map



Vicinity Map



Date: 11/29/13
Pranarad RV

Being Lot 1, Revised Final Plan Bartlett Ridge Commercial Subdivision Phase II as rerecorded in Plat Book 250, Page 48 in the Shelby County Register's Office, and being more particularly described as follows:

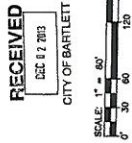
Beginning at a point in the northerly sideline of Stage Road (106' R.O.W.), said point being a crowfoot on the back of sidewalk and being the southeast corner of Lot 1, Phase 1 Bartlett Ridge Commercial Center (Plat Book 122, Page 12), and being South 88 Degrees 10 Minutes 20 Seconds East a distance of 300.14 feet from the southeast corner of the Jennifer Gardens Subdivision (Plat Book 54, Page 18); thence North 03 Degrees 36 Minutes 57 Seconds East along the east line of said Lot 1, Phase 1, Bartlett Ridge Commercial Center and the East line of Section 'D' Bartlett Ridge (Plat Book 138, Page 3), a distance of 925.41 feet to a point; thence North 87 Degrees 01 Minutes 25 Seconds East, along a southerly line of Section 'D' Bartlett Ridge, a distance of 181.28 feet to an angle point therein; thence North 66 Degrees 50 Minutes 21 Seconds East a distance of 273.43 feet to a point in the west line of lot 271, Section 'F' Bartlett Ridge (Plat Book 146, Page 36); thence South 15 Degrees 52 Minutes 20 Seconds East along said West Line and a projection thereof, a distance of 56.54 feet to a point; thence North 72 Degrees 41 Minutes 00 Seconds East, a distance of 106.61 feet to a point of curvature; thence along a curve to the right having a radius of 400.00 feet, through a central angle of 22 Degrees 34 Minutes 08 Seconds, an arc length of 157.56 feet, (chord bearing North 83 Degrees 58 Minutes 03 Seconds, chord length 156.54 feet); thence South 84 Degrees 44 Minutes 53 Seconds East, a distance of 85.08 feet to a point of curvature; thence along a curve to the right having a radius of 30.00 feet, through a central angle of 88 Degrees 43 Minutes 38 Seconds, an arc length of 46.46 feet, (chord bearing of South 40 Degrees 23 Minutes 04 Seconds East, chord length 41.95 feet), to a point in the westerly sideline of Kirby Parkway (108' R.O.W.); thence along said sideline with a curve to the left having a radius of 2918.79 feet, through a central angle of 04 Degrees 52 Minutes 37 Seconds, an arc length of 2248.44 feet, (chord bearing South 01 Degrees 32 Minutes 27 Seconds West, chord length 248.37 feet); thence South 00 Degrees 53 Minutes 52 Seconds East, a distance of 371.80 feet to the northeast corner of Lot 3, Revised Final Plan Bartlett Ridge Commercial Subdivision Phase II; thence South 89 Degrees 12 Minutes 12 Seconds West, along the northerly line of said Lot 3, a distance of 197.30 feet to a point; thence South 03 Degrees 35 Minutes 06 Seconds West with the westerly line of said Lot 3, a distance of 140.63 feet to a point in the northerly line of Lot 4, Revised Final Plan Bartlett Ridge Commercial Subdivision Phase II; thence South 89 Degrees 04 Minutes 45 Seconds East, along said northerly line a distance of 117.89 feet; thence South 03 Degrees 19 Minutes 56 Seconds East, along the westerly line of said Lot 4, a distance of 243.73 feet to a point in the northerly line of said Stage Road; thence along a curve to the right having a radius of 2811.79 feet, through a central angle of 03 Degrees 09 Minutes 21 Seconds, an arc length of 154.87 feet (chord bearing North 89 Degrees 45 Minutes 00 Seconds West, chord length 154.85 feet); thence North 88 Degrees 10 Minutes 20 Seconds West, a distance of 410.36 feet to the point of beginning, and containing 16.902 acres, more or less.

RECEIVED

DEC 02 2013

CITY OF BARTLETT

Attachment: planning resolution 01_14 application (01-14 : Resolution 01-14 Climate Controlled Self Storage SUP 6600 Stage)



DATE	SCALE	SHEET	 PARKER, ESTES & ASSOCIATES, INC. SURVEYING - PLANNING - ENGINEERING 1000 HICKORY HARBOR MEMPHIS, TENNESSEE 38115-4000 (901) 360-0800	SITE PLAN
				LOT 1 - PHASE II BARTLETT RIDGE COMMERCIAL SUBDIVISION BARTLETT, TENNESSEE
DATE	SCALE	SHEET	1" = 60' 1" = 60'	1" = 60' 1" = 60'



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

AGENDA ITEM

Meeting: 02/11/14 07:00 PM

Department: Fire

Category: Bid

Prepared By: Cindy Barnett

Department Head: Terry Wiggins

Bid for 5 Self-Contained Breathing Apparatus, 13 Face Masks, 7 Spare Bottles.

On 01/31/2014 we received a quote for the attached items requested. This purchase is made thru NAFECO Fire Equipment for the Drager Air Packs that we currently use. NAFECO Fire Equipment is the exclusive distributor and sole source provider for Drager Safety Products in the State of Tennessee.

Bids were received from the following companies:

NAFECO, Inc.	\$28,686.00

We recommend the bid be awarded to NAFECO for a total price of \$28,686.00.

Funds are available in account 110.42200.939.

Thank you for your consideration.

RESULT: **APPROVED BY CONSENT VOTE [UNANIMOUS]**
MOVER: Jack Young, Vice Mayor
SECONDER: Emily Elliott, Alderman
AYES: Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

ADOPTED**AGENDA ITEM**

Meeting: 02/11/14 07:00 PM
Department: Code Enforcement
Category: Special event permit
Prepared By: Valerie Brantley
Department Head: Jim Brown

Special event permit for A Crosstown 5K.

RESULT: APPROVED BY CONSENT VOTE [UNANIMOUS]**MOVER:** Jack Young, Vice Mayor**SECONDER:** Emily Elliott, Alderman**AYES:** Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick



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



5676 Stage Road 38134
 Address Zip Code

April 5th, 2014 8-12pm
 Dates of the Event Hours of the Event

5K Fund Raizer
 Type of Event (Fund Raiser, Seasonal, Tent Sale, Sidewalk Sale, Public Attraction)

Bartlett United Methodist Church
 Property Owner

Samuel Thompson 5676 Stage Rd.
 Special Event Permit Applicant Address of Applicant

901-386-2724 386-9927
 Phone Number Fax Number

Check all items that apply:

For information call (901) 385-6425.

☐ Letter of Permission
☒ Insurance
☐ Tents (Fire Retardant letter included)
☒ Special Event Checklist
☒ Map
☒ Sign or Banner

☒ \$60.00 Special Event Fee
☒ \$4.00 Permit Issuing Fee
\$64.00 Total

[Signature] 1/16/14
 Responsible Person 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.

Attachment: BUMC-A Crosstown 5K-5676 Stage Rd (2014) (1170 : A Crosstown 5K)

Special Event Checklist

Event: a Cross town 5K
 Location: Bartlett United Methodist Church
 Dates: April 5th, 2014

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 I 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		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.	
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.	
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	<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	One day event
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			X	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.	will contact Police & confirm with race map
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		X		<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		X		<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.	
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.	certificate will be provided 3/17/14

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.	
31	X	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.	
33	X			Date of the proposed event.	
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.	
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.	
36		X	/	Location and number of proposed temporary public toilets.	Bathroom in facility
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.	

October 8th, 2013

To Whom It May Concern,

Historic Bartlett United Methodist Church serves a large, diverse, and devoted congregation whose members are committed to share God's love and Word. Our mission is to know Christ and to make Christ known to all people through worship, education, and service in our community and throughout the world. God has blessed us with a beautiful facility, strong lay and ministerial leadership, and mission-centered members. Bartlett United Methodist Church offers many opportunities to serve. We are thankful for all the ways God is at work in Bartlett and beyond.

The 6th annual Bartlett Methodist aCrossTown 5K will be held on April, 5th 2014. In addition to promoting personal health and fitness within our church body and the Bartlett community as a whole, the proceeds generated from this event will be contributed to Appalachia Service Project. This is a mission that is held dear to Bartlett UMC. Appalachia Service Project's mission is to be a Christian ministry, open to all people, that inspires hope and service through volunteer home repair in Central Appalachia. Bartlett UMC has participated in this ministry for many years and has truly seen God's work being done in the mountains.

We would be grateful for your help in sponsoring this event. We are looking for businesses and individuals in the Bartlett community and surrounding areas to make a donation toward our cause. Please see the attached page regarding levels of sponsorship. You can also access this information and find out more about the race at our website: www.acrosstown5k.racesonline.com.

Thank you very much for considering sponsorship of this growing race as we continue to expand it beyond families and friends of BUMC members into the Bartlett community at large. Our 5K ministry fills us with excitement, and we hope you will join with us in bringing this positive, healthy event to our community.

Please contact me if you are interested or if you have any questions. I can be reached by phone at (901) 386-2724 or by email at sthompson@bartlettumc.org.

In Him,

Sam Thompson
Director of Recreational Ministries
Bartlett United Methodist Church

Attachment: BUMC-A Crosstown 5K-5676 Stage Rd (2014) (1170 : A Crosstown 5K)

ACROSS TOWN 5K SPONSORSHIP LEVELS

Love Sponsors- \$500

Your choice of signage at one of the following:

Starting line

Finish line

3 Mile markers throughout the race

-4 race entries

-Company's logo displayed on race website

-Company logo/name on race day t-shirts

-Opportunity to distribute giveaways in race day packet/sponsorship bag

-Opportunity to set up a booth on race day

Fellowship Sponsors- \$250

-Company's logo displayed on race website

-2 race entries

-Company logo/name on race day t-shirts

-Opportunity to distribute giveaways in race day packet/sponsorship bag

-Opportunity to set up a booth on race day

Community Sponsors- \$100

-Company logo/name on race day t-shirts

-1 race entry

-Opportunity to distribute giveaways in race day packet/sponsorship bag

-Opportunity to set up a booth on race day

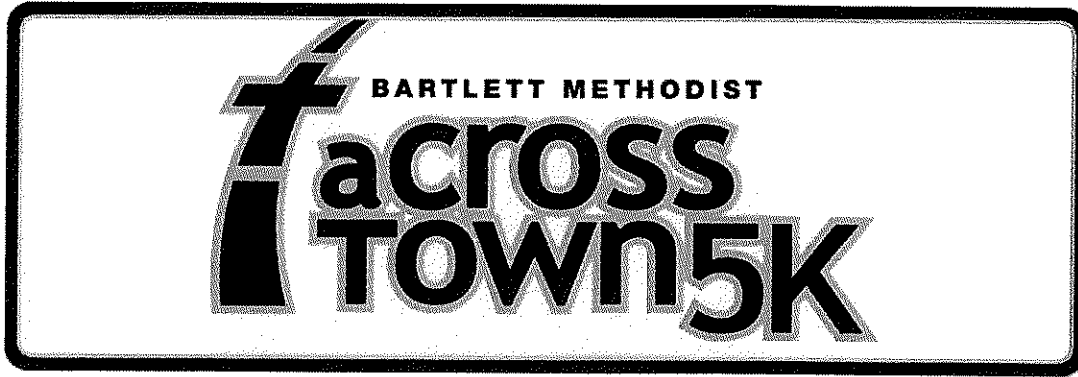
Group Sponsors- \$50

-Group name on race day t-shirts

-Opportunity to set up a booth on race day for groups (Sunday School Classes, Bible Study Group, etc.)

Individual Sponsorship- \$25

-Individual name on race day t-shirts



5K SPONSOR FORM

*PLEASE MAKE CHECKS PAYABLE TO: Bartlett United Methodist Church
5676 Stage Road, Bartlett TN 38135*

Company Name, Group, or Individual Name:

_____ Referred by: _____

Contact Name:

_____ Telephone Number: _____

Mailing Address:

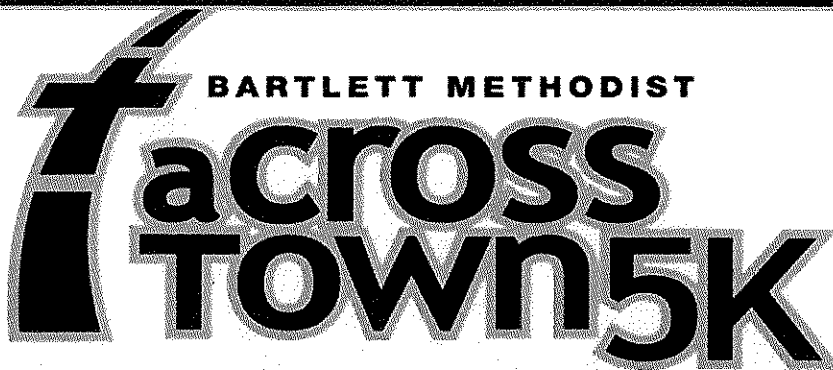
Email Address:

Sponsorship Level/Amount:

SIGNATURE:

*PLEASE ATTACH LOGO FOR RACE DAY T-SHIRT TO
THIS PACKET IF SPONSORSHIP IS \$100 OR MORE*

Thank you for your support!



Come run or walk the aCrossTown 5K on Saturday, April 5th, 2014 through the streets of beautiful Bartlett, TN. The 5K will begin at 9AM. All race day activities will take place at Bartlett United Methodist Church, 5676 Stage Road in the back parking lot across from Bartlett High School.

Awards

Awards will be presented to the top 3 male and female finishers in the following age brackets:

9 and under; 10-14; 15-19; 20-24;
25-29; 30-34; 35-39; 40-44; 45-49;
50-54; 55-59; 60-64; 65-69; 70+

Pasta pre-race dinner will be held on Friday, April 4th at 6pm
-Please make reservation below
-5 dollars at door if not registered for the race.

Child care is provided on race day while you are running.
-Must pick up child after completing race.

Race Schedule

Packet Pickup 1PM-6PM

Wednesday April 2nd—Friday, April 4
Saturday, April 5th

7:30AM-7:45AM Registration

8:45AM-8:55AM Gather at starting line

9:00AM Race Begins

Awards presentation immediately to follow finish.

Registration Form

Name _____ Gender _____ Age (as of 4/6/14) _____

Address _____ City _____ State _____ Zip _____

Phone _____ Email _____

Entry Fee:

Pre registration (postmarked before April 1st)	\$20
Late registration (April 2nd- day of race)	\$25
Household Entry (please list all names and shirt sizes on back)	\$50
Late Household Entry (all participants must reside at same address)	\$60



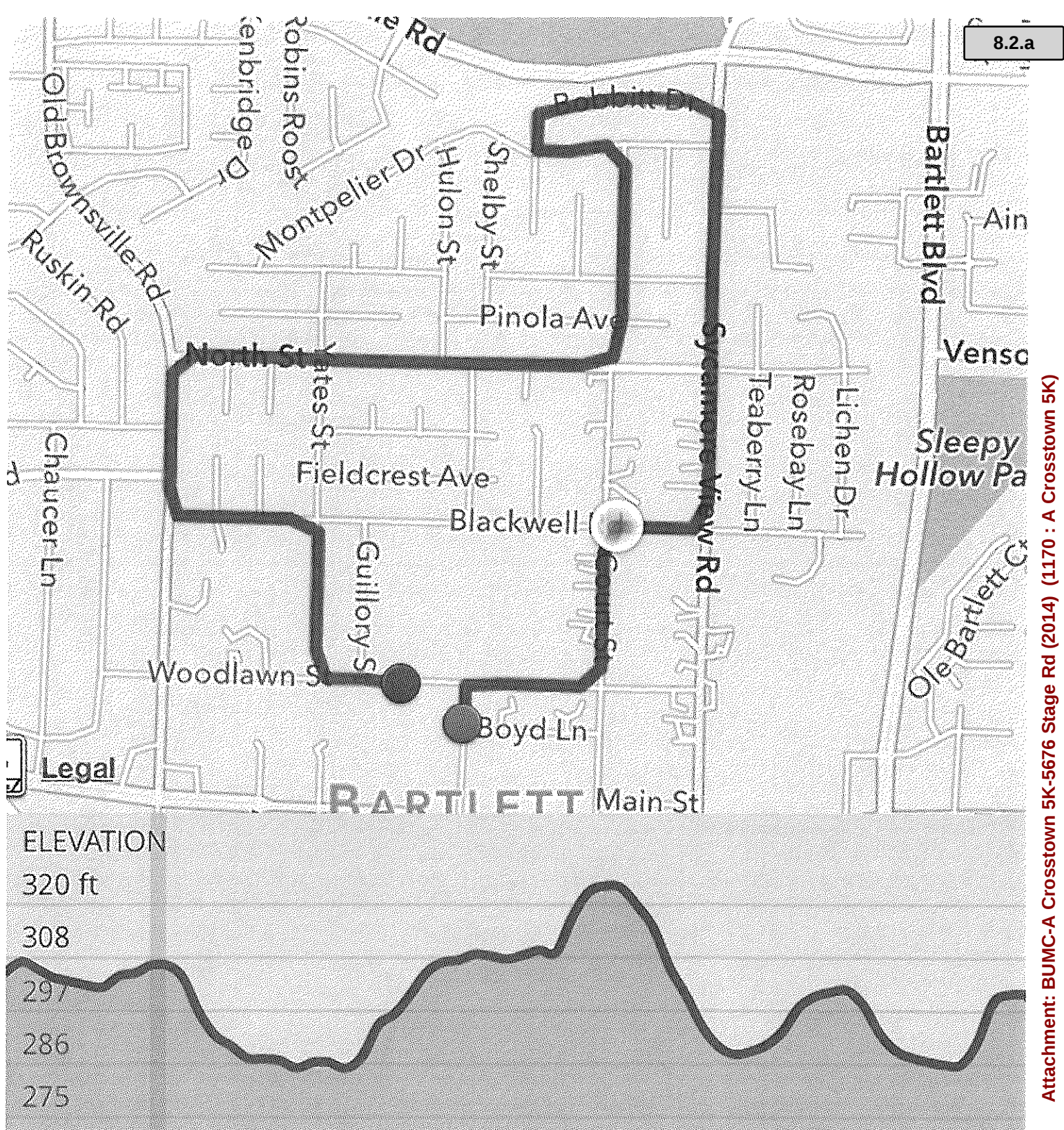
Mail forms to:
attn: Sam Thompson
Bartlett United Methodist Church
5676 Stage Road
Bartlett, TN 38134

What size shirt do you wish to receive? YS, YM, YL, AS, AM, AL, AXL, AXXL

I will / will not be attending the pasta dinner on April 4th. (please circle) How many guests _____

Release: The undersigned for himself, herself, him or her heirs, executors and administrators, in consideration for being permitted to volunteer and or enter the aCrossTown 5K race so hereby forever release, hold harmless and discharge Bartlett United Methodist Church, its volunteers and sponsors or and from all claims or demands of liability in any manner arising out of my participation in this event. I certify that I have prepared myself for this event and that I am in adequate physical condition to complete this event. I also agree to follow race rules or this race and to permit myself to be removed from the competition if, in the opinion of race administrators, my continuing would endanger my health or the health of others. I further grant my permission to BUMC to use any photographs, video tapes, motion pictures, recordings or any other record of this event.

Signed: _____



GAIN

+6.6 ft

MAX

315 ft

MIN

277 ft



**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

ADOPTED**AGENDA ITEM**

Meeting: 02/11/14 07:00 PM
Department: Code Enforcement
Category: Special event permit
Prepared By: Valerie Brantley
Department Head: Jim Brown

Special event permit for Outdoor Spring Craft Festival.

RESULT: APPROVED BY CONSENT VOTE [UNANIMOUS]**MOVER:** Jack Young, Vice Mayor**SECONDER:** Emily Elliott, Alderman**AYES:** Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick



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

4641
4641 Ellendale Rd
 Address 38135
Zip Code

March 29, 2014
 Dates of the Event 9:30am - 6:00pm
Hours of the Event

Outdoor Spring Craft Festival
 Type of Event (Fund Raiser, Seasonal, Tent Sale, Sidewalk Sale, Public Attraction)

Bartlett Hills Baptist Church -
 Property Owner

Bartlett Hills Baptist Church 4641 Ellendale Rd
 Special Event Permit Applicant Address of Applicant

(901) 386-9763
 Phone Number (901) 386-5358
Fax Number

Check all items that apply:

For information call (901) 385-6425.

☐ Letter of Permission
☒ Insurance
☐ Tents (Fire Retardant letter included)
☒ Special Event Checklist
☐ Map
☒ Sign or Banner

\$60.00 ☒ Special Event Fee
\$4.00 Permit Issuing Fee
104.00 Total Pd Cash

Steve McPherson
 Responsible Person 2-4-14
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.

Attachment: Outdoor Spring Craft Festival-3-29-2014 (1172 : Outdoor Spring Craft Festival)

Special Event Checklist

Event: Spring Crafts Festival
 Location: 4641 Ellendale Rd
 Dates: March 29, 2014

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		✓		<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.	
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		✓		<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		✓		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		✓		<i>Compliance with other regulations.</i> 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	1 Day
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.	March 29, 2014
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.	
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.	

Bartlett Hills Baptist Church Spring Crafts Festival

Location: Bartlett Hills Baptist Church
4641 Ellendale Rd

Contact: 901-386-9763
Steve McPherson

Duration: March 29, 2014

Hours: 9:30am-6:00pm

Vendor Setup: 7:00am-9:30am

Location: Field on Northside of property (see sight plan)

Parking: Ample parking will be available on the church parking lot

Toilets: All indoor restroom facilities will be available in the church

Purpose: Seasonal fund raiser for church outreach

What: Miscellaneous crafts and ware

Liability Insurance: Attached

PARKING TABULATION

EXISTING PARKING 36

PARKING UNDER CONTRACT 152

TOTAL PARKING 188

N 19°00'00" E
1084.78'

15' BUREAU
TAL 0

PARKING UNDER
CONTRACT 72 SPACES

Pavilion

Booths

BHBC
PROPOSED BUILDING

30' FRONT BUILDING SETBACK

N 84°39'51" E 554.67'

OLD BROWNSVILLE ROAD

PHASE 2 ROAD CONSTRUCTION

FUTURE 114.00' R.O.W.

PARKING UNDER CONTRACT
44 SPACES

DRAINAGE
DETENTION
BASIN

P=100.00
L=57.95'
Ch=55.85'
N 17°38'29" E

P=80.00
L=55.47'
Ch=55.15'
N 29°47'17" E

N 07°45'58" W
82.25'

FUTURE 84.00' R.O.W.

PHASE 2 ROAD

Spring Crafts Festival

Saturday, March 29
9:30 A.M. - 6 P.M.

Client#: 20132

BARTLHILL

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/03/2014

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 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 Lipscomb & Pitts Ins., LLC 2670 Union Ave. Ext. Suite 100 Memphis, TN 38112 901 321-1000	CONTACT NAME: PHONE (A/C, No, Ext): 901 321-1000 FAX (A/C, No): 901 321 1099 E-MAIL ADDRESS:																					
INSURED Bartlett Hills Baptist Church 4641 Ellendale Road Memphis, TN 38135	<table border="1"> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr> <tr> <td>INSURER A:</td><td>Hanover American Ins. Co.</td><td></td></tr> <tr> <td>INSURER B:</td><td>The Hanover Insurance Company</td><td></td></tr> <tr> <td>INSURER C:</td><td>Trumbull Insurance Company</td><td></td></tr> <tr> <td>INSURER D:</td><td></td><td></td></tr> <tr> <td>INSURER E:</td><td></td><td></td></tr> <tr> <td>INSURER F:</td><td></td><td></td></tr> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Hanover American Ins. Co.		INSURER B:	The Hanover Insurance Company		INSURER C:	Trumbull Insurance Company		INSURER D:			INSURER E:			INSURER F:		
INSURER(S) AFFORDING COVERAGE		NAIC #																				
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INSURER B:	The Hanover Insurance Company																					
INSURER C:	Trumbull Insurance Company																					
INSURER D:																						
INSURER E:																						
INSURER F:																						

COVERAGES

CERTIFICATE NUMBER:

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 SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER ☐ POLICY ☐ PROJECT ☐ LOC		ZZ5953626502	04/27/2013	04/27/2014	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$ \$
A	AUTOMOBILE LIABILITY ☒ ANY AUTO ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ☒ NON-OWNED AUTOS		AZ5948730802	04/27/2013	04/27/2014	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED \$ RETENTION \$		UH5955149602	04/27/2013	04/27/2014	EACH OCCURRENCE \$3,000,000 AGGREGATE \$3,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☒ Y ☒ N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	20WEGAF1752	08/14/2013	08/14/2014	☒ WC STATUTORY LIMITS ☐ OTHER E.L. EACH ACCIDENT \$500,000 E.L. DISEASE - EA EMPLOYEE \$500,000 E.L. DISEASE - POLICY LIMIT \$500,000

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

CERTIFICATE HOLDER

CANCELLATION

CITY OF Bartlett 6462 Stage Road 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 
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**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

ADOPTED**AGENDA ITEM**

Meeting: 02/11/14 07:00 PM
Department: Code Enforcement
Category: Special event permit
Prepared By: Valerie Brantley
Department Head: Jim Brown

**Special event permit for St. Francis Hospital-Bartlett
"Celebrating 10 Years."**

RESULT:	APPROVED BY CONSENT VOTE [UNANIMOUS]
MOVER:	Jack Young, Vice Mayor
SECONDER:	Emily Elliott, Alderman
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick



2986 Kate Bond Road
 Bartlett, TN 38133-4003
 Tel. 901-820-7000
<http://www.tenethealth.com>

January 31, 2014

Mayor and Board of Aldermen
 City of Bartlett
 6400 Stage Road
 Bartlett, TN 38134

Dear Mayor and Aldermen,

Thank you for considering the attached request for city permits for Saint Francis Hospital-Bartlett. We are planning two special events in celebration of 10 years of service to our community.

The first event will be held on Saturday, May 31, 2014 from 10 a.m. until 2 p.m. Our own employees, their families and the general public will be invited to this free event. We have contracted with Shady Tree Fun Farms to provide a "carnival" atmosphere, including children's rides such as moon walk, bouncy house, slide, train ride, and other games. Rockin' Robin DJ's will provide additional entertainment and giveaways. Richard Birmingham, Smoky Mountain Catering, will offer refreshments for sale to attendees. Mr. Birmingham's certificate from the department of health is pending.

Since our diagnostic imaging center is closed on Saturday, we will use the area outside that building (near Highway 64) for the activities. It should provide ample space for activities and parking. A site plan is enclosed showing four portable toilets. We will also have a first-aid area, staffed by nurses, with appropriate first-aid supplies and water. With your permission, one thirty-foot sign will be placed on Highway 64 twenty-four hours prior to the event. Guardsmark, our contracted security company, will provide security for the event.

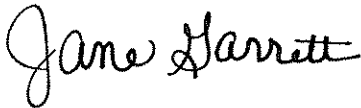
It is difficult to estimate how many people will attend the May 31st celebration. However, we have been told to expect as many as 2000 people during the four hour period of time. A rain date is planned for Sunday, June 1st from 2:00 – 6:00 p.m.



The second event will be held on Monday, June 2nd at 2:00 p.m. at the main entrance of the hospital. This will be a program called, "Saint Francis Hospital – Bartlett...Past, Present and Future." Government officials, business leaders, Tenet corporate leadership, physicians and the media will be among those invited. We will have presentation of the colors, pledge of allegiance, the national anthem, and a few short speeches to commemorate our tenth anniversary. Tours of the hospital and a reception will follow inside the building.

Thank you for any feedback you may have concerning our plans. We look forward to each of you being a part of our celebratory weekend.

Sincerely,

A handwritten signature in black ink that reads "Jane Garrett". The signature is written in a cursive, flowing style.

Jane Garrett
Director of Community Outreach



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



Type IV
event

2986 Kate Bond Rd. 38133
 Address Zip Code
 Sat, May 31, 2014 10am-2pm
 Dates of the Event Hours of the Event
 Public Attraction "Celebrating 10 Years"
 Type of Event (Fund Raiser, Seasonal, Tent Sale, Sidewalk Sale, Public Attraction)
 Saint Francis Hospital - Bartlett (Tenet)
 Property Owner
 Jane Garrett 2986 Kate Bond Rd.
 Special Event Permit Applicant Address of Applicant
 901-820-7150 901-820-7071
 Phone Number Fax Number

Check all items that apply:

For information call (901) 385-6425.

☒ NA Letter of Permission
☒ Insurance
☒ Tents (Fire Retardant letter included)
☒ Special Event Checklist
☒ Map
☒ Sign or Banner (drawing & size - up to 30 sq ft)
☒ \$60.00 Special Event Fee
☒ \$4.00 Permit Issuing Fee
\$64.00 Total

Jane Garrett 2/3/14
 Responsible Person 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.

Attachment: ST FRANCIS HOSPITAL-CELEBRATING 10 YEARS EVENT (2014) (1176 : St Francis Hospital "Celebrating 10 Years")

Special Event Checklist

Event: "Celebrating 10 Years"
 Location: Saint Francis Hospital - Bartlett
 Dates: Sat May 31, 2014 10am - 2pm
 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.

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☐ *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	✓			<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.	
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		✓		<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		✓		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		✓		<i>Compliance with other regulations.</i> 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.	generators to provide electricity
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.	site plan showing port-a-potties
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.	extra security provided by hospital
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.	One sign 30 sq. ft
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.	hospital will provide security
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.	on hospital grounds
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.	
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.	location of generator > on site plan
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.	

Home | Contact | Ethics | F. A. Q. | Filing Calculator | Filing Requirements | Forms | Glossary | History | Links | Mortgage Calculator

Tom Leatherwood

Shelby County Register of Deeds

Property Data

Owner: TENET HEALTHSYSTEM
BARTLETT INC
Address: 2986 KATE BOND RD
Tax District: BARTLETT
Parcel ID: B01581 000050
Tax Map: 1990 TIF PDP
Year Built:
Lot Number:
Subdivision Name: ST FRANCES HOSPITAL
RESUB OF PH 1A
Plat BK. & PG.: 251-042
Dimensions:
Land Total:
Total Acres: 20.73
Owner's address: C PO BOX 25380
TENET HEALTHCARE CORP
DICK LEE
LOS ANGELES, CA 90025-0880
Class: COMMERCIAL
Use: - HOSPITAL
Zoning: C-G
Taxes: [County Tax Info](#)
[Faster Tax Info](#)
Appraisal: [Appraisal Info](#)
[Recent and Comparative Sales Search](#)

Property Transactions

Item 1
Inst #: -11026335
Inst Type: QUIT CLAIM
Sales Date: 01/01/2012
Sales Price:
Item 2
Inst #: -04163143
Inst Type: CORRECTION DEED
Sales Date: 12/31/2003
Sales Price:



Property data, transactions and parcels reflect information from the April 2013 certified tax roll. More recent information is available at [Property Search](#).

Property tax maps and parcel boundaries do not reflect accurate survey information or exact legal ownership boundaries but are only provided for general information purposes.

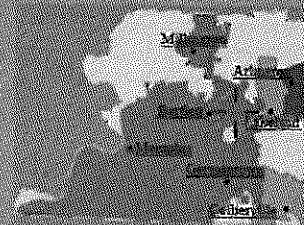
Property tax maps are provided to the County Register by the County Assessor's office "on or before October 1 of each year" according to T.C.A. 67-5-806.

Aerial Map - 2004 is from the 2004 USGS flyover. Parts of North and Southwest Shelby County were not included in this flyover.

FEMA data is based on their Q3 Flood Data product. More information is available at http://www.fema.gov/plan/prevent/fhm/fc_q3.shtml.

Soil data is derived from the United States Department of Agriculture, Natural Resources Conservation Service. More information is available at <http://websoilsurvey.nrcs.usda.gov/app/WebSoilSurvey.aspx>.

Cemetery points were provided by the Shelby County Historical Commission and do not reflect accurate survey information or exact cemetery locations within parcels. The information provided is for general purposes only.



Shelby County



Search Type: **Address**

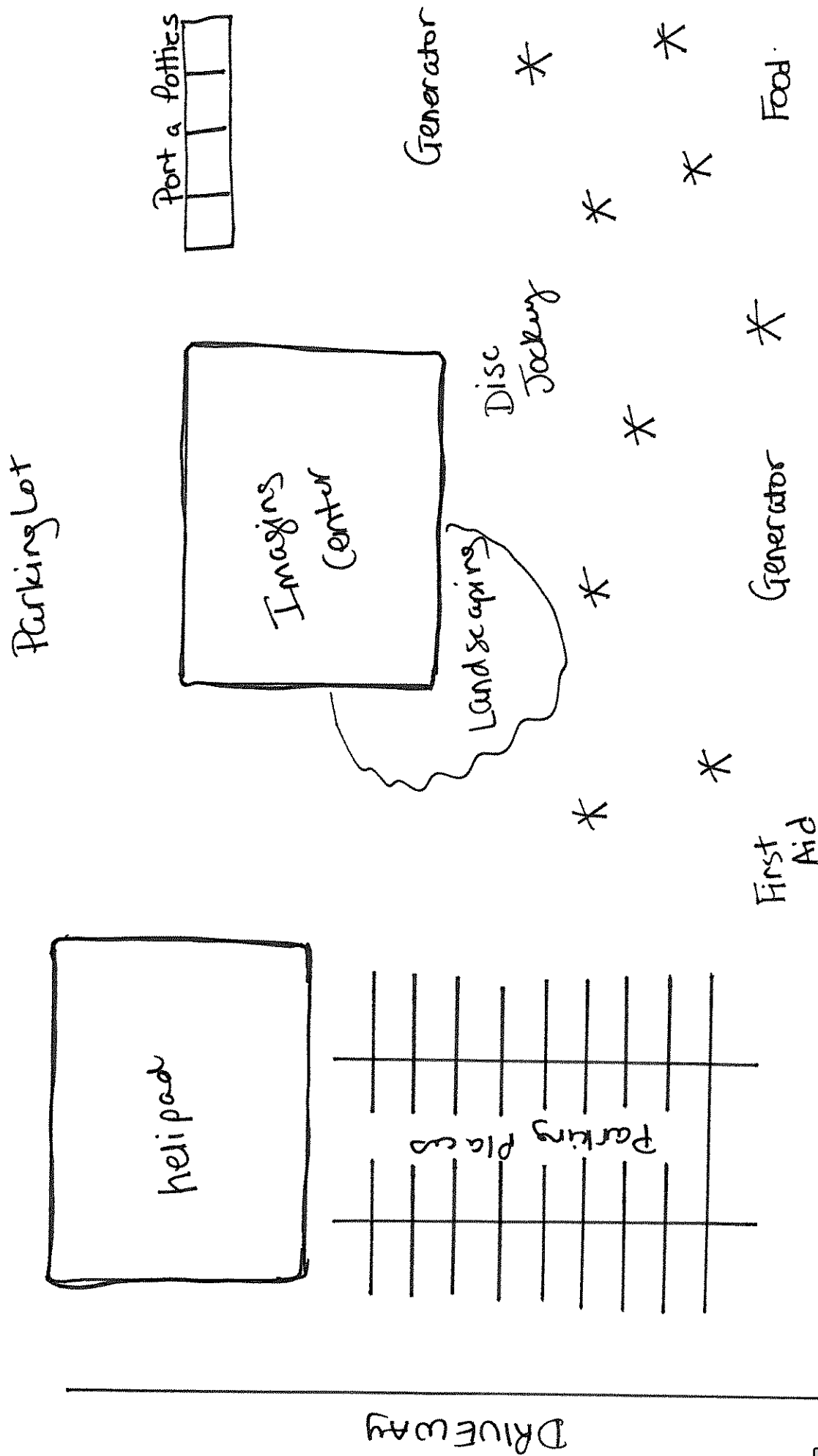
2986 KATE BOND RD

To optimize search, leave street direction and type off is, MAIN instead of N MAIN ST.

Search **Clear**

- ☒ Parcels
- ☒ Streets
- ☐ 2ft Contours - 2006
- ☐ FEMA Flood Plain
- ☐ Cemeteries
- + AERIALS**
- ☐ Parks
- ☐ Streams
- ☐ Parcel IDs
- ☐ Soil Data
- + CITY BOUNDARIES**
- + LEGENDS**

Hospital



Highway 64

THE HEALTHCARE INSURANCE CORPORATION

23 Lime Tree Bay Avenue * Governors Square, P.O. Box 1051, Bdg 4, 2nd fl * Grand Cayman KY-1-1102 * Cayman Islands

CERTIFICATE OF INSURANCE

CLAIMS-MADE POLICY

DATE ISSUED: June 1, 2013

#2013-05 081G

ISSUED TO: Saint Francis Hospital - Bartlett
ADDRESS: 2986 Kate Bond Road
 Bartlett, TN38133

RE: All employees of Insured are provided coverage under this policy, including residents, interns, nurse practitioners, nurse midwives, athletic trainers, physician assistants, profusionists, therapists, social workers, CRNA's podiatrists, paramedics and employed physicians while acting within the scope of their duties as such. Also covered are authorized Volunteers and facility Medical Directors while acting within the scope of their duties as such.

THIS IS TO CERTIFY that insurance has been effected with THE HEALTHCARE INSURANCE CORPORATION (the "Company") under Policy Number 2013-05 as follows:

INSURED: Saint Francis Hospital - Bartlett
ADDRESS 2986 Kate Bond Road
 Bartlett, TN38133

COVERAGE: Comprehensive General Liability, Medical Professional Liability, Contractual Liability, Personal Injury Liability, Druggist's Liability, Managed Care Organizations' Errors and Omissions Liability, Employment Practices Liability, and Miscellaneous Professional Liability WRITTEN ON A CLAIMS-MADE BASIS.

AMOUNT OF INSURANCE: Not less than \$5,000,000 per claim (Professional Liability).
 Not less than \$5,000,000 per claim (General Liability).

SELF-INSURED RETENTION: \$5,000,000

POLICY TERM: June 1, 2013 at 12:01 A.M. to June 1, 2014 at 12:01 A.M. LOCAL TIME at the address of the Insured.

THIS CERTIFICATE is not transferable and may be cancelled by giving thirty days written notice to the party to which this Certificate is issued prior to the effective date of the cancellation of the insurance described herein.

THIS CERTIFICATE is for information only; it is not a contract of insurance, but attests that a policy as numbered herein, and as it stands at the date of this Certificate, has been issued by the Company. Said policy is subject to change by endorsement and cancellation in accordance with its terms.

EFFECTIVE DATE OF THIS CERTIFICATE: June 1, 2013.

CERTIFICATES EXPIRES: June 1, 2014, unless cancelled sooner.

cc: Captive Insurance Services, Inc.
 1445 Ross Avenue, Ste. 1400
 Dallas, TX 75202

Signed by Megan Ogden

ACORD TM CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 01/03/2014
PRODUCER McDonald Insurance Partners 5820 Stage Rd Bartlett, TN 38134 901-385-1234		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
INSURED PEGGY CUNNINGHAM BRADY DBA SHADY TREE FUN FARM 3509 Gainesville Rd Mason TN 38049		
INSURERS AFFORDING COVERAGE		NAIC #
INSURER A: NAUTILUS INSURANCE COMPANY		
INSURER B: CONSUMERS		
INSURER C:		
INSURER D:		
INSURER E:		

COVERAGES

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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY	NN346875	04/24/2013	04/24/2014	EACH OCCURRENCE \$ 100,000
	☒ COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (Per occurrence) \$ 100,000
	☐ CLAIMS MADE ☐ OCCUR				MED EXP (Any one person) \$ 5,000
	GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PROJECT ☐ LOC				PERSONAL & ADV INJURY \$ 100,000
					GENERAL AGGREGATE \$ 100,000
					PRODUCTS - COMP/OP AGG \$ INCLUDED
B	AUTOMOBILE LIABILITY	29149440	08/27/2013	08/27/2014	COMBINED SINGLE LIMIT (Ea accident) \$ 60000
	☒ ANY AUTO				BODILY INJURY (Per person) \$
	☐ ALL OWNED AUTOS				BODILY INJURY (Per accident) \$
	☐ SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident) \$
	☐ HIRED AUTOS				
	☐ NON-OWNED AUTOS				
	GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT \$
	☐ ANY AUTO				OTHER THAN EA ACC \$
					AGG \$
	EXCESS/UMBRELLA LIABILITY				EACH OCCURRENCE \$
	☐ OCCUR ☐ CLAIMS MADE				AGGREGATE \$
	☐ DEDUCTIBLE				\$
	RETENTION \$				\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				WC STATUTORY LIMITS OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?				E.L. EACH ACCIDENT \$
	If yes, describe under SPECIAL PROVISIONS below				E.L. DISEASE - EA EMPLOYEE \$
	OTHER				E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Attn: Jane Garrett
Fax# 901-820-7071

CERTIFICATE HOLDER

St. Francis Bartlett
2986 Kate Bond
Memphis, TN

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

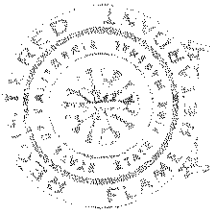
AUTHORIZED REPRESENTATIVE

Bayle D. Keel

ACORD 25 (2001/08)

© ACORD CORPORATION 1988

Attachment: ST FRANCIS HOSPITAL-CELEBRATING 10 YEARS EVENT (2014) (1176 : St Francis Hospital "Celebrating 10 Years")



Certificate of Flame Resistance

Registered No.
F-306.01

Mahaffey Fabric Structures
4161 Delp Street
Memphis, TN 38118
800-245-8368

Manufactured Date
November 2004

This is to certify that the materials described below have been flame retardant treated (or are inherently nonflammable).

For: Shady Tree Fun Farm
City: Mason

Address 1: 3595 Gainesville Rd
State, Zip: TN, 38049

Certification is hereby made that: (Check "a" or "b")

- (a) The articles described below have been treated with a flame-retardant chemical approved and registered by the State Fire Marshal and that the application of said chemical was done in conformance with the laws of the State of California and the Rules and Regulations of the State Fire Marshal.

Name of Chemical:
Method of Application:

Chem. Registered No.:

- (b) The articles described below are made from a flame-resistant fabric or material registered and approved by the State Fire Marshal for such use, and are equal to or exceed NFPA 701, CPAI 84, UL C-109.

The flame retardant process used will not be removed by washing.

MERIDIAN SHOWTIME II

Name of Applicator of Flame Resistant Finish

Signed:

Manufacturing Department Mahaffey Fabric Structures

Description: Block out Meridian Showtime II S-83 Fabric for: (1) 10 x 20 frame tent with walls
Serial Numbers 122804E, 122805E

Rockin' Robin DJ's

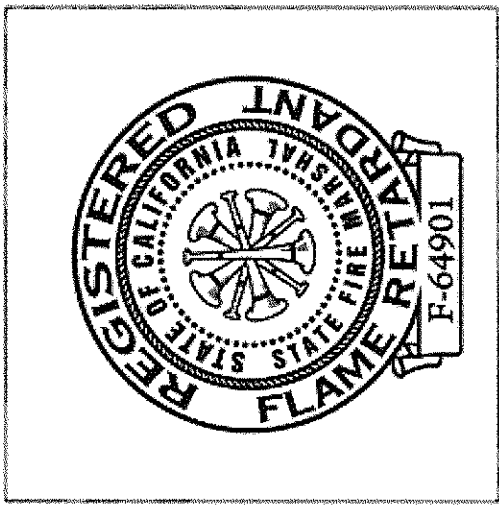
California State Fire Marshal Registration Number F-64901

California's fabrics testing standards are the most stringent in the United States and are recognized by all of the 50 states and Canada to either meet or exceed their requirements.

Caravan Canopy fabric materials meet or exceed the minimum requirements of flame resistance established by the California State Fire Marshal for products identified in Section 13115, California

Health and Safety Code.

This certifies the fabrics used in the manufacturing of Caravan Instant Canopies meet the CPAI 84 / ULC S109 Flame Retardancy Standards, based on testing data from SGS-CSTC Standards Technical Services Co. Ltd.



Rockin' Robin DJs



CALIFORNIA DEPARTMENT OF FORESTRY and FIRE PROTECTION
OFFICE OF THE STATE FIRE MARSHAL

REGISTERED FLAME RESISTANT PRODUCT

Product:

CARAVAN

Registration No.

F-64901

Product Marketed By:

CARAVAN CAMOPY INTERNATIONAL, INC.
14600 ALONDRA BOULEVARD
LA MIRADA, CA 90638



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



2986 Kate Bond Rd. 38133
 Address Zip Code
Mon, June 2, 2014 2:00 pm - 3:00 pm
 Dates of the Event Hours of the Event
Celebratory Program
 Type of Event (Fund Raiser, Seasonal, Tent Sale, Sidewalk Sale, Public Attraction)
Saint Francis Hospital - Bartlett (Tent)
 Property, Owner
Jane Garrett 2986 Kate Bond Rd.
 Special Event Permit Applicant Address of Applicant
901-820-7150 901-820-7071
 Phone Number Fax Number

Check all items that apply:

For information call (901) 385-6425.

NA Letter of Permission
☒ Insurance
☒ Tents (Fire Retardant letter included)
☒ Special Event Checklist
☒ Map
☒ Sign or Banner - N/A

☒ \$60.00 Special Event Fee
☒ \$4.00 Permit Issuing Fee
\$64.00 Total

Jane Garrett
 Responsible Person

2/3/14
 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: Program
 Location: Saint Francis Hospital - Bartlett main entrance
 Dates: Mon, June 2, 2014 2pm
 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.**

N/A 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	✓			<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.	
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			✓	<i>Type 3 outdoor sales</i> 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		✓		<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		✓		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		✓		<i>Compliance with other regulations.</i> 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.	Guests will use restrooms inside hospital
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.	Guardsman Security
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.	hospital grounds
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.	
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.	<i>no generators</i>
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.	

Save the Date



PLEASE JOIN US AS WE CELEBRATE
10 YEARS OF SERVICE

“PAST, PRESENT AND FUTURE”

MONDAY, JUNE 2, 2014

VIP LUNCHEON AT 12:00 P.M.
MAGNOLIA ROOM

CELEBRATION CEREMONY AT 2:00 PM
MAIN ENTRANCE OF SAINT FRANCIS HOSPITAL—BARTLETT

RECEPTION AND TOURS TO FOLLOW CEREMONY
(VALET PARKING AVAILABLE FROM NORTH PARKING LOT)



Saint Francis
Hospital - Bartlett



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

AGENDA ITEM

Meeting: 02/11/14 07:00 PM
Department: Planning and Economic Development
Category: Report
Prepared By: Sam Harris
Department Head: Terry Emerick

Planning Commission Report for February 2014.

CONTINUED:

Subdivision Final Plan

1. Cross Subdivision, Corner of Brother Blvd and Germantown Rd (Tony M. Reasons, Reasons Engineering & Assoc., Inc.)

INTRODUCTION: Mr. Ray Flake with Civil Engineering Services is requesting Planning Commission approval of a Final Plan for the Cross Subdivision. The subject property is located at the southwest corner of Germantown Road and Brother Boulevard within the "SC-1" Planned Unit Commercial Zoning District.

BACKGROUND: On November 4, 2013, the Planning Commission approved the Master Plan for the Cross Subdivision with staff conditions.

DISCUSSION: More specifically, the applicant is proposing to subdivide 3.86-acres of land into a two lot commercial subdivision with Lot 1 being 1.5-acres, and Lot 2 being 2.36-acres. Lot 1 will be the future location of a Mapco service station and will have access from Germantown Road and shared access with Lot 2 from Brother Boulevard. Lot 2 will contain a detention pond to service both lots and has no planned future development at this time. The Mapco station will be adjacent to an existing residential neighbor.

Request to continue to next meeting received from applicant.

NEW BUSINESS

Site Plan

2. Culpepper Place Assisted Living, Northwest side of Hwy 70, North of Broadway (Michael Rogers, Fisher & Arnold, Inc.)

INTRODUCTION: Mr. Mike Rodgers with Fisher & Arnold is requesting Planning Commission approval of a Site Plan for the Culpepper Place Assisted Living facility. The subject property is located on the northwest side of Highway 70, north of Broadway Road (backs-up to Cedar Hall).

BACKGROUND: On August 12, 2013, the Planning Commission recommended the approval of the rezoning of the property from "O-R-1" Office to "RS-12" Residential to the Board of Mayor and Aldermen. On September 10, 2013, the Board of Mayor and Aldermen granted the approval of the rezoning of the property.

On August 12, 2013, the Planning Commission recommended the approval of a Special Use Permit (SUP) to the Board of Mayor and Alderman to allow an assisted living facility in the “RS-12” Residential zoning district. On September 10, 2013, the Board of Mayor and Aldermen granted the approval of the SUP.

DISCUSSION: The specific request by the applicant is for the approval of a site plan to construct a 58,744 square foot building and parking lot on 8.85-acres of land. The facility will house 67-units/beds. Other features of the development include a detention area at the southeast corner of the property, and a dumpster area at the southwest corner of the access driveway. Access to the site will be from two curb-cuts/drives from Highway 70 (i.e. a right-in right out, and a full movement access drive). . The specifics of the site plan are as follows:

Site Data	
Site Area:	8.85-acres (385,624 square feet)
Total Required Parking Spaces (based on number of beds):	22
Total Proposed Parking Spaces:	90
Handicap Accessible:	4
Regular:	86
Proposed Building Area:	58,744 square feet
Greenspace/Openspace:	66.46%
Building Height:	Not Provided

Motion was made to approve with conditions of staff.

Engineering Comment:

- 1) Recommend contacting the Cedar Hall Owner to see if they still wish to participate in extending a drive from their property to the Culpepper drive, as proposed at the rear of the building, and add that extension to the drawings as appropriate.

Engineering Conditions:

Plat (not included with submission)

- 1) Show all easements and the additional right of way dedication to 57' from centerline.
- 2) Dedicate a temporary 15' construction easement all along the road frontage for the future Hwy 70 widening project. This shall remain dedicated until the road is fully widened. The property owner can plant the full landscape screen at this time, with the understanding it will be replaced at some point in the future.
- 3) Include the standard plat notes on the first page (digital copy available from Engineering - Mark).

- 4) Include a note that states the specific acreages covered in the fee calculations (sewer and drainage). (should be 8.85 acres)
- 5) Show the Cedar Hall ingress/egress easement if applicable.

Site Plan

- 1) At the rear of the facility, there are two sections of alley that are wider, but with no identifying information other than length (80' and 115'). Provide information identifying their use.
- 2) Identify the largest size of vehicle that will be making deliveries and using the hammerhead section for turning around at the rear.
- 3) A TDOT driveway permit is required for the driveway access onto Hwy 70.
- 4) Full improvements on Hwy 70 are not required, but full dedication to 57' from centerline is required (not 59' as shown).
- 5) The ground sign detail on the Site Plan should be modified to meet the Sign Ordinance and will then need to be submitted separately to DRC for approval.

Grading and Drainage

- 1) Full detention calculations are required for the 2,5,10, and 25 year storms. The limited information of the drawings implies only the 25 year storm has been addressed.
- 2) As designed, the single detention basin is being used to accommodate the approximately $\frac{3}{4}$ of an acre that will be re-routed into this drainage basin. The 'post' detention outflow shall be based only on the original acreage and not include the additional runoff from the separate north basin. That will require the basin to over-detain to achieve this result.
- 3) In view of the irregular shape of the detention basin, an as-built survey shall be required to determine the post-construction storage volumes. This shall be noted on the G&D plan.
- 4) The concrete swale in the detention basin shall be adequately sized for the design flows.
- 5) The pipe at the detention basin outlet structure shall be connected to a drain manhole or junction box which connects directly to the Hwy 70 culvert. Any surface drainage in that area will require a drain inlet as part of the junction box.
- 6) The stormwater runoff from the discharge point from the Cedar Hall site through this property to the detention basin (or bypassing it to the 36" culvert under Hwy 70) shall be either piped or contained in a concrete swale/ditch with a public drainage easement (min 15' wide easement).
- 7) Provide a structure and pipe chart with all design parameters identified and include appropriate columns for as-built information. Also identify which pipes/structures are proposed to be public.

Erosion Control

- 1) Move the construction entrance to the upper (north) driveway location for safety/visibility reasons and in conjunction with the full movement driveway.

- 2) A copy of the SWPPP and NOC will be required prior to the precon.

Utilities

- 1) A TDOT utility permit will be required for all utility work along the HWY 70 right of way.
- 2) Add a note to the Utility Plan that the public water lines are shown for informational purposes only and that the Water Design drawing shall take precedence for all work on public water lines, including extensions.
- 3) Applicant's engineer shall designate on the drawing the required size of the domestic and irrigation water meters and shall indicate whether they will be on one (best) or separate (will experience pressure fluctuations) taps.
- 4) Include the proposed gas and electric routes on this plan.
- 5) Provide an AutoCAD copy of the site plan with a minimum of the G&D and utility overlays included to therndon@cityofbartlett.org [so he can prepare the Water Plan.](mailto:therndon@cityofbartlett.org) Once done, we will know the extent of the water extensions required.
- 6) Add a public/private cleanout on the sanitary sewer service line approximately 5' inside the new property line.

Tree Protection

- 1) The surveyor must also sign the tree protection plan certifying the tree locations are accurate.

Landscape

- 1) The 20' wide landscape buffer between this site and the residential zoned property behind it shall also include the standard fence included in the landscape plate. A typical detail and designation of this buffer shall also be included on the plat.
- 2) Extend the streetscape all the way to the south property line.
- 3) The 5 Cherrybark Oaks in front of the parking lot are being placed too close to the curbs. Each one (a large density tree) should have an available growing area of about 400 SF. Recommend medium density trees in that area including some evergreens, as the future proposed relocated overhead electric line will impact the larger trees resulting in them becoming 'one-sided' when MLGW adds its 'input'.

Contract:

- 1) A subdivision/site plan contract is required and will be prepared by the City of Bartlett after the construction drawings have been reviewed and approved by the Planning Commission, and all Site Plan conditions have been incorporated onto them.

Planning Comments:

- 1) The number of required parking spaces is based on the number of beds (67) in the proposed facility. The number of handicap accessible parking spaces and regular

parking spaces shown on the plans exceed the minimum requirements of the Bartlett parking regulations.

Planning Conditions:

- 1) The proposed sign shown on Sheet 2 cannot be approved at this time. The applicant shall submit a separate sign application(s) for all proposed exterior signage to the Design Review Commission for the approval of signage.
- 2) All building setback lines of delineation shall be added to the site plan.
- 3) The Bartlett Tree and Landscape Ordinance require a minimum 20-foot wide landscape buffer along the lot's frontage on Highway 70. A line delineating the landscape buffer shall be added to the site plan. Also a 20-foot landscape buffer with a fence and brick columns is required along all side and rear property lines that are adjacent to residential land uses and/or zoning.
- 4) 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.

3. Election of Officers

- a. Mr. Russ Abernathy is the Chairman for another year.*
- b. Mr. Ron Sandlin is the Vice Chairman for another year.*

RESULT:	APPROVED BY CONSENT VOTE [UNANIMOUS]
MOVER:	Jack Young, Vice Mayor
SECONDER:	Emily Elliott, Alderman
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

RESOLUTION 05-14

Meeting: 02/11/14 07:00 PM

Department: Finance

Category: Budget

Prepared By: Dick Phebus

Initiator: Dick Phebus

Sponsors:

DOC ID: 1177

Resolution 05-14, A resolution to amend the 2013-2014 Parks Improvement Fund to make appropriations for certain projects within District Three of the Bartlett Municipal Park System.

WHEREAS, the City of Bartlett, Tennessee operates a municipal park system for the benefit and recreation activities of Bartlett residents, and

WHEREAS, from time to time certain improvements and expenditures to the park system is necessary to provide safe and convenient access to park facilities, and

WHEREAS, the Director of the Parks and Recreation System for the city of Bartlett has determined necessary improvements should be made to the facilities within District 3 of the Parks System, and

WHEREAS, the Board of Mayor and Aldermen of the City of Bartlett desire that certain appropriations be made in order to provide necessary funds for completion of these improvements,

NOW, THEREFORE, BE IT RESOLVED by the Board of Mayor and Aldermen of the City of Bartlett, Tennessee meeting in regular session on February 11, 2014,

SECTION 1. Amendments to the appropriations for the 2013-2014 Fiscal Year for the City of Bartlett adopted by Ordinance on June 11, 2013 as follows:

**Fiscal Year
2013/2014**

PARK IMPROVEMENTS FUND EXPENDITURES

<i>DISTRICT 3 IMPROVEMENTS</i>	<u>\$ 25,000</u>
<i>TOTAL EXPENDITURES</i>	<u><u>\$ 25,000</u></u>

SECTION 2: BE IT FURTHER RESOLVED that the appropriations in Section 1. shall be funded from the assigned fund balance in park district three for the City of Bartlett, Tennessee for the Fiscal Year 2014. Funds are available in account 126.20000.27113.

SECTION 3: SEVERABILITY -- BE IT FURTHER RESOLVED, that all Resolutions heretofore passed in conflict herewith are hereby repealed insofar as they are in conflict with this Resolution.

SECTION 4: EFFECTIVE DATE -- BE IT FURTHER RESOLVED that this Resolution becomes effective upon passage, the public welfare requiring it.

Adopted this 11th day of February 2014.

W.C. Pleasant, Register to the
Board of Mayor and Aldermen

A. Keith McDonald, Mayor

Attest: _____
Stefanie McGee, City Clerk

RESULT: **APPROVED [UNANIMOUS]**
MOVER: Emily Elliott, Alderman
SECONDER: W.C. Pleasant, Alderman
AYES: Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

TO: Mayor A. Keith McDonald

FROM: David Thompson

RE: Expenditures for Nesbit Park in District 3

DATE: February 6, 2014

cc: Mark Brown
Stefanie McGee
Dick Phebus

We would like to request expenditures for Nesbit Park in District 3. Listed below is an estimate of materials and equipment for the park improvements.

Signage	\$1,500
Trail markers	\$1,000
Limestone	\$6,000
Lumber (pressure treated)	\$5,700
6 x 6 pressure treated posts	\$5,000
Equipment Rental	\$5,000
Hardware	\$800
Total	\$25,000

Thank you for your consideration of the above item.