



City of Bartlett

David Parsons, Mayor

BOARD OF MAYOR AND ALDERMEN MEETING AGENDA

TUESDAY, MARCH 11, 2025 - BARTLETT CITY HALL - 6:00 PM

INVOCATION

Opening Prayer by James Farmer, The Lord's Church

FUTURE MEETINGS

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

Design Review Commission, March 18 at 6:30 p.m.

RECOGNITIONS

Elmore Park Middle School Boys' Basketball Team

Official Business of the Day

MINUTES ACCEPTANCE

Minutes of the February 25, 2025 Board of Mayor and Aldermen Regular Meeting

PUBLIC HEARING

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

- I. Resolution 02-25, a resolution approving a Special Use Permit to allow a Planned Residential Development to be located at the southeast corner of Yale Road at Bartlett Boulevard, within the "RS-10" Single Family Residential Zoning District.

UNFINISHED BUSINESS

- I **Resolution 02-25, a resolution approving a Special Use Permit to allow a Planned Residential Development to be located at the southeast corner of Yale Road at Bartlett Boulevard, within the "RS-10" Single Family Residential Zoning District. (Kim Taylor, Director of Planning and Economic Development)**

CONSENT AGENDA

- 1 Special event permit for Memphis Classic Chevy Club Car Show. (Trey Arthur, Director of Code Enforcement)**

The event will be held on Saturday, May 10 from 7:00 a.m. to 4:00 p.m. at W.J. Freeman Park.

- 2 Special event permit for Running of the Rams 5K Run/Walk. (Trey Arthur, Director of Code Enforcement)**

The event will be held on Friday, April 25 from 4:00 p.m. to 10:00 p.m. at Oak Elementary School.

- 3 Special event permit for Bartlett Bayou Bash Crawfish Festival. (Trey Arthur, Director of Code Enforcement)**

The event will be held on Saturday, March 29 from 11:00 a.m. to 7:00 p.m. at the A. Keith McDonald Pavilion in W.J. Freeman Park.

- 4 Special Event Permit for Blues and BBQ Memorial. (Trey Arthur, Director of Code Enforcement)**

The event will be held on Saturday, March 29 from 1:00 p.m. to 4:00 p.m. at Memphis Funeral Home and Memorial Gardens located at 3700 N. Germantown Road.

- 5 Treasurer's Report for January 2025. (Dick Phebus, Director of Finance)**

NEW BUSINESS

- 1 Appoint Lisa Ernest to the Pension Board and to The Retirement Plan Committee. (David Parsons, Mayor)**

- 2 Appoint Dustin Stewart as an Interim to the Pension Board and to The Retirement Plan Committee. (David Parsons, Mayor)**

- 3 Resolution 9-25, Amendment No. 1 to the Amended and Restated Retirement System of the City of Bartlett Defined Benefit Plan. (Lori Bokel-Amin, Chief Human Resources Officer)**

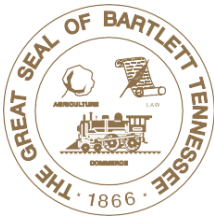
- 4 Resolution 10-25, a resolution to amend the Fiscal Year 2025 General Fund Budget to appropriate \$100,000 for peace officer supplement pay for police department certified personnel. (Dick Phebus, Director of Finance)**

- 5 Resolution 11-25, a resolution to amend the Fiscal Year 2025 General Fund Budget to appropriate \$76,000 for education incentive pay for fire department personnel. (Dick Phebus, Director of Finance)**

OPEN DISCUSSION

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

ADJOURNMENT



City of Bartlett

David Parsons, Mayor

BOARD OF MAYOR AND ALDERMEN MEETING MINUTES

TUESDAY, FEBRUARY 25, 2025 - BARTLETT CITY HALL - 6:00 PM

ATTENDANCE

Mayor David Parsons: Present, Alderman Brad King: Present, Alderman Robert Griffin: Present, Alderman David Reaves: Present, Alderman Monique L. Williams: Present, Vice Mayor Jack Young: Present, Alderman Kevin Quinn: Present.

INVOCATION

Opening Prayer by David Johnson, Fountain of Truth

FUTURE MEETINGS

Design Review Commission, February 27 at 6:30 p.m.

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

Beer Board, March 4 at 6 p.m.

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

City Beautiful Commission, March 6 at 6:30 p.m.

Parks and Recreation Advisory Board, March 6 at 6 p.m.

RECOGNITIONS

Cub Scouts and Boy Scouts from Pack 457 and Troop 457 were recognized for working on their prospective badges.

Bartlett High School Bowling Teams for Division I Championship

Mayor Parsons recognized Elijah Pipkin on his accomplishment as winning 1st Place for the TSSAA Division I Individual State Championship in bowling. He presented the following bowling team members with certificates: Dawson Clark, Logan Washburn, Jackson Hicks, Preston Whiteside, Jamison Gillion, Aden Smith, Nick Clutch, Sullivan Tatum, Carsen Grant, Anna Horner, Holly Guzman, Lexi Adams, Addison Brown, Kara Bond, Kenzie Bond, Lacy Speight, Isabella Castleberry, and Sadie List.

Minutes Acceptance: Minutes of Feb 25, 2025 6:00 PM (MINUTES ACCEPTANCE)

Paul and Shirley Smith Scholarship Fund for children of City employees

Mayor Parsons presented Shirley Smith and Bryan Smith with a proclamation and key to the City.

Paul and Shirley Smith moved to Bartlett in 1992 as Paul became the fire chief for the City of Bartlett where during his 13 years as chief, he transformed it from a largely volunteer organization to one of the top fire departments in the state. During the same time, Shirley Smith has served as a volunteer for many Bartlett organizations including the last 17 years on the board of the Bartlett Performing Arts Center.

To recognize Paul and Shirley's love of the University of Memphis, their 33 years in Bartlett and to give back to the those of you that continue to work to make Bartlett a wonderful place to live, the Smith Family, including their son Bryan and his wife Tamara in Atlanta, have endowed the Paul and Shirley Smith Scholarship at the University of Memphis to be given annually to a child of a City of Bartlett employee. This scholarship will be need based and in conjunction with Hope or other scholarships or awarded individually. It can be applied to any major for a full-time student. The first scholarship will be awarded as a partial scholarship this Fall. Over the next few years this will eventually become a full scholarship to be awarded annually.

It is the hope of the Smith family that the Paul and Shirley Smith Scholarship will benefit City of Bartlett children for decades.

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

MINUTES ACCEPTANCE

Minutes of the February 11, 2025 Board of Mayor and Aldermen Regular Meeting

RESULT:	ACCEPTED [6 TO 0]
MOVER:	Jack Young, Vice Mayor
SECONDER:	David Reaves, Alderman
AYES:	Brad King, Robert Griffin, David Reaves, Monique L. Williams, Jack Young, Kevin Quinn
ABSTAIN:	David Parsons

CONSENT AGENDA

RESULT:	APPROVED [6 TO 0]
MOVER:	David Reaves, Alderman
SECONDER:	Robert Griffin, Alderman
AYES:	Brad King, Robert Griffin, David Reaves, Monique L. Williams, Jack Young, Kevin Quinn
ABSTAIN:	David Parsons

- 1 Special event permit for Bartlett Police Charitable 5K and Obstacle Course. (Trey Arthur, Director of Code Enforcement)**
The event will be held on Saturday, May 3 from 8:00 a.m. to 3:00 p.m. at the First Responders Monument located at 3599 Appling Road.
- 2 Contract for Bid Phase Services and CEI for Fletcher Creek Greenway Phase 3. (John Horne, Director of Engineering)**
Recommend accepting the design contract proposal from SSR, Inc. in the amount of \$92,740.54. Funding is available in Account 311.48311.780.4513.

NEW BUSINESS**I Resolution 04-25, a resolution to delete uncollectible accounts from utility customers' accounts receivable. (Dick Phebus, Director of Finance)**

RESULT:	APPROVED [6 TO 0]
MOVER:	David Reaves, Alderman
SECONDER:	Brad King, Alderman
AYES:	Brad King, Robert Griffin, David Reaves, Monique L. Williams, Jack Young, Kevin Quinn
ABSTAIN:	David Parsons

2 Resolution 07-25, a resolution to delete uncollectable property taxes, interest, penalties, and associated costs from the City of Bartlett tax rolls. (Dick Phebus, Director of Finance)

Alderman Quinn inquired of the statute of limitations. Dick Phebus, Director of Finance, stated that Shelby County had attempted collection, and these write-offs are 10 years uncollectible.

RESULT:	APPROVED [6 TO 0]
MOVER:	Jack Young, Vice Mayor
SECONDER:	Kevin Quinn, Alderman
AYES:	Brad King, Robert Griffin, David Reaves, Monique L. Williams, Jack Young, Kevin Quinn
ABSTAIN:	David Parsons

3 Resolution 08-25, a resolution of the Board of Mayor and Aldermen of the City of Bartlett requesting the Tennessee General Assembly to enact an amendment to the City Charter. (Ed McKenney, City Attorney)

City Attorney Ed McKenney summarized the Charter amendment to include: removing the Animal Control Program from the Charter as it is in the Codified Ordinances; establishing term limits of both the aldermen positions at three four-year terms (12 years) and the position of mayor at three four-year terms (12 years); establishing a Resign to Run regulation, and permitting the mayor to delegate authority to make disciplinary decisions.

Quinn motioned to amend so that term limits could be applied retrospectively. The motion failed due to lack of a second.

RESULT:	APPROVED [6 TO 1]
MOVER:	David Reaves, Alderman
SECONDER:	Robert Griffin, Alderman
AYES:	David Parsons, Brad King, Robert Griffin, David Reaves, Monique L. Williams, Jack Young
NAYS:	Kevin Quinn

OPEN DISCUSSION

Brooklin Byrd, 6405 Stage Road, spoke of the benefits of fluoride in water.

ADJOURNMENT

Meeting adjourned at 6:35 PM

Minutes Acceptance: Minutes of Feb 25, 2025 6:00 PM (MINUTES ACCEPTANCE)

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

David Parsons, Mayor

Minutes Acceptance: Minutes of Feb 25, 2025 6:00 PM (MINUTES ACCEPTANCE)



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

RESOLUTION (ID # 3743)

Meeting: 03/11/25 06:00 PM
Department: Planning and Economic Development
Category: Special use permit
Prepared By: Penny Medlock

Initiator: Kim Taylor

Sponsors:

DOC ID: 3743

Resolution 02-25, a resolution approving a Special Use Permit to allow a Planned Residential Development to be located at the southeast corner of Yale Road at Bartlett Boulevard, within the “RS-10” Single Family Residential Zoning District.

WHEREAS, an application has been made for a Special Use Permit to allow a Planned Residential Development to be located at the southeast corner of Yale Road at Bartlett Boulevard within the “RS-10” Single Family Residential Zoning District.

WHEREAS, according to Article 6, Section 3 of the Bartlett Zoning Ordinance, a Special Use Permit is required within the “RS-10” Single Family Residential Zoning District to allow a Planned Residential Development.

WHEREAS, the Planning Commission reviewed the proposed Special Use Permit to allow a Planned Residential Development to be located at the southeast corner of Yale Road at Bartlett Boulevard on Monday, November 4, 2024, in accordance with their regulations and approved the favorable recommendation of approval of the Special Use Permit; and

WHEREAS, the Board of Zoning Appeals reviewed a proposed variance from the minimum lot size requirement for a Planned Development on Thursday, December 19, 2024, in accordance with their regulations and granted the variance; and

WHEREAS, the Board of Mayor and Aldermen held a Public Hearing on the 11th day of March, 2025, and approved the Special Use Permit to allow a Planned Unit Residential Development to be located at the southeast corner of Yale Road at Bartlett Boulevard, subject to the following conditions:

Engineering Conditions:

General:

1. A Residential Subdivision Contract will be required to cover all associated fees and bond.
2. Applicant/ Engineer shall provide a digital set of drawing files showing the sanitary sewer lines, drainage lines, lot lines and all improvements in AutoCAD format to ecampbell@cityofbartlett.org <<mailto:ecampbell@cityofbartlett.org>> and dhubbard@cityofbartlett.org for use in the preparation of the Water Design Plan. This plan will be coordinated with the site design engineer to resolve any conflicts.
3. A SWPPP, a TDEC permit, and an ARAP will be required and shall be submitted to TDEC and also to the City of Bartlett Engineering office.

4. The private road is offset to the east of Countryhill Drive, which provides the potential for head on collisions in the center of Yale for left turning vehicles. This access, if it remains in this location, needs to be right-in-right-out. If a full movement intersection is desired, it shall be shifted to the west to line up or offset west of the street on the north side.
5. The developer shall add a right-in-right-out connection to Bartlett Blvd.
6. All new utilities shall be underground.
7. All mark-ups and corrections shall be addressed on the revised plans.

Plat:

8. All sewer, water, drainage, and other utility easements shall be shown. Additional 20' sewer easement will also be required on the property to the south for sewer connection.
9. Area for storm water detention is to be shown and labeled non-buildable.
10. Common Open Space shall be shown to be maintained by the HOA. Including private drive and detention area.
11. Show where the permanent SD survey monuments are to be installed. See Article IV, section 4 of the City's subdivision ordinance.
12. No direct driveway access shall be permitted to Yale or Bartlett Blvd from any lot within this development.

Site Plan:

13. Detention shall be shown.
14. Road width and radius of development access road needs to be enlarged.
15. Plan and profile sheet for road should be included.

Sanitary Sewer Plan:

16. Sewer profile will be required.
17. Structure and pipe data shall be shown with space provided for as-builts.
18. If any sewer cleanout is located in a paved area, then it shall comply with the detail approved by Bartlett Codes, which involves a brass connection and a concrete collar.
19. Tracer wire is required on all public sewer. Add detail to plan set.

Erosion Control Plan:

20. The Engineer may need to submit a SWPPP to TDEC with a copy sent to the City of Bartlett Engineering Department. Once TDEC has issued the Notice of Coverage (NOC), a copy shall be sent to the City of Bartlett Engineering Department.
21. EPSCs shall be shown in areas of off-site sewer installation.
22. An additional sheet is required for final stabilization of the site.
23. Metal posts with wired backed fence are required on the proposed silt fences.

Grading & Drainage Plan:

24. Detention will be required, provide detention analysis.

Planning Comments:

1. Staff recommends the front yard setback for Bartlett Boulevard be adjusted to 30 feet in order to make room for the realignment of the private drive with Countryhill Drive.

Planning Conditions:

1. The applicant shall add street names for the future Construction Plan and Final Plan submittals.
2. The applicant shall include a tree survey with a tree table with the Construction Plan.
3. The applicant shall include a landscape plan for the common open spaces.
4. A note shall be added to the plat stating that the proposed Planned Development requires a homeowner's association to be formed to maintain all common amenities. (All landscaping, subdivision fence, subdivision sign, private street, and other features.)
5. The applicant shall attach the homeowner's association bylaws instrument number and the covenants and restrictions instrument number to the final plat.
6. The applicant shall obtain Design and Review Commission approval for the common open space amenities and subdivision signage.
7. 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.
8. The applicant shall be present at the corresponding Board of Mayor and Aldermen meetings to make decisions relative to any changes that maybe suggested by the Board of Mayor and Aldermen.
9. Should the Planned Development be approved by the Board of Mayor and Aldermen, the applicant shall submit construction and final subdivision plans, along with a site plan application to the Design Review Commission for the common open space areas and the amenities to be installed in the common open space areas.
10. The applicant shall submit an application to the Board of Zoning Appeals for a variance from the minimum lot size requirement of the Bartlett Zoning Ordinance.

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

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF BARTLETT, TENNESSEE, that the Special Use Permit to allow a Planned Residential Development to be located at the southeast corner of Yale Road at Bartlett Boulevard, incorporating the above listed conditions, is approved.

ADOPTED THIS 11th DAY OF MARCH, 2025.

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

David Parsons, Mayor

Penny Medlock, City Clerk

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

Variance Checklist

Bartlett Board of Zoning Appeals

Property Address for which Variance Is Requested _____

Property Owner _____ Phone _____

The applicant shall provide the following information twenty (21) days prior to the scheduled hearing date.

- ____ 1. This checklist plus **fees of \$300.00** with this application.
- ____ 2. A Plot Plan showing subject property and public street rights-of-way. If the property is encumbered by easements, show the type and location on the Plot Plan.
- ____ 3. The names and addresses of all property owners within three hundred (300) feet of the applicant's property or a minimum of ten (10) property owners, whichever is greater.
- ____ 4. One copy of the names and addresses required in #3 above on self-adhesive mailing labels.
- ____ 5. A Vicinity Map showing the subject property and all parcels within the distances described in #3 above. Every parcel shall indicate the owner's name and the street that each parcel fronts upon.
- ____ 6. A written explanation demonstrating how the following requirements are met.
 - a. Special conditions and circumstances exist which are peculiar to the land, structure, or building involved and which are not applicable to other lands, structures, or buildings in the same district.
 - b. Literal interpretation of the provisions of this Ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this Ordinance.
 - c. The special conditions and circumstances do not result from the actions of the applicant.
 - d. Granting the variance requested will not confer on the applicant any special privilege that is denied by this Ordinance to other lands, structures, or buildings in the same district.

(Note: "No non-conforming use of neighboring lands, structures, or buildings in the same district, and no permitted or non-conforming use of lands, structures or buildings in other districts shall be considered grounds for the issuance of a variance.")
- ____ 7. Any other information deemed necessary and requested by the Board.

The applicant should attend the meeting of the Board of Zoning Appeals, to present and answer questions on this application. The meeting is normally at 6:30 p.m. on the third Thursday of each month, at City Hall, 6400 Stage Road.

I, the property owner(s) hereby authorize the filling of this application.

(print name)

(signature)

(date)

Questions also may be sent by email to the Department's planners:

- Kim Taylor, ktaylor@cityofbartlett.org
- Sam Harris, samharris@cityofbartlett.org
- Leslie Brock, leslie.brock@cityofbartlett.org



Telephone 901-383-8668

2950 Stage Plaza North
Bartlett, Tennessee 38134

November 21, 2024

Sam Harris
Senior Planner
City of Bartlett
Planning and Economic Development
6382 Stage Road
Bartlett, TN 38134

**RE: Bartlett Blvd. - Yale Road P.D.
BZA request to permit planned development on parcel less than 5.0 acres
Bartlett, Tennessee**

Mr. Harris:

Per this letter, we are requesting that a planned development be permitted on the subject property which is less than the 5.0 acres required for planned development application. The planned development has been filed and heard by Planning Commission with a favorable recommendation and is awaiting hearing before the Board of Mayor and Aldermen. As discussed in the pre-application process, this is a uniquely configured property at the southeast corner of Yale Road and Bartlett Boulevard. We have configured the plan to face houses on Yale Road but have added a common drive along the rear of the lots to avoid having eight (8) drive aprons across the frontage of this property. This design has one right-in, right-out only access from Bartlett Boulevard and a full movement driveway onto Yale (approximately 600 feet from the intersection). We believe this design will create a better product on the subject property and avoid the issues of having reverse frontage lots. However, for this design to work, we need the latitude of a planned development application rather than a straight-forward subdivision application.

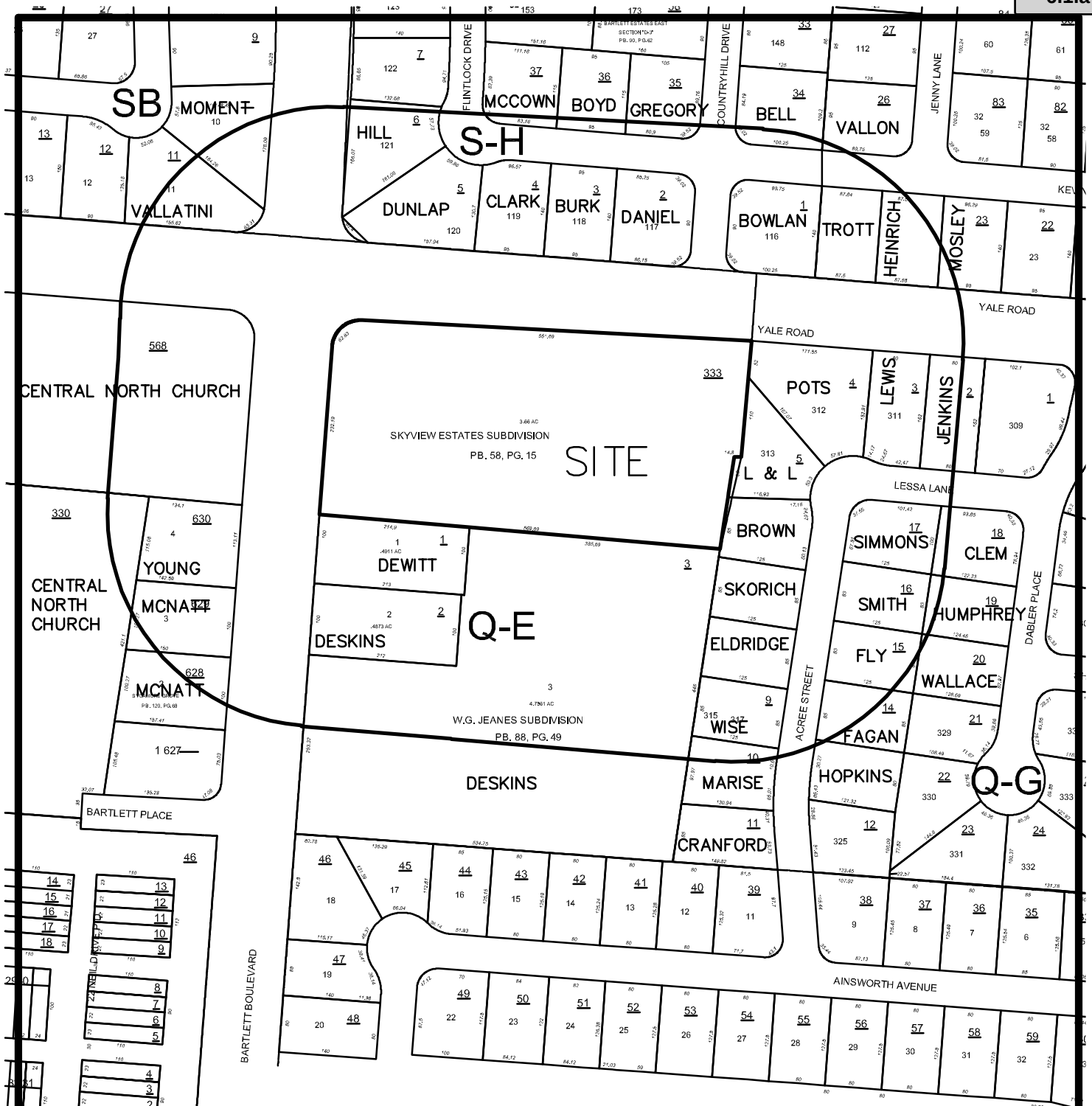
Thank you for considering this request. If you have any questions or need any additional information, please contact me.

Sincerely,

David Gean Bray, P.E.

Attachment: Bartlett Blvd Yale Rd PD Revised BZA Plans (3743 : Res. 02-25 Yale Rd/Bartlett Blvd PD)





**BZA APPLICATION
0 BARTLETT BOULEVARD
PRIOLA PROPERTY
BARTLETT, TENNESSEE**

PREPARED BY THE BRAY FIRM

LAND DEVELOPMENT SERVICES
2950 STAGE PLAZA NORTH
BARTLETT, TENNESSEE
NOVEMBER 18, 2024

TELEPHONE 901-383-8668
E-MAIL dgbray@comcast.net
SCALE 1"=200'

0 Bartlett Blvd.
Page 1

Dolphin Construction, Inc.
5190 Woods Landing Drive
Memphis, TN 38125

The Bray Firm
2950 Stage Plaza North
Bartlett, TN 38134

Applicant

Engineer

Owner

Donna Dewitt & Jeremy Evens
3338 Bartlett Blvd
Memphis, TN 38134

Zane & Sherry Deskins
3332 Bartlett Blvd
Memphis, TN 38134

Jesse & Donna McNatt
3343 Bartlett Blvd
Memphis, TN 38135

S J & Brendella Jenkins
6096 Lessa Ln
Memphis, TN 38134

Amber Lewis
6088 Lessa Ln
Memphis, TN 38134

Norman & Roma Potts
6082 Lessa Ln
Memphis, TN 38134

L & L Home Solutions
3369 Acree St
Bartlett, TN 38134

Chad Brown
3361 Acree St
Bartlett, TN 38134

Michael Skorich
3351 Acree St
Memphis, TN 38134

William & Shelby Eldridge
3343 Acree St
Memphis, TN 38134

Robert & Lindsay Wise
3335 Acree St
Bartlett, TN 38134

Aaron & Lacey Marise
3325 Acree St
Bartlett, TN 38134

Kevin & Louise Cranford
3317 Acree St
Memphis, TN 38134

Anthony & Tenika Moment
3418 Pamela Ann Dr
Bartlett, TN 38135

Millie & Lillie Hopkins & Jessie Swift
3326 Acree St
Bartlett, TN 38134

Sherry & Zane Deskins, Donna Dewitt &
Jeremy Evens
3320 Bartlett Blvd
Memphis, TN 38134

Kelbert & Rebecca Fagan
3336 Acree St
Bartlett, TN 38134

Carol Fly
3344 Acree St
Bartlett, TN 38134

Antonia Smith
3352 Acree St
Bartlett, TN 38134

Larry & Eunice Simmons
6091 Lessa Ln
Memphis, TN 38134

Natalie Clem & Jonathan Bickers
3359 Dabler Pl
Memphis, TN 38134

Attachment: Bartlett Blvd Yale Rd PD Revised BZA Plans (3743 : Res. 02-25 Yale Rd/Bartlett Blvd PD)

0 Bartlett Blvd.
Page 2

Christopher & Nicole Humphery
3349 Dabler Pl
Bartlett, TN 38134

Linda, Lisa, & Lynette Wallace
3341 Dabler Pl
Memphi, TN 38134

Larry & Teresa Young
3353 Bartlett Blvd
Bartlett, TN 38135

Joseph & Belinda Hill
3417 Flintlock Dr
Bartlett, TN 38134

Timothy & Lisa Dunlap
6023 Kevin Dr
Memphis, TN 38135

Phillip & Donna Clark
6033 Kevin Dr
Memphis, TN 38134

Steven & Gloria Burk
6041 Kevin Dr
Memphis, TN 38134

Allen & Myrna Daniel
6051 Kevin Dr
Memphis, TN 38135

Jonathan & Connie Bowlmad
6069 Kevin Dr
Memphis, TN 38135

Joann Trott
6081 Kevin Dr
Memphis, TN 38135

Carl & Mary Heinrick
6091 Kevin Dr
Memphis, TN 38135

Brendan Mosely
6099 Kevin Dr
Memphis, TN 38135

Central North Church
5955 Yale Rd
Memphis, TN 38135

Collin & Rebecca Vallantina
5981 Pamela Ann Dr
Memphis, TN 38135

Cameron & Robin Mccown
6034 Kevin Dr
Memphis, TN 38135

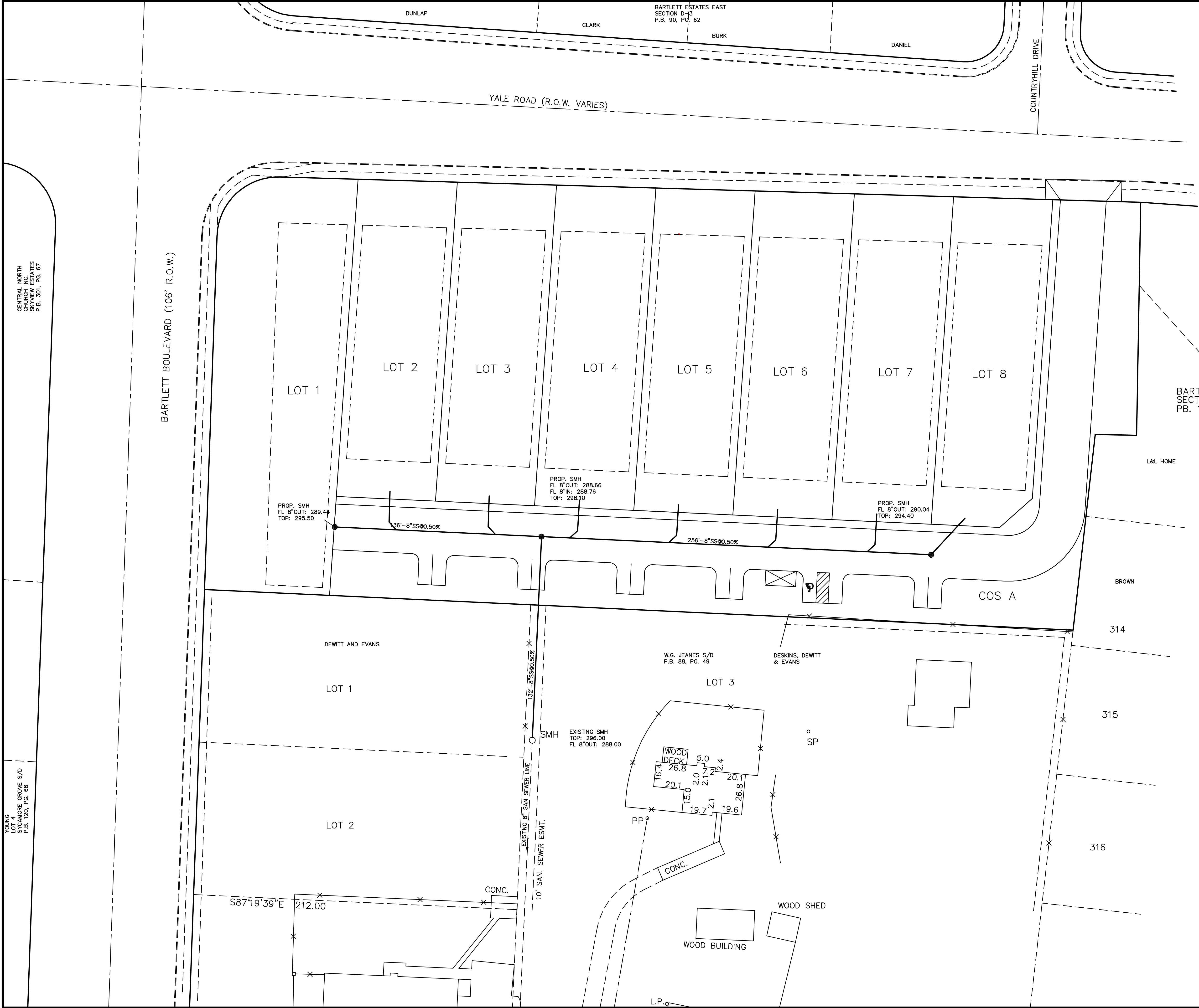
Mario Boyd
6042 Kevin Dr
Memphis, TN 38135

Donald & Carol Gregory
3423 Countryhill Dr
Memphis, TN 38135

Marcus Bell
3422 Countryhill Dr
Bartlett, TN 38135

Sandra & Richard Vallon
3421 Jenny Ln
Memphis, TN 38135

Attachment: Bartlett Blvd Yale Rd PD Revised BZA Plans (3743 : Res. 02-25 Yale Rd/Bartlett Blvd PD)



CONSTRUCTION NOTES:

LOCATION OF EXISTING UNDERGROUND UTILITIES ARE APPROXIMATE AND ARE NOT NECESSARILY ALL OF SAME. THE CONTRACTOR SHALL BE RESPONSIBLE FOR CONTACTING THE APPROPRIATED UTILITY COMPANY TO DETERMINE THE EXACT LOCATION OF ALL UTILITIES AND/OR UNDERGROUND STRUCTURES PRIOR TO THE INITIATION OF ANY CONSTRUCTION. CONTRACTOR SHALL ALSO ASSUME FULL RESPONSIBILITY FOR DAMAGE TO ANY UTILITIES ENCOUNTERED WITHIN THE CONSTRUCTION PERIMETERS. FOR SITE LOCATION OF EXISTING UTILITIES INVOLVING M&GW, SOUTH CENTRAL BELL, AND/OR TEXAS GAS COMPANY, PLEASE CALL 1-800-351-1111. FOR SEWER SERVICE LOCATIONS, CALL 636-8025.

CONTRACTOR SHALL ENSURE UNINTERRUPTED SEWER SERVICE ON EXISTING SEWER AND SERVICE CONNECTIONS BY PROVIDING AMPLE TEMPORARY WASTEWATER PUMPING AND/OR BYPASSING.

CONTRACTOR SHALL MAINTAIN ACCESS TO ALL PROPERTIES.

CONTRACTOR SHALL NOTIFY THE CITY OF MEMPHIS CONSTRUCTION INSPECTION OFFICE AT 636-2462 A MINIMUM OF 24 HOURS PRIOR TO BEGINNING ANY CONSTRUCTION

ALL AREAS IN CUT OR FILL WHERE VEGETATION HAS BEEN REMOVED SHALL BE SEEDED, MULCHED, FERTILIZED, AND/OR SODDED AS REQUIRED TO PREVENT EROSION.

THE CONTRACTOR SHALL VERIFY EXISTING DATA AND REPORT ANY SIGNIFICANT DISCREPANCIES TO THE ENGINEER.

ALL SANITARY SEWER TO BE CONSTRUCTED AS PER CITY OF MEMPHIS STANDARD CONSTRUCTION SPECIFICATIONS. SANITARY SEWER SERVICE CONNECTIONS TO BE INSTALLED AS PER CITY OF MEMPHIS STANDARD SST-16.

ALL SEWER MANHOLE LIDS IN OPEN AREAS ARE TO BE CONSTRUCTED 1.5' ABOVE PROPOSED GRADE. IN BACKYARDS, MANHOLE LIDS ARE TO BE 1.5' ABOVE INITIAL GRADE, 0.5' ABOVE FINAL GRADE.
ALL SANITARY SEWER, INCLUDING SERVICE CONNECTIONS, WHICH HAS LESS THAN 1.5' CLEARANCE (OUTSIDE OF PIPES) WITH DRAINAGE OR IN FILLED AREAS SHALL BE CLASS 50 D.I.P. OR CONCRETE ENCASED, 10' BOTH SIDES OF CROSSING. ALL DUCTILE IRON PIPE SHALL BE POLYETHYLENE LINED OR SHALL BE TREATED WITH PROTECTO 401 OR APPROVED EQUIVALENT.

THE CITY OF MEMPHIS SHALL HAVE INGRESS/EGRESS RIGHTS TO USE PRIVATE DRIVES AND YARDS FOR THE PURPOSE OF MAINTAINING ALL PUBLIC SEWER LINES AND SHALL BEAR NO RESPONSIBILITY FOR THE MAINTENANCE OF SAID PRIVATE DRIVES AND YARDS.

NO TREES, SHRUBS, PERMANENT STRUCTURES OR OTHER UTILITIES (EXCEPT FOR CROSSINGS) WILL BE ALLOWED WITHIN SANITARY SEWER EASEMENT.

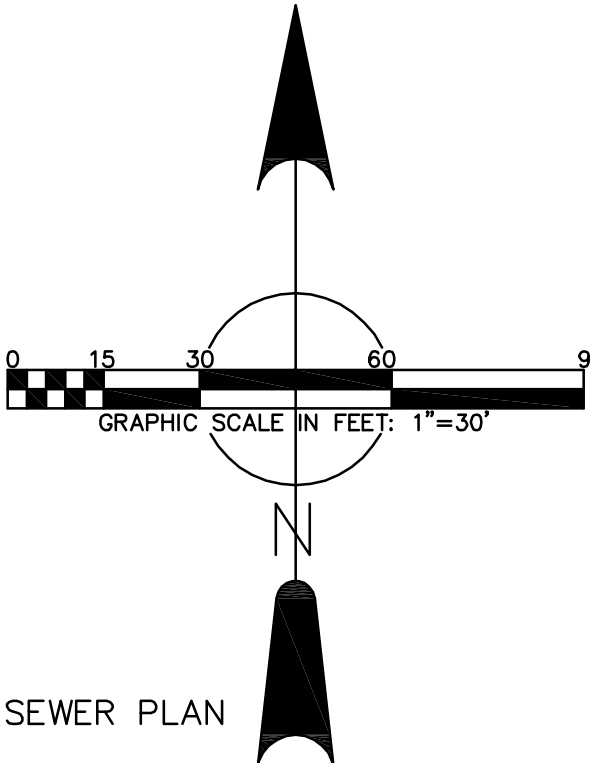
NO OTHER UTILITIES OR SERVICES MAY OCCUPY SANITARY SEWER EASEMENTS IN PRIVATE DRIVES AND YARDS EXCEPT FOR CROSSINGS.

ALL SANITARY SEWER MANHOLES IN REVERSE CROWN STREETS ALLEYS OR DRIVES (PUBLIC OR PRIVATE) SHALL BE PROVIDED WITH GASKETS AND PLUGS FOR "PICK HOLES" TO PREVENT DRAINAGE INFLOW INTO SEWER SYSTEM.

THE CONTRACTOR SHALL PROVIDE ADEQUATE AND EFFECTIVE EROSION CONTROL AS NECESSARY TO PREVENT ANY SILTATION INTO EXISTING DRAINAGE SYSTEM AND/OR ADJACENT PROPERTIES.

NOTES :

- SETBACKS
A. MIN. FRONT- 40 FEET BARTLETT BLVD, 30 FEET YALE ROAD.
B. MIN SIDE- 5 FEET
C. MIN. REAR- 25 FEET
- THIS PROPERTY IS NOT LOCATED WITHIN A SPECIAL FLOOD HAZARD AREA PER FEMA FLOOD MAP #47157C0190G DATED FEBRUARY 6, 2013.
- IF SETTLEMENT OCCURS ALONG ANY OF THE THE PUBLIC EASEMENTS WITHIN THE PRIVATE PROPERTY, THE OWNER SHALL BE RESPONSIBLE FOR ALL REPAIRS. IN THE EVENT THAT "PUBLIC WORKS" HAS TO EXCAVATE TO REPAIR A LEAK IN A PUBLIC LINE, "PUBLIC WORKS" SHALL BE RESPONSIBLE FOR EXCAVATION, BACKFILL, COMPACTION AND BRINGING THE AFFECTED AREA UP TO GRADE WITH APPROPRIATE SUB-BASE MATERIAL, BUT THE OWNER SHALL BE RESPONSIBLE FOR ALL FINISH WORK INCLUDING, BUT NOT LIMITED TO ASPHALT, CONCRETE AND LANDSCAPING.
- DRIVEWAYS AND OTHER PERMANENT STRUCTURES/IMPROVEMENTS SHALL NOT BE PLACED IN SEWER, WATER, OR DRAINAGE EASEMENTS OR OVER SEWER AND WATER SERVICES LOCATED ON PRIVATE PROPERTY.
- THE CITY SHALL HAVE INGRESS/ EGRESS RIGHTS TO USE PRIVATE DRIVES AND YARDS FOR THE PURPOSE OF MAINTAINING ALL PUBLIC UTILITIES AND SHALL BEAR NO RESPONSIBILITY FOR THE MAINTENANCE OF SAID DRIVES AND YARDS.
- ALL NEW UTILITIES SHALL BE UNDERGROUND.



PRELIMINARY SANITARY SEWER PLAN
BARTLETT BLVD. - YALE ROAD P.D.
BARTLETT, TENNESSEE

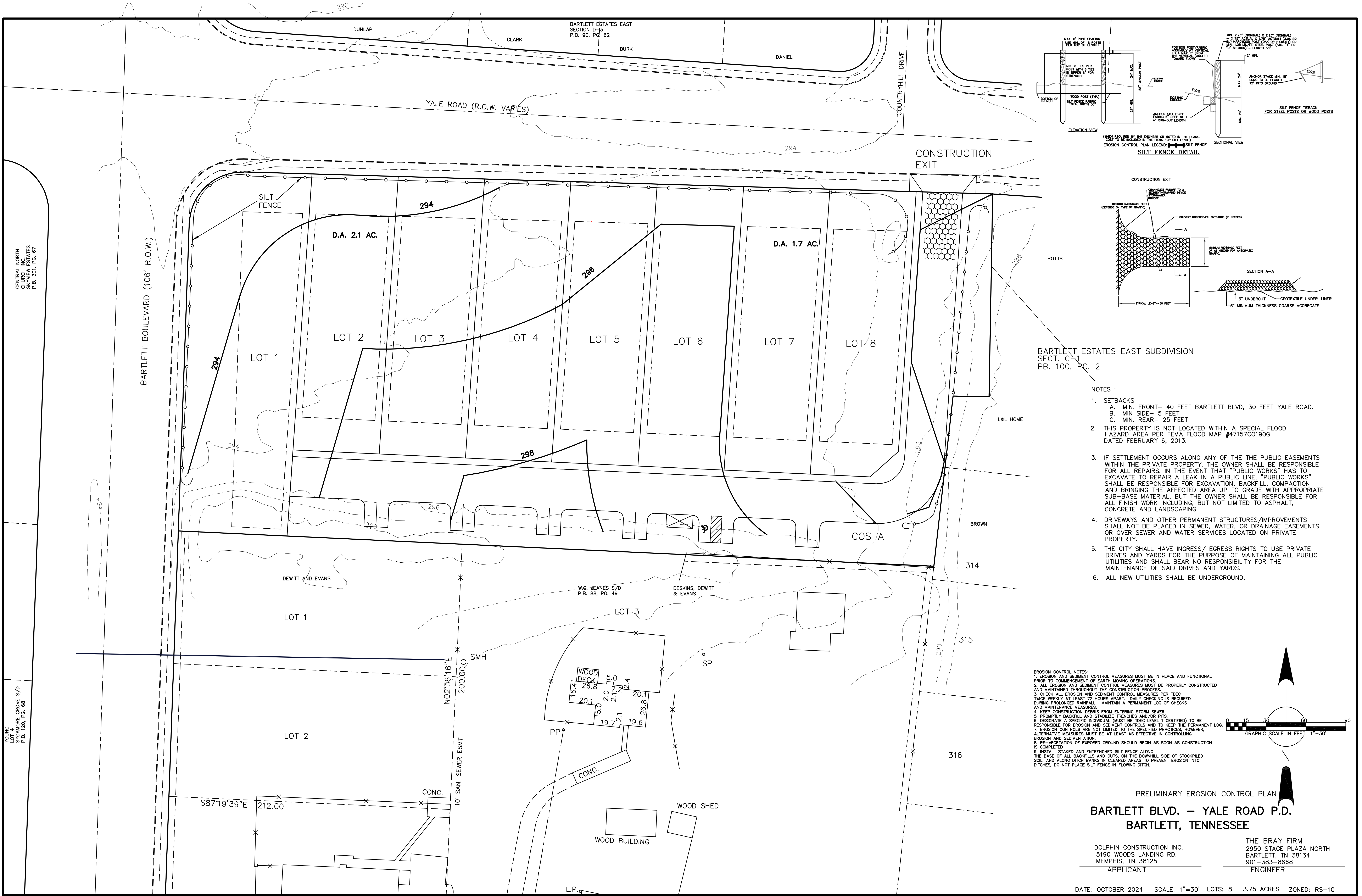
DOLPHIN CONSTRUCTION INC.
5190 WOODS LANDING RD.
MEMPHIS, TN 38125

APPLICANT

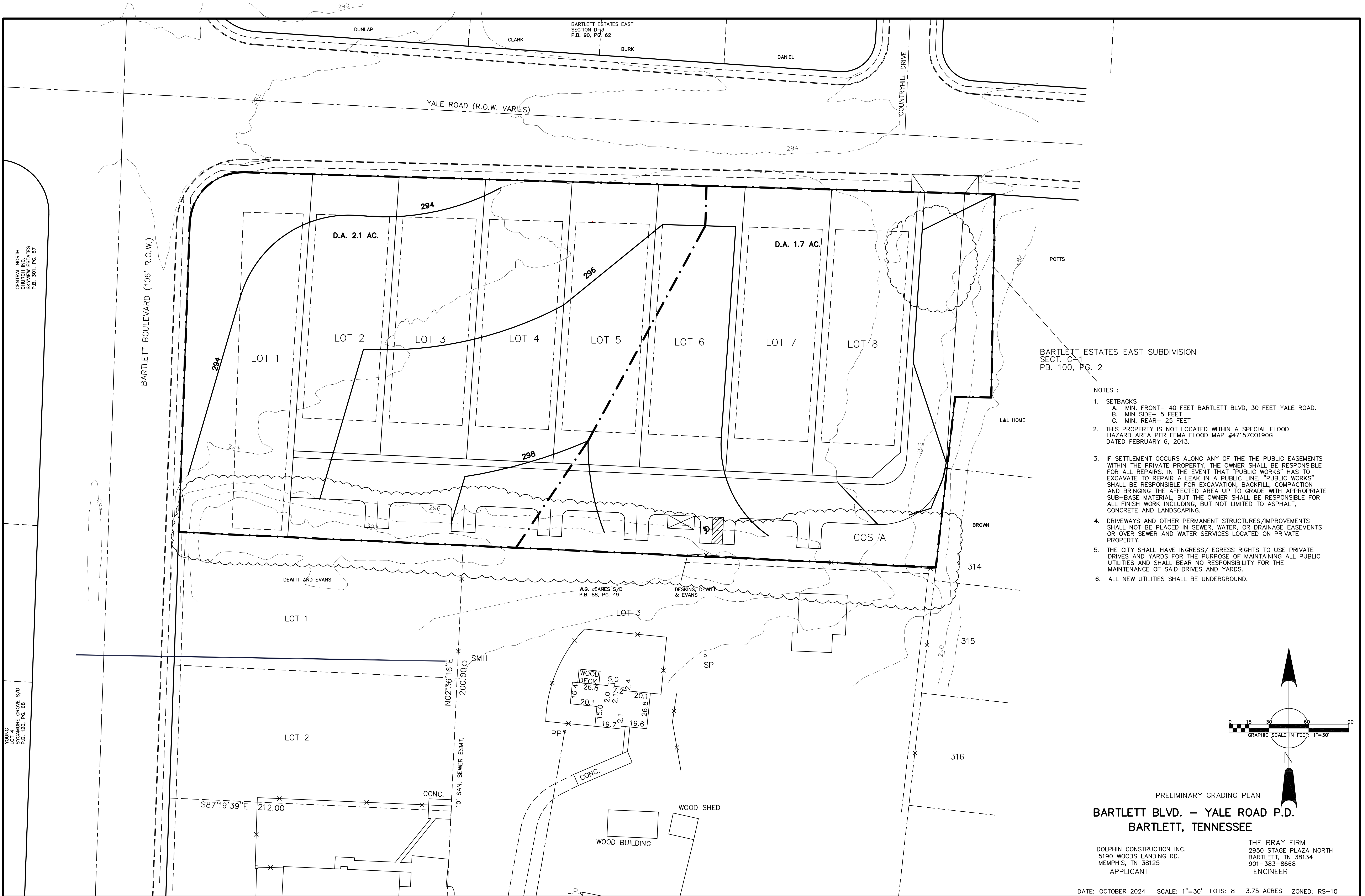
THE BRAY FIRM
2950 STAGE PLAZA NORTH
BARTLETT, TN 38134
901-383-8668

ENGINEER

DATE: OCTOBER 2024 SCALE: 1"=30' LOTS: 8 3.75 ACRES ZONED: RS-10







- | | | | |
|-----|-----------------------|-----|----------------------------|
| 1. | ELLENBECKER | 50. | JOHNSON |
| 2. | HOPKINS | 51. | TISCIA |
| 3. | FAGAN | 52. | BARRETT |
| 4. | FLY | 53. | PUGH |
| 5. | SMITH | 54. | COMBS |
| 6. | SIMMONS | 55. | MULLINS |
| 7. | CLEM | 56. | BELLUOMINI |
| 8. | HUMPHREY | 57. | KELLUM |
| 9. | WALLACE | 58. | YAMASA |
| 10. | LAINE | 59. | WINEK |
| 11. | DARLING | 60. | GILDART |
| 12. | CASEY | 61. | WONG |
| 13. | NAIK | 62. | MARISE |
| 14. | CHOWBAY | 63. | MARTIN |
| 15. | DUFFY | 64. | US SFE ASSET COMPANY 1 LLC |
| 16. | WARD | 65. | PAFFORD |
| 17. | MARTIN | 66. | AMF LIVING TRUST |
| 18. | LATHAM | 67. | MEADOR |
| 19. | BURTON | 68. | BATES |
| 20. | JIMENEZ | 69. | CURTIS |
| 21. | HESTER | 70. | ENG REVOCABLE TRUST |
| 22. | WALKER | 71. | IMPERIAL |
| 23. | WOODLEY | 72. | BENNETT |
| 24. | BYRD | 73. | MACKECHINE |
| 25. | COURTNEY | 74. | MEWBORN |
| 26. | ROUSSEAU | 75. | JAYNE |
| 27. | BRITTON | 76. | HOWARD |
| 28. | ANDERSON | 77. | GRAY |
| 29. | BUCHHEIT | 78. | WALKER |
| 30. | HOMW SFR BORROWER LLC | 79. | CLARK |
| 31. | WALDRUP | 80. | ORR |
| 32. | MCCLANAHAN | 81. | NORRIS |
| 33. | BRYANT | 82. | BOWLING |
| 34. | JONAKIN | 83. | BROWER |
| 35. | FASMAN | 84. | YOUNG |
| 36. | BOWMAN | 85. | CROWDER |
| 37. | PARKS | 86. | WOOD |
| 38. | HARDIN | 87. | GRANDBERRY |
| 39. | PARKER | 88. | HART |
| 40. | FKH SFR PROPCO D L P | 89. | HIGDON |
| 41. | JONAKIN | 90. | COCHRAN |
| 42. | PRUITT | 91. | COBLENTZ |
| 43. | WHITAKER | 92. | WILLIAMS |
| 44. | VU | 93. | TEAMER |
| 45. | HUNT | 94. | TURNER |
| 46. | BURNS | 95. | BELOTE |
| 47. | BOLDEN | 96. | BUSSEY |
| 48. | JONES | 97. | PINKSTON |
| 49. | YANCEY | 98. | KING |

**PLANNED DEVELOPMENT APPLICATION
0 BARTLETT BOULEVARD
PRIOLA PROPERTY
BARTLETT, TENNESSEE**

PREPARED BY THE BRAY FIRM

LAND DEVELOPMENT SERVICES
2950 STAGE PLAZA NORTH
BARTLETT, TENNESSEE
OCTOBER 3, 2024

TELEPHONE 901-383-8668
E-MAIL dgbray@comcast.net
SCALE 1"=400'

99.	POORE	148.	EMISON
100.	GESWEIN	149.	HILL
101.	HILL	150.	COUNTRY
102.	DUNLAP	151.	BRIDGES
103.	CLARK	152.	LAWSON INVESTMENT LLC
104.	BURK	153.	OVERLY
105.	DANIEL	154.	NORRIS
106.	BOWLAN	155.	ROSE
107.	TROTT	156.	HERTTER
108.	HEINRICH	157.	PARR
109.	MOSLEY	158.	FISHER
110.	RHODES	159.	SCOTT
111.	GILLIAM	160.	WILMOTH
112.	SHEFFEILD	161.	RAIFORD
113.	CAMPOS	162.	WU
114.	ROTZOLL	163.	HICKS
115.	HARRISON	164.	MESSINGER
116.	SMITH	165.	HOME SFR BORROWER LLC
117.	FKH SFR LLP	166.	JONES
118.	GEORGE & JUDY HANNAH TRUST	167.	JOBIN 22 LLC
119.	JOYNER	168.	YAMASA CO LDT
120.	KLOAP	169.	WRIGHT
121.	KRUG	170.	WEST
122.	WYATT	171.	RIGGS
123.	STEWART	172.	STEINBRECHER
124.	SMITH	173.	TARTERA
125.	GUESS	174.	SUTTON
126.	WRIGHT	175.	BREWER
127.	MCCOWN	176.	JONES
128.	BOYD	177.	CARPENTER
129.	GREGORY	178.	KARRER
130.	BELL	179.	SUTTON
131.	VALLON	180.	RUSS
132.	WILLIAMS	181.	CITY OF BARTLETT
133.	SNYDER	182.	CITY OF BARTLETT
134.	GRASSETTE	183.	GRISHAM
135.	BELSHAN	184.	SCOTT
136.	HEARN	185.	LEWIS
137.	MILAM	186.	QUISENBERRY
138.	BRASHER	187.	SNYDER
139.	BIGGS	188.	MARKHAM
140.	HURST	189.	SHIDLER
141.	VANVOORHIS	190.	ANDERSON
142.	COLLINS	191.	LINDLEY
143.	STANDRIDGE	192.	MOMENT
144.	LLYOD	193.	VALLATINI
145.	TUCKER	194.	GOWER
146.	TUCKER	195.	ROOK
147.	MOORE	196.	PEARSON

**PLANNED DEVELOPMENT APPLICATION
0 BARTLETT BOULEVARD
PRIOLA PROPERTY
BARTLETT, TENNESSEE**

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LAND DEVELOPMENT SERVICES
2950 STAGE PLAZA NORTH
BARTLETT, TENNESSEE
OCTOBER 3, 2024

TELEPHONE 901-383-8668
E-MAIL dgbray@comcast.net

- 197. CAMPBELL
- 198. WALLACE
- 199. SWENSEN
- 200. ROWELL
- 201. MARTIN
- 202. JONES
- 203. SAYLOR
- 204. COLLINS
- 205. DAVIS
- 206. JACKSON
- 207. LESTER
- 208. BOGUE
- 209. EVANS
- 210. RATZLAFF
- 211. MYERS
- 212. ALEXANDER
- 213. CENTRAL NORTH CHURCH
- 214. CENTRAL NORTH CHURCH
- 215. YOUNG
- 216. McNATT
- 217. McNATT
- 218. MAHR
- 219. BARTLETT PLACE TOWNHOMES HOME-OWNERS ASSOCIATION
- 220. VALENTI DEVELOPMENT GROUP

**PLANNED DEVELOPMENT APPLICATION
0 BARTLETT BOULEVARD
PRIOLA PROPERTY
BARTLETT, TENNESSEE**

PREPARED BY THE BRAY FIRM

LAND DEVELOPMENT SERVICES
2950 STAGE PLAZA NORTH
BARTLETT, TENNESSEE
OCTOBER 3, 2024

TELEPHONE 901-383-8668
E-MAIL dgbray@comcast.net

**Bartlett Planning and
Economic Development Department**
6382 Stage Road, P.O. Box 341148
Bartlett, TN 38184-1148
901-385-6417 FAX 901-385-6419
www.cityofbartlett.org

Planning Commission Planned Development Checklist

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

- _____ Plot plan, drawn at a scale no smaller than 1" = 100', showing the following information for each parcel (several parcels may be included on one sheet):
 - _____ Name and location of planned development, name of owner and designer, date, north point, and scale.
 - _____ Location of existing and platted property lines, streets, buildings, water courses, railroads, sewers, bridges, culverts, drain pipes, water mains, easements, and the present zoning classification of the site and adjoining land.
 - _____ Proposed street names and the location and dimensions of proposed streets, drives, alleys, easements, parking areas, parks and other open space, reservations, lot lines, and building setback lines.
 - _____ A drainage plan showing the existing and proposed drainage with contour intervals at not less than two feet. Also, provide flood hazard details when applicable.
 - _____ All dimensions and acreage to the nearest tenth, building locations, number of dwelling units, landscape plans, and other information as may be required by the Planning Commission.
 - _____ Requested uses, including purpose (attach statement, one page maximum).

_____ Buffer planting areas.

- _____ A tree survey by a certified arborist is required if there are trees larger than 6" in diameter on the site.
- _____ A tree protection plan that is signed by a surveyor and arborist showing trees to be removed and saved is required.
- _____ Erosion control plan.
- _____ Location of sewer and water services and water meter sizes.
- _____ 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) PDF file of the vicinity map, for display at the Planning Commission meeting.

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).

Include a fee with this application (payable to the City of Bartlett) of \$1,000 for five (5) acres or less, plus \$30 per additional acre to a maximum of \$2,000. The fee is not refundable. Amendment fee is \$300 plus \$30 per additional acre over five to a maximum of \$2,000.

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

Attachment: Bartlett Blvd & Yale Rd PD ORIGINAL Plans (3743 : Res. 02-25 Yale Rd/Bartlett Blvd PD)

0 Bartlett Blvd.
Page 1

Dolphin Construction, Inc.
5190 Woods Landing Drive
Memphis, TN 38125

The Bray Firm
2950 Stage Plaza North
Bartlett, TN 38134

Applicant

Engineer

Owner

Donna Dewitt & Jeremy Evens
3338 Bartlett Blvd
Memphis, TN 38134

Zane & Sherry Deskins
3332 Bartlett Blvd
Memphis, TN 38134

Matthew & Jessica Usher
6104 Lessa Ln
Bartlett, TN 38134

S J & Brendella Jenkins
6096 Lessa Ln
Memphis, TN 38134

Amber Lewis
6088 Lessa Ln
Memphis, TN 38134

Norman & Roma Potts
6082 Lessa Ln
Memphis, TN 38134

L & L Home Solutions
3369 Acree St
Bartlett, TN 38134

Chad Brown
3361 Acree St
Bartlett, TN 38134

Michael Skorich
3351 Acree St
Memphis, TN 38134

William & Shelby Eldridge
3343 Acree St
Memphis, TN 38134

Robert & Lindsay Wise
3335 Acree St
Bartlett, TN 38134

Aaron & Lacey Wise
3325 Acree St
Bartlett, TN 38134

Kevin & Louise Cranford
3317 Acree St
Memphis, TN 38134

Dalton Ellenbecker
3316 Acree St
Bartlett, TN 38134co

Millie & Lillie Hopkins & Jessie Swift
3326 Acree St
Bartlett, TN 38134

Sherry & Zane Deskins, Donna Dewitt &
Jeremy Evens
3320 Bartlett Blvd
Memphis, TN 38134

Kelbert & Rebecca Fagan
3336 Acree St
Bartlett, TN 38134

Carol Fly
3344 Acree St
Bartlett, TN 38134

Antonia Smith
3352 Acree St
Bartlett, TN 38134

Larry & Eunice Simmons
6091 Lessa Ln
Memphis, TN 38134

Natalie Clem & Jonathan Bickers
3359 Dabler Pl
Memphis, TN 38134

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0 Bartlett Blvd.
Page 2

Christopher & Nicole Humphery
3349 Dabler Pl
Bartlett, TN 38134

Linda, Lisa, & Lynette Wallace
3341 Dabler Pl
Memphi, TN 38134

Bryce Laine
3335 Dabler Pl
Bartlett, Tn 38134

Charles & Nancy Darling
3327 Dabler Pl
Memphis, TN 38134

John & Sara Casey
3321 Dabler Pl
Memphis, Tn 38134

Savy Chowbay, Walter Gosein & Puri
Pachi
3328 Dabler Pl
Bartlett, TN 38134

Sandhya Naik Revocable Living Trust &
Savy Chowbey Revocable Living Trust
3322 Dabler Pl
Bartlett, TN 38134

William Duffy
6117 Shelly Lyn Dr
Memphis, TN 38134

Keith & Qwanesha Ward
6129 Shelly Lyn Dr
Bartlett, TN 38134

Charles & Wanda Martin
3335 Venson Dr
Memphis, TN 38134

Jason Latham
3315 Venson Dr
Memphis, TN 38134

Jessica Burton
3321 Venson Dr
Bartlett, TN 38134

Feliciano Jimenez & Eloisa Medina
3317 Venson Dr
Bartlett, TN 38134

Jason & Jennifer Hester
3297 Venson Dr
Bartlett, TN 38134

Sylvester & Salome Walker
6138 Ainsworth St
Bartlett, TN 38134

Christopher & Rachell Woodley
6132 Ainsworth St
Bartlett, Tn 38134

Kathryn Byrd
6126 Ainsworth
St
Bartlett, Tn 38134

COURTNEY FAMIGLIETTI TRU
1890 Linbrook Dr
San Diego, CA 92111

Neal Rousseau
6110 Ainsworth St
Bartlett, TN 38134

Angela & David Britton
6102 Ainsworth St
Bartlett, TN 38134

Stephen Anderson
6094 Ainsworth St
Memphis, TN 38134

Roberta & Brian Buchheit
3306 Acree St
Memphis, TN 38134

Home SFR Borrower LLC
3505 Kroger Blvd
Ste 400
Duluth, GA 30096

Etherl Waldrup
6131 Ainsworth St
Memphis, TN 38134

Ashley Bryant
6111 Ainsworth St
Bartlett, TN 38134

Justin Jonakin
6103 Ainsworth St
Bartlett, TN 38135

David Fasman
445 5th Ave
Apt 21H
New York, NY 10016

Attachment: Bartlett Blvd & Yale Rd PD ORIGINAL Plans (3743 : Res. 02-25 Yale Rd/Bartlett Blvd PD)

0 Bartlett Blvd.
Page 3

Mark & Linda Bowman
6087 Ainsworth St
Memphis, TN 38134

Nancy Parks
6079 Ainsworth St
Memphis, TN 38134

Michael & Cindy Harding
6071 Ainsworth St
Memphis, TN 38134

Peggy Parker, Michael & Pamela Yates,
& Jordan Kutz
6063 Ainsworth St
Memphis, TN 38134

FKH SFR Propco D L P
1850 Parkway Pl
Ste 900
Marietta, GA 30067

Patricia Jonakin
6047 Ainsworth St
Bartlett, TN 38134

Toryanica Pruitt
6039 Ainsworth St
Bartlett, TN 38135

Jack Whitaker
5099 Old Summer Rd
Ste C
Memphis, TN 38134

Kevinhieu Vu & Sarah Blanc
3280 Decker St
Bartlett, TN 38134

Jason Hunt & Anna Tang
1622 Begen Ave
Mountain View, CA 94040

Matthew Burns
3534 Waterford Cv
Collierville, TN 38017

Dorothy Bolden
6064 Barkley Cv
Memphis, TN 38135

Robert & Wayne Jones
6068 Barkley Cv
Memphis, TN 38135

Debra & Justin Yancey
6076 Barkley Cv
Memphis, TN 38134

Anthony & Suzi Johnson
6084 Barjley Cv
Memphis, TN 38134

Cheryl Tiscia
6092 Barkley Cv
Memphis, TN 38134

Eleanor Barrett & James & Debra
Hutting
6100 Barkley Cv
Memphis, TN 38134

Richard & Lisa Pugh
6108 Barkley Cv
Memphis, TN 38134

Jennifer & Scott Combs
6114 Barkley Cv
Bartlett, TN 38134

Dawn & James Mullins
6120 Barkley Cv
Bartlett, TN 38135

Charles Hasty
3277 Venson Dr
Bartlett, TN 38134

Bradley & Meghan Belluomini
3258 Decker St
Memphis, TN 38134

James Kellum
6037 Williams Cv
Memphis, TN 38134

Co LDT Yamasa
PO Box 4090
Scottsdale, AZ 85216

David & Cynthia Winek
6065 Barkley Cv
Memphis, TN 38135

Joel & Mildred Gildart
6069 Barkley Cv
Memphis, TN 38134

Danny Wong
6077 Barkley Cv
Memphis, TN 38134

Attachment: Bartlett Blvd & Yale Rd PD ORIGINAL Plans (3743 : Res. 02-25 Yale Rd/Bartlett Blvd PD)

0 Bartlett Blvd.
Page 4

Spencer Marise
2680 Bending Elm Dr
Memphis, TN 38134

Taylor Martin & Patricia Mashburn
6093 Barkley Cv
Bartlett, Tn 38134

US SFE Company 1 LLC
8300 N Mopac Expy
Ste 200
Austin, TX 78759

Christine Pafford
3259 Decker St
Bartlett, TN 38134

AMF Living Trust
3281 Decker St
Bartlett, TN 38134

Gary & Joann Meador
3289 Decker St
Memphis, TN 38134

Bates Family Trust
3297 Decker St
Bartlett, TN 38135

Kendall & Leticia Curtis
3303 Decker St
Bartlett, TN 38134

ENG Revocable Trust
6022 Ainsworth St
Memphis, TN 38134

Imperial Security Service INC
2555 Poplar Ave
Memphis, TN 38112

Jerry & Theresa Bennett
6038 Ainsworth St
Bartlett, TN 38134

Joan Mackechnie
6046 Ainsworth St
Memphis, TN 38134

Brenda Mewborn Trust
6054 Ainsworth St
Memphis, TN 38134

Paul & Cindy Jayne
6062 Ainsworth St
Memphis, TN 38134

Joseph & Devon Howard
6070 Ainsworth St
Bartlett, TN 38134

Michael Gray
6118 Shelly Lyn Dr
Memphis, TN 38134

James Walker
3360 Dabler Pl
Bartlett, TN 38134

Zachary Clark & Katelyn Christian
3370 Dabler Pl
Bartlett, TN 38134

Sarah Orr
3378 Dabler Pl
Bartlett, TN 38134

Shirley Norris
3375 Venson Dr
Memphis, TN 38134

Dale & Lisa Bowling
3363 Venson Dr
Bartlett, TN 38134

John & Denna Brower
3355 Venson Dr
Memphis, TN 38134

Julie & Michael Young
6130 Shelly Lyn Dr
Memphis, TN 38134

James & Carol Crowder
3345 Venson Dr
Memphis, TN 38134

Howard & Cynthia Wood
3374 Venson Dr
Memphis, TN 38135

Clarence & Brenda Grandberry
3364 Venson Dr
Memphis, TN 38134

Eugene & Karen Hart
3356 Venson Dr
Memphis, TN 38135

Attachment: Bartlett Blvd & Yale Rd PD ORIGINAL Plans (3743 : Res. 02-25 Yale Rd/Bartlett Blvd PD)

0 Bartlett Blvd.
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Bobbie Higdon
3348 Venson Dr
Bartlett, TN 38134

Charles & Dixie Cochran
3332 Venson Dr
Memphis, TN 38134

Terry & Patricia Coblenz
405 Elm St
Barnesville, GA 30204

Ciara Williams
3316 Venson Dr
Memphis, TN 38134

Gene & Anita Teamer
3487 Flintlock Dr
Bartlett, TN 38134

Justin & Kathryn Turner
3479 Flintlock Dr
Bartlett, TN 38134

Stephen & Johnnie Belote
3471 Flintlock Dr
Memphis, TN 38134

Nicholas Bussey
3463 Flintlock Dr
Bartlett, TN 38135

James Pinkston
3453 Flintlock Dr
Bartlett, TN 38134

David & Victoria King
3443 Flintlock Dr
Memphis, TN 38134

Robert Poore & Jessica Luna-Vega
3433 Flintlock Dr
Memphis, TN 38134

Philip Diane Geswein
3423 Flintlock Dr
Memphis, TN 38134

Joseph & Belinda Hill
3417 Flintlock Dr
Bartlett, TN 38134

Timothy & Lisa Dunlap
6023 Kevin Dr
Memphis, TN 38135

Phillip & Donna Clark
6033 Kevin Dr
Memphis, TN 38134

Steven & Gloria Burk
6041 Kevin Dr
Memphis, TN 38134

Allen & Myrna Daniel
6051 Kevin Dr
Memphis, TN 38135

Jonathan & Connie Bowlad
6069 Kevin Dr
Memphis, TN 38135

Joann Trott
6081 Kevin Dr
Memphis, TN 38135

Carl & Mary Heinrick
6091 Kevin Dr
Memphis, TN 38135

Brendan Mosely
6099 Kevin Dr
Memphis, TN 38135

Michale & Karen Rhodes
6109 Kevin Dr
Memphis, TN 38135

Zachary & Abigale Gilliam
6119 Kevin Dr
Memphis, TN 38135

Vivkie Sheffield
6129 Kevin Dr
Bartlett, TN 38135

Javier Campos
6139 Kevin Dr
Memphis, TN 38135

Anthony & Maureen Rotzoll
6147 Kevin Dr
Memphis, TN 38135

John & Justis Harrison
6157 Kevin Dr
Memphis, TN 38135

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0 Bartlett Blvd.
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Desha & Michael Smith 3410 Josee Ln Memphis, TN 38135	FKH SFR LLC 1850 Parkway Pl Ste 900 Marietta, GA 30067	George & Judy Hannah Revocable L Trust 3428 Josee Ln Bartlett, TN 38135
Douglas & Lisa Joyner 3476 Josee Ln Bartlett, TN 38135	Jaron & Kathryn Kloap 6019 Bartley Rdg Bartlett, TN 38135	Laurence Krug 3474 Flintlock Dr Memphis, TN 38135
Michael & Dorothy Wyatt 3470 Flintlock Dr Memphis, TN 38135	William & Nancy Stewart 3462 Flintlock Dr Memphis, TN 38135	Gary & Terri Smith 3452 Flintlock Dr Memphis, TN 38135
Ricky & Cynthia Guess Revocable Trust 3442 Flintlock Dr Memphis, TN 38135	Jason Wright 1059 Sterling Point Pl Gulf Breeze, FL 32563	Cameron & Robin Mccown 6034 Kevin Dr Memphis, TN 38135
Mario Boyd 6042 Kevin Dr Memphis, TN 38135	Donald & Carol Gregory 3423 Countryhill Dr Memphis, TN 38135	Marcus Bell 3422 Countryhill Dr Bartlett, TN 38135
Sandra & Richard Vallon 3421 Jenny Ln Memphis, TN 38135	Linda Williams 3422 Jenny Ln Memphis, TN 38135	Jeffrey & Cynthia Snyder 6110 Kevin Dr Bartlett, TN 38135
Bradley & Abbie Grassette 6120 Kevin Dr Memphis, TN 38135	Billie & John Belshan 6130 Kevin Dr Memphis, TN 38135	Farmer & Robbie Hearn 4600 Hauaala Rd Kapaa, HI 96746
Heather & Justin Milam 3419 Josee Ln Bartlett, TN 38135	JC Brasher 3429 Josee Ln Bartlett, TN 38135	Matthew & Stefanie Biggs 3437 Josee Ln Bartlett, TN 38135
TOMMY & JESSICA HURST 3447 Josee Ln Memphis, TN 38135	Randall & Kelley Vanvoorhis 3457 Josee Ln Memphis, TN 38135	Patricia Collins 6027 Barkley Rdg Memphis, TN 38135

Attachment: Bartlett Blvd & Yale Rd PD ORIGINAL Plans (3743 : Res. 02-25 Yale Rd/Bartlett Blvd PD)

0 Bartlett Blvd.
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HAROLD & PATTY STANDRIDGE
6048 Countryhill Cv
Memphis, TN 38135

Ronald & Carolyn Lloyd
6044 Countryhill Ln
Memphis, TN 38135

Daniel & Anna Tucker
6047 Countryhill Cv
Bartlett, TN 38135

Courtney & Jeremy Tucker
3461 Countryhill Dr
Bartlett, TN 38135

Brian Moore
3449 Countryhill Dr
Bartlett, TN 38135

Sheri, Noah, & Victoria Eminson
3441 Countryhill Dr
Memphis, TN 38134

Andrew & Ainsley Hill
3431 Countryhill Dr
Bartlett, TN 38135

COUNTRY HILL LLC
9670 Memphis Arlington R
Arlington, TN 38002

Jeremy & Cierra Bridges
3431 Jenny Ln
Bartlett, TN 38135

Lawson Investment LLC
275 S Walnut Bend Rd
Ste 100
Cordova, TN 38018

Jonathan & Samantha Overly
3444 Christy Ln
Bartlett, TN 38135

Stephanie Norris & Ian Walsh
3448 Christy Ln
Bartlett, TN 38135

Darryl & Constance Rose
3452 Christy Ln
Memphis, TN 38135

Ryan & Amy Hertter
4700 Wild Fern Dr
Bartlett, TN 38135

Rose Parr
3460 Christy Ln
Memphis, TN 38135

Justin Fisher & Margery Strickland
3464 Christy Ln
Bartlett, Tn 38135

Boswell Scott
3487 Countryhill Dr
Bartlett, TN 38135

Arnold Wilmoth
6054 Countryhill Cv
Memphis, TN 38135

Kenneth & Kristi Raiford
3490 Countryhill Dr
Memphis, TN 38135

Ming-Lun & Xiao Wu
3482 countryhill Dr
Memphis, TN 38135

Jacqueline Hicks & Henry Johnson
3474 Countryhill Dr
Memphis, TN 38135

Michael & Belinda Messinger
3466 Countryhill Dr
Bartlett, TN 38135

Eli & April Jones
3448 Country Hill Dr
Bartlett, Tn 38135

Jobin 22 LLC
3500 S Dupont Hwy
Dover, De 19901

Yamasa CO LTD
Po Box 4090
Scottsdale, AZ 85261

Arron & Annette Wright
3477 Jenny Ln
Bartlett, TN 38135

Daniel & Jennifer West
3469 Jenny Ln
Bartlett, TN 38135

Attachment: Bartlett Blvd & Yale Rd PD ORIGINAL Plans (3743 : Res. 02-25 Yale Rd/Bartlett Blvd PD)

0 Bartlett Blvd.
Page 8

Donald & Christina Riggs
3459 Jenny Ln
Bartlett, TN 38135

James & Kathryn Steinbrecher
3449 Jenny Ln
Memphis, TN 38134

Alex & Beverly Tartera
3439 Jenny Ln
Memphis, Tn 38135

Nancy Sutton & Debra Forrester
3478 Jenny Ln
Bartlett, TN 38135

Billy Brewer
3470 Jenny Ln
Bartlett, TN 38135

Gene Jones
3460 Jenny Ln
Memphis, Tn 38135

Vernon & Barbara Carpenter
4090 Mimosa Hill Ln
Bartlett, TN 38134

Lori & Matthew Karrer
3457 Christy Ln
Memphis, TN 38135

Travis Sutton
3463 Christy Ln
Memphis, TN 38135

Brenda Russ
3471 Christy Ln
Memphis, TN 38135

William Fowler
3481 Christy Ln
Bartlett, TN 38135

City of Bartlett
6400 Stage Rd
Memphis, TN 38135

Donna Grisham
5932 Pamela Ann Dr
Memphis, TN 38135

Darrell & Imelda Scott
5950 Pamela Ann Dr
Memphis, TN 38135

Jennifer & Jerome Lewis
5960 Pamela Ann Dr
Bartlett, TN 38135

Stokes & Susan Quisenberry Living Trust
5970 Pamela Ann Dr
Memphis, TN 38135

Ruth & Benton Snyder
5980 Pamela Ann Dr
Memphis, TN 38135

Preace & Linda Markham
3452 Pamela Ann Dr
Memphis, TN 38135

Laura & Daniel Shidler
3444 Pamela Ann Dr
Memphis, TN 38135

Pamela Anderson
3434 Pamela Ann Dr
Memphis, TN 38135

Christina Lindley
3426 Pamela Ann
Bartlett, TN 38135

Anthony & Tenika Moment
3418 Pamela Ann Dr
Bartlett, TN 38135

Collin & Rebecca Vallantina
5981 Pamela Ann Dr
Memphis, TN 38135

Gavin Gower
5975 Pamela Ann Dr
Memphis, TN 38135

Wendy Rook
5965 Pamela Ann Dr
Bartlett, TN 38135

Jerry Pearson
5959 Pamela Ann Dr
Bartlett, TN 38135

Marsh & Gwendolyn Campbell
5949 Pamela Ann Dr
Memphis, TN 38135

Attachment: Bartlett Blvd & Yale Rd PD ORIGINAL Plans (3743 : Res. 02-25 Yale Rd/Bartlett Blvd PD)

0 Bartlett Blvd.
Page 9

Harris & Ann Wallace
5939 Pamela Ann Dr
Memphis, TN 38135

Andrew & Sarah Swensen
5929 Pamela Ann Dr
Bartlett, TN 38135

Thomas & Cynthia Rowell
5919 Pamela Ann Dr
Memphis, TN 38135

Deborah Martin
5937 Pamela Ann Dr
Memphis, TN 38135

Korey & Rita Jones
5943 Pamela Ann
Bartlett, TN 38135

Charles Saylor Trust
5953 Pamela Ann Dr
Bartlett, TN 38135

Willie Collins
5963 Pamela Ann Dr
Memphis, TN 38135

Larry & Rita Davis Revocable Living
Trust
3441 Pamela Ann Dr
Memphis, TN 38135

Martin Lester
5924 Pamela Ann Dr
Memphis, TN 38135

James Bouge
5934 Pamela Ann Dr
Memphis, TN 38135

Celestine Evans
5944 Pamela Ann Dr
Bartlett, TN 38135

Jed & Kenya Ratzlaff
5954 S Pamela Ann Dr
Bartlett, TN 38135

Patrick & Shirley Myers
5964 Pamela Ann Dr
Bartlett, TN 38135

Pamela Alexander
3429 Pamela Ann Dr
Memphis, TN 38135

Stephen Jackson & Frances Coffey
5914 Pamela Ann Dr
Memphis, TN 38135

Central North Church
5955 Yale Rd
Memphis, TN 38135

Larry & Teresa Young
3353 Bartlett Blvd
Bartlett, TN 38135

Jesse & Donna McNatt
3343 Bartlett Blvd
Memphis, TN 38135

Frederick & Jacquelyn Mahr
3323 Bartlett Blvd
Memphis, TN 38135

Bartlett Place Townhomes Home-
Owners Association
3301 Neil Dr
Memphis, TN 38135

Valenti Development Group
2015 Stonegate
TRL 101
Vestavia Hill, AL 35242

Attachment: Bartlett Blvd & Yale Rd PD ORIGINAL Plans (3743 : Res. 02-25 Yale Rd/Bartlett Blvd PD)

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 03/11/25 06:00 PM
Department: Code Enforcement
Category: Special event permit
Prepared By: Laura Jenkins
Department Head: Trey Arthur

Special event permit for Memphis Classic Chevy Club Car Show.



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

2629 Bartlett Blvd, Bartlett TN		38134
Address		Zip Code
May 10, 2025		7am-4pm
Dates of the Event		Hours of the Event
Memphis Classic Chevy Club Car Show		
Type of Event (Fund Raiser, Seasonal, Tent Sale, Sidewalk Sale, Public Attraction)		
City of Bartlett		
Property Owner		
Danny Cianciola 2345 W Monica, Bartlett, TN 38134		
Special Event Permit Applicant		Address of Applicant
901-634-4129		
Phone Number		Fax Number

Check all items that apply:

For information call (901) 385-6425.

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

\$60.00	Special Event Fee
\$5.00	Permit Issuing Fee
\$7.00	Software Fee
\$	2% Credit Card Fee
\$ 72.00	Total Permit Fee

 Danny Cianciola 2-3-25
 Responsible Person Signature and Printed Name Date

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

APPROVAL

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

Attachment: Memphis Classic Chevy Club Car Show (3728 : Memphis Classic Chevy Club Car Show)

Special Event Checklist

Event: Memphis Classic Chevy Club May Car Show

Location: W.J. Freeman Park

Dates: May 10, 2025

Type of special event: (Check one.)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

☐ *Political campaigning.* Campaigning for public office.

Performance standards:

	Sub- mitted ✓ or X	OK	N/A		Comments
1	X			Location. Special events that do not require the use of public right-of-way shall be conducted on private property in a commercial or industrial zoning district, except that non-profit organizations may conduct special events on any property where the owner has granted permission.	
2			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		Land-use compatibility. 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	Compliance with other regulations. 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	
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		Traffic circulation. 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			X	Street closings. 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.	

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.

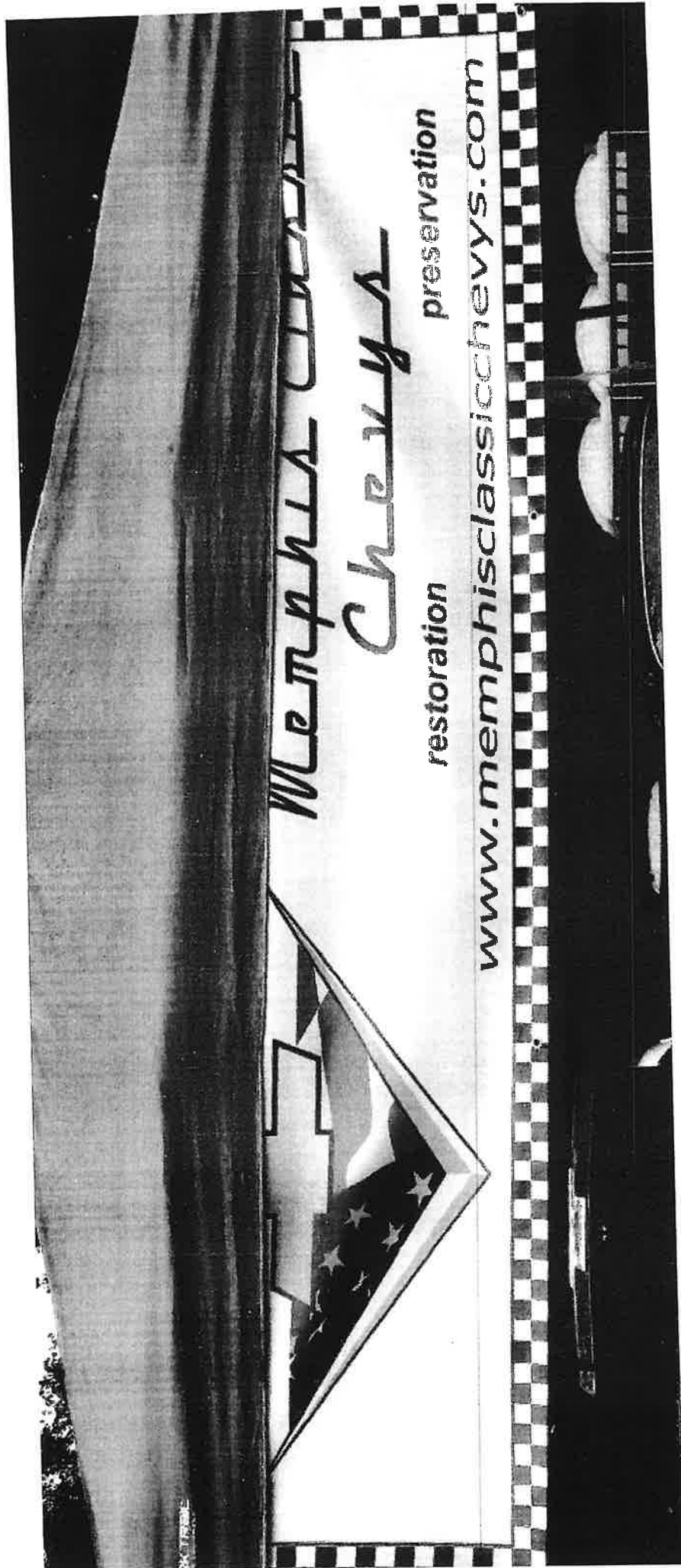
The application shall set forth and contain the following information:

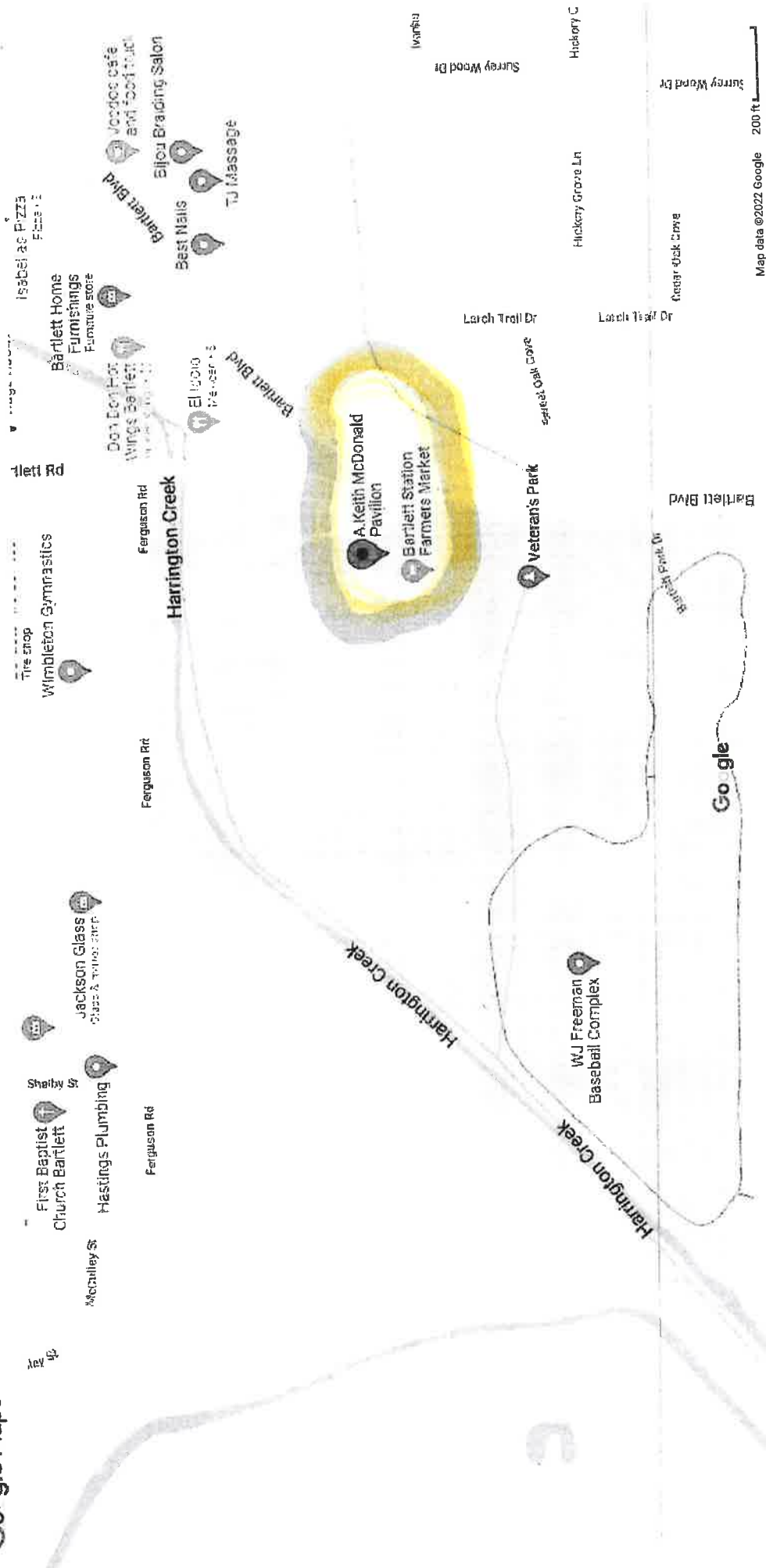
	Sub- mitted ✓ or X	OK	N/A		Comments
29	X			Name and address of the applicant.	
30	X			Names and address of the owner of the premises on which the proposed event is to be held.	
31	X			Written approval from the property owner agreeing to the proposed event, if the applicant is not the same as the property 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.	
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

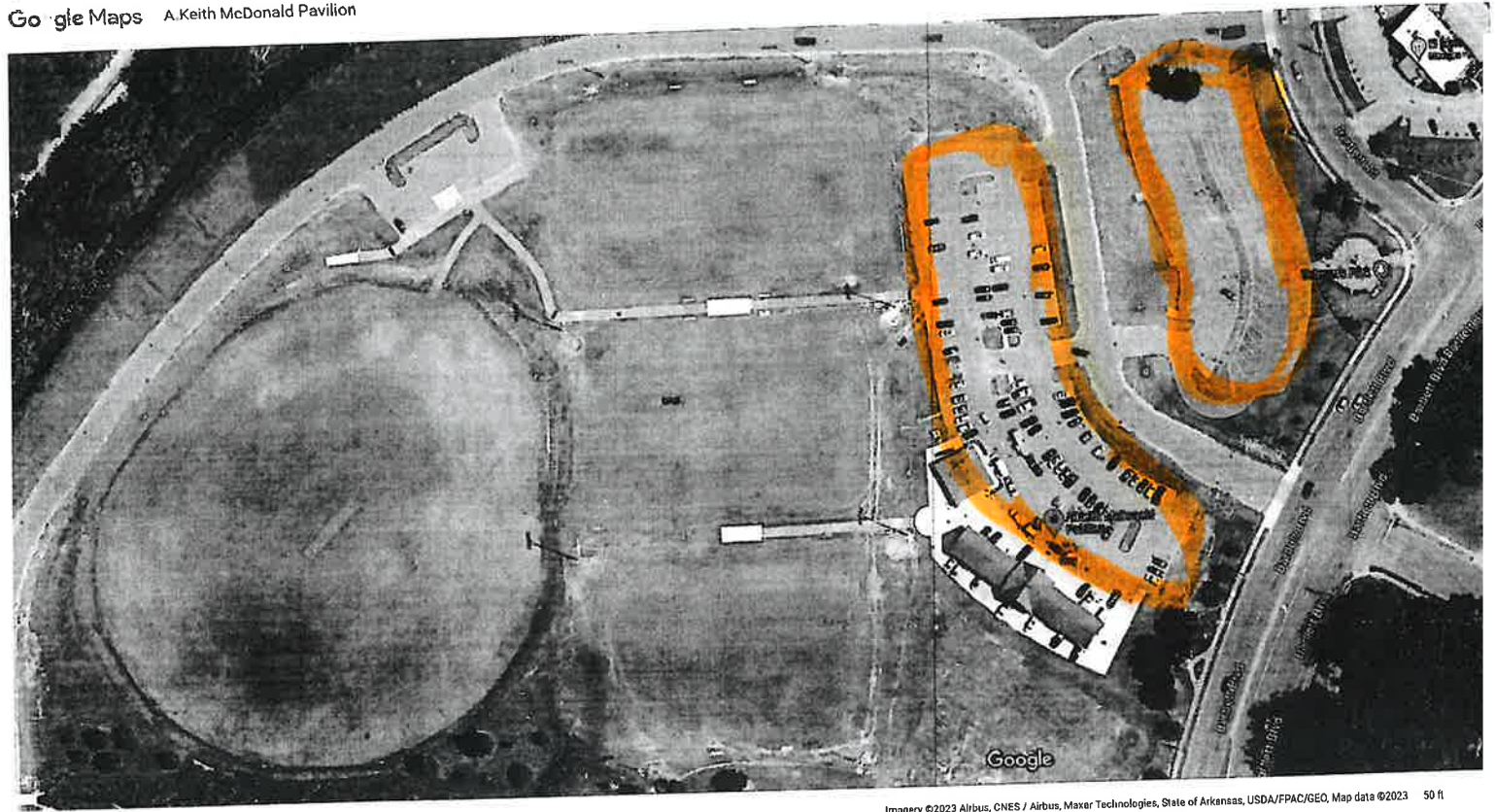
Type 1, 2 and 3 special events (as defined in part B) may be issued a special event permit by the Permitting Official on the form provided by the City when all of the following conditions have been satisfied and continue to be met throughout the special event:

	OK ✓ or X	N/A		Comments
39			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.	

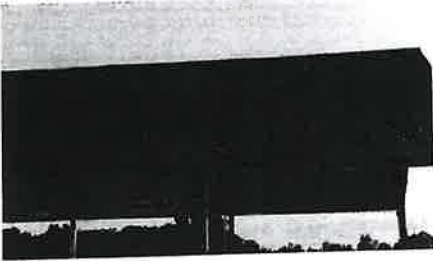




Go · gle Maps A.Keith McDonald Pavilion



Imagery ©2023 Airbus, CNES / Airbus, Maxar Technologies, State of Arkansas, USDA/FPAC/GEO, Map data ©2023 50 ft



A.Keith McDonald Pavilion

4.7 ★★★★★ (3)
Park

Overview

Reviews

About



Directions



Save



Nearby



Send to
phone



Share

✓ Dogs allowed



2629 Bartlett Blvd, Bartlett, TN 38134

Located in: W.J. Freeman Park



cityofbartlett.org



54X,J+M6 Bartlett, Tennessee



Claim this business

Suggest an edit

Add missing information

Popular times Mondays

Attachment: Memphis Classic Chevy Club Car Show (3728 : Memphis Classic Chevy Club Car Show)

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 03/11/25 06:00 PM
Department: Code Enforcement
Category: Special event permit
Prepared By: Laura Jenkins
Department Head: Trey Arthur

Special event permit for Running of the Rams 5K Run/Walk.



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

3573 Oak Road 38135
 Address Zip Code
April 25, 2025 4-10 pm
 Dates of the Event Hours of the Event
5K Run/Walk Fundraiser
 Type of Event (Fund Raiser, Seasonal, Tent Sale, Sidewalk Sale, Public Attraction)
BCS, Susan Lawson
 Property Owner
Oak Elementary PTO, Betsy Smith 3573 Oak Rd., 38135
 Special Event Permit Applicant Address of Applicant
901-848-8748 901-373-1415
 Phone Number Fax Number

Check all items that apply:

For information call (901) 385-6425.

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

\$60.00 Special Event Fee
\$5.00 Permit Issuing Fee
\$7.00 Software Fee
\$ 3% Credit Card Fee
\$ Total Permit Fee

Betsy Smith
 Responsible Person Signature and Printed Name

2/4/25
 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: Oak Elementary 5K RunWalk (3729 : Running of the Rams-5K Run/Walk)

Special Event Checklist

Event: Running of the Rams 5K Run / Walk
 Location: Oak Elementary School
 Dates: Friday, April 25, 2025 4-10 PM

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.	See map attached
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.	See map attached
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	Friday 4-25-25 4-10pm
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		✓		Traffic circulation. 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			✓	Street closings. 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.	Porta 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.	Stage w/ music

	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.	BPD will be closing parts of Oak Rd. in sections due to runners
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.	Copy enclosed

4/25/02

Page 6 of 9

Attachment: Oak Elementary 5K Run/Walk (3729 : Running of the Rams-5K Run/Walk)

Conditions

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

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

Special event permit application, content and submission requirements

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

The application shall set forth and contain the following information:

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

Running of the Rams 5K 2025
Oak Elementary PTO
3573 Oak Road Bartlett, TN 38135

February 2, 2025

To Whom It May Concern;

I grant my permission for Oak Elementary PTO to host the 12th Annual Running of the Rams 5k event on the property of Oak Elementary School located at 3573 Oak Road in Bartlett, TN on April 25, 2025 from 4:00-10:00 pm.

Sincerely,

A handwritten signature in cursive script that reads "Susan Lawson".

Susan Lawson
Principal

Attachment: Oak Elementary 5K RunWalk (3729 : Running of the Rams-5K Run/Walk)



ASSOCIATION
INSURANCE
MANAGEMENT INC

MEMBER CERTIFICATE OF INSURANCE

09/23/2024

Thank you for purchasing your insurance from AIM. This is your Member Certificate and should be kept with your permanent records.

Named Insured Member (mailing address):

Oak Elementary PTO
Jennifer Smith or Current Officer
3573 Oak Rd
Bartlett, TN 38135

Named Insured & Mailing Address

Education Support Purchasing Group
c/o AIM
P.O. Box 742946
Dallas, TX 75374-2946

Producer Name

AIM Association Insurance
Management, Inc.
P.O. Box 742946
Dallas, TX 75374-2946

Named Insured Member (physical address):

3573 Oak Rd
Bartlett, TN 38135

Insured #: TN152012

Coverage	Policy #	Effective Dates	Deductible	Limits of Insurance	
General Liability Concert Specialty Insurance Company	GL2024AIM17977	10/01/24 - 10/01/25	\$0	Per Occurrence	\$1,000,000
		10/01/24 - 10/01/25		Damage to Rented Premises	\$50,000
		10/01/24 - 10/01/25		Extended Medical	\$25,000
		10/01/24 - 10/01/25		Personal & Advertising Injury	\$1,000,000
				General Aggregate	\$2,000,000
				Products - Comp/Ops	\$2,000,000
Fidelity Bond (Crime) Concert Specialty Insurance Company	CR2024AIM13366	10/01/24 - 10/01/25	\$250	Per Occurrence / Aggregate	\$50,000
Property (Business Personal) Concert Specialty Insurance Company	IM2024AIM02913	10/01/24 - 10/01/25	\$250	Per Occurrence / Aggregate	\$10,000
Directors and Officers Concert Specialty Insurance Company	DO2024AIM15109	10/01/24 - 10/01/25	\$0	Per Occurrence / Aggregate	\$1,000,000

Retroactive Date: 10/01/2019

Certificate Holder:

Proof of Insurance

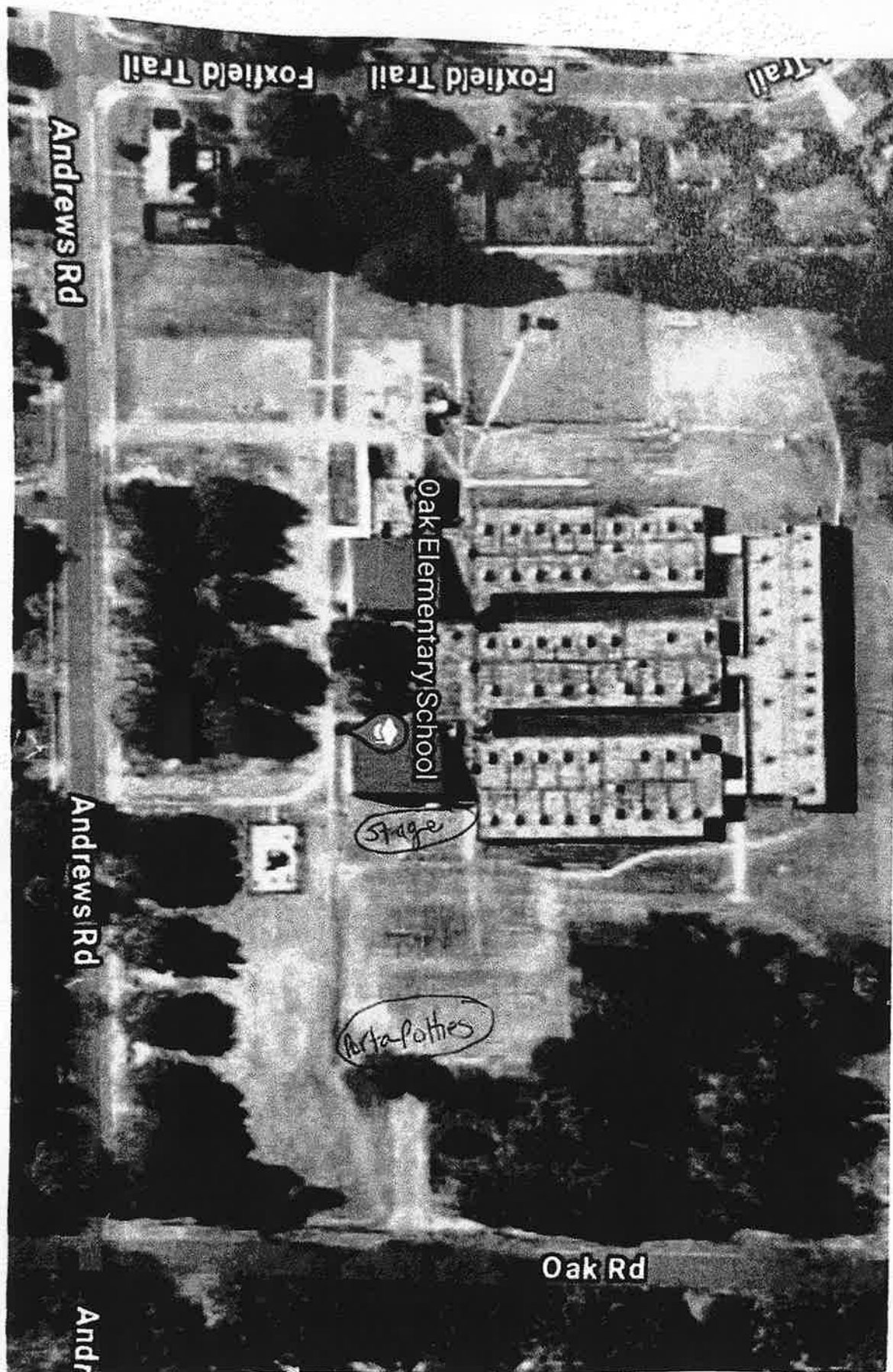
This member certificate, together with the common policy conditions, coverage part(s), coverage form(s), and endorsements, if any complete the above numbered policy. Copies of the Master Policies are available upon request.

AUTHORIZED REPRESENTATIVE

Print Date: 9/23/2024

Attachment: Oak Elementary 5K RunWalk (3729 : Running of the Rams-5K Run/Walk)





Attachment: Oak Elementary 5K RunWalk (3729 : Running of the Rams-5K Run/Walk)

Laura Jenkins

From: Oak Elementary 5K Fundraiser <oakrams5krace@gmail.com>
Sent: Wednesday, February 12, 2025 5:11 PM
To: Laura Jenkins
Subject: [External]Re: [External]Re: [External]Re: [External]Re: Special Event Check List

WARNING

This email originated from outside of The City of Bartlett. **Do not click links or open attachments unless you recognize the sender and know that the content is safe.**

Let me know if this works or if I need to have them word a more formal email all together. I can do that too, thanks!

On Wed, Feb 12, 2025 at 1:27 PM Oak Elementary 5K Fundraiser <oakrams5krace@gmail.com> wrote:

Good Evening Ms. Smith,
 I have been reassigned to a different division of the department and will no longer be handling the 5-K's. I have copied the new supervisor of the Traffic Division (Lt. Garrett Mack) to this email for the final say so on the approval of the route. However, I am sure the department will be happy to assist with this race in the same manner we have in years past. He'll get back with you when he returns to work this week.

In the meantime, if you have any additional questions or concerns, feel free to reach back out to me.

Respectfully,
 Capt. David Hines

Sent from my iPhone

On Jan 20, 2025, at 9:54 AM, Oak Elementary 5K Fundraiser
 <oakrams5krace@gmail.com> wrote:

WARNING

This email originated from outside of The City of Bartlett. **Do not click links or open attachments unless you recognize the sender and know that the content is safe.**



Garrett Mack <gmack@bartlettspolice.org>

to me, Robert



Attachment: Oak Elementary 5K RunWalk (3729 : Running of the Rams-5K Run/Walk)

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 03/11/25 06:00 PM
Department: Code Enforcement
Category: Special event permit
Prepared By: Laura Jenkins
Department Head: Trey Arthur

Special event permit for Bartlett Bayou Bash Crawfish Festival.



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

2699 Bartlett Blvd (A. Keith McDonald Pavilion) 38134
Address Zip Code

Saturday, March 29, 2025
Dates of the Event Hours of the Event

Bartlett Bayou - Crawfish Festival
Type of Event (Fund Raiser, Seasonal, Tent Sale, Sidewalk Sale, Public Attraction)

City of Bartlett
Property Owner

Debbie Gelweau, Director Community Relations - 5868 Stage Rd
Special Event Permit Applicant Address of Applicant

901-385-5589
Phone Number Fax Number

Check all items that apply:

For information call (901) 385-6425.

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

<u>\$60.00</u>	Special Event Fee
<u>\$5.00</u>	Permit Issuing Fee
<u>\$7.00</u>	Software Fee
<u>\$</u>	3% Credit Card Fee
<u>\$</u>	Total Permit Fee

Debbie Gelweau
Responsible Person Signature and Printed Name

2/17/2025
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: Bartlett Bayou Bash Crawfish Festival (3730 : Bartlett Bayou Bash Crawfish Festival)

Special Event Checklist

Event: Bartlett Bayou Bash Crawfish Festival
 Location: A. Keith McDonald Pavilion @ W.J. Fricman Park
 Dates: Saturday, March 29

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		✓		Location. Special events that do not require the use of public right-of-way shall be conducted on private property in a commercial or industrial zoning district, except that non-profit organizations may conduct special events on any property where the owner has granted permission.	Event will be in & Around the Pavilion only
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.	Ragw Cajun will be cooking - All health permits will be posted
4			✓	Land-use compatibility. The special event shall be compatible with the purpose and intent of this Section and with adjacent land uses.	
5		✓		The special event shall not impair the normal, safe and effective operation of a permanent use on the same site.	
6		✓		The special event shall not endanger or be detrimental to the public health, safety or welfare or injurious to property or improvements in the immediate vicinity of the special event, given the nature of the activity, its location on the site and its relationship to parking and access points.	
7		✓		Compliance with other regulations. All structures shall meet all applicable provisions of the Building Code.	
8			✓	Any temporary structure shall be promptly removed upon the cessation of the event. Within forty-eight (48) hours of cessation of the event, the site shall be returned to its previous condition, including the removal of all litter, signage, attention-attracting devices or other evidence of the special event. If the site is not returned to its previous condition, the City may restore the site at the event coordinator's expense.	

	Sub- mitted ✓ or X	OK	N/A		Comments										
9	✓	✓		<i>Hours of operation and duration.</i> The duration and hours of operation of a special event shall be consistent with the surrounding land uses. The total duration of a special event shall not exceed the duration set forth in Table VI.27-1; however, the duration of the special event may be modified by conditions attached to the issuance of the special event permit, as set forth in Section 27.F. Table V.27-1: Special Event Maximum Duration <table><tr><th>Type of Special Event</th><th>Duration</th></tr><tr><td>Type 1: Noncommercial</td><td>30 days</td></tr><tr><td>Type 2: Special Seasonal</td><td>90 days</td></tr><tr><td>Type 3: Commercial</td><td>14 days</td></tr><tr><td>Type 4: Public Attractions</td><td>14 days</td></tr></table>	Type of Special Event	Duration	Type 1: Noncommercial	30 days	Type 2: Special Seasonal	90 days	Type 3: Commercial	14 days	Type 4: Public Attractions	14 days	Hours 11 AM - 7:30 PM MUSIC - 1 pm - 7:30 pm
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.	Mason Jambon, owner of Ragin Cajun will have All-Health Beer permits posted - On the Mar Beer Board Agenda
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.	no street closings

	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.	Public restrooms At Park City Extra trash carts
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.	site map included
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.	city sponsored Event- will use PARKS- PW- Police Fire AS needed
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.	Ragin Cajun COI included

Conditions

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

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

Special event permit application, content and submission requirements

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

The application shall set forth and contain the following information:

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



Laissez les bon temps rouler! 🦞❤️ We are proud to announce the first annual Bartlett Bayou Bash hosted by Ragin' Cajun restaurant. Come join us for Bartlett's first crawfish boil with live music and fun for the whole family!

Band run of show:

1:00 pm-3:00 pm - Isabella & Sebastian

3:15 pm -5:15 pm - Mighty Souls Brass Band

5:30 pm- 7:30 pm - Hope Clayburn's Soul Scrimmage



David Parsons, *Mayor*
Paul Wright, *Parks Director*

February 4, 2025

City of Bartlett
Code Enforcement
6382 Stage Road
Bartlett, TN 38134

Mason Jambon, owner of Ragin' Cajun restaurant in City of Bartlett, has requested the use of A. Keith McDonald Pavilion and surrounding parking area on Saturday, March 29, 2025 to host an event. The event is Bartlett Bayou Bash crawfish festival. Live music, family activities and food trucks will be available for the public as part of this event. All fees for use of the pavilion and surrounding area will be waived.

Permission is hereby given by Bartlett Parks and Recreation Department pending approval by Code Enforcement.

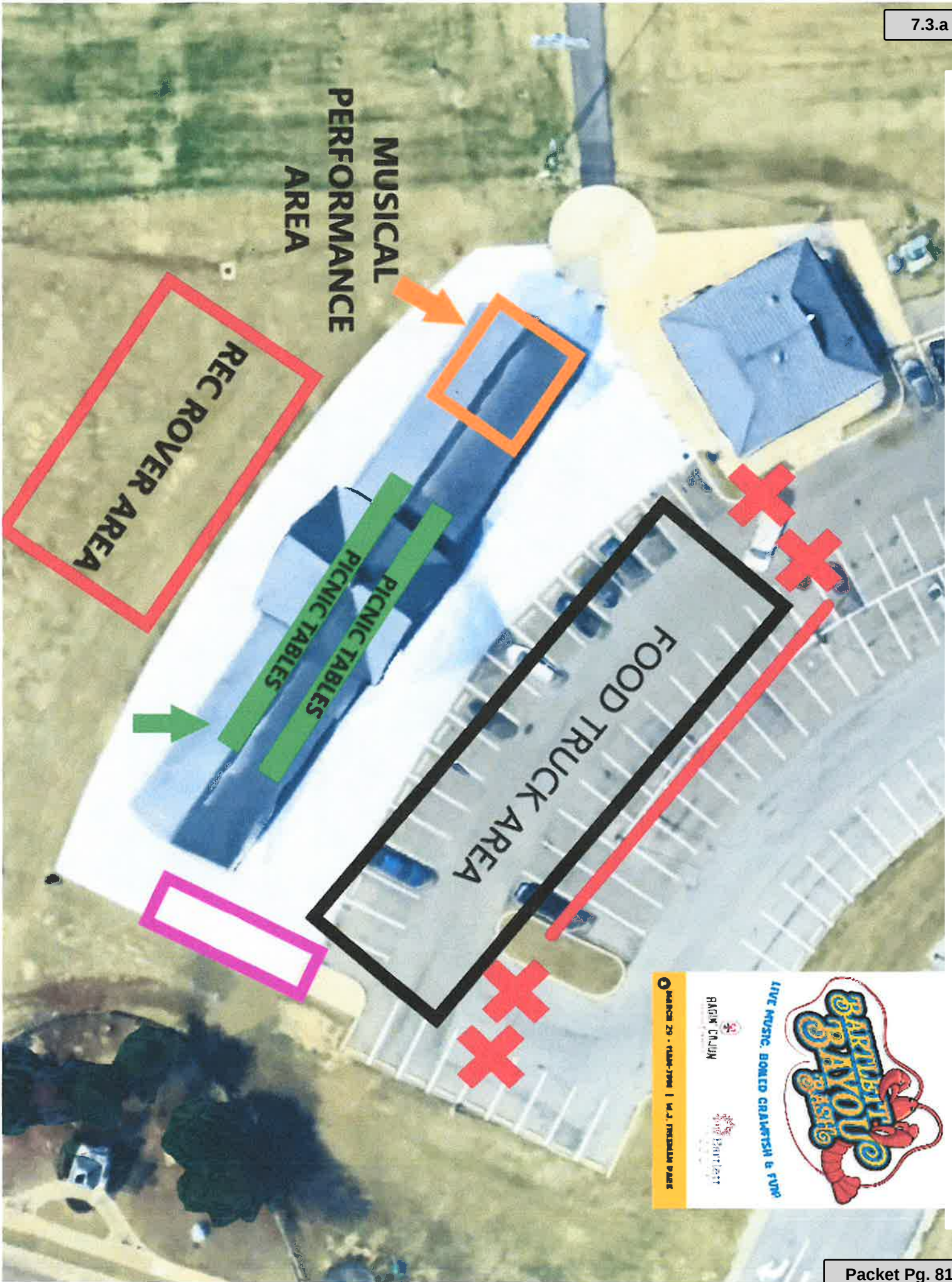
Sincerely,

A handwritten signature in blue ink, appearing to read "P. Wright".

Paul Wright, CPRE
Director Parks and Recreation Department
City of Bartlett

cc: Debbie Gelineau
dgelineau@cityofbartlett.org

Attachment: Bartlett Bayou Bash Crawfish Festival (3730 : Bartlett Bayou Bash Crawfish Festival)



Attachment: Bartlett Bayou Bash Crawfish Festival (3730 : Bartlett Bayou Bash Crawfish Festival)



CERTIFICATE OF LIABILITY INSURANCE

7.3.a

DATE (MM/DD/YYYY)

2/14/2025

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 Clay and Land Insurance, Inc. 866 Ridgeway Loop Rd Suite 200 Memphis TN 38120	CONTACT NAME: Lannon Craig PHONE (A/C, No, Ext): (901) 767-3600 E-MAIL ADDRESS: loraig@clayandland.com FAX (A/C, No): INSURER(S) AFFORDING COVERAGE INSURER A: Society Insurance INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	NAIC # 15261
INSURED Ragin Cajun Seafood & Po Boys LLC 2740 Bartlett Rd Bartlett TN 38134-4551		

COVERAGES**CERTIFICATE NUMBER:** Master 24-25**REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:			BP10047628	10/3/2024	10/3/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 1,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☒ HIRED AUTOS ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS			BP10047628	10/3/2024	10/3/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	☒ UMBRELLA LIAB ☐ EXCESS LIAB DED ☐ RETENTION \$			CU10047632	10/3/2024	10/3/2025	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WC10047631	10/3/2024	10/3/2025	☒ PER STATUTE ☒ OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Liquor Liability			LL10047630	10/3/2024	10/3/2025	Each Common Cause Limit 1,000,000 Aggregate Limit 1,000,000

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

CERTIFICATE HOLDER

dgelineau@cityofbartlett.org

City of Bartlett
5866 Stage Road
Bartlett, TN 38134**CANCELLATION**

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

J McDonnell, Jr./CB1

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 03/11/25 06:00 PM
Department: Code Enforcement
Category: Special event permit
Prepared By: Laura Jenkins
Department Head: Trey Arthur

Special Event Permit for Blues and BBQ Memorial.



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

3700 N. Germantown Road, Bartlett, Tennessee 38133
 Address Zip Code

Saturday, March 29, 2025 1:00pm - 4:00pm
 Dates of the Event Hours of the Event

Blues & BBQ Memorial Event (not for profit) Type 4
 Type of Event (Fund Raiser, Seasonal, Tent Sale, Sidewalk Sale, Public Attraction)

Memphis Funeral Home & Memorial Gardens
 Property Owner

Chad Smith (general manager) 3700 N. Germantown Road
Bartlett, TN 38133
 Special Event Permit Applicant Address of Applicant

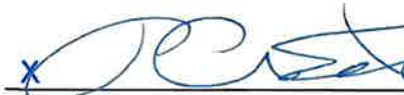
901-305-1427 None
 Phone Number Fax Number

Check all items that apply:

For information call (901) 385-6425.

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

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

 P. Chad Smith-general manager 02/18/2025
 Responsible Person Signature and Printed Name Date

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

APPROVAL

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

Attachment: Blues and BBQ Memorial Event (3733 : Blues and BBQ Memorial Event)

Special Event Checklist

Event: Blues & BBQ Memorial Event

Location: Memphis Funeral Home & Memorial Gardens-Bartlett

Dates: Saturday, March 29, 2025

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	
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		N/A	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.	3 hours
26		N/A	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		N/A	The provision of traffic control or security personnel to ensure the public safety and convenience.	
28		N/A	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			N/A	Written approval from the property owner agreeing to the proposed event, if the applicant is not the same as the property owner.	
32	✓			Description of the site on which the proposed event is to be held.	
33	✓			Date of the proposed event.	
34	✓			A narrative written description of the proposed event, the hours of operation, anticipated attendance, and any buildings/ structures, signs or attention-attracting devices proposed to be used in conjunction with the event, as well as a statement that the standards set forth in this Section have been satisfied. The narrative written description shall also state what public streets, if any, are requested to be used for the special event.	
35	✓			A site plan in the form and the level of detail as required by the Permitting Official, showing the location of all existing or proposed uses, structures, parking areas, outdoor display areas, signs, streets, and property lines.	
36	✓			Location and number of proposed temporary public toilets.	
37			N/A	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			N/A	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.	



Memphis Funeral Home & Memorial Gardens
3700 N. Germantown Road
Bartlett, TN 38133
Phone: 901.725.0100

February 18, 2025

City of Bartlett
Code Enforcement
Bartlett, Tennessee

To whom it may concern,

Memphis Funeral Home and Memorial Gardens, 3700 N. Germantown Rd., Bartlett, TN is requesting an event permit for our 2nd Annual Blues & BBQ Memorial Event. We are planning for Saturday, March 29, 2025 on the property in an open grassy area northeast of our water feature.

This is a non-profit event and just a time to give back to our families we have served that have inquired about this event. The event will begin at 1:00 p.m. until 4:00 p.m. with the anticipated attendance being approximately 150 persons.

The event will not impede traffic within the public streets in close, proximity of the business or cause any issues with the public. All parking will be private on our property.

Sincerely,

P. Chad Smith
Memphis Market Manager
Memphis Funeral Home and Memorial Gardens
3700 N. Germantown Road
Bartlett, Tennessee 38133



CERTIFICATE OF LIABILITY INSURANCE

 DATE(MM/DD/YYYY)
02/12/2025

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

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

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

COVERAGES
CERTIFICATE NUMBER: 570110848982

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,

Limits shown are as requested

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ Morticians/Cemetery Prof. GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC ☐ OTHER			MWZY31311824 SIR applies per policy terms & conditions	05/01/2024	05/01/2025	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) Excluded PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$10,000,000 PRODUCTS - COM/OP AGG Included
A	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY			MWTB-313117-24 AOS MWTB-313120-24 NH Primary MWZX 313116-24 NH Excess	05/01/2024	05/01/2025	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION						EACH OCCURRENCE AGGREGATE
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT E.L. DISEASE-EA EMPLOYEE E.L. DISEASE-POLICY LIMIT

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

RE: Location No. 0716 - Memphis Funeral Home and Memorial Gardens, 3700 North Germantown Parkway, Bartlett, TN 38133.

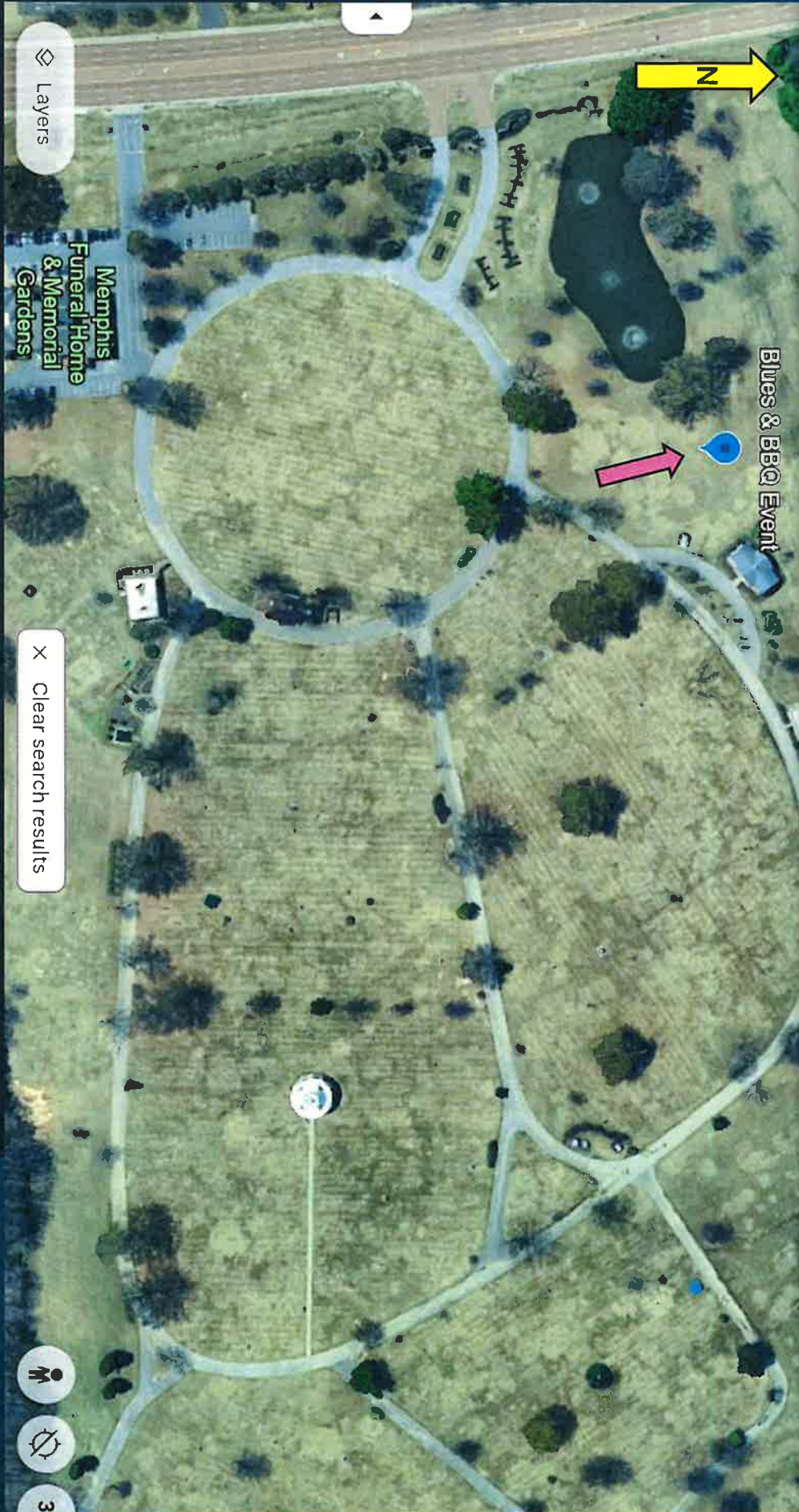
CERTIFICATE HOLDER
CANCELLATION

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

Holder Identifier:

Certificate No.: 570110848982

Attachment: Blues and BBQ Memorial Event (3733 : Blues and BBQ Memorial Event)



Attachment: Blues and BBQ Memorial Event (3733 : Blues and BBQ Memorial Event)

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 03/11/25 06:00 PM

Department: Finance

Category: Report

Prepared By: Eric Phan

Department Head: Dick Phebus

Treasurer's Report for January 2025.



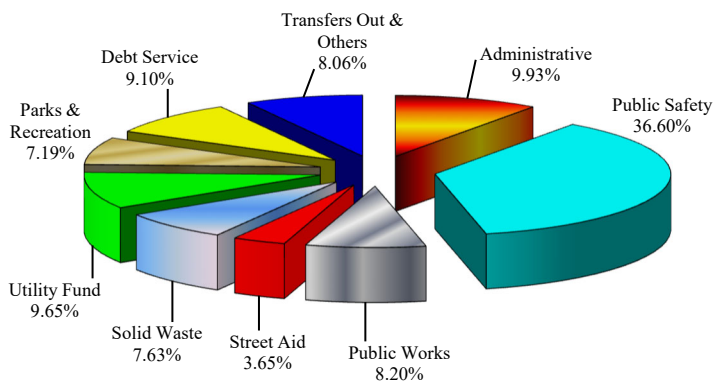
City of Bartlett

FINANCIAL REPORT

January 31, 2025

Total Expenditures, FY 2025 Budget: \$100,937,114

WHERE THE \$ GOES (Does not include School)

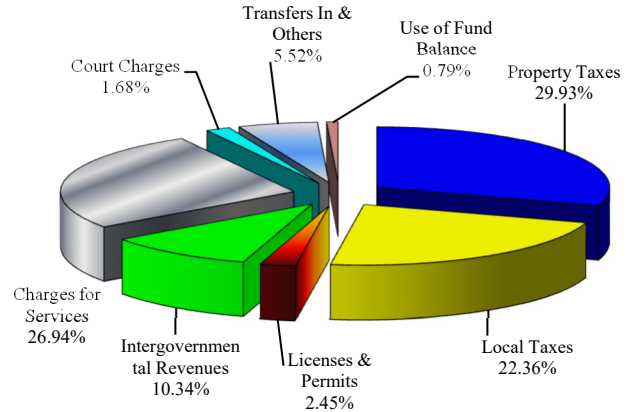


BUDGET HIGHLIGHTS

- June 30, 2024 year-to-date actual is audited.
- Property tax bills were mailed in October and are due February 28.
- Delinquent 2023 property taxes were submitted to the Trustee for collection.
- Fiscal Year 2026 budgets are being prepared by the departments now.

Total Revenues, FY 2025 Budget: \$100,937,114

WHERE THE \$ COMES FROM (Does not include School)



FY 2025 YEAR-TO-DATE For The Period Ending January 31, 2025

	Adopted Budget	Year-to-Date Actual
General Fund Expenditures		
Administrative	\$ 8,929,661	\$ 5,075,939
Public Safety	36,477,170	21,595,029
Public Works	7,488,894	4,273,281
Parks and Recreation	6,269,135	3,724,601
Performing Arts	861,880	555,029
Transfers & Other Gen. Fund Items	5,046,519	4,931,019
Subtotal	\$ 65,073,258	\$ 40,154,896
General Fund Revenues		
Property Taxes	\$ 30,212,000	\$ 19,385,499
Local Taxes	17,700,000	7,772,931
Building and Development Fees	2,477,000	1,169,267
Intergovernmental	8,415,000	3,502,057
Charges for Services	3,371,870	2,001,371
Court Charges	1,437,000	963,528
Other Revenue	1,460,388	776,883
Subtotal	\$ 65,073,258	\$ 35,571,535
Special Rev. Funds - Expenditures	\$ 13,909,195	\$ 7,134,390
Special Rev. Funds - Revenues	\$ 13,909,195	\$ 10,970,575
Utility Expenses	\$ 13,345,921	\$ 8,315,600
Utility Revenues	\$ 13,345,921	\$ 7,936,095
Debt Service Expenditures	\$ 8,608,740	\$ 7,007,801
Debt Service Revenues	\$ 8,608,740	\$ 5,535,007
Total Expenditures	\$ 100,937,114	\$ 62,612,687
Total Revenues	\$ 100,937,114	\$ 60,013,213

Note: FY 2025 Adopted Budget includes use of fund balance in the General Fund, Special Revenue Funds, Utility Fund and the Debt Service Fund.

Attachment: Jan25FinRpt (3741 : Treasurer's Report for January 2025)



City of Bartlett -- Financial Summary

For The Period Ending For The Period Ending January 31, 2025



	FY 2024 Audited Actual	FY 2025 Adopted Budget	Increase/ Decrease in \$	Year-to-Date Actual FY 2024	Year-to-Date Actual FY 2025	Increase/ Decrease in \$	Percent of FY 2024 Actual	Percent of FY 2025 Budget	Increase/ Decrease in %
General Fund Expenditures									
Administrative	\$ 7,853,574	\$ 8,929,661	\$ 1,076,087	\$ 4,373,250	\$ 5,075,939	\$ 702,688	55.68%	56.84%	1.16%
Public Safety	33,969,752	36,477,170	2,507,418	19,977,172	21,595,029	1,617,857	58.81%	59.20%	0.39%
Public Works	7,170,493	7,488,894	318,401	4,026,542	4,273,281	246,739	56.15%	57.06%	0.91%
Parks and Recreation	7,045,366	6,269,135	(776,231)	4,516,827	3,724,601	(792,227)	64.11%	59.41%	-4.70%
Performing Arts	862,087	861,880	(207)	488,726	555,029	66,303	56.69%	64.40%	7.71%
Transfers & Other Gen. Fund Items	6,835,242	5,046,519	(1,788,723)	6,728,665	4,931,019	(1,797,646)	98.44%	97.71%	-0.73%
Total General Fund Expenditures	\$ 63,736,513	\$ 65,073,258	\$ 1,336,746	\$ 40,111,182	\$ 40,154,896	\$ 43,715	62.93%	61.71%	-1.23%
General Fund Revenues									
Property Taxes	\$ 29,420,768	\$ 30,212,000	\$ 791,232	\$ 18,885,219	\$ 19,385,499	\$ 500,280	64.19%	64.16%	-0.03%
Local Taxes	17,532,028	17,700,000	167,972	7,240,507	7,772,931	532,424	41.30%	43.91%	2.62%
Building and Development Fees	2,672,237	2,477,000	(195,237)	1,445,214	1,169,267	(275,947)	54.08%	47.20%	-6.88%
Intergovernmental	8,300,946	8,415,000	114,054	3,345,275	3,502,057	156,782	40.30%	41.62%	1.32%
Charges for Services	4,301,747	3,371,870	(929,877)	2,627,483	2,001,371	(626,113)	61.08%	59.35%	-1.72%
Court Charges	1,357,313	1,437,000	79,687	797,498	963,528	166,030	58.76%	67.05%	8.30%
Other Revenue	1,306,563	1,460,388	153,825	543,053	776,883	233,831	41.56%	53.20%	11.63%
Total General Fund Revenues	\$ 64,891,601	\$ 65,073,258	\$ 181,658	\$ 34,884,248	\$ 35,571,535	\$ 687,287	53.76%	54.66%	0.91%
Special Revenue Funds									
Street Aid Fund	\$ 2,814,903	\$ 3,680,000	\$ 865,097	\$ 913,987	\$ 1,378,149	\$ 464,162	32.47%	37.45%	4.98%
Solid Waste Fund	7,878,391	7,758,377	(120,014)	4,343,581	4,257,495	(86,086)	55.13%	54.88%	-0.26%
General Improvement Fund	1,110,482	1,090,800	(19,682)	511,024	430,043	(80,980)	46.02%	39.42%	-6.59%
Drug Enforcement Fund	184,004	334,500	150,496	130,662	121,163	(9,499)	71.01%	36.22%	-34.79%
DEA Enforcement Fund	18,726	134,994	116,268	982	31,436	30,454	5.24%	23.29%	18.04%
Drainage Control Fund	133,691	785,524	651,833	79,270	639,639	560,369	59.29%	81.43%	22.13%
Park Improvement Fund	0	125,000	125,000	0	0	0	0.00%	0.00%	0.00%
E-Citation Fund	12,907	0	(12,907)	3,099	16,936	13,837	0.00%	0.00%	0.00%
Grant Funds	7,541,552	0	(7,541,552)	4,694,574	259,529	(4,435,045)	62.25%	0.00%	-62.25%
Special Revenue Funds - Expenditures	\$ 19,694,656	\$ 13,909,195	\$ (5,785,461)	\$ 10,677,179	\$ 7,134,390	\$ (3,542,789)	54.21%	51.29%	-2.92%
Special Revenue Funds - Revenues	\$ 17,542,819	\$ 13,909,195	\$ (3,633,624)	\$ 9,349,412	\$ 10,970,575	\$ 1,621,163	53.29%	78.87%	25.58%
Utility Fund									
Total Utility Operations	\$ 13,951,499	\$ 12,771,741	\$ (1,179,758)	\$ 9,901,466	\$ 7,833,749	\$ (2,067,717)	70.97%	61.34%	-9.63%
Total Utility Debt Expenses	1,132,204	574,180	(558,024)	1,120,677	481,851	(638,825)	98.98%	83.92%	-15.06%
Total Utility Expenses	\$ 15,083,703	\$ 13,345,921	\$ (1,737,782)	\$ 11,022,142	\$ 8,315,600	\$ (2,706,542)	73.07%	62.31%	-10.77%
Total Utility Revenues	\$ 14,715,845	\$ 13,345,921	\$ (1,369,924)	\$ 7,480,457	\$ 7,936,095	\$ 455,638	50.83%	59.46%	8.63%
Debt Service Fund									
Total Debt Service Expenditures	\$ 11,802,966	\$ 8,608,740	\$ (3,194,226)	\$ 10,182,085	\$ 7,007,801	\$ (3,174,284)	86.27%	81.40%	-4.86%
Total Debt Service Revenues	\$ 9,526,476	\$ 8,608,740	\$ (917,736)	\$ 6,593,027	\$ 5,535,007	\$ (1,058,020)	69.21%	64.30%	-4.91%
Total Expenditures	\$ 110,317,838	\$ 100,937,114	\$ (9,380,724)	\$ 71,992,587	\$ 62,612,687	\$ (9,379,901)	65.26%	62.03%	-3.23%
Total Revenues	\$ 106,676,741	\$ 100,937,114	\$ (5,739,626)	\$ 58,307,144	\$ 60,013,213	\$ 1,706,069	54.66%	59.46%	4.80%

Attachment: Jan25FinRprt (3741 : Treasurer's Report for January 2025)

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

Meeting: 03/11/25 06:00 PM
Department: Board of Mayor and Aldermen
Category: Appointment
Prepared By: Jeanie Underwood
Department Head: David Parsons

AGENDA ITEM

Appoint Lisa Ernest to the Pension Board and to The Retirement Plan Committee.

Lisa Ernest will fill Danny Baxter's unexpired term. The term will expire December 31, 2026.

PENSION BOARD

(Defined Benefit Plan)

NAME	TERM EXPIRES	NEW/ RE-APPOINT
Ernest, Lisa	12/31/2026	New Appointment (filling Danny Baxter's unexpired term)
Stewart, Dustin	n/a	New Appointment (Interim for Patrick Cici)

BOARD MEMBER

APPOINTMENT

MARCH 11, 2025

THE RETIREMENT PLAN COMMITTEE (Cash Balance Plan)

NAME	TERM EXPIRES	NEW/ RE-APPOINT
Ernest, Lisa	12/31/2026	New Appointment (filling Danny Baxter's unexpired term)
Stewart, Dustin	n/a	New Appointment (Interim for Patrick Cici)

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 03/11/25 06:00 PM
Department: Board of Mayor and Aldermen
Category: Appointment
Prepared By: Jeanie Underwood
Department Head: David Parsons

**Appoint Dustin Stewart as an Interim to the Pension Board
and to The Retirement Plan Committee.**

Appoint Dustin Stewart as Interim for Captain Patrick Cici.

PENSION BOARD

(Defined Benefit Plan)

NAME	TERM EXPIRES	NEW/ RE-APPOINT
Ernest, Lisa	12/31/2026	New Appointment (filling Danny Baxter's unexpired term)
Stewart, Dustin	n/a	New Appointment (Interim for Patrick Cici)

BOARD MEMBER

APPOINTMENT

MARCH 11, 2025

THE RETIREMENT PLAN COMMITTEE (Cash Balance Plan)

NAME	TERM EXPIRES	NEW/ RE-APPOINT
Ernest, Lisa	12/31/2026	New Appointment (filling Danny Baxter's unexpired term)
Stewart, Dustin	n/a	New Appointment (Interim for Patrick Cici)



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

RESOLUTION (ID # 3742)

Meeting: 03/11/25 06:00 PM
Department: Human Resources Department
Category: Policy
Prepared By: Penny Medlock
Initiator: Lori Von Bokel-Amin
Sponsors:
DOC ID: 3742

Resolution 9-25, Amendment No. 1 to the Amended and Restated Retirement System of the City of Bartlett Defined Benefit Plan.

WHEREAS, the City of Bartlett, Tennessee (the “Employer”) has established a contributory retirement plan known as the “Retirement System of the City of Bartlett Defined Benefit Plan,” adopted effective July 1, 1989, (the “Plan”); and

WHEREAS, the Employer amended and restated the Plan effective May 17, 2017; and

WHEREAS, the Employer retains the right to amend the Plan and has determined the Plan should be amended as follows; and

WHEREAS, the Employer desires to adopt Amendment No. 1 to the Plan to incorporate the modifications as outlined below; and

WHEREAS, Amendment No. 1 has been presented to and approved by the Retirement Plan Committee who serves as Plan Administrator for the Plan and who recommends this Amendment No. 1 for adoption by the Board of Mayor and Aldermen of the City of Bartlett, Tennessee;

NOW, THEREFORE, BE IT RESOLVED, the Plan is amended as follows:

- I. Article IV shall be amended by the addition of the following Section 4.04 PARTICIPANT CONTRIBUTION –REFUND, as follows:

4.04 PARTICIPANT CONTRIBUTION – SURVIVOR BENEFIT. If a Participant dies while employed without a preretirement survivor benefit or Line of Duty Death Benefit payable under Section 9.01, or before the aggregate of the monthly payments under the Plan paid to the Participant and any survivor preretirement benefit or Line of Duty Death Benefit paid to a Spouse or Eligible Beneficiaries total an amount that is at least equal to the Participant’s “picked up” contributions under this Article IV, the excess of the Participant’s “picked up” contributions shall be paid as a survivor benefit as provided in Section 9.01(D).

2. Section 9.01(C) of the Plan shall be deleted in its entirety and the following Section 9.01(C) substituted therefor as Section 9.01(C):

(C) Commencement of Benefits and Surviving Spouse Elections.

Except as provided below, the Board of Administration will direct the Custodian to distribute the preretirement survivor benefit as soon as administratively practicable following the close of

the Plan Year in which the latest of the following events occurs: (i) the Participant's death (ii) the date the Board of Administration receives notification of or otherwise confirms the Participant's death, or (iii) the date the Board of Administration receives a completed and proper application for the survivor benefit.

Notwithstanding the foregoing, the surviving Spouse of a Participant who had been credited with not less than fifteen (15) Years of Credited Service as of the Participant's date of death may elect to have the Custodian defer payment of the preretirement survivor benefit at any time following the date of the Participant's death, but may not defer payment later than the applicable mandatory distribution period described in Article X. The value of the preretirement survivor annuity at the time of actual commencement must equal the Actuarial Equivalent of the preretirement survivor annuity calculated in accordance with Section 9.01(B), but shall not be increased if the Spouse elects to defer benefits beyond the earliest retirement age under the Plan.

3. Section 9.01 of the Plan shall be amended to add as Section 9.01(D) the following:

(D) Participant Contribution – Survivor Distribution. If a Participant dies while employed without a preretirement survivor or Line of Duty Death Benefit payable to a Spouse or any Eligible Beneficiary, or before the aggregate of the monthly payments under the Plan paid to the Participant and any preretirement survivor or Line of Duty Death Benefit total an amount that is at least equal to the Participant's "picked up" contributions under Article IV, then the Participant's "picked up" contributions in excess of the aggregate of monthly payments received by the Participant and any Spouse and Eligible Beneficiary(ies) as provided by the Plan shall be refunded, without interest or earnings thereon, (i) to the Participant's Spouse continuously married throughout the one year period ending on the Annuity Starting Date as provided in and as such term is defined in Article I, or (ii) if there is no Spouse as defined in (i) above, to the Participant's Eligible Beneficiaries in equal shares, as the term Eligible Beneficiaries is defined in Article I except that such determination shall be made without regard to the age of the Eligible Beneficiary, or (iii) if there is no Eligible Beneficiary, to the Participant's estate.

4. Section 15.01 of the Plan shall be deleted in its entirety and the following Section 15.01 substituted therefor as Section 15.01:

15.01 MEMBERS' COMPENSATION, EXPENSES. The Employer must appoint a Board of Administration which shall administer the Plan and Trust Fund. The Board of Administration shall consist of the Director of Finance and at least six members but no more than eight members appointed by the Mayor of the City and approved by the Board of Mayor and Aldermen. The members of the Board of Administration will serve without compensation for services as such, but the Employer will pay all expenses of the Board of Administration, except to the extent the Trust properly pays the expenses, pursuant to Article XVI. One member of the Board must be a retired Participant who is receiving retirement benefits hereunder.

IN WITNESS WHEREOF, the City has caused this Amendment No. 1 to the Plan to be executed this 11th day of March 2025 but effective from and after July 1, 2024.

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

David Parsons, Mayor

Attest: _____
Penny Medlock, City Clerk



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

RESOLUTION (ID # 3738)

Meeting: 03/11/25 06:00 PM

Department: Finance

Category: Presentation

Prepared By: Dick Phebus

Initiator: Dick Phebus

Sponsors:

DOC ID: 3738

Resolution 10-25, a resolution to amend the Fiscal Year 2025 General Fund Budget to appropriate \$100,000 for peace officer supplement pay for police department certified personnel.

WHEREAS, the State of Tennessee Peace Officer Standard and Training Commission has approved the 2024 Peace Officer Supplement Pay of \$800 for each of the 125 eligible Bartlett Police Department personnel in the amount of \$100,000 and the funds have been received by the City on February 24, 2025; and

WHEREAS, to distribute the funds to the eligible police personnel it is necessary to amend the Fiscal Year 2025 Operating Budget for the Police Department to accept the 2024 salary supplement for eligible police officers and appropriate the additional expenditures.

NOW THEREFORE BE IT RESOLVED By the Board of Mayor and Aldermen that, the Fiscal Year 2025 General Fund budget is amended to appropriate \$100,000 in revenues and expenditures for this 2024 Peace Officer Supplement Pay for police personnel.

Adopted this day of March 11, 2025

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

David Parsons, Mayor

Attest: _____
Penny Medlock, City Clerk

Salary Supplement Request and Report

TO BE SIGNED BY CHIEF ADMINISTRATIVE

Request for payment of police salary supplement is hereby made.

I have examined the attached reporting form and find it complete and correct to the best of my knowledge.

This request is made with the understanding that payments received are subject to the deduction of applicable taxes by the local unit of government before disbursement to eligible full-time police officers.

The undersigned further certifies that all personnel receiving the salary pay supplement are full-time certified law enforcement officers as defined in Tennessee Code Annotated, Title 38, Chapter 8; and that their primary duties and responsibilities during the 2024 calendar year were to detect and prevent crime.

Total salary supplement requested:

Number of Officers: 125 Total Amount: \$ 100,000.00 (# of officers x \$800.)

City/County Chief Administrative Official (Sheriff/Police Chief – DO NOT SIGN)

Signature:  Date: 1-25-25

Print Name, Title: David Parsons, Mayor

Agency: City of Bartlett - Bartlett Police Department

Official Mailing Address: Bartlett City Hall, 6400 Stage Road, Bartlett, TN 38134

RECEIVED

By Kevin Krieb at 8:26 am, Feb 12, 2025

FOR P.O.S.T. USE ONLY

Correct Number of Officers Eligible: 125 Amount \$ 100,000

(Corrections to Agency Supplement Request)

Employee Signature: Kevin Krieb

Date Processed: 2-12-25

After completing, save the form as an Excel Workbook (*.xlsx). You will then be able to upload the form into Acadis and complete your submission.

(Steps) Go to the file menu, select save a copy, select (Excel Workbook (*.xlsx)), select location to save the file, and click save.



2024 Salary Supplement Reporting Roster

Agency Name:	BARTLETT POLICE DEPARTMENT	Total Officers the Agency Request are Eligible:	125	\$100,000.00
Agency Head Print Name:	JEFFREY J. COX	Total Officers NOT Eligible:	25	
Agency Head Signature:				
Date:	1/30/2025			



Corrected Numbers By POST	POST USE ONLY
Total Number Eligible Officers:	125
Total Number of Ineligible Officers:	25

POST Signature:

DATE: 2/12/2025

Officer Name (Last, First, MI)	PSID Number	Date of Hire with Current Agency	Year of POST Certification	Officer Has Eight Months of Fulltime LE Service	ALL In-Service Training Completed	Agency Request Officer Eligibility YES/NO	Waiver Included for Officer YES/NO	Please Indicate Type of Waiver Attached	Please Select Description of Eligibility or Ineligibility	POST USE ONLY	POST USE ONLY NOTES
Sort/Filter1	Sort/Filter2	Sort/Filter3	Sort/Filter4	Sort/Filter5	Sort/Filter6	Sort/Filter7	Sort/Filter8	Sort/Filter9	Sort/Filter10	POST USE ONLY	POST USE ONLY NOTES
Adair, Dustin C	3659-1758	12/1/2004	2005	YES	YES	YES Eligible	NO	No Waiver Needed	* * Officer Completed All In-Service Training - Eligible	OK	
Allen, Jacob A	4430-4438	9/1/2021	2018	YES	YES	YES Eligible	NO	No Waiver Needed	* * Officer Completed All In-Service Training - Eligible	OK	
Allen, Robert C	5130-5144	1/1/1997	1997	YES	YES	YES Eligible	NO	No Waiver Needed	* * Officer Completed All In-Service Training - Eligible	OK	
Anderson, Rebeka A	4474-3909	3/1/2003	2003	YES	YES	YES Eligible	NO	No Waiver Needed	* * Officer Completed All In-Service Training - Eligible	OK	
Arendt, Ryan J	9291-0506	8/1/2022	2022	YES	YES	YES Eligible	NO	No Waiver Needed	* * Officer Completed All In-Service Training - Eligible	OK	
Armstrong, Benjamin R	4497-9228	9/1/2020	2020	YES	YES	YES Eligible	NO	No Waiver Needed	* * Officer Completed All In-Service Training - Eligible	OK	
Armstrong, Christopher R	4846-4527	1/1/2002	2000	YES	YES	YES Eligible	NO	No Waiver Needed	* * Officer Completed All In-Service Training - Eligible	OK	
Bell, Nathaniel A	5594-4748	11/1/2012	2012	NO	NO	NOT Eligible	NO	No Waiver Needed	Separated from Agency with Less than 8 mo. (Not Eligible)	OK	
Bierbrodt, Wilson H	3489-0970	12/15/2006	2007	YES	YES	YES Eligible	NO	No Waiver Needed	* * Officer Completed All In-Service Training - Eligible	OK	
Bramlett, Nickolas A	4974-8087	11/1/2017	2018	YES	YES	YES Eligible	NO	No Waiver Needed	* * Officer Completed All In-Service Training - Eligible	OK	
Brewer, Terry G	3635-4440	12/1/2004	2003	NO	NO	NOT Eligible	NO	No Waiver Needed	Separated from Agency with Less than 8 mo. (Not Eligible)	OK	
Brown, Kristopher D	3179-9529	11/1/2013	2011	YES	YES	YES Eligible	NO	No Waiver Needed	* * Officer Completed All In-Service Training - Eligible	OK	
Bryant, Ashley R	6123-5417	12/1/2021	2021	YES	YES	YES Eligible	NO	No Waiver Needed	* * Officer Completed All In-Service Training - Eligible	OK	
Bryant, Charles E	3072-2085	1/3/2023	2015	YES	YES	YES Eligible	NO	No Waiver Needed	* * Officer Completed All In-Service Training - Eligible	OK	
Bueltemann, Blake T	7665-3298	11/1/2017	2018	YES	YES	YES Eligible	NO	No Waiver Needed	* * Officer Completed All In-Service Training - Eligible	OK	
Bueltemann, Collin T	1107-8285	8/1/2022	2017	YES	YES	YES Eligible	NO	No Waiver Needed	* * Officer Completed All In-Service Training - Eligible	OK	
Butler, Andrew G	8383-9961	6/1/2016	2016	YES	YES	YES Eligible	NO	No Waiver Needed	* * Officer Completed All In-Service Training - Eligible	OK	
Bynum, Justine E	1639-9075	12/10/2007	2008	YES	YES	YES Eligible	NO	No Waiver Needed	* * Officer Completed All In-Service Training - Eligible	OK	

2022 Salary Supplement Agency Request Roster
Electronic Submission Only

8.4.a

Caldwell, Russell B	5735-1330	12/15/2006	2007	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Cannito, Sharon A	3512-8666	3/1/2015	2015	NO	NO	NOT Eligible	NO	No Waiver Needed	Separated from Agency with Less than 8 mo. (Not Eligible)	OK	
Chandler, Matthew D	7847-2999	4/1/2024		NO	NO	NOT Eligible	NO	No Waiver Needed	Separated from Agency with Less than 8 mo. (Not Eligible)	OK	
Christian, Robert M	9815-9380	1/1/2003	2003	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Christian, Sara J	3319-9878	11/1/2013	2014	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Cici, Patrick J	8395-0555	7/1/1998	1998	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Clark, William D	4029-2732	8/1/2015	2013	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Clements, Charles R	7900-3187	6/3/2019	2019	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Cole, Brenton L	3624-7273	6/3/2019	2019	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Coleman, Chandler C	2304-2946	6/1/2021	2021	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Conson, William K	6251-5530	4/1/2024	2023	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Cote, Michael J	6844-7614	1/1/2014	2014	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Covington, John L	0809-7846	9/1/2022	2006	NO	NO	NOT Eligible	NO	No Waiver Needed	Separated and Employed with Other Agency at End of Calendar Year (Not Eligible)	OK	
Cox, Jeffery J	7396-2925	1/16/1989	1989	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Crossno, Clinton B	1066-1958	8/1/2023	2021	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Culp, Keaton T	5069-9062	9/1/2024	2025	NO	NO	NOT Eligible	NO	No Waiver Needed	Officer Waiting to Attend Academy or Transition School and Not POST Cert. (Not Eligible)	OK	
DeCrow, Patrick N	0929-0498	3/3/2008	2008	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
DeWitt, Kevin G	2483-2545	11/1/2016	2017	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Dickerson, Jacob L	6057-5433	8/1/2017	2017	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Dillon, William C	0742-7864	9/1/2024	2025	NO	NO	NOT Eligible	NO	No Waiver Needed	Officer Waiting to Attend Academy or Transition School and Not POST Cert. (Not Eligible)	OK	
Dunlap, Timothy A	7318-4125	2/16/2007	2007	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Dyer, Jonathan T	4946-5097	9/1/2020	2020	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Edwards, Brandon L	3854-4904	11/1/2018	2018	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Farley, Sharon S	3696-8666	10/16/2016		NO	NO	NOT Eligible	NO	No Waiver Needed	Non Law Enforcement- Not Eligible	OK	
Fisher, Stephen S	9812-6957	1/1/2021	2019	YES	YES	YES Eligible	YES	Military Waiver with Active Orders (Eligible w/waiver+orders)	** Officer on Active Military Duty With Active Orders - Eligible	OK	
Gammon, Arlan L	3025-0473	12/1/2005	2006	YES	NO	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Garces, Estevan R	6082-4166	5/1/2010	2010	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Garcia, Jesus A	1404-2921	1/1/2000	2000	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Giannini, Aron P	2824-2051	10/1/2016	2011	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Gillespie, Tyler L	3177-5629	12/1/2019	2020	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	

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Golden, Christopher M	2885	12/1/2005	2006	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Gomez-Marques, Jose M	7676-8824	3/1/2022	2017	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Gore, Jay R	6411-5462	7/1/2013	2013	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Green, Anthony J	5060-9784	3/1/2015	2015	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Green, Colin W	3762-7394	12/1/2005	2006	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Griffin, David W	9600-0342	12/1/2013	2014	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Grillot, Matthew A	1855-0061	7/1/2011	2011	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Haler, Hannah R	6473-6657	6/1/2021	2021	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Hafford, Richard T	2667-7511	2/16/1998	1998	NO	NO	NOT Eligible	NO	No Waiver Needed	Separated from Agency with Less than 8 mo. (Not Eligible)	OK	
Halliday, Wyatt G	0327-8708	6/3/2019	2019	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Hammonds, Steven B	5032-3449	4/1/1997	1997	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Hanskiewicz, Stanley J	6265-5247	1/1/2003	2003	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Hardgrave, Michael W	2732-1438	7/1/2022	2015	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Harris, Everette G III	2930-0634	8/1/2022	2022	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Hines, David B	8502-8959	3/1/2011	2011	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Hobbs, Joe E	8492-7212	12/15/2006	2007	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Holmes, Gerald W	0746-5528	1/1/1995	1995	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Hormann, Cory E	4473-2297	2/1/2013	2013	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Jackson, Jason W	7170-1342	3/3/2008	2008	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Jacobs, Scott G	2928-1754	12/1/2022	2023	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Jarrett, Leslie S	1478-2573	12/15/2006	2007	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Johnson, Kyle W	3800-8188	2/1/2024	2020	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Jones, Joseph Q	1169-6482	7/1/1998	1998	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Kane, John M Sr.	6479-1772	1/1/2002	2002	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Keys, John S Sr.	3221-6015	9/1/1996	1996	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Kicklighter, Logan R	5824-1291	3/1/2015	2015	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
King, Taylor A	2753-7731	1/1/2018	2018	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Kissinger, Hunter C	6477-3179	11/1/2017	2018	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Knight, Casey M	3616-9719	1/1/2003	2003	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Leatherwood, John J Jr.	9860-9415	2/9/1996	1996	NO	NO	NOT Eligible	NO	No Waiver Needed	Separated from Agency with Less than 8 mo. (Not Eligible)	OK	

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Leppanen, Eric R	9010-9795	5/16/1991	1991	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Lewis, Amy M	9192-2164	5/9/2024	2024	NO	YES	NOT Eligible	NO	No Waiver Needed	Officer POST Certified in 2024 (Not Eligible)	OK	
Littleford, Logan A	9419-2279	8/1/2022	2019	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Luff, Bryan G	6419-0317	11/1/2013	2014	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Mack, Richard G	5117-7065	11/1/2012	2013	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Malikias, Andrew R	4375-4861	12/1/2008	2009	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Martin, Jared A	7141-4877	12/10/2007	2008	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Martin, Michael K	0595-5871	11/1/1990	1991	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Martin, Zachary L	8501-5056	11/1/2021	2020	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Maser, Jeremy C	0305-0061	7/25/2007	2007	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Massey, Joseph S	6168-2303	1/1/1995	1995	NO	NO	NOT Eligible	NO	No Waiver Needed	Separated and Employed with Other Agency at End of Calendar Year (Not Eligible)	OK	
May, Oscar W III	5024-1001	2/16/1999	1999	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
McArthur, Matthew R	5537-3849	7/16/2004	2004	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
McCollum, Thomas R III	5989-5461	7/16/2004	2004	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
McGraw, Asya S	1622-0302	9/1/2021	2022	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
McKee, Christopher M	0245-7267	12/10/2007	2008	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Meadows, Aaron R	3969-8248	3/16/2016	2015	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Melton, Scott A	1048-8265	3/1/2012	2012	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Mendez, Ezequiel NMN	9149-4478	11/1/2021	2022	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Molina, Isaiah F	3743-8251	8/1/2024	2023	YES	YES	YES Eligible	YES	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Moore, Cooper G	7281-6596	10/1/2024	2025	NO	NO	NOT Eligible	NO	No Waiver Needed	Officer Waiting to Attend Academy or Transition School and Not POST Cert. (Not Eligible)	OK	
Morris, Hunter B	6436-5422	12/1/2022	2023	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Morton, Taylor E	9681-4971	10/1/2024	2022	NO	NO	NOT Eligible	NO	No Waiver Needed	Less than 8 Total Months of Fulltime Law Enforcement Service with One or All Combined 2024 Employing Agencies (Not Eligible)	OK	
Myers, John W	0679-7688	2/1/2013	2013	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Overly, Juanisha L	7494-2481	9/1/2024	2024	NO	NO	NOT Eligible	NO	No Waiver Needed	Officer Attended Transition School in 2024 (Not Eligible)	OK	
Pappas, Anthony N	1580-0083	11/15/2019	2019	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Pass, Olivia H	0239-5144	6/1/2022	2022	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Pike, Joshua L	1080-4593	2/16/1998	1998	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Pope, Ryan D	4205-8088	7/1/2011	2011	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Prince, Joshua D	0199-1022	11/1/2017	2018	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	

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Purcell, Nicholas R	3758-4063	3/1/2015	2012	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Randall, Tyrone E	6886-4066	1/1/2003	2003	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Read, Robert J	8241-3147	12/1/2009	2007	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Robinson, Matthew D	2196-2640	12/1/2009	2010	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Rodriguez-Meraz, Christian NMN	5423-3956	11/1/2017	2018	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Rose, Keith A	7323-1950	3/3/2008	2008	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Sanders, Caitlin A	5966-0799	9/1/2024	2025	NO	NO	NOT Eligible	NO	No Waiver Needed	Officer Waiting to Attend Academy or Transition School and Not POST Cert. (Not Eligible)	OK	
Sanders, DeMarco S	9078-7838	11/1/2018	2019	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Sandlin, Adam P	1280-4445	12/10/2007	2008	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Schaumburg, Christian NMJ Sr.	3391-3478	1/1/2002	2002	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Segerson, William M	7272-7826	3/1/2024	2013	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Selph, Robert S	1929-0613	1/1/1999	1999	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Simpson, William J	1191-3733	9/1/2024	2025	NO	NO	NOT Eligible	NO	No Waiver Needed	Officer Waiting to Attend Academy or Transition School and Not POST Cert. (Not Eligible)	OK	
Sluder, Christie L	2056-0196	8/16/2004		NO	NO	NOT Eligible	NO	No Waiver Needed	Non Law Enforcement- Not Eligible	OK	
Springer, Jeremy A	8977-3369	3/8/2007	2007	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Stabe, Christopher C	0215-1477	10/1/2016	2017	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Stevens, Breen B	3466-2111	7/25/2007	2007	NO	NO	NOT Eligible	NO	No Waiver Needed	Separated from Agency with Less than 8 mo. (Not Eligible)	OK	
Stevens, Philip A	2645-5768	3/1/2015	2012	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Stewart, Dustin D	1150-9378	12/10/2007	2008	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Stubbs, Ethan R	2206-2620	9/1/2021	2018	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Taylor, Michael D	29352	2/1/2013	2013	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Thompson, Laura K	0950-9639	2/16/1998	1996	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Thompson, Walter M III	1554-8785	8/1/2022	2018	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Thornton, Brandon E	4453-6612	12/15/2006	2007	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Tudon, Gustavo NM Jr.	2925-7688	8/1/2022	2019	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Turner, Jarred M	4838-8206	12/1/2019	2020	NO	NO	NOT Eligible	NO	No Waiver Needed	Separated from Agency with Less than 8 mo. (Not Eligible)	OK	
Vick, Brittni L	9645-2380	8/1/2017	2017	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Wallace, John B	3350-5360	10/1/2024	2025	NO	NO	NOT Eligible	NO	No Waiver Needed	Officer Waiting to Attend Academy or Transition School and Not POST Cert. (Not Eligible)	OK	
Webb, Denise M	4927-7191	12/1/1997	1996	YES	YES	YES Eligible	NO	No Waiver Needed	** Officer Completed All In-Service Training - Eligible	OK	
Webb, Garrett C	9022-4163	10/1/2024	2025	NO	NO	NOT Eligible	NO	No Waiver Needed	Officer Waiting to Attend Academy or Transition School and Not POST Cert. (Not Eligible)	OK	

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Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

RESOLUTION (ID # 3739)

Meeting: 03/11/25 06:00 PM

Department: Finance

Category: Presentation

Prepared By: Dick Phebus

Initiator: Dick Phebus

Sponsors:

DOC ID: 3739

Resolution 11-25, a resolution to amend the Fiscal Year 2025 General Fund Budget to appropriate \$76,000 for education incentive pay for fire department personnel.

WHEREAS, the State of Tennessee Commission on Fire Fighting has approved the 2024 education incentive pay for eligible Bartlett Fire Department personnel in the amount of \$76,000 and the funds have been received by the City; and

WHEREAS, in order to distribute the funds to the eligible fire personnel it is necessary to amend the fiscal year 2025 General Fund operating budget for the fire department to appropriate this supplemental pay to firefighters and EMS personnel.

NOW THEREFORE BE IT RESOLVED By the Board of Mayor and Aldermen, that the fiscal year 2025 General Fund operating budget be amended to accept \$76,000 in revenues and appropriate the same amount as expenditures for 2024 education incentive for fire department personnel as follows:

Account #	Expenditures	Revenues
110.42200.33590		\$55,200.00
110.42300.33590		\$20,800.00
110.42200.157	\$55,200.00	
110.42300.157	\$20,800.00	

Adopted this day of March 11, 2025

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

David Parsons, Mayor

Attest: _____
Penny Medlock, City Clerk

2024 STATE SALARY SUPPLEMENT PAY		
MED	110.42300.33590	26 employees
FIRE	110.42200.33590	69 employees
Last Name	First	Medical / Fire
Abernathie	Andrew	FIRE
Allen	Brandon	FIRE
Allen	Brodie	FIRE
Allen	Spenser	FIRE
Bailey	Matthew	FIRE
Bohanon	Rodney	FIRE
Bolden	Gavin	MED
Boros	Blake	FIRE
Breault	Cole	FIRE
Brown	Brandon	FIRE
Budde	Kevin	FIRE
Bueltemann	Brett	FIRE
Burns	John	FIRE
Burross	Jeffery	FIRE
Caldwell	Greg	MED
Campbell	Ryan	MED
Carmichael	Brian	FIRE
Carver	Jeremy	FIRE
Clutch	Greg	MED
Condrey	Josh	MED
Cooper	Carson	FIRE
Cooper	Pete	FIRE
Crump	Talmage	FIRE
Daugherty	Brad	FIRE
Davis	Christofer	MED
Dawson	Garrett	FIRE
DeLappe	Timothy	FIRE
Drew	Margaret	MED
Duncan	Dalton	FIRE
Edwards	William	FIRE
Ellenbecker	Dalton	FIRE
Gallimore	Mark	FIRE
Garries	Michael	MED

Grant	Tanner	MED
Gray	Chari	FIRE
Gray	Jeremy	MED
Habben	Dustin	FIRE
Hahn	Michael	MED
Henry	James	FIRE
Herring	Jeremy	FIRE
Hess	Alex	FIRE
Higdon	Randy	FIRE
Hill	Curtis	FIRE
Hill	Matthew	FIRE
Holcomb	Brian	FIRE
Howell	Bailey	MED
Hunt	James	FIRE
Jones	Jody	FIRE
Jones	Steven	FIRE
Lipsky	David	FIRE
Luna	Isaac	FIRE
Mayer	Jeffery	MED
Mayo	Michael	FIRE
McNatt	Jesse	FIRE
McNatt	Matthew	FIRE
McNeely	Justin	MED
Miranda-Chavez	Antonio	FIRE
Moose	Timothy	FIRE
Moretta	Kaleb	FIRE
Namowicz	Daniel	MED
Nelson	Edward	FIRE
Parsons	Nathaniel	MED
Payne	Dustin	FIRE
Peyton	Timothy	FIRE
Pickett	Stephen	FIRE
Reeder	John	MED
Reid	Grant	MED
Remscheid	Eric	FIRE
Robertson	Dorthy	MED
Rowan	Andrew	FIRE
Seratt	Mitchell	FIRE
Sherman	Michael	MED
Sinquefield	Joseph	MED

Smith	David	FIRE
Smith	Taylor	FIRE
Stone	Larry	FIRE
Story	Rannon	FIRE
Stott	Cameron	FIRE
Taylor	Kyle	FIRE
Thomas	Jonathan	FIRE
Tijerina	Victoria	MED
Toler	Billie	FIRE
Tremmel	Jacob	FIRE
Udall	Shelly	FIRE
Upchurch	Jeremy	MED
Videtto	Walter	FIRE
Volner	James	FIRE
White	Benjamin	FIRE
White	Rory	FIRE
Whittington	Jordan	FIRE
Wilkinson	Daniel	MED
Williamson	Carly	MED
Williamson	Kenneth	FIRE
Wooten	Clint	MED
Yarbro	Kipp	FIRE